

**STATE OF CONNECTICUT  
OFFICE FOR WORKFORCE COMPETITIVENESS**

**REQUEST FOR PROPOSALS**

**FEATURE FILM INDUSTRY TRAINING PROGRAM  
April, 2008**

**Request for Qualifications**

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## **SECTION I – INTRODUCTION AND PROJECT DESCRIPTION**

In 2006, the Connecticut Legislature passed a production tax incentive program, providing a 30% corporate tax credit for motion picture, commercial, and digital media projects produced in the state. This production incentive has created a large influx of feature film production in Connecticut. The legislature also recognized that tax credits cannot sustain further growth in this industry unless there is an indigenous workforce to fill the many job categories involved in producing such projects.

For many years, Connecticut has had a small but vibrant in-state film production industry, primarily in the areas of local and regional commercials, corporate and education films, and more recently, digital media productions. Historically, the majority of this work has been both freelance and non-union. To become a part of the feature film industry that has recently come to Connecticut, state officials and resident professionals must remain cognizant of existing independent and studio union contracts in the feature film industry. Workforce development within this industry will require the integration of local crew personnel into applicable motion picture union locals. Over the coming years, as feature production continues to grow, it is hoped that there is the potential for establishing a large and vital workforce in the state.

To this end, the State of Connecticut, through the Office for Workforce Competitiveness (OWC) is requesting proposals from qualified public or private educational institution(s), organization(s), and/or individual(s) to administer and conduct a Feature Film Industry Training Program (FITP) for Connecticut residents. The program is designed to attract as trainees those individuals and students who seek entry-level freelance work on feature motion pictures, desire a career in this industry, and have the intention of making application for appropriate union membership in their chosen professional field. It is important to note, however, that participation in the FITP will not assure trainees union membership. Each union local may have specific application, examination, and acceptance regulations. For each chosen field, other professional requirements and state licensing may apply, and further training and/or further experience may also be necessary.

The FITP will consist of two weeks of introductory instruction, two weeks of concentrated instruction, and up to ten weeks of on-set feature film mentorship:

### Phase One – Production Overview

The first two weeks, presented in classroom format, will offer a comprehensive production overview and survey of all job categories in the feature film industry. Upon successful completion of this introductory course, trainees will be encouraged to continue to the next phase.

### Phase Two – Concentrated Training

During the second two-week period, each trainee will select a feature film production department (see next page) as an area of concentration for his/her continued studies. Working in departmental groups, and participating in intensive classroom instruction and hands-on training in a studio environment, trainees will focus on departmental and individual crew interaction and cooperation.

### Phase Three – On-Set Mentorship

Upon successful completion of the concentrated departmental instruction, trainees will be encouraged to continue to the final phase of the FITP, which will offer up to ten weeks of on-set feature film mentorship experience. Participants will work on an actual feature film shooting in Connecticut, directly mentoring with department heads and crew members. Trainees may not perform tasks defined as integral to the job category of any union member and all trainee participation will be directly supervised. The timing of trainee participation in the mentorship phase will be dependent on the cooperation of producers, union representatives, and the shooting schedules of participating productions.

The FITP will be taught in the following departmental components, as traditionally defined in the feature film industry. Grantee(s) are encouraged to partner with others and to select various departmental components within the FITP. Based on the number of trainees, duplicate components may be taught in varied geographical areas within the state.

Production Management	Sound
Location Management	Property
Production Office Coordination	Set Dressing
Lighting & Grip	Set Construction
Camera	Costume & Wardrobe

## **SECTION II – SCOPE OF SERVICES**

The grantee(s) must commence the Feature Film Industry Training Program (FITP) **NO LATER THAN** the beginning of July, 2008. The cost for such program shall not exceed \$200,000 per award. It is anticipated that no more than five (5) awards will be granted and geographical representation will be considered. Programs awarded funding will have the specific elements outlined below.

1. A comprehensive curriculum guide for the FITP is available on the internet in PDF format at the following websites:

<http://www.cultureandtourism.org>

<http://www.ctdhe.org>

The guide may be accessed as an Addendum in the RFP document at the following website (use the keyword “Film Industry” or look under the open bids for the Office for Workforce Competitiveness to locate this RFP and RFP Addendums):

[http://www.das.state.ct.us/Purchase/Portal/Portal\\_home.asp](http://www.das.state.ct.us/Purchase/Portal/Portal_home.asp)

This guide has been revised to make it specifically applicable to this RFP and will serve as a guideline for grantee applicants in the development of their proposals.

2. The curriculum guide defines specific subjects to be covered in the FITP and is required as a basis for instruction for each component. Within the described daily and weekly framework of the program, the grantee(s) and/or hired instructor(s) may supplement the curriculum as they see fit.

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3. To assure the authenticity of the learning experience, INSTRUCTORS HIRED FOR THE FITP SHALL BE MOTION PICTURE PROFESSIONALS WHO HAVE SIGNIFICANT CAREER EXPERIENCE WORKING IN THE FEATURE FILM INDUSTRY. All instructors will have served as department heads on major motion pictures and will be active members of the motion picture trade union applicable to the particular skills they teach.
4. The FITP daily schedule will consist of eight (8) hours of continuous instruction. The grantee(s) and/or hired instructors may define short breaks and a one-hour lunch period as they see fit.
5. Officers of applicable motion picture locals have been contacted by OWC and will assist grantee(s) with instructor search and hiring within each union. Accordingly, as per agreement with union officers, FITP instructors will be paid at current union national independent contract scale rates with fringes. Current union rates for applicable feature motion picture department heads are included in Exhibit A attached. Standard union travel, hotel, per diems, and kit rentals (if applicable) will also be paid to instructors. Grantee(s) will be responsible for hire of payroll services familiar with the tenants of feature motion picture production.
6. Grantee(s) is responsible for the provision and/or hire of all classroom, studio, and shop space, as well as all necessary equipment, materials, vehicles, and supplies required for use by instructors and participants of the FITP. Specific budget numbers for the above must be included in a response to this RFP.
7. Selected grantees will charge a nominal tuition fee to participate in the FITP. It is suggested that a \$250 fee for Phase I and a \$250 fee for Phase 2 of the FITP. After selection of final grantees, there will be a determination of a uniform fee-level to maintain statewide consistency. No fees may be charged for the mentorship program (Phase 3), when a stipend will be paid to trainees (see below). Trainee fees will be paid directly to grantee(s) and may be used to defray program costs incurred by grantee(s).
8. Grantee(s) is responsible for all FITP marketing, outreach, publicity, applicant and trainee services, and administration of trainee participant fees. A plan for FITP advertising and soliciting participation of trainees on a state-wide basis shall be submitted as part of the response to this RFP.
9. OWC has consulted with feature film professionals and, upon request, can suggest possible industry vendors who may be receptive to requests for certain in-kind services. However, no warranties are inferred and no assistance in such endeavor can be provided by OWC to the grantee(s).
10. For the mentorship phase of the FITP, trainees shall be paid \$500 per five-day week for up to ten weeks for their services to the participating production. Administration of these payments shall be the responsibility of grantee(s). The grantee(s) is responsible for insuring that mentees are placed in legitimate film productions and are afforded real learning opportunities on the film set in their area of specialty.

### **SECTION III – REQUIRED INFORMATION**

Grantee candidate(s) must provide the information listed below as part of their submission to the Request for Proposals (RFP). All materials will become the property of the State of Connecticut.

Ten (10) copies of the complete RFP package must be submitted. Each submission in response to the RFP must contain the following information:

1. A detailed description of the approach, time frame, budget and marketing plan required to meet the scope of services described above.
2. A description of the grantee's areas of expertise and experience relevant to this assignment, including a summary of key strengths and qualifications of the individual(s) and/or the organization and similar projects in which the individual(s)/organization has been involved.
3. Identification of all partner organizations and entities to be included in the implementation and performance of the FITP (i.e., film studios, set construction shops, music studios, etc) including letter(s) of commitment to participate and summary of their relevant experience and qualifications.
4. Identification of primary individual(s) who will administer and/or work on the FITP, including such individual(s) experience and background relevant to this assignment. Resumes must be included in an appendix for all primary individuals, including collaborative partners.
5. Any additional information which the individual(s) and/or organization(s) wishes to bring to the attention of the State that is relevant to this RFP and that documents the qualifications of the applicant according to the evaluation criteria listed below, including a list of collaborative partners and their qualifications.

### **SECTION IV - SELECTION CRITERIA**

Qualifications of individual(s) and/or organization(s) will be evaluated according to the demonstration of:

- 1) Significant experience in developing and managing comprehensive educational and training programs relevant to the feature film industry (up to 20 points);
- 2) Broad experience in and understanding of teaching methods applicable to feature motion picture production, familiarization with production staffing, union contracts, job categories, working conditions, studio and on-set skills and standards, comprehensive equipment applications, and knowledge of current industry trends (up to 30 points);
- 3) Provision of a broad array of requisite infrastructure and ancillary facilities required for the production of feature motion pictures, the ability to provide comprehensive training opportunities, and an ability to attract a maximum number of participants (up to 15 points);

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- 4) Evidence of previous and existing relationships with feature film producers and production companies or strategies for securing such in support of the mentoring component (up to 15 points);
- 5) Knowledge of feature film industry budget and policy trends, as well as the short and long term impact of production activity in Connecticut, and the development and conditions necessary for further expansion of the industry (up to 10 points); and
- 6) Accuracy of budget and cost-effectiveness of the proposal (up to 10 points)

## SECTION V - SUBMISSION AND SELECTION PROCESS

In order to be considered for this assignment, all submissions to the RFP must be in the possession of the State of Connecticut Office for Workforce Competitiveness (OWC) **no later than 3:00 p.m. on Friday, May 16, 2008**. Any submission postmarked or hand carried after this date and time will not be considered. All submissions must be in sealed envelopes or packages and must include ten (10) copies of the entire package. Submissions must be mailed or delivered to the Official Agency Contact:

State of Connecticut  
Office for Workforce Competitiveness  
100 Great Meadow Road  
Suite 401  
Wethersfield, CT 06109  
Attn: Ms. Beth Trenchard

### Selection Process Calendar

April 16, 2008	RFP release date
April 30, 2008	3:00 p.m. deadline for submission of RFP questions
May 16, 2008	3:00 p.m. deadline for RFP submissions
May 30, 2008	Selection and notification of grantee(s)

## SECTION VI - GENERAL CONDITIONS

Important Note: All grantee(s) candidates must be willing to adhere to the following conditions and must positively state this in the proposal.

1. All qualifications in response to this RFP are to be the sole property of the State. Grantee candidates are encouraged not to include in their qualifications any information, which is proprietary. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.

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2. Any product, whether acceptable or unacceptable to the State, developed under a contract awarded, as a result of the RFP is to be the sole property of the State.
3. The grantee candidate agrees that the proposal will remain valid for a period of 90 days after the closing date for the submission and may be extended beyond that time by mutual agreement.
4. The State may amend or cancel this RFP, prior to the due date and time, if the State deems it to be necessary, appropriate, or otherwise in the best interests of the State.
5. Any costs and expenses incurred by grantee candidates in preparing or submitting qualifications are the sole responsibility of the grantee candidate. A grantee candidate, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the proposal.
6. No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification of qualifications may be required by the State at the grantee candidate's sole cost and expense.
7. The grantee candidate awarded the contract may be required to give presentations to the extent necessary to satisfy the State's requirements or needs. In some cases, grantee candidates may have to give presentations or further explanation to the RFP selection committee.
8. The grantee candidate represents and warrants that the proposal is not made in connection with any other grantee candidate and is in all respects fair and without collusion or fraud. The grantee candidate further represents and warrants that they did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of the State participated directly in the grantee candidate's proposal preparation.
9. All responses to the RFP must conform to instruction. Failure to answer all questions or to follow the requested format may be considered appropriate cause for rejection of the response.
10. The contract document will represent the entire agreement between the grantee candidate and OWC and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for payment for services under the terms of the contract until the successful grantee candidate is notified that the contract has been accepted and approved by the State. The contract may be amended only by means of a written instrument signed by the State and the grantee candidate.
11. With regard to a State contract (which includes grant agreements) as defined in P.A. 07-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising

prospective state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See Exhibit B attached.

12. Documentation Required Subsequent to Grant Award. The respondent chosen for the award will provide the documentation below at time of execution of the grant agreement. **This requirement does not apply to an entity of the State of Connecticut.**

- (a) Nondiscrimination Certification: Public Act 07-142 and Public Act 07-245 have amended the nondiscrimination provisions of the Connecticut General Statutes to add civil unions to the existing protected classes and to require State responders to adopt policies in support of the new statutes by means of a resolution. Accordingly, Exhibit C is a form certification that the successful responder must deliver executed at the time that it executes the grant agreement. The execution and submittal of this certificate is a condition precedent to the State's executing the grant agreement, unless the responder is exempt from this statutory requirement, in which case the responder must obtain a written waiver from the State's Commission on Human Rights and Opportunities.

### **Rights Reserved To the State**

The State of Connecticut reserves the right, at its sole and absolute discretion, to extend any of the actual or proposed dates in the time schedule applicable to all grantees, and further reserves the right to reject any and all submissions from any or all candidates and to republish the RFP.

The State also reserves the right, at its sole and absolute discretion, to terminate the RFP process at any time prior to execution of any agreement.

The State reserves the right to award in part, to reject any and all qualifications in whole or in part, to waive technical defect, irregularities and omissions if, in its judgment, the best interest of the State will be served; for misrepresentation or when the grantee candidate is in default of any prior State contract; or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFP.

The State reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a grantee candidate and subsequently awarding the contract to another grantee candidate. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial grantee candidate is deemed to be void and of no effect as if no contract ever existed between the State and the grantee candidate.

## **SECTION VII - COMMUNICATION PROTOCOL**

All questions must be in writing and directed exclusively to the Official Agency Contact, Ms. Beth Trenchard. Inquiries must be transmitted via email to:

[beth.trenchard@po.state.ct.us](mailto:beth.trenchard@po.state.ct.us).

All questions must be received no later than 3:00 p.m. on April 30, 2008 to be considered for a reply. All potential proposers will be able to view the answers to questions through

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Addendums to this RFP document which will be posted as necessary on the following websites:

[http://www.das.state.ct.us/Purchase/Portal/Portal\\_home.asp](http://www.das.state.ct.us/Purchase/Portal/Portal_home.asp)

<http://cultureandtourism.org>

<http://www.ctdhe.org>

The State of Connecticut reserves the right to respond or not to respond to specific questions, clarifications or requests concerning the RFP process. The State acknowledges that information contained in the submissions is subject to the Freedom of Information Act (FOIA).

Exhibit A  
**2008 National Independent Scale Rates for  
Feature Motion Picture Department Heads**

**Payments Required for Training Program Instructor Hire:**

<b>Lesson</b>	<b>Position</b>	<b>Union</b>	<b>Daily (8 Hours)</b>
<b>Production Management</b>	Unit Production Manager	DGA	\$1,173.
<b>Location Management</b>	Location Manager	DGA	\$ 701.
<b>Production Office Coordination</b>	Production Office Coordinator	IATSE Local 161	\$ 450.
<b>Camera</b>	First Assistant. Cameraperson	IATSE Local 600	\$ 433.
<b>Sound</b>	Mixer	IATSE Local 52	\$ 470.
<b>Lighting &amp; Grip</b>	Gaffer Key Grip	IATSE Local 52	\$ 363.
<b>Property</b>	Property Master	IATSE Local 52	\$ 363.
<b>Set Dressing</b>	Leadperson	IATSE Local 52	\$ 363.
<b>Set Construction</b>	Construction Coordinator	IATSE Local 52	\$ 415.
<b>Wardrobe</b>	Wardrobe Supervisor	IATSE Local 764	\$ 412.

**Fringes**

Contributions are made to the Motion Picture Industry Pension and Health Funds (MPIPH) for all hours worked or guaranteed in the following amounts

Pension	\$2.0650
Active Health Plan	\$5.7469
Retiree Health Plan	\$1.2722
Individual Account Plan	\$ .3050*
Total	\$9.3891

\*Add to the above: Individual Account Plan, five and one-half percent (5.5%) of the scale regular base hourly rate of pay

## Exhibit B

### NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION BAN

This notice is provided under the authority of Connecticut General Statutes 9-61 2(g)(2), as amended by P.A. 07-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined below):

#### **Campaign Contribution and Solicitation Ban**

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract* or *state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to, or *solicit* contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee;

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

#### **Duty to Inform**

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

#### **Penalties for Violations**

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties--\$2000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of \$2000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or \$5000 in fines, or both.

#### **Contract Consequences**

Contributions made or solicited in violation of the above prohibitions may result, in the case of a state contractor, in the contract being voided.

Contributions made or solicited in violation of the above prohibitions, in the case of a prospective state contractor, shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State will not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information and the entire text of P.A 07-1 may be found on the website of the State Elections Enforcement Commission, [www.ct.gov/seec](http://www.ct.gov/seec). Click on the link to "State Contractor Contribution Ban."

Definitions:

"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state*

*contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

"State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan or a loan to an individual for other than commercial purposes.

"State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

"Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

"Dependent child" means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

"Solicit" means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

**Exhibit C**

CERTIFICATION

*(By corporate or other business entity regarding support of nondiscrimination against persons on account of their race, color, religious creed, age, marital or civil union status, national origin, ancestry, sex, mental retardation, physical disability or sexual orientation.)*

I \_\_\_\_\_ (signer's name) \_\_\_\_\_, \_\_\_\_\_ (signer's title) \_\_\_\_\_ of \_\_\_\_\_ (name of entity) \_\_\_\_\_, an entity lawfully organized and existing under the laws of \_\_\_\_\_ (name of state or commonwealth) \_\_\_\_\_, do hereby certify that the following is a true and correct copy of a resolution adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by the governing body of \_\_\_\_\_ (name of entity) \_\_\_\_\_, in accordance with all of its documents of governance and management and the laws of \_\_\_\_\_ (name of state or commonwealth) \_\_\_\_\_, and further certify that such resolution has not been modified, rescinded or revoked, and is, at present, in full force and effect.

RESOLVED: That \_\_\_\_\_ (name of entity) \_\_\_\_\_ hereby adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.

IN WITNESS WHEREOF, the undersigned has executed this certificate this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By : \_\_\_\_\_

Print Name:

Title: \_\_\_\_\_

Effective June 25, 2007