

1.0 ADMINISTRATION ISSUES

1.1 Contract Process

Standard contracts have been developed by D.P.W. in conjunction with the Office of the Attorney General.

- 1.1.1 Once the consultant has been selected, and the fee and scope of work negotiated, the Project Manager (together with the Contracts Administration Unit) will draft the contract, task letter or commission letter as the case may be.
- 1.1.2 For documents with fees in excess of those limits set forth in Connecticut General Statutes Section 4b-55, approval of the State Properties Review Board (S.P.R.B.) is required. The time period for said approval is approximately 15 days from the date of submission, however, the Connecticut Statutes allow 30 days for S.P.R.B. action.
- 1.1.3 The funding process is subject to bonding allocation by the Bond Commission and the time to accomplish this is variable. Following confirmation of the availability of funds, the document is forwarded to the consultant for execution. A transmittal letter accompanies contracts to be signed and provides detailed instructions for the consultant. It is important that the consultant comply with the requests for supplemental documentation (e.g., insurance, current license, certificate of authority) in order to avoid delay in completing the processing of the document.
- 1.1.4 In the case of contracts, approval of the Office of the Attorney General is then obtained. The time for said approval is approximately 21 days.
- 1.1.5 Change of Legal Entity or Name Change After Execution of the Contract

The consultant is obligated to provide prior written notice of any intent on its part to: 1) change its name, 2) change the type of legal entity used to conduct its business, 3) merge into another legal entity or 4) be acquired by another legal entity. The entity that results from any of these actions is hereafter referred to as the "new entity".

Once the name change, change in legal entity, merger or acquisition has occurred, the new entity must promptly enter into a contract amendment with the State reflecting that the new entity is being substituted for the original signatory to the contract and that the new entity has assumed all obligations under the contract. In connection with the contract amendment, the consultant must provide the following documentation: 1) any professional license issued to the new entity; 2) a certificate of insurance in the name of the new entity; 3) a certificate of authority authorizing the officer or partner signing for the new entity to execute the agreement; 4) if the new entity is an out-of-state corporation, a certificate of authority to transact business in Connecticut and a certificate of good standing from the entity's state of incorporation.

Notwithstanding the above, the State shall continue to enjoy all of its rights to terminate the contract as stated in the contract. The State has no obligation to execute a contract amendment with the new entity.