

Doing Business With DAS Just Got A Lot Easier

A Guide to Uploading Affidavits and Nondiscrimination Forms Online



Business *Friendly Initiative*



Contents:

- Why Upload Documents?
- Which Documents Can I Upload?
- How Do I Upload Documents?

[1] Why Upload Documents?

We're changing how we do business

"I'm committed to making sure businesses and contractors alike know that Connecticut is open for business."

Governor Dannel P. Malloy

We're proving our commitment to being more "business friendly."

The Department of Administrative Services (DAS) is introducing a new, easier way for vendors to provide Affidavits and Nondiscrimination Forms when submitting a Bid or RFP.

Now, instead of submitting these documents in hard copy every time you submit a Bid/RFP, you can upload them electronically.

These changes to our business rules are a result of legislation found in *Public Act No. 11-229*

[Click here to see the Public Act](#)

This Guide to Uploading Affidavits and Nondiscrimination Forms Online will introduce you to a quick and secure method of submitting documents with your Bid/RFP response.

These Affidavits and Nondiscrimination Forms shall remain on file at DAS, and will be available for use by other State Agencies that may also be doing business with your company.

Affidavits must be updated on a yearly basis.

If any changes to the submitted information occur, the vendor will complete a new document and upload the updated form. All updates must be made within 30 days of any change.

Uploading your documents decreases the time it takes your company to prepare a Bid/RFP response and greatly reduces the amount of paperwork your company is required to submit.

We're also benefiting the environment by reducing the amount of paper used.

Following you will find step-by-step instructions on the process of uploading your documents.

Welcome to a new way of doing business with the State of Connecticut!

[2] Which Documents Can I Upload?

- ❑ Information concerning which documents pertain to you or your company can be found in the instructions provided with the Bid/RFP package.
- ❑ All forms must be completed, signed and dated.
- ❑ Those documents requiring it, must be notarized.
- ❑ The Affidavits shall be updated and submitted annually and Affidavits and Nondiscrimination Forms shall be updated within 30 days of any changes to the submitted information.
- ❑ Your company will be sent an initial reminder 60 days prior to your annual submission date.
- ❑ Affidavits and Nondiscrimination Forms will be archived by DAS and made available to other State Agencies with which your company may be doing business.
- ❑ Please do not send hard copies of the uploaded documents to DAS.
- ❑ For more information on contract certification requirements, visit the Office of Policy and Management (OPM) website:

[OPM Contract Certification Requirements](#)

<i>List of Documents for Upload</i>
Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6)
Gift and Campaign Contribution Certification (OPM Ethics Form 1)
Consulting Agreement Affidavit (OPM Ethics Form 5)
Non Discrimination Certification (A - Representation by Individual) <i>Regardless of value</i>
Non Discrimination Certification (B - Representation by Entity) <i>For contracts valued at <u>less</u> than \$50,000.00</i>
Non Discrimination Certification (C - Affidavit by Entity) <i>For contracts valued at <u>more</u> than \$50,000.00</i>
Non Discrimination Certification (D - New Resolution by Entity)
Non Discrimination Certification (E - Prior Resolution by Entity)

[3.1] How Do I Upload Documents?

Step-By-Step Document Upload Instructions

Following are instructions for Uploading your documents to DAS.

Prior to Uploading, make sure you have scanned the applicable completed, signed documents to a folder on your computer.

Step 1:

Log in to BizNet, and click the **Upload Docs** link in the page menu bar (*upper right section of the page*).

Click the **Affidavits & Nondiscrimination Forms** button.

[Affidavits & Nondiscrimination Forms](#)



Tip: You must have a **BizNet Account** to upload documents.

[Click here to create a BizNet Account](#)



Tip: This page also includes buttons to upload documents for other DAS programs.

Make sure you choose the correct button for **Affidavits & Nondiscrimination Forms**.



[3.2] **How Do I Upload Documents?**

Step 2:

Click the **Upload** link in the left column corresponding to the description of the document you wish to upload.

BIZ NET Department of ADMINISTRATIVE SERVICES

Current User: peter.hunter@ct.gov Home Log In/Out

Company List Company Info Accounts Address Contacts Commodities Upload Docs

Company Documents

Affidavits & Nondiscrimination Forms

Upload your Forms here.
[Show Page Help](#)

PJH Construction

Upload	Upload Info	Description
Upload		Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6) Get Document
Upload		Gift and Campaign Contribution Certification (OPM Ethics Form 1) Get Document
Upload		Consulting Agreement Affidavit (OPM Ethics Form 5) Get Document
Upload		NonDiscrimination Certification (A - Representation by Individual) Get Document
Upload		NonDiscrimination Certification (B - Representation by Entity) Get Document
Upload		NonDiscrimination Certification (C - Affidavit by Entity) Get Document
Upload		NonDiscrimination Certification (D - New Resolution by Entity) Get Document
Upload		NonDiscrimination Certification (E - Prior Resolution by Entity) Get Document

Step 3:

Click the **Browse...** button to locate the file you wish to upload.

BIZ NET Department of ADMINISTRATIVE SERVICES

Current User: peter.hunter@ct.gov Home Log In/Out

Upload Common Docs

Upload Affidavits & Nondiscrimination Forms

Browse to file and click upload.
[Show Page Help](#)

PJH Construction

Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6)

Browse to File

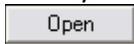
The Department of Administrative Services - Business Network. [Review our Privacy Policy](#)
Need to contact us? Send e-mail to [DAS Web Design](#)
All State [disclaimers and permissions](#) apply.

Hit Counter 24

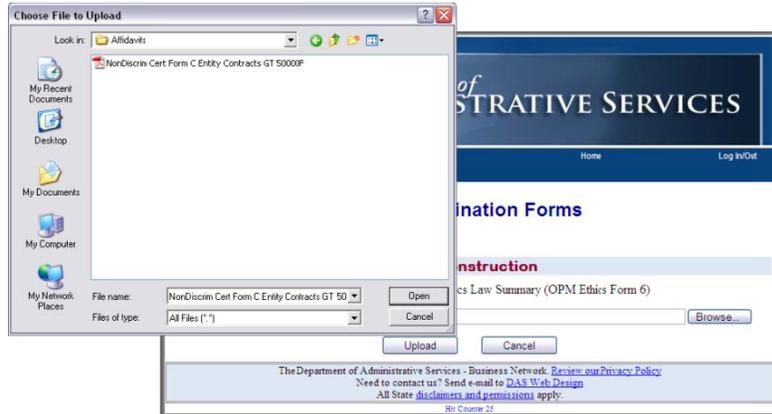
[3.3] How Do I Upload Documents?

Step 4:

Select your file, and click



Tip: You may need to use the **dropdown box** in the **“Choose File”** window to locate the folder in which you have saved your file.



Step 5:

Verify that you have selected the correct document.

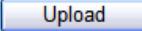


Tip: The file path will indicate which file you have selected and its location on your computer.



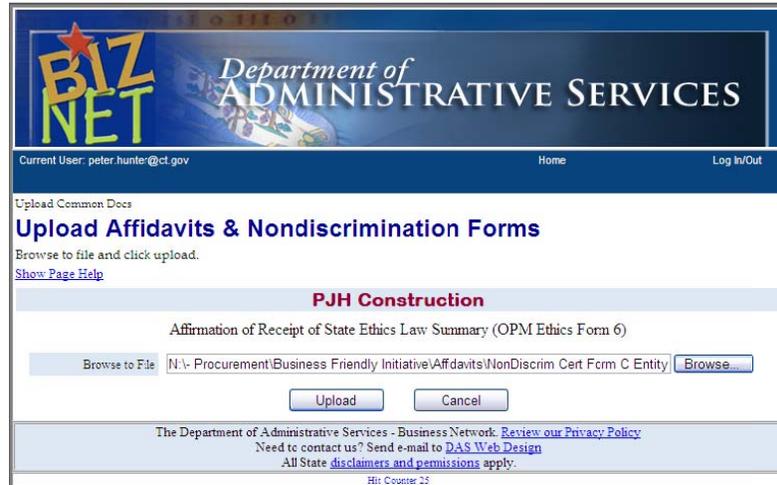
[3.4] How Do I Upload Documents?

Step 6:

Click the  button.



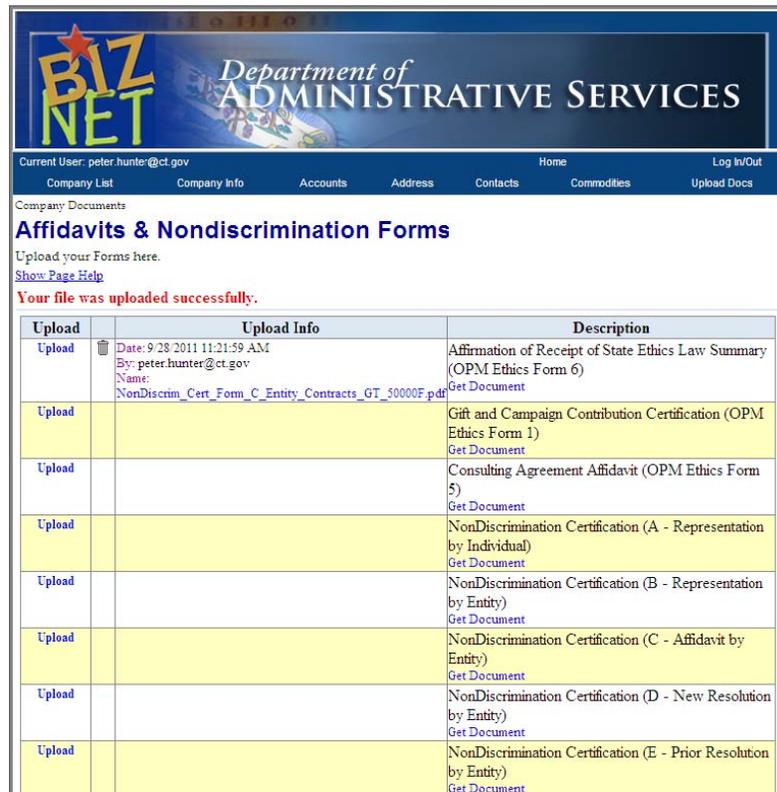
Tip: You may also cancel the upload operation by clicking the **Cancel** button.



Step 7:

A message above the table will indicate that **your file was uploaded successfully**.

The **Upload Info** column will now indicate the **date and time of upload**, the **user name** and the **file name**.



Step 8:

Click the **Upload** link for the next applicable file, and repeat the process for all files you wish to upload.