



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



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Subject: Revised Requirements for Submitting Affidavit/Certification/Ethics Affirmation Forms
(aka OPM Forms)

NOTICE TO CONTRACTORS:

As a result of Public Act 11-229, and effective immediately, we are revising the process in which the Department will receive Affidavits/Certifications/Ethics Affirmation Forms (OPM Forms), for bidding and contract award. The new law greatly simplifies the requirements and allows for the use of electronic Forms (PDFs). The following link will guide you to the revised OPM Forms:

http://www.ct.gov/opm/cwp/view.asp?a=3006&Q=386312&opmNav_GID=1386

Under the new law, the Affirmation of Receipt of State Ethics Laws Summary (OPM Form 6) and the Consulting Agreement Affidavit (OPM Form 5) will only have to be filed once and will be updated only if any information on the form changes. The Gift and Campaign Contribution Certification (OPM Form 1) and Nondiscrimination Certifications will be filed once per year, with any updates required upon changes to information. Updates are required within 30 days of any change. The Forms are no longer contract specific, but will need to be uploaded to the DAS online system (Biznet) prior to award and/or execution of any contract.

All bidders/contractors must upload the applicable/required "Forms" to the DAS online system (Biznet). Please access the LINK below to subscribe to Biznet and download the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF)".

<http://das.ct.gov/cr1.aspx?page=371>

Once the "Forms" are on file with the Department of Administrative Services (DAS) online system (Biznet), the contractor's obligation is complete, until the need for revisions/updates and/or new annual submission as required by the specific Form.

If you have any questions, please feel free to contact Pall Oushana at 860-594-3126. Please contact DAS for any questions related to subscribing to Biznet and uploading the Forms.

Thank you.


Gregory D. Straka
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