

STATE OF CONNECTICUT PROCUREMENT NOTICE

Request for Proposals (RFP) For Preparation of National Register Nominations

RFP Name: Services for the Preparation of National Register
Nominations

Issued By:

The Department of Economic and
Community Development

December 23, 2021

The Request For Proposal is available in electronic format on the State Contracting Portal
by filtering by Organization for the Department of Economic and Community Development

<https://portal.ct.gov/DAS/CTSource/BidBoard>

or from the Department's Official Contact:

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The RFP is also available on the Department's website at

<https://portal.ct.gov/DECD/Services/Historic-Preservation/Communications>.

RESPONSES MUST BE RECEIVED NO LATER THAN

January 17, 2021

At Time 4:00 pm EST

The Department of Economic and Community Development is an Equal Opportunity/Affirmative Action Employer.

The Department reserves the right to reject any and all submissions or cancel this procurement at any time if
deemed in the best interest of the State of Connecticut (State).

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I. GENERAL INFORMATION

A. INTRODUCTION

1. RFP Name and Number. Consulting Services for the Preparation of National Register Nominations, 21ECD2146PSA

2. RFP Summary. The State of Connecticut, acting through its State Historic Preservation Office (SHPO), Department of Economic and Community Development (DECD), seeks to contract with a professional firm or individual to prepare a Multiple Property Documentation Form and at least three National Register of Historic Places nominations under the African American Civil Rights Grant administered by the National Park Service and awarded to SHPO.

3. RFP Purpose. The goal of this project is to recognize the presence of a generation of prominent individuals associated with the Civil Rights movement who worked in Simsbury, Connecticut. A Multiple Property Submission (MPS) will draw attention to how their experiences working in the state's tobacco industry from 1941 to 1954 influenced their decisions to engage in activism. The most notable among them is Martin Luther King Jr., who at 15 had his first experience in Connecticut as a "religious leader" (Letter dated 11 June 1944). The MPS will guide future preservation efforts and site interpretation activities at Meadowood in Simsbury.

4. Commodity Codes. The services that the Department wishes to procure through this RFP are as follows:

UNSPSC commodity codes:

- 93141713: Historic sites or monuments protection services
- 93141707: Cultural heritage preservation or promotion services
- 94131805: Ethnic minorities cultural preservation services

B. INSTRUCTIONS

1. Official Contact. The Department has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Department. Proposers, prospective proposers, and other interested parties are advised that any communication with any other Department employee(s) (including appointed officials) or personnel under contract to the Department about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

Name: Catherine Labadia
Address: 450 Columbus Boulevard, Suite 5; Hartford, CT 06103
Phone: 860-500-2329
E-Mail: catherine.labadia@ct.gov

Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

2. Registering with State Contracting Portal. Respondents must register with the State of CT contracting portal at <https://portal.ct.gov/DAS/CTSource/Registration> if not already

registered. Respondents shall submit the following information pertaining to this application to this portal (on their supplier profile), which will be checked by the Department contact.

- Secretary of State recognition – Click on appropriate response
- Non-profit status, if applicable
- Notification to Bidders, Parts I-V
- Consulting Agreement Affidavit (OPM Ethics Form 5) – Requires Notarization
<https://portal.ct.gov//media/OPM/OPMForm5ConsultingAgreementAffidavit32814pdf.pdf?la=en>
- Affirmation of Receipt of State Ethics Affidavit (OPM Ethics Form 6) – Requires Notarization
<https://portal.ct.gov/media/OPM/Finance/psa/OPMEthicsForm6Final91511PDFpdf.pdf?la=en>
- Iran Certificate (OPM Ethics Form 7) – Requires Notarization
<https://portal.ct.gov/media/OPM/OPMForm7IranCertification32814pdf.pdf?la=en>

3. RFP Information. The RFP, amendments to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

- Department's RFP Web Page <https://portal.ct.gov/DECD/Services/Historic-Preservation/Communications>
- State Contracting Portal (go to CTsource bid board, filter by the Department of Economic and Community Development <https://portal.ct.gov/DAS/CTSource/BidBoard>)

It is strongly recommended that any proposer or prospective proposer interested in this procurement check the Bid Board for any solicitation changes. Interested proposers may receive additional e-mails from CTsource announcing addendums that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

4. Procurement Schedule. See below. Dates after the due date for proposals ("Proposals Due") are non-binding target dates only (*). The Department may amend the schedule as needed. Any change to non-target dates will be made by means of an amendment to this RFP and will be posted on the State Contracting Portal and, if available, the Department's RFP Web Page.

- | | |
|-----------------------------------|-------------------|
| • RFP Released: | December 20, 2021 |
| • RFP Conference: | Not Applicable |
| • Letter of Intent Due: | Not Applicable |
| • Deadline for Questions: | January 5, 2022 |
| • Answers Released: | January 10, 2022 |
| • Proposals Due: | January 17, 2022 |
| • Proposer Selection: | January 28, 2022 |
| • Start of Contract Negotiations: | February 2, 2022 |
| • Start of Contract: | February 28, 2022 |

5. Contract Awards. The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Department. The Department anticipates the following:

- | | |
|----------------------------|-----------|
| • Total Funding Available: | \$60,000 |
| • Number of Awards: | one |
| • Contract Cost: | \$60,000 |
| • Contract Term: | 18 months |

- **Funding Source:** African American Civil Rights Grant, administered by the National Park Service, and the Community Investment Act

6. Eligibility. Eligible firms or individuals must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DECD deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

7. Minimum Qualifications of Proposers. To qualify for a contract award, a proposer must have the following minimum qualifications:

Project staff must meet the minimum Professional Qualifications Standards set by the Secretary of the Interior (defined in Appendix A of 36 CFR Part 61). It is expected that the hired consultant(s) will meet or exceed these qualifications in, at a minimum, the areas of Architectural History and History.

8. Letter of Intent. A Letter of Intent (LOI) is not required by this RFP

9. Inquiry Procedures. All questions regarding this RFP or the Department's procurement process must be directed, in writing, electronically, (e-mail) to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered. However, the Department will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Department may or may not respond to questions received after the deadline. The Department may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

The agency will release the answers to questions on the date(s) established in the Procurement Schedule. The Department will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Department's RFP Web Page.

10. RFP Conference. An RFP conference will not be held to answer questions from prospective proposers.

11. Proposal Due Date and Time. The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time:

Proposals received after the due date and time will be ineligible and will not be evaluated. The Department will send an official letter alerting late respondents of ineligibility.

An acceptable submission must include the following:

- One (1) conforming electronic copy of the original proposal. The proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.

The electronic copy of the proposal must be emailed to official agency contact for this procurement before the deadline. The subject line of the email must read: Services for the Preparation of National Register Nominations. Required forms and appendices may be

scanned and submitted as PDFs at the end of the main proposal document. Please ensure the entire email submission is less than 15MB as this reflects The Department's server limitations. Respondents should work to ensure there are not additional IT limitations from the provider side. The official agency contact will send a reply email to confirm receipt of any submissions.

12. Multiple Proposals. The submission of multiple proposals is not an option for this procurement.

II. PURPOSE OF RFP AND SCOPE OF SERVICES

A. DEPARTMENT OVERVIEW:

The Connecticut Historical Commission, established in 1955, became the Connecticut State Historic Preservation (SHPO) in 1966 through the National Historic Preservation Act to administer federal historic preservation programs at the state and local levels. These programs help communities identify, evaluate, preserve, and revitalize their historic, archeological, and cultural resources. The SHPO's long-term vision is that communities across Connecticut will share in the stewardship of the state's diverse cultural resources.

B. SERVICE OVERVIEW:

In 1984, before the Town of Simsbury knew of its association with Martin Luther King Jr., the dormitory where King slept, cooked, and preached for the first time was destroyed by fire as part of a training exercise for volunteer firefighters. Approximately a decade later the building's historic significance emerged in national publications, and the community mourned its loss. Since then the Simsbury Historical Society has researched the history of Southern students recruited for summer work programs; local high school students have produced a highly praised short documentary about King's time in Simsbury; the Town has hosted annual Martin Luther King Jr. Day events; and the Simsbury Free Library has raised funds for a memorial to King.

The loss of the dormitory demonstrates the importance of identifying significant historic resources before they are threatened. This grant will assist CT SHPO, the Town of Simsbury, and other potential parties to be better informed about resources associated with the birth of the American Civil Rights movement in Connecticut.

Connecticut's shade-grown tobacco was a significant part of the regional economy during the twentieth century. Its production was labor-intensive and labor shortages during World War I and II forced employers to seek workers from greater distances. In the 1940s, large tobacco corporations created a wholly dependent labor force by providing housing in residential camps. This led to a formal recruitment program of high school and college students, both men and women, from Southern states. The Cullman Brothers in Simsbury and East Granby had a formal relationship with Morehouse College in Atlanta, Georgia. For at least one of these students, Martin Luther King Jr., the experience was transformative.

The story of King's time in Connecticut remained largely forgotten until 1992, when his papers were inventoried and published. Volume I contains five letters King wrote to his parents during the two summers he worked in Connecticut's tobacco fields (1944 and 1947). The letters detail his experiences of life in a desegregated state. "I never thought that a person of my race could eat anywhere but we ate in one of the finest restaurants in Hartford," he wrote (Letter dated June 18, 1944). While these letters gave Connecticut a connection to the King legacy, it was The Autobiography of Martin Luther King Jr. published in 1998, that communicated the powerful impression this time had on him. He said, "After that summer in Connecticut, it was a bitter feeling going back to segregation." Although Connecticut was beset with racial and social inequalities, King saw a situation that was better than where he came from and, with his youthful passion, a vision for a better future.

In 2003, SHPO funded a research project about Martin Luther King Jr.'s time in Connecticut. The project was able to definitively identify seven locations that shaped his experience. Of these, four are already listed on the National Register of Historic Places as contributing resources to district nominations based on architecture. Since that study, additional research has revealed that a number of prominent African Americans came to Connecticut

to work in the tobacco fields, including Thurgood Marshall and Mahalia Jackson. The churches, community halls, recreational facilities, dormitories, and tobacco barns where students from the South experienced a reprieve from segregation are an essential part of Connecticut's history as it relates to the birth of the Civil Rights movement, 1941 to 1954, defined by Civil Rights in America: A Framework for Identifying Significant Sites. In this framework, the social pressure to end segregation was mounting, setting the stage for the activism that would follow. During this period, Southern students laboring in Connecticut's tobacco fields were exposed to an ideal that, like King, may have influenced their lives and call to activism.

C. SCOPE OF SERVICE DESCRIPTION

The currently requested services should expand on existing research, but will include, at a minimum, research visits to the Connecticut Valley Tobacco Museum, the Simsbury Historical Society, the Simsbury Free Library, and the Thomas J. Dodd Research Center. SHPO requests that historical research examine both the general historic context, as well as its potential impact on specific individuals. We know that the experience was transformative for Martin Luther King, Jr. and we know that other prominent African Americans also participated in these summer work programs.

The results of the research will be organized into a Multiple Property Documentation Form (MPDF) with at least 3 and up to 5 individual and/or district nominations. The goal will be to identify and recognize the places where the Morehouse College student laborers worked, lived, recreated, and worshipped; these places created an experience that inspired them to challenge segregated society. It is known that the students were housed and worked in the towns of Simsbury and East Granby, but they also attended church services and cultural events in Hartford. It is possible that experiences in other towns may be identified through additional research, but SHPO expects that associated resources will be located within either of these towns or in close proximity to them. SHPO has identified two properties that would be eligible for listing under the proposed context that currently are not designated. In addition, four properties listed in the National Register under different themes of significance could be updated to reflect the proposed MPDF. Proposers should plan on making field visits to no less than 10 properties for this contract. SHPO will assist with arranging access, but landowner coordination may be required by the consultant.

It is anticipated that nominated properties will be eligible under Criterion A in the category of Social History. Properties associated with King or other prominent individuals in the Civil Rights movement may also possess significance under Criterion B. Properties already listed in the National Register may also be updated to reflect this new theme of significance. The MPDF is an important first step in ensuring that Connecticut's connection to the birth of the Civil Rights Movement is recognized; honored; and, most importantly, preserved.

1. Organizational Expectations:

Qualified Individuals or firms are encouraged to apply

2. Service Expectations:

Each task associated with this contract and its deliverables are listed below. The suggested duration for each task also is included, but SHPO anticipates that some activities will run concurrently. All deliverables should be comprehensive, well-written, and professional. The number and extent of edits will be dependent on the quality of work received. While the tasks below include several rounds of edits for the MPDF and associated nominations, more will be required if the work product is not commensurate with current professional standards. In addition to the tasks below, the proposer should plan on at least one in-person meeting with the consultant's project lead and SHPO staff to get the project started and at least two additional meetings that can be either in-person or remote. One meeting

will be held during the drafting of the MPDF and the second will be held to identify the properties to be nominated. Regular updates and communications regarding the tasks below are an expectation of the contract.

Task 1: Conduct Research and Analysis of Resources (5 months following Notice to Proceed)

- Visit relevant repositories to develop the theme of significance and identify properties
- Create a map and spreadsheet of all identified properties within Simsbury, East Granby, and Hartford; spreadsheet attributes to be developed in consultation with CT SHPO
- Conduct a digital image review of resources, followed by fieldwork to confirm status

Task 2: Outline or Partial Draft of MPDF Sections E and F (2 months)

- Create either an outline or draft for Sections E and F of the MPDF for staff review

Task 3: First Full Draft of MPDF (3 months)

- Complete MPDF document for review and edit by the National Register Coordinator
- Incorporate edits or review comments into a revised draft

Task 4: Property Selection and Nominations (4 months)

- In consultation with SHPO and in consideration of the MPDF, select at least 3 and up to 5 properties for nomination to the National Register
- Prepare draft nominations for each property for review and edit by the National Register Coordinator
- Incorporate edits or review comments into a revised draft

Task 5: Public Noticing, State Review Board, Final Edits and Submission to the National Park Service (3 months)

- Prepare copies of the MPDF and nominations for distribution to the State Review Board members
- Attend the State Review Board meeting to support the MPDF and nominations and answer any questions
- Incorporate edits or review comments into the final MPDF and nominations
- Provide National Register Coordinator with MPDF and nominations in a format ready to deliver to the National Park Service.

3. Staffing Expectations:

All primary staff assigned to the project must meet professional qualification standards for their area of expertise, if applicable, as defined in 36 CFR Part 61, Appendix A. At a minimum, an Architectural Historian possessing these qualifications will be required for the project and a qualified Historian is strongly recommended.

4. Data and Technology Expectations:

There are no specific technology or software requirements, but it is expected that the industry standard products will be used.

5. Financial Expectations:

Proposers must be prepared to provide evidence of financial surety that the DECD deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals. For firms whose organizations have been incorporated for less than three years, the proposal **must include** two years of most recent annual audited financial statements or any financial statements prepared by a Certified Public Accountant.

6. Budget Expectations:

The cost proposal should represent an understanding of the requirements of this RFP and the ability to perform the described tasks in an efficient and effective manner. The

evaluation of the cost proposal will be based on the realism and completeness of the information provided in the response. A not-to-exceed maximum budget that includes all direct and indirect costs for each task shall be submitted. The labor categories, rates, and estimated hours should indicate which hours are to be completed by the prime contractor and/or subcontractors.

At this time, SHPO expects all work related to this RFP to be completed by **December 29, 2023**. The proposal should document how this deadline will be achieved.

D. PERFORMANCE MEASURES

The following performance metrics highlight key priorities that will be analyzed with providers/vendors collaboratively during the life of the contract. This is not an exhaustive list, but rather an indication of significant performance metrics of interest to The Department. The Department looks forward to working with providers/vendors to define additional important performance metrics.

- *Completing tasks on-time*
- *Completing project on budget*
- *Ability to identify and complete research at appropriate repositories*
- *Conducting successful property owner outreach*
- *Quality submissions that require minor editing*

E. CONTRACT MANAGEMENT/DATA REPORTING

As part of the State's commitment to becoming more outcomes-oriented, the DECD, seeks to actively and regularly collaborate with providers/vendors to enhance contract management, improve results, and adjust service delivery and policy based on learning what works. Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate results and performance, and drive service improvements. As such, the DECD reserves the right to request/collect other key data and metrics from providers/vendors.

III. PROPOSAL SUBMISSION OVERVIEW

A. SUBMISSION FORMAT INFORMATION

1. Required Outline. All proposals must follow the required outline presented in Section IV – Proposal Outline. Proposals that fail to follow the required outline will be deemed non-responsive and not evaluated.

2. Cover Sheet. The Cover Sheet is Page 1 of the proposal. The proposer must develop a Cover Sheet that includes the information below. *Legal Name* is defined as the name of the provider, vendor, CT State agency, or municipality submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

- RFP Name or Number:
- Legal Name:
- FEIN:
- Street Address:
- Town/City/State/Zip:
- Contact Person:
- Title:
- Phone Number:
- E-Mail Address:
- Authorized Official:
- Title:
- Signature:

3. Table of Contents. All proposals must include a Table of Contents that conforms with the required proposal outline.

4. Executive Summary. Proposals must include a high-level summary, not exceeding three pages of the main proposal and cost proposal. The summary must also include the organization's eligibility and qualifications to respond to this RFP.

5. Attachments. Attachments other than the required Appendices or Forms identified in the RFP are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.

6. Style Requirements. THIS IS AN ELECTRONIC SUBMISSION and no style requirements are specified.

7. Pagination. The proposer's name must be displayed in the header of each page. All pages, including the required Appendices and Forms, must be numbered in the footer.

8. Declaration of Confidential Information. Proposers are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations and interpretations resulting from them. If a proposer deems that certain information required by this RFP is confidential, the

proposer must label such information as CONFIDENTIAL prior to submission. The proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

9. Conflict of Interest - Disclosure Statement. Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. The Department will determine whether any disclosed conflict of interest poses a substantial advantage to the proposer over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

B. EVALUATION OF PROPOSALS

1. Evaluation Process. It is the intent of the Department to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful proposers, and awarding contracts, the Department will conform with its written procedures for POS and PSA procurements (pursuant to C.G.S. § 4-217) and the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85). Final funding allocation decisions will be determined during contract negotiation.

2. Evaluation Review Committee. The Department will designate a Review Committee to evaluate proposals submitted in response to this RFP. The Review Committee will be composed of individuals, Department staff or other designees as deemed appropriate. The contents of all submitted proposals, including any confidential information, will be shared with the Review Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements by score and rank ordered and make recommendations for awards. The Department Head will make the final selection. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee may result in disqualification of the proposer.

3. Minimum Submission Requirements. To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) meet the Eligibility and Qualification requirements to respond to the procurement, (4) follow the required Proposal Outline; and (5) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Department will reject any proposal that deviates significantly from the requirements of this RFP.

4. Evaluation Criteria (and Weights). Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The weights are disclosed below.

1. Soundness of the proposal to meet the scope of work and produce the deliverables (40%)
2. Qualifications (40%; each subcategory at 10%)
 - a. Experience in successfully preparing a Multiple Property Cover Form used for listing properties to the National Register of Historic Places
 - b. Experience in Connecticut and/or nominating resources associated with underrepresented communities
 - c. Professional qualifications of staff
 - d. Demonstrated ability to manage and administer projects of this nature
3. Value (20%)

As part of its evaluation of the Staffing Plan, the Review Committee will review the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

5. Proposer Selection. Upon completing its evaluation of proposals, the Review Committee will submit the rankings of all proposals to the Commissioner or Agency Head. The final selection of a successful proposer is at the discretion of the Commissioner or Agency Head. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Department. Such negotiations may, but will not automatically, result in a contract. Any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Department's discretion, about the outcome of the evaluation and proposer selection process. The Department reserves the right to decline to award contracts for activities in which the Commissioner or Agency Head considers there are not adequate respondents.

6. Debriefing. Within ten (10) days of receiving notification from the Department, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Department to discuss the evaluation process and their proposals. If held, the debriefing meeting will not include any comparisons of unsuccessful proposals with other proposals. The Department will schedule and hold the debriefing meeting within fifteen (15) days of the request. The Department will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.

7. Appeal Process. Proposers may appeal any aspect the Department's competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Department head. A proposer may file an appeal at any time after the proposal due date, but not later than thirty (30) days after an agency notifies unsuccessful proposers about the outcome of the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. The filing of an appeal shall not be deemed sufficient reason for the Department to delay, suspend, cancel, or terminate the procurement process.

or execution of a contract. More detailed information about filing an appeal may be obtained from the Official Contact.

8. Contract Execution. Any contract developed and executed as a result of this RFP is subject to the Department's contracting procedures, which may include approval by the Office of the Attorney General. Fully executed and approved contracts will be posted on State Contracting Portal and the Department website.

IV. REQUIRED PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS

A. COVER SHEET

The Respondent must use a Cover Sheet capturing the following information:

- RFP Name or Number:
- Legal Name:
- FEIN (not required for currently contracted providers/vendors):
- Street Address:
- Town/City/State/Zip:
- Contact Person:
- Title:
- Phone Number:
- E-Mail Address:
- Authorized Official:
- Title:
- Signature:

Legal Name is defined as the name of provider, vendor, CT State agency, or municipality submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

B. TABLE OF CONTENTS

Respondents must include a Table of Contents that lists sections and subsections with page numbers that follow the organization outline and sequence for this proposal.

C. PROPOSER EXECUTIVE SUMMARY

The page limitation for this section is three pages briefly describing how the Respondent meets the eligibility and qualification criteria outlined in the Proposal Overview and a brief overview of why the Respondent should be selected for the activities highlighted in the scope of services.

D. MAIN PROPOSAL SUBMISSION REQUIREMENTS TO SUBMIT A RESPONSIVE PROPOSAL:

*****Please note the maximum total page length for this section is 40 pages.** The Department Review Committee will not read answers longer than 40 pages in this section.

4.1 Strengths and Qualifications of Agency & Staff

4.10 Organization Description and History: Provide a general overview of your organization including its history and prior experiences engaging with relevant key stakeholders. This information should include, but is not limited to, the following:

- *Purpose, Mission, Vision, Values*
- *Entity Type / Parent Organization / Years of Operation*
- *Location of Offices / Facilities*

- *Current Range of Services / Clients*
- *Qualifications*
- *Relevant Experience*
- *References*

4.2 Scope of Services: The project narrative should describe how the proposer plans to meet the scope of work, produce the deliverables, and demonstrate qualifications.. This section should include, but is not limited to, the following:

- *Travel requirements*
- *Background research and repositories to be visited*
- *Field recordation*
- *Property owner outreach*
- *Quality Assurance Protocols*
- *Relevant work experience*

4.3 Staffing Plan: Provide information about the quality and quantity of personnel that will be assigned to the project. The information included in the proposal should include any relevant information and specify:

- *Key Personnel / Managers*
- *Staffing Levels & Qualifications*
- *Personnel Organization Chart*

4.4 Data and Technology: Please provide information about data gathering and management systems, including use of the following, if any:

- *Specific project management or information storage software*
- *Data Collection or Reporting hardware or software*
- *Geographic Information Systems*

4.5 Subcontractors: Use of subcontractors must be disclosed by the proposer and identified in the response. If a subcontractor is to be used, the following information should be provided:

- *Legal Name of Agency and Address*
- *Identification of services to be provided as a subcontractor*
- *Subcontractor oversight*
- *Subcontract cost and term*

4.6 Work Plan: Explain the proposed schedule for the requested services and how milestones will be met. This information may include:

- *Timetable / Schedule*
- *Tasks, Deliverables*
- *Methodologies*
- *Measurable Objectives*

4.7 Financial Profile: Use this section to provide information about the firm's *fiscal stability, accounting and financial reporting systems, or relevant business practices. This information can include the following:*

- *Statement of Annual Budget and Revenues*
- *Financial Management Systems*

4.8 Cost Competitiveness and Budget Narrative: Explain how the requested task will be accomplished for the proposed costs. At a minimum, include the following information:

- *Budget narrative*
- *Line item budget breakdown*
- *Subcontractor costs, if any*

E. ATTACHMENTS

Attachments other than the identified required attachments are not permitted and will not be evaluated. Failure to abide by these instructions may result in disqualification.

F. DECLARATION OF CONFIDENTIAL INFORMATION

If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. The proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

G. CONFLICT OF INTEREST – DISCLOSURE STATEMENT

Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

H. STATEMENT OF ASSURANCES

Sign and return the Statement of Assurances as it appears in the Appendix.

V. MANDATORY PROVISIONS

A. STANDARD CONTRACT PROVISIONS FOR PSA

The Comptroller's Office PSA Terms and Conditions contains generic state contracting requirements for consideration in advance by the proposer.

B. ASSURANCES

By submitting a proposal in response to this RFP, a proposer implicitly gives the following assurances:

1. Collusion. The proposer represents and warrants that the proposer did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposer's proposal. The proposer also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.

2. State Officials and Employees. The proposer certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. The Department may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.

3. Competitors. The proposer assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The proposer further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.

4. Validity of Proposal. The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Department may include the proposal, by reference or otherwise, into any contract with the successful proposer.

5. Press Releases. The proposer agrees to obtain prior written consent and approval of the Department for press releases that relate in any manner to this RFP or any resultant contract.

C. TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:

1. Equal Opportunity and Affirmative Action. The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.

2. Preparation Expenses. Neither the State nor the Department shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.

3. Exclusion of Taxes. The Department is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.

4. Proposed Costs. No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.

5. Changes to Proposal. No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Department may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Department, and at the proposer's expense.

6. Supplemental Information. Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Department. The Department may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Department. At its sole discretion, the Department may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.

7. Presentation of Supporting Evidence. If requested by the Department, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Department may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFP. At its discretion, the Department may also check or contact any reference provided by the proposer.

8. RFP Is Not An Offer. Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Department or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Department and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Department and, if required, by the Attorney General's Office.

D. RIGHTS RESERVED TO THE STATE

By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the State:

1. Timing Sequence. The timing and sequence of events associated with this RFP shall ultimately be determined by the Department.

2. Amending or Canceling RFP. The Department reserves the right to amend or cancel this RFP on any date and at any time, if the Department deems it to be necessary, appropriate, or otherwise in the best interests of the State.

3. No Acceptable Proposals. In the event that no acceptable proposals are submitted in response to this RFP, the Department may reopen the procurement process, if it is determined to be in the best interests of the State.

4. Award and Rejection of Proposals. The Department reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Department may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Department reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.

5. Sole Property of the State. All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.

6. Contract Negotiation. The Department reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Department further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BFO) on cost from proposers. The Department may set parameters on any BFOs received.

7. Clerical Errors in Award. The Department 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 proposer and subsequently awarding the contract to another proposer. 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 proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.

8. Key Personnel. When the Department is the sole funder of a purchased service, the Department reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Department also reserves the right to approve replacements for key personnel who have terminated employment. The Department further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Department.

E. STATUTORY AND REGULATORY COMPLIANCE FOR PSA

By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:

1. Freedom of Information, C.G.S. § 1-210(b). The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Proposers are generally advised not to include in their proposals any confidential information. If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.

2. Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive. CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to insure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.

3. Consulting Agreements, C.G.S. § 4a-81. Proposals for State contracts with a value of \$50,000 or more in a calendar or fiscal year, excluding leases and licensing agreements of any value, shall include a consulting agreement affidavit attesting to whether any consulting agreement has been entered into in connection with the proposal. As used herein "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of C.G.S. Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81. The Consulting Agreement Affidavit (OPM Ethics Form 5) is available on OPM's website at http://www.ct.gov/opm/fin/ethics_forms

IMPORTANT NOTE: A proposer must complete and submit OPM Ethics Form 5 to the Department with the proposal.

4. Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g)(2). If a proposer is awarded an opportunity to negotiate a contract with an anticipated value of \$50,000 or more in a calendar or fiscal year, the proposer must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and CT State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at http://www.ct.gov/opm/fin/ethics_forms
IMPORTANT NOTE: The successful proposer must complete and submit OPM Ethics Form 1 to the Department prior to contract execution.

5. Nondiscrimination Certification , C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1). If a proposer is awarded an opportunity to negotiate a contract, the proposer must provide the Department with *written representation* or *documentation* that certifies the proposer complies with the State's nondiscrimination agreements and warranties. A nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM's website at http://www.ct.gov/opm/fin/nondiscrim_forms

IMPORTANT NOTE: The successful proposer must complete and submit the appropriate nondiscrimination certification form to the awarding Department prior to contract execution.

VI. APPENDIX

ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunity (CT)
DECD	Department of Economic and Community Development
FOIA	Freedom of Information Act (CT)
OPM	Office of Policy and Management (CT)
PSA	Personal Service Agreement
RFP	Request For Proposal
SHPO	State Historic Preservation Office

- *contractor*: a private provider organization, CT State agency, or municipality that enters into a POS contract with the Department as a result of this RFP.
- *proposer*: a private provider organization, CT State agency, or municipality that has submitted a proposal to the Department in response to this RFP. This term may be used interchangeably with respondent throughout the RFP.
- *prospective proposer*: a private provider organization, CT State agency, or municipality that may submit a proposal to the Department in response to this RFP, but has not yet done so
- *subcontractor*: an individual (other than an employee of the contractor) or business entity hired by a contractor to provide a specific service as part of a PSA with the Department as a result of this RFP

STATEMENT OF ASSURANCES

Department of Economic and Community Development

The undersigned Respondent affirms and declares that:

1) General

- a. This proposal is executed and signed with full knowledge and acceptance of the RFP CONDITIONS stated in the RFP.
- b. The Respondent will deliver services to the Department the cost proposed in the RFP and within the timeframes therein.
- c. The Respondent will seek prior approval from the Department before making any changes to the location of services.
- d. Neither the Respondent or any official of the organization nor any subcontractor the Respondent or any official of the subcontractor organization has received any notices of debarment or suspension from contracting with the State of CT or the Federal Government.
- e. Neither the Respondent or any official of the organization nor any subcontractor to the Respondent or any official of the subcontractor's organization has received any notices of debarment or suspension from contracting with other states within the United States.

Legal Name of Organization:

Authorized Signatory

Date