

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
DIVISION OF TEACHING AND LEARNING
PROGRAMS AND SERVICES
MIDDLETOWN**

**BUREAU OF HEALTH AND NUTRITION SERVICES AND
CHILD/FAMILY/SCHOOL PARTNERSHIPS**

Request for Proposals

In-Classroom School Breakfast Pilot Program

2006-2007

Purpose: To provide competitive grants-in-aid to state charter schools, local and regional boards of education, private schools, regional educational service centers and endowed academies for the purpose of assisting up to ten severe need schools, as defined by federal law governing school nutrition programs, to establish in-classroom school breakfast programs, under Public Act 06-135 (Section 20)

RFP # 997

CONNECTICUT STATE DEPARTMENT OF EDUCATION

**George A. Coleman
Interim Commissioner of Education**

IT IS THE POLICY OF THE CONNECTICUT STATE BOARD OF EDUCATION THAT NO PERSON SHALL BE EXCLUDED FROM PARTICIPATION IN, DENIED THE BENEFITS OF, OR OTHERWISE DISCRIMINATED AGAINST UNDER ANY PROGRAM INCLUDING EMPLOYMENT, BECAUSE OF RACE, COLOR, RELIGIOUS CREED, SEX, AGE, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, SEXUAL ORIENTATION, MENTAL RETARDATION AND PAST/PRESENT HISTORY OF MENTAL DISORDER, LEARNING DISABILITY AND PHYSICAL DISABILITY.

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INTRODUCTION

In 2006-07 the State Department of Education will award funds authorized by Public Law 06-135 to establish in-classroom breakfast pilot programs in up to ten severe need schools.

The provisions of the In-Classroom School Breakfast Pilot Program legislation are intended to pilot unique programs that will ultimately expand access to the school breakfast program. Even though research continues to showcase the strong link between good nutrition and education, Connecticut schools are falling short in providing students with a healthy start. Offering students the opportunity to start each day with a good breakfast provides the important benefits of building the capacity to learn and establishing healthy eating habits that last a lifetime.

The purpose for offering these grants is to assist Connecticut school districts to better serve students by establishing in-classroom breakfast programs. This, in turn, will provide greater access and expand the benefits of the breakfast program to more students in Connecticut's schools. It is the intention of the State Department of Education to seek the most qualified schools for these programs.

Charlene Russell-Tucker, Chief
Bureau of Health and Nutrition Services
and Child/Family/School Partnerships

GENERAL INFORMATION

PURPOSE OF GRANT

To provide grants-in-aid to state charter schools, local and regional school districts, private schools regional educational service centers (RESCS), and endowed academies for the purpose of assisting up to ten severe need eligible schools, as defined by federal law governing school nutrition programs, to establish in-classroom school breakfast programs.

The State Department of Education is prioritizing funding commitments to schools that can demonstrate the need and capability to increase the number of students receiving nutritious breakfasts.

GRANT PERIOD

One-Year Grant: September 1, 2006 to June 30, 2007

All funds must be obligated by June 30, 2007. There are no exceptions to or waivers from this requirement.

ELIGIBLE APPLICANTS

All severe need eligible schools are eligible for these grant funds. Severe need eligible schools are defined by federal regulations governing school nutrition programs (Code of Federal Regulations (CFR) 7 Section 220.9(d)) based on the following criteria:

- 1) The school is participating in or desiring to initiate a breakfast program; and
- 2) At least 40 percent of the lunches served to students at the school in the second preceding school year were served free or at a reduced price.

State charter schools, local and regional boards of education, private schools, regional educational service centers (RESCS), and endowed academies may apply for funding. Districts and RESCS that are the owners of inter-district magnet school facilities may include those magnet schools in their applications. Each entity may submit a single application for each severe school under its jurisdiction.

FUNDING

Total funds available: \$50,000 for grants to be awarded to up to ten severe need schools with a range of \$2,000 to \$10,000 for each grant.

The State Department of Education (SDE) reserves the right to make grant awards under this program without discussion with the applicants; therefore, proposals should represent the applicant's best effort to ensure a quality proposal from both a technical and cost standpoint. All awards are subject to the availability of state funds. Grants are not final until the award letters are executed. The Associate Commissioner for the Division of Teaching and Learning Programs and Services, will issue notification of the grant award. The level of funding and effective dates of the project will be set forth in the notification of the grant award.

OVERALL USE OF FUNDS

Funds can be used to implement, maintain and support operational and administrative costs related to the operation of an in-classroom school breakfast program for students.

These funds cannot be used for construction projects submitted to the State for reimbursement pursuant to C.G.S. Chapter 173 or to supplant other state and/or federal funds.

GRANT CONTACT

RoseAnna Holliday (860) 807-2064 or by email at: roseanna.holliday@ct.gov.

GENERAL PROPOSAL REQUIREMENTS

The State Department of Education will evaluate proposals from districts that can document the need, capability and a cost effective approach to expand the school breakfast participation through the operation of an in-classroom breakfast program in severe need eligible schools. The proposals will be evaluated based on, but not limited to, the following factors:

- 1) The specific objectives and description of the program;
- 2) The cost of the proposed program;
- 3) The number of children who will benefit from the proposed program; and
- 4) Whether the proposed program is likely to increase the number of students receiving nutritious breakfasts.

PROJECT REPORTING

Each grant recipient must submit a summative evaluation report of the funded project.

All grantees will submit project reports in a format provided by the SDE. Additional information will follow. The final project report will be emailed to: RoseAnna.Holliday@ct.gov or before Tuesday, July 31, 2007.

APPLICATION DEADLINE

Proposals (original and 4 copies), IRRESPECTIVE OF POSTMARK DATE AND MEANS OF TRANSMITTAL, must be received by 4:30 p.m. on Friday, September 29, 2006.

EXTENSIONS WILL NOT BE GIVEN.

The original proposal must bear an original signature of the authorized representative of the applicant. An original signature must also be included on the Standard Statement of Assurances, Suspension and Other Responsibility Matters, and the Affirmative Action Packet, which are components of all proposals.

Applications may be mailed or hand delivered to:

**RoseAnna Holliday, Associate Consultant
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
Connecticut State Department of Education
25 Industrial Park Road
Middletown, CT 06457**

FORMAT FOR PREPARING APPLICATIONS

In order to be eligible for funding, applicants must complete and submit the following:

1. Cover Page	A model for the format and content of the cover page is provided (see Appendix A).
2. Grant Proposal	Following the cover page, a short concise plan for the program that: <ul style="list-style-type: none">• includes specific objectives and description of the proposed in-classroom breakfast program;• provides a sufficient budget that describes the full cost of the proposed in-classroom breakfast program;• projects the number of children who will benefit from the proposed in-classroom breakfast program, and• describes the capacity of the proposed in-classroom breakfast program to increase the number of students receiving nutritious breakfasts. Use the format attached. (See Appendix B).
3. Budget	ED114 and Budget Narrative. The budget narrative should reflect current market prices and the sources of those prices. (see Appendix C-E)
4. Assurances	All signed assurances should be included with the application.
5. Application Checklist	Please complete and include in the application. (see Appendix F page 13)

A team of evaluators will review each submitted proposal based on criteria in the grant requirements section of this document.

The grant proposal must be typed, double-spaced and on one side only of standard size sheets of paper.

APPLICATION REQUIREMENTS

A. Obligations of Grantees

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in Connecticut General Statutes, Section 4a-60 and Section 4a-60a and Sections 46a-68j-23 et seq. of the Regulations of Connecticut State Agencies.

Furthermore, the grantee must submit periodic reports of its employment and sub-contracting practices in such form, in such manner and in such time as may be prescribed by the Commission on Human Rights and Opportunities.

B. Affirmative Action

In accordance with the regulations established by the Commission on Human Rights and Opportunities, each applicant is required to complete the Affirmative Action Packet, (Appendix H). All applicants must read and complete the appended forms where appropriate, submitting the completed forms as a part of the proposal.

C. Assurances

Each application must include a Statement of Assurances undersigned by the authorized official of the district (see Appendix I).

Each application must clearly indicate that a viable program of services will be operating at each project site for at least a 28-week period each school year between October and May.

D. Freedom of Information Act

All of the information contained in a proposal submitted in response to this RFP is subject to the provisions of Chapter 3 of the Connecticut General Statutes [Public Records and Meetings and Freedom of Information Act (FOIA) Sections 1-200 to 1-242 inclusive]. The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

E. Management Control of the Program and Grant Consultation Role of SDE Personnel

The grantee must have complete management control of this grant. While SDE staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

F. Annie E. Casey Foundation

Applicants that are part of a collaborative effort funded in whole or in part by the Annie E. Casey Foundation must submit documentation that the collaborative oversight entity has been provided the opportunity to review and comment on the grant application or proposal prior to submission to the Department; the proposal or application submitted provides information detailing the activities which assure priority access to services to children, youth and families referred by the collaborative oversight entity; and the applicant shall designate someone to act as liaison for the referral process.

G. Use of "Faxed" Copies for RFP's and Grant Applications

Facsimile ("Faxed") copies of proposals/applications will not be accepted. Only proposals/applications with the original signatures will be accepted as timely filed.

RFP. # 997
P.A. 06-135
August 2006

Project No: _____
(For State Use Only)

Agency: _____

COVER PAGE

Connecticut State Department of Education
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
Middletown

Applicant Agency
(name, address, & phone):

Local Program Title:

Name of School(s) Where Program Will Operate:

Date of Initial In-Classroom School Breakfast Pilot Program Funding:

Agency Contact Person
(name, address, phone, email)

Program Dates:
From _____ To _____

I, _____, the undersigned authorized chief administrative official of this agency, submit this application on behalf of the participating agency, attest to the appropriateness and accuracy of the information contained herein, and certify that this application, if funded, will comply with all relevant requirements of Public Act 06-135 (inclusive) and that the Statement of Assurances and all other assurances made herein will be fully implemented.

Signature: _____ Title: _____

Name (typed): _____ Date: _____

Agency: _____

Grant Proposal

Applicant Agency:

Local Project Title:

**Funds Requested:
Specific Program
Objectives:**

Description of Proposed Program

Specific Objectives and Description of the Proposed In-Classroom Breakfast Program:

Budget That Describes the Full Cost of the Proposed In-Classroom Breakfast Program:

Number of Children To Benefit From the Proposed In-Classroom Breakfast Program:

Description of the Capacity of the Proposed In-Classroom Breakfast Program to Increase the Number of Students Receiving Nutritious Breakfasts.

Potential Number of Students Served:

Potential percentage of increase in breakfast participation:

Program Cost:

Procedures for Collection of Participation Data:

BUDGET FORM

ED 114 FISCAL Year 2007

GRANT <input checked="" type="checkbox"/> CONTRACT <input type="checkbox"/>		
GRANTEE NAME:		TOWN CODE:
GRANT TITLE: In-Classroom School Breakfast Pilot Program		
PROJECT TITLE:		
CORE-CT CLASSIFICATION: FUND:11000 SPID:17046 PROGRAM: 82079 BUDGET REFERENCE: 2007 CHARTFIELD1: 170003		
GRANT PERIOD: 09/1/06 - 06/30/07		AUTHORIZED AMOUNT: _____
CODES	DESCRIPTIONS	BUDGET
112A	EDUCATION AIDES	
112B	CLERICAL	
119	OTHER	
200	PERSONAL SERVICES EMPLOYEE BENEFITS	
325	PARENT ACTIVITIES	
580	TRAVEL	
590	OTHER PURCHASED SERVICES	
611	INSTRUCTIONAL SUPPLIES	
690	OTHER SUPPLIES	
700	PROPERTY/EQUIPMENT ONLY	
	TOTAL	

_____ Original request date	_____ State Department of Education	_____ Date of
_____ Revised request date	Program Manager Authorization	Approval

Budget Object Codes

This list is a description of the codes in the budget. The list is provided to help you in designing your budget for the program.

- 112A **Education Aides.** Salaries for grantee employees who assist staff in providing program services.. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.
- 112B **Clerical.** Salaries for grantee employees performing clerical/secretarial services. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.
- 119 **Other.** Salaries for any other grantee employee not fitting into objects 112A or 112B. Include the gross salaries for these individuals including overtime salaries or temporary employees. Included can be janitorial personnel costs, grant activity coordinators' salaries, and food service personnel.
- 200 **Personal Services - Employee Benefits.** Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 112A, 112B or 119. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services. Included is the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation.
- 325 **Parental Activities.** Expenditures related to services for parenting including workshop presenters, counseling services, baby-sitting services, and overall seminar/workshop costs.
- 530 **Communications.** Payments for services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and telegraph services as well as postage machine rental and postage.
- 580 **Travel.** Expenditures for transportation, meals, hotel and other expenses associated with staff travel. Per diem payments to staff in lieu of reimbursement for subsistence, (room and board) are also included.
- 590 **Other Purchased Services.** All other payments for services rendered by organization or personnel not on the grantee payroll not detailed in 510, 530, 560, or 580. These include: Insurance costs (other than employee benefits) - payments for all types of insurance coverage including property, liability and fidelity; Printing and Binding - publication costs, and advertisement - any expenditures for announcements in professional publications, newspapers or broadcasts over radio or television including personnel recruitment, legal ads, and the purchase and sale of property.

- 611 **Instructional Supplies.** Expenditures for consumable items purchased for instructional use.
- 690 **Other Supplies.** Allowable Expenditures for any other supply which is not instructional or administrative in nature. This category would include maintenance supplies, heating supplies, and transportation supplies.
- 700 **Property.** Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment. For most grants only equipment such as computers, duplicating machines, furniture, and fixtures is allowable and the line item description on the budget will read Property/Equipment only. Other items which could be included in this category if allowable under grant legislation are expenditures for the acquisition but not the rental of buildings and land. Although cost of materials which resulted in a new or vastly improved structure would also be included here, the expenditures for the contracted construction of buildings, for permanent structural alterations, and for the initial or additional installation of heating and ventilating systems, fire protection systems, and other service systems in existing buildings are recorded under object 400 - Purchased Property Services. In accordance with the Connecticut State Comptroller's definition of equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value over \$1,000 and the useful life of more than one year.

BUDGET EXPLANATION

Provide a detailed description of the proposed use of funds for each line item amount listed on the budget page. Wherever applicable, cite local policy and/or contractual basis for amounts requested. Examples:

- “The salary amount is projected at the 1st step of the Education Aides salary range established in the local education agency's collective bargaining agreement.”
- “Line 322 represents the contracted services of a workshop presenter who will be paid x dollars per day for y days.”
- “Line 580, travel expenses, includes x amount for y miles of auto travel at z cents per mile in accordance with the local collective bargaining agreement.”

Please respond to this task with as much detail as possible in order to avoid requests for more information, which may delay the granting process.

PROPOSAL EVALUATION INSTRUMENTS

Connecticut State Department of Education
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
Middletown

2006-2007

These evaluation instruments are included with this RFP for two reasons:

1. To provide a self-review checklist for applicants to ensure that submitted proposals are complete.
2. To publicize the criteria by which proposals will be reviewed.

The Basic Eligibility checklist will be used by State Department of Education staff. The Proposal Evaluation Form will be used by the proposal reading team.

Connecticut State Department of Education
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
Middletown

Grant Proposal Checklist
In-Classroom School Breakfast Pilot Program
Public Act 06-135

Applicant Agency: _____

RFP Title and Number: In-Classroom School Breakfast Pilot Program # 997

Program Title: _____

BASIC ELIGIBILITY

For each item below, check the appropriate response. Check one response only.

A. The proposal is responsive to the RFP: YES _____ NO _____

B. The proposal includes all required components, as follows:

	YES	NO
1. Cover Page with signature, etc. (Appendix A)	_____	_____
2. Grant Proposal (Appendix B)	_____	_____
3. Budget Form (Appendix C)	_____	_____
4. Budget Explanation (Appendix D)	_____	_____
5. Personnel Costs (Appendix E)	_____	_____
6. Proposal Evaluation Instruments (Appendix F)	_____	_____
7. Affirmative Action Packet (Appendix G)	_____	_____
8. Signed Statement of Assurances (Appendix H)	_____	_____

Note concerning "No" responses: Specify particular missing components.

RFP#: In-Classroom School Breakfast Pilot Program

Applicant: _____

Proposal Evaluation Form

For each component write a number (between 0 and the maximum allotted to that item) to best describe your rating.

Program Needs Assessment

A. Objectives – The specific objectives are responsive to establishing an in-classroom breakfast program and promoting the school breakfast program.

Max. 30 pts.

B. Budget – The budget provides sufficient support for success, is cost effective and appears reasonable. Review the Budget Explanation (Appendix D).

Max. 30 pts.

C. Program Description– The proposal clearly provides a description of activities which are related to increasing the number of children who will benefit from the proposed in-classroom breakfast program.

Max. 30 pts.

D. Program Expansion – The program is planned to increase the number of students receiving nutritious breakfasts.

Max. 10 pts.

Total points

Max. 100 pts.

Please note any specific strengths and/or weaknesses of this proposal that should be included in the final evaluation. For additional space, use reverse side of page.

Strengths:

Weaknesses:

Reader's Signature: _____

Date: _____

**CERTIFICATION THAT A CURRENT AFFIRMATIVE ACTION PACKET
IS ON FILE**

Agencies with an Affirmative Action Plan on file need to certify such by signing the statement below. This is in lieu of completing again the packet on the following pages.

I, the undersigned authorized official, hereby certify that the applying organization/agency has a current affirmative action packet on file with the Connecticut State Department of Education. The affirmative action packet is, by reference, part of this application.

Signature of Authorized Official: _____ Date: _____

Name and Title: _____

APPENDIX G
CONNECTICUT STATE DEPARTMENT OF EDUCATION
AFFIRMATIVE ACTION PACKET

The State Department of Education (SDE) is committed to Equal Opportunity and Affirmative Action and will not knowingly do business with any grantees, bidders, contractors, subcontractors or suppliers of materials who engage in acts of unlawful discrimination. In accordance with Administrative Regulations Sections 46a-68-31 through 46a-68-74 "Affirmative Action By State Government" and 4a-60 through 4a-60a and 46a-68c through 46a-68k "Contract Compliance" as administered by the Commission on Human Rights and Opportunities (CHRO), the SDE encourages grantees, bidders, contractors, subcontractors, and suppliers of materials to develop and implement Affirmative Action Plans.

Contractors with 50 or more employees and contract awards that total **\$4,000** or more for leases, rental and personal service agreements are required to have or develop a written Affirmative Action Plan addressing any identified under utilization of minorities and women. Further, contractors with fewer than 50 employees regardless of contract amount or contractors with 50 or more employees with a total contract amount of less than \$4,000 for leases, rental and personal service agreements are required, at a minimum, to develop a written Affirmative Action Policy Statement.

In accordance with CHRO Regulations concerning contract compliance procedures for state agencies, this packet was prepared to assist all bidders for contractual services to comply with legally mandated application procedures. **All contractors and grantees must read and complete the appended forms where appropriate, and submit their Affirmative Action Policy Statement and Plan where appropriate.**

The following are appended hereto:

1. **Commission on Human Rights and Opportunities Contract Compliance Regulations and Notification to Bidders:** Makes prospective contractors and grantees aware of the State Department of Education's obligation to ensure that prospective contractors and grantees qualify pursuant to contract compliance requirements. *(Contractor/Grantee must complete).*
2. **Workforce Analysis:** A comprehensive inventory of all employees by race, sex, job title, and occupational category *(Contractor/Grantee must complete).*
3. **Definitions for Workforce Analysis:** Race/Ethnic identification and description of job categories to assist in the completion of workforce analysis.
4. **Standard Statement of Assurances:** *(Grantee must complete to apply for grants).*
5. **Contractor's Minority Business Enterprises Utilization Form:** *(Contractor/Grantee must complete when an MBE or WBE is engaged in a subcontract).*
6. **Affidavit/Certificate of Corporation:** *(Contractor/Grantee must complete only when an MBE or WBE that is not registered with the Department of Economic Development is engaged as a subcontractor and the Contractor/Grantee wish to receive credit for such pursuant to regulations).*
7. **Sample Affirmative Action Policy Statement:** Contractor/Grantee may use this as an example or may use it as their statement by placing it on their letterhead.

Please submit the completed forms along with your proposal or bid to the person or office identified in the request for proposal.

Affirmative Action Office
State Department of Education
(860) 713-6530

(Rev 6/99)

**APPENDIX H
STATEMENTS OF ASSURANCES**

NOTIFICATION TO BIDDERS

The contract to be awarded is subject to contract compliance requirements mandated by Section 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Section 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies which establish a procedure for the awarding of all contracts covered by Sections 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, *every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials."*

"Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: **"(1) Who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; (3) who are members of a minority, as such term is defined in sub-section (a) of Section 32-9n."**

"Minority" groups are defined in section 32-9n of the Connecticut General Statutes as **"(1) Black Americans... (2) Hispanic Americans... (3) persons with origins in the Iberian Peninsula... (4) Women... (5) Asian Pacific Americans and Pacific Islanders... (6) American Indians... (7) individuals with a disability considered a minority business enterprise pursuant to Connecticut General Statutes, Section 32-9e."** The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

- a) the bidder's success in implementing an affirmative action plan;
- b) the bidder's success in developing an apprenticeship program complying with Section 46a-68-1 to 46a-68- 17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- c) the bidder's promise to develop and implement a successful affirmative action plan;
- d) the bidder's submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
- e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. **See** Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.
- f) the bidder's certifies firm is not listed on debarment lists promulgated pursuant to CGS, Section 31-53a and 34 CFR Part 85., Appendix A of federal statutes.

INSTRUCTION: Bidder must sign acknowledgment below, and return the signed acknowledgment to the State Department of Education along with the bid proposal.

The undersigned acknowledges receiving and reading a copy of the Commission on Human Rights and Opportunities Contract Compliance Regulations and the "Notification to Bidders" form.

Signature

Date

On behalf of:

Organization Name

Project No: _____

Rev. 6/99