



**GREATER HARTFORD TRANSIT DISTRICT
REQUEST FOR PROPOSALS
GHTD RFP # 11-018
EMPLOYEE ASSISTANCE PROGRAM (EAP) AND
SUBSTANCE ABUSE PROFESSIONAL (SAP) SERVICES**

The Greater Hartford Transit District (The District), Hartford, Connecticut is seeking a firm to provide Employee Assistance Program (EAP) and Substance Abuse Professional (SAP) services for the Statewide Drug and Alcohol Testing Program Consortium. Proposal documents may be obtained by emailing to: ldrake@ghtd.org.

Proposals shall be submitted to LaShaunda Drake, Greater Hartford Transit District, One Union Place, Hartford, CT. 06103, on or before **2:30 p.m. EST on Wednesday, February 28, 2018**. Proposals received after the deadline will not be considered and will be returned to the Proposer unopened. Any changes, or any requests for changes in the specifications, will not be recognized after sealed proposals are submitted to the District.

Any contract resulting from this request for proposals submitted is subject to a financial assistance contract between the District and the Connecticut Department of Transportation. All Proposers will be required to certify that they are not on the Comptroller General's list of ineligible contractors. Further, the contractor will be required to comply with all applicable equal employment opportunity laws and regulations.

The District hereby notifies all Proposers that in regard to any contract entered into pursuant to this Request for Proposals, advertisement or solicitation, small and/or minority business enterprises will be afforded full opportunity to submit proposals in response, and will not be subjected to discrimination on the basis of race, color, sex or national origin in consideration for an award.

The District reserves the right to reject any and all proposals as submitted by this Request for Proposals, and to waive informalities and irregularities, as it deems in its best interest.

REQUEST FOR PROPOSALS

GHTD RFP #11-018

**EMPLOYEE ASSISTANCE PROGRAM AND
SUBSTANCE ABUSE PROFESSIONAL SERVICES
HARTFORD, CONNECTICUT**

**GREATER HARTFORD TRANSIT DISTRICT
ONE UNION PLACE
HARTFORD, CONNECTICUT 06103
(860) 247-5329**

January 29, 2018

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SECTION I – GENERAL INFORMATION

1. INTRODUCTION

The Greater Hartford Transit District (the "District") is a quasi-municipal corporation operating under the authority of Chapter 103a of the Connecticut General Statutes. There are currently sixteen member towns represented by appointees who collectively form the Board of Directors which is the policy making body of the District. The District has broad powers to acquire, operate, finance, plan, develop, maintain and otherwise provide all forms of land transportation and related services including the development or renewal of transportation centers and parking facilities.

The District is soliciting proposals through this Request for Proposals ("RFP") from a firm to provide Employee Assistance Program (EAP) and Substance Abuse Professional (SAP) services for the Statewide Drug and Alcohol Testing Program. The firm will be responsible for administering the drug and alcohol tests in conformance with the US Department of Transportation/Federal Transit Administration 49 CFR Parts 40 and 655. The specifics of the services, and other documents relevant to this RFP, are set forth in the Scope of Services and in the Exhibits attached hereto and made a part hereof.

2. SUBMISSION OF PROPOSALS

Contractors shall submit six (6) copies (with one identified as the original) and one (1) electronic copy of the Proposal on or before **2:30 p.m. EST on Wednesday, February 28, 2018** to:

LaShaunda Drake
Procurement and Contract Coordinator
Greater Hartford Transit District
One Union Place
Hartford, Connecticut 06103-1409
PHONE (860) 247-5329 x3090
FAX (860) 549-3879

Proposals shall be enclosed in a sealed envelope and clearly marked "**PROPOSALS FOR EMPLOYEE ASSISTANCE PROGRAM AND SUBSTANCE ABUSE PROFESSIONAL SERVICES**" on the front thereon. The Proposer's complete return address must be included on the outer envelope.

Late submissions will not be accepted. It is the responsibility of the Proposer to ensure that its Proposal is delivered to the District by the date and time referred to hereinabove. Delivery by facsimile or any other electronic means will not be accepted.

All costs associated with the preparation and delivery of a Proposal are the sole responsibility of the applicable Proposer. Proposers shall not include any such expenses as part of the price proposed in response to the RFP.

3. PROPOSAL INQUIRIES

Communication by any Proposer with any agent or employee of the District on the subject of this RFP, or the pending process may result in the Proposer being deemed ineligible with regard to this RFP. All questions and requests for clarification regarding this RFP or this process must be submitted in writing to LaShaunda Drake **on or before noon, Wednesday, February 14, 2018**. Any correction or changes to this RFP will be made by written addendum only and will be distributed to all known recipients of the RFP document.

4. COMMENCEMENT OF SERVICES

It is the intent of the District to execute an agreement with the successful proposer, to commence July 1, 2018.

5. QUALIFICATION OF PROPOSERS

Prospective Proposers must meet the following minimum qualifications to be considered for selection. All Proposers to this RFP shall have demonstrated experience in supplying such services and shall meet all criteria and requirements identified in the RFP. The District is the sole judge in determining compliance with qualifications standards:

- Firms submitting proposals must be qualified to perform Employee Assistance Program and Substance Abuse Professional Services in accordance with 49 CFR Part 40.
- The firm must have Certified Employee Assistance Professionals (CEAP) on staff.
- The Substance Abuse Professional must be a U.S. Department of Transportation recognized Substance Abuse Professional and one of the following:
 - A licensed physician (Doctor of Medicine or Osteopathy)
 - A licensed or certified social worker
 - A licensed or certified psychologist
 - A licensed or certified employee assistance professional
 - A state-licensed or certified marriage and family therapist
 - A certified alcohol and drug abuse counselor

6. STATE OF CT GRANT REQUIREMENTS

Exhibit A, attached hereto and made a part hereof sets forth state requirements placed upon vendors who are participating in a project funded in whole or in part with state grants. Its provisions are hereby included herein as an integral part of this RFP.

7. DISTRICT PROCUREMENT AND APPEALS PROCESS

The District's procurement procedures and appeals process are contained in **Exhibit B** attached hereto and made a part hereof.

9. FUNDING

Any contract resulting from this request for proposals is subject to a financial assistance contract between the District and the Connecticut Department of Transportation. All firms will be required to certify that they are not on the U.S. Department of Transportation's list of ineligible contractors. Further, the contractor will be required to comply with all applicable equal employment opportunity laws and regulations.

No proposal will be accepted from, or a Contract awarded to any person, firm, or corporation that is in arrears or is in default to the State of Connecticut upon any debt or contract or that is in default as a surety or in any other manner is in default of any obligation to the State. Additionally, no Contract shall be awarded to any person, firm, or corporation that has failed to perform on any prior or previous contract, agreement, or license with the State. Nor will any Contract be awarded to any firm that is not registered with the Secretary of State's Office to conduct business in the State of Connecticut.

10. SPECIAL PROVISION

It is the policy of the District that Small Contractor and Small Contractor Minority Business Enterprises ("SBE and MBE") be afforded the maximum opportunity to participate in the performance of all contracts let by the District in accordance with Section 4a-60g of the Connecticut General Statutes as revised. This participation may be in the form of prime contracts, and/or sub-contracts, and/or direct or general overhead items procured from SBE and/or MBEs allocated to the Services.

For the purpose of this "Special Provision", the SBE/MBE named to satisfy this requirement must be certified by the Department of Administrative Services of the State of Connecticut s (www.das.state.ct.us) as an SBE/MBE as defined by Section 4a-60g of the Connecticut General Statutes as revised.

Proposers will submit a statement indicating its own SBE/MBE status and what subcontracts and/or overhead purchases with amounts thereof under this project it will let to comply with the District's SBE/MBE overall goal of 8%.

If the Contractor is unable to achieve the specified contract goals for the Special Provision, the Contractor must submit written documentation to the District indicating his/her good faith efforts to satisfy goal requirements.

11. VALIDITY OF PROPOSALS

Proposers agree that their proposals remain valid for a period of ninety (90) days after the above cited due date for submission of proposals and may be extended beyond that time by mutual agreement.

Proposers agree that the technical portion of their proposals (not including proprietary or pricing information) may be released to other bidders upon announcement of award, if requested by such other bidders

By responding to this RFP, the proposer implicitly states that the proposal is not made in connection with any competing firm submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud. It is further implied that the proposer did not participate in the District's RFP development process, had no knowledge of the specific

contents of this RFP prior to its issuance, and that no employee of the District participated directly or indirectly in the firm's proposal preparation.

12. ADDENDA AND PROPOSAL REJECTION

The District reserves the right to issue addenda to this RFP as a result of inquiries received, or to make adjustments to its project schedule if it is deemed in the District's best interest to do so. It is the Proposer's responsibility to assure receipt of all addenda. The Proposer should verify with the designated contact person prior to entering a proposal that all addenda have been received. Proposers are required to acknowledge the number of addenda received as part of their proposal.

The District reserves the right to reject any and all Proposals resulting from this RFP if the District deems that it is in the best interest of the District to do so. The District may elect to make an award of the subject contract as direct result of Proposals received or elect to negotiate with Proposers.

13. PROPOSAL WITHDRAWAL

The Proposer's authorized representative may, prior to the date and time set as the deadline for receipt of proposals, modify or withdraw a proposal in person, or by written or facsimile notice to the official listed in this document. If proposals are modified or withdrawn in person, the authorized representative shall make his or her identity known and shall sign a receipt for the proposal. Written or facsimile notices shall be received at the District's offices, One Union Place, Hartford, CT 06103 no later than the date scheduled as the proposal receipt deadline. After the proposal receipt deadline, proposal may not be withdrawn for one hundred and twenty (120) calendar days.

14. EXCEPTIONS TO RFP

All exceptions taken by Proposer must be specific. Proposer must clearly indicate what alternative is being offered to allow the District a meaningful opportunity to evaluate the Proposal. Submitting an alternative proposal does not relieve the Proposer from submitting the Minimum Requirements as stated in the RFP. The District is under no obligation to accept any proposed exceptions or alternatives.

15. INSURANCE REQUIREMENTS

Contractor shall obtain and maintain throughout the term of this Contract (or such longer period as may be specified below, if any) the following insurance:

A. Commercial General Liability

Commercial General Liability Insurance, including a broad form comprehensive general liability endorsement and coverage against claims for personal injury, bodily injury, death or property damage, to be on the so-called "occurrence" form with a combined limit of not less than Two Million Dollars (\$2,000,000) in the aggregate and One Million Dollars (\$1,000,000) per occurrence, and to cover at least the following hazards: (1) premises and operations; (2) products and completed operations on an "if any" basis; (3) independent contractors; (4) blanket contractual liability for all insured contracts; and (5) contractual liability covering the indemnities in this Contract.

B. Workers' Compensation Insurance

With respect to all services the Contractor performs and all those performed for the Contractor by its subcontractors, the Contractor and its subcontractor(s) shall carry Workers' Compensation Insurance and, as applicable, insurance required in accordance with the U.S. Longshore and Harbor Workers' Compensation Act, in accordance with the requirements of the laws of the State of Connecticut, and of the laws of the United States, respectively.

C. Business Automobile Insurance

Business Automobile Liability Insurance, to cover the use of all owned, hired, and non-owned vehicles, providing for the following minimum liability limits: One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence. In cases where the insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least Two Million Dollars (\$2,000,000).

D. Professional Liability Insurance

If the Contractor or any of its subcontractors are providing design, architectural or engineering services with respect to this Contract, the Contractor and such subcontractors shall carry Professional Liability Insurance Policy in an annual aggregate amount not less than Two Million Dollars (\$2,000,000), which coverage shall be maintained in force for a period of not less than three (3) years after the completion of the work under this Contract.

E. Certificate of Insurance

All insurance provided for above shall be obtained under valid and enforceable policies, and issued by financially sound and responsible insurance companies authorized to do business in the State of Connecticut and having a general policy rating of A- or better and a financial class of VIII or better, each as determined by AM Best Company, Inc.. Prior to commencing any work under this Contract and at least ten (10) days prior to the expiration dates of any insurance required hereunder, Contractor shall deliver to the District certificates of insurance evidencing such coverage and any renewal or successor policies. If the Contractor engages any subcontractor to perform any of its obligations under this Contract, the Contractor shall also deliver to the District certificates of insurance from such subcontractor evidencing such coverage and any renewal or successor policies. All policies of insurance required hereunder shall name the District (and such other persons or entities designated by the District) as an additional insured (except the workers compensation insurance). For the Workers' Compensation Insurance and, as applicable, U.S. Longshore and Harbor Workers' Compensation Act coverage, the policy number(s) and term of the policy (ies) shall be indicated on the certificate. Each insurance policy shall state that the insurance company agrees to investigate and defend the insured against all claims for damages, even if groundless. All insurance policies provided for above shall contain clauses or endorsements to the effect that: (i) no act or negligence of the Contractor, or anyone acting for the Contractor, or failure to comply with the provisions of any policy, which might otherwise result in a forfeiture of the insurance or any part thereof, shall in any way affect the validity or enforceability of the insurance insofar as the District is concerned; (ii) no such policies shall be canceled without at least thirty (30) days' notice to the District (10 days for non-payment of premium); (iii) shall contain a waiver of subrogation in favor of the District, and (iv) shall provide that such coverage is primary and non-contributory.

Such insurance shall protect the District against all claims, liabilities, suits, actions, damages, or costs resulting from or arising out of the ownership, lease, operation, maintenance, repairs,

or use in any way of any project equipment for the purposes of the program covered by this Contract and for any other purpose. No project equipment shall be delivered to the Contractor, or operated by the Contractor until the Contractor has delivered the certificate(s) of insurance required hereunder. Prior to the annual renewal of a motor vehicle registration, the Contractor shall submit to the District a certificate of insurance for the project equipment. This Section shall not prevent the District from contracting for such required insurance coverage at any time, and in such event the Contractor shall pay the District for all costs of such insurance.

F. Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the District and its officers, directors, employees and agents (collectively "Indemnified Parties") from and against all claims, damages, demands, losses, expenses, fines, penalties, causes of action, suits or other liabilities (including all costs of reasonable attorneys' fees, consequential damages, and punitive damages), arising out of, related to, in connection with or resulting from, or alleged to arise out of or arise from, Contractor's negligence, performance, breach or failure to perform under the Contract or the violation of any applicable law or regulation, and whether done directly, or by or through Contractor's subcontractors or anyone directly or indirectly employed by Contractor or by Contractor's subcontractors or anyone for whose acts any of them may be responsible or liable and whether or not such claim, damage, demand, loss, expense, fine, penalty, cause of action, suit or other liability is attributable to bodily injury, personal injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom. This indemnity shall be effective regardless of whether or not such claim, damage, loss or expense is caused in part by any of the Indemnified Parties (but the indemnity shall not cover liability to the extent resulting from gross negligence or willful misconduct of the Indemnified Party). Such indemnity obligation shall not be in derogation or limitation of any other obligation or liability of the Contractor or the rights of the District contained in this Contract or otherwise. This indemnification shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor under any workers' compensation acts, disability benefit acts or other employee benefits acts and includes any loss or injury suffered by an employee of Contractor. This indemnification shall survive the completion of the Work or the termination of the Contract.

The Contractor shall further assume all liability for loss by reason of neglect or violations of federal, state or local laws, ordinances or regulations, and shall do and perform all work necessary to conform to such laws, ordinances and regulations.

16. RESERVATION OF DISTRICT'S RIGHTS

The District reserves all rights regarding the RFP, including, without limitation, the right to:

- a) Amend, delay or cancel the RFP without liability if District finds it is in the best interest of the District to do so;
- b) Reject any or all Proposals received upon finding that it is in the best interest of the District to do so;
- c) Waive any minor informality or non-conformance with the provisions or procedures of the RFP, and seek clarification of any Proposal, if required;
- d) Reject any Proposal that fails substantially to comply with all prescribed RFP procedures and requirements;
- e) Negotiate a Statement of Work based on the Scope of Work described in this RFP and to negotiate separately in any manner necessary to serve the best interest of the public;

- f) Amend any Contracts that are a result of the RFP.

Although price is a consideration in determining the apparent successful Proposer, the intent of the RFP is to identify a Proposal from a Proposer that has a level of specialized skill, knowledge and resources to perform the work described in the RFP. Qualifications, performance history, expertise, knowledge and the ability to exercise sound professional judgment are primary considerations in the selection process. Due to the technical nature of some of these tasks, the Proposer with the lowest Price Proposal may not necessarily be awarded a Contract. The District reserves the sole right to determine the best Proposal

17. ATTACHED EXHIBITS

The following exhibits are included in this RFP package:

- A. State of Connecticut Grant Requirements**
- B. District Procurement Procedures and Appeals Process**
- C. General information Form**
- D. Required Certifications:**
 - Certificate of Eligibility
 - Certificate of Non-Collusion
 - Certificate of Restrictions on Lobbying
 - Certificate of SBE Participation
 - Certificate of Eligible Contractors
 - Gift Certification
 - Agency Certification
 - Consulting Agreement Affidavit
- E. Consortium Member Information**
- F. Cost Proposal Form**

SECTION II - SPECIFICATIONS

1. BACKGROUND

The Greater Hartford Transit District is the designated agency to perform administration services for a Statewide Drug and Alcohol Testing Program, (the "Consortium"), on behalf of the State of Connecticut Department of Transportation (ConnDOT). The District serves as the liaison between ConnDOT, all consortium member locations and the firm selected to provide Employee Assistance Program (EAP) and Substance Abuse Professional (SAP) services as specified in this RFP. The District is responsible for monitoring the EAP provider and SAP services and serves in the capacity of an additional Designated Employer Representative (DER) on behalf of all consortium members.

The Connecticut Drug and Alcohol Testing Consortium is comprised of twenty-six (26) transit operators throughout the State of Connecticut. The District is soliciting proposals through this Request for Proposals from qualified EAP and SAP providers for approximately 2,300 safety sensitive Consortium member employees.

2. CONTRACT TERM

It is the intent of the District to execute an agreement with the successful proposer, herein after referred to as ("the Contractor"). The agreement between the District and the Contractor shall be for a one (1) year period commencing July 1, 2018 through June 30, 2019 with the option of renewing said agreement with the Contractor (in one year increments for up to four additional years) on an annual basis each successive year with a maximum term of five (5) years, subject to the mutual agreement of both parties.

The District reserves the right to terminate such Agreement in the event of any default with respect to the terms thereof by Contractor, upon giving fifteen (15) days prior written notice to do so, at the end of which time period, such Agreement shall terminate.

The terms, conditions and financial benefits of an Agreement between the District and the Contractor will be negotiated, after selection of the Contractor, by the District and the Contractor, subjected, however, to the terms hereof.

The Agreement with the Contractor may be amended to fulfill the requirements of any new or amended Federal Law or Regulation. The maximum agreement payment will be amended to conform to any such amendment.

3. SCOPE OF WORK

The District is soliciting written proposals from interested firms to act as its exclusive agent for providing EAP services as well as SAP services and for carrying out all aspects of the U. S. Department of Transportation ("U.S. DOT") Federal Transit Administration ("FTA") drug and alcohol testing requirements as described in 49 CFR Part 40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs.

Please note that the requirements contained herein should be construed as a minimum only. Innovative modifications that may be in the District's best interest will be considered during the evaluation process.

Services shall include, but not be limited to, the following outlined items:

A. Substance Abuse Professional Services

- Provide the services of Substance Abuse Professionals ("SAPs") to evaluate each employee testing positive for either alcohol misuse or drug abuse determining what assistance, if any, the employee needs to resolve problems associated with prohibited drug use or alcohol misuse before returning to work.
- Conduct Return to Duty evaluation and authorize Return to Duty testing.
- Outline recommended Follow-Up testing schedule and ensure adherence to same.
- Provide a copy of SAP certificate(s) upon requested by the Consortium Coordinator.
- Provide names and locations of SAPs.

B. Employee Assistance Program

- Provide the services of an Employee Assistance Program ("EAP") for safety-sensitive employees and their immediate family. EAP must include at least twenty-four (24) hour, seven (7) day a week toll free access to its services. These services include assessment, counseling, case management, referral and long-term treatment planning (if necessary), critical incident debriefing and follow up. Covered employees allowed, at a minimum, three (3) sessions with counselor per situation.
- Provide consultation services with supervisors regarding safety-sensitive employee situations.
- Provide a copy of Employee Assistant Professional certificate(s) upon requested by the Consortium Coordinator.
- In addition, the EAP must provide quarterly reports and newsletters to the Consortium Coordinator as well as promotional material such as brochures, posters, etc. for the safety-sensitive employees as requested by the Consortium Coordinator.

C. Training

1. **Employee Assistance Program Training** – Provide on-site training, at the discretion of the District, to include at a minimum, the following: Sexual Harassment Awareness, Conflict Resolution Strategy, etc. Such training must be proactive and constructive management skills that enable supervisors to handle challenging behavioral issues in the workplace effectively.

D. Recordkeeping and Reporting

Recordkeeping

- Provide reminder notice to Consortium Coordinator and Employer of monthly Follow Up test.
- Provide necessary documentation to Employer and Consortium

Coordinator in the case of a positive test result where litigation is involved (e.g. arbitration, unemployment, workers' compensation, court hearing, EEOC charge, etc.)

- Provide copies of records upon request to the District within two (2) working days of the request.
- The Contractor shall ensure that strict confidentiality of test results is maintained. Any test results or material prepared shall not be released without prior written consent of the employee (other than to the District as requested).
- Maintain records concerning employee referrals to a Substance Abuse Professional for at least five years.

Quarterly Reporting

- Provide Employee Assistance Program Utilization Report, Client Satisfactory Survey, and newsletter.

E. Other Service

The Contractor must be available to represent the Consortium and/or any of its individual members during audits conducted by state or federal officials.

F. Customer Service Expectations

The Consortium has extremely high expectations related to customer service and contractor performance. The Contractor should expect some interface with the Consortium Coordinator and consortium member DERs. Program Review meetings will be held at least on a semi-annual basis.

SECTION III - SUBMISSIONS

1. SUBMISSION REQUIREMENTS

All information shall be provided according to the following instructions in order to be considered a responsive Proposal.

Six (6) identical hard copies (with one marked as the original) and one (1) electronic copy of the proposal. The proposal must include a cover letter, the General Information Form, Statement of Qualifications, Quality of Service, Implementation Plan and Schedule, and Affirmative Action Plan.

Each Proposal shall be typed and should be concise but comprehensive and not include any unnecessary elaborate or promotional materials. Appendices should provide information relevant to the proposal and not consist of Proposer's general marketing materials. The Proposal is limited to 20 - 8 ½ X 11 sheets or 40 pages of double sided prints. Font size 12 points. Required certifications are not considered part of the page limit.

Proposal Forms must be completed and signed. All required certifications must be completed, signed and submitted with each Proposal.

Cost Proposal information shall be based on the type of service to be provided and the associated requirements as specified in this RFP. The price to be quoted in any proposal shall include all items of labor, materials, and other costs necessary to fully provide the services. Any items omitted from this specification which are clearly necessary for the completion of the project shall be considered a portion of the project although not directly named in these specifications.

Proposals shall be enclosed in a sealed envelope and clearly marked "**PROPOSALS FOR EMPLOYEE ASSISTANCE PROGRAM AND SUBSTANCE ABUSE PROFESSIONAL SERVICES**" on the front thereon. The Proposer's complete return address must be included on the outer envelope.

2. GENERAL INFORMATION FORM

The Proposer must provide a completed and signed General Information Form as shown in **Exhibit C**.

3. COVER LETTER

Each Proposer shall submit a maximum two-page letter including the name and address of the organization submitting the proposal; a brief description of the Proposer's organization including whether the organization is an individual, partnership, corporation or joint venture.

4. TECHNICAL PROPOSAL

A. STATEMENT OF QUALIFICATIONS

The Proposal must include a statement regarding the experience and performance of the Proposer in providing Employee Assistance Program (EAP) and Substance Abuse Professional (SAP) services. This statement should, at a minimum include a discussion of the availability of the resources necessary to perform the scope of work requirements either within the Proposer's firm or through the use of subcontractors.

The Proposer must have a minimum of five years of experience in the provision of EAP and SAP services and demonstrate it has the ability to fulfill the obligations of this contract.

B. REFERENCES

The proposal must also include a list of references to whom the Proposer has provided professional services similar in scope and complexity to that concerned with this RFP. The most recent reference should be listed first, then others in reverse chronological order. Include the name of the reference, contact person, title of contact person, telephone number, period of performance of service, total number of safety sensitive positions, and the total number of test by type conducted.

The District reserves the right to seek references beyond those supplied by the Proposer, which may be used as part of the evaluation process.

C. FINANCIAL STATEMENTS

Financial statements, including the most recent three (3) years of audited financial reports (if publicly held corporation) or information similar to that contained in an annual report (if privately held corporation) that documents the financial stability of the firm must be submitted as part of the Proposal.

D. RESUMES

The Proposer must provide, for each of the company principals involved with the contract, a detailed resume, indicating, at a minimum, the individual's name, which position the individual would be assigned to, years of relevant experience, and specific relevant experience.

E. LICENSE TO PRACTICE IN CONNECTICUT

An affirmative statement should be included indicating that the firm and all assigned key professional staff are licensed and qualified to practice in Connecticut.

5. QUALITY OF SERVICE

The Proposer shall provide detailed information on the firm's methodology in meeting the requirements identified in the Scope of Work Section of this RFP and Attachments. The Proposer must describe the firm's overall approach to include any special considerations that may be envisioned.

The Proposer shall describe in detail how it would accomplish and comply with all of the program requirements. **This section must include a response to each section in the Scope of Services (Section II).** The Proposer will identify the response/approach to each section in the order the section appears in the specifications. The Proposer must identify how the section requirements will be met and how the Proposer intends to achieve full compliance.

6. IMPLEMENTATION PLAN

For the Implementation Plan, the Proposer must provide a comprehensive, detailed plan to assume the EAP and SAP services as stated in the Scope of Work section. This plan shall provide for the orderly transition of all functions as it is the intent of the District to continue the present testing levels with no breaks during the procurement process. A detailed schedule must be supplied along with any appropriate information including major tasks and key milestone dates for the transition, based on weeks after notice to proceed; logical

dependencies to indicate what tasks must be completed before other tasks can begin. Highlight the tasks that require the District's involvement as well as that of the current contractor and explain to what degree the District must be involved.

7. AFFIRMATIVE ACTION PLAN

The Proposer shall include a copy of the firm's Affirmative Action Plan and a brief description of how that plan is implemented.

8. REQUIRED CERTIFICATIONS

The Proposal must include the completed and signed certifications shown in **Exhibit D**.

9. COST PROPOSAL FORM

The Cost Proposal must specify the proposed cost to provide the EAP and SAP services as stated in this RFP. The cost proposal form shown in **Exhibit F** shall be completed. A Cost Proposal Form must be completed for each service year. The cost proposal shall include all of the costs and expenses associated with the Proposal. **PLEASE NOTE:** Cost information must appear only in the Cost Proposal; cost information must not be discussed in the technical proposal.

10. MISCELLANEOUS INFORMATION

The Proposer is encouraged to submit other information which may be pertinent to the evaluation of the Proposal including forms to be used, training materials, client portal information, brochures, etc. The additional material does not count towards the page limit of the technical proposal.

SECTION IV

1. EVALUATION PROCEDURES

An award will be made to the most responsible and responsive firm in accordance with the evaluation criteria set forth in this RFP. All proposals received will be evaluated and scored by an Evaluation Review Committee. Proposal evaluation is an assessment of both the Proposal and the Proposer's ability to successfully accomplish the required services.

The Evaluation Review Committee shall review each Proposal submitted and may invite some or all of the Proposers to submit additional material to support or clarify their proposals. The Evaluation Review Committee will take all information provided into consideration in making its recommendation to award a contract to the successful proposer in the best interests of the District. The District shall select the highest rated Proposal subject to negotiation of fair and reasonable compensation.

If determined necessary, the Evaluation Review Committee may invite top Proposers found to be within the competitive range, or may be reasonably made to be within the competitive range for an interview. If interviews are conducted, the Evaluation Review Committee will be provided the opportunity to revise their original evaluation and score to accurately reflect any additional information that may have been obtained through the interview process.

The final score for each proposal will be obtained by summing the results from each section (Technical Proposal and Cost Proposal), with a perfect final score being 100 points. The Evaluation Committee will take the total score for each Technical Proposal and add to it the respective Cost Proposal evaluation score to rank the proposal and to determine the overall preferred proposals.

In the event that a proposal, which has been included in the competitive range, contains conditions, exceptions, reservations or understanding to any Contract requirements, said conditions, exceptions, reservations or understandings may be discussed during the interview or negotiation meetings. However, the District shall have the right to reject any and all conditions and/or exceptions, and instruct the Proposer to amend its Proposal and remove said conditions and/or exceptions; and any Proposer failing to do so may cause the District to determine such Proposal to be outside the competitive range.

The Proposer with the highest ranking Proposal may be contacted regarding any potential areas to be negotiated. If negotiations are determined not necessary, a contract will be awarded to that firm. If negotiations are conducted and not successful with the highest ranking Proposer then negotiations may be conducted with the next highest ranking Proposer and so on down the line until negotiations are successful.

The District reserves the right to contact Proposer(s) regarding an interview, areas of concern, areas to be negotiated and/or request to amend its proposal and to make its Best and Final Offer (BAFO). The District reserves the right to award on the basis of initial Proposal submitted without negotiations or discussions if such action is deemed to be in the best interest of the District.

2. TECHNICAL PROPOSAL

Proposer's ability to perform the service as stated in the RFP. All Proposals will be evaluated by the Evaluation Review Committee to determine if the requirements outlined in this RFP are met. The rating shall be based on the quality of the following items:

A. Experience of firm and staff (25 points)

Elements thereof include the experience and capability of the firm to undertake this contract with the District; years of experience in providing service; extent of previous service; expertise in drug and alcohol testing services with US Department of Transportation Federal Transit Administration mandated tests, number of drug and alcohol testing services managed and location thereof. Experience providing services for a project of similar size and scope including references; proposer's history and financial stability will be considered including availability of staff and their responsibilities in the provision of these services; adequacy of personnel assigned to the drug and alcohol testing services will be measured by experience and education.

B. Quality of Service (30 points)

Demonstrated understanding of the required work and services as stated in the RFP Scope of Work. Proposer's compliance with and responsiveness to RFP instructions, specifications, requirements and scope of work as shown through response/approach submitted to address and ensure compliance with each section in the Scope of Work.

This aspect concerns the availability of collection sites; certification of testing laboratories; ability to conduct monthly testing; sampling methodology; database maintenance; ability to perform on site collections; level of customer service; qualifications of MRO; and content of written training materials. This section will also review record keeping and reporting capabilities.

C. Implementation Plan and Schedule (10 points).

The Proposers ability to demonstrate a feasible implementation plan and schedule setting forth the specific tasks necessary to begin services; timeline for completing the transition by July 1, 2013; and any additional resources that will be applied through the transition period will also be reviewed

D. Utilization of SBEs (10 points)

Compliance with the District's SBE goals as set forth in the RFP will be evaluated.

3. COST PROPOSAL

A. Proposed Price (25 points)

This aspect relates to the Contractor's overall budget, and the completeness and reasonableness of specific budget assumptions and projected level estimates. The Proposal asserting the lowest cost will receive 25 points. All other proposals will receive between 1 to 24 points based on the numerical relation of their cost to the amount asserted in the Proposal having the lowest cost amount. The formula is as follows:

- a) Divide lowest proposed cost by cost of relevant proposal.
- b) Multiply result from step a) times 25 points to determined points to be awarded.

EXHIBIT A
STATE OF CT GRANT REQUIREMENTS

CONNECTICUT REQUIREMENTS

EXECUTIVE ORDERS

This Agreement is subject to the provisions of Executive Order No 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 promulgated April 17, 2006, concerning the utilization of environmentally and health-friendly cleaning and/or sanitizing products when practicable. Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings, and Executive Order No. Sixteen of Governor John G Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this agreement as if they had been fully set forth in it. For complete text of said documents, please go to: http://www.das.state.ct.us/Purchase/Info/Executive_Orders.pdf

Small Business Enterprises. In connection with the performance of this Agreement, the Consultant shall cooperate with the District in meeting its commitments and goals with regard to the maximum utilization of small business enterprises ("SBEs"), as defined in Section 4a-60 of the Connecticut General Statutes, and will use its best efforts to insure that SBEs shall have the maximum practicable opportunity to compete for any sub-contract work under this Agreement.

The District has agreed with the Connecticut Department of Transportation to include in the Agreement the Special Provisions Requirements of Section 46a-68j-30(9) of the Contract Compliance Regulations.

The Contractor agrees to ensure that small business enterprises as defined in Section 4a-60 of the Connecticut General Statutes have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with State funds provided under this agreement. In this regard all recipients or contractors shall take necessary and reasonable steps in accordance with Section 4a-60 of the Connecticut General Statutes to ensure that small business enterprises have the maximum opportunity to compete and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, creed, color, national origin, age or sex in the award of federal assisted contracts.

Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient (the District) deems appropriate.

Non-Discrimination in Employment and Affirmative Action. In connection with the carrying out of the Project the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during their pre-employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, or termination; rates of pay, or other forms of compensation; and selection for training, including apprenticeship. The provisions of Executive Order No. 11246 of September 21, 1965, as amended, and all rules, regulations and orders of the Federal government issued pursuant thereto are incorporated herein by reference and made a part hereof. The Consultant agrees to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d-

4) and all requirements imposed by Title 49 C.F.R. part 21 and other pertinent directives of the federal government to the end that no person shall on the grounds of race, color, sex or national origin be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination under the Project.

The District has agreed with the Connecticut Department of Transportation ("CTDOT") to include in this Agreement the following Sections from the Agreement between the District and CTDOT:

Section 32 Civil Rights. (b)(1) The Second Party (the "District and its Operator") agrees and warrants that in the performance of the contract such Second Party will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless shown by such Second Party that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The Second Party further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless shown by such Second Party that such disability prevents performance of the work involved; (2) the Second Party agrees, in all solicitations or advertisements for employees placed by or on behalf of the Second Party, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission (on Human Rights and Opportunities of the State of Connecticut); (3) the Second Party agrees to provide each labor union or representative of workers with which such Second Party has a collective bargaining agreement or other contract or understanding and each vendor with which such Second Party has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the Second Party's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Second Party agrees to comply with each provision of this section and Conn. Gen. Stat. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. §§ 46a-56, 46a-68e, and 46a-68f; (5) the Second Party agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Second Party as they relate to the provisions of this section and § 46a-56.

Section 33. Nondiscrimination (Sexual Orientation). (a) Pursuant to § 4a.60 of the Connecticut General Statutes, (1) the Second Party agrees and warrants that in the performance of the contract such Second Party will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Second Party agrees to provide each labor union or representative of

workers with which such Second Party has a collective bargaining agreement or other contract or understanding and each vendor with which such Second Party has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the Second Party's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Second Party agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to § 46a-56 of the general statutes; (4) the Second Party agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Second Party as they relate to the provisions of this section and § 46a-56.

Non-Discrimination on the Basis of Disability. The Consultant shall insure that all fixed facility construction or alteration and all new equipment purchased to provide the Services comply with applicable regulations regarding Non-Discrimination on the Basis of Handicap in Programs and Activities Receiving or Benefitting from Federal Financial Assistance, set forth at Title 49, Code of Federal Regulations, Part 27, and any amendments thereto.

The Agreement shall be deemed to include the CONNECTICUT REQUIRED CONTRACT/AGREEMENT PROVISIONS including but not limited to Equal Employment Opportunity Responsibilities, Policy on SBEs, and Code of Ethics, incorporated herein by reference, and all requirements upon consultants and contractors of the "Second Party" (the "District") set forth in said PROVISIONS shall be deemed requirements upon the Consultant hereunder. In any event, the Consultant shall do nothing which would cause the District to be in violation of the requirements upon it, as the "Second Party" under said PROVISIONS.

STATE REQUIRED CERTIFICATIONS

All contract certifications required by the State of Connecticut must be included with the proposal. The instructions and affidavits forms are available at the State of Connecticut, Office of Policy and Management Internet site at:

<http://www.opm.state.ct.us>

- Gift Certification – Form 1
- Consulting Agreement Affidavit – Form 5

Check this site immediately before you submit your proposal in case of any recent changes to the State's contractual requirements for State contracts for goods and services with a value of \$50,000 or more. It is the responsibility of the proposer to ensure that any and all up-to-date contract certification forms are properly filled out and submitted with your proposal.

EXHIBIT B
DISTRICT PROCUREMENT AND APPEALS PROCESS

GHTD Procedures and Appeals Process

These appeal procedures cover pre-award, award, and post award phases of the procurement as described below.

The District reserves the right to postpone bid opening for its own convenience and to reject any or all bids and to waive any irregularities.

The District will establish a formal, complete record of the dispute resolution process. The Board of Directors of the District is the final decision maker for the District.

Any changes to specifications or scope of services will be made by written addendum.

1. Pre-Award

Proposers may make appointments with the Executive Director to discuss the scope of services. This, however, does not relieve proposers from written, documented requests for changes or clarifications as described below.

Requests for clarification of or changes in the Scope of Services, and protest of any part of the Scope of Services must be received by the District in writing not less than 18 full days before the date of Response Date. Any request for a change in the Scope of Services must be fully supported with pertinent information.

The District's replies to requests under the above paragraph will be postmarked at least 10 full days before the Response Date. The District in its reply will respond specifically to each material issue raised in the protest.

2. Award

Each proposer will be notified by first class mail of the decision of the District as to the selection of a security firm under this procurement. Included in that notification will be a proposed effective date of engagement which will be no less than 15 days following the date of notification of award.

Any proposer may protest the proposed award of contract in writing submitted to the Executive Director of the District no later than 5 days prior to the proposed effective date of engagement. Any such award protest must be fully supported with pertinent information as evidence that the accepted technical proposal does not meet the RFP requirements or Scope of Services, or that the District violated its procurement procedures. Upon advice of counsel and the FTA, the District is not obligated to transmit any proprietary or pricing information transmitted to the District in confidence under the provisions of this RFP. The Executive Director will attempt to resolve the issues raised by protesters prior to the effective date of engagement. If resolution is reached, the Executive Director will issue a decision in the matter and the procurement process will continue. If resolution is not reached, then the issue will be referred to the Board of Directors of the District for a determination and the award of engagement will be delayed until a decision is rendered by the Board. The Board's decision is the final District determination and will take effect not less than five working days therefrom to permit a protester to appeal the decision to the FTA. Should such appeal be taken, no award will be made until FTA has issued its ruling.

It is the policy of the District not to proceed with the award phase of any procurement if there is a pending protest.

3. Post-Award

Due to the extensive opportunity offered proposers to protest the pre-award and award phases of the procurement process, post-award protests will only be accepted concerning the alleged failure of a successful bidder or proposer to deliver the procured services pursuant to the Scope of Services.

The District will respond to any such concerns in writing to any such protester. If the District cannot resolve any legitimate issue with its successful proposer, then legal recourse would be pursued. Should the engagement be terminated as a result of such legal action, a re-bid of the procurement would take place.

4. Appeals to FTA

A protest may be filed at any time during the procurement process with FTA as set forth below. FTA, under the provisions of its Circular 4220.1B, will only review protests regarding the alleged failure of the District to have written protest procedures or alleged failure to follow such procedures. Any such appeal to FTA must be in writing and received by FTA not later than five government working days following a final decision rendered by the District or after the District has failed to render a final decision on the protest. Such protest shall be filed with FTA's Region I Office at 55 Broadway, Cambridge, MA 02142 with a copy to the District and must include: the name and address of the protestor; cite the District as the grantee, the number of the RFP; a statement of the grounds for protest and any supporting documentation; and include a copy of the local protest filed with the District and a copy of the District's decision, if any. In any protested bid, the District shall not award any contract until it verifies with FTA (after 5 days) that no bid protest has been received by FTA. The District will furnish FTA copies of all relevant documents pertaining to the bid.

Upon receipt of a notice that an appeal has been submitted to FTA, the District will immediately contact the appropriate FTA official to determine if the Response Date should be postponed. If the Response Date is postponed, the District will telegraph all proposers or firms who have been furnished a copy of the RFP that an appeal has been filed and that the Response Date is postponed until FTA has issued its decision. Appropriate addenda will be issued rescheduling the Response Date.

Any appeal to FTA may be withdrawn at any time before FTA has issued its decision.

FTA's decision on any appeal will be final. No further appeals will be considered by FTA

EXHIBIT C
GENERAL INFORMATION FORM

GENERAL INFORMATION FORM

Name of Organization: _____

Organization's Address: _____

Telephone Number: _____

Years in Business: _____

Years in business Providing Drug and Alcohol Testing Services: _____

Organization is (check one):

- Corporation Partnership Association
 Joint Venture Sole Proprietorship Public Agency
 Quasi-Public Agency Other: (Explain): _____

If the organization is a corporation indicate the following:

Date of Incorporation: _____

State of Incorporation: _____

President's Name: _____

Vice-President's Name: _____

Secretary's Name: _____

If the organization is an individual or a partnership indicate the following:

Date of Organization: _____

Name and address of all partners: _____

Name and Title of the Organization's Authorized Representatives:

Contact for Questions about Proposal: _____

Officer responsible for Contract Performance: _____

Acknowledgment of received Addenda No(s): _____

The undersigned, being cognizant of the pages, documents and attachments concerned herewith agrees to provide the District with the services described in the Request for Proposal dated January 19, 2018. The stated Proposal shall be firm for 90 days from the due date for this Proposal.

The Contractor hereby affirms that this Proposal is genuine, not a sham or collusive, and is not made in the interest of any person not therein named.

Authorized Signature

Date

EXHIBIT D
REQUIRED CERTIFICATIONS

Certification of Eligibility

_____ hereby certifies that neither
(Name of Proposer)
it nor its "principals" is included on the U.S. Comptroller General's Debarred Bidders List.

Signature: _____

Firm: _____

The Proposer certifies to the best of its knowledge and belief that it and its principals

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency.

Have not, within a three-year period preceding the date of this Proposal, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property.

Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph B of this Certification.

Have not, within a three-year period preceding the date of this Proposal, had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the Proposer is unable to certify to any of the statements in this certification, such Proposer shall include an explanation in such regard with its Proposal.

(Check One)

_____ I DO CERTIFY

_____ I DO NOT CERTIFY

SIGNATURE: _____

TITLE: _____

DATE: ____ / ____ / ____

Certification of Non-Collusion

The Undersigned certifies, under penalties of perjury:

That this Proposal has been made by the Proposer independently, and has been submitted without collusion, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment , or services described in this procurement document, designed to limit independent bidding or competition;

That the contents of the proposal have not been communicated by the Proposer or it's employees or agents to any person not an employee or agent of the Proposer or it's surety or any bond furnished with the proposal, and will not be communicated to any such person prior to the official awarding of this procurement.

That I have fully informed myself regarding the accuracy of the statement made in the certificate.

SIGNATURE: _____

NAME: _____

FIRM: _____

TITLE: _____

DATE: ____ / ____ / ____

Certification of Restrictions of Lobbying

I, _____, of _____,
Name & Title Name of Firm

hereby certify that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form, "Disclosure Form to Report Lobbying," in accordance with its instruction as amended.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements), and that all subrecipients shall certify and disclose accordingly.

The undersigned acknowledges that this certification is a material representation of fact, upon which reliance is placed at the time that the transaction concerned herewith was made or entered into, and that submission of this certification is a prerequisite for making or entering into such transaction imposed by Section 1352, Title 31, U.S. Code as amended. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure.

The undersigned certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the undersigned understands and agrees that the provisions of 31 US Code A3801, et seq., apply to this certification and disclosure, if any.

Executed this _____ day of _____, 20_____.

By: _____
Signature & Title of Authorized Official

Certification For Small Business Enterprise

It is the policy of the Greater Hartford Transit District that small business enterprises as defined in Section 4a-60 of the Connecticut General Statutes and U.S. Small Business Administration shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with State and/or Federal funds under this agreement.

The supplier or Contractor agrees to ensure that small business enterprises as defined above have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with State and/or Federal funds provided under this agreement. In this regard all recipients or contractors shall take necessary and reasonable steps in accordance with Section 4a-60 of the Connecticut General Statutes to ensure that small business enterprises have the maximum opportunity to compete and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, creed, color, national origin, age or sex in the award of federal assisted contracts.

The Contractor hereby agrees to subcontract a minimum of _____% of the contract to small business enterprises.

SIGNATURE: _____

NAME: _____

FIRM: _____

TITLE: _____

DATE: ____ / ____ / ____

Please attach the names and addresses of any and all SBE eligible subcontractors who will perform work on this project, and the approximate dollar amounts to be paid to them. If there is no participation then this must be indicated in the form.

Eligible Contractors Certificate

I, _____, of _____,
Name & Title Name of Firm

hereby certify that it **IS** / **IS NOT** (circle one) included on the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.

SIGNATURE: _____

NAME: _____

FIRM: _____

TITLE: _____

DATE: ____ / ____ / ____

CONNECTICUT REQUIRED CERTIFICATIONS

All contract certifications required by the State of Connecticut must be included with the proposal. The instructions and affidavits forms are available at the State of Connecticut, Office of Policy and Management Internet site at:

<http://www.opm.state.ct.us>

- Gift Certification – Form 1
- Agency Certification – Form 3
- Consulting Agreement Affidavit – Form 5

Check this site immediately before you submit your proposal in case of any recent changes to the State's contractual requirements for State contracts with a value of \$50,000 or more. It is the responsibility of the proposer to ensure that any and all up-to-date contract certification forms are properly filled out and submitted with your proposal.

EXHIBIT E
CONSTORTIUM MEMBER INFORMATION

CONSORTIUM MEMBERS' INFORMATION

This Exhibit provides Consortium member information needed by the Contractor to implement the drug and alcohol testing program. While an attempt to list an accurate number of employees to be tested at all locations has been made, it is likely that the exact number will change through normal attrition and expansion.

<u>Participant</u>	<u>Number of Employees</u>
Arrowline Acquisitions	23
Collins Bus Service	22
Connecticut Transit	1,016
Cooperative Educational Services	16
Dattco, Inc.	57
Eastern CT Transportation	12
Estuary Transit District	20
First Transit	235
Greater Bridgeport Transit Authority	126
Greater New Haven Transit District	131
Housatonic Area Regional Transit	84
Mal's Auto & Truck Repair	13
Middletown Transit District	42
Milford Transit District	24
Nason Partners LLC	11
New Britain Transportation Company	36
North East Transportation Company	132
Northeastern CT Transit District	14
Northwestern CT Transit District	27
Norwalk Transit District	120
Southeast Area Transit District	55
Transdev - CT FTA	33
Transportation Association of Greenwich	11
Valley Transit District	20
Waveny LifeCare Network	8
Windham Regional Transit District	28
Total	2,316

**EXHIBIT F
COST PROPOSAL FORM**

COST PROPOSAL FORM

COMPANY NAME: _____

CONTRACT YEAR: _____

Proposer shall base cost estimates on approximately 1,300 drug tests and 500 alcohol tests performed for each fiscal year. The Contractor shall understand that these numbers are only estimates. All amounts must be annualized. The amount shown in item E below should be sum of all items.

COST PROPOSAL FORM

Fiscal Year 2019: July 1, 2018 - June 30, 2019

	Unit Price	Annual Total Price
A. <u>Employee Assistance Program</u>		
1. Annual fee for employee	\$ _____	\$ _____
B. <u>Other Testing Services</u>		
1. SAP Referral	\$ _____	\$ _____
C. <u>Training</u>		
1. Employee Assistance Program Training (as needed on site training)	\$ _____	\$ _____
D. <u>Other</u> (Please Explain)	\$ _____	\$ _____
E. TOTAL PRICE (items A through D)		\$ _____

COST PROPOSAL FORM

Fiscal Year 2020: July 1, 2019 - June 30, 2020

	Unit Price	Annual Total Price
A. <u>Employee Assistance Program</u>		
1. Annual fee for employee	\$ _____	\$ _____
B. <u>Other Testing Services</u>		
1. SAP Referral	\$ _____	\$ _____
C. <u>Training</u>		
1. Employee Assistance Program Training (as needed on site training)	\$ _____	\$ _____
D. <u>Other</u> (Please Explain)	\$ _____	\$ _____
E. TOTAL PRICE (items A through D)		\$ _____

COST PROPOSAL FORM

Fiscal Year 2021: July 1, 2020 - June 30, 2021

	Unit Price	Annual Total Price
A. <u>Employee Assistance Program</u>		
1. Annual fee for employee	\$ _____	\$ _____
B. <u>Other Testing Services</u>		
1. SAP Referral	\$ _____	\$ _____
C. <u>Training</u>		
1. Employee Assistance Program Training (as needed on site training)	\$ _____	\$ _____
D. <u>Other</u> (Please Explain)	\$ _____	\$ _____
E. TOTAL PRICE (items A through D)		\$ _____

COST PROPOSAL FORM

Fiscal Year 2022: July 1, 2021 - June 30, 2022

	Unit Price	Annual Total Price
A. <u>Employee Assistance Program</u>		
1. Annual fee for employee	\$ _____	\$ _____
B. <u>Other Testing Services</u>		
1. SAP Referral	\$ _____	\$ _____
C. <u>Training</u>		
1. Employee Assistance Program Training (as needed on site training)	\$ _____	\$ _____
D. <u>Other</u> (Please Explain)	\$ _____	\$ _____
E. TOTAL PRICE (items A through D)		\$ _____

COST PROPOSAL FORM

Fiscal Year 2023: July 1, 2022 - June 30, 2023

	Unit Price	Annual Total Price
A. <u>Employee Assistance Program</u>		
1. Annual fee for employee	\$ _____	\$ _____
B. <u>Other Testing Services</u>		
1. SAP Referral	\$ _____	\$ _____
C. <u>Training</u>		
1. Employee Assistance Program Training (as needed on site training)	\$ _____	\$ _____
D. <u>Other</u> (Please Explain)	\$ _____	\$ _____
E. TOTAL PRICE (items A through D)		\$ _____