

Proposal Content

Include and address the following items:

1. Executive Summary – Please include a brief company description and include a copy of your company’s [IRS Form W-9](#).
2. Scope of Services – Please describe how your company would provide the required Scope of Services to the Authority.
3. Relevant experience with regard to the technologies described in production at the Authority and those recommended for the network infrastructure implementation.
4. Employees – Please list names and provide the professional experience of personnel to be assigned to this implementation.
5. Fees – Please provide the following as it relates to each phase of the project:
 - a. Detail of all components of fees and expenses and separately state fees for each phase – equipment (storage, servers, etc., licenses/software and professional services).
 - b. The vendor must agree to keep all prices valid until July 31, 2018.
 - c. Sales tax is not applicable.
 - d. Payment Schedule.
6. Subcontractors – Submit a list of any subcontractors/consultants that may be required for the services requested.
7. References – Please provide three (3) client references where relevant expertise can be demonstrated. Relevance should be reflected by similarity in size, application, and scope and a brief description of the implementation.
8. Conflicts of Interest – Please disclose any potential conflicts of interest. Also, please provide the Authority with a comprehensive client list of other quasi-public or State agencies for which you have provided services.
9. Pending Litigation – Please indicate if your company has any pending litigation.
10. Additional Functions – Any additional and separate functions that your company could perform. Describe associated fees. Please list by name, the individuals who would perform these functions.

In addition to this build project, the Authority may periodically request targeted audits of specific risk areas based on network infrastructure best practices and procedures. Please describe how your company would handle such requests, provide fee estimates and list individuals who might perform these functions.

11. **OPTIONAL:** One (1) page (additional) recommendation for network monitoring software – whether purchased or open source that can provide the Authority the necessary security notifications at the infrastructure level as well as at the end user data level.

12. Standard Contract – A copy of the company’s standard contract, with terms and conditions, for review by the Authority. This request is not inside the limited 10 page response requirement.
13. Affirmative Action – What proportion of your company’s partners and associates are women and/or minorities? Briefly describe your firm’s affirmative action policy.
14. Insurance – Please identify the company’s professional liability insurance provider and indicate the extent of the coverage.

15. Please remember to include the following required undertakings in your response:

- (a) The information provided herein is submitted by the undersigned firm under penalty of false statement as provided in the Connecticut General Statutes, Section 53a-157b.**
- (b) With regard to a State contract as defined in P.A. 07-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the Authority’s solicitation expressly acknowledges receipt of the State Elections Enforcement Commission’s notice, *Exhibit C*, advising prospective State contractors of State campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice.**