



Request for Proposal – Consultant to Conduct Economic Impact Study

February 1, 2022

INTRODUCTION

The Connecticut Higher Education Supplemental Loan Authority (the “Authority”) is a quasi-public state authority created in 1982 to help students and their families finance the cost of higher education.

The Authority is requesting proposals from qualified firms wishing to provide consulting services to the Authority to assess the economic impact of CHESLA programs.

The Authority seeks proposals from firms with established expertise in economic analysis, particularly from a labor market/workforce perspective.

SCOPE OF SERVICES

The scope of services to be provided by the consultant will include, but not be limited to, the following:

Provide an analysis and estimate of the economic impact of CHESLA loan and scholarship programs based on a review of CHESLA’s activity in those programs for the 5-year period ending June 30, 2021. Economic impact should be assessed in terms of impact on Connecticut’s workforce development and Connecticut labor market demand.

RESPONSES TO THE RFP

Your firm’s submission relating to this RFP must include a response to the questions and requests for information included in the attached **Exhibit A** and a copy of your company’s **IRS Form W-9**.

Proposal Schedule

- RFP Issued – ***February 1, 2022***
- Proposals are due no later than ***March 11, 2022 at 12:00 p.m.***
- Interviews, if necessary, to be conducted the week of ***March 28, 2022***

**10 Columbus Boulevard, 7th Floor
Hartford, Connecticut 06106
www.chesla.org
860-520-4001**

STATE OF CONNECTICUT STATUTORY REQUIREMENTS

1. Penalty for False Statement (C.G.S. §1-126)

Any quasi-public agency, as defined in Section 1-120 of the General Statutes, shall require any application, agreement, financial statement, certificate or other writing submitted to such quasi-public agency with respect to any loan, mortgage, guarantee, investment, grant, lease, tax relief, bond financing or other extension of credit or financial assistance made or provided by such quasi-public agency and that provides information on which the decision of such quasi-public agency was based, to be signed under penalty of false statement as provided in Section 53a-157b of the General Statutes. The Authority requires that proposals in response hereto be provided on the same basis.

Include the following statement with your proposal:

“The information provided herein is submitted by the undersigned authorized signatory of the firm under penalty of false statement as provided in the Connecticut General Statutes, Section 53a-157b.”

2. Nondiscrimination - C.G.S. §§4a-60 and 4a-60a

C.G.S. §§4a-60(a) and 4a-60a, as amended by Public Act 21-76, require (a) any entity or individual entering into a contract with a state agency or quasi-public agency to comply with the provisions of these statutes and (b) the inclusion of the provisions set forth in C.G.S. §§4a-60(a)(1)-(4), 4a-60(c)(1), 4a-60(1)-(5) and 4a-60a(b)(1) in any such contract. Any contract entered into with the Authority in connection with this RFP will include the provisions required by the above referenced statutes. See paragraphs 1-3 of **Exhibit B** to this RFP for the provisions that will be included in any contract entered into with the Authority in connection with this RFP.

3. Contract Language

By submitting a response to this RFP, a proposer agrees to the inclusion of the language set forth in **Exhibit B** to this RFP in any contract entered into with the Authority in connection with this RFP.

4. Freedom of Information Act

The Authority is a “public agency” for purposes of the Connecticut Freedom of Information Act (“FOIA”). A proposal submitted in response to this RFP, and any files or documents associated with the proposal, including e-mails or other electronic files, will be public records and subject to disclosure under the FOIA. See C.G.S. §§1-200, et seq. The FOIA includes exemptions for, among other things, “trade secrets” and “commercial or financial information given in confidence, not required by statute.” See C.G.S. §1-210(b). Due regard will be given for the protection of proprietary or confidential information contained in all proposals received. However, all materials associated with this RFP are subject to the terms of the FOIA and all applicable rules, regulations and administrative decisions. If a proposer is interested in preserving the confidentiality of any part of their proposal, it will not be sufficient to state generally in the proposal that the proposal is proprietary or confidential in nature and therefore not subject to release to third parties. Instead, those particular sentences, paragraphs, pages or sections that a proposer believes to be exempt from disclosure under the FOIA must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exemption consistent with §1-210(b) of the FOIA must accompany the proposal. The rationale and explanation must be stated in terms of the reasons the materials are legally exempt from release pursuant to the FOIA. Confidential information must be separated and isolated from other material

in the proposal, labeled CONFIDENTIAL, and submitted in a separate PDF. All proposal materials not placed in a separate PDF clearly marked as confidential will not be treated as confidential and will be made available for public view upon receipt of a FOIA request. Proposers should not request that their entire proposal, nor the majority of the proposal, be confidential and the Authority reserves the right to reject any such proposal. The Authority has no obligation to initiate, prosecute or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information that is sought pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall the Authority or any of its officers, directors or employees have any liability for the disclosure of documents or information in the Authority's possession where the Authority, or such officer, director or employee believes disclosure is required under the FOIA or other law.

The Authority will consider each firm's ability to provide comprehensive and quality service to the Authority and its borrowers, as well as its reputation and fee structure. The Authority seeks Special Counsel that will further its mission and contain costs incurred by both the Authority and its borrowers.

SUBMISSION REQUIREMENTS

1. The total length of the response is limited to 15 pages.
2. Please submit a copy of your firm's response to this RFP via email by no later than **March 11, 2022 at 12:00 p.m.** in PDF format to Josh Hurlock at jhurlock@chesla.org and Jeanette W. Weldon at jweldon@chesla.org

The Authority reserves the following rights (without limitation or waiver):

1. To reject any or all proposals.
2. To conduct investigations or request further information relating to the qualifications of any or all respondents.
3. To supplement, modify or cancel this request for proposals without notice or substitution of another such request.
4. To reevaluate a proposal or selection if there are any changes in the substance of the proposal.
5. Accept a proposal based on consideration other than cost.
6. Negotiate with any firm in any manner deemed to be in the best interest of the Authority.
7. Interview any or all respondents (the costs associated therewith are the sole responsibility of the respondent).

The Authority shall not be liable for any cost incurred in connection with responding to this proposal. Please direct any questions to Jeanette W. Weldon at jweldon@chesla.org.

Please respond to the following requests in the order in which they are presented:

I. General Information

1. **Background Information:** Provide a brief description of your firm. Identify the location(s) of the office(s) from which the primary work on this engagement would be performed.
2. **Qualifications:** Please describe your firm's experience and qualifications to provide economic impact analysis consulting services to the Authority. Please be specific and please do not submit lengthy marketing materials.
3. **Personnel:** Please name the partners and associates in your firm who would be assigned to this engagement, give a brief description of each person's relevant experience, and identify the jurisdictions in which each person is admitted to practice. The Authority seeks to have an ethnically diverse team of professionals assigned to its account. Please describe the diversity of your team.
4. **Connecticut Presence:** Please describe in detail the efforts made by your firm to support or invest in disadvantaged Connecticut communities in the past 5 years.
5. **Fees:** Please provide a fee proposal for this engagement.
6. **Ownership of Economic Impact Study:** Any contract entered into with the successful proposer will include the following provision: "The Economic Impact Study ("Study") delivered to the Authority under this Agreement will be solely owned by the Authority and the Authority may use and/or disclose the Study, and/or any portion of the Study, in any manner it deems appropriate." Please confirm your understanding of this requirement.

II. Connecticut Experience

1. Discuss your firm's experience within the State of Connecticut. Does your firm have offices or employees in the State?

III. Analytical Expertise

1. Please describe your firm's analytical expertise with regard to economic/labor impact analysis. Please provide specific information with regard to engagements the firm has worked on within the last 5 years. Describe the engagements, the analytical methodology, the conclusions, and a description of the final reports provided to the clients.
2. Please describe the data requirements you would have in order to conduct your analysis for the Authority.
3. **References:** Provide the name, title, address and telephone number of three client references the Authority may contact in connection with your proposal.

IV. Firm Details

1. **Affirmative Action:** What is your firm's Affirmative Action and Equal Employment Policy and what proportion of your firm's equity partners are minorities and women?

2. **Pending Litigation:** Please disclose in as much detail as necessary any pending or threatened litigation, claim or investigation against your firm or its employees in connection with any client engagement during the last five years.
3. **Professional Liability Insurance:** Please identify the firm's professional liability insurance provider and indicate the extent of coverage, including the amount of any deductible or coinsurance amount.
4. **Other Information:** Briefly, what else about your firm should we know to determine whether you could successfully complete this engagement?

EXHIBIT B

State of Connecticut Contracting Requirements

1. **CGS Section 4a-60.** In accordance with Connecticut General Statutes Section 4a-60, as amended, and to the extent required by Connecticut law, [] (“CONTRACTOR”) agrees and warrants as follows: (a) in the performance of this Agreement it 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, gender identity or expression, status as a veteran, intellectual disability, mental disability, or physical disability, including, but not limited to, blindness, unless it is shown by CONTRACTOR 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 and further to take affirmative action to ensure 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, gender identity or expression, status as a veteran, intellectual disability, mental disability, or physical disability, including, but not limited to, blindness, unless it is shown by CONTRACTOR that such disability prevents performance of the work involved; (b) in all solicitations or advertisements for employees placed by or on behalf of CONTRACTOR, to state that it is an “affirmative action-equal opportunity employer” in accordance with regulations adopted by the Commission on Human Rights and Opportunities (the “CHRO”); (c) to provide each labor union or representative of workers with which CONTRACTOR has a collective bargaining agreement or other contract or understanding and each vendor with which CONTRACTOR has a contract or understanding, a notice to be provided by the CHRO advising the labor union or workers’ representative of the commitments of CONTRACTOR under Connecticut General Statutes Section 4a-60, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) to comply with each provision of Connecticut General Statutes Sections 4a-60, 46a-68e and 46a-68f and with each regulation or relevant order issued by the CHRO pursuant to Connecticut General Statutes Sections 46a-56, 46a-68e, 46a-68f and 46a-86; (e) to provide the CHRO with such information requested by the CHRO, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of CONTRACTOR as relate to the provisions of Connecticut General Statutes Sections 4a-60 and 46a-56; and (f) to include provisions (a) through (e) of this section in every subcontract or purchase order entered into by CONTRACTOR in order to fulfill any obligation of this Agreement, and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the CHRO and take such action with respect to any such subcontract or purchase order as the CHRO may direct as a means of enforcing such provisions in accordance with Connecticut General Statutes Section 4a-60.
2. **CGS Section 4a-60a.** In accordance with Connecticut General Statutes Section 4a-60a, as amended, and to the extent required by Connecticut law, CONTRACTOR agrees and warrants as follows: (a) that in the performance of this Agreement, it 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; (b) to provide each labor union or representative of workers with which CONTRACTOR has a collective

bargaining agreement or other contract or understanding and each vendor with which CONTRACTOR has a contract or understanding, a notice to be provided by the CHRO advising the labor union or workers' representative of the commitments of CONTRACTOR under Connecticut General Statutes Section 4a-60a, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) to comply with each provision of Connecticut General Statutes Section 4a-60a and with each regulation or relevant order issued by the CHRO pursuant to Connecticut General Statutes Section 46a-56; (d) to provide the CHRO with such information requested by the CHRO, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of CONTRACTOR which relate to the provisions of Connecticut General Statutes Sections 4a-60a and 46a-56; and (e) to include provisions (a) through (d) of this section in every subcontract or purchase order entered into by CONTRACTOR in order to fulfill any obligation of this Agreement, and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the CHRO and take such action with respect to any such subcontract or purchase order as the CHRO may direct as a means of enforcing such provisions in accordance with Connecticut General Statutes Section 4a-60a.

3. **Nondiscrimination Affirmation.** The CONTRACTOR hereby affirms that it understands the obligations of Connecticut General Statutes Sections 4a-60 and 4a-60a and will maintain a policy for the duration of this Agreement to assure that the Agreement will be performed in compliance with the nondiscrimination requirements of such statutes. The CONTRACTOR and its authorized signatory of this Agreement demonstrate their understanding of the obligation set forth in this section by initialing in the following box: 