



**ADDENDUM NO. 1**  
**Issued November 1, 2012**  
**TO**  
**REQUEST FOR QUALIFICATIONS (“RFQ”)**  
**FOR**  
**ECONOMIC ADVISORY SERVICES**  
**(RFQ Number 13-FA-001)**  
**(RFP Issued October 29, 2012)**

**Note:** Proposers are required to acknowledge this and all Addenda in Section 5(a) of the SOQ Form.

**1. NOTICE OF CHANGES TO SOQ DATES, INCLUDING CHANGES TO DUE DATE.**

Section 2 of the Instructions to Proposers and all related SOQ dates are hereby changed as follows:

The following is the projected timeline for the RFQ process:

ITEM	DATE
RFQ Documents Available	Monday, October 29, 2012
Deadline for Written Questions	3:00 p.m., <del>December 6</del> <u>November 15</u> , 2012
Response to Written Questions	No Later Than <del>Thursday</del> <u>Wednesday, December 13</u> <del>November 21</del> , 2012
SOQs Due at CRRA	3:00 p.m., <del>Thursday December 20</del> <u>Friday, November 30</u> , 2012
Selection and Notice(s) of Award Issued	Pending approval by the CRRA Board of Directors (expected to be presented to the Board for approval at the <del>January</del> <u>December</u> Board Meeting).

**2. ATTACHMENTS**

Attached are a revised Notice to Firms (Section 1 of the RFQ Package Documents) and Instructions to Firms (Section 2 of the RFQ Package Documents) that reflect the date changes detailed herein.

**END OF ADDENDUM 1**

**REQUEST FOR QUALIFICATIONS  
FOR  
ECONOMIC ADVISORY SERVICES**

**SECTION 1**

**NOTICE TO FIRMS –  
REQUEST FOR QUALIFICATIONS**

***(Revised as per Addendum 1)***

# CONNECTICUT RESOURCES RECOVERY AUTHORITY

## NOTICE TO FIRMS – REQUEST FOR QUALIFICATIONS

CRRA is a quasi-public entity, a body politic and corporate, created pursuant to C.G.S. Chapter 446e, Section 22a-261, as a public instrumentality and political subdivision of the State of Connecticut (the "State"). CRRA has the responsibility for developing and implementing environmentally sound solutions and best practices for solid waste disposal and recycling on behalf of, and in the best interests of the municipalities and residents of the State of Connecticut. CRRA oversees a statewide network of three regional waste-to-energy systems, a single-stream recycling facility, five transfer stations, and five landfills.

CRRA is requesting qualifications from qualified firms (including individuals) interested in providing certain economic advisory services for CRRA from **March 1, 2013 through February 28, 2016**. Such services include, but not limited to: financial and economic evaluation with regard to long-term strategic planning of CRRA; market information on other comparable solid waste authorities; market information on innovations within the solid waste field; market information and evaluations of alternative financial options; business plan modeling; cash investment advisory services; financial feasibility analyses analysis of state and federal laws and regulations relative to solid waste management and municipal bonds, and market information regarding municipal financing including swaps, forwards, refundings and other structures.

Request For Qualifications ("RFQ") package documents may be obtained on the World Wide Web at <http://www.crra.org> under the "Business Opportunities" page beginning **Monday, October 29, 2012**. The documents will also be available Monday through Friday, from 8:30 a.m. to 5:00 p.m. at the offices of CRRA, 100 Constitution Plaza, 6<sup>th</sup> Floor, Hartford, Connecticut 06103-1722, beginning on the same date. Anyone intending to pick up the documents at CRRA's offices must contact Roger Guzowski [(860) 757-7703] at least 24 hours in advance.

CRRA encourages firms interested in this RFQ to submit a Notice Of Interest Form to CRRA. The Notice Of Interest Form is available on CRRA's web site along with the other RFQ documents. While not mandatory, CRRA will use the information provided on the Form to notify prospective consultants about the availability of addenda and other information related to the RFQ.

**Sealed SOQs must be received at the offices of CRRA, 100 Constitution Plaza, 6<sup>th</sup> Floor, Hartford, Connecticut 06103-1722 no later than 3:00 p.m., ~~Thursday, December 20~~[Friday, November 30, 2012](#).** SOQs received after the time and date set forth above shall be rejected. All SOQs shall remain open for one hundred twenty (120) days after the SOQ due date.

SOQs will be opened at CRRA's convenience on or after the SOQ due date. Note that all information submitted by a firm responding to this RFQ is subject to Connecticut's Freedom of Information Act.

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

All questions regarding this RFP must be submitted **in writing** to Roger Guzowski, Contract and Procurement Manager, by e-mail ([rguzowski@crra.org](mailto:rguzowski@crra.org)) by fax (860) 757-7742, or by correspondence (CRRA, 100 Constitution Plaza, 6<sup>th</sup> Floor, Hartford, Connecticut 06103) no later than **Thursday, ~~December 6~~November 15, 2012**. Any firm considering submitting a statement of qualifications is prohibited from having any communications about this RFP or any resulting contract with any CRRA staff member or CRRA Board member except Mr. Guzowski.

**REQUEST FOR QUALIFICATIONS  
FOR  
ECONOMIC ADVISORY SERVICES**

**SECTION 2**

**INSTRUCTIONS TO FIRMS**

***(Revised as per Addendum 1)***

# INSTRUCTIONS TO FIRMS

## ECONOMIC ADVISORY SERVICES

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#### 1. Introduction

CRRA is a quasi-public entity, a body politic and corporate, created pursuant to C.G.S. Chapter 446e, Section 22a-261, as a public instrumentality and political subdivision of the State of Connecticut (the "State"). CRRA has the responsibility for developing and implementing environmentally sound solutions and best practices for solid waste disposal and recycling on behalf of, and in the best interests of the municipalities and residents of the State of Connecticut. CRRA oversees a statewide network of three regional waste-to-energy systems, a single-stream recycling facility, five transfer stations, and five landfills.

CRRA requires the services of a qualified economic advisory firm (or individual) to provide economic advisory services from time to time as specifically requested by CRRA. Such services include, but are not limited to, financial and economic evaluation with regard to long-term strategic planning; market information on other comparable solid waste authorities; market information on innovations within the solid waste field; market infor-

mation and evaluations of alternative financial options; business plan modeling; cash investment advisory services; financial feasibility analyses analysis of state and federal laws and regulations relative to solid waste management and municipal bonds, and market information regarding municipal financing including swaps, forwards, refundings and other structures.

## 2. RFQ Projected Timeline

The following is the projected timeline for the RFQ process:

ITEM	DATE
RFQ Documents Available	Monday, October 29, 2012
Deadline for Written Questions	3:00 p.m., <del>December 6</del> <u>November 15</u> , 2012
Response to Written Questions	No Later Than <del>Thursday, December 13</del> <u>Wednesday, November 21</u> , 2012
SOQs Due at CRRA	3:00 p.m., <del>Thursday December 20</del> <u>Friday, November 30</u> , 2012
Selection and Notice(s) of Award Issued	Pending approval by the CRRA Board of Directors (expected to be presented to the Board for approval at the <del>January</del> <u>December</u> Board Meeting).

CRRA reserves the right at its sole and absolute discretion to extend any of the actual or proposed dates in the above Projected Timeline and further reserves the right to reject any and all SOQs and republish this RFQ. CRRA also reserves the right at its sole and absolute discretion to terminate this RFQ process at any time prior to the execution of any Agreement.

## 3. Definitions

As used in this Instructions To Firms and in other Contract Documents (as defined herein), the following terms shall have the meanings as set forth below:

- (a) **Addenda:** Written or graphic documents issued prior to the SOQ due date that clarify, correct or change any or all of the Contract Documents.
- (b) **Contract Documents:**
  1. Agreement For Economic Advisory Services (the “Agreement”);
  2. RFQ Package Documents (defined in (e) below);
  3. Addenda;
  4. The firm’s SOQ (including all documentation attached to or accompanying such SOQ, all other documentation submitted in connection with



- such SOQ, and all post-submission documentation submitted prior to the Notice Of Award);
5. Notice Of Award; and,
  6. Any written amendments to the Agreement.
- (c) **Laws And Regulations:** Any and all applicable laws, rules, regulations, ordinances, codes, orders and permits of any and all federal, state and local governmental and quasi-governmental bodies, agencies, authorities and courts having jurisdiction.
- (d) **Notice Of Award:** Written notification from CRRA to the apparent successful SOQ submitter(s) that states that CRRA has accepted such SOQ submitter's SOQ and sets forth the remaining conditions that must be fulfilled by such SOQ submitter before CRRA executes the Agreement.
- (e) **RFQ Package Documents:**
1. Notice To Firms – Request For Statements of Qualification
  2. Instructions To Firms
  3. Notice of Interest Form
  4. Required Forms
    - 4.1. SOQ Form
    - 4.2. Payment Rate Schedule Form
    - 4.3. Business Information Form
    - 4.4. Personnel Background and Experience Form
    - 4.5. Business Disclosure Form
    - 4.6. References Form
    - 4.7. Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety
    - 4.8. Affidavit Concerning Nondiscrimination
    - 4.9. Affidavit Of Third Party Fees
    - 4.10. Background Questionnaire
    - 4.11. SEEC Form 11, Notice To Executive Branch State Contractors And Prospective State Contractors Of Campaign Contribution And Solicitation Ban
    - 4.12. Business Exception Form
  5. Sample Notice of Award
  6. Form of Agreement For Economic Advisory Services
    - Exhibit A. Scope of Services
    - Exhibit B. RFS Standard Format
    - Exhibit C. Compensation Schedule
    - Exhibit D. CRRA's Travel And Expense Reporting Policy And Procedure
    - Exhibit E. Monthly Bill format

- Exhibit F. SEEC Form 11, Notice To Executive Branch State Contractors And Prospective State Contractors Of Campaign Contribution And Solicitation Ban
- Exhibit G. Affidavit of Third Party Fees [as submitted in proposal]
- Exhibit H. Affidavit Concerning Nondiscrimination [as submitted in proposal]
- Exhibit I. Affidavit Concerning Consulting Fees [to be executed by successful Proposer]
- Exhibit J. Contractor's Certification Concerning Gifts [to be executed by successful Proposer]
- Exhibit K. CRRA President's Certification Concerning Gifts

Terms that are not defined and used in this Instructions To Firms shall have the same respective meanings assigned to such terms in the Agreement.

#### **4. Communications With CRRA Staff And Board Members**

Except as otherwise authorized by this Instructions To Firms, during the period while the RFQ process is active (i.e., from the date CRRA issues the RFQ until the date the successful SOQ submitter(s) accepts the Notice Of Award), firms contemplating or preparing SOQs are prohibited from contacting CRRA staff or CRRA Board of Director members in an ex parte manner to discuss the RFQ submission process. A firm's SOQ shall be rejected if any of the foregoing ex parte communications take place.

#### **5. Scope Of Services**

The Services to be performed under the Agreement are more particularly described in **Exhibit A** of the Agreement. Specific instructions about how the Services are to be performed are included in the Agreement.

Specific services will be provided under the Agreement only pursuant to a Request For Services for such services. When CRRA identifies specific services to be performed by a economic advisory services consultant, it may, at its sole and absolute discretion, require that one or more of the successful SOQ submitters provide a detailed "scope of services" and estimates of the costs and time to perform such services. If CRRA chooses to have a successful SOQ submitter perform such services, the successful SOQ submitter will execute a Request For Services for such services in the form specified in **Exhibit B** to the Agreement.

CRRA does not guarantee to any SOQ submitter with which it enters into a contract pursuant to this RFQ any work.

The term of the Agreement shall be from **March 1, 2013 to February 28, 2016**.

## 6. Availability Of RFQ Package Documents

Complete sets of the RFQ Package Documents may be obtained on the World Wide Web beginning Monday, ~~September 24~~October 29, 2012 at:

<http://www.crra.org> under the “Business Opportunities” page; select the “RFQ: Economic Advisory Services” link.

The RFQ Package Documents are in PDF format. All of the forms included in the documents are also available for downloading in Microsoft Word format at the same place on CRRA’s web site where the PDF of the RFQ is located. Prospective firms can fill the forms out by typing the answers on their computer’s keyboard. The forms can then be printed and submitted with the SOQ. CRRA encourages firms to make use of the downloaded Word forms.

The RFQ Package Documents are also available Monday through Friday, from 8:30 a.m. to 4:30 p.m. at CRRA’s offices, 100 Constitution Plaza, 6<sup>th</sup> Floor, Hartford, Connecticut 06103-1722, beginning on the same date. Anyone intending to pick up the documents at CRRA’s offices must contact Roger Guzowski [(860) 757-7703] at least 24 hours in advance. There is a charge of \$25.00 for anyone picking up the documents at CRRA’s office. Payment should be made by check to “Connecticut Resources Recovery Authority.”

## 7. Notice Of Interest

CRRA encourages firms interested in this RFQ to submit a Notice Of Interest Form (Section 3 of the RFQ Package Documents) as soon as possible upon their receipt of the RFQ Package Documents. While submittal of a Notice Of Interest Form is not mandatory, CRRA will use the information provided on the forms to notify interested firms about the availability of Addenda and any other information related to this RFQ. Instructions for submitting the Form are included on the Form.

## 8. Addenda And Interpretations

CRRA may issue Addenda to the RFQ Package Documents that shall, upon issuance, become part of the RFQ Package Documents and binding upon all firms that potentially may submit or actually have submitted SOQs for the Services. Such Addenda may be issued in response to requests for interpretation or clarification received from potential SOQ submitters. Subject to the discretion of CRRA, CRRA may decide to provide written responses to such requests for interpretation or clarification.

Any request for interpretation or clarification of any documents included in the RFQ Package Documents must be **submitted in writing to Roger Guzowski by e-mail ([rguzowski@crra.org](mailto:rguzowski@crra.org)), by fax (860-757-7742), or by correspondence (CRRA, 100 Constitution Plaza, 6<sup>th</sup> Floor, Hartford, Connecticut 06103-1722). To be given consideration, any such written request must be received by CRRA by 3:00 p.m., Thursday, November ~~29~~15, 2012.**

Addenda, if any, will be mailed and/or e-mailed to all persons who submitted a Notice Of Interest Form (see Section 7, above) or who picked up or requested from CRRA a printed copy of the RFQ Package Documents. Such addenda will also be posted on CRRA's web site (<http://www.crra.org> on the "Business Opportunities" page under the "RFQ: Economic Advisory Services" heading). Such addenda will be mailed/e-mailed and posted on the web site no later than three (3) business days before the SOQ due date.

Failure of any SOQ submitter to receive any such Addenda shall not relieve such SOQ submitter from any conditions stipulated in such Addenda. Only questions answered or issues addressed by formal written Addenda will be binding. **All oral and other written responses, statements, interpretations or clarifications shall be without legal effect and shall not be binding upon CRRA.**

## 9. SOQ Submission Procedures

Sealed SOQs in response to this RFQ must be submitted no later than 3:00 p.m., Eastern Time, ~~Thursday, December 20~~Friday, November 30, 2012 at the offices of CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722, Attn: Roger Guzowski. CRRA reserves the right to reject SOQs received after the time and date set forth above.

**Each SOQ submitter must submit one (1) original and two (2) of copies of its SOQ.** The original of the SOQ shall be stamped or otherwise marked as such.

Each SOQ (the original and the two copies) shall be enclosed in a sealed envelope that shall be clearly marked "SOQ For Economic Advisory Services."

## 10. Period SOQs Shall Remain Open

SOQs shall remain open and subject to acceptance for one hundred twenty (120) days after the SOQ due date.

## 11. Form Of The Agreement

The form of the Agreement that CRRA intends to sign with successful SOQ submitters is enclosed as Section 6 of the RFQ Package Documents.

While it intends to enter into an agreement with one or more selected SOQ submitters, CRRA makes no guarantees that any SOQ will result in an Agreement. Further, CRRA reserves the right to reject any or all SOQ submissions and to award any Agreements in a manner deemed to be in its best interests.

The terms and conditions of the Agreement (Section 6 of the RFQ Package Documents), as attached, are non-negotiable, other than as set forth on the Business Exception Form (Section 4.12 of the RFQ package documents). Any potential SOQ submitter that will be unable to execute the Agreement, as attached, should not submit an SOQ.

## **12. Modification/Withdrawal Of An SOQ**

SOQs may be modified or withdrawn by an appropriate document duly executed (in the manner that an SOQ must be executed) and delivered to CRRA's office at any time prior to the SOQ due date.

## **13. Joint SOQs**

No joint SOQs shall be accepted. CRRA uses the RFQ process to identify and contract with firms that have expertise in particular areas (i.e., Categories Of Services). However, CRRA recognizes that consultants with which it has contracts may need to employ sub-consultants for particular types of work for which the consultant has entered into a specific Request For Services ("RFS") (see Section 18 of this Instructions To Firms). CRRA uses the RFS process to review and approve sub-consultants. If there are sub-consultants that an SOQ submitter would use for specific aspects of the Services, the SOQ submitter should identify and disclose those sub-consultants in its SOQ. However, selection of an SOQ submitter does not in any way indicate CRRA's approval of the use of any of the sub-consultants identified and disclosed in the SOQ.

CRRA does not require an SOQ submitter it selects to have expertise in all of the areas specified in the Scope Of Services. CRRA may select an SOQ submitter pursuant to this RFQ just because it has expertise on one of the subcategories of services specified in the Scope Of Services.

## **14. SOQ Contents**

SOQs shall be submitted on forms provided by CRRA as part of the RFQ Package Documents. All of the forms must be completed with the appropriate information required and all blanks on such forms filled in.

An SOQ must consist of the following and be in the following order:

- (a) Title page, including the title of the solicitation, the name of the SOQ submitter and the date the SOQ is submitted;
- (b) Cover letter, signed by a person authorized to commit the SOQ submitter to the contractual arrangements with CRRA, which includes the following:
  - (1) The name of the SOQ submitter;
  - (2) The legal structure of the SOQ submitter (e.g., corporation, joint venture, etc.);
  - (3) A clear statement indicating that the attached SOQ constitutes a firm and binding offer by the SOQ submitter to CRRA considering the terms and conditions outlined in the RFQ and noting any technical exceptions taken thereto;
  - (4) A summary of the key strengths and qualifications of the SOQ submitter to serve as an economic advisory firm to CRRA; and

- (5) The SOQ submitter's promise, if any, to set aside a portion of the contract for legitimate minority business enterprises (see Section 16.3(e) of this Instructions To Firms);
- (c) Table of Contents for the SOQ submitter's SOQ (not the CRRA Table of Contents for the RFQ);
- (d) The entire Statement Of Qualifications Form (Section 4.1 of the RFQ Package Documents), with Addenda, if any, listed in the appropriate place (Page 2), the name and address of the contact for Notices listed in the appropriate place (Page 6) and the completed agreement page (Page 7);
- (e) The completed Payment Rate Schedule Form (Section 4.2 of the RFQ Package Documents);
- (f) The completed Business Information Form ( Section 4.3 of the RFQ Package Documents);
- (g) The completed Personnel Background And Experience Form ( Section 4.4 of the RFQ Package Documents);
- (h) The completed Business Disclosure Form ( Section 4.5 of the RFQ Package Documents);
- (i) The completed References Form ( Section 4.6 of the RFQ Package Documents);
- (j) The completed Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety form (Section 4.7 of the RFQ Package Documents), with the SOQ submitter's most recent EEO-1 data attached if the SOQ submitter wishes such data to be considered in the evaluation of its SOQ;
- (k) The completed Affidavit Concerning Nondiscrimination (Section 4.8 of the RFQ Package Documents) (subscribed and sworn before a Notary Public or Commissioner of the Superior Court);
- (l) The completed Affidavit Of Third Party Fees (Section 4.9 of the RFQ Package Documents) (subscribed and sworn before a Notary Public or Commissioner of the Superior Court);
- (m) The completed Background Questionnaire (Section 4.10 of the RFQ Package Documents) (subscribed and sworn before a Notary Public or Commissioner of the Superior Court); and
- (n) A copy of the SOQ submitter's up-to-date certificate of insurance showing all current insurance coverage.

SOQ submitters should not include in their SOQs any other portions of the RFQ Package Documents (e.g., this Instructions To Firms or the Agreement).

An SOQ submitter may include additional information as an addendum/appendix to its SOQ if the SOQ submitter thinks that it will assist CRRA in evaluating the SOQ submitter's SOQ. An SOQ submitter should not include information that is not directly related to the subject matter of this solicitation.

## **15. SOQ Opening**

SOQs will be opened at CRRA's convenience on or after the SOQ due date.

**CRRA reserves the right to reject any or all of the SOQs, or any part(s) thereof, and/or to waive any informality or informalities in any SOQ or the RFQ process.**

## **16. SOQ Evaluation**

The award of the contract(s) for the Services will be made, if at all, to the SOQ submitter(s) whose evaluation by CRRA results in CRRA determining that such award to such SOQ submitter(s) is in the best interests of CRRA. **However, the selection of an SOQ submitter(s) and the award of such contract(s), while anticipated, are not guaranteed.**

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

### **16.1 Evaluation Criteria**

CRRA will base its evaluation of SOQs on the following criteria, which are not necessarily in order of importance:

- (a) Payment rates;
- (b) Qualifications;
- (c) Demonstrated skill, ability and integrity to perform the Services required by the Contract Documents;
- (d) Reputation;
- (e) Any other factor or criterion that CRRA, in its sole discretion, deems or may deem relevant or pertinent for such evaluation.

### **16.2 Additional Evaluation Criteria**

CRRA will also base its evaluation of SOQs on criteria including, but not limited to, the following:

- (a) The experience of the SOQ submitter in serving as a economic advisory firm for clients, including governmental entities and resource recovery entities;
- (b) The qualifications of the personnel who would perform the Services for CRRA, including the experience and availability of the day-to-day staff and the breadth and depth of qualifications of other professionals available to provide services to CRRA; and
- (c) The references for the SOQ submitter.

### **16.3 Affirmative Action Evaluation Criteria**

SOQs will also be rated on the SOQ submitter's demonstrated commitment to affirmative action. Sections 46a-68-1 to 46a-68-17 of the *Regulations of Connecticut State Agencies* require CRRA to consider the following factors when awarding a contract that is subject to contract compliance requirements:

- (a) The SOQ submitter's success in implementing an affirmative action plan (See Question 4 of the Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety (Section 4.7 of the RFQ Package Documents));
- (b) The SOQ submitter's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the *Regulations of Connecticut State Agencies*, inclusive (See Question 5 of the Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety (Section 4.7 of the RFQ Package Documents));
- (c) The SOQ submitter's promise to develop and implement a successful affirmative action plan (See Question 4B of the Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety (Section 4.7 of the RFQ Package Documents));
- (d) The SOQ submitter'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 (See Section 14(j) of this Instructions To Firms); and
- (e) The SOQ submitter's promise to set aside a portion of the contract for legitimate minority business enterprises (See Section 14(b)(5) of this Instructions To Firms).

### **17. Contract Award**

If CRRA decides to award a contract(s) for the Services, CRRA will issue to the successful SOQ submitter(s) a Notice Of Award within one hundred twenty (120) days after the SOQ due date.



CRRA reserves the right to correct inaccurate awards resulting from CRRA's clerical errors. This may include, in extreme circumstances, revoking a Notice Of Award already made to an SOQ submitter and subsequently awarding the Notice of Award to another SOQ submitter. Such action by CRRA shall not constitute a breach of this RFQ by CRRA since the Notice Of Award to the initial SOQ submitter is deemed to be void ab initio and of no effect as if no Agreement ever existed between CRRA and the initial SOQ submitter.

## **18. Requests For Services**

Following the execution of the Agreement and the satisfaction of all other conditions by the successful SOQ submitter(s), the successful SOQ submitter(s) may be required on an as-needed basis to provide a detailed scope of services and estimates of the costs and time to perform such Services as to specific projects occurring during the term of the Agreement. If CRRA chooses to have such SOQ submitter(s) perform such services, such SOQ submitter(s) will, at CRRA's sole and absolute discretion, execute a Request For Services in the form outlined in **Exhibit B** to the Agreement.

## **19. Contractor's Certification Concerning Gifts**

Pursuant to *Connecticut General Statutes* Section 4-252, the apparently successful SOQ submitter(s) must submit a document certifying that it has not given any gifts to certain individuals between the date CRRA started planning the RFQ and the date the Agreement is executed. If the apparently successful SOQ submitter(s) does not execute the Certification, it will be disqualified for the Agreement. The dates between which the SOQ submitter may not give gifts and the identities of those to whom it may not give gifts are specified in the attachment to the Notice of Award included in this RFQ (see Exhibit J of the Form of the Agreement - Section 6J of the RFQ Package Documents).

## **20. SOQ Submitter's Qualifications**

CRRA may make any investigation deemed necessary to determine the ability of any SOQ submitter to perform the Services required. Each such SOQ submitter shall furnish CRRA with all such information as may be required for this purpose.

## **21. SOQ Preparation And Other Costs**

Each SOQ submitter shall be solely responsible for all costs and expenses associated with the preparation and/or submission of its SOQ or incurred in connection with any interviews and negotiations with CRRA, and CRRA shall have no responsibility or liability whatsoever for any such costs and expenses.