

**STATEMENT OF QUALIFICATIONS FORM**

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| **RFQ NUMBER**: | 14-PA-001 |
| **CONTRACT FOR:** | Public Relations Services |
| **STATEMENT OF QUALIFICATIONS SUBMITTED TO**: | Connecticut Resources Recovery Authority100 Constitution Plaza, 6th FloorHartford, Connecticut 06103-1722 |

# CATEGORY(IES) OF SERVICES FOR WHICH STATEMENT OF QUALIFICATIONS SUBMITTED

In the table below, place a check mark in the box for each Category Of Services for which the public relations firm submitting this Statement Of Qualifications (“SOQ”) wishes to be considered. (The Scope Of Services for each Category is described in **Exhibit A** of the Agreement and should be consulted before checking the box for any Category Of Services.)

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| --- | --- |
| [ ]  | **Customer Relations, Outreach, Community Relations, And Public Events Management Services** |
| [ ]  | **Message Development And Issues Management Services** |
| [ ]  | **Digital Communications Services** |
| [ ]  | **Photography, Graphic Design, Video Production And Related Services** |
| [ ]  | **Media Strategy And Training Services** |
| [ ]  | **Earned Media Services** |
| [ ]  | **Advertising And Marketing Services** |

# DEFINITIONS

Unless otherwise defined herein, all terms that are not defined and used in this Statement Of Qualifications Form shall have the same respective meanings assigned to such terms in the Contract Documents.

# TERMS AND CONDITIONS

The undersigned (the “SOQ Submitter”) accepts and agrees to all terms and conditions of the Request For Qualifications (“RFQ”), Instructions To SOQ Submitters, the Agreement and any Addenda to any such documents. This SOQ shall remain open and subject to acceptance for one hundred twenty (120) days after the SOQ due date.

If CRRA issues a Notice Of Award to the SOQ Submitter, the SOQ Submitter shall within ten (10) days after the date thereof:

1. Execute and deliver to CRRA the two attached counterparts of the non-negotiable Agreement;
2. Execute and deliver to CRRA the Contractor’s Certification Concerning Gifts;
3. Execute and deliver to CRRA the Affidavit Concerning Consulting Fees;
4. Deliver to CRRA the requisite certificates of insurance, as such may have been modified, or waived by CRRA in accordance with Section 13 of the Instructions To SOQ Submitters (Section 2 of the RFQ Package Documents);
5. Execute and deliver to CRRA all other Contract Documents attached to the Notice Of Award along with any other documents required by the Contract Documents; and
6. Satisfy all other conditions of the Notice Of Award.

# SOQ SUBMITTER’S OBLIGATIONS

The SOQ Submitter proposes and agrees, if this SOQ is accepted by CRRA and CRRA issues a Notice Of Award to the SOQ Submitter, to the following:

1. To perform, furnish and complete all the Services as specified or indicated in the Contract Documents and Agreement for the applicable rates and/or costs set forth in this SOQ and in accordance with the terms and conditions of the Contract Documents and Agreement;
2. At the request of CRRA and if the successful SOQ Submitter qualifies, to apply with the State of Connecticut Department of Administrative Services, and do all that is necessary to make itself qualify, as a Small Contractor and/or Minority/ Women/Disabled Person Business Enterprise in accordance with Section 4a-60g of the *Connecticut General Statutes*.

# SOQ SUBMITTER’S REPRESENTATIONS CONCERNING NON-NEGOTIABILITY OF THE AGREEMENT

In submitting this SOQ, the SOQ Submitter acknowledges and agrees that the terms and conditions of the Agreement (including all Exhibits thereto), as included in the RFQ, are non-negotiable, and the SOQ Submitter is willing to and shall, if CRRA accepts its SOQ for the Services and issues a Notice Of Award to the SOQ Submitter, execute such Agreement. However, CRRA reserves the right to negotiate with the SOQ Submitter over the SOQ Submitter’s rates for the Services submitted on its Payment Rate Schedule Form. Further, CRRA reserves the right to negotiate, modify, and/or waive at its sole and absolute discretion any of the required insurances specified in Article 6 of the Agreement (e.g. waiving the requirement to provide evidence of Automobile Liability for owned autos if a firm does not own any autos).

# SOQ SUBMITTER’S REPRESENTATIONS CONCERNING EXAMINATION OF CONTRACT DOCUMENTS

In submitting this SOQ, the SOQ Submitter represents that:

1. The SOQ Submitter has thoroughly examined and carefully studied the RFQ package documents and the following Addenda, receipt of which is hereby acknowledged (list Addenda by Addendum number and date):

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| **Addendum Number** | **Date Issued** |
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1. Without exception, the SOQ is premised upon performing, furnishing and completing the Services required by the Contract Documents and applying the specific means, methods, techniques, sequences or procedures (if any) that may be shown, indicated or expressly required by the Contract Documents;
2. The SOQ Submitter is fully informed and is satisfied as to all Laws And Regulations that may affect cost, progress, performance, furnishing and/or completion of the Services;
3. The SOQ Submitter has studied and carefully correlated the SOQ Submitter’s knowledge and observations with the Contract Documents and such other related data;
4. The SOQ Submitter has given CRRA written notice of all conflicts, errors, ambiguities and discrepancies that the SOQ Submitter has discovered in the Contract Documents and the written resolutions thereof by CRRA are acceptable to the SOQ Submitter;
5. If the SOQ Submitter has failed to promptly notify CRRA of all conflicts, errors, ambiguities and discrepancies that the SOQ Submitter has discovered in the Contract Documents, such failure shall be deemed by both the SOQ Submitter and CRRA to be a waiver to assert these issues and claims in the future;
6. The SOQ Submitter is aware of the general nature of work to be performed by CRRA and others that relates to the Services for which this SOQ is submitted; and
7. The Contract Documents are generally sufficient to indicate and convey understanding by the SOQ Submitter of all terms and conditions for performing, furnishing and completing the Services for which this SOQ is submitted.

# SOQ SUBMITTER’S REPRESENTATIONS CONCERNING INFORMATION MADE AVAILABLE

In submitting this SOQ, the SOQ Submitter acknowledges and agrees that the SOQ Submitter shall not use any information made available to it or obtained in any examination made by it in connection with this RFQ in any manner as a basis or grounds for a claim or demand of any nature against CRRA arising from or by reason of any variance which may exist between information offered or so obtained and the actual materials, conditions, or structures encountered during performance of any of the Services.

# SOQ SUBMITTER’S REPRESENTATIONS CONCERNING STATE OF CONNECTICUT TAXES

In submitting this SOQ, the SOQ Submitter acknowledges and agrees that CRRA is exempt from all State of Connecticut taxes and assessments, including sales and use taxes. Accordingly, the SOQ Submitter shall not charge CRRA any State of Connecticut taxes or assessments at any time in connection with the SOQ Submitter’s performance of this Agreement, nor shall the SOQ Submitter include any State of Connecticut taxes or assessments in any rates, costs, prices or other charges to CRRA hereunder. The SOQ Submitter represents and warrants that no State of Connecticut taxes or assessments were included in any rates, costs, prices or other charges presented to CRRA in any SOQ or other submittal to CRRA in connection with this RFQ.

# SOQ SUBMITTER’S REPRESENTATIONS CONCERNING DISCLOSURE OF INFORMATION

In submitting this SOQ, the SOQ Submitter:

1. Recognizes and agrees that CRRA is subject to the Freedom of Information provisions of the *Connecticut General Statutes* and, as such, any information contained in or submitted with or in connection with the SOQ Submitter’s SOQ is subject to disclosure if required by law or otherwise; and
2. Expressly waives any claim(s) that the SOQ Submitter or any of its successors and/or assigns has or may have against CRRA or any of its directors, officers, employees or authorized agents as a result of any such disclosure.

# SOQ SUBMITTER’S REPRESENTATIONS CONCERNING NON-COLLUSION

By submission of this SOQ, the SOQ Submitter, together with any affiliates or related persons, the guarantor, if any, and any joint ventures, hereby represents that, under risk of termination of the Agreement, if awarded, to the best of its knowledge and belief:

1. The prices in the SOQ have been arrived at as the result of an independent business judgment without collusion, consultation, communication, agreement or otherwise for the purpose of restricting competition, as to any matter relating to such prices and any other person or company;
2. Unless otherwise required by law, the prices that have been quoted in this SOQ have not, directly or indirectly, been knowingly disclosed by the SOQ Submitter prior to “opening” to any other person or company;
3. No attempt has been made or will be made by the SOQ Submitter to induce any other person, partnership or corporation to submit, or not to submit, an SOQ for the purpose of restricting competition;
4. The SOQ Submitter has not directly or indirectly induced or solicited any other firm to submit a false or sham SOQ; and
5. The SOQ Submitter has not sought by collusion to obtain for itself any advantage for the Services over any other firm for the Services or over CRRA.

# SOQ SUBMITTER’S REPRESENTATIONS CONCERNING RFQ FORMS

By submission of this SOQ, the SOQ Submitter, together with any affiliates or related business entities or persons, the guarantor, if any, and any joint ventures, hereby represents that, under risk of termination of the Agreement, if awarded, all of the forms included in the RFQ Package Documents that are submitted to CRRA as part of its SOQ are identical in form and content to the preprinted forms in the RFQ Package Documents except that information requested by the forms has been inserted in the spaces on the forms provided for the insertion of such requested information.

# SOQ SUBMITTER’S WAIVER OF DAMAGES

The SOQ Submitter and all its affiliates and subsidiaries understand that by submitting an SOQ, the SOQ Submitter is acting at its and their own risk and the SOQ Submitter does for itself and all its affiliates, subsidiaries, successors and assigns hereby waive any rights any of them may have to receive any damages for any liability, claim, loss or injury resulting from:

1. Any action or inaction on the part of CRRA or any of its directors, officers, employees or authorized agents concerning the evaluation, selection, non-selection and/or rejection of any or all SOQs by CRRA or any of its directors, officers, employees or authorized agents;
2. Any agreement entered into for the Services (or any part thereof) described in the Contract Documents; and/or
3. Any award or non-award of a contract for the Services (or any part thereof) pursuant to the Contract Documents.

# SOQ SUBMITTER’S REPRESENTATION REGARDING THE CONNECTICUT CAMPAIGN CONTRIBUTION AND SOLICITATION BAN

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 agreement or contracts having a value of $100,000 or more, the authorized signatory to this submission in response to CRRA’s solicitation expressly acknowledges receipt of the State Elections Enforcement Commission’s notice advising prospective state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See Section 5 [SEEC Form 11] of the RFP Package Documents.

# ATTACHMENTS

The following documents are attached hereto and made a part of this SOQ:

1. The completed Payment Rate Schedule Form;
2. The completed Business Information Form;
3. A completed Background, Experience And References Form for each Category of Services for which the SOQ Submitter wishes to be considered;
4. The completed Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety;
5. The Affidavit Concerning Nondiscrimination that has been completely filled out by the SOQ Submitter and signed before a Notary Public or Commissioner of the Superior Court;
6. The Background Questionnaire that has been completely filled out by the SOQ Submitter and signed before a Notary Public or Commissioner of the Superior Court;
7. The completed Business Disclosure Form;
8. A copy of the SOQ Submitter’s up-to-date certificate of insurance showing all coverages required by Article 6 of the Agreement, including a completed Exception Form if there is any portion of the required insurance for which the SOQ Submitter is requesting an exception; and
9. As Appendix A to the SOQ, brief resumes of each individual listed in the Personnel Background And Experience Form(s).

# NOTICES

Communications concerning this SOQ should be addressed to the SOQ Submitter at the address set forth below.

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| SOQ Submitter Name: |  |
| SOQ Submitter Contact: |  |
| Title: |  |
| Address 1: |  |
| Address 2: |  |
| City, State, Zip Code |  |
| Telephone Number: |  |
| Fax Number: |  |
| E-Mail Address: |  |

# ADDITIONAL REPRESENTATION

The SOQ Submitter hereby represents that the undersigned is duly authorized to submit this SOQ on behalf of the SOQ Submitter.

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| **AGREED TO AND SUBMITTED ON** |  | , 20 |  |

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| --- | --- |
| Name of SOQ Submitter: |  |
| Signature of SOQ Submitter Representative: |  |
| Name (Typed/Printed): |  |
| Title (Typed/Printed): |  |