**QUESTIONNAIRE CONCERNING AFFIRMATIVE ACTION, SMALL BUSINESS CONTRACTORS AND OCCUPATIONAL HEALTH AND SAFETY**



|  |
| --- |
| Because CRRA is a political subdivision of the State of Connecticut, it is required by various statutes and regulations to obtain background information on prospective contractors prior to entering into a contract. The questions below are designed to assist CRRA in procuring this information. Many of the questions are required to be asked by RCSA 46a-68j-31. For the purposes of this form, “Contractor” means Bidder, Proposer or Statement of Qualifications Submitter, as appropriate. |

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| 1. Is the Contractor an Individual?If you answered “Yes” to Question 1, skip to Question 2.If you answered “No” to Question 1, proceed to Question 1A and then to Question 2. | **[ ]**  | **[ ]**  |
|  |  |  |  |  |
| 1A. How many employees does the Contractor have? |  |  |  |  |
|  |  |  |  |  |
| 2. Is the Contractor a Small Business Enterprise based on the criteria in Schedule A?If you answered “Yes” to Question 2, proceed to Question 2A and then to Question 3.If you answered “No” to Question 2, skip to Question 3. | **[ ]**  | **[ ]**  |
| 2A. Is the Contractor certified by DAS as a Small Business Enterprise?1 | **[ ]**  | **[ ]**  |
| 3. Is the Contractor a Minority Owned Business Enterprise based on the criteria in Schedule B?If you answered “Yes” to Question 3, proceed to Question 3A and then to Question 4.If you answered “No” to Question 3, skip to Question 4. | **[ ]**  | **[ ]**  |
| 3A. Is the Contractor certified by DAS as a Minority Owned Business Enterprise?1 | **[ ]**  | **[ ]**  |
| 4. Does the Contractor have an Affirmative Action Plan?2If you answered “Yes” to Question 4, proceed to Question 4A and then to Question 5.If you answered “No” to Question 4, skip to Question 4B and then to Question 5. | **[ ]**  | **[ ]**  |
| 4A. Has the Affirmative Action Plan been approved by the CHRO? | **[ ]**  | **[ ]**  |
| 4B. Will the Contractor develop and implement an Affirmative Action Plan? | **[ ]**  | **[ ]**  |
| 5. Does the Contractor have an apprenticeship program complying with RCSA 46a-68-1 through 46a-68-17? | **[ ]**  | **[ ]**  |
| 6. Has the Contractor been cited for three or more willful or serious violations of any occupational safety and health act? | **[ ]**  | **[ ]**  |
| 7. Has the Contractor received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the issuance of this Request For Bids/Proposals/Qualifications? | **[ ]**  | **[ ]**  |
| 8. Has the Contractor been the recipient of one or more ethical violations from the State of Connecticut Ethics Commission during the three-year period preceding the issuance of this Request For Bids/Proposals/Qualifications? | **[ ]**  | **[ ]**  |
| 9. Will subcontractors be involved?If you answered “Yes” to Question 9, proceed to Question 9A.If you answered “No” to Question 9, you are finished with the questionnaire. | **[ ]**  | **[ ]**  |
|  |  |  |  |  |
| 9A. How many subcontractors will be involved? |  |  |  |  |
|  |  |  |  |  |

LIST OF ACRONYMS

RCSA – Regulations of Connecticut State Agencies

CHRO – State of Connecticut Commission on Human Rights and Opportunities

DAS – State of Connecticut Department of Administrative Services

FOOTNOTES

1 If the Contractor answered “yes” to Question 2A and/or 3A, Contractor must attach a copy of its DAS Set-Aside Certificate to this Questionnaire.

2 If the Contract is a "public works contract" (as defined in Section 46a-68b of the Connecticut General Statutes), the dollar amount exceeds Fifty Thousand Dollars ($50,000.00) in any fiscal year, and the Contractor has fifty (50) or more employees, the Contractor, in accordance with the provisions of Section 46a-68c of the Connecticut General Statutes, shall develop and file an affirmative action plan with the Connecticut Commission on Human Rights and Opportunities.

SCHEDULE A

CRITERIA FOR A SMALL BUSINESS ENTERPRISE (SBE)

Contractor, including a non-profit corporation, must meet all of the following criteria to qualify as a Small Business Enterprise:

1. Maintains its principal place of business in Connecticut. ;
2. Has had gross revenues not exceeding fifteen million dollars ($15,000,000) during its most recent fiscal year (Contractor shall not be considered a Small Business Enterprise if it is affiliated with another person if both persons considered together have a gross revenue exceeding fifteen million dollars); and
3. Is independent, such that the viability of the Contractor does not depend on another person or company, as determined by an analysis of the Contractor’s relationship with any other person or company in regards to the provision of personnel, facilities, equipment, other resources, and financial support, including bonding.

SCHEDULE B

CRITERIA FOR A MINORITY OWNED BUSINESS ENTERPRISE (MBE)

Contractor must meet all of the following criteria to qualify as a Minority Owned Business Enterprise:

1. Satisfies all of the criteria in Schedule A for a Small Business Enterprise;
2. At least 51% of the capital stock, if any, or assets are owned by a person or persons who:
3. Exercise operational authority over the daily affairs of the enterprise;
4. Have the power to direct the management and policies and receive the beneficial interest of the enterprise;
5. Possess managerial and technical competence and experience directly related to the principal activities of the enterprise; and
6. Are members of a minority as defined in section 32-9n of the Connecticut General Statutes, or are individuals with a disability.

CONNECTICUT GENERAL STATUTES SECTION 46a-68b

As used in this section and sections 4a-60, 4a-60a, 4a-60g, 4a-62, 46a-56 and 46a-68c to 46a-68k, inclusive: "Public works contract" means any agreement between any individual, firm or corporation and the state or any political subdivision of the state other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the state, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.