

**CONTRACT / LEASE FACE SHEET**

B-204 REV 5/88

STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT

B-204 Contract Face Sheet

DEPARTMENT: <b>Developmental Services</b>	DIVISION: <b>Birth to Three System, Central Office</b>	DATE: <b>10/15/2014</b>
AGENCY CONTACT PERSON: <b>Mary Coyle</b>	TITLE: <b>Associate Accountant</b>	PHONE NO: <b>860.418.8714</b>

<b>DESCRIPTION OF CONTRACT OR LEASE</b>	CONTRACTOR or LESSOR: <b>Easter Seal Rehabilitation Center of Greater Waterbury, Inc. 203-754-5141</b>			
	IS CONTRACTOR A CURRENT OR RETIRED STATE EMPLOYEE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CONTRACT or LEASE PERIOD: FROM: <b>7/1/2012</b> TO: <b>6/30/2017</b>		
	If CURRENT, attach statement from agency head attesting to availability.			
	TYPE OF CONTRACT or LEASE: <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL <input checked="" type="checkbox"/> AMENDMENT OF EXISTING CONTRACT / LEASE			
	Complete below where applicable			
	FREQUENCY: <input type="checkbox"/> HOURS <input type="checkbox"/> VISITS <input type="checkbox"/> OTHER _____ (Length) (Specify)	THIS CONTRACT/LEASE	PRIOR CONTRACT/LEASE	DIFFERENCE (THIS - PRIOR)
RATE: IF CONTRACT <input type="checkbox"/> per HOUR <input type="checkbox"/> per VISIT <input type="checkbox"/> OTHER _____ IF LEASE <input type="checkbox"/> _____ (Specify)			\$0.00	
			\$0.00	
			\$0.00	
FUNDING: SID 12192 GENERAL FUND SID 20441 & 20513 OTHER <b>Federal Funds</b>	\$ 8,256,000.00	\$ 4,800,000.00	\$3,456,000.00	
	\$ 344,000.00	\$ 200,000.00	\$ 144,000.00	
	<b>TOTAL COST</b>	<b>\$8,600,000.00</b>	<b>\$5,000,000.00</b>	<b>\$3,600,000.00</b>
IS THIS CONTRACT/LEASE "RETROACTIVE"? If YES, attach an explanation. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				

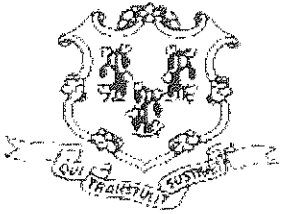
<b>EXPLANATION OF COST INCREASE (If Applicable)</b>	An increase in the number of children being served.
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<b>REASON FOR CONTRACT OR LEASE</b>	To Provide comprehensive Birth to Three Services to children and their families.
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<b>PROPOSALS OR BIDS</b>	ARE THESE SERVICES OBTAINABLE THROUGH OTHER STATE AGENCIES? If YES, explain why not being utilized. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	WERE COMPETITIVE BIDS OR ALTERNATE PROPOSALS SOUGHT? If YES, briefly summarize on an attached sheet. If NO, explain why not. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <b>Original contract was issued as a result of a RFP in 2012.</b>

**For Use of Office of Policy and Management Only**

<b>ANALYST RECOMMENDATION</b>	ARE FUNDS AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IS THERE A NEED FOR THIS SERVICE/LEASE? <input type="checkbox"/> YES <input type="checkbox"/> NO	MANAGEMENT DIVISION If Applicable <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> See Attached	
			BUDGET DIVISION <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> See Attached	
	ANALYST	DATE	SECTION DIRECTOR	DATE
			EXECUTIVE BUDGET OFFICER	DATE



STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES  
BIRTH TO THREE SYSTEM  
CONTRACT AMENDMENT

Revised October 2011

Contract Contact Person: Lynn S. Johnson  
Contact Phone: 860-418-6141

Contractor: Easter Seal Rehabilitation Center of Greater Waterbury, Inc.

Street: 22 Tompkins Street

City: Waterbury, CT 06708

FEIN/SS#: 06-0737391

Contract ID# 12DDS0712BT

Amendment #: 1 Effective date: 7/1/14

Term of Contract 7/1/12 – 6/30/17

A. The Contract between **Easter Seal Rehabilitation Center of Greater Waterbury, Inc.** (the Contractor) and the Department of Developmental Services (the Department) to operate a Birth to Three Program executed by the parties on 6/7/2012 is hereby amended as follows:

1.  Section 16 of the Contract is amended to reflect a change in the total maximum amount payable under this contract. The Contract is  increased  decreased (choose one) by \$3,600,000 to a new maximum amount of \$8,600,000 because the Contractor:

- has conducted a different number of initial evaluations or initial IFSP meetings than anticipated
- is serving a different number of eligible children than anticipated
- is serving a different number of children needing intensive services than anticipated
- has required more assistive technology device reimbursement than anticipated
- has collected less third party revenue than anticipated
- has been granted a Cost of Living Adjustment or rate increase
- has been granted an extension of the contract's ending date.

2.  Section 1 b. of the Contract is amended to reflect a change in the ending date of the term of this Contract from \_\_\_\_\_ to \_\_\_\_\_

3.  The Contractor has chosen to decline the amount of the cash advance as stated in Section \_\_\_\_\_ of the contract.

4.  The Contractor's name is changed from \_\_\_\_\_ to \_\_\_\_\_ while retaining the same Federal Employer Identification Number.

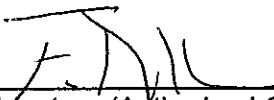
Amendment #: 1  
(For Internal Use Only)

**ACCEPTANCES AND APPROVALS:**

**By the Contractor:**

**The Contractor herein (IS NOT) a Business Associate under HIPAA:**

Easter Seal Rehabilitation Center of Greater Waterbury, Inc.  
Contractor (Corporate/Legal Name of Contractor)

  
Signature (Authorized Official)\* 11-17-14  
Date

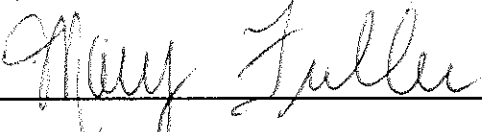
*\*A corporate resolution to demonstrate the authorization to sign must be attached.*

Francis DeBlasio President  
(Typed Name of Authorized Official) Title

**By the Department:**

DEPARTMENT OF DEVELOPMENTAL SERVICES

Department Name

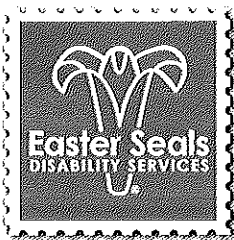
  
Signature (Authorized Official) 12/12/14  
Date

Mary Fuller Chief Fiscal and Administrative Services  
(Typed Name of Authorized Official) Title

**By the Office of the Attorney General (approved as to form):**

Assistant/Associate Attorney General \_\_\_\_\_ Date

( X ) This contract amendment does not require the signature of the Attorney General pursuant to an Agreement between the department and the Office of the Attorney General, as amended on 10/11



*Easter Seals*  
*Greater Waterbury Area*

22 Tompkins Street • Waterbury, CT 06708  
Phone: 203.754.5141 • Fax: 203.757.1198  
www.easterseals.com/ waterburyct

*All Kids*  
*Child Care Centers*  
22 Tompkins Street  
Waterbury, CT 06708  
128 Avenue of Industry  
Waterbury, CT 06705  
125 Broad Street  
Meriden, CT 06450

*Easter Seals*  
*Employment Industries*  
122 Avenue of Industry  
Waterbury, CT 06705  
158 State Street  
Meriden, CT 06450

*Easter Seals Centers*  
*for Better Hearing*  
22 Tompkins Street  
Waterbury, CT 06708  
Heritage Village  
Professional Bldg.  
Southbury, CT 06488  
158 State Street  
Meriden, CT 06450

**BOARD OF DIRECTORS**

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Curtis Audibert

*Vice Chairman*  
David Segal

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Kenney Johnson  
Barbara Kenausis  
Angelica Medina  
David Miller  
John Sullivan  
Robert Teittinen  
James S. Zoldy, Jr.

*President*  
Francis DeBlasio

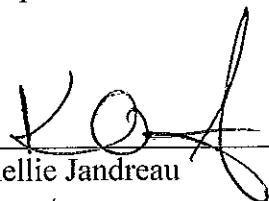
*Honorary Members*  
Mark Dost, Esq.  
Barry Lerman  
David Long  
Judith A. Mirrer  
James Mullen  
Stedman Sweet

**CORPORATE RESOLUTION**

I hereby certify to the state of Connecticut, Hartford, Connecticut, that a meeting of the Board of Directors of the Easter Seal Rehabilitation Center of Greater Waterbury, Inc., a corporation organized under the laws of the state of Connecticut, was duly called and held at the Easter Seal Rehabilitation Center of Greater Waterbury, Inc. in the city of Waterbury, state of Connecticut, on the 28th day of January, in the year two thousand fourteen, with a majority of the directors present. Upon motion duly made and seconded the following resolution was adopted, is in conformity with the charter and bylaws of said corporation, and is in full force and effect.

**RESOLVED: THAT FRANCIS DEBLASIO, PRESIDENT OF THE EASTER SEAL REHABILITATION CENTER OF GREATER WATERBURY, INC., IS HEREBY AUTHORIZED TO MAKE, EXECUTE, APPROVE AND AMEND ON BEHALF OF THIS CORPORATION ANY AND ALL CONTRACTS RELATED TO PROGRAM SERVICES EFFECTIVE IMMEDIATELY UNTIL OTHERWISE ORDERED BY THE BOARD OF DIRECTORS.**

I further certify that the authorization above has not been modified and is still in full force and effect. In witness whereof, I have hereunto set my hand as secretary of said corporation.

  
\_\_\_\_\_  
Kellie Jandreau  
Secretary

November 17, 2014  
\_\_\_\_\_  
Date



Commission on  
Accreditation of  
Rehabilitation  
Facilities

NAEYC  
National Association for the  
Education of Young Children



STATE OF CONNECTICUT  
NONDISCRIMINATION CERTIFICATION — Affidavit  
By Entity  
For Contracts Valued at \$50,000 or More

*Documentation in the form of an affidavit signed under penalty of false statement by a chief executive officer, president, chairperson, member, or other corporate officer duly authorized to adopt corporate, company, or partnership policy that certifies the contractor complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended*

**INSTRUCTIONS:**

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut valued at \$50,000 or more for any year of the contract. Complete all sections of the form. Sign form in the presence of a Commissioner of Superior Court or Notary Public. Submit to the awarding State agency prior to contract execution.

**AFFIDAVIT:**

I, the undersigned, am over the age of eighteen (18) and understand and appreciate the obligations of an oath. I am FRANK DEBLASIO of EASTER SEALS - WATERBURY, an entity  
Signatory's Title Name of Entity

duly formed and existing under the laws of CONNECTICUT.  
Name of State or Commonwealth

I certify that I am authorized to execute and deliver this affidavit on behalf of  
EASTER SEALS - WATERBURY and that EASTER SEALS - WATERBURY  
Name of Entity Name of Entity

has a policy in place that complies with the nondiscrimination agreements and warranties of Connecticut  
General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

[Signature]  
Authorized Signatory

FRANK DEBLASIO  
Printed Name

Sworn and subscribed to before me on this 17th day of November, 2014.

[Signature]  
Commissioner of the Superior Court/  
Notary Public

11/17/2014  
Commission Expiration Date

CARMEN G. HALL  
Notary Public State of Connecticut  
My Commission Expires Aug. 31, 2017



STATE OF CONNECTICUT
CERTIFICATION OF STATE AGENCY OFFICIAL OR EMPLOYEE
AUTHORIZED TO EXECUTE CONTRACT

Certification to accompany a State contract, having a value of \$50,000 or more, pursuant to Connecticut General Statutes §§ 4-250 and 4-252(b), and Governor M. Jodi Rell's Executive Order 7C, Paragraph 10

INSTRUCTIONS:

Complete all sections of the form. Sign and date in the presence of a Commissioner of the Superior Court or Notary Public. Submit to the awarding State agency at the time of contract execution.

CERTIFICATION:

I, the undersigned State agency official or State employee, certify that (1) I am authorized to execute the attached contract on behalf of the State agency named below, and (2) the selection of the contractor named below was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Easter Seal Rehabilitation Center of Greater Waterbury, Inc.
Contractor Name

Department of Developmental Services
Awarding State Agency

Mary Fuller
State Agency Official or Employee Signature

12/12/14
Date

Mary Fuller
Printed Name

Title

Sworn and subscribed before me on this 10th day of December, 2014.

Latoya S. Ledbetter
Commissioner of the Superior Court
or Notary Public

Latoya S. Ledbetter
Notary Public
My Commission Expires August 21, 2015



**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES  
CONTRACT COMPLIANCE REGULATIONS  
NOTIFICATION TO BIDDERS**

(Revised 09/17/07)

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

- (a) the bidder's success in implementing an affirmative action plan;
- (b) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder's promise to develop and implement a successful affirmative action plan;
- (d) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

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**INSTRUCTIONS AND OTHER INFORMATION**

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder's good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) **Definition of Small Contractor**

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

2) Description of Job Categories (as used in Part IV Bidder Employment Information) (Page 2)

**MANAGEMENT:** Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

**BUSINESS AND FINANCIAL OPERATIONS:** These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

**MARKETING AND SALES:** Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

**LEGAL OCCUPATIONS:** In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

**COMPUTER SPECIALISTS:** Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

**ARCHITECTURE AND ENGINEERING:** Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

**OFFICE AND ADMINISTRATIVE SUPPORT:** All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

**BUILDING AND GROUNDS CLEANING AND MAINTENANCE:** This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

**CONSTRUCTION AND EXTRACTION:** This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..

**INSTALLATION, MAINTENANCE AND REPAIR:** Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

**MATERIAL MOVING WORKERS:** The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

**PRODUCTION WORKERS:** The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.



3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information) (Page 3)

<p><b>White</b> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><b>Black</b>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><b>Hispanic</b>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><b>Asian or Pacific Islander</b>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><b>American Indian or Alaskan Native</b>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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**BIDDER CONTRACT COMPLIANCE MONITORING REPORT**

**PART I - Bidder Information**

<p>Company Name <u>CRISTOFAL REHABILITATION CENTER OF GR. WTBV</u>                  Street Address <u>22 TOMPKINS STREET</u>                  City &amp; State <u>WATERBURY, CT. 06708</u>                  Chief Executive <u>FRANCIS DEBUSIO</u></p>	<p>Bidder Federal Employer                  Identification Number <u>060737391</u>                  Or                  Social Security Number _____</p>
<p>Major Business Activity                  (brief description)</p>	<p>Bidder Identification                  (response optional/definitions on page 1)</p> <p>-Bidder is a small contractor. Yes ___ No <input checked="" type="checkbox"/>                  -Bidder is a minority business enterprise Yes ___ No <input checked="" type="checkbox"/>                  (If yes, check ownership category)                  Black ___ Hispanic ___ Asian American ___ American Indian/Alaskan                  Native ___ Iberian Peninsula ___ Individual(s) with a Physical Disability ___                  Female ___</p>
<p>Bidder Parent Company                  (If any)</p>	<p>-Bidder is certified as above by State of CT Yes ___ No ___</p>
<p>Other Locations in Ct. <u>158 STATE ST. - MERIDEN</u>                  (If any) <u>122 AVE. OF INDUSTRY - WATERBURY</u></p>	

**PART II - Bidder Nondiscrimination Policies and Procedures**

<p>1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes <input checked="" type="checkbox"/> No ___</p>	<p>7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 &amp; 4a-60a Conn. Gen. Stat.? Yes <input checked="" type="checkbox"/> No ___</p>
<p>2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes <input checked="" type="checkbox"/> No ___</p>	<p>8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes <input checked="" type="checkbox"/> No ___</p>
<p>3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes <input checked="" type="checkbox"/> No ___</p>	<p>9. Does your company have a mandatory retirement age for all employees? Yes ___ No <input checked="" type="checkbox"/></p>
<p>4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes <input checked="" type="checkbox"/> No ___</p>	<p>10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes <input checked="" type="checkbox"/> No ___ NA ___</p>
<p>5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes <input checked="" type="checkbox"/> No ___</p>	<p>11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes ___ No ___ NA <input checked="" type="checkbox"/></p>
<p>6. Does your company have a collective bargaining agreement with workers? Yes ___ No <input checked="" type="checkbox"/>                  6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes ___ No ___                  6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes ___ No ___</p>	<p>12. Does your company have a written affirmative action Plan? Yes <input checked="" type="checkbox"/> No ___                  If no, please explain.</p>
	<p>13. Is there a person in your company who is responsible for equal employment opportunity? Yes <input checked="" type="checkbox"/> No ___                  If yes, give name and phone number.  <u>CAROL FLETCHER 203 754-5141</u></p>

Part III - Bidder Subcontracting Practices

1. Will the work of this contract include subcontractors or suppliers? Yes \_\_\_ No

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a above?

Yes \_\_\_ No \_\_\_

PART IV - Bidder Employment Information

Date:

JOB CATEGORY *	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	male	female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation, Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											


\*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

See Attached.

PART V - Bidder Hiring and Recruitment Practices

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification  (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination
SOURCE	YES	NO	% of applicants provided by source			
State Employment Service	X		15%	X	Work Experience	
Private Employment Agencies		X		X	Ability to Speak or Write English	
Schools and Colleges	X		5%		Written Tests	
Newspaper Advertisement	X		35%	X	High School Diploma	
Walk Ins	X		15%	X	College Degree	
Present Employees	X		20%		Union Membership	
Labor Organizations		X		X	Personal Recommendation	
Minority/Community Organizations	X		10%		Height or Weight	
Others (please identify)					Car Ownership	
					Arrest Record	
					Wage Garnishments	

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature) 	(Title) PRESIDENT/CEO	(Date Signed) 11-17-14	(Telephone) 203 754-5141
--	--------------------------	---------------------------	-----------------------------

JO CHRO  
11/25/14

CO= A270354  
U= A270354

EQUAL EMPLOYMENT OPPORTUNITY  
2014 EMPLOYER INFORMATION REPORT  
CONSOLIDATED REPORT - TYPE 2

SECTION B - COMPANY IDENTIFICATION

1- EASTER SEALS  
22 TOMPKINS ST  
WATERBURY, CT 06708

SECTION C - TEST FOR FILING REQUIREMENT

1-Y 2-N 3-Y DUNS NO.:010155513

2-a. EASTER SEALS  
22 TOMPKINS ST  
WATERBURY, CT 06708

SECTION E - ESTABLISHMENT INFORMATION

NAICS:  
c. Y

SECTION D - EMPLOYMENT DATA

JOB CATEGORIES	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO										OVERALL TOTALS			
	MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN		AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	
EXECUTIVE/SR OFFICIALS & MGRS	0	0	2	0	0	0	0	0	0	0	0	0	1	0	0	3
FIRST/MID OFFICIALS & MGRS	0	0	4	0	0	0	0	0	0	0	0	8	1	0	0	13
PROFESSIONALS	0	0	3	0	0	0	0	0	0	0	0	24	0	1	0	28
TECHNICIANS	0	0	1	0	0	0	0	0	0	0	0	4	0	0	0	5
SALES WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	0	4	0	1	0	0	0	0	0	0	0	14	0	0	0	19
CRAFT WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OPERATIVES	0	0	5	1	0	0	0	0	0	0	1	0	0	0	0	7
LABORERS & HELPERS	2	3	13	1	0	0	0	0	0	0	1	0	0	0	0	20
SERVICE WORKERS	0	15	4	4	0	0	0	0	0	0	43	14	0	4	0	84
TOTAL	2	22	32	7	0	0	0	0	0	0	95	15	0	6	0	179
PREVIOUS REPORT TOTAL	2	27	25	6	0	0	0	0	0	0	111	13	0	5	0	189

SECTION F - REMARKS

DATES OF PAYROLL PERIOD: 08/03/2014 THRU 08/16/2014

SECTION G - CERTIFICATION  
CERTIFYING OFFICIAL:  
EEO-1 REPORT CONTACT PERSON:  
EMAIL: cflament@eswct.com

FRANCIS DEBLASIO  
CAROL FLAMENT

TITLE: PRESIDENT  
TITLE: DIRECTOR, HUMAN RESOURCES  
TELEPHONE NO: 2037545141

CERTIFIED DATE[EST]: 08/19/2014 02:25 PM

TO: Contract Compliance Unit  
Commission on Human Rights and Opportunities  
CHRO Form CC052

FROM: Department of Developmental Services, Birth to Three

DATE: 11/21/14

SUBJECT: Notification of Contract Award

As required by Connecticut Contract Compliance Regulations Sec. 46a-68j-31  
this is to notify the Commission that the following contract has been awarded:

CONTRACT NUMBER: 12DDS0712BT

PROJECT NAME: Easter Seal Rehabilitation center of Greater Waterbury, Inc.

PROJECT LOCATION: 22 Tompkins St., Waterbury, CT 06708

DURATION OF CONTRACT: 7/1/09 - 6/30/17

DOLLAR VALUE OF CONTRACT \$ 8,600,000

SET-ASIDE VALUE SBE \_\_\_\_\_ % \_\_\_\_\_ \$  
MBE \_\_\_\_\_ % \_\_\_\_\_ \$

THIS IS IS NOT A PUBLIC WORKS CONTRACT.

CONTRACTOR INFORMATION

NAME OF CONTRACTOR: Easter Seal Rehabilitation Center of Greater Waterbury, Inc.

MAIN OFFICE ADDRESS: 22 Tompkins St.

Waterbury, CT 06708

TELEPHONE NUMBER: 203-754-5141

NUMBER OF EMPLOYEES \_\_\_\_\_  
(if known)

*Handwritten:*  
JCHRO  
4/25/14

SUBCONTRACTOR INFORMATION: Please list any subcontractors who were listed by the Contractor for this project.

WERE THE FOLLOWING FACTORS CONSIDERED IN THE SELECTION OF THIS CONTRACTOR?

1. The bidder's success in implementing an affirmative action plan;  
YES NO UNKNOWN
2. The bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17, inclusive;  
YES NO UNKNOWN
3. The bidder's promise to develop and implement a successful affirmative action plan;  
YES NO UNKNOWN
4. The bidder's submission of EEO-1 data indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area;  
YES NO UNKNOWN
5. The bidder's promise to set aside a portion of the contract for legitimate minority business enterprises; and  
YES NO UNKNOWN

AGENCY CONTACT PERSON

NAME Mary Coyle

JOB TITLE: Associate Accountant

ADDRESS 460 Capitol Ave., Hartford, CT 06106

TELEPHONE NUMBER 860-418-8714



STATE OF CONNECTICUT  
GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION

*Written or electronic certification to accompany a State contract with a value of \$50,000 or more in a calendar or fiscal year, pursuant to C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8, and No. 7C, Para. 10; and C.G.S. §9-612(g)(2)*

**INSTRUCTIONS:**

Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any lawful campaign contributions made to campaigns of candidates for statewide public office or the General Assembly, as described herein. Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of initial contract execution and if there is a change in the information contained in the most recently filed certification, such person shall submit an updated certification either (i) not later than thirty (30) days after the effective date of such change or (ii) upon the submittal of any new bid or proposal for a contract, whichever is earlier. Such person shall also submit an accurate, updated certification not later than fourteen days after the twelve-month anniversary of the most recently filed certification or updated certification.

**CHECK ONE:**  Initial Certification  12 Month Anniversary Update (Multi-year contracts only.)

Updated Certification because of change of information contained in the most recently filed certification or twelve-month anniversary update.

**GIFT CERTIFICATION:**

As used in this certification, the following terms have the meaning set forth below:

- 1) "Contract" means that contract between the State of Connecticut (and/or one or more of its agencies or instrumentalities) and the Contractor, attached hereto, or as otherwise described by the awarding State agency below;
- 2) If this is an Initial Certification, "Execution Date" means the date the Contract is fully executed by, and becomes effective between, the parties; if this is a twelve-month anniversary update, "Execution Date" means the date this certification is signed by the Contractor;
- 3) "Contractor" means the person, firm or corporation named as the contractor below;
- 4) "Applicable Public Official or State Employee" means any public official or state employee described in C.G.S. §4-252(c)(1)(i) or (ii);
- 5) "Gift" has the same meaning given that term in C.G.S. § 4-250(1);
- 6) "Principals or Key Personnel" means and refers to those principals and key personnel of the Contractor, and its or their agents, as described in C.G.S. §§ 4-250(5) and 4-252(c)(1)(B) and (C).

I, the undersigned, am a Principal or Key Personnel of the person, firm or corporation authorized to execute this certification on behalf of the Contractor. I hereby certify that, no gifts were made by (A) such person, firm, corporation, (B) any principals and key personnel of the person firm or corporation who participate substantially in preparing bids, proposals or negotiating state contracts or (C) any agent of such, firm, corporation, or principals or key personnel who participates substantially in preparing bids, proposals or negotiating state contracts, to (i) any public official or state employee of the state agency or quasi-public agency soliciting bids or proposals for state contracts who participates substantially in the preparation of bid solicitations or request for proposals for state contracts or the negotiation or award of state contracts or (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency.

I further certify that no Principals or Key Personnel know of any action by the Contractor to circumvent (or which would result in the circumvention of) the above certification regarding **Gifts** by providing for any other Principals, Key Personnel, officials, or employees of the Contractor, or its or their agents, to make a **Gift** to any Applicable Public Official or State Employee. I further certify that the Contractor made the bid or proposal for the Contract without fraud or collusion with any person.

**CAMPAIGN CONTRIBUTION CERTIFICATION:**

I further certify that, on or after December 31, 2006, neither the Contractor nor any of its principals, as defined in C.G.S. § 9-612(g)(1), has made any **campaign contributions** to, or solicited any contributions on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support, any candidate for statewide public office, in violation of C.G.S. § 9-612(g)(2)(A). I further certify that **all lawful campaign contributions** that have been made on or after December 31, 2006 by the Contractor or any of its principals, as defined in C.G.S. § 9-612(g)(1), to, or solicited on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support any candidates for statewide public office or the General Assembly, are listed below:

**Lawful Campaign Contributions to Candidates for Statewide Public Office:**

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>
None				

**Lawful Campaign Contributions to Candidates for the General Assembly:**

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>
None				

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

EASTER SEALS - WATERBURY  
Printed Contractor Name

FRANCIS DEBLASIO  
Printed Name of Authorized Official

[Signature]  
Signature of Authorized Official

Subscribed and acknowledged before me this 17<sup>th</sup> day of November, 2017.

[Signature]  
Commissioner of the Superior Court (or Notary Public)

8/31/2017  
My Commission Expires

CARMEN G. HALL  
Notary Public State of Connecticut  
My Commission Expires Aug. 31, 2017





STATE OF CONNECTICUT
CONSULTING AGREEMENT AFFIDAVIT

Affidavit to accompany a bid or proposal for the purchase of goods and services with a value of \$50,000 or more in a calendar or fiscal year, pursuant to Connecticut General Statutes §§ 4a-81(a) and 4a-81(b). For sole source or no bid contracts the form is submitted at time of contract execution.

INSTRUCTIONS:

If the bidder or vendor has entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete all sections of the form. If the bidder or contractor has entered into more than one such consulting agreement, use a separate form for each agreement. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public. If the bidder or contractor has not entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete only the shaded section of the form. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public.

Submit completed form to the awarding State agency with bid or proposal. For a sole source award, submit completed form to the awarding State agency at the time of contract execution.

This affidavit must be amended if there is any change in the information contained in the most recently filed affidavit not later than (i) thirty days after the effective date of any such change or (ii) upon the submittal of any new bid or proposal, whichever is earlier.

AFFIDAVIT: [Number of Affidavits Sworn and Subscribed On This Day: \_\_\_\_]

I, the undersigned, hereby swear that I am a principal or key personnel of the bidder or contractor awarded a contract, as described in Connecticut General Statutes § 4a-81(b), or that I am the individual awarded such a contract who is authorized to execute such contract. I further swear that I have not entered into any consulting agreement in connection with such contract, except for the agreement listed below:

Table with columns: Consultant's Name and Title, Name of Firm (if applicable), Start Date, End Date, Cost, Description of Services Provided. Handwritten entry: NONE

Is the consultant a former State employee or former public official? [ ] YES [ ] NO

If YES: Name of Former State Agency, Termination Date of Employment

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Name of Bidder or Contractor: EASTERSAL-WATERBURY, Signature of Principal or Key Personnel: [Signature], Date: 11-17-14, Printed Name (of above): FRANCIS DEBASIO, Awarding State Agency: [Blank]

Sworn and subscribed before me on this [ ] day of November, 2014.

Commissioner of the Superior Court or Notary Public, My Commission Expires 8/31/2017

CARMEN G. HALL, Notary Public State of Connecticut, My Commission Expires Aug. 31, 2017

## Amendment POS

**Name:** 2015\_18232  
**Status:** Approved by OPM  
**Title:** Easter Seal Rehabilitation Center of Greater Water  
**Agency:** Department of Developmental Services  
**Disposition Date:** 10/20/2014 9:29:27 AM  
**Disposition Reason:** Approved RSD 10-20-14

**Contact:** Mary Coyle  
860-418-8714

**Requester:** Joseph W. Drexler, Esq.  
Deputy Commissioner  
Joseph.drexler@ct.gov

## Original POS

**Cost:** \$5,000,000.00

### Prior Amendments

**PO Reference:**

**Core-CT Contract Id:** 12DDS0712BT  
**Start Date:** 07/01/2012  
**End Date:** 06/30/2017

**Contractor:**

Easter Seal Rehabilitation Center of Greater Water  
22 Tompkins Street  
Waterbury, CT 06708

**Description of Services:**

To provide comprehensive Birth to Three services to children and their families.

## Prior Amendment

**Cost:** \$0.00

**Start Date:**

**End Date:**

**Current Amendment:**

**Estimated Cost:** \$3,600,000.00

**Start Date:** 07/01/2014

**End Date:** 06/30/2017

**Account Codes:** Fund 11000 SID 12192 3,456,000  
Fund 12060 SID 20441 36,000  
Fund 12060 SID 20513 108,000

**Amended Description of Services:**

No Change

**Need for Amendment:**

Amendment to increase the contract amount to allow the contractor to continue to provide comprehensive Birth to Three services to children and their families.

**Explain the reason for not issuing a new Request for Proposal:**

This contract was originally issued as a result of a request for proposal in 2012.

### Department of Developmental Services Request for Amendment - POS

Pending Submittal

POS: 2015\_18232

[Print Request](#)

[View Attachment](#)

**Main Menu**

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- [Search](#)
- [Change Password](#)
- [User Profiles](#)
- [PSA Job Aid](#)
- [POS Job Aid](#)
- [FAQ](#)

**Contact**

For technical support  
please contact:  
Jarnie Gamble

Submit this form when requesting an amendment to an existing purchase of service contract.

Title

Amended Description of Services (Purpose, Scope, Activities, Outcomes)

No Change

[Expand](#)

Need for Amendment

Amendment to increase the contract amount to allow the contractor to continue to provide comprehensive Birth to Three services to children and their families.

[Expand](#)

Explain the reasons for not Issuing a new Request For Proposal.

This contract was originally issued as a result of a request for proposal in 2012.

[Expand](#)

Yes  No Is this request in accordance with your agency's current OPM-approved procurement schedule?

Original POS  Competitive  NonCompetitive

Original Cost

Contractor

Address

City, State, Zip

OPM Approval #

Core-CT Contract Id

Start Date

End Date

Description of Service (Purpose, Scope, Activities, Outcomes)

[Expand](#)

Prior Amendments (Cumulative)

Cost	Start Date	End Date	Number of Prior Amendments
0.0000			

Current Amendment

Cost	Start Date	End Date	Total Cost
3,600,000.00	07/01/2014	06/30/2017	\$8,600,000.00

Identify funding source(s) by department, fund, SID, program and amount. This breakdown should equal the Amendment Cost.

Fund 11000	SID 12192	3,456,000	<a href="#">Expand</a>
Fund 12060	SID 20441	36,000	
Fund 12060	SID 20513	108,000	

Upload detail in spreadsheet

Agency Contact

Name   
 Phone

Requester

Name   
 Title   
 Email

[Expand](#)

# Department of Developmental Services Checklist for Purchase of Service Contracts

Date Received in E.H. \_\_\_\_\_ Region: \_\_\_\_\_ Date: 11/21/14  
 Contractor Name: Esoter Seal Rehabilitation (Region / C.O.) \_\_\_\_\_ SID(s) 12192, 20141, 20513  
 Contract# 12DD00112T Amendment # 1 Period: 11/12/2014 - 4/27/15 Amount: 8,600,000  
 Preparer: Mary Coyle Reviewed by: \_\_\_\_\_ (Supervisor)

**OPM Approval/Waivers**

If required, a copy of the OPM Approval is included. The service description and cost match the OPM Approval (or a Memo of Explanation is provided for variances between the OPM Approval and the terms of the contract /amendment)

**OPM Contract / Lease Face Sheet (B-204)**

- All identifying information is provided at the top of the form
- Contractor name agrees with the "Contractor's Name" appearing on page 1 of the Contract / Amendment
- Contract period, type of contract, rate of payment, total cost of contract and SID(s) agree with Contract / Amendment
- "Retroactive" question is answered and Reason for Contract is provided (Explanation of Cost Increase, if applicable)
- "Proposal or bids" section is completed (must include supporting documentation)

**Contract / Amendment N/A NEW CONTRACT**

- the Contract has been prepared on the October 2011 version of the P.O.S. Contract Form
- All pages are numbered and included in sequential order
- the Contractor's Name appearing on page 1 is the OFFICIAL name of the corporation
- the Contractor's address, phone number and FEIN # are entered
- the "Notices" block has been completed for the Agency and the Contractor
- "Part I. Scope of Services..." is concise and comprehensive and includes rate of compensation and maximum cost
- for Amendments: a copy of the original Contract (and all supporting documents), and copies of all prior amendments (and all their supporting documents) are included

**Signatures and Approval Page**

- indicates whether the Contract is an Original or an Amendment October 2011 version
- indicates whether or not the Contractor is a "Business Associate" under HIPAA, FERPA with 4 three falls
- includes the Contractor name exactly as it appears on page 1 of the Contract and on the Corporate Resolution
- Includes the signature of the company official empowered to sign the Contract / Amendment on behalf of the company by the Corporate Resolution; the official's name and title appearing below their signature matches the name and title appearing in the Corporate Resolution exactly
- The "Agency Name" is correct
- Mary Fuller's typed Name and Title (Chief, Fiscal & Administrative Services) appear below his signature line

**Corporate Resolution (CR)**

- The company name appearing on the first page of the POS Contract matches the company name on the CR exactly
- the CR authorizes the individual signing the POS Contract to execute contracts on behalf of the corporation
- The sequence of dates is correct (meeting of the board • signing of the PSA • certification of the CR by the Corporate Secretary). It is permissible for all of the dates to be the same
- The corporate Seal is affixed. If the corporation does not have a legal seal, L.S. should be written on the CR, and a notation must be included to indicate that the corporation does not have a legal seal

**Nondiscrimination Certification (For Individuals and Contractors. This form must be completed for all contracts regardless of the amount of the contract, the term of the contract, or the type of contract).**

correct form completed for contracting company (Form "B" "C" "D" or "E")

**Notification to Bidders / Bidder Compliance Monitoring Report (for all contracts over \$3,000)** This form must be signed by the contractor and included in all contract packages, regardless of whether the contract was bid or not. Individual contractors who do not have employees should indicate so on the form. The information on the Report should be used to complete the Notification of Contract Award Form (CC-052); then forward the Report to CHRO along with the CC-052.

Completed and dated by contractor

**CHRO Notification of Contract Award (CC-052) (For Contracts and Amendments over \$3,000.00)**

Completed by the Region or Division (signed and dated)

Date of submission to CHRO is noted and initialed (CC-052 Form and the Bidders Compliance Monitoring Report)

Office of the Attorney General Checklist completed and included with the contract

**ATTACHMENTS FOR CONTRACTS HAVING A VALUE OF \$50,000 OR MORE IN A CALENDAR OR FISCAL YEAR**

**OPM Ethics Form #1 - Gift and Campaign Contribution Certification [Revised 11-29-11]** (This form must accompany a contract with a value of \$50,000 or more in a calendar or fiscal year; it is also used with a multi-year contract to update the initial certification on an annual basis)

Completed by the Contractor (signed and notarized).

**OPM Ethics Form #3 - Certification of State Agency Official / Employee Authorized to Execute Contract [Revised 10-01-11]**

Contractor Name, Awarding State Agency & Mary Fuller's printed name and proper title have been entered

**OPM Ethics Form #5 - Consulting Agreement Affidavit [Revised 10-01-11]** (Accompanies a contract for the purchase of goods or services with a value of \$50,000 or more in a calendar or fiscal year. This form is normally submitted by the contractor to the awarding State agency with the bid or proposal. However, for a sole source or no bid contract, it is submitted at the time of contract execution).

Completed by the Contractor (signed and notarized)

**FOR CENTRAL OFFICE USE ONLY**

REVIEWED BY	SIGNATURE	DATE	COMMENTS
Christina Herold	<i>Christina Herold</i>	12/9/14	
Under General	<i>Under General</i>	12/12/14	
Mary Fuller	<i>Mary Fuller</i>	12/12/14	
Gerald Daley			

**ROUTING**

<input checked="" type="checkbox"/> Mary Fuller	<input type="checkbox"/> Under \$3,000 in house approval
<input type="checkbox"/> Gerald Daley	<input type="checkbox"/> Return to agency for corrections
<input type="checkbox"/> DAS - Personnel	<input type="checkbox"/> Hold for additional information
<input type="checkbox"/> Attorney General's Office	<input type="checkbox"/> Return to agency disapproved
	<input type="checkbox"/> Other