CONNECTICUT HOUSING FINANCE AUTHORITY
Unlocking Solutions, Building Strong Communities.

Dear Interested Party: Date: November 6, 2026

REQUEST FOR QUALIFICATIONS FOR HOUSING COUNSELING SERVICES

The Connecticut Housing Finance Authority ("CHFA") requests written qualifications for housing counseling services ("RFQ") with qualified housing counseling agencies that meet or exceed the minimum standards required by the United States Department of Housing and Urban Development ("HUD") and have offices in the State of Connecticut. CHFA will not reimburse for any expenses incurred in connection with this RFP including, but not limited to, the cost of preparing the initial response and any additional information requested or travel expenses relating to an oral presentation. Please be advised that responses will be considered property of CHFA, are matters of public record and may be disclosed by CHFA after the awarding of the contract.

OVERVIEW

CHFA, a body politic and corporate constituting a public instrumentality and political subdivision of the State of Connecticut, was created in 1969 and operates pursuant to Chapter 134 of the Connecticut General Statutes, as amended. CHFA's purpose is to help alleviate the shortage of affordable housing for low- and moderate-income families and persons in Connecticut by providing both single-family mortgages, financing for rental housing, and mortgages for the purchase, development, and construction of housing.

For additional information about CHFA, please reference the CHFA website at: www.chfa.org.

SCOPE OF SERVICES

CHFA is seeking the services of qualified housing counseling agencies that meet or exceed the minimum standards required by HUD to provide homebuyer education and counseling to first-time homebuyers and homeowners throughout the state. Specifically, proposals are sought for the following education and/or counseling services, to be provided within the agency's HUD approved geographic area of service. Please be advised that although CHFA is seeking proposals for the following services, CHFA does not make any representations that all these services will be offered:

Pre-Purchase Homebuyer Education, including Individual Counseling

CHFA seeks qualified agencies to conduct a minimum six-hour workshop for individuals and families who are considering buying a home. This workshop teaches how individuals and families

can become successful homeowners, from seeking pre-approval for a mortgage, to making an offer, to the closing process.

The agency must use a curriculum provided by CHFA or a curriculum created by the agency and approved by CHFA and ensure class objectives are met. The agency is encouraged to invite lenders, real estate agents, and other homeownership industry professionals to share their expertise on homeownership.

The agency must disclose all fees that will or may be charged to their client prior to the commencement of counseling services. If the agency pulls credit reports, the charge to the client must be reasonable and cannot create a financial hardship for the client. The credit report fee must not exceed the actual amount charged by the credit-reporting agency.

The agency must provide **Individual Counseling** services in person, by telephone, or virtually over the internet. The Individual Counseling services must include at a minimum:

a. Client intake, counseling agency's disclosures, and authorization form(s).
b. Budget verification with review of pertinent financial documentation.
c. Mortgage readiness assessment, including credit report review and loan product comparison, ensuring client(s) are aware of CHFA loan products offered.
d. Written action plan with timely follow-up communications
e. Identify additional referral services and discussion of alternatives.

With each client, the counselor will formulate a pre-purchase assessment, budget analysis, action plan, and proposal to assist renters, potential first-time homebuyers and homeowners with their financial assessment needs, as appropriate.

Financial Fitness Education

CHFA is seeking qualified agencies to conduct a minimum two-hour workshop for individuals interested in basic personal finance skills, financial planning, setting, and achieving financial goals, consumer decision-making and spending, saving, and investing, money management, and using credit wisely.

The agency must deliver a curriculum provided by CHFA or created by the agency and approved by CHFA.

Financial Coaching

CHFA is seeking qualified agencies to help households improve financial stability through one-on-one financial coaching, achieve financial goals, and develop a tailored set of recommendations to help the household improve their financial position and pursue their short and long-term goals. The coaching objective is to help the households create healthy financial habits and goals ranging from day-to-day money management to planning for longer-term goals, identify the problem areas or challenges in the individual's finances, and develop strategies to overcome them.

The agency must provide this service in person, by telephone, or virtually over the internet. Financial Coaching includes, but is not limited to:

a. Client intake, counseling agency's disclosures, and authorization form(s).
b. Discuss values and identify barriers of your clients' current financial condition.
c. Develop an ongoing assessment of the clients' current financial situations.
d. Develop new or review existing spending plan with a review of pertinent financial documentation; including credit report review.
e. Written action plan with timely follow-up communications.
f . Assess and establish the client's short-term, mid-term, and long-term financial goals and outcomes with reasonable timelines.
g. Provide education and guidance to support clients' action.
h. Offer support and accountability to help clients reach their goals.
i. Track, measure, review and report on clients' progress and accomplishments; and .
j. Identify resources, tools and services of referral and discussion of alternatives.

Resolving or Preventing Mortgage Delinquency or Default

CHFA is seeking qualified agencies to conduct a minimum two-hour workshop for individuals and families who are seeking education on the consequences of default or foreclosure. The workshop must include the process of loss mitigation and establishing repayment plans. Counseling agencies should have knowledge of loss mitigation, foreclosure prevention programs, including the State of Connecticut's Emergency Mortgage Assistance Program, foreclosure procedures and timelines.

The agency must use a curriculum provided by CHFA or created by the agency and approved by CHFA to ensure class objectives are met.

Foreclosure Prevention Individual Counseling

CHFA is seeking qualified agencies to conduct counseling services to homeowners who are delinquent or in danger of becoming delinquent on their mortgage. Counseling agencies must have knowledge of loss mitigation and foreclosure prevention programs, including foreclosure and bankruptcy procedures and timelines. Referrals for this service may be from CHFA, the Foreclosure Mediation Program, or any other referral resource.

The agency must provide homeowners at risk and facing foreclosure with assistance in identifying the causes and possible solutions to their financial issues.

The agency must work with lenders, servicers, mediators in the State of Connecticut Judicial Department, and others to formulate a loss mitigation action plan and proposal to resolve the delinquency or foreclosure, as appropriate.

The agency must provide Foreclosure Prevention Individual Counseling services in person, by telephone, or virtually over the internet. The services must include, but are not limited to:

a. Client intake, disclosures, and authorization form(s).

b. Budget verification and review of pertinent financial documentation, including hardship letter.
c. Assess loss mitigation options, including the Emergency Mortgage Assistance Program and submit recommendations to the servicer or lender.
d. Written action plan with timely follow-up communications.
e. Identify additional referral services and discussion of alternatives.

Rental Education Workshop, including Rental One-on-One Counseling

CHFA is seeking qualified agencies to conduct a minimum two-hour workshop for individuals and families on navigating the rental process, identifying housing needs, tenant-landlord rights and responsibilities, eviction prevention, fair housing, and other general housing issues. The agency must use a curriculum provided by CHFA or created by the agency and approved by CHFA to ensure class objectives are met.

The agency is encouraged to invite fair housing representatives, property management, and other industry professionals to share their expertise in tenancy.

The agency must disclose all fees that will or may be charged to their client before the commencement of counseling services. If the agency pulls credit reports, the charge to the client must be reasonable and cannot create financial hardship for the client. The credit report fee must not exceed the actual amount charged by the credit-reporting agency.

The agency must provide **Rental One-on-One Counseling** services in person, by telephone, or virtually over the internet. These services include, but are not limited to:

a. Client intake, counseling agency's disclosures, and authorization form(s).
b. Rent delinquency.
c. HUD rental and rent subsidy programs; other federal, state, or local rental Assistance.
d. Fair housing.
e. Landlord tenant laws.
f. Lease terms.
g. Housing search assistance.
h. Budgeting for rent payments.
i. Securing and assisting with locating alternate housing.
j. Rent readiness assessment, including credit report review;
k. Written action plan with timely follow-up communications; and
l. Identify additional referral services and discussion of alternatives.

With each client, the counselor will formulate a rent assessment, budget analysis, action plan, and proposal to assist renters with their financial assessment needs, as appropriate.

Landlord Education

CHFA is seeking qualified agencies to conduct a minimum two-hour workshop for potential first-time homebuyers of a 2-4 family unit. The workshop will provide an overview on how to find reliable tenants, how to maintain the value of their property, and the overall responsibility of becoming a landlord.

The agency must use a curriculum provided by CHFA or created by the agency and approved by CHFA to ensure that class objectives are met.

Housing counseling agencies must meet the following criteria:

1. The agency must meet or exceed the minimum standards required by HUD and function as a private or public nonprofit organization.

2. The agency must be authorized to do business in, and have an office in the State of Connecticut, and must be registered with the Connecticut Secretary of State Office.

3. The agency must be in good standing under the laws of the state of the organization.

4. With respect to the service(s) that the agency is proposing to provide under this RFQ, the agency must have been delivering such services for the past year.

5. At least half of the agency staff must have 6 months of counseling experience.

6. At least one of the agency's staff must be HUD certified.

7. The agency must have alternate formats available that provide accessibility to persons with disabilities.

8. The agency must have knowledge of CHFA mortgage loan products and guidelines.

9. The agency must have the ability to conduct individual sessions if class registration and attendance do not warrant a classroom setting.

10. The agency must provide CHFA-approved materials to all attendees at no cost. Materials must be easily understood, available in different languages and sensitive to cultural diversity. Classroom presentation should incorporate visual materials, including a PowerPoint presentation and include volunteer professional presenters who have expertise in the subject area.

In addition, each selected agency will be responsible for the following:

1. Maintain appropriate documentation, files, and reporting requirements as outlined by CHFA and the HUD Handbook 7610.1.

2. Provide certificates of completion or other evidence of counseling through a paperless tracking system for all clients who have successfully completed the training.

3. Use a HUD approved Client Management System (CMS). The qualified agency must provide monthly outcome reports to CHFA, either electronically or manually, as required.

4. Assist in the advertising and recruitment of class participants in your agency's geographic area.

5. Participate in meetings, trainings, and webinars to discuss the housing counseling programs and other relevant topics, as required.

6. Offer classes on weekday evenings and Saturdays to accommodate diverse schedules.

7 Schedule classes in advance and enter those schedules through the CHFA website.

8. Conduct classes at a conveniently located, handicapped-accessible facility, which can accommodate a maximum of twenty-five people at tables or desks. If the agency's facility can accommodate over twenty-five people and up to a maximum of fifty people at tables or desks, the agency must have at least one full-time certified housing counseling instructor and a second qualified housing counseling staff member to facilitate and assist with the classes. If possible, the site should be accessible by mass transportation.

9. Provide alternative formats of in-person group education and one on one counseling in the event the agency is unable to conduct in-person classes.

EVALUATION CRITERIA

Housing counseling agencies will be evaluated based on their written responses to this RFP, additional written information as requested by CHFA, in person and/or oral interviews, if any, including, but not limited to the following criteria:

- Experience of the agency
- Qualifications of personnel
- Organization and approach
- Fees
- Connecticut presence
- Absence of conflicts or potential conflicts
- Location/geographic area

CHFA may select multiple agencies for the services described herein. No selected agency is guaranteed or ensured any number of contracts or proportion of business.

REQUESTED INFORMATION

All agencies must provide the following:

1. A brief description of your agency, its history, and areas of geographical business. Indicate the total number of staff and the team available to CHFA.

2. A summary of the key strengths and qualifications of your agency including staff years of experience serving as a housing counseling agency meeting or exceeding the minimum standards required by HUD. *(Your response to this question should not exceed one page).*

3. A description of your presence in Connecticut, if any, including corporate existence in Connecticut, whether formed in Connecticut or authorized to do business in the state. This may include, but not be limited to, information on the number of offices your agency maintains in Connecticut, the location of such offices, the number of Connecticut residents employed in those offices, payroll and corporate taxes paid in Connecticut. Also, include any participation by your agency in any civic or other non-profit activities, including any charitable contributions that your agency made in Connecticut. If your agency currently is not registered with the Connecticut Secretary of State, please indicate whether your agency will register if awarded this contract.

4. A summary of the professional background of any individuals who would be assigned to work with CHFA. Please indicate their probable areas of responsibility and the percentage of their time which would be available to provide the services set forth in this RFQ.

5. Information, in tabular form, on the employee composition of your agency indicating the total number of employees and the total number and percentages of minorities and women employed and their titles.

6. Submit specific information regarding your agency's commitment to Affirmative Action and/or Diversity, Equity and Inclusion. Please include, at a minimum, policies and practices, including but not limited to hiring practices, and any information that would demonstrate your agency's commitment to expanding diversity in the workplace, including recruiting initiatives, retention and promotion efforts and ongoing assessment of your agency's progress with respect to underrepresented groups (e.g., in terms of ethnicity, gender, sexual orientation, disability, etc.). Please include your agency's most recent EEO-1 report if required to file.

7. If your agency is registered as a small or minority-owned business, please provide a copy of your certificate.

8. Identify the types of service your agency is submitting a proposal(s) for on **Exhibit A**, attached hereto and made a part hereof.

9. Describe any and all material lawsuits, legal or administrative proceedings or governmental investigations, criminal actions or law enforcement activities (including those by federal, state or local authorities, or self-regulatory organizations) or non-routine inquiries or investigations relating to you, your agency, or any of your affiliates, including any proceedings to which you, your agency, your affiliates or any of their respective officers,

directors or employees are a named party or of which any of such has been the focus, that have occurred in the last three (3) years or that are currently threatened, including whether you, your agency, or any of your affiliates, or their respective officers, directors or employees have been censured by any regulatory body. Describe any such circumstances. Advise whether these investigations or proceedings will affect you or your agency's ability to complete the proposed transaction and perform the services in this RFP.

10. Describe your agency's knowledge of and experience with CHFA to include your most recent agency's work plan and a list of the service areas in which your agency can provide housing counseling services.

11. Evidence of nonprofit status and tax-exempt status under 26 U.S.C. Section 501(a) pursuant to Section 501(c) of the Internal Revenue Code of 1996 (26 U.S.C. 501(a) and (c).

12. Evidence of your agency's offering services in multiple languages, alternative modes of education counseling (e.g., Zoom, Teams etc.), including alternate formats that are accessible to persons with disabilities on **Exhibit A**.

13. Description of your agency's Client Management System (CMS) and how the CMS complies with CHFA housing counseling requirements.

14. The agency's most recent annual budget and most recent independent audit report.

15. A list of all leveraged funds exclusively allocated for the housing counseling programs.

16. Identify and provide evidence of the additional service areas your agency can provide for the proposed scope of services.

17. Provide the agency's transition or succession plan that ensures continuity of counseling services to consumers in the event your agency discontinues providing housing counseling services, becomes ineligible or does not receive continued funding from HUD or other funding sources.

18. Describe on **Exhibit A** whether you foresee any potential conflicts of interest arising from providing the housing counseling services described. If so, describe how your agency would address potential conflicts of interest.

19. Indicate on **Exhibit A** whether your agency has ever been removed from an account prior to the expiration of its contract (i.e., been fired)? If so, please explain. If you wish, list the name of a third party with whom the Authority could discuss this termination.

20. An authorized signatory of any agency submitting proposals is required to execute and submit with the proposals and with any contract awarded in accordance herewith all applicable representations and certifications set forth on **Exhibit B**, attached hereto and made a part hereof, regarding:

- *Gift and Campaign Contributions; Connecticut General Statutes §4-252, as amended*
- *Entities Making Investments in Iran; Connecticut General Statutes §4-252a, as amended*
- *Nondiscrimination; Connecticut General Statutes §4a-60 & Connecticut General Statutes §4a-60a, as amended*
- *Consulting Agreements; Connecticut General Statutes §4a-81, as amended*
- *Campaign Financing Contributions; Connecticut General Statutes §9-612, as amended*

FREEDOM OF INFORMATION ACT

Please be advised that all information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act, as amended and judicially interpreted. If an agency believes that its response contains financial, trade secrets or other data that it claims should not be public ("Confidential Information"), the agency must identify specifically the pages and portions of its proposal or additional information that contain the claimed Confidential Information by visibly marking all such pages and portions. An entire response marked Confidential Information will not be accepted. If CHFA receives a request for an applicant's Confidential Information, it will use its best efforts to notify the agency of such request and provide the applicant with a copy of any written disclosure request, *provided*, CHFA will not be liable to the agency or any other party for any failure to act as described herein. The agency may provide written consent to the disclosure or may object to the disclosure by notifying CHFA in writing, identifying in the notice the basis for its objection, including the appropriate statutory exemption(s) from disclosure. The agency shall be responsible for defending any complaint brought in connection with the nondisclosure, including, but not limited to, appearing before the Freedom of Information Commission, providing witnesses and documents as appropriate, and for payment of CHFA's costs and expenses, including attorney fees.

SUBMISSION OF RESPONSES

The following requirements must be observed in the preparation and submission of a proposal:

1. All inquiries should be directed to RFP.RFQ@chfa.org no later than **Monday, November 16, 2026.** Agencies submitting a proposal should not contact members of the Board of

Directors or other staff of CHFA, which may be grounds for elimination from consideration.

2. Responses to the Request for Proposals must be submitted electronically (not to exceed 25 MB) no later than **4:00 p.m**. on **Monday, December 7, 2026**, to Shelly Mondo at RFP.RFQ@chfa.org. Faxed responses will not be considered. Please indicate on the subject line: "RFP—Housing Counseling Services."

3. Responses must include a cover letter signed by an individual authorized to enter into an agreement with CHFA on behalf of the agency which shall specify that the agency is responding to the RFP for Housing Counseling Services. Please also remember to include completed **Exhibit A (Checklist), Exhibit B (Representations and Certifications), and Exhibit C (OPM Form 1 and SEEC Form 10).**

4. Selected agencies must comply with all state and federal laws applicable to CHFA including, but not limited to, ethics requirements, laws, procedures, and regulations and must execute CHFA statutory provisions, certifications and affidavits attached hereto.

CHFA reserves the right to:

a. Reject any and all proposals received in response to this request;

b. Waive or modify any irregularities in proposals received;

c. Award contracts in any manner necessary to serve the best interest of CHFA and the State of Connecticut, without obligation to accept a proposal based upon the lowest fee schedule;

d. Negotiate the fees and charges contained in any Proposal; and

e. Request additional information as determined necessary or request some or all agencies responding to make oral presentations.

Each approved agency will execute a contract satisfactory to CHFA and will agree that it will comply with the provisions of the Connecticut General Statutes applicable to contracts with CHFA including, but not limited to, nondiscrimination and affirmative action provisions. Selected agencies will also be required to provide evidence of the agency's general liability, workers' compensation, umbrella and professional liability insurance in the amounts listed on Exhibit D. Failure to perform to the satisfaction of CHFA may result in the contract being terminated.

Thank you for your interest in the Connecticut Housing Finance Authority.

The Connecticut Housing Finance Authority is an Affirmative Action/Equal Opportunity Employer.

Exhibit A

Check the service for which your firm would like to apply:

Counseling Service*	Yes	No
Pre-Purchase Homebuyer Education, including Individual Counseling		
Financial Fitness Education		
Financial Coaching		
Resolving or Preventing Mortgage Delinquency or Default		
Foreclosure Prevention Individual Counseling		
Rental Education Workshop, including Rental One-on-One		
Landlord Education		

*Please see RFQ for description of individual services

Please Check the Appropriate Box	Yes	No
Does firm meet or exceed minimum standards required by HUD and function as a private or public nonprofit organization?		
Is your firm authorized to do business in and have an office in the State of Connecticut and registered with the Connecticut Secretary of State?		
Is your firm in good standing under the laws of the State of Connecticut?		
Has your firm been delivering the services requested to provide herein for at least one year?		
Does at least half of the agency staff have 6 months of counseling experience?		
Is at least one agency staff HUD certified? Please provide proof.		
Does the agency have alternate formats available that provide accessibility to persons with disabilities?		
Does your agency have knowledge of CHFA mortgage loan products and guidelines?		
Does your agency have the ability to conduct individual education sessions if class registration and attendance do not warrant a classroom setting?		
Does your agency offer services in multiple languages? If yes, please specify the languages offered in the blanks: _____ _____ _____		

Does your agency provide alternative modes of education counseling (i.e. Teams, Zoom, etc.). Please specify in the blanks: _____ _____ _____		
Do you foresee any potential conflicts of interest? If yes, please describe how your firm would address potential conflicts of interest.		
Has your agency ever been removed from an account prior to the expiration of its contract? If so, please explain.		

Exhibit B
Representations and Certifications

Request for Qualifications: Housing Counseling Services

Proposer: _____

Submission Date: _____, 2026

Ethics. Proposer hereby acknowledges receipt of the CHFA Ethics Statement and hereby represents, warrant and certifies to CHFA that throughout the term of any contract or agreement awarded in connection with the Request for Proposal, the Proposer will comply with the applicable requirements of Chapter 10 of the Connecticut General Statutes, as amended and set forth on **Exhibit C**, attached hereto and made a part hereof.

Gift and Campaign Contributions; Connecticut General Statutes §4-252. ***Notice**: **CHFA shall not award or enter into any contract or agreement with Proposer if Proposer fails to make and comply with the representation requirements set forth in Connecticut General Statutes §4-252.*** Proposer hereby represents, warrants and certifies to CHFA that:

(1) no gifts were made by: (A) Proposer, (B) any principals and key personnel of Proposer, who participate substantially in preparing bids, proposals, qualifications, or negotiating state contracts, or (C) any agent of Proposer or principals and key personnel, who participate substantially in preparing bids, proposals, qualifications or negotiating state contracts to (i) any public official or employee of CHFA soliciting bids, proposals or qualifications for a contract, who participates substantially in preparation of bid solicitations or requests for proposals or qualifications for a contract or the negotiation or award of a contract, or (ii) any public official or state employee of any other state agency who has supervisory or appointing authority over CHFA;

(2) no such principals and key personnel of Proposer or agent of Proposer or principals and key personnel, knows of any action by Proposer to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of Proposer to provide a gift to any such public official or state employee; and

(3) Proposer is submitting bids, proposals or qualifications without fraud or collusion with any person.

Entities Making Investments in Iran; Connecticut General Statutes §4-252a. Proposer hereby represents, warrants and certifies to CHFA that Proposer has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010 and Proposer has not increased or renewed such investment on or after said date. ***Notice: CHFA shall not enter into any contract or agreement with Proposer if Proposer fails to make and comply with the certification requirements set forth in Connecticut General Statutes §4-252a.***

Nondiscrimination; Connecticut General Statutes §4a-60 and §4a-60g. Proposer hereby represents, warrants and certifies to CHFA that the Proposer has a policy in place that complies with, and will remain in compliance with throughout the term of any contract or agreement awarded in connection with the Request for Proposals or Qualifications, to the extent applicable, the nondiscrimination requirements and warranties set forth in Connecticut General Statutes §4a-60 and §4a-60g as amended, if applicable.

CHFA shall not award or enter into any contract or agreement with Proposer if Proposer has not included the nondiscrimination affirmation provision in the contract and otherwise complied with the requirements set forth in Connecticut General Statutes §4a-60 & §4a-60g, if applicable.

Consulting Agreements; Connecticut General Statutes §4a-81. ***Notice: CHFA shall not enter into any contract or agreement with Proposer if Proposer fails to make and comply with the representation requirements set forth in Connecticut General Statutes §4a-81.*** Proposer hereby represents, warrants and certifies to CHFA that, to the extent any agreement or contract awarded in connection with the Request for Proposals or Qualifications has a total value of fifty thousand dollars or more in any calendar or fiscal year, no consulting agreement (as such term is defined in Connecticut General Statutes §4a-81(b)*) has been entered into in connection with such agreement or contract, except as follows:

(PLEASE CHECK APPROPRIATE BOX)

☐ No Consulting Agreements

OR

☐ Itemized Consulting Agreements, as follows:

(For each consultant, please list the name of the consultant, the consultant's firm, the basic terms of the consulting agreement, a brief description of the services provided, and an indication as to whether the consultant is a former state employee or public official. If the consultant is a former state employee or public official, indicate his or her former agency and the date such employment terminated)

1. _____
   _____
2. _____
   _____
3. _____

*"*consulting agreement*" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the state, (B) contracting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts and "consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such affidavit is submitted in accordance with the provisions of §4a-81 of the Connecticut General Statutes.*

Campaign Financing Contributions; Connecticut General Statutes §9-612(f) & (g). Proposer has delivered to CHFA a completed SEEC Form 10 Notice in accordance with Connecticut General Statutes §9-612(g)(1), a copy of which can be obtained at the following internet link: ***https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_10_final.pdf***

Proposer hereby represents, warrants and certifies to CHFA:

(1) that Proposer has received a copy of the written notice advising state contractors and prospective state contractors of the contribution and solicitation prohibitions set forth in Connecticut General Statutes §9-612(f)(2)(A) & (B), as amended;

(2) that the Proposer has not made any contributions to, or solicited any contributions on behalf of, any party committee, exploratory committee, candidate for state-wide office for the General Assembly, or political committee authorized to make contributions to or expenditures to or for, the benefit of such candidates, in the previous four years, that were determined by the State Elections Enforcement Commission to be violation of Connecticut General Statutes §9-612(f)(2)(A) & (B), as amended, without mitigating circumstances having been found to exist concerning such violation; and

(3) Proposer's chief executive officer or authorized signatory of this Request for Proposals or Qualifications submission has completed and delivered to CHFA the State of Connecticut Campaign Contribution Certification in accordance with Connecticut General Statutes §9-612, as amended.

Notice: CHFA shall not enter into any contract or agreement with Proposer if Proposer fails to make and comply with the representation requirements set forth in Connecticut General Statutes §9-612, as amended.

Each approved firm agrees that it will execute a contract satisfactory to CHFA which includes representations and certifications, similar to those agreed upon herein, to comply with the provisions of Connecticut General Statutes applicable to contracts with CHFA.

Notice: ***All representations, warranties and disclosures contained above are sworn as true to the best knowledge and belief of the below authorized signatory and any false statements made herein are punishable under the penalty for false statement set out in §53a-157b of the Connecticut General Statutes.***

PROPOSER:

[ENTITY NAME]

By:_____
Name:
Title:

Sworn and subscribed before me on this _____ day of _____, 2026.

_____
Notary Public/Commissioner of the Superior Court

Exhibit C

OPM Form 1

STATE OF CONNECTICUT
CAMPAIGN CONTRIBUTION CERTIFICATION

Written or electronic certification to accompany a bid or proposal or a non-competitive contract with a value of $50,000 or more, pursuant to C.G.S. § 9-612.

INSTRUCTIONS:

Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any 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 submission of your bid or proposal (if no bid or proposal– submit this completed form with the earliest submittal of any document to the state or quasi-public agency prior to the execution of the contract), 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.

Check One:

☐ **Initial Certification**

☐ **Updated Certification because of change of information contained in the most recently filed certification**

CAMPAIGN CONTRIBUTION CERTIFICATION:

I certify that neither the contractor or prospective state contractor, nor any of its principals, have made any contributions to, or solicited any contributions on behalf of, any party committee, exploratory committee, candidate for state-wide office or for the General Assembly, or political committee authorized to make contributions to or expenditures to or for, the benefit of such candidates, in the previous four years, that were determined by the State Elections Enforcement Commission to be in violation of subparagraph (A) or (B) of subdivision (2) of subsection (f) of Section 9-612 of the General Statutes, without mitigating circumstances having been found to exist concerning such violation. Each such certification shall be sworn as true to the best knowledge and belief of the person signing the certification, subject to the penalties of false statement. If there is any change in the information contained in the most recently filed certification, such person shall submit an updated certification not later than thirty days after the effective date of any such change or upon the submittal of any new bid or proposal for a state contract, whichever is earlier.

All Campaign Contributions on behalf of any party committee, exploratory committee, candidate for state-wide office or for the General Assembly, or political committee authorized to make contributions to or expenditures to or for, the benefit of such candidate, for a period of four years prior to signing the contract or date of the response to the bid, whichever is longer, include:

Contribution Date	Name of Contributor	Recipient	Value	Description

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

Printed Contractor Name _____

Printed Name of Authorized Official _____

Signature of Authorized Official _____

Subscribed and acknowledged before me this_____day of_____, 20_____.

Commissioner of the Superior Court (or Notary Public) _____

My Commission Expires _____

Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations

Acknowledgement of Receipt of Explanation of Prohibitions for Incorporation in Contracting and Bidding Documents

This notice is provided under the authority of Connecticut General Statutes § 9-612 (f) (2) and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined on the reverse side of this page).

CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract* or *state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder, of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).

In addition, no holder or principal of a holder of a valid prequalification certificate shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of state senator or state representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall **knowingly** *solicit* contributions from the state contractor's or prospective state contractor's employees or from a *subcontractor* or *principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

DUTY TO INFORM

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

PENALTIES FOR VIOLATIONS

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties—Up to $2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of up to $2,000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than $5,000 in fines, or both.

CONTRACT CONSEQUENCES

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result in the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

DEFINITIONS

"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has managerial or discretionary responsibilities with respect to a state contract, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

"State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

"State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

"Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

"Dependent child" means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax return of such individual.

"Solicit" means (A) requesting that a contribution be made, (B) participating in any fundraising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee, serving on the committee that is hosting a fundraising event, introducing the candidate or making other public remarks at a fundraising event, being honored or otherwise recognized at a fundraising event, or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. "Solicit" does not include (i) making a contribution that is otherwise permitted under this chapter, (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office, (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this subdivision, or (v) mere attendance at a fundraiser.

"Subcontractor" means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty-first of the year in which the subcontract terminates. "Subcontractor" does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a subcontractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.

ACKNOWLEDGEMENT OF RECEIPT

SIGNATURE

DATE (mm/dd/yyyy)

NAME OF SIGNER

First Name	MI	Last Name	Suffix

TITLE

COMPANY NAME

Additional information may be found on the website of the State Elections Enforcement Commission,
www.ct.gov/seec
Click on the link to "Lobbyist/Contractor Limitations"

Instructions: CHFA Insurance Requirements

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at any CHFA facility. Contractors and vendors must obtain, at their own expense, all the insurance required here, and acceptable evidence of such insurance must be properly furnished to, and approved by, CHFA.

All subcontractors are subject to the same requirements. It is the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

CHFA also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be endorsed with ISO Endorsement CG 20 10 (or equivalent) *or* ISO Endorsement CG 20 26 (or equivalent), *and* ISO Endorsement CG 20 37 (or equivalent) if so required. These form numbers must be specifically referenced on the certificate of insurance. If your insurance company uses a different form to provide CHFA with additional insured status on your policies, copies of those forms must be provided in advance with the insurance certificate for review and approval by CHFA. All coverage must be primary as to CHFA.

The proper name for the entity to be named as additional insured is: "Connecticut Housing Finance Authority, and/or related or affiliated entities."

Evidence of compliance with these requirements is with the ACCORD form 25, "Certificate of Liability Insurance", with 30-day notice of cancellation, plus copies of any required additional insured endorsements. Certificates should be sent to: Connecticut Housing Finance Authority**,** Attention: Shelly Mondo., 999 West St., Rocky Hill, CT 06067. Tel.: (860) 721-9501, Fax: (860) 721-0527.

Current insurance certificates must be furnished to CHFA at all times. Replacement certificates must be furnished *prior to the expiration or replacement* of referenced policies.

Required (if checked)	Type of Insurance	Standard Requirement
√	**Commercial General Liability** **Contractors or service vendors:**	$1,000,000 per occurrence/ $2,000,000 aggregate bodily injury/property damage. The CGL policy must include coverage for: • liability from premises and operations. • liability from products or completed operations. • liability from actions of independent contractors. • liability assumed by contract. All coverage provided to CHFA under this section must be primary. CHFA must be named as "additional insured" on your CGL policy with ISO form CG 20 10 or CG 20 26 or equivalent CHFA must *also* be named as "additional insured" on your CGL policy with form CG 20 37 or equivalent The Aggregate limit must apply per job/project. Products/completed operations must be carried for 2 years after completion of job/acceptance by owner.
	Automobile Liability	$1,000,000 per accident for bodily injury/property damage, including hired & non-owned vehicles
√	**Workers' Compensation** **Employers Liability**	Statutory coverage in compliance with compensation laws of the State of Connecticut. $100,000 each accident, $500,000 Disease – Policy limit $100,000 each employee per policy period
√	**Umbrella Liability**	$1,000,000 Excess over underlying limits described above.
√	**Professional Liability**	$1,000,000 per claim/ $1,000,000 aggregate
	Cyber Liability	$1,000,000 per occurrence/$1,000,000 aggregate

Insurance Requirements

Contractors or vendors working for and/or doing business with the Connecticut Housing Finance Authority (CHFA), or using CHFA facilities, shall agree as a condition of acceptance to furnish and perpetually maintain, at their own expense, for the duration of any project, work, contract or use of CHFA facilities the following policies of insurance covering the following items. Insurance must be primary and endorsed to be noncontributory by CHFA, must be written in an insurance company A.M. Best rated as "A-VII" or better, and CHFA must be endorsed to the policy as an additional insured (except Worker's Compensation) unless this requirement is specifically waived in writing by CHFA. Contractors further agree that any subcontractor they intend to use on CHFA assigned work will be required to submit to the same indemnity and insurance requirements contained in this schedule. Contractor shall obtain insurance certificates stating that both Contractor and CHFA shall be endorsed to the subcontractor's insurance policies as additional insured.

Indemnification

The contractor/vendor shall save harmless, indemnify, and in the event of claim, notification or suit will immediately defend CHFA and any related or subsidiary entities, their officers, employees and volunteers, from and against all loss, costs, damage, expense, claims or demands arising out of or caused or alleged to have been caused in any manner by the performance of work or use of facilities herein provided, including all suits, claims or actions of every kind or description brought against the CHFA either individually or jointly with the entity or organization for or on the account of any damage or injury to any person or persons or property, including the entity or organization's employees or their property, caused or occasioned, or alleged to have been caused or occasioned in whole or in part by the entity or organization, including any subcontractor, their employees or agents.

Certificates of Insurance

Before starting any work, or commencing any use or occupancy of CHFA premises, the contractor or vendor shall furnish to CHFA a certificate of insurance indicating, specifically, the existence of those coverages and limits set forth as follows. CHFA must be named on the insurance certificate as "additional insured" for the coverage's afforded, and a copy of the actual policy endorsement that adds CHFA as an additional insured must be attached to the certificate (Blanket additional insured endorsements are deemed acceptable). It is also the duty of contractor or vendor to provide renewal or replacement certificates and endorsements to CHFA upon renewal or new placement of any insurance policy which may expire or renew during the term of any project or engagement, and to give CHFA thirty (30) days notice of any cancellation or change in the terms of such policy or policies during the periods of coverage. Upon request of CHFA, the contractor or vendor shall furnish to CHFA for its examination and approval such policies of insurance with all endorsements, or copies thereof, certified by the agent of the insurance company.

The contractor or vendor agrees to forward a signed original of this Insurance Requirement signed by an authorized Officer or Agent for the contractor or vendor, to the care of**:** Connecticut Housing Finance Authority**, Shelly Mondo**, 999 West St., Rocky Hill, CT 06067. Tel.: (860) 571-4389, Fax: (860) 721-0527, Email: Shelly.mondo@chfa.org, as an acknowledgement and acceptance to the terms and conditions stated herein and prior to the commencement of any work being performed.

_____ _____

Signed by (contractor or vendor) (type/print name of contractor or vendor)

_____

Date

Connecticut Housing Finance Authority Ethics Statement

The Connecticut Housing Finance Authority ("CHFA") was created in 1969 by the State legislature as a quasi-public agency of the State of Connecticut. Its purpose is to help alleviate the shortage of affordable housing for low and moderate-income families and persons in Connecticut, and when appropriate, to promote or maintain the economic development of the State through employer-assisted housing efforts.

CHFA administers a multi-billion dollar portfolio of housing related financing in the State resulting primarily from its loan programs for both single and multifamily housing. These programs are financed by the proceeds of tax exempt and taxable bonds issued by CHFA together with State funds it administers and its own funds. CHFA has significant interaction with the State and private financial markets and has relationships with both nonprofit and for profit developers of housing. It is important that the CHFA Board of Directors and its employees and persons doing business or seeking to do business with CHFA understand and comply at all times with CHFA's ethical standards in the performance of their duties and conduct of their business.

It is the policy of the Connecticut Housing Finance Authority that its employees and members of its Board of Directors will comply with all laws and regulations pertaining to the conduct of CHFA's business and administration of its programs and that they will do so with the highest standards of ethical behavior. Those with whom CHFA does business are expected to similarly comply with applicable laws and regulations and standards. Any breach or deviation from applicable laws and regulations or standards will result in appropriate disciplinary action including but not limited to termination of employment and sanctions as required by CHFA and state law.

The CHFA Board of Directors and all CHFA employees are subject to the Code of Ethics for Public Officials, Connecticut General Statutes Chapter 10, Part 1, § § 1-79 through 1-89 as amended ("Code of Ethics") in the discharge of their duties, including, but not limited to, the following provisions:

- Gifts - In general, acceptance of gifts from anyone doing business with or seeking to do business with CHFA or from persons known to be a registered lobbyist or lobbyist's representative is prohibited
- Financial Benefit - use of office for financial benefit of the individual, certain family members or associated businesses is prohibited
- Outside Employment - outside employment which may impair independence of judgment or induce disclosure of confidential information is prohibited (Note: Connecticut General Statutes § 8-244(b) provides notwithstanding the provisions of any other law to the contrary, it shall not constitute a conflict of interest for a trustee, director, partner or officer of any person, firm or corporation, or any individual having a financial interest in a person, firm or corporation, lo serve as a member of the authority, provided such trustee, director, partner, officer or individual shall abstain from deliberation, action or vote by the authority in specific respect to such person, firm or corporation.)
- Financial Disclosure - filing of financial disclosure statements with the State Ethics Commission is required by certain employees and the Board of Directors
- Post -State Employment - accepting employment with parties to contracts or regulated parties upon leaving CHFA is restricted (Note: Connecticut General Statutes § 1-84b(c) provides exceptions for members or former members of the boards or commissions who serve ex officio, who are required by statute to represent the regulated industry or who are permitted by statute to have a past or present affiliation with the regulated industry.)

Members of the Board of Directors and all CHFA employees are provided a copy of the Code of Ethics. Additionally, CHFA employees are subject to the provisions of the CHFA employee handbook as amended ("Employee Handbook") including, but not limited to:

- Provisions limiting conflicts of interest and requiring filing of a statement with the President-Executive Director regarding any outside employment (§107)
- Requiring gifts with a value of $10 to be returned or directed to CHFA (§107)
- Prohibiting acceptance of meals or entertainment from those in a position to benefit from CHFA decisions, contracts or financing (§107)
- Limitations on outside employment including prohibiting conducting outside business or employment during working hours or using CHFA facilities or resources to conduct any business other than CHFA official business (§108)
- Requiring compliance with the Code of Ethics (§701)

Copies of this Ethics Statement, the Code of Ethics and Employee Handbook are provided to employees and to each new employee prior to the commencement of employment with CHFA. Employees are required to sign a statement acknowledging receipt of the Code of Ethics and Employee Handbook and agreeing to comply with their requirements.

Employees who leave CHFA are required to comply with the Code of Ethics provisions regarding post-employment and are reminded of these during an exit interview with CHFA's Human Resources staff.

Breaches of any of the provisions of the Code of Ethics or Employee Handbook or other governing laws or regulations will result in disciplinary action up to and including dismissal, in addition to sanctions provided by state law.

CHFA has designated as its Ethics Liaison its General Counsel. The Ethics Liaison is an available resource to CHFA employees regarding statutory and regulatory compliance and questions regarding ethical standards; however, questions concerning the applicability or enforcement of the Code of Ethics are to be directed to the State of Connecticut Ethics Commission.

Persons doing business with or seeking to do business with CHFA will be provided with a copy of this Ethics Statement and are required to comply with the applicable provisions of the Code of Ethics and the Code of Ethics for Lobbyists, Connecticut General Statutes §§1-91 through 1-101 and other governing laws and regulations including, but not limited to:

- Restrictions on gift giving (§ 1-84(f),(m))
- Employment (§ 1-84(g), 1-84b(c)(3)
- Reporting (§ 1-84(o)

and are required to comply with requirements of Connecticut General Statutes §3-13j and §3-131 regarding disclosure of third party fees and finders fees and §§4-250 through 4-252 regarding affidavits and certifications for large state contracts.