



## **REQUEST FOR PROPOSALS FOR MANAGED SERVICES SUPPORT OF SALESFORCE**

### **I. PURPOSE**

The Connecticut Green Bank (“Green Bank”) seeks proposals from qualified vendors (“Contractor”) to advise and consult regarding ongoing maintenance and enhancements to the Green Bank’s existing Salesforce platform.

### **II. GREEN BANK BACKGROUND**

The Green Bank was established by the Connecticut General Assembly in 2011. As the nation’s first green bank, it is leading the clean energy finance movement by leveraging public and private funds to scale-up renewable energy deployment and energy efficiency projects across Connecticut. The Green Bank’s success in accelerating private investment in clean energy is helping Connecticut create jobs, increase economic prosperity, promote energy security and address climate change. In 2017, the Green Bank received the Innovations in American Government Award from the Harvard Kennedy School Ash Center for Democratic Governance and innovation for their “Sparking the Green Bank Movement” entry. For more information about the Green Bank, please visit [www.ctgreenbank.com](http://www.ctgreenbank.com).

### **III. PROGRAM BACKGROUND**

As an organization, the Green Bank emphasizes creating products and programs that make a measurable impact on the communities we serve in Connecticut. We offer financial tools for homeowners and business owners that drive energy efficiency and clean energy and decrease their overall energy expenses.

In order to fulfill our vision and mission, the Green Bank offers a portfolio of financing and incentive programs to its customers.

- **Financing Programs:** This constitutes the core business of the Green Bank, where we focus on leveraging limited public funds to attract and mobilize multiples of private capital investment to finance clean energy projects. The financing programs that the Green Bank administers include the Commercial Property Assessed Clean Energy (C-PACE) Program, the Green Bank Solar Power Purchase Agreement (Solar PPA) Program, Multifamily Products, and other project financing, but at this point, C-PACE and Solar PPA are the primary products that utilize Salesforce to manage our pipeline of potential investments and to track our closed deals. In addition, we use Salesforce Communities for C-PACE to streamline data input and contractor communications.

- C-PACE enables building owners to pay for clean energy improvements over time through a voluntary benefit assessment on their property tax bills. This process makes it easier for building owners to secure low-interest capital for up to 25 years to fund energy improvements and is structured so that energy savings more than offset the benefit assessment.
  - Solar PPA provides a third-party ownership structure to deploy solar PV systems for commercial scale end-use customers (e.g., businesses, nonprofits, municipal and state governments, affordable multifamily properties, etc.) that uses a multi-year PPAs to finance projects while reducing energy costs for the host customer.
  - Solar Marketplace Assistance Program Plus (Solar MAP+) helps affordable multifamily housing providers, municipalities, and state agencies navigate the solar marketplace to access renewable energy and achieve energy savings. The program provides hands-on support that simplifies every step of the solar procurement process — from project planning through execution — so that communities can realize the benefits of solar and battery storage with fewer challenges and roadblocks.
- Incentive Programs: The Governor and the Connecticut General Assembly will ask the Green Bank to administer certain incentive (or grant) programs in order to reach certain public policy objectives around clean energy. The incentive programs that the Green Bank currently administers are the Residential Solar Investment Program (RSIP), the Smart-E loan program, and Energy Storage Solutions (ESS), a new energy storage program designed to help Eversource and UI customers install energy storage at their home or business. At this point, only ESS is managed through our Salesforce instance.
    - Energy Storage Solutions will help lower the cost of buying a battery by providing upfront and performance incentives. The upfront incentive will be passed onto the customer as a reduction in total system cost. The performance incentive payments will be received after each performance incentive season, based on average power your battery contributes to the grid during critical periods.

#### **IV. SCOPE OF SERVICES**

Work with management, IT staff, Salesforce administrators, program staff, and other Green Bank stakeholders to customize, maintain, and enhance the Green Bank's existing Salesforce platform. These services include but are not limited to:

1. Ongoing Salesforce Managed Services and Support
  - Ongoing management and support for the Green Bank's Salesforce instance, as needed
  - Creation, modification, and maintenance of objects, fields, page layouts, record types, validation rules, flows, reports, dashboards, list views, permission sets, and related Salesforce configuration
  - Support for custom Salesforce processes that support Green Bank business operations, including program intake, project tracking, deal and investment pipeline management, contractor and partner coordination, case management, compliance tracking, approvals, document generation, reporting, and other program-specific workflows
  - Development and support of reports and dashboards, including customized reporting for management, program teams, finance, investment, compliance, and operational needs

- Troubleshooting and resolution of Salesforce issues, including user access issues, automation errors, integration errors, reporting issues, data quality issues, and system performance concerns
  - Development of Salesforce enhancements using declarative tools where appropriate, including Flow and other Salesforce automation tools, and custom development where necessary
  - Regular check-in calls or meetings with Green Bank staff to review priorities, open items, enhancement requests, risks, completed work, and upcoming Salesforce needs
2. Salesforce 2.0 Data Reorganization, Architecture, and Implementation Support
- Support for the Green Bank's Salesforce 2.0 data reorganization effort, including data model design, object and field rationalization, migration planning, data cleanup, data mapping, testing, and transition from legacy program-specific structures to more unified and scalable data structures where appropriate
  - Support for the consolidation of program data into shared project, account, contact, opportunity, case, and related Salesforce structures to improve cross-program reporting, reduce duplicative configuration, and support long-term system scalability
  - Review of existing Salesforce objects, fields, automations, reports, dashboards, integrations, and data dependencies to identify risks, cleanup opportunities, and recommended improvements related to Salesforce 2.0 and ongoing system maintenance
  - Support data migration, data validation, reconciliation, user acceptance testing, deployment planning, and post-implementation support related to Salesforce 2.0
  - Advise on Salesforce architecture decisions needed to support current and future Green Bank programs, business lines, reporting needs, integrations, and governance requirements
  - Propose implementation plans as needed for Salesforce 2.0 work, integrations, data migrations, reporting improvements, and other system changes
3. System Administration, Integrations, Security, Training, and Reporting
- Management and support of sandbox and production environments, including testing, deployment planning, change management, and release support
  - Integration support into and from third-party systems, which may include Marketing Cloud Account Engagement, formerly Pardot, DocuSign, FormAssembly, Calendly, finance systems, data analytics tools, document management tools, or other platforms used by the Green Bank
  - Facilitate the identification, adoption, integration of AI tools to automate processes including but not limited to document collection and verification, data entry, and others
  - Provide system enhancement options, including pros, cons, risks, estimated level of effort, cost estimates, and recommended implementation approach
  - Recommend security and access control improvements, including review of profiles, permission sets, roles, sharing settings, public groups, field-level security, connected apps, and user access practices
  - Support Salesforce governance, including documentation standards, naming conventions, release management, enhancement intake, prioritization, and change control processes
  - Describe systems maintenance needs, technical debt, data quality concerns, backup considerations, and recommended future improvements
  - Review disaster recovery configuration, backup strategy, sandbox strategy, and business continuity considerations related to Salesforce

- Plan, organize, and deliver training on new Salesforce enhancements, Salesforce 2.0 changes, customized reporting, dashboards, and new or modified business processes to maximize adoption and effective use of the system
- Provide documentation and knowledge transfer for completed work, including technical documentation, user guides, process documentation, testing documentation, and administrative handoff materials
- Provide the Green Bank with an annual report of completed work, system enhancements, Salesforce 2.0 support, outstanding risks or technical debt, recommended follow-up items, and related discussions

## **V. REQUIREMENTS**

### **1. REQUIRED QUALIFICATIONS**

- a. More than five years of experience providing managed services in support of Salesforce

### **2. PREFERRED QUALIFICATIONS**

- a. Experience supporting businesses involved in clean energy, environmentally focused programs, public policy, or other relevant fields
- b. Experience working with state agencies and/or a demonstrated focus in the nonprofit sector, preferably with small or medium sized organizations
- c. Experience working with process automation including but not limited to OCR and AI tools
- d. SOC 2 compliance
- c. Applicants from Black, Indigenous, People of Color, Women, non-native English speakers, and other people underrepresented in the clean energy workforce are strongly encouraged to apply
- d. Connecticut-based companies will be given preference

### **3. PROPOSAL PROCESS**

Each bidder shall carefully examine the RFP and any and all amendments, exhibits, revisions, and other data and materials provided with respect to this RFP process. Bidders should familiarize themselves with all proposal requirements prior to submitting their proposal.

If Contractor has questions regarding this RFP, the following process should be observed:

- a. All questions regarding this RFP shall be submitted in writing to Joe Boccuzzi by email at Joe.Boccuzzi@ctgreenbank.com. The subject line should be identified as "RFP for CTGB Salesforce Managed Services Question".
- b. Questions must be received no later than 5PM ET on Tuesday, June 16<sup>th</sup>, 2026. Questions received after this deadline may not be answered in Green Bank's sole discretion.
- c. Green Bank will review questions received and may issue written responses in the form of a Q&A addendum. Any Q&A addendum will be made available to all prospective bidders through the Green Bank RFP webpage or other appropriate public posting location. Green Bank will aim to post the Q&A addendum by 5PM ET on Friday, 19<sup>th</sup>, 2026.

- d. Green Bank may consolidate, edit, or rephrase questions for clarity and will not identify the vendor that submitted a question.
- e. Prospective bidders should not contact other Green Bank staff regarding this RFP unless specifically directed to do so by Green Bank.
- f. Green Bank does not anticipate holding a pre-bid webinar or conference for this RFP. However, Green Bank reserves the right to do so if it determines that additional clarification would be helpful or necessary.

If Contractor is interested in submitting a proposal, the following requirements should be observed:

- a. Proposals must be received no later than 5PM ET on Tuesday, June 30<sup>th</sup>, 2026. Proposals received after the aforementioned date and time may not be considered in Green Bank's sole discretion.
- b. Proposals shall be submitted electronically to Joe Boccuzzi at the following email address: [Joe.Boccuzzi@ctgreenbank.com](mailto:Joe.Boccuzzi@ctgreenbank.com). The subject line should be identified as: "Proposal for Salesforce Managed Services 2026".
- c. Contractors may be required to interview with Green Bank staff if deemed necessary.

#### **4. PROPOSAL FORMAT**

The following format should be followed in order to provide Green Bank with a working basis on which to compare one proposal with another. Each of the elements within this outline is expected to be addressed in any submitted proposal. However, additions may be made where necessary for purposes of clarification or amplification. Please limit proposals to no more than 10 pages.

##### **a. EXECUTIVE SUMMARY**

- 1. General background of Contractor, including history of the company, number of employees, clients and retail projects evaluated, including a description of the projects and their size.
- 2. Listing of three (3) clients for reference use for whom Contractor has performed similar services as those contemplated by this RFP, please include the name and telephone number(s) of the contact person at each reference.
- 3. Description of any litigation, pending judgments, etc., which could affect the proposer's ability to enter into an agreement with Green Bank. A description of the circumstances involved in any defaults by the proposer. If you have been subjected to any outside audits in the past three years, state by whom the audit was performed, for whom, the facility involved, and the results of the audit.
- 4. Please let us know if you are a minority-owned, veteran-owned or woman-owned business.<sup>1</sup>

Include in the proposal any other information you may deem relevant or helpful in Green Bank's evaluation of Contractor or proposal.

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<sup>1</sup> We encourage all Connecticut-based small business enterprises (SBE) and minority business enterprises (MBE) to become certified with the State of Connecticut's Department of Administrative Services. You can verify your eligibility to register as an SBE and/or MBE [here](#) and [apply here](#).

b. TECHNICAL REQUIREMENTS

All proposals which comply with submittal requirements will:

1. Set forth Contractor's areas of expertise from the description above.
2. Describe your overall approach, plans, and qualifications for accomplishing the specific services described above.
3. Provide the names of the employees in your company who would be assigned to this project, give a description of each person's experience and qualifications, indicate probable areas of responsibility.

c. COST OF SERVICES

1. Please provide your proposed costs for the completion of this project in its entirety. Cost estimates will be considered as "not to exceed" quotations, except to the extent that the assumed scope is changed by mutual agreement in writing.
2. If Contractor has discounted rates for governmental entities such as Green Bank, then please provide such rates.

**VI. GENERAL TERMS AND CONDITIONS**

If Contractor elects to respond to this RFP, submission of your proposal assumes the acceptance of the following understandings:

- a. Green Bank reserves the right to reject any or all of the proposals received in response to the RFP, to waive irregularities or to cancel or modify the RFP in any way, and at any Green Bank chooses, in its sole discretion, if Green Bank determines that it is in the interest of Green Bank.
- b. Green Bank further reserves the right to make awards under this RFP without discussion of the proposals received. Proposals should be submitted on the most favorable terms from a technical, qualifications, and price standpoint. Green Bank reserves the right not to accept the lowest priced proposal.
- c. Proposals must be signed by an authorized officer of the Contractor. Proposals must also provide name, title, address and telephone number for individuals with authority to negotiate and contractually bind Contractor, and for those who may be contacted for the purpose of clarifying or supporting the information provided in the proposal.
- d. Green Bank will not be responsible for any expenses incurred by any proposer in conjunction with the preparation or presentation of any proposal with respect to this RFP.
- e. Green Bank's selection of a Contractor through this RFP is not an offer and Green Bank reserves the right to continue negotiations with the selected Contractor until the parties reach a mutual agreement.

- f. Contractor will execute a Professional Service Agreement (PSA) as set forth in the attached Exhibit A. If the Contractor does not agree with any of the specific terms set forth in the PSA, the Contractor must set forth such terms and rationale in your response to this RFP.

**GREEN BANK IS SUBJECT TO THE REQUIREMENTS OUTLINED IN SECTIONS 16-245N OF THE CONNECTICUT GENERAL STATUTES. GREEN BANK SHALL HAVE NO LIABILITY OR OBLIGATION OF ANY SORT HEREUNDER, INCLUDING, WITHOUT LIMITATION, IF FOR ANY REASON OR NO REASON A BINDING AGREEMENT IS NOT ENTERED INTO WITH ANY PROPOSER. IN MAKING ITS SELECTION OF A SUCCESSFUL BIDDER, GREEN BANK MAY CONSIDER ANY AND ALL FACTORS AND CONSIDERATIONS WHICH GREEN BANK, IN ITS SOLE DISCRETION, DEEMS RELEVANT, THE RELATIVE IMPORTANCE OF WHICH SHALL BE IN THE SOLE DISCRETION OF GREEN BANK.**

## **EXHIBIT A**

### **SAMPLE PROFESSIONAL SERVICES AGREEMENT**

This Standard Professional Services Agreement (“Agreement”) is made on **INSERT DATE** (“Effective Date”), by and between the CONNECTICUT GREEN BANK (“Green Bank”), a quasi-public agency of the State of Connecticut, having its business address at 75 Charter Oak Avenue, Suite 1-103, Hartford, CT 06106, and **INSERT NAME** (“Consultant”), having its business address at **INSERT ADDRESS**. Green Bank and Consultant together are the Parties and each individually is a Party to this Agreement.

**WHEREAS, INSERT SUMMARY LANGUAGE AS NECESSARY;** and

**WHEREAS, INSERT SUMMARY LANGUAGE AS NECESSARY;**

**NOW, THEREFORE,** Green Bank and Consultant, intending to be legally bound, agree as follows:

**1. Scope of Services.** Consultant shall provide Green Bank with professional consulting services (“Work”) as detailed in Consultant’s proposal in Attachment A, which is incorporated into this Agreement. **In the event of a conflict between the terms and conditions in this Agreement and the terms and conditions in the Proposal, this Agreement shall control.**

**[INSTEAD OF AN ATTACHMENT, YOU MAY DROP-IN THE SCOPE OF SERVICES.]**

**2. Period of Performance.** Green Bank agrees to retain Consultant, and Consultant agrees to perform the Work under this Agreement, beginning on the Effective Date and ending twelve (12) months from the Effective Date (“Period of Performance”), unless earlier terminated in accordance with Section 8 of this Agreement. The Parties can

extend the Period of Performance only by a written amendment to this Agreement signed and dated by Green Bank and Consultant.

**3. Payment.** Green Bank agrees to pay Consultant for the Work performed within the Scope of Services of this Agreement, but in an amount not-to-exceed **INSERT AMOUNT** inclusive of hourly fees and any other expenses. The person(s), and their title and their hourly rate, performing the Work under this Agreement are as follows:

**INSERT NAME(S) AND TITLE(S)**

**INSERT HOURLY RATE**

**THE NOT-TO-EXCEED AMOUNT OF THIS AGREEMENT CAN BE MODIFIED BY THE PARTIES ONLY BY A WRITTEN AMENDMENT SIGNED AND DATED BY GREEN BANK AND CONSULTANT PRIOR TO ANY WORK TO BE PERFORMED BY CONSULTANT WHICH WOULD RESULT IN PAYMENTS IN EXCESS OF THE NOT-TO-EXCEED AMOUNT OF THIS AGREEMENT.**

**4. Invoices.** Consultant shall submit itemized monthly invoices with detailed accounting for hourly fees and expenses. **Out of pocket expenses shall be billed at cost with receipt. Expenses above \$75.00 are subject to the Green Bank's prior written approval [only if applicable, otherwise remove].** All invoices shall be subject to Green Bank's approval for conformity with the terms and conditions of this Agreement. For approved invoices, Green Bank will pay Consultant within thirty (30) days of receipt by Green Bank of an invoice. Consultant agrees to include the PSA #, which can be found at the top of this Agreement, on all invoices submitted to Green Bank in connection with Work performed under this Agreement. Invoices shall be submitted to:

Connecticut Green Bank  
75 Charter Oak Avenue  
Suite 1-103  
Hartford, CT 06106  
Attn: Accounts Payable Department

**UNDER NO CIRCUMSTANCES WILL GREEN BANK ACCEPT INVOICE(S) SUBMITTED BY CONSULTANT WHICH THE TOTAL AMOUNT OF THE INVOICE(S) EXCEEDS THE NOT-TO-EXCEED AMOUNT OF THIS AGREEMENT.**

**5. Subcontracting or Assignment.** Consultant shall not subcontract, assign, or delegate any portions of the Work under this Agreement to any other person or entity not identified in Section 3, above, without prior written approval from Green Bank.

**6. Independent Contractor.** Consultant understands that it is acting as an independent contractor and shall not hold itself out as representing or acting in any manner on behalf of Green Bank except within the Scope of Work of this Agreement or any other active agreements between Green Bank and Consultant.

**7. Disclosure of Information.** Consultant agrees to disclose to Green Bank any information discovered or derived in the performance of the Work required under this Agreement. Consultant shall not disclose to others any such information, any information received or derived in performance of this Agreement, or any information relating to Green Bank without the prior written permission of Green Bank, unless such information is otherwise available in the public domain.

**8. Termination.** (a) This Agreement may be terminated by either Party giving ten (10) business days prior written notice to the other Party. In the event of such termination, Green Bank shall be liable only for payment in accordance with the payment provisions of the Agreement for the Work actually performed prior to the date of termination.

(b) If this Agreement is not renewed at the end of this term, or is terminated for any reason, the Contractor must provide for a reasonable, mutually agreed period of time after the expiration or termination of this Agreement, all reasonable transition assistance requested by Green Bank, to allow for the expired or terminated portion of the services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such services to Green Bank or its designees. Such transition assistance will be deemed by the Parties to be governed by the terms and conditions of this Agreement, except for those terms or conditions that do not reasonably apply to such transition assistance. Green Bank will pay the Contractor for any resources utilized in performing such transition assistance at the most current rates provided by this Agreement. If there are no established contract rates, then the rate shall be mutually agreed upon. If Green Bank terminates this Agreement for cause, then Green Bank will be entitled to offset the cost of paying the Contractor for the additional resources the Contractor utilized in providing transition assistance with any damages Green Bank may have otherwise accrued as a result of said termination.

**9. Indemnification and Limitation of Liability.** Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless Green Bank, its officers, directors, and employees against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Consultant's negligent performance of professional services under this Agreement and that of its sub-consultants or anyone for whom the Consultant is legally liable.

Neither Party shall be liable to the other Party for indirect, incidental, punitive, special, or consequential damages arising out of this Agreement, even if the Party has been informed of the possibility of such damages, including but not limited to, loss of profits, loss of revenues, failure to realize expected savings, loss of data, loss of business opportunity, or similar losses of any kind. However, this limitation shall not apply to damages of any kind related to criminal, intentional, reckless, or grossly negligent conduct or omissions on the part of either Party.

**10. Quality of Service.** Consultant shall perform the Work with care, skill, and diligence in accordance with the applicable professional standards currently recognized by his/her profession, and shall be responsible for the professional quality, technical accuracy, completeness, and coordination of all work product and/or Work furnished

under this Agreement. If Consultant fails to meet applicable professional standards, Consultant shall, without additional compensation, correct or revise any errors or deficiencies in any work product and/or Work furnished under this Agreement.

**11. Severability.** In the event that any one or more of the provisions contained in this Agreement shall be held to be invalid, illegal, or unenforceable in any respect, then such invalidity, illegality, or unenforceability shall not affect any other provisions of this Agreement, and all other provisions shall remain in full force and effect. If any provision of this Agreement is held to be excessively broad, then that provision shall be reformed and construed by limiting and reducing it to be enforceable to the maximum extent permitted by law.

**12. Entire Agreement.** This Agreement constitutes the entire agreement of the Parties hereto, and supersedes any previous agreement or understanding. This Agreement may not be modified or extended except in writing executed by the Parties.

**13. Governing Law.** The validity, interpretation, and performance of this Agreement shall be governed by the laws of the State of Connecticut. All disputes which arise in connection with, or in relation to, this Agreement or any claimed breach thereof shall be resolved, if not sooner settled, by litigation only in Connecticut or the Federal Court otherwise having subject matter jurisdiction over the dispute and not elsewhere, subject only to the authority of the Court in question to order changes of venue. To this end, Consultant waives any rights it may have to insist that litigation related to this Agreement to which Consultant is a party be had in any venue other than the above court, and covenants not to sue Green Bank in court other than the above courts with respect to any dispute related to this Agreement.

**14. Non-Discrimination.** The Consultant will not discriminate or permit discrimination against any person or group of persons pursuant to Conn. Gen. Stat. §§ 4a-60 and 4a-60a.

**15. Occupational Safety and Health Act Compliance.** Consultant certifies it (1) has not been cited for three or more willful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the date of the Agreement, provided such violations were cited in accordance with the provisions of any state occupational safety and health act or the Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction or (2) has not received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the date of the Agreement.

**15. Consulting Agreements Representation.** Pursuant to section 4a-81 of the Connecticut General Statutes, the Consultant makes the representations set forth in the Consulting Agreements Representation (OPM Form 2) attached hereto.

**16. Campaign Contribution Restriction and Certification.** For all state contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this Agreement represents that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See [https://seec.ct.gov/Portal/data/forms/ContrForms/seec\\_form\\_10\\_final.pdf](https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_10_final.pdf). The Consultant makes the representations set forth in the Campaign Contribution Certification (OPM Form 1) attached hereto.

**17. Occupational Safety and Health Act Compliance.** Consultant certifies it (1) has not been cited for three or more willful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the date of the Agreement, provided such violations were cited in accordance with the provisions of any state occupational safety and health act or the Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction or (2) has not received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the date of the Agreement.

**18. Large State Contract Representation for Contractor.** Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz Executive Order No. 21-2, promulgated July 1, 2021, the Consultant, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:

- a. That no gifts were made by (A) the Consultant, (B) any principals and key personnel of the Consultant, who participate substantially in preparing bids, proposals or negotiating State contracts, or (C) any agent of the Consultant or principals and 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 requests 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;
- b. That no such principals and key personnel of the Consultant, or agent of the Consultant or of such principals and key personnel, knows of any action by the Consultant to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Consultant to provide a gift to any such public official or State employee; and

- c. That the Consultant is submitting bids or proposals without fraud or collusion with any person.

**19. Large State Contract Representation for Official or Employee of Quasi-Public Agency.** Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz Executive Order No. 21-2, promulgated July 1, 2021, the Green Bank official or employee represents that the selection of the most qualified or highest ranked person, firm or corporation 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.

**20. Limitation on Recourse.** All liabilities and obligations of Green Bank under this Agreement are subject and limited to the funding available under Connecticut law.

**21. Non-impairment and Assessment.** As a further inducement for the Consultant to enter into this Agreement, subsection (h) of section 16-245n of the Conn. General Statutes is incorporated into this Agreement.

**22. Freedom of Information Act.** Green Bank is a “public agency” for purposes of the Connecticut Freedom of Information Act (“FOIA”). This Agreement and information received pursuant to this Agreement will be considered public records and will be subject to disclosure under the FOIA, except for information falling within one of the exemptions in Conn. Gen. Stat. Sections § 1-210(b) and § 16-245n(d).

Because only the particular information falling within one of these exemptions can be withheld by Green Bank pursuant to an FOIA request, Consultant should specifically and in writing identify to Green Bank the information that Consultant claims to be exempt. Consultant should further provide a statement stating the basis for each claim of exemption. It will not be sufficient to state generally that the information is proprietary or confidential in nature and not, therefore, subject to release to third parties. A convincing explanation and rationale sufficient to justify each exemption consistent with General Statutes §1-210(b) and § 16-245n(d) must be provided.

Consultant acknowledges that (1) Green Bank has no obligation to notify Consultant of any FOIA request it receives, (2) Green Bank may disclose materials claimed by Consultant to be exempt if in its judgment such materials do not appear to fall within a statutory exemption, (3) Green Bank may in its discretion notify Consultant of FOIA requests and/or of complaints made to the Freedom of Information Commission concerning items for which an exemption has been claimed, but Green Bank has no obligation to initiate, prosecute, or defend any legal proceeding, or to seek to secure any protective order or other relief to prevent disclosure of any information pursuant to an FOIA request, (4) Consultant will have the burden of establishing the availability of any FOIA exemption in any such legal proceeding, and (5) in no event shall Green Bank or any of its officers, directors, or employees have any liability for the disclosure of documents or information in Green Bank’s possession where Green Bank, or such officer,

director, or employee, in good faith believes the disclosure to be required under the FOIA or other law.

**23. Execution and Facsimile.** This Agreement may be executed in any number of counterparts (including those delivered by facsimile or other electronic means), and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, shall together constitute but one and the same agreement.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the day and year first above written.

**CONNECTICUT GREEN BANK**

By: \_\_\_\_\_  
Bryan T. Garcia, President and CEO

**CONSULTANT**

By: \_\_\_\_\_  
INSERT NAME  
INSERT TITLE



**STATE OF CONNECTICUT  
CONSULTING AGREEMENT REPRESENTATION**

*Representation to accompany a purchase of service contract 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).*

**INSTRUCTIONS:**

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):** Mark the fields below with "Not Applicable (N/A)". Sign and date the form on the second page in the presence of a Commissioner of the Superior Court or Notary Public.

Submit completed form to the awarding State agency at the time of contract execution.

Pursuant to section 4a-81 of the Connecticut General Statutes, the Contractor represents that it has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below. "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) contacting, 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. "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 contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes.

\_\_\_\_\_  
Consultant's Name and Title Name of Firm (if applicable)

\_\_\_\_\_  
Start Date End Date Cost

The basic terms of the consulting agreement are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Services Provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

If YES: \_\_\_\_\_  
Name of Former State Agency Termination Date of Employment

**SIGNATURE AND NOTARIZATION ON NEXT PAGE**

**Contractor**

Contractor Name: \_\_\_\_\_

Name of Signatory (print): \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

The undersigned, being the person signing the Contract, swears that the representation in the Consulting Agreements Representation provision in this Contract is true to the best of my knowledge and belief, and is subject to the penalties of false statement.

\_\_\_\_\_  
Signature

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Commissioner of the Superior Court  
or Notary Public

\_\_\_\_\_  
My Commission Expires



## 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.*

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### **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**

