

## STATE OF CONNECTICUT DEPARTMENT OF SOCIAL SERVICES

### **CONTRACT AMENDMENT**

Contractor:

Town of Wallingford

Contractor Address:

Wallingford Town Hall, 45 South Main Street, Wallingford, CT .06492

Contract Number:

14DSS1302BP / 148-HHD-11

Amendment Number:

Amendment 3

Amount as Amended:

\$287,453.00

Contract Term as Amended: 10/1/2014 to 6/30/2018

The contract between Town of Wallingford ("Contractor") and the Connecticut Department of Social Services ("Department"), which was last executed by the parties and approved by the Office of the Attorney General on 10/17/2014, and previously amended on 10/21/2015 and 10/5/2016 is hereby further amended as follows:

- 1. The term of the contract is extended for an additional one (1) year and the end date of the contract is changed from 6/30/17 to 6/30/18.
- 2. The total maximum amount payable under the contract has increased by \$67,481 from \$219,972 to \$287,453 to provide funding for the extended term of the contract.
- 3. DSS contract/contact person on page 1 of the original contract shall be deleted and replaced as follows: Donna LoCurto at (860) 424-5323.
- 4. For the period 7/1/17 through 6/30/18, Part I, Section J. labeled BUDGET AND PAYMENT PROVISIONS, subsection 1 of this contract and Amendments thereof, shall be deleted and replaced with the following:

#### **PART I**

FINANCIAL SUMMARY

PROGRAM NAME: PROGRAM NUMBER:

Hispanic Human Resource Development Program

14DSS 1302BP-A3

	R	equested	Adjustments	1	Approved
Contract Amount	\$	219,972			
For Amendments Only					
<b>Previously Approved Contract Amount</b>	\$	219,972		-	007.45
Amount of Amendment			67,481	\$	287,45

Line #	ltem	Subcategory (a)	Line Item Total (b)	Adjustments (c)	Revised Total (d)
1	UNIT RATE	(3			
-	1a. Bed Days				
	1b. Client Advocate				
	1c. Security Deposit				41
	1d. Other Unit Rate Costs				
	TOTAL UNIT RATE				
2	CONTRACTUAL SERVICES			*	
	2a. Accounting				
	2b. Legal				
	2c. Independent Audit				
	2d. Other Contractual Services TOTAL CONTRACTUAL SERVICES				
3	<u>ADMINISTRATION</u>			10.117	51,742
	3a. Admin. Salaries	39,595		12,147	31,142
	3b. Admin. Fringe Benefits				
	3c. Admin. Overhead			40.447	51,742
	TOTAL ADMINISTRATION	39,595		12,147	31,742
4	DIRECT PROGRAM STAFF			FF 00.4	235,711
	4a. Program Salaries	180,377		55,334	255,711
	4b. Program Fringe Benefits			FF 004	235,711
	TOTAL DIRECT PROGRAM	180,377		55,334	255,711
5	OTHER COSTS				
	5a. Program Rent				
	5b. Consumable Supplies			1	
	5c. Travel & Transportation				
	5d. Utilities				
	5e. Repairs & Maintenance				
	5f. Insurance				
	5g. Food & Related Costs				
	5h. Other Project Expenses				
	TOTAL OTHER COSTS				
6	EQUIPMENT				
7	PROGRAM INCOME				
1136	7a. Fees				
	7b. Other Income		,		
	TOTAL PROGRAM INCOME				287,453
8	TOTAL NET PROGRAM COST	219,972		67,481	267,453

(Sum of 1 through 6, minus Line 7)

All terms and conditions of the original Contract, and any subsequent amendments thereto, which were not modified by this Amendment remain in full force and effect.

## SIGNATURES AND APPROVALS

## 14DSS1302BP/148-HHD-11 A3

The Contractor IS NOT a Business Associate under the Health Insurance Portability and Accountability Act of 1996 as amended.

CONTRACTOR	
Town of Wallingford	
. Willian Dickinson	6 121 ,17
William W Dickinson, Mayor	Date
DEPARTMENT OF SOCIAL SERVICES  RODERICK L. BREMBY, Commissioner	<u>6, 22,17</u> Date
ASST. ASSOC. ATTORNEY GENERAL (Approved as to form)	<u>6/30/17</u> Date

				W	ORKFOR	Total N	LYSIS Jumber of C	T employe	ees: 439				
ontractor Name:	: Town of Wallingfor	rd, CT	06402			Full Ti	me: 402	71 011.15.2	Part Time: 3	37			
	h Main Street, Walli												
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ffice & lerical	95	10	83		1	1		2					
raft Workers killed)	68	61	2	2				-					
peratives semi-skilled)	1		1					1		1			
aborers unskilled)	42	40			-	4	-	1	-				
Service Workers	101	87	8 121	1 4	1	5	3	4	1	2	0		
Totals Above Totals 1 year	439	298	121	5	1	4	3	4	0	2	0		
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nave you so Date	e of implementation	;			If the a	nswer is "N	lo", explain.	ation D	olicy Sta	tement	dated Ar	ril 1, 20	15.
						Affi	rmative /	ACTION P	Applicable	Explanat	ion:	711 11	
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	uccessfully develop				luing wi	th Soc 16:	-68-1 to 46	a-68-17 of	the Connec	cticut Depa	rtment of L	abor Regu	lations,
2. Have you s	uccessfully develop	ed an appre	enticeship	program co	istion. Mibihing m	(11 000. 400	100 1 10 10						
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William W. Dickinson, Jr., Mayor



WILLIAM W. DICKINSON, JR.

## OFFICE OF THE MAYOR

#### TOWN OF WALLINGFORD CONNECTICUT

45 SOUTH MAIN STREET WALLINGFORD, CT 06492 TELEPHONE 203 294-2070 FAX 203 294-2073

# AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy and practice of the Town of Wallingford to assure that no person will be discriminated against or be denied the benefits of any activity, program, or employment process, in whole or in part, in the areas of recruiting, advertising, hiring, upgrading, promoting, training, transfers, demotions, layoffs, terminations, rehiring employment and/or rates of pay and other compensations.

The Town of Wallingford is an Affirmative Action/Equal Opportunity employer and is strongly committed to all policies which afford equal opportunity employment to all qualified persons without regards to race, color, religion, ancestry, national origin, age, sex, sexual orientation, genetic information, marital status, learning or physical disabilities including but, not limited to blindness, present/past history of mental disability, mental retardation, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification excluding persons in one of the above protected groups. The Town encourages people with the foregoing statuses and characteristics to apply for positions with the Town.

This Town will implement, monitor, enforce and achieve full compliance with this Affirmative Action Policy in conjunction with the applicable federal and state laws, regulations and executive orders listed below:

- Civil Rights Act of 1964, as amended
- 13th, 14th, and 15th Amendments of the United States Constitution
- Presidential Executive Order 11246, amended by 11375
- Equal Pay Act of 1963
- Title 23 U.S.C. 140
- Title 49 C.F. L. Part 23
- Act 1 Sections 1 and 20 of the Connecticut Constitution
- Gubernatorial Executive Orders #3,#9, #11, and #17
- Connecticut Fair Employment Practices Law (46a-63-64)
- Discrimination Against Criminal Offenders (46a-80)
- Connecticut General Statutes
- Americans with Disabilities Act of 1992
- Public Act No. 91-58
- Civil Rights Act of 1991

The Town of Wallingford advertises, receives and reviews applications and résumés, conducts examinations and interviews candidates without regard to any protected status listed above, except in the case of a bonafide occupational qualification or need. In implementing this policy and ensuring that equal opportunity is being provided to protected class members, this Town will The Town of Wallingford advertises, receives and reviews applications and résumés, conducts examinations and interviews candidates without regard to any protected status listed above, except in the case of a bonafide occupational qualification or need. In implementing this policy and ensuring that equal opportunity is being provided to protected class members, this Town will contact minority and women organizations and the media each time a hiring opportunity occurs. All advertising will emphasize that the Town is "An Equal Opportunity Employer."

To substantiate the efforts made and affirmative actions taken to provide equal opportunity to minorities and women in each instance of new employment, the Town will maintain documentation and copies of advertisements sent to women and minority organizations. The Town will annually review its EEO/Affirmative Action procedures.

Testing Accommodation. Qualified individuals with a disability may request special testing accommodations under provisions of the Americans with Disabilities Act (ADA) by contacting the Personnel Director at: Personnel Department, Town of Wallingford, 45 South Main Street, Wallingford, CT 06492. Questions may also be addressed to the Personnel Department by calling (203) 294-2080, via facsimile at (203) 294-2084 or by TDD by calling (203) 294-2070. This request must be made at the time of application and the following information must be provided: position applying for, social security number, and a description of the specific accommodation needed. In considering such requests, the applicant will be required to submit medical documentation to the Personnel Director sufficient to substantiate the request for an accommodation. The Personnel Director will notify the applicant if the specific accommodation will be made or will discuss alternative accommodations. Candidates selected for interviews may also request an accommodation for the interview process by providing the same information as stated above.

For most positions, the Town of Wallingford utilizes functional job descriptions that list essential functions or tasks of particular jobs. Candidates for appointment, promotion or transfer must be able to perform these essential functions with or without a reasonable accommodation. Requests for accommodation should be submitted in writing to the Personnel Director at the time of application for employment, promotion or transfer. The Personnel Director will review accommodation requests to determine if the accommodation is reasonable or if it would result in an undue hardship to the Town.

<u>Interviews</u>. Appointing authorities and supervisors are trained to ask only nondiscriminatory interview questions. A "Guide to Oral Examinations and Interviewing," prepared by the Personnel Director, is used to instruct interview panels and oral examiners in the area of nondiscriminatory questions. Employees at all levels are instructed not to subject persons in protected classes to discrimination through insensitivity and lack of knowledge.

<u>Classifications</u>. Employees may be promoted, demoted, transferred, laid off or reinstated during their employment careers with the Town of Wallingford. Such actions will be taken without regard to protected class membership, except where a bonafide occupational qualification exists or at the employees' request. Job assignments shall not be made based upon membership in any protected class.

Benefits, Compensation and Training. Each full-time employee, without regard to protected status, shall enjoy the same benefits (health and life insurance, vacation, sick leave, pension, etc.) and compensation as other employees in similar circumstances in accordance with his or her collective bargaining agreement. Leave determinations, both paid and unpaid, shall not be made based upon any protected status. In those situations where compensatory time pertains, there will be no decisions made based upon protected status. Opportunities for training, and funding for such training, are available to all employees consistent with budgetary constraints and priorities of the Town. Employees who are members of a protected class shall be afforded the same training opportunities, consistent with their classifications, as other employees in similar situations.

Confidentiality of Medical Records. The privacy of medical records of applicants, candidates and employees is paramount. Such records shall not be divulged or released to another person or agency without the express written release and permission by the covered individual. Applicants, candidates and employees may voluntarily release and "self-identify" private medical information pertaining to a disability. In such cases, the Town shall have no liability. Requests for accommodations shall be treated in the same manner as personal medical records and shall not be released to third parties absent the written permission of the covered individual.

Finally, as Mayor, I am committed to the effective implementation, monitoring and enforcement of our Affirmative Action Policy. The ultimate responsibility for this Policy rests with the Mayor; however, the day-to-day duties will be coordinated by the Equal Employment Opportunity Officer of the Town. In addition, all supervisory and managerial personnel are to aid in the development and implementation of the Town's Affirmative Action Policy and will be responsible for compliance with its objectives.

I hereby restate the appointment of James R. Hutt, Personnel Director, (203) 294-2080 to serve as the Affirmative Action/Equal Employment Opportunity Officer for the Town of Wallingford.

The duties of the Affirmative Action/Equal Opportunity Officer shall include:

1. The development, implementation, and monitoring of the Town of Wallingford Affirmative Action Policy.

2. Acquaint workers with their specific responsibilities under the plan.

 Initiate and maintain contact with recruitment sources and organizations servicing members of protected groups concerning the achievement of affirmative action requirements.

4. Conduct meetings and orientation sessions, as necessary, to advise workers and management of goals of the plan.

William W. Dickinson, Jr.

Mayor

April 1, 2014 April 6, 2015 (Rev.) March 15, 2016 February 17, 2017



# STATE OF CONNECTICUT NONDISCRIMINATION CERTIFICATION — Affidavit By Entity

For Contracts Valued at \$50,000 or More

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

#### INSTRUCTIONS:

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

AFFIDAVIT:	_
I, the undersigned, am over the age of eighteen (18) and understand and appreciate the ob	oligations of
an oath. I am Mayor of Wallingford Signatory's Title Name of Entity	, an entity
duly formed and existing under the laws of Connecticut  Name of State or Commonwealth	# 5 5
I certify that I am authorized to execute and deliver this affidavit on behalf of	
Wallingford and that Wallingford  Name of Entity  Name of Entity	
has a policy in place that complies with the nondiscrimination agreements and warranties of	f Connecticut
General Statutes §§ 4a-60(a)(1)and 4a-60a(a)(1), as amended.  Authorized Signatory	
William W. Dickinson Printed Name	
Sworn and subscribed to before me on this 21 st day of June, 20 17	
Commissioner of the Superior Court/ Notary Fublic  Commission I	30,2019 Expiration Date

JOAN M. STAVE
NOTARY PUBLIC
My Commission Expires June, 30 2019



## STATE OF CONNECTICUT GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION

Written or electronic certification to accompany a State contract with a value of \$50,000 or more, pursuant to C.G.S. §§ 4-250, 4-252(c) and 9-612(f)(2) and Governor Dannel P. Malloy's Executive Order 49.

#### INSTRUCTIONS:

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

CHECK ONE:		☐ 12 Month Anniversary Update (Multi-year contracts only.)
	Updated Certification recently filed	because of change of information contained in the most certification or twelve-month anniversary update.

#### **GIFT CERTIFICATION:**

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

1) "Contract" means that contract between the State of Connecticut (and/or one or more of it agencies or instrumentalities) and the Contractor, attached hereto, or as otherwise described by the awarding State agency below;

2) If this is an Initial Certification, "Execution Date" means the date the Contract is fully executed by, and becomes effective between, the parties; if this is a twelve-month anniversary update, "Execution Date" means the date this certification is signed by the Contractor;

"Contractor" means the person, firm or corporation named as the contactor below;

"Applicable Public Official or State Employee" means any public official or state employee described in C.G.S. §4-252(c)(1)(i) or (ii);

"Gift" has the same meaning given that term in C.G.S. § 4-250(1);

"Principals or Key Personnel" means and refers to those principals and key personnel of the Contractor, and its or their agents, as described in C.G.S. §§ 4-250(5) and 4-252(c)(1)(B) and (C).

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

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

#### CAMPAIGN CONTRIBUTION CERTIFICATION:

I further certify that, on or after January 1, 2011, neither the Contractor nor any of its principals, as defined in C.G.S. § 9-612(f)(1), has made any **campaign contributions** to, or solicited any contributions on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support, any candidate for <u>statewide public office</u>, in violation of C.G.S. § 9-612(f)(2)(A). I further certify that **all lawful campaign contributions** that have been made on or after January 1, 2011 by the Contractor or any of its principals, as defined in C.G.S. § 9-612(f)(1), to, or solicited on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support any candidates for <u>statewide public office</u> or the <u>General Assembly</u>, are listed below:

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

Contribution <u>Date</u>	Name of Contributor	Recipient	<u>Value</u>	<u>Description</u>
N/A				
Lawful (	Campaign Contributions to Ca	ndidates for the Gen	eral Assembly:	
Contribution <u>Date</u>	Name of Contributor	Recipient	<u>Value</u>	Description
N/A				
				i e
Sworn a	s true to the best of my knowled	ge and belief, subject	to the penalties of fal	se statement.
Walling Printed Contrac	tor Name		William W. D rinted Name of Aut	ickinson horized Official
Signature of A	Authorized Official			
	Subscribed and ackno	(	My M	We, 20 17 Lave Itt-(or Notary Public)
		Commissioner	U	
	91 x		June 30,	2019
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JOAN M. STAVE
NOTARY PUBLIC
My Commission Expires June, 30 2019





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

#### INSTRUCTIONS:

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

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

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

AFFIDAVIT:	[Number of Affidavits Sv	vorn and Subscribed On	This Day:]	
contract, as des	ed, hereby swear that I a cribed in Connecticut Ges authorized to execute ement in connection with	neral Statutes § 4a-81(b such contract. I furth	), or that I am the ir er swear that I hav	re not entered into any
Consultant's Na	me and Title		Name of Firm (if ap	pplicable)
Start Date	End Da	te	Cost	
Description of S	ervices Provided:		4	
	nt a former State employe		I? YES	□ NO
If YES:Name of	of Former State Agency		Termination Date o	of Employment
Sworn as true t	o the best of my knowled	ge and belief, subject to	the penalties of false	e statement.
Printed Name o	f Bidder or Contractor	Signature of Principa	l or Key Personnel	Date
		Printed Name (of above	<del>:</del> )	Awarding State Agency
Sworn and su	bscribed before me on	this day of _	, 20_	•
		Commissioner of the or Notary Public	Superior Court	

My Commission Expires



#### STATE OF CONNECTICUT

Written or electronic PDF copy of the written certification to accompany a large state contract pursuant to P.A. No. 13-162 (Prohibiting State Contracts With Entities Making Certain Investments In Iran)

Respondent Name: Town of Wallingford
INSTRUCTIONS:
CHECK ONE: Initial Certification.  Amendment or renewal.
<b>A. Who must complete and submit this form.</b> Effective October 1, 2013, this form <u>must</u> be submitted for any large state contract, as defined in section 4-250 of the Connecticut General Statutes. This form must always be submitted with the bid or proposal, or if there was no bid process, with the resulting contract, regardless of where the principal place of business is located.
Pursuant to P.A. No. 13-162, upon submission of a bid or prior to executing a large state contract, the certification portion of this form must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization or other business organization whose principal place of business is located outside of the United States. United States subsidiaries of foreign corporations are exempt. For purposes of this form, a "foreign corporation" is one that is organized and incorporated outside the United States of America.
Check applicable box:
**Respondent's principal place of business is within the United States or Respondent is a United States subsidiary of a foreign corporation. Respondents who check this box are not required to complete the certification portion of this form, but must submit this form with its Invitation to Bid ("ITB"), Request for Proposal ("RFP") or contract package if there was no bid process.
Respondent's principal place of business is outside the United States and it is not a United States subsidiary of a foreign corporation. <b>CERTIFICATION required.</b> Please complete the certification portion of this form and submit it with the ITB or RFP response or contract package if there was no bid process.
B. Additional definitions.
<ol> <li>"Large state contract" has the same meaning as defined in section 4–250 of the Connecticut General Statutes;</li> <li>"Respondent" means the person whose name is set forth at the beginning of this form; and</li> <li>"State agency" and "quasi-public agency" have the same meanings as provided in section 1–79 of the Connecticut General Statutes.</li> </ol>
C. Certification requirements.
No state agency or quasi-public agency shall enter into any large state contract, or amend or renew any such contract with any Respondent whose principal place of business is located outside the United States and is not a United States subsidiary of a foreign corporation unless the Respondent has submitted this certification.
Complete all sections of this certification and sign and date it, under oath, in the presence of a Commissioner of the Superior Court, a Notary Public or a person authorized to take an oath in another state.
CERTIFICATION:
, the undersigned, am the official authorized to execute contracts on behalf of the Respondent. I certify that:
Respondent has made no direct investments 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.
Respondent has either made direct investments 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, or Respondent made such an investment prior to October 1, 2013 and has now increased or renewed such an investment on or after said date, or both.
Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.
Town of Wallingford William W. Dickinson, Jr.
Printed Respondent Name  Printed Name of Authorized Official
Signature of Authorized Official
Subscribed and acknowledged before me this $\frac{215}{}^{+}$ day of ${}$ . ${}$ .
Commissioner of the Superior Court (or Notary Public)
June 30, 2019

My Commission Expire