



Justin Elicker
Mayor



Malinda M. Figueroa
Shawn J. Garris



BUREAU OF PURCHASES

Department of Finance
City of New Haven
200 Orange Street, Rm 301
New Haven, CT 06510

Malinda M. Figueroa
Purchasing Agent

Shawn J. Garris
Deputy Purchasing Agent



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B - 9b-Exhibit _RFP Standard Terms Part II - City of New Haven

G - Youth Sports Grant App FY 27



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1. Project Summary

1.1. Summary

Project name: Youth and Recreation (YARD) Sports and Pro Social Activities Grant

Project #: 2026-RFP-354

Department: YARD

The City of New Haven's Youth and Recreation Department (YARD) will grant New Haven based non-profit organizations funding to support expenses for current programming to offer the program free or at minimal cost to New Haven school age-youth; school age-youth is defined as individuals between the ages of 5 and 17.

Fully remote/online programming **will not** be supported by this grant. Programming that could be supported could include but is not limited to 1) Introductory clinics to sports 2) Program expansion supplies; or 3) Student scholarships for program enrollment purposes. Successful grantees should show a willingness to partner with other organizations to prepare the city's youth and families to take advantage of your programming opportunities. Agencies applying with a sole focus on engaging youth as program participants must have a focus including but not limited to literacy, physical health and wellness, social, emotional and behavioral health, mental health, sexual health, homeless youth, special needs youth, youth job readiness, youth leadership, youth mentorship and youth mediation.

Please note by applying for this grant it does not guarantee funding or guarantee maximum funding.

Guided by the Ad Hoc Committee, this grant has been created to maximize outcomes. The grant will allow for the Youth and Recreation Department to partner with existing New Haven based non-profit organizations to deliver services. Proposals will be selected based upon:

- Number of New Haven participants to be served
- Previous record of success
- Ability to provide a detailed program summary at the conclusion of the grant cycle

Using information provided in the agency proposal, the Committee will select organizations with successful programs to fund additional program capacity. **Grant recipients will be required to OFFER program participant slots to at risk and high-risk youth.**

NO VALUE

1.2. Timeline



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Release Project Date:	October 6, 2026
Question Submission Deadline:	October 16, 2026, 5:00pm
Response Submission Deadline:	October 27, 2026, 11:00am

1.3. Procurement Contact

Prajna Mishra
Procurement Specialist
200 Orange st
New Haven,CT,06510



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2. Instruction to Respondents

2.1. How to Use OpenGov: Educational Resource

Instructions for the using the City's eProcurement System (OpenGov): The following link will help you [Get Started](https://opengov.my.site.com/support/s/article/c7a5affa-e073-4d5a-8d87-b6eadcf343a9) (<https://opengov.my.site.com/support/s/article/c7a5affa-e073-4d5a-8d87-b6eadcf343a9>) and will include vendor guides for using the system. Below are additional screen shots for support.

[All Video Guides: OpenGov Procurement Vendor Training](#)

1. [New Supplier Account](#)
2. [Submit a Bid or Proposal](#)
3. [Updating Your Company Designation on a Solicitation](#)
4. [Vendor Selection of Category Codes](#)
5. [How To Subscribe To Organizations And Find Active RFPs & Bids](#)
6. [Login Process](#)
7. [How to Edit or Withdraw your Proposal after it's been Submitted](#)
8. [How to Submit a Question](#)
9. [Viewing Bid Results](#)

[Video Trainings](#)

2.2. Notice Regarding Disclosure of Contents of Document

All responses to this Request for Proposal (RFP) accepted by the City of New Haven (City) shall become the exclusive property of the City. At such time originating department recommends all proposals accepted by the City shall become a matter of public record and shall be regarded as public, with the exception of those elements of each proposal which are defined by the contractor as business or trade secrets and plainly marked as "Trade Secret", "Confidential" or "Proprietary". Each element of a proposal which a contractor desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e. regarding entire pages, documents or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever. If disclosure is required or permitted under the Connecticut Public Records Act or otherwise by law, the City shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

2.3. Electronic Submission and Delivery Instructions

Parties interested in responding are required to submit proposals electronically through the City of New Haven's [eProcurement Portal](#) no later than 11:00 am on Tuesday, October 27, 2026. Please upload sufficiently



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early electronically through the City's eProcurement Portal before the time and day listed in the Notice Inviting Proposals. Proposals must be received in the system prior to the deadline.

The Price Proposal if requested must include all costs associated with the Proposal as described in the Price Proposal instructions in [Response Submittals](#)

The Proposal should disclose your approach in as much detail as possible, including, but not limited to, the requirements of the proposal instructions. Along with all required forms and submittals (See [Attachments](#))and [Response Submittals](#). No Pricing shall be included in this part.

Proposals received after the Proposal Deadline may not be accepted by the City.<https://procurement.opengov.com/portal/newhavenct>

2.4. Separation of Proposal and Pricing/ Budget Proposal

Submission Instructions: Two-Part Proposal Requirement

To ensure a fair and objective evaluation, your submission must be divided into two distinct parts: **Part 1: Technical Proposal** and **Part 2: Price Proposal**. Each part must be separate and complete so that the technical evaluation can be conducted independently of the cost analysis.

Part 1: Technical Proposal (No Pricing Allowed)

This section should disclose your project approach in detail. It must address all requirements outlined in the technical specifications and include all required forms found in the [#Attachments](#) and [Response Submittals](#) sections.

- **Important:** No pricing, fee information, or hourly rates shall be included in this part. Inclusion of costs in the Technical Proposal may result in disqualification.

Part 2: Price Proposal (Financial Submittal)

The Price Proposal must be submitted through the City's eProcurement Portal as a separate file. It must include the total cost to accomplish all deliverables requested in this RFP.

1. Price Proposal Detail

The proposal must describe both the **total lump-sum price** and a **detailed breakdown** of costs, including:

- Professional time/hourly rates for each staff member assigned to the project.
- Specific costs associated with the completion of each proposed task.
- A detailed list of all materials and supplies.
- **Incidental Costs:** The response must be inclusive of all expenses, including travel and lodging. The City will not separately reimburse any costs not explicitly included in the proposal.



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2. Lump-Sum Fixed Pricing

The proposed lump-sum price represents the total compensation for all work called for in the **Scope of Work**.

This price shall include, without limitation:

- All labor, materials, equipment, and designs.
- Insurance and bond premiums.
- Overhead, profit, and subcontractor services.
- All taxes, duties, permits, and royalties.
- Costs for obtaining required Government approvals (unless otherwise specified as the City's responsibility).
- Compensation for all risks, liabilities, and contingencies assigned to the Proposer.

3. Reimbursable Costs

If applicable, provide a specific schedule depicting expenditures exclusive to and in support of the scope of services. Only items on the approved reimbursable schedule will be considered for payment.

4. Financial Management Standards (For Federally Funded Projects)

In accordance with **2 CFR Part 200**, a contract will not be awarded to a consultant who does not maintain an adequate financial management and accounting system capable of tracking federal expenditures.

Key Summary for Respondents

Requirement	Technical Proposal (Part 1)	Price Proposal (Part 2)
Content	Project approach, team, and forms	Total cost, breakdown, and rates
Pricing Info	Strictly Prohibited	Required
Format	Separate file upload	Separate file upload
Purpose	Evaluates capability and quality	Evaluates fairness and reasonableness

2.5. Confidentiality



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To ensure transparency while protecting legitimate business interests, the City of New Haven will carefully review all submitted information. If a respondent clearly marks specific information as "Proprietary," the City will redact this information before releasing any documents in response to a Freedom of Information (FOI) request consistent with Connecticut General Statutes, particularly Chapter 14 (Conn. General Statute § 1-200 et seq.) . Marking pricing as proprietary or confidential will not be acknowledged. .

Furthermore, City of New Haven staff will maintain the confidentiality of this marked proprietary material and the internal review process. Discussions regarding this sensitive information will be strictly limited to City of New Haven personnel directly involved in the oversight of the relevant program or project.

To ensure a consistent and controlled communication flow, all inquiries concerning the review process for this specific project must be directed to the designated City staff member responsible for managing the review. This point of contact will be Prajna Mishra, and can be reached at atpmishra@newhavenct.gov. Directing all inquiries to this individual will ensure accurate and timely responses.

2.6. Alternate Responses

No alternate responses will be considered unless alternate responses are specifically requested by the City.

2.7. Pre-Proposal Meeting

See the "Timeline" in [Project Summary](#). If there is a Mandatory pre-proposal meeting, bidders/proposers are required to attend at the time, date, and location included in the Timeline. If there is a Non-Mandatory pre-proposal meeting, bidders/proposers are not required to attend.

Each bidder/proposer will have the opportunity to clarify and ask questions regarding the Specifications. The Pre-Proposal Meeting will be held at the time, date, and location in the Timeline of this solicitation.

2.8. Definitions

The words (A) "City", (B) "Department", (C) "Director", or (D) "Contractor", as used in this RFP, shall be understood to refer respectively to (A) the City of New Haven, Connecticut; (B) the departments therein; (C) the directors of the several City departments; or any of their properly authorized designee ; and (D) the person, firm or corporation with whom the contract is made by said City or the agent or legal representative who may be appointed to represent such person, firm or corporation in the signing and performance of said contract.



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3. City Requirements

3.1. Equal Employment Opportunity

During the performance of an agreement or contract, the Awardee agrees as follows:

- a. To comply with all provisions of Executive Order 11246 and Executive Order 11375, Connecticut Fair Employment Practices Act, and the contract compliance ordinance of the City of New Haven, including all standards and regulations which are promulgated by the government authorities who established such acts and requirements, and all standards and regulations are incorporated herein by reference;
- b. Not to discriminate against any employee or applicant for employment because of race, color, religion, age, sex, physical disability or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to race, color, religion, sex, age, or national origin and physical handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship;
- c. To post, in conspicuous place available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause;
- d. To state, in all solicitations or advertisement for employees placed by or on behalf of the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, physical disability or national origin;
- e. To send to each labor union representative of workers with whom it has a collective bargaining agreement, or other contract or understanding, a notice advising a labor union or worker's representative of the contractor's commitments under the equal opportunity clause of the City of New Haven, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The contractor shall register all workers in the skilled trades, who are below the journeyman level, with the Apprentice Training Division of the Connecticut State Labor Department;
- f. To utilize labor department and city sponsored manpower programs as a source of recruitment and to notify the contract compliance unit and such programs of all job vacancies;
- g. To take affirmative action to negotiate with qualified minority contractors for any work which may be proposed for subletting, or for any additional services, or work which may be required as a result of this contract;
- h. To cooperate with city departments in implementing required contract obligations for increasing the utilization of minority business enterprises;
- i. To furnish all information and reports required by the Contract Compliance Director pursuant to section 12 1/2 -1, 12 1/2-19 through section 12 1/2-32, 12 1/2-48 through 12 1/2-52 and to permit access to his



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books, records and accounts by the contracting agency, the Contract Compliance Officer, and the Secretary of Labor for purposes of investigation to ascertain compliance with the program;

j. If such contractor employs three or more employees to refrain from paying such employees dues and related expense for clubs that restrict membership use of their facilities on the basis of race, color, sex, religion, national origin or ancestry;

k. To take such action, with respect to any subcontractor, as the City may direct as a means of enforcing the provisions of sub-paragraphs (a) through (m) herein, including penalties and sanctions for noncompliance, provided however that, in the event the contractor becomes involved or threatened with litigation as a result of such direction by the City, the City will intervene in such litigation to the extent necessary to protect the interest of the City and to effectuate the City's Equal Employment Opportunity Program, in the case of funded directly or indirectly, in whole, or in part, under one or more Federal Assistance Programs, the contractor or the City may ask the United States to enter into such litigation to protect the interest if the United States;

l. To file, along with his subcontractors, if any, compliance reports with the City in the form and to the extent prescribed in the contract by the Contract Compliance Director of the City of New Haven. Compliance reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of the contractor and his subcontractors, if any;

m. To include the provisions of sub-paragraphs (a) through (m) of this Equal Opportunity Clause in every subcontract or purchase order so that said provisions will be binding upon each such subcontractor or vendor;

n. That a finding, as hereinafter provided, of a refusal by the contractor, or subcontractor, to comply with any portion of this program as herein stated and described, may subject the offending party to any or all of the following penalties:

1. Withholding of all future payments under the involved public contract to the contractor in violation until it is determined that the contractor, or subcontractor, is in compliance with the provisions of the contract;

2. Refusal of all future Bids for any public contract with the City of New Haven, or any of its departments or divisions, until such time the contractor or subcontractor, is in compliance with the provisions of the contract;

3. Cancellation of the public contract;

4. Recovery of specified monetary penalties;

5. In case of a substantial or material violation, or the threat of substantial or material violation of the compliance procedure or as may be provided in for by the contract, appropriate equitable or legal proceedings may be brought to enforce these provisions against contractors, subcontractors or other organizations, individuals or groups who directly or indirectly are not in compliance with the policy herein outlined.

3.2. Non-Collusion Affidavit of Proposer



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1. I am the owner, partner, agent, officer, member or representative, of the bidder/proposer of the submitted solicitation and;
2. I am fully informed respecting the preparation and contents of the attached solicitation and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not collusive or a sham Proposal;
4. Neither the said Proposer nor any of its officers, partners, owners, agents, members, representative, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other proposer, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from Proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal prices or the Proposal price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of New Haven or any person interested in the proposed Contract;
5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, members employees, or parties in interest, including this affiant; and
6. That no Alder or other officer or employee or person whose salary is payable in whole or in part from the City Treasury is directly or indirectly interested in the Proposal, or in the supplies, materials, equipment, work, or labor to which it relates, or in any of the profits thereof.

3.3. Ban The Box Agreement

The City of New Haven is subject to Ordinance #1585 (2/17/2009) which prohibits unfair discrimination in City hiring policies against persons previously convicted and provides a mechanism to ensure that persons and businesses supplying goods and/or services to the City of New Haven have adopted and employ fair hiring policies and practices that are consistent with the City's goal of removing obstacles to the employment of persons with prior convictions.

Accordingly, during the performance of this contract, the Contractor agrees as follows:

(A) Vendors doing business with the City of New Haven shall adopt and employ conviction history policies, practices, and standards that are consistent with City standards further detailed in the attached ordinance. The Vendors' criminal history standards will be part of the criteria to be evaluated by the City as to whether to award a City contract. Further, the City will be able to evaluate a Vendor's execution of the criminal history standards as a part of the performance criteria of said City contract(s); the Awarding Authority, in consultation with the Office of Corporation Counsel and the Community Services Administration, shall consider any



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Vendor's deviation from these criminal history standards as grounds for rejection, rescission, revocation, or any other termination of the contract.

(B) Under exigent circumstances, an Awarding Authority, by its highest ranking member, in consultation with the Office of Corporation Counsel and the Community Services Administration, may grant a Vendor a waiver of the criminal history standards on a contract-by-contract basis. A written record of the waiver shall be kept on file by the Awarding Authority, the Community Services Administration and the Office of Corporation Counsel, and shall also be submitted to the City of New Haven Commission of Equal Opportunities. The written record shall include, but not be limited to: (a) a summary of the terms of the contract, (b) the details of the Vendor's failure or refusal to conform to the City's criminal history standards, and (c) a brief analysis of the exigency causing the grant of waiver. No waiver may be considered perfected unless the Awarding Authority fully complies with the provisions of this sub-section.

(C) A Vendor may contact the Community Services Administration to report any problems, concerns or suggestions regarding the implementation, compliance and impact of these sections, and the Community Services Administration shall log every comment received with a summary of the comment and shall keep on file any written comments. Subsequent to logging any comment the Community Services Administration shall refer all complaints to the Office of the Corporation Counsel and shall notify the relevant Awarding Authority of the complaint and any further investigation that the Community Services Administration in consultation with the Office of Corporation Counsel deems necessary or appropriate.

3.4. Certificate of Non-Arrearage

I am the owner, partner, agent, officer, member or representative, of the bidder/proposer of the submitted solicitation and Neither the Bidder/Proposer, nor its subcontractors are in arrears to the State of Connecticut Second Injury Fund.



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4. General Requirements

4.1. Sample Contract

A sample of the contract the successful vendor will be required to enter into with the City is attached ([Attachments](#)) hereto and by this reference incorporated herein and made part of this solicitation.

4.2. Change Order Management-Amendment

Any additional work identified during the course of the project that is deemed necessary, but outside the original Scope of Services, must be recorded as an amendment and approved by the City in writing before work is started.

4.3. Local Preference

The City of New Haven is committed to promoting the economic health and well being of its residents. To this end, contractor agrees to recruit New Haven residents initially and to give them preference, if all other factors are equal, for any new positions that result from the performance of this contract and which are performed within the City.

- A. For this section, "City Based Business" shall mean a business with a principal place of business located within the City of New Haven. A "City Based Business" shall maintain such status throughout the term of any Contract with the City. Failure to maintain such status shall be grounds for the City to terminate said Contract.
- B. To be considered a City Based Business you must submit satisfactory proof to the Purchasing Agent of your current City of New Haven address. Some examples of proof include are, but not limited to:
 - 1. Proof of payment of City of New Haven Real Estate tax bill(s)
 - 2. A current, long term lease in the City of New Haven
 - 3. Proof of payment of City of New Haven personal Property tax bill(s)

Sec. 2-483. - Preference for city-based businesses.

(a)For the purpose of this section "city-based business" shall mean a business with a principal place of business located within the City of New Haven. A business shall not be considered a "city-based business" unless evidence satisfactory to the purchasing agent has been submitted with each bid to establish that said business has its bona fide place of business in New Haven. Such evidence may include evidence of ownership of or a long-term lease of the real estate from which its place of business is operated, or payment of property taxes on the personal property of the business. A "city-based business" shall maintain such status throughout



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the term of any contract with the City of New Haven. Failure to maintain such status shall be grounds for the city to terminate said contract.

(b) On any contracts or purchases the lowest responsible bidder shall be determined in the following order: (1) On contracts or purchases involving a total contract price of one million dollars (\$1,000,000.00) or less: any city-based bidder that submitted a low bid not more than fifteen (15) percent higher than the lowest bid, provided such city-based bidder agrees to accept the award of the bid at the lowest bid amount. If more than one

(1) city-based bidder has submitted bids not more than fifteen (15) percent higher than the lowest bid and has agreed to accept the award of the bid at the lowest bid amount, the lowest responsible bidder shall be the city-based bidder that submitted the lowest bid.

(2) On contracts or purchases involving a total contract price of more than million dollars (\$1,000,000.00) but less than five million dollars (\$5,000,000.00): any city-based bidder that submitted a bid not more than ten (10) percent higher than the lowest bid, provided such city-based bidder agrees to accept the award of the bid at the lowest bid amount. If more than one (1) city-based bidder has submitted bids not more than ten (10) percent higher than the lowest bid and has agreed to accept the award of the bid at the lowest bid amount, the lowest responsible bidder shall be the city-based bidder that submitted the lowest bid.

(3) On contracts or purchases involving a total contract price of more than five million dollars (\$5,000,000.00): any city-based bidder that submitted a bid not more than six (6) percent higher than the lowest bid, provided such city-based bidder agrees to accept the award of the bid at the lowest bid amount. If more than one (1) city-based bidder has submitted bids not more than three (3) percent higher than the lowest bid and has agreed to accept the award of the bid at the lowest bid amount, the lowest responsible bidder shall be the city-based bidder that submitted the lowest bid.

(4) The responsible low bidder.

4.4. No Purchase Order -No Payment Policy

<https://www.newhavenct.gov/government/departments-divisions/purchasing-division/no-po-no-pay-policy>

The City of New Haven has implemented a 'No Purchase Order, No Payment Policy' effective July 1, 2019 to reduce cost overruns, unauthorized work, while automating the steps for payment of invoices. This means that without an official Purchase Order number and/or enough unencumbered funds available, payment of supplier invoices will be rejected or significantly delayed until the change order or adjustments can be processed and approved.

This policy aims to ensure that:

- A. All spend shall be supported by an authorized PO prior to requesting the provision of goods/services.



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- B. Efficient processes are implemented so that goods are delivered when required.
- C. The recipient of the goods shall receipt in Munis as soon as the goods are delivered/services performed (i.e. not upon receipt of the invoice);
- D. Cost control is effective and therefore:
- E. all expenditure incurred by the City of New Haven is valid and appropriately authorized; and
- F. minimizing transactional costs associated with payment for goods and services.

4.5. E-Invoice Submission

Invoice Submission Portal

The invoice submission process is activated when an invoice is submitted through NHInvoice@newhavenct.gov. Invoices submitted are automatically sent to the department being invoiced for review. Once the city department verifies its accuracy, the department will submit the invoice to Accounts Payable for payment processing. One final review and approval by the department who was invoiced is needed in order for a check to be issued. Checks are issued Friday.

How to submit invoices to the City of New Haven?

Refer to the E-Invoice Submission Portal - for detailed instructions.

4.6. Acceptance of Conditions

By submitting a proposal, each respondent or proposer **expressly agrees to and accepts** the following conditions:

1. Contract Terms

- **Incorporation of Documents:** All sections of the Instructions to Respondent/Proposer and the Specifications will become integral parts of the final contract between the selected firm and the City.

2. City's Right to Due Diligence



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- **Financial and Technical Ability:** The City may require any evidence deemed necessary to verify the respondent's **financial stability and ability to successfully complete** the project.
- **Further Information:** The City reserves the right to request additional information from the respondent, either in writing or orally, to confirm any stated qualifications.

3. Final Authority and Judgment

- **Sole Discretion:** The City reserves the **exclusive right** to evaluate the respondent's representations and to determine whether the respondent is qualified to undertake the project based on the criteria set forth in this document.
- **Binding Decision:** By submitting a response, the proposer expressly acknowledges and agrees that the City's judgment regarding qualification to perform the project shall be **final, binding, and conclusive**.

4. Right to Modify or Cancel

- **Reservation of Rights:** The City reserves the right to **reject all proposals**, to **waive any irregularity** in any of the submissions, or to **cancel or delay** the project at any time.
- **No Obligation to Award:** This solicitation process does **not commit the City to award any contract** whatsoever.

5. Cost and Liability

- **No Cost Liability:** The City is **not liable for any costs** incurred by the proposer during the preparation and submission of a response.

4.7. City of New Haven Living Wage Ordinance

If this purchase includes labor within the City, and the contract total is less than \$150,000, it is then subject to the City of New Haven Living Wage Ordinance, City of New Haven Municipal Code Section 2-511. The ordinance requires that contractors providing labor or services to the City under yearly contracts in excess of



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\$25,000 pay no less than the City's Living Wage to all employees who spend any of their time providing labor or delivering services to the City.

The selected contractor will be required to evidence compliance with the Living Wage Ordinance by submitting payroll records as requested by the City. Each record shall include the full name of each employee performing labor or providing services under the contract; job classification; rate of pay and benefit rate.

Failure to comply with the provisions of the New Haven Living Wage Ordinance is grounds for termination of the contract and a basis for penalties as stated in New Haven Municipal Code Section 2-514. Questions concerning the New Haven Living Wage Ordinance should be directed to:

Finance Department
Purchasing Division
203-946-8201- phone
purchasing@newhavenct.gov– email

4.8. Error and Omissions

Bidders or Proposers shall not be allowed to take advantage of any errors or omissions in the Instructions to Bidders/General Instructions or Specifications/Scope of Work. Full instructions will be given if such error or omission is discovered and timely called to the attention of the City.

4.9. Patent Fees; Patent, Copyright; Trade Secret, Trademark Fees

Each PROPOSER shall include in the price proposal any patent fees, royalties and charges on any patented article or process to be furnished or used in the prosecution of the Work.

4.10. Taxes

Price Proposals shall exclude all federal, state, local and other taxes.

4.11. Request for Taxpayer Identification number and Certification (IRS Form W-9)

The winning proposal will be required to submit a completed and signed [IRS Form W-9](#). Failure to submit this form may result in the response being deemed non-responsive.

Link: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

4.12. Limitation on Liability

Respondents acknowledge that they shall provide the goods and/or services without monetary limitations on liability. If Respondents take exception to this requirement, Respondents shall expressly state any exceptions, including the proposed limits of liability, (a) in detail; (b) as a separate line item; and (c) not part of any form documents submitted. Respondents acknowledge that any exceptions may result in a finding of non-responsiveness



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4.13. Insurance Requirements

Proof of insurance is not required to be submitted with your response unless specifically requested, but will be required prior to the City's award of the contract. Refer to the Insurance requirements in the "Insurance Requirements" section of this document.

The City requires all contractual work to be insured as identified in the following sections.

The term “Contractor” and/or “subcontractor” as used in this section, shall mean, and include Contractors and subcontractors of every tier.

Each Solicitation, Agreement and/or Award will include a specific Risk Template which will detail all the insurance requirements for the project.

Any policies maintained by the contractor and its owned and/or rented equipment and materials shall contain a provision requiring insurance companies to waive their rights of subrogation against the City of New Haven (Owner) and all other Indemnities named in the contract.

City of New Haven requires all contractors and vendors whose work or services may bring them into direct contact with youth under the age of 21 years to carry a minimum of \$1 million in Abuse and Molestation insurance coverage.

Direct contact refers to situations where vendors directly interact with, supervise, or provide services to youth under the age of 21.

Examples of vendors subject to this requirement include:

Therapists
Medical professionals
Before and after-school program providers

Vendors excluded from this requirement include:

On-call facility-related repair services and construction services (e.g., plumbers, electricians, general contractors, roofers) who do not have direct contact with youth.

This requirement applies to all vendors working on projects within:

City of New Haven facilities
New Haven Public Schools (NHPS) facilities

Subcontractors

All subcontractors must provide General Contractor with a valid COI naming the City of New Haven as Additional Insured with coverage and limits as required by the GC.

Certificates of Insurance



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The successful bidder shall provide certificates with a minimum AM Best's rating of "A-"VIII of insurance, showing coverage by an insurance carrier authorized by the State of Connecticut to write insurance in the State. The certificates shall show the City as an additional name insured. Said certificate should contain the following endorsements.

PLEASE NOTE THAT ALL CERTIFICATES OF INSURANCE MUST INCLUDE:

- A. The City of New Haven shall be named as an **additional insured with subrogation**.
- B. Endorsement shall include the work description, Contract/Project name and location.
- C. Insurance agent contact information, name, email and phone number
- D. An endorsement that the insurance company will give at least thirty (30) days written notice to the City prior to any modification or cancellation of any such insurance coverage.

POLICY REVIEW AND APPROVAL

At the discretion of the City, the Contractor may be asked to submit to the City copies of insurance policies for review and approval. The City may, in writing, notify the Contractor of any disapproval of any such policies, and satisfactory policies shall be provided in place of those disapproved.

The Respondent shall submit an insurance certificate in addition to a copy of each policy if requested. The Contractor shall require its subcontractors to obtain policies of similar insurance before each commences work. All such insurance shall be carried with financially responsible insurance companies, licensed in the State and approved by the City and shall be kept in force until the Contractor's work is accepted by the City, which expire before the Contractor's work is accepted by the City shall be renewed and submitted to the City for its approval.

- A. Insurance will be required for the entire term of the contract. **The insurance agent contact information(name , email, phone number) must be on the COI.** COI are to be emailed to your project contact(see award notice) and NHpurchasingCOI@newhavenct.gov.
- B. Renewal Certificates of insurance should email to support@certifical.com

Contractor/Vendor shall agree to always maintain in force during the contract the following minimum coverage and shall name the City of New Haven as an Additional Insured (1) on a primary and non-contributory basis to all policies except Workers Compensation and Professional Liability. All policies, except Professional Liability, should also include a Waiver of Subrogation.



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4.13.1. General Liability with Abuse & Molestation-rider 620

	Minimum Limits (dollar amount indicates required minimum)	Additional Insured (Y indicates required)	Waiver of Subrogation (Y indicatesrequired)
Each Occurrence	\$1,000,000	Y	Y
Combined Aggregate	\$2,000,000	Y	Y
Products/Completed Operations Aggregate	\$2,000,000	Y	Y
Abuse & Molestation	\$1,000,000	Y	Y

4.13.2. Excess/Umbrella Liability

	Minimum Limits (dollar amount indicates required minimum)	Additional Insured (Y indicates required)	Waiver of Subrogation (Y indicatesrequired)
Each Occurrence	--\$1,000,000	Y	Y
Combined Aggregate	--\$1,000,000	Y	Y

4.13.3. Workers' Compensation & Employers' Liability (EL) - Statutory Limits

	Minimum Limits (dollar amount indicates required minimum)	Additional Insured (Y indicates required)	Waiver of Subrogation (Y indicatesrequired)
Workers' Compensation	Statutory Limits		
EL EACH	\$500,000	---	Y



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EL DISEASE	\$500,000	---	Y
EL POLICY	\$500,000	---	Y

4.13.4. Auto Liability (includes all owned, hired & non-owned autos)

	Minimum Limits (dollar amount indicates required minimum)	Additional Insured (Y indicates required)	Waiver of Subrogation (Y indicates required)
Combined Single Limit Each accident including endorsements	\$1,000,000	Y	Y

4.13.5. Professional Liability

	Minimum Limits (dollar amount indicates required minimum)	Additional Insured (Y indicates required)	Waiver of Subrogation (Y indicates required)
	--\$1,000,000	--	--

4.13.6. Additional Information

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two) years from the completion date.

Original, completed Certificates of Insurance must be presented to the City of New Haven via Certifical prior to contract issuance. Contractor/Vendor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the polices be cancelled, limits reduced, or coverage altered, 30 days written notice must be given to the City.

4.13.7. Notes

- Additional Insured & Waiver of Subrogation boxes must be checked off on the COI.
- If contractor/vendor will be providing a service in proximity or serving youth under the age of 21, Abuse and Molestation coverage must be included.



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- City of New Haven is the Certificate holder and the additional insured.

City of New Haven
200 Orange Street Rm 301
New Haven, CT 06510

4.14. Availability of Funds

The provisions of this Contract relating to payment for products or services shall become effective when funds assigned for the purpose of compensating the Contractor as herein provided are actually available to for disbursement. The City shall be the sole judge and authority in determining the availability of funds under this Contract. If any action is taken by the City, any state agency, Federal department or any other agency to suspend, decrease, or terminate its fiscal obligations under, or in connection with, this Contract, the City may amend, suspend, decrease, or terminate its obligations under, or in connection with, this Contract. In the event of termination, The City shall be liable for payment only for products provided or services rendered prior to the effective date of the termination, provided that such products or services were provided or performed in accordance with the provisions of this Contract.

4.15. Addenda

If any person contemplating submitting a proposal of the items or services listed herein is in doubt as to the true meaning of any part of this RFP, he/she may submit a question through the City's [eProcurement Portal](#) Q&A section for an interpretation or correction thereof. Any written Inquiry for Clarification must be received seven (7) or more business days prior to the Closing Date. Any request received by the City after this deadline will not be given consideration.

We will endeavor to post Addendums regarding Inquires for Clarification, not less than five (5) calendar days prior to the Bid Closing Date and Time.

Any interpretation or correction of City specifications will be made only by addendum, duly issued by the City representative(s) identified in this solicitation, above. Addenda (if any) shall be made available on the City's eProcurement system, and sent to each vendor included on the "Followers" list in the City's eProcurement system. A vendor's failure to address the requirements of any and all addenda may result in the response (proposal or bid, or alike) not being considered. If the City determines that a time extension is required for the proposal, the City will issue an addendum that will give the new submission date. The vendor is responsible to register on the City's eProcurement Portal and follow the project named Youth and Recreation (YARD) Sports and Pro Social Activities Grant in order to be included in the "Followers" list in the City's eProcurement system to insure they receive all documents including addendums which are available as a download.

The City reserves the right to change any part of these Instructions to PROPOSERS and Specifications any time prior to Deadline for Submissions. Any changes shall be in the form of addenda and will become a part of the Proposal documents and of the contract.

4.16. Reservations



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The City reserves the right to reject any and all proposals and any item or items therein, and to waive any non conformity of proposals with this RFP, whether of a technical or substantive nature, as the interest of the City may require.

4.17. Documents to be construed together

The Request for Proposals, the Proposal, the Non-Collusion Affidavit, and all documents referred to in the complete specifications and the Contract to be entered into between the Contractor and the City, and all modifications of said documents, shall be construed together as one document.

4.18. RFP not Contractual

Nothing contained in this Request for Proposals shall create any contractual relationship between the PROPOSER and the City. The City accepts no financial responsibility for costs incurred by any PROPOSER regarding this RFP.

4.19. Protest

The procedures established hereunder shall be available to contractors with respect to a RFP/RFQ for the purpose of handling and resolving disputes relating to procurements hereunder. A protestor must exhaust all administrative remedies hereunder before pursuing a protest in any court of law. In the event you desire to protest an opening. You must submit by email at: purchasing@newhavenct.gov , Attention: Purchasing Agent your letter of protest within 24 hours of the opening date/time. The letter should include the following information:

- The name and address of the protestor
- The name and number of the procurement solicitation
- A detailed statement of the grounds for the protest, including relevant facts and citations to applicable laws or terms
- Supporting documentation
- The desired relief, action, or ruling sought by the protestor

A written decision will be returned to you from the Bureau of Purchases in a timely manner.



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5. Awarding of Contract

5.1. Review and Award

A screening committee will determine which proposals are responsive to City requirements and needs. The technical portions of responsive proposals will be evaluated by a selection panel consisting of personnel from the City. The selection may be based solely on the written proposals submitted.

PROPOSERS may be invited to a meeting to provide additional clarification of the content of their proposal. The City reserves the right to invite all of the PROPOSERS for an oral clarification OR only the top three (3) ranked firms based on the initial written proposal review. The meeting will not alter the selection criteria but will be used to clarify content of the proposal. The final scoring and ranking will be made after the meeting(s). Proposals shall consist of the sections named in the "Contents of Proposal" outlined below.

The weighted scoring in the [Evaluation Criteria](#) prioritizes the factors most important for this solicitation. A winner will be chosen based on the Total Average points of all evaluators across all scoring factors.

Once an agreement is reached with a Proposer, originating department will recommend award of a contract. The City reserves the right to select the firm which, in its sole judgment, best meets the needs of the City.

For City Departments:

Any contract resulting from this RFP must meet the following approval requirements:

- **Mayor's Signature:** Contracts valued at **\$25,000 or more** require the Mayor's signature to become effective.
- **Board of Alders Approval:** Contracts that **exceed one year in duration** under any of the following conditions must be approved by the Board of Alders:
 - **Initial Term:** If the initial term is longer than one year.
 - **Options/Renewals:** If the combined duration of options and renewals exceeds two years, either consecutively or cumulatively.
 - **Material Alterations:** If any options or renewals significantly change the original terms or conditions of the contract, as determined by the City's Purchasing Agent.

5.2. Contract Duration

The term of the contract is Initial Term One Year. No optional extension periods will be included with this contract. All renewals will be at the sole discretion of the City and pursuant to the same terms and conditions. The compensation set forth in the Proposal shall remain valid and in effect during the initial term of the contract.

5.3. Notice to Proceed



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Once a contract is formally signed and in effect, the specific City department that initiated the need for the contracted work will then issue a **Notice to Proceed (NTP)**. This official written communication formally authorizes the contractor to commence the contracted services or project. The NTP typically specifies the **start date** of the work and may also include important details such as:

- **Project name and contract number:** For clear identification.
- **Contact information:** For relevant City and contractor personnel.
- **Project schedule and milestones:** Outlining key deadlines and deliverables.
- **Specific instructions or clarifications:** Regarding the execution of the work.
- **Conditions for commencement:** Any prerequisites that must be met before work can begin.

5.4. Payment Policy

<https://www.newhavenct.gov/government/departments-divisions/purchasing-division/payment-policy>

5.5. No Purchase Order – No Payment Policy

Policies and Procedures

The City of New Haven has implemented a 'No Purchase Order, No Payment Policy' effective July 1, 2019 to reduce cost overruns, unauthorized work, while automating the steps for payment of invoices. This means that without an official Purchase Order number and/or enough unencumbered funds available, payment of supplier invoices will be rejected or significantly delayed until the change order or adjustments can be processed and approved.

This policy aims to ensure that:

- A. All spend shall be supported by an authorized PO prior to requesting the provision of goods/services.
- B. Efficient processes are implemented so that goods are delivered when required.
- C. The recipient of the goods shall receipt in Munis as soon as the goods are delivered/services performed (i.e. not upon receipt of the invoice);
- D. Cost control is effective and therefore:
- E. all expenditure incurred by the City of New Haven is valid and appropriately authorized; and
- F. minimizing transactional costs associated with payment for goods and services.

5.6. Termination of Contract

Termination of Contract** This Contract may be terminated by the City of New Haven ("City") as follows:



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****1. Termination for Convenience:**** * The City may, at any time, terminate this Contract, in whole or in part, for its convenience, upon giving twenty-one (21) days written notice to the Contractor. * Upon receipt of such notice, the Contractor shall immediately discontinue all work affected (unless the notice directs otherwise) and shall deliver to the City all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing this Contract. * In the event of termination for convenience, the Contractor shall be entitled to receive payment for work satisfactorily performed up to the date of termination, as determined by the City, and for reasonable costs incurred in terminating the work. The Contractor shall not be entitled to recover anticipated profits or any other consequential damages. * The City's determination of the amount due to the Contractor shall be final and binding.

****2. Termination for Cause/Default:**** * The City may terminate this Contract for cause or default if the Contractor: * Fails to perform the work in accordance with the terms and conditions of this Contract. * Fails to make satisfactory progress so as to endanger performance of this Contract. * Fails to comply with any applicable federal, state, or local laws, ordinances, or regulations. * Becomes insolvent, files for bankruptcy, or makes an assignment for the benefit of creditors. * Engages in any conduct that is detrimental to the interests of the City, including but not limited to, fraud, misrepresentation, or unethical behavior. * Fails to maintain required insurance or bonds. * Fails to adhere to the city's equal opportunity and non-discrimination policies. * Prior to termination for cause/default, the City shall provide the Contractor with five (5) business day written notice of the default and a reasonable opportunity to cure the default, unless the default is of such a nature that it cannot be cured. * In the event of termination for cause/default, the Contractor shall be liable to the City for any and all costs incurred by the City in completing the work, including but not limited to, the cost of procuring substitute services. * Termination for cause/default shall not relieve the Contractor of any liability to the City for damages sustained by the City as a result of the Contractor's breach of this Contract.

****3. Termination for Lack of Funding:**** * In the event that funding for this Contract is not approved or becomes unavailable, the City reserves the right to terminate this Contract without any liability to the Contractor. Upon written notification, the Contractor shall cease all work related to this Contract. Payment will be provided for work acceptably completed up to the point of termination.

****4. Notification of Termination:**** * Notice of termination shall be provided in writing to the Contractor by mail or email.

****5. Effect of Termination:**** * Upon termination of this Contract, the Contractor shall immediately return to the City all property belonging to the City. * The termination of this Contract shall not affect any rights or obligations of the parties that accrued prior to the date of termination. * The rights and remedies provided in this termination clause are in addition to any other rights and remedies provided by law.

****6. Governing Law:**** * This termination clause shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the City of New Haven.



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****7. Disputes:**** Any disputes related to termination of this contract will be handled according to the dispute resolution portion of this contract.

5.7. Price Adjustments

Pricing with Potential Adjustments

This provision establishes a firm, fixed pricing structure with a limited opportunity for price adjustments. While the initial proposal price must be a fixed, the City may, at its sole discretion, consider adjustments if the cost of specified materials, components, or labor demonstrably fluctuates by more than 20% during the contract term. Crucially, the responsibility to request any such adjustment rests entirely with the awarded respondent, who must provide verifiable documentation to support their claim. To ensure timely consideration, adjustment requests for a new contract term must be submitted at least 60 days before the current term expires; failure to do so allows the City to exercise the next term at the existing price. Requests submitted after a new term begins will not be considered. Furthermore, the City retains the absolute right to reject any requested adjustment or to decline exercising an option term based on the proposed price change, solidifying their control over the contract's financial terms.

Fixed Price with Tariff Adjustments

If vendor experience a new government tax significantly raising the cost of their goods and services in meeting the needs of the City to an awarded project (more than 5% of the total price), a discussion about adjusting the price can take place. But the price can't go up too much – either a maximum of 20% of the original price, or half of the extra cost from the tax, whichever is less.

Guideline for requesting and adjustment:

- A.
 1. Must be submitted in writing and include a comprehensive cost breakdown detailing how the tariff has impacted the total cost of the finished product.
 2. Must include official importer receipts or customs documentation showing proof of tariff payment and transaction date.
 3. Will only be considered if they clearly demonstrate a direct impact from the tariff on the specific goods or components being purchased under this contract.
 4. Are subject to the City's sole discretion and written approval is required prior to implementation of any price change.
- B. In the event the City requests a tariff adjustment, the Contractor shall provide all required supporting documentation, as outlined above, within thirty (30) calendar days of the City's request.
- C. No retroactive adjustments shall be allowed for tariff changes prior to the applicable basis date.



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Mayor



Malinda M. Figueroa
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6. Submittal Instructions

6.1. Early Preparation for submission

Parties interested in responding are required to submit electronically through the City of New Haven [eProcurement Portal](#) **prior to** 11:00 am , Tuesday, October 27, 2026. Please upload all required documents as instructed in the section named [Response Submittals](#) sufficiently early electronically through the city's eProcurement Portal before the time and day listed in this solicitation. Responses must be received in the system prior to the deadline.

The Specification or Scope of Work included in this Notice shall be considered part of any contract made pursuant thereunder.

6.2. Vendor Registration Instructions & Customer Service information:

Click here to register onto the City's [eProcurement Portal](#) hosted by OpenGov.

If you are already registered and need help logging in or retrieving your user information simply click on the blue chat bubble on the lower right hand corner of your screen or contact OpenGov at procurement-support@opengov.com for help at any time.

Customer Service

For assistance with e-bidding or uploading documents: Contact OpenGov via the blue chat bubble on the lower right hand corner of your screen or email at procurement-support@opengov.com.

Monday through Friday 5 am - 5 pm PST, except statutory holidays-- response time is typically less than ten minutes.

6.3. OpenGov Technical Support

Technical support for an eProcurement system plays a vital role in ensuring smooth operations. You can call or email technical support using the information below.

- **Phone:** (650) 336-7167
- **Email:** support@support.opengov.com
- **Issue Log:** <https://opengov.my.site.com/support/s/contactsupport/incident>
- **Live Chat:** Click on the circle blue icon  at the bottom right of the screen.

6.4. Electronic Submission and Delivery Instructions

We value your participation in this solicitation and want to ensure you have every opportunity to present your response in the manner instructed in this solicitation. It is important that you submit **a complete response prior to 11:00 am on Tuesday, October 27, 2026** through this eProcurement portal. We strongly advise



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against waiting to within the last three days of the submittal deadline to begin working on your response.

Starting early on your response increases time to:

- Thoroughly review all requirements and the entire solicitation document.
- Gather, organize, and complete the necessary documents for submittal.
- Address any unforeseen technical issues that may arise during the preparation or submittal of your response.

Delaying your response may result in errors, or can cause you to miss the submission deadline. Either of which can negatively impact your submittal or cause your submittal to not be accepted.

6.5. Follow these steps to submit your proposal digitally

If you are already registered and need help logging in or retrieving your user information utilize the blue chat bubble visible on the lower right hand corner of the screen.

Click on the hyperlink for the City's [eProcurement Portal](#) to create your vendor profile.

Electronic Submission of Bids

All Proposers are required to submit their bid pricing electronically via the city's eProcurement Portal. The electronic system will close submission exactly at the date and time set forth in this solicitation or as changed by addenda. In addition, your bid must be submitted via the eProcurement Portal.

Proposers are responsible for submitting and having their bid accepted before the closing time set forth in this solicitation or as changed by addenda. NOTE: It is the Proposer's sole responsibility to ensure their bid and document(s) are uploaded, transmitted, and arrive in time electronically. The City will have no responsibility for bids that do not arrive in a timely manner, no matter what the reason.

Upon closing of the Bid, Bid Results will be available on the City's eProcurement Portal.

In the case of a discrepancy between the electronic bid schedule (pricing) and any uploaded Bid schedule document or pricing, the electronic bid schedule will be the accepted bid.

Steps to Submit Your Electronic Proposal:

To submit an offer to the City, vendor must begin by clicking on the green DRAFT PROPOSAL button. This action also allow you access required City forms in the Response Submittal section for Youth and Recreation (YARD) Sports and Pro Social Activities Grant.

1. Acknowledge all Addenda
2. Accept City of New Haven Terms and Conditions Message
3. Answer all required vendor questions.



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4. Upload all required forms. Proposer may save their work and return.
5. Review your work and submit proposal when ready.
6. You will receive a confirmation email from OpenGov upon receipt of your bid/proposal.
7. Proposer may withdraw their bid at any time **prior to** 11:00 am on Tuesday, October 27, 2026.

Note: If an addenda is issued after a response has been submitted, Proposer or bidder must return to take steps below. Failure to do both steps will result in an invalidated offer.

- 1- Acknowledge the new addenda; and
- 2- Resubmit your bid through the City's eProcurement Portal.

Do Not upload a Zip File: Unzip Your Files

Note: If your files are [zipped or] in a zip folder, you may need to unzip the files before uploading. The following instructions may be helpful to do so.

- A. Open File Explorer, and find the zipped folder.
- B. To unzip the entire folder, right-click to select Extract All, and then follow the instructions.
- C. To unzip a single file or folder, double-click the zipped folder to open it. Then, drag or copy the item from the zipped folder to a new location.

6.6. Withdrawal of Proposal

Any Bidder or Proposer may withdraw their response via the City's [eProcurement Portal](#) prior to 11:00 am on Tuesday, October 27, 2026.



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Mayor



Malinda M. Figueroa
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7. Project Details

7.1. Proposal Specifications

7.1.1. Project Summary

The City of New Haven Department of Youth and Recreation invites qualified nonprofit organizations and community-based groups to apply for funding to support youth team sports and prosocial activities. Municipalities and school districts are not eligible for Youth Team Sports funding. These programs are grounded in the principles of positive youth development and aim to expand local sports and prosocial activities opportunities, particularly in communities where they are limited or under-resourced. For this application, “team sports” refers to organized physical activities in which groups of two or more compete against opposing teams. This includes sports where individuals compete on behalf of a group, such as team tennis, golf, soccer, basketball. "Prosocial activities" refers to **any voluntary actions intended to benefit or improve the well-being of another person, group, or society as a whole**. Funding can support programs that give youth in underserved areas the chance to learn and participate in team sports, including the instruction needed to prepare them for participation. Target populations include under-resourced communities, areas with high rates of public housing or homelessness, low-income neighborhoods or opportunity zones, marginalized groups facing greater barriers to participation (such as youth with disabilities, girls, transgender or gender non-binary youth, and LGBTQ+ youth), and neighborhoods with higher crime rates or struggling schools. The Department’s mission is to promote independence, dignity, health, and quality of life for all New Haven residents, working alongside the community to offer the best services possible for the youth of this city. All funded programs must include a competitive component in the design, ensuring that youth have opportunities to engage in structured competition and programming. Additional components, such as promoting physical health, mental health, youth employment, and community/civic engagement, are also encouraged.

7.1.2. Background

The mission of the City of New Haven Youth and Recreation Department is to promote independence, dignity, health, and quality of life to the residents and families of New Haven. We strive as part of a community to provide the best possible services to all youth of the city.

7.1.3. Scope of Services

All funded programs **must include one** or more of the following in the program design.

- Competitive component in which groups of 2 or more youth compete against opposing teams.
- Physical health and well-being—increasing physical activity and positive body image.
- Mental health and well-being—improving outcomes related to youth mental health and social and emotional skills.
- Community—breaking down barriers to reduce discrimination, increase youth voice, and help young leaders emerge.



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Eligible Applicants

Programs eligible for funding must meet the following criteria:

- Be a nonprofit or community organization of New Haven
- Offer the program free or at minimal cost to New Haven school age-youth; school age-youth is defined as individuals between the ages of 5 and 17.
- Provide team sports activities or prosocial activities for New Haven youth under the age of 18 in under-resourced communities.
- Serve youth in New Haven
- Have a child protection policy in place that includes adherence to agency, school district, and state child protection guidelines.
- Collect registration data, including participant demographic information in a manner that allows for accurate reporting of anonymized aggregate data.

Required Application Forms for Youth Team Sports Funding

To be eligible for consideration, the attached application must complete

Line-item budgets should focus on programming costs, including but not limited to the following:

- Coaches/instructors/direct services staff/mentors (including training/professional development)
- Referee fees
- Purchase of equipment or uniforms
- Student scholarships
- Instruction or coaching clinics for introduction to sports
- Facility/field space cost.

Organizations and activities **not eligible** for funding are:

- Municipalities
- School Districts
- Private foundations, as defined in section 509 (a) of the U.S. Internal Revenue Code.
- Organizations that discriminate based on age, ethnicity/race, political affiliation, religion, sexual orientation, gender, gender identity, physical or other disability, national origin, or any protected characteristic under local, state, and federal law.



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- Research or project planning activities.
- Support for elite or private sports camps, programs, or teams.
- Endowments, memorials, budget deficits, or fundraising activities.
- Lobbying, political, or fraternal activities.
- Religious organizations whose sports programs do not have a secular and community focus.
- Fully remote/online programming
- Capital improvements

Funding Period

To qualify for funding, services need to be offered between July 1, 2026, and June 30, 2027.

Reporting Requirements

Programs will be required to maintain records on program activities and participant outcomes on a quarterly or annual basis. Loss of funding could occur if service delivery is not adequately documented. All funded programs will receive at least one site visit from the Youth and Recreation Department.

7.2. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Youth Impact and Participants Served Evaluate the anticipated number of New Haven youth served and the depth of positive impact on participants. Consider the program's reach, quality of activities, expected outcomes, accessibility, and ability to support youth health, well-being, skills, and engagement.	Points Based	25 (25% of Total)
2.	Reach to At-Risk and High-Risk Youth Evaluate how effectively the program targets and serves youth identified as at-risk or high-risk.	Points Based	20 (20% of Total)
3.	New Haven Residency Evaluate the proportion of program participants who are residents of the City of New Haven.	Points Based	15 (15% of Total)



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4.	Organizational Capacity Evaluate the applicant's demonstrated capacity to successfully implement and manage the proposed program.	Points Based	15 (15% of Total)
5.	Timely Results Evaluate whether the proposed program will deliver measurable results within the FY27 funding period.	Points Based	10 (10% of Total)
6.	Community Support Evaluate the strength of community partners, supporters, and collaborative relationships supporting the program.	Points Based	5 (5% of Total)
7.	Youth Engagement Potential Evaluate the program's potential to attract, retain, and positively engage youth and community members.	Points Based	5 (5% of Total)
8.	City Visibility Evaluate the program's visibility and potential community benefit within the City of New Haven.	Points Based	5 (5% of Total)

7.3. Response Submittals

1. Proposal (without cost)*

*Response required

2. Upload Budget*

*Response required

3. Will you be using the On-line Notary feature or Public Notary for the Disclosure Form*

The City needs you to get the Disclosure Form notarized. We are offering you a convenient way to do this online through Notary Online (<https://notarylive.com>) . However, you don't *have* to use this online service. If you do choose to use it, it will cost you \$25 each time you use it for a notarization. You can explore other ways to get your document notarized if you prefer not to pay this fee, click "No".

☐ Yes

☐ No

*Response required

When equals "Yes"



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3.1. *Disclosure Form for Online Notary **

An online notarization option will be provided for you when responding.

Important: If you don't have the document notarized, your response will be disqualified.

In essence, you must legally verify your identity and the authenticity of your signature on the document.

- [2 1421DiscloseEForm Rev. 03...](#)

*Response required

When equals "No"

3.2. *DISCLOSURE & CERTIFICATION AFFIDAVIT**

- Download the Disclosure & Certification document:** This is a digital document that you'll need to fill out.
- Complete the document:** Fill in all the required information on the document.
- Notarize the document:**
 - **Take the completed document to a public notary:** A notary public can notarize your signature in person.

Important: If you don't have the document notarized, your response will be disqualified.

In essence, you must legally verify your identity and the authenticity of your signature on the document.

[Click here to go to the form](#)

*Response required

4. **Statement of Qualifications for City**

Statement of Qualifications:

Each solicitation response shall include a Statement of Qualifications in the format provided in this Solicitation upon stationary of the responding entity.

All questions must be answered, and the data given must be clear and comprehensive. The respondent may submit any additional information he/she desires.

4.1. *Permanent Main Office Address**

*Response required

4.2. *When Organized**

*Response required



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4.3. *Legal form of ownership. If a corporation, where incorporated.**

*Response required

4.4. *How many years have you been engaged in services, under your present name?**

*Response required

4.5. *Have you ever failed to complete any work awarded to you? If so, where and why?**

*Response required

4.6. *Have you ever defaulted on a contract? If so, where, and why?**

*Response required

4.7. *Describe any pending litigation or other factors, which could affect your organization and it's ability to perform this agreement.**

*Response required

4.8. *Names, titles, reporting relationships, and background and experience of the principal members of your organization, including the officers. Indicate which individuals are authorized to bind the organization in negotiations with the City of New Haven.**

*Response required

4.9. *Name, title, address, and telephone number of the individual to whom all inquiries about this Proposal should be addressed.**

*Response required

4.10. *Will you, upon request, fill out a detailed financial statement and furnish any other information or sign a release that may be required by the City of New Haven?**

Upon the City of New Haven's request, the Business will be obligated to:*

- **Complete a detailed financial statement**, providing a thorough overview of its financial position.
- **Furnish any additional information** deemed necessary by the City to evaluate its financial stability. This may include, but is not limited to, bank records, tax documentation, and credit references.
- **Sign a release** if required, authorizing the City to independently verify the provided financial information from relevant third parties.

This comprehensive financial review is a necessary step for the City of New Haven to ensure the respondent possesses the financial capacity to successfully undertake and complete the proposed project. Your affirmative response confirms your understanding and willingness to comply with these requirements if requested.

☐ Yes

☐ No

*Response required



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When equals "No"

*4.10.1. If you answers no ,**

Briefly describe your reason for answering no.

***Response required**

*4.11. Tax Identification number(s)**

***Response required**

*4.12. Are you able to receive Credit Card Payments for your services rendered?**

☐ Yes

☐ No

***Response required**

*4.13. Attached in section 3 "City Requirements" of this solicitation are Policy Agreements for Ban the Box, Certificate of non-arrearage, Equal Opportunity Agreement and the Non-Collusion Affidavit your review..**

By submitting a response to this solicitation, you acknowledge and accept the terms and condition of each individual policy.

☐ Please confirm

***Response required**

*4.14. Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request**

As a bidder or proposer, any document you submit to the City of New Haven may be a public record and be open for personal inspection or copying by any person. In Connecticut 's public records" are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Section 1-210, CT. A document is subject to personal inspection and copying unless it falls under one of the public records exemptions created under Connecticut law. Answer No if : No part of your proposal is exempt from disclosure under the Connecticut public record law.

☐ Yes

☐ No

***Response required**

When equals "Yes"

*4.14.1. By answering Yes, you are agreeing to the following**

By claiming that all or part of the bid or proposal is exempt from the public records law, the undersigned bidder or proposer agrees to protect, defend, indemnify, and hold the City of New Haven, its officers,



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employees, and agents free and harmless from and against all claims arising out of a request to inspector copy the bid or proposal. The undersigned bidder or proposer agrees to investigate, handle, respond to, provide defense (including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal) for and defend any such claim at its sole cost and expense through counsel chosen by the City of New Haven and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false, or fraudulent.

*Response required

When equals "Yes"

*4.14.2. If you claimed yes, (i.e., you do claim an exemption), explain which part/s are exempt below**

The following parts of the bid or proposal submitted are exempt from disclosure under the Connecticut public records law because: (list exempt parts and legal justification - e.g., trade secret):

*Response required

*4.15. Conflict of Terms & No External Links**

Respondent expressly acknowledges that the submission of a response, purchasing agreement, or any supporting documentation shall not contain embedded hyperlinks to external terms and conditions. Any terms and conditions intended to be part of the contract must be provided in full, physical or digital text within the formal submission. Furthermore, any respondent terms that conflict with the City's Standard Terms and Conditions shall be deemed secondary; the City's terms shall prevail unless a specific exception is negotiated and signed by both parties."

☐ Please confirm

*Response required

*4.16. The City of New Haven has provided the complete contract details for your thorough examination. While the standard contract terms allow for minor modifications with the City's written approval, it is critical to understand that you will be strictly required to adhere to every term and condition as presented in the attached documents unless such minor changes are formally approved by the City of New Haven**

By submitting a response to this solicitation, you acknowledge and accept this requirement as a condition of award."

☐ Please confirm

*Response required