2027-08 Occupational and Physical Therapy Services - Fairfield Public Schools

Oct 30th 2026, 11:00AM EDT - Nov 19th 2026, 2:00PM EST

Table of Contents

Contents	Page #
Project Details	3
1. Statement of Work	4
1.1. Overview	4
1.2. Contract Term / Renewals	4
1.3. Scope of Services	4
2. Qualifications	6
2.1. Qualifications	6
3. Proposal Submission	7
3.1. Contractor Information	7
3.2. Summary of Relevant Experience / References	8
3.3. Staff Vetting and Screening Process	9
3.4. Work Plan	9
3.5. Conditions	10
3.6. Staff Retention	11
3.7. Staff Turnover	12
3.8. Information Regarding the Failure to Complete Work, Default, and Litigation	13
3.9. Sample Contract	14
3.10. Sample Invoice	15
3.11. Exceptions (if applicable)	15
4. Pricing Proposal	16
4.1. Pricing Proposal	16
5. Evaluation Criteria and Selection Process	18
6. Mandatory Compliance Requirements	19
6.1. Insurance Requirements	19
6.2. Conflict of Interest Statements	19
6.3. Non-Collusion Statement	20
6.4. Terms and Conditions	20

Project Details

Project	2027-08 Occupational and Physical Therapy Services - Fairfield Public Schools
Ref. #	2027-08
Type	RFP
Description	The Town of Fairfield on behalf of Fairfield Public Schools is soliciting proposal submissions from qualified firms to provide up to 25,000 hours of occupational therapy needs and up to 10,000 hours of physical therapy needs and other related work under the direction of District personnel. These hours can vary depending on Planning and Placement Team (PPT) recommendations. The purpose of this RFP is to obtain hourly cost proposals for the next two (2) years from reliable, licensed, professional proposers to provide occupational and physical therapy services including attendance at PPT meetings and coverage for Occupational Therapists and Physical Therapists in Extended School Year (ESY) Programs.
Open Date	Oct 30th 2026, 11:00AM EDT
Questions Due Date	Nov 12th 2026, 4:30PM EST
Close Date	Nov 19th 2026, 2:00PM EST

Events

Event Name	Duration	Description
Open Date	Oct 30th 2026, 11:00AM EDT	Posting date for the Opportunity
Questions Due Date	Nov 12th 2026, 4:30PM EST	Deadline to submit Questions
Close Date	Nov 19th 2026, 2:00PM EST	Deadline for Submissions

1. Statement of Work

1.1 Overview

The Town of Fairfield ("Town") on behalf of Fairfield Public Schools (“District") is soliciting proposal submissions from qualified firms to provide up to 25,000 hours of occupational therapy needs and up to 10,000 hours of physical therapy needs and other related work under the direction of District personnel. These hours can vary depending on Planning and Placement Team (PPT) recommendations.

The purpose of this RFP is to obtain hourly cost proposals for the next two (2) years from reliable, licensed, professional proposers to provide occupational and physical therapy services including attendance at PPT meetings and coverage for Occupational Therapists and Physical Therapists in Extended School Year (ESY) Programs.

1.2 Contract Term / Renewals

The Town intends to award an initial two (2) year contract, with three (3) one (1) year optional renewal terms. The initial contract term will commence on or about July 1, 2027 through June 30, 2029.

- On (60) days advance written notice, the Town may renew the 2027 contract per the same terms and conditions, including a mutually agreed upon optional cost of living allowance (COLA) reflecting industry standards.
- Each contract extension may be offered at the sole discretion of the Town of Fairfield.
- In the event that the Contractor does not perform the work in accordance with the specifications and/or scope of services, the Town reserves the right to terminate the contract with two (2) weeks’ written notice.

1.3 Scope of Services

1. The Proposer agrees to provide up to 25,000 total hours each year of occupational therapy and up to 10,000 hours of physical therapy and related services to students, ages 3-22, and to the Fairfield School District for the number of hours, days or portions thereof as the District may need during the school year and during the extended school year programming. All hours billed must be for work performed during school hours on days the school is in session with the exception of homebound services.
2. Therapy and related services must be provided by CT licensed, certified and qualified occupational therapists and physical therapists without delay to fill the immediate and changing needs of the District both in school and in home settings. The District has the right to interview each therapist proposed and to determine if the person is appropriate to work with District students. The Proposer will insure that all therapists working in the District have had satisfactory criminal background checks, drugs tests and Department of Children and Families (DCF) registry checks as required under law and will provide the District proof upon request.
3. The occupational therapists and physical therapists will work under the guidance or direction of the Executive Director of Special Education and Special Programs or his/her designee and will comply with all District requests. They will be assigned student caseloads and other related responsibilities. They shall participate in planning and placement team meetings for individual students and provide other services at the District's request.
4. The occupational therapists and physical therapists provided by the Proposer will collaborate, train, assist, co-teach, provide professional development, and consult with Fairfield staff when requested by the District.
5. The Proposer will provide highly qualified therapists who utilize best practices and research-based interventions within the standards of the profession or as set forth by the District.
6. The Proposer will supervise its therapists and monitor services provided and time billed by each and insure adherence to the terms of the contract. The Proposer's therapists will provide services and maintain specific records as required by the District and in compliance with all relevant federal, state, local and district laws, policies, procedures, regulations and ethical standards. The Proposer shall provide reports to District administrative staff prior to public review.
7. Each occupational therapist and physical therapist shall provide timely and complete reports as requested by Fairfield staff and provide to the District Medicaid documentation in a form and manner acceptable to the District and which is in compliance with the State of Connecticut Department of Social Services regulations and other relevant law.
8. *No Teletherapy Services are offered in the District. Firms that provide teletherapy services exclusively are not eligible to submit a proposal.*

9. The Proposer will submit prompt bills for services rendered no later than 30 days after the services were provided with supporting documentation as requested by the District. This supporting documentation is subject to change per Department of Social Services (DSS) guidelines. Invoices shall include the following: *providers name and title, first initial and last name or full name of the students serviced, time/hours spent with student, date(s) of service, and bill amount/hourly rate*. The Proposer will monitor the hours of service to insure compliance with the terms and amount of the contract and will note the hours used and remaining under the contract on each bill submitted to the District.
10. The Proposer will immediately provide substitutes for staff who are absent and provide in-service professional development and relevant occupational therapy and physical therapy materials to Fairfield staff and parents when requested by the District. Staff substitution selections are subject to the District's approval.

2. Qualifications

2.1 Qualifications

Eligible firms will be those consultants, businesses, and institutions that have the following qualifications:

1. Experience and expertise in regard to providing the types of or similar services as those students ages 3-22 as outlined in the scope of services of this RFP document.
2. A proven track record in providing these types of or similar services for similar school districts upon request and in a timely fashion within budget to the school district's satisfaction. Please provide the names, addresses, contact person and phone number for all of the school contracts the proposer has had over the last five (5) years. The Town reserves the right to contact any of these school districts for a reference.
3. Staff knowledge of federal and state laws and regulations governing the services outlined in the scope of services and expertise in all related aspects of the provision of occupational and physical therapy including but not limited to early interventions, therapy, evaluations, assessments, staff training and collaboration, development, revision and implementation of all relevant aspects of students' individual education plans, reports, electronic Individualized Education Program (IEP) and data collection systems.
4. Ability to provide experienced, Connecticut (CT) licensed and qualified occupational therapists and physical therapists to the District upon request without delay to fill immediate and changing needs of the District in both in school and/or in home settings as determined appropriate by members of the planning and placement team meeting.
5. Ability to provide occupational therapists and physical therapists who have undergraduate degrees and master's degrees in occupational therapy and physical therapy from accredited post-secondary institutions, CT Health Department certifications, and CT State Department of Education certifications as required by law.
6. The occupational therapists and physical therapists provided shall have experience working with children ages 3-22 in the fields of occupational and physical therapy.
7. The Proposer must provide evidence of sufficient staff to meet the District's needs. The Proposer will provide retention and turnover rates of staff under Section 3 as requested. The Proposer must agree to allow the District to conduct personal interviews of all proposed staff and final staff selection for the proposal is subject to the District's approval.
8. Each occupational therapist and physical therapist provided must have expertise in the principles, methods and procedures used to determine the need for student services, design and implement individualized goals and objectives, conduct evaluations and screenings, assess and report on progress, observe, design and implement treatment plans, identify appropriate accommodations, assistive and communication devices, design and implement research based early intervention and treatment plans, identify teaching strategies for students with related academic and educational needs, train and instruct staff and provide any other related service as required by the District.
9. Each occupational therapist and physical therapist provided must follow Town and District procedures, guidelines and other requirements as set forth by District representatives, including qualification and exit procedures and obtain satisfactory criminal background checks, Department of Children and Families Registry checks, fingerprinting and drug screening. All background checks, drug screenings, and fingerprinting expenses are to be paid by the firm and must not be billed back to the Town or District.
10. Each occupational therapist and physical therapist shall provide timely and complete reports as requested by District staff and provide to the District Medicaid documentation in a form and manner acceptable to the District and which is in compliance with the State of Connecticut Department of Social Services regulations and other relevant laws.

3. Proposal Submission

3.1 Contractor Information

3.1.1 Company Name: **[Required]** **[Text]**
(Vendor text input)

3.1.2 Company Address: **[Required]** **[Text]**
(Vendor text input)

3.1.3 Contact Name: **[Required]** **[Text]**
(Vendor text input)

3.1.4 Contact Email Address: **[Required]** **[Text]**
(Vendor text input)

3.1.5 Contact Phone Number: **[Required]** **[Text]**
(Vendor text input)

3.1.6 Name of the designated single point of contact for contract administration: **[Required]** **[Text]**
(Vendor text input)

3.1.7 Number of Years in Business (under your present company name) **[Required]** **[Number]**
(Vendor number input)

3.1.8 Legal Form of Ownership. If a corporation, indicate where incorporated. **[Required]** **[Text]**
(Vendor text input)

3.1.9 Date your firm was organized **[Required]** **[Text]**
(Vendor text input)

3.1.10 Upload an organization chart which includes the names and titles of the principal members and officers of your company. **[Required]** **[Any]**
(Vendor file upload)

3.2 Summary of Relevant Experience / References

A listing of all Occupational and Physical Therapy Services that the Proposer has completed within the last five (5) years must be provided, as well as all projects of a similar nature to those included in the Scope of Services in this RFP.

Attachments (Documentation): 2027-08_References_Form.pdf

3.2.1 The Proposer certifies that the references provided are accurate, complete, and pertain to services of similar scope and complexity. The Proposer understands that failure to provide accurate references may result in rejection of the proposal." **[Required]** **[Single Choice]**
(Yes) / (No)

3.2.2 Upload Summary of Relevant Experience / References Form Here: **[Required]** **[PDF]**
(Vendor file upload)

3.3 Staff Vetting and Screening Process

The Proposer shall describe its process for vetting and screening Occupational Therapists and Physical Therapists prior to assignment to the District, including, but not limited to:

1. Verification of professional licenses, certifications, and applicable qualifications.
2. Criminal background checks and any other required screenings, including fingerprinting, where applicable.
3. Verification of employment history and professional references.
4. Verification of compliance with applicable state and federal requirements for personnel working in school settings.
5. Procedures for verifying and maintaining current credentials, licenses, background checks, and other required clearances throughout the duration of the contract.
6. Procedures for ensuring that replacement or substitute personnel satisfy all applicable screening and qualification requirements before providing services.

The Proposer shall identify the party responsible for conducting each screening, describe the process for documenting and maintaining screening records, and explain how the Proposer ensures that all assigned personnel satisfy applicable requirements before beginning work in the District.

3.3.1 Upload Staff Vetting and Screening Process here: **[Required]** **[PDF]**
(Vendor file upload)

3.4 Work Plan

The Proposer shall provide a detailed work plan describing its proposed approach to providing occupational and physical therapy services to District students. The work plan shall address, at a minimum, the following:

1. Understanding of the District's requirements and student population;
2. Proposed service delivery model;
3. Staffing and assignment of qualified personnel; *(Resumes for individual therapists are not required at this time, but shall be requested by the District at a later date.)*
4. Transition and implementation following contract award;
5. Scheduling and coordination of services with District personnel; the Proposer shall describe its approach to maintaining continuity of therapists assigned to the District, including anticipated staffing levels, backup coverage, procedures for replacing personnel, notification to the District of staffing changes, and measures used to minimize disruption to student services.
6. Procedures for therapist absences, vacancies, and maintaining continuity of services;
7. Documentation and reporting procedures;
8. Communication and coordination with District administrators, teachers, parents/guardians, and other members of the student's educational team;
9. Participation in IEP meetings, evaluations, and other District meetings;
10. Quality assurance and monitoring of service delivery;
11. Procedures for addressing service concerns or performance issues; and
12. Any additional measures the Proposer believes will ensure effective and consistent service delivery.

********Proposers shall disclose all pricing information exclusively within the designated Pricing Proposal Table. Pricing shall not be included or referenced in any other section of the proposal submission.********

3.4.1 Upload Work Plan Here: **[Required]** **[PDF]**
(Vendor file upload)

3.5 Conditions

Proposers must be willing to adhere to the following conditions:

1. All proposals in response to this RFP are to be the sole property of the Town. Proposers are encouraged not to include in their proposals any information which is proprietary. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy and all rules, regulations, and interpretations resulting from those laws.
2. The timing and sequence of events resulting from this RFP will ultimately be determined by the Town.
3. The Proposer agrees that the proposal shall remain valid for a period of 90 days after the closing date for the submission and may be extended beyond that time by mutual agreement.
4. The Town may amend the terms and conditions or cancel this RFP any time prior to the execution of a contract or purchase order for these services if the Town deems it to be necessary, appropriate or otherwise in the best interests of the Town.
5. The Proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the District. Any additions, deletions or changes in personnel from the proposal during the course of the agreement period must be approved by the District, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the District. At its discretion, the District may require the removal and replacement of any of the Proposer's personnel who do not perform adequately, regardless of whether they were previously approved by the District.
6. Any costs and expenses incurred by proposers in preparing or submitting proposals are the sole responsibility of the Proposer.
7. A Proposer must be prepared to present evidence of experience, ability, financial standing, and any other information deemed necessary by the Town to satisfactorily meet the requirements set forth or implied in the proposal.
8. No additions to the original proposal will be allowed after submittal, except as may be allowed by the Town, at its option, in accordance with Condition #4 of this RFP. While changes are not permitted, clarification of proposals may be required by the Town at the Proposer's sole cost and expense. The final price and scope of services of any contract or purchase order resulting from this RFP may be negotiated with responsible Proposers.
9. The Proposer may be required to give presentations to the extent necessary to satisfy the Town's requirements or needs. In some cases, Proposers may have to give presentations or further explanation to any RFP selection committee established by the Town.
10. All responses to the RFP must conform to instruction. Failure to include any required signatures, provide the required number of copies, to meet deadlines, answer all questions, follow the requested format, or failure to comply with any other requirements of this RFP may be considered appropriate cause for rejection of the proposal submission.
11. The Proposer agrees to meet all of the insurance requirements set forth in the terms and conditions of this RFP document.

3.5.1 Proposer understands, and agrees to adhere to, all of the conditions included above. **[Required]** **[Single Choice]**
(Yes) / (No)

3.6 Staff Retention

The Proposer shall provide Staff Retention information for Occupational Therapists and Physical Therapists for the three (3) most recently completed calendar years.

3.6.1 2025: Provide the annual percentage of Occupational Therapists retained by the Proposer. **[Required]** **[Percentage]**
(Vendor percentage input)

3.6.2 2024: Provide the annual percentage of Occupational Therapists retained by the Proposer. **[Required]** **[Percentage]**
(Vendor percentage input)

3.6.3 2023: Provide the annual percentage of Occupational Therapists retained by the Proposer. **[Required]** **[Percentage]**
(Vendor percentage input)

3.6.4 2025: Provide the annual percentage of Physical Therapists retained by the Proposer. **[Required]** **[Percentage]**
(Vendor percentage input)

3.6.5 2024: Provide the annual percentage of Physical Therapists retained by the Proposer. **[Required]** **[Percentage]**
(Vendor percentage input)

3.6.6 2023: Provide the annual percentage of Physical Therapists retained by the Proposer. **[Required]** **[Percentage]**
(Vendor percentage input)

3.7 Staff Turnover

The Proposer shall provide Staff Turnover information for Occupational Therapists and Physical Therapists for the three (3) most recently completed calendar years.

3.7.1 2025: Provide the annual percentage of Occupational Therapists who separated from the Proposer. **[Required]** **[Percentage]**
(Vendor percentage input)

3.7.2 2024: Provide the annual percentage of Occupational Therapists who separated from the Proposer. **[Required]** **[Percentage]**
(Vendor percentage input)

3.7.3 2023: Provide the annual percentage of Occupational Therapists who separated from the Proposer. **[Required]** **[Percentage]**
(Vendor percentage input)

3.7.4 2025: Provide the annual percentage of Physical Therapists who separated from the Proposer. **[Required]** **[Percentage]**
(Vendor percentage input)

3.7.5 2024: Provide the annual percentage of Physical Therapists who separated from the Proposer. **[Required]** **[Percentage]**
(Vendor percentage input)

3.7.6 2023: Provide the annual percentage of Physical Therapists who separated from the Proposer. **[Required]** **[Percentage]**
(Vendor percentage input)

3.8 Information Regarding the Failure to Complete Work, Default, and Litigation

3.8.1 Information Regarding the Failure to Complete Work, Default, and Litigation (Q-89AI) [Required] [Questionnaire]

Questions:

Question: Have you ever failed to complete any work awarded to you? If so, where and why?
Answer options: (Yes) / (No)
Comment: [Required Vendor Input] / [Required Vendor Input]

Question: Have you ever defaulted on a contract? If so, where and why?
Answer options: (Yes) / (No)
Comment: [Required Vendor Input] / [Required Vendor Input]

Question: Is there any pending litigation which could affect your organization's ability to perform this agreement? If so, please describe.
Answer options: (Yes) / (No)
Comment: [Required Vendor Input] / [Required Vendor Input]

Question: Has your firm ever had a contract terminated for cause within the past five years? If yes, provide details.

Answer options: (Yes) / (No)
Comment: [Required Vendor Input] / [Required Vendor Input]

Question: Has your firm been named in a lawsuit related to errors and omissions within the past five years? If yes, provide details.
Answer options: (Yes) / (No)
Comment: [Required Vendor Input] / [Required Vendor Input]

Question: During the past seven years, has your firm ever filed for protection under the Federal bankruptcy laws? If yes, provide details.
Answer options: (Yes) / (No)
Comment: [Required Vendor Input] / [Required Vendor Input]

Question: Have you ever exceeded the amount of the contract you were awarded? If so, provide the details of what happened.
Answer options: (Yes) / (No)
Comment: [Required Vendor Input] / [Required Vendor Input]

Question: Are there any other factors or information that could affect your firm's ability to provide the services being sought about which the Town should be aware?
Answer options: (Yes) / (No)
Comment: [Required Vendor Input] / [Required Vendor Input]

3.9 Sample Contract

Proposers shall provide a sample contract for review by the Town and District.

3.9.1 Upload Sample Contract here: **[Required]** **[PDF]**
(Vendor file upload)

3.10 Sample Invoice

As stated under the Scope of Services Section 1.3 - Item 9., Proposers shall include the following information on all invoices submitted to the District for payment:

1. Providers name and title
2. First initial and last name or full name of the student(s) serviced
3. Time/hours spent with student(s)
4. Date(s) of service
5. Bill amount/hourly rate

3.10.1 Upload Sample Invoice here: **[Required]** **[PDF]**
(Vendor file upload)

3.11 Exceptions (if applicable)

The Proposer shall review all RFP documents, including the scope of services, insurance requirements, and all terms and conditions. If the Proposer takes exception to any requirement, term, condition, or provision of the solicitation or contract documents, the Proposer shall clearly identify each such exception in the space provided below. The Proposer shall also disclose any known defects, errors, inconsistencies, or omissions in the documents of which they are aware, whether identified directly by the Proposer or brought to their attention by any subcontractor or material supplier. Failure to identify such exceptions or issues may be deemed a waiver of the Proposer's right to later assert them.

Attachments (Documentation): RFP_Exceptions_Form.pdf

3.11.1 Upload Exceptions Form here: (if applicable) **[Optional]** **[PDF]**
(Vendor file upload)

4. Pricing Proposal

Proposals shall include a single hourly rate, for each year for two (2) years, for services performed in accordance with this RFP document, inclusive of all personnel and non-personnel expenses. This price should encompass the entire Scope of Services in this RFP document. The Town reserves the right to negotiate costs, scope of services, and key personnel based on provider proposals.

In order for the Town to evaluate the proposed cost, Proposers must include for each element in the Work Plan submitted in Section 3.3, the staff, hours, hourly rates and the total cost. Include details generally associated with non-personnel costs as an additional cost section.

Note: The Town is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in prices.

********Proposers shall disclose all pricing information exclusively within the designated Pricing Proposal Table. Pricing shall not be included or referenced in any other section of the proposal submission.********

4.1 Pricing Proposal

4.1.1 2027-08 Pricing Proposal Submission Form [Required]

Occupational Therapist

Contract Year	Hours	Proposed Hourly Rate	Total Cost
1st Year Initial Contract Term 2027 - 2028	1		
2nd Year Initial Contract Term 2028 - 2029	1		
1st Optional Renewal Term - 2029 - 2030	1		
2nd Optional Renewal Term - 2030 - 2031	1		
3rd Optional Renewal Term - 2031 - 2032	1		

Certified Occupational Therapist Assistant

Contract Year	Hours	Proposed Hourly Rate	Total Cost
1st Year Initial Contract Term 2027 - 2028	1		
2nd Year Initial Contract Term 2028 - 2029	1		
1st Optional Renewal Term - 2029 - 2030	1		
2nd Optional Renewal Term - 2030 - 2031	1		
3rd Optional Renewal Term - 2031 - 2032	1		

Physical Therapist

Contract Year	Hours	Proposed Hourly Rate	Total Cost
1st Year Initial Contract Term 2027 - 2028	1		
2nd Year Initial Contract Term 2028 - 2029	1		
1st Optional Renewal Term - 2029 - 2030	1		
2nd Optional Renewal Term - 2030 - 2031	1		
3rd Renewal Term - 2031 - 2032	1		

5. Evaluation Criteria and Selection Process

Proposals will be evaluated based on the following:

1. Experience, expertise, and capabilities of the Proposer. Specifically the Proposer's vetting process. ***(Maximum Points: 25)***
2. Pricing Proposal. ***(Maximum Points: 20)***
3. A proven track record in providing these types of or similar services for similar school districts upon request and in a timely fashion within budget to the school district's satisfaction. ***(Maximum Points: 15)***
4. Ability to commit the staff necessary to complete the services outlined in the RFP and the ability to sustain that commitment for the duration of the contract. ***(Maximum Points: 15)***
5. Proposed statement of work. Emphasis will be on the understanding of the issues involved, soundness of approach, and the quality of the overall proposal. ***(Maximum Points: 15)***
6. Proposers knowledge of federal and state laws and regulations governing the services outlined in the scope of services and expertise in all related aspects of the provision of occupational and physical therapy services. ***(Maximum Points: 10***)

Selection Process:

1. Proposals will be reviewed and evaluated by the Town/District's Evaluation Committee in accordance with the criteria established in this RFP. Based on the results of the initial evaluation, selected Proposers may be shortlisted and invited to participate in an interview. The District reserves the right to determine the number of Proposers shortlisted for interviews. Interviews will be used to further assess the Proposers' qualifications, proposed approach, staffing plan, and ability to meet the District's needs. Shortlisting and participation in an interview do not constitute a commitment to award a contract.
2. Additional services or changes to proposal submissions during the interview will not be entertained.
3. Based on the responses received, the Town may choose to continue or cancel the RFP process.

6. Mandatory Compliance Requirements

This section sets forth the mandatory requirements applicable to this solicitation. Respondents must review and comply with all requirements contained herein. Submission of a proposal shall constitute the Proposer's acknowledgment and agreement to satisfy each mandatory requirement, including all certifications, insurance, bonding, licensing, and other contractual obligations, as applicable. Failure to meet any mandatory requirement may result in the proposal being deemed non-responsive and removed from further consideration.

6.1 Insurance Requirements

Submission of a proposal in response to this solicitation shall constitute the Proposer's acknowledgment and agreement to provide all insurance coverage as specified in the sample Certificate of Insurance. The awarded Proposer shall, prior to contract execution, furnish a Certificate of Insurance demonstrating full compliance with all stated insurance requirements.

Attachments (Documentation): 2027-08_COI_Template.pdf

6.1.1 We acknowledge and agree to provide all insurance coverage as specified in the sample Certificate of Insurance provided. Upon award of the contract, our company will furnish a Certificate of Insurance that fully complies with the stated requirements prior to contract execution. **[Required]** **[Single Choice]**
(Yes) / (No)

6.2 Conflict of Interest Statements

The Proposer certifies and represents whether any principal, owner, or employee of the Proposer is a Town of Fairfield employee or public official, or an immediate family member of such an individual. For this representation, "immediate family" includes: an individual's spouse, fiancé/fiancée; the parent, sibling, or child (including adult children) of the individual or their spouse; and the spouse of any such child. 'Yes' = no conflict. 'No' = relationship exists; explanation required.

6.2.1 'Yes' = no conflict. 'No' = relationship exists; explanation required. **[Required]** **[Single Choice]**
(Yes) / (No)

6.2.2 Explanation of Conflict if Applicable **[Optional]** **[Text]**
(Vendor text input)

6.3 Non-Collusion Statement

6.3.1 1. The submission has been developed independently by the Proposer and submitted without any form of collusion, agreement, understanding, or coordinated action with any other vendor of the materials, supplies, equipment, or services outlined in the Scope of Services, and without the intent of restricting independent submission. **[Required] [Single Choice]**
(Yes) / (No)

6.3.2 2. Neither the Proposer nor its employees or agents have communicated the contents of this RFPQ to any individual who is not an employee or agent of the Proposer or its surety on any bond furnished with the submission. Furthermore, such communications will not occur before the official opening of the submission. **[Required] [Single Choice]**
(Yes) / (No)

6.4 Terms and Conditions

6.4.1 I have read and agree to the Town of Fairfield's Terms and Conditions. **[Required] [Single Choice]**
(Yes) / (No)