

Sec. 4d-3-1. Definitions

As used in sections 4d-3-1 to 4d-3-19, inclusive, of the Regulations of Connecticut State Agencies:

(1) “Agency” means any department, board, council, commission, institution or other agency of the executive branch of the state government, provided each board, council, commission, institution or other agency included by law within any given department shall be deemed a division of that department;

(2) “Alternate bids or proposals” means bids or proposals submitted in addition to the bidder’s or proposer’s primary response to the invitation to bid or request for proposals. Such bids or proposals are intended to act as an alternative to the primary bid or response or be exchanged for, take the place of, replace or substitute for the primary bid or response should such primary bid or response be rejected;

(3) “Bid” means an offer, submitted in response to an invitation to bid, to furnish information technology personal property or services to an agency under certain prescribed conditions at a stated price;

(4) “Bidder” means any person submitting a bid on an invitation to bid or a solicitation issued by the CIO;

(5) “Century date change effect” means the management, manipulation, processing, comparing, sequencing and other use of date data, including single and multi-century formulae and leap years, by hardware, software or firmware, which (1) may cause or in any way affect abnormal ending dates or (2) is intended to produce, reflect or otherwise reference accurate date-related data interface functionality, including the indication of century;

(6) “Chief Information Officer” or “CIO” means the department head of the Department of Information Technology or his authorized designee;

(7) “Competitive negotiation” means a procedure for contracting for information technology personal property or services, in which (1) proposals are solicited from qualified vendors by a request for proposals; (2) changes may be negotiated in proposals and prices after being submitted; and (3) the proposal deemed by the department to be most advantageous in terms of criteria designated in the request for proposals is accepted;

(8) “Conditional bids or proposals” means bids or proposals that substantially limit or modify any of the terms and conditions, specifications or requirements of the invitation to bid or request for proposals;

(9) “Contract” means the agreement reached when the department accepts an offer of a bidder to furnish information technology personal property or services at a stated price in response to an invitation to bid or the agreement arrived at between the department and a proposer following competitive negotiation. In the case of competitive negotiation, the contract shall include the (1) response of the successful proposer, (2) the contract award, and (3) any other documents specifically designated by the department at the time of contract award;

(10) “Contractor” means any person to whom a contract is awarded as the result of the submission of a bid or in response to a request for proposal;

(11) “Department” means the Department of Information Technology;

(12) “Direct purchase authority” means an authority granted by the CIO to permit an agency to make a direct purchase of information technology personal property or services

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relating to information systems, telecommunication systems or information technology personal property without prior approval of the CIO;

(13) “Information Systems” means the combination of data processing hardware and software in the collection, processing and distribution of data to and from interactive computer-based systems to meet informational needs;

(14) “Information technology personal property” shall have the meaning set forth in subsection (b) (1) of section 4d-8 of the Connecticut General Statutes;

(15) “Invitation to bid” or “ITB” means the communication that states, for the information of prospective vendors, the terms and conditions under which a specified procurement will be made in a particular instance;

(16) “Minor irregularities” means those deviations from the ITB or RFP that are matters of form rather than substance, or insignificant or immaterial mistakes that may be waived or corrected, where the effect on price, quantity, quality, delivery, service or contractual conditions is negligible;

(17) “Multiple bids or proposals” means more than one bid or proposal submitted in response to the same invitation to bid or request for proposals by the same bidder or proposer, whether on a separate bid or proposal form or attached to the initial bid or proposal form. Such bids are intended to be separate and distinct from each other and are meant to be evaluated as individual bids or proposals without reference to any other bid or proposal;

(18) “Person” means an individual, partnership, firm, limited liability company, corporation, association, society, governmental subdivision, agency or public or private organization;

(19) “Proposer” means any person submitting a proposal in response to a request for proposals issued by the CIO;

(20) “Purchasing agency” means an agency acquiring information technology personal property or services;

(21) “Request for proposals” or “RFP” means the solicitation communication used in the competitive negotiation process;

(22) “Services” means any and all data entry, data processing, information systems, telecommunication systems and information technology personal property services;

(23) “State” means the State of Connecticut; and

(24) “Telecommunication systems” shall have the meaning set forth in subsection (4) of section 4d-1 of the Connecticut General Statutes.

(Adopted effective August 9, 2004)