

Doing Business With DAS Just Got A Lot Easier

A Guide to Uploading Affidavits and Nondiscrimination Forms Online



Business Friendly Initiative



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[1] Why Upload Documents?

We're changing how we do business

"I'm committed to making sure businesses and contractors alike know that Connecticut is open for business."

Governor Dannel P. Malloy

We're proving our commitment to being more "business friendly."

The Department of Administrative Services (DAS) is introducing a new, easier way for vendors to provide Affidavits and Nondiscrimination Forms when submitting a Bid or RFP.

Now, instead of submitting these documents in hard copy every time you submit a Bid/RFP, you can upload them electronically.

These changes to our business rules are a result of legislation found in *Public Act No. 11-229*

[Click here to see the Public Act](#)

This Guide to Uploading Affidavits and Nondiscrimination Forms Online will introduce you to a quick and secure method of submitting documents with your Bid/RFP response.

These Affidavits and Nondiscrimination Forms shall remain on file at DAS, and will be available for use by other State Agencies that may also be doing business with your company.

Affidavits must be updated on a yearly basis.

If any changes to the submitted information occur, the vendor will complete a new document and upload the updated form. All updates must be made within 30 days of any change.

Uploading your documents decreases the time it takes your company to prepare a Bid/RFP response and greatly reduces the amount of paperwork your company is required to submit.

We're also benefiting the environment by reducing the amount of paper used.

Following you will find step-by-step instructions on the process of uploading your documents.

Welcome to a new way of doing business with the State of Connecticut!

[2] Which Documents Can I Upload?

- ❑ Information concerning which documents pertain to you or your company can be found in the Bidder's or Proposer's Guide provided with the Bid or RFP package.
- ❑ All forms must be completed, signed and dated.
- ❑ Those documents requiring it, must be notarized.
- ❑ Once uploaded, the Affidavits shall be updated and submitted annually and Affidavits and Nondiscrimination Forms shall be updated within 30 days of any changes to the submitted information.
- ❑ Your company will be sent an initial reminder 60 days prior to your annual submission date.
- ❑ Affidavits and Nondiscrimination Forms will be archived by DAS and made available to other State Agencies with which your company may be doing business.
- ❑ Please do not send hard copies of the uploaded documents to DAS.
- ❑ For more information on contract certification requirements, visit the Office of Policy and Management (OPM) website:

[OPM Contract Certification Requirements](#)

List of Documents for Upload

Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6)

Gift and Campaign Contribution Certification (OPM Ethics Form 1)

Consulting Agreement Affidavit (OPM Ethics Form 5)

Non Discrimination Certification (A - Representation by Individual)
Regardless of value

Non Discrimination Certification (B - Representation by Entity)
For contracts valued at less than \$50,000.00

Non Discrimination Certification (C - Affidavit by Entity)
For contracts valued at more than \$50,000.00

Non Discrimination Certification (D - New Resolution by Entity)

Non Discrimination Certification (E - Prior Resolution by Entity)

OPM Form 7 – Iran Certification

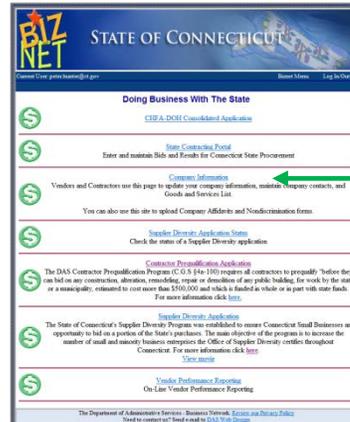
Commission On Human Rights and Opportunities (CHRO) Workplace Analysis Affirmative Action Report Employee Information Form (DAS-45)

DAS-46 - CT Economic Impact Form

[3.1] **How Do I Upload Documents?**

Locating the Upload Docs Link

1. Log in to BizNet: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>



2. After logging in to BizNet, select the **Doing Business With The State** link.

3. Select **Company Information**.



4. Click the “Binocular Icon” by your company name.

5. Click “Upload Documents.”

[3.2] How Do I Upload Documents?

Step-By-Step Document Upload Instructions

Following are instructions for Uploading your documents to DAS.

Prior to Uploading, make sure you have scanned the applicable completed, signed documents to a folder on your computer.

Step 1:

Click the **Required Company Documents** button.



Tip: You must have a **BizNet Account** to upload documents.

[Click here to create a BizNet Account](#)



Tip: This page also includes buttons to upload documents for other DAS programs.

Make sure you choose the correct button for **Required Company Documents**.



[3.3] **How Do I Upload Documents?**

Step 2:

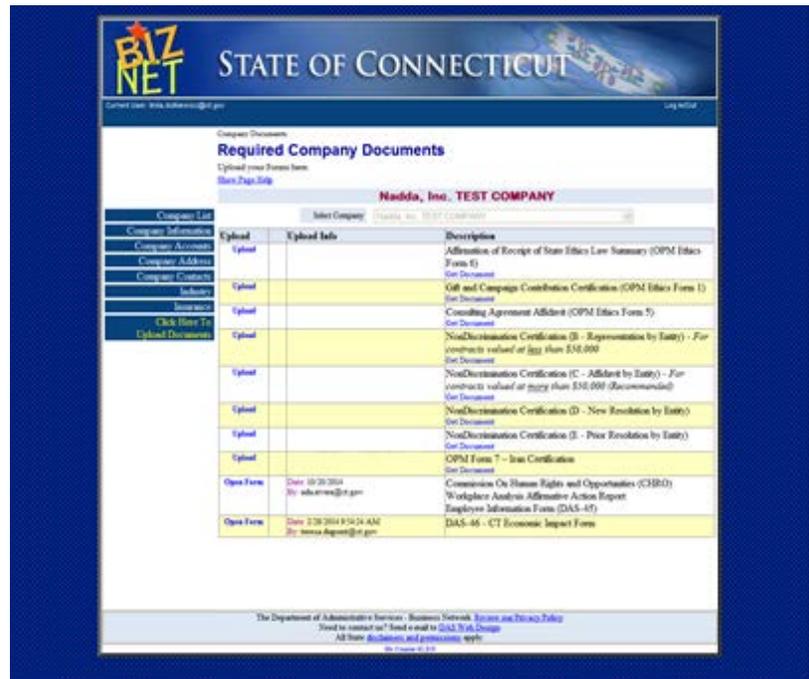
Click the **Upload** link in the left column corresponding to the description of the document you wish to upload.



Tip: If you have not downloaded the required documents, click **Get Document**.

Description
Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6) Get Document

Print, complete the document and scan back to your computer.



Step 3:

Click the **Browse...** button to locate the file you wish to upload.



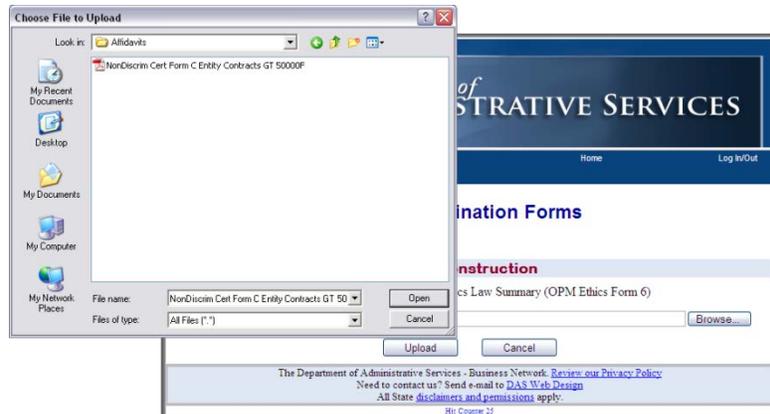
[3.4] How Do I Upload Documents?

Step 4:

Select your file, and click



Tip: You may need to use the **dropdown box** in the “Choose File” window to locate the folder in which you have saved your file.



Step 5:

Verify that you have selected the correct document.

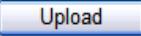


Tip: The file path will indicate which file you have selected and its location on your computer.



[3.5] How Do I Upload Documents?

Step 6:

Click the  button.



Tip: You may also cancel the upload operation by clicking the **Cancel** button.

Step 7:

A message above the table will indicate that **your file was uploaded successfully**.

The **Upload Info** column will now indicate the **date and time of upload**, the **user name** and the **file name**.

Step 8:

Click the **Upload** link for the next applicable file, and repeat the process for all files you wish to upload.

Upload	Upload Info	Description
Upload		Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6)
Upload		Gift and Campaign Contribution Certification (OPM Ethics Form 1)
Upload		Conflicting Agreement Affidavit (OPM Ethics Form 5)
Upload		NonDiscrimination Certification (B - Representation by Entity) - For contracts valued at less than \$50,000
Upload		NonDiscrimination Certification (C - Affiliant by Entity) - For contracts valued at more than \$50,000 (Recommended)
Upload		NonDiscrimination Certification (D - New Revolution by Entity)
Upload		NonDiscrimination Certification (E - Prior Revolution by Entity)
Upload		OPM Form 7 - Iran Certification
Open Form	Date: 10/20/2014 By: peter.hunter@ct.gov	Commission On Human Rights and Opportunities (CHRO) Workplace Analysis Affirmative Action Report
Open Form	Date: 2/28/2014 9:10:24 AM By: peter.hunter@ct.gov	DAS-45 - CT Economic Impact Form