

STATE OF CONNECTICUT  
DEPARTMENT OF SOCIAL SERVICES

**CONTRACT AMENDMENT**

**Contractor:** Covenant Soup Kitchen, Inc.  
**Contractor Address:** 220 Valley Street, Willimantic, CT 06226  
**Contract Number:** 15DSS4102VR / 104CSK-NSP-03  
**Amendment Number:** Amendment 1  
**Amount as Amended:** \$130,366.00  
**Contract Term as Amended:** 7/1/2015 to 6/30/2019

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The contract between Covenant Soup Kitchen, Inc. ("Contractor") and the Connecticut Department of Social Services ("Department"), which was last executed by the parties and approved by the Office of the Attorney General on 6/22/2015, is hereby further amended as follows:

1. The term of the contract is extended for an additional two (2) years and the end date of the contract is changed from 6/30/17 to 6/30/19.
2. The contract is amended because the total maximum amount payable under the contract has increased by \$57,940 from \$72,426 to \$130,366 to provide funding for the extended term of the contract.
3. DSS contract/contact person on page 1 of the original contract shall be deleted and replaced as follows: Donna LoCurto at (860)424-5323.
4. For the period 7/1/7 through 6/30/19, Part I, Section J. label BUDGET AND PAYMENT PROVISIONS, subsection 1 of this contract, shall be deleted and replaced with the following:

Effective Date: <u>6/16/2017</u>					
CONTRACT NUMBER: <u>15DSS4102VR</u>					
CONTRACT PERIOD: <u>07/01/2015 through 06/30/2019</u>					
ST FISCAL YR (SFY): <u>2018</u>					
PROVIDER: <u>Covenant Soup Kitchen, Inc.</u>					
Approved by: <u>LoCurtoD</u>					
<b>4000 INCOME</b>		<b>NSP</b>			
		<u>07/01/2017</u>	<b>Contract Total</b>	<b>Other Funding</b>	<b>Total Income</b>
<b>Program Funding Period:</b>		<u>through June 30</u>			
		<u>2018</u>			
<b>4100 CONTRACT FUNDING</b>	<b>SID</b>	\$ 28,970	\$ 28,970	\$ -	\$ 28,970
4101 State Funds	16148	\$ 28,970	\$ 28,970	\$ -	\$ 28,970
<b>TOTAL INCOME</b>		\$ 28,970	\$ 28,970	\$ -	\$ 28,970
<b>5000 DIRECT EXPENSES</b>		<b>NSP</b>	<b>Contract Total</b>		<b>Total Expenses</b>
<b>5500 MATERIALS AND SUPPLIES</b>		\$ 27,620	\$ 27,620	\$ -	\$ 27,620
5501 Food		\$ 27,520	\$ 27,520	\$ -	\$ 27,520
5504 Other Mtrls and Sppls (specify in narrative)		\$ 100	\$ 100	\$ -	\$ 100
<b>5600 FACILITIES</b>		\$ 900	\$ 900	\$ -	\$ 900
5604 Utilities		\$ 900	\$ 900	\$ -	\$ 900
<b>5800 OTHER EXPENSES</b>		\$ 450	\$ 450	\$ -	\$ 450
5802 Insurance		\$ 450	\$ 450	\$ -	\$ 450
<b>TOTAL DIRECT EXPENSES</b>		\$ 28,970	\$ 28,970	\$ -	\$ 28,970
<b>7000 INDIRECT EXPENSES</b>		<b>NSP</b>	<b>Contract Total</b>		<b>Total Expenses</b>
<b>TOTAL INDIRECT EXPENSES</b>		\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>		\$ 28,970	\$ 28,970	\$ -	\$ 28,970
<b>INCOME/EXPENSE SUMMARY</b>		<b>NSP</b>	<b>Contract Total</b>		<b>Total</b>
TOTAL INCOME		\$ 28,970	\$ 28,970	\$ -	\$ 28,970
TOTAL EXPENSES		\$ 28,970	\$ 28,970	\$ -	\$ 28,970
<b>EXCESS/(SHORTAGE)</b>		\$ -	\$ -	\$ -	\$ -

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

SIGNATURES AND APPROVALS

15DSS4102VR/104CSK-NSP-03 A1

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

CONTRACTOR

Covenant Soup Kitchen, Inc.

Kimberly A. Clark  
~~Heather Clark, Executive Director~~  
Kimberly

06/19/2017  
Date

DEPARTMENT OF SOCIAL SERVICES

Roderick L. Bremby  
RODERICK L. BREMBY, *Commissioner*

6/22/17  
Date

OFFICE OF THE ATTORNEY GENERAL

Joseph Rubin  
~~ASST~~ / ASSOC. ATTORNEY GENERAL (*Approved as to form*)  
Joseph Rubin

6/30/17  
Date





STATE OF CONNECTICUT  
NONDISCRIMINATION CERTIFICATION – Affidavit  
By Entity  
For Contracts Valued at \$50,000 or More

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

**INSTRUCTIONS:**

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

**AFFIDAVIT:**

I, the undersigned, am over the age of eighteen (18) and understand and appreciate the obligations of

an oath. I am Executive Director of Covenant Soup Kitchen Inc. an entity  
Signatory's Title Name of Entity

duly formed and existing under the laws of Connecticut.  
Name of State or Commonwealth

I certify that I am authorized to execute and deliver this affidavit on behalf of  
Covenant Soup Kitchen Inc. and that Covenant Soup Kitchen Inc.  
Name of Entity Name of Entity

has a policy in place that complies with the nondiscrimination agreements and warranties of Connecticut  
General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

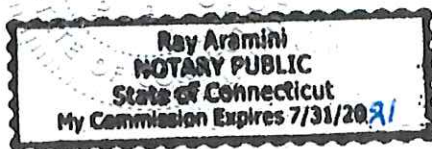
Kimberly J. Clark  
Authorized Signatory

Kimberly J. Clark  
Printed Name

Sworn and subscribed to before me on this 20<sup>th</sup> day of JUNE, 2017.

[Signature]  
Commissioner of the Superior Court/  
Notary Public

7/31/21  
Commission Expiration Date





**STATE OF CONNECTICUT**  
**NONDISCRIMINATION CERTIFICATION – New Resolution**  
**By Entity**  
**For Contracts Valued at \$50,000 or More**

*Documentation in the form of a corporate, company, or partnership policy adopted by resolution of the board of directors, shareholders, managers, members or other governing body of a contractor that certifies the contractor complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended*

**INSTRUCTIONS:**

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut valued at \$50,000 or more for any year of the contract. Complete all sections of the form. Submit to the awarding State agency prior to contract execution.

**CERTIFICATION OF RESOLUTION:**

I, Kimberly A. Clark, Executive Director, of Covenant Soup Kitchen Inc.  
Authorized Signatory Title Name of Entity

an entity duly formed and existing under the laws of Connecticut,  
Name of State or Commonwealth

certify that the following is a true and correct copy of a resolution adopted on the 19<sup>th</sup> day of

June, 2017 by the governing body of Covenant Soup Kitchen Inc.,  
Name of Entity

in accordance with all of its documents of governance and management and the laws of  
Connecticut and further certify that such resolution has not been modified  
Name of State or Commonwealth

or revoked, and is in full force and effect.

RESOLVED: That the policies of Covenant Soup Kitchen Inc. comply with the  
Name of Entity

nondiscrimination agreements and warranties of Connecticut General Statutes  
§§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

The undersigned has executed this certificate this 19 day of June, 2017.

Kimberly A. Clark  
Authorized Signatory

19 June 2017  
Date

Kimberly A. Clark  
Printed Name





**STATE OF CONNECTICUT**  
**GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION**

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

**INSTRUCTIONS:**

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

**CHECK ONE:**  Initial Certification     12 Month Anniversary Update (Multi-year contracts only.)

Updated Certification because of change of information contained in the most recently filed certification or twelve-month anniversary update.

**GIFT CERTIFICATION:**

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

- 1) "Contract" means that contract between the State of Connecticut (and/or one or more of its agencies or instrumentalities) and the Contractor, attached hereto, or as otherwise described by the awarding State agency below;
- 2) If this is an Initial Certification, "Execution Date" means the date the Contract is fully executed by, and becomes effective between, the parties; if this is a twelve-month anniversary update, "Execution Date" means the date this certification is signed by the Contractor;
- 3) "Contractor" means the person, firm or corporation named as the contractor below;
- 4) "Applicable Public Official or State Employee" means any public official or state employee described in C.G.S. §4-252(c)(1)(i) or (ii);
- 5) "Gift" has the same meaning given that term in C.G.S. § 4-250(1);
- 6) "Principals or Key Personnel" means and refers to those principals and key personnel of the Contractor, and its or their agents, as described in C.G.S. §§ 4-250(5) and 4-252(c)(1)(B) and (C).

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

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

**CAMPAIGN CONTRIBUTION CERTIFICATION:**

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

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

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>
NA				

**Lawful Campaign Contributions to Candidates for the General Assembly:**

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>
NA				

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Covenant Soup Kitchen, Inc.  
Printed Contractor Name

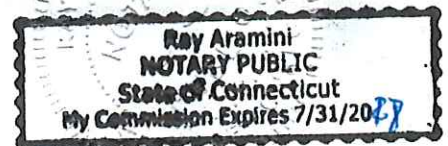
Kimberly A. Clark  
Printed Name of Authorized Official

Kimberly A. Clark  
Signature of Authorized Official

Subscribed and acknowledged before me this 20<sup>th</sup> day of JUNE, 20 17

R. A.  
Commissioner of the Superior Court (or Notary Public)

7/31/21  
My Commission Expires







# STATE OF CONNECTICUT CONSULTING AGREEMENT AFFIDAVIT

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

**INSTRUCTIONS:**

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

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

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

**AFFIDAVIT:** [Number of Affidavits Sworn and Subscribed On This Day: \_\_\_\_\_]

I, the undersigned, hereby swear that I am a principal or key personnel of the bidder or contractor awarded a contract, as described in Connecticut General Statutes § 4a-81(b), or that I am the individual awarded such a contract who is authorized to execute such contract. I further swear that I have not entered into any consulting agreement in connection with such contract, **except for the agreement listed below:**

_____		_____
Consultant's Name and Title		Name of Firm (if applicable)
_____	_____	_____
Start Date	End Date	Cost
Description of Services Provided: _____		

Is the consultant a former State employee or former public official?  YES  NO

If YES: \_\_\_\_\_  
Name of Former State Agency Termination Date of Employment

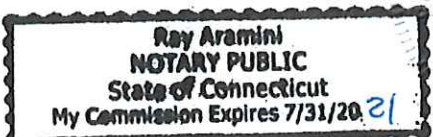
Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Covenant Saap Kitchen Inc. Kimberly A. Clark 19 June 2017  
 Printed Name of Bidder or Contractor Signature of Principal or Key Personnel Date  
 Kimberly A. Clark DSS  
 Printed Name (of above) Awarding State Agency

Sworn and subscribed before me on this 20<sup>th</sup> day of JUNE, 2017.

Commissioner of the Superior Court  
or Notary Public

My Commission Expires 7/31/21





# WORKFORCE ANALYSIS

Contractor Covenant Soup Kitchen, Inc.

Address 220 Valley Street, Willimantic, CT .06226

Number of Connecticut Employees <b>3</b>	
Full-time: <b>3</b>	Part-time: <b>0</b>
Employment figures obtained from	
Visual Check <input checked="" type="checkbox"/>	Employment Records <input type="checkbox"/>
Other <input type="checkbox"/>	Contractor «ContractorOrg» Number

JOB CATEGORIES	TOTALS	WHITE (Not of Hispanic Origin)		BLACK (Not of Hispanic Origin)		HISPANIC		ASIAN OR PACIFIC ISLANDER		AMER. INDIAN OR ALASKAN NATIVE		PERSON WITH DISABILITIES	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials & Managers			1										
Professionals			1										
Technicians													
Service Workers													
Office & Clerical			1										
Craft Workers (Skilled)													
Operators (Semi-Skilled)													
Laborers (Unskilled)													
TOTALS													
Totals One Year Ago													

## FORMAL ON-THE-JOB-TRAINEES

Apprentices													
Trainees													

1. Have you successfully implemented an Affirmative Action Plan?

Yes  No  If yes, date of implementation **07/2006**; If no, explain

Do you promise to develop and implement a successful Affirmative Action Plan?

Yes  No  N/A  Explain:

2. Have you successfully developed an apprenticeship program complying with Sec. 46a-68-1 to 46a-68-17 of the Connecticut Department of Labor Regulations, inclusive:

Yes  No  N/A  Explain:

3. According to EEO-1 data, is the composition of your work force at or near parity when compared with the racial and sexual composition of the work force in the relevant labor market area?

Yes  No  Explain: **We are a small employer with a staff of three.**

4. If you plan to subcontract, will you set aside a portion of the contract for legitimate minority business enterprises?

Yes  No  Explain: **We do not plan to subcontract**

Authorized Signature: **Kimberly W. Clark** Date: **19 June 2017**