



**CITY OF JERSEY CITY  
REQUEST FOR PROPOSALS:**

**MASS NOTIFICATION SYSTEM  
(EMERGENCY ALERT SYSTEM)**

**SUBMISSION DEADLINE:  
May 15, 2014**

**ADDRESS ALL PROPOSALS TO:  
Peter Folgado  
Purchasing Agent  
Department of Administration  
Division of Purchasing  
394 Central Avenue  
Jersey City, New Jersey 07307**

## **NOTICE TO VENDORS**

To all interested parties, please be advised that the City of Jersey City (City) , a municipal corporation of the State of New Jersey, will be accepting Proposals in response to request for proposals for the following services:

### **MASS NOTIFICATION SYSTEM**

Proposals must be received by the City no later than 4:00 P.M. on May 15, 2014, and must be mailed or hand-delivered to the Jersey City Division of Purchasing, attention Peter Folgado, Purchasing Agent, 394 Central Avenue, 2nd floor, Jersey City, New Jersey 07307. Proposals forwarded by facsimile or e-mail will not be accepted. The City shall not be responsible for the loss, non-delivery, or physical condition of Proposals sent by mail or courier service. Proposals must be submitted individually in sealed envelope. Bid proposal must comply with specifications.

Copies of the City's request for proposals can be obtained by contacting the Jersey City Division of Purchasing, 394 Central Avenue, Jersey City, New Jersey, Telephone (201) 547-5156, Facsimile (201) 547-6586.

Consultants are required to comply with the requirements of P.L. 2004, c.57 which includes the requirements that contractors provide copies of their Business Registration Certificates issued by the New Jersey Department of the Treasury. If awarded a contract, consultant/contractor shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

Peter Folgado  
Purchasing Agent

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## **SECTION 1: GENERAL INFORMATION & SUMMARY**

### **1.1 Organization(s) Requesting Proposal**

City of Jersey City – Public Safety Department/Office of Emergency Management  
280 Grove Street  
Jersey City, NJ 07302

### **1.2 Contact Person**

Peter Folgado  
Purchasing Agent  
394 Central Avenue  
Jersey City, NJ 07307  
(201) 547-5156

### **1.3 Procurement Process**

This contract will be awarded using the competitive contracting provision of the Local Public Contracts Law (N.J.S.A. 40A:11-4.1 et seq.) which is considered a “fair and open” process under the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 et seq.

Proposals will be evaluated in accordance with the criteria set forth in this Request for Proposals (RFP). The governing body will approve a resolution awarding a contract for a sum not to exceed a specified amount.

### **1.4 Contract Form**

If selected to provide services, it is agreed and understood that the successful Respondent shall be bound by the requirements and terms contained in this RFP with regard to services performed, payments, indemnification, insurance, termination, and applicable licensing provisions.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the City arising out of, or by reason of, the work done and materials furnished under this Contract.

### **1.5 Informational meeting**

There will not be an informational meeting for this project.

### **1.6 Submission deadline**

Proposals must be submitted to, and be received by the Division of Purchasing, via mail or hand delivery, by 4:00 PM prevailing time on May 15, 2014. Proposals will not be accepted by facsimile transmission or e-mail.

### **1.7 Procurement Schedule**

The steps involved in the process and the anticipated completion dates are set forth in the Procurement Schedule below. The City reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

<u>Activity</u>	<u>Date</u>
1. Issuance of Request for Proposals	04/16/2014
2. Receipt of Proposals	05/15/2014
3. Completion of evaluation of Proposals	05/21/2014
4. Award of contract	05/28/2014

### **1.8 Proposal evaluation**

Proposals will be evaluated on the respondent's written response and, for selected Vendors, an oral presentation/demonstration. Each evaluator will rank the proposals. The finalist whose proposal is ranked highest among the greatest number of evaluators will be selected for the project.

### **1.9 Written Proposal**

Prospective Vendors must submit a written proposal in a format specified by the City. The required format is detailed in Section 4.

### **1.10 Oral presentation/demo**

There will be an oral presentation/demo required for this project for the 3 Vendors with the highest rated written proposals.

### **1.11 Evaluation Committee**

Proposals will be reviewed and evaluated by a committee appointed by the City's Business Administrator. The proposals will be reviewed to determine if the Respondent has met the minimum professional, administrative, and subject areas described in this RFP. Pursuant to N.J.A.C. 5:34-4.3 et seq., "the names of the individuals who serve as committee members shall not be publicly disclosed until the evaluation report is presented to the governing body".

### **1.12 Definitions**

The following definitions shall apply to and are used in this Request for Proposal (RFP):

"City" - refers to the City of Jersey City.

"Emergency Alert System" - refers to a web-based mass notification system capable of providing various emergency and non-emergency notifications through various communications channels, per the detailed technical specifications provided in this document.

**CITY OF JERSEY CITY, NJ**  
**DEPARTMENT:** Public Safety  
**PURPOSE:** Mass Notification System

**REQUEST FOR PROPOSALS**  
**DIVISION:** Office of Emergency Mgt  
**DUE DATE:** 05/15/2014

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"RFP" - refers to this Request for Proposals, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" - refers to the interested persons and/or firm(s) that submit a Proposal.

"Competitive Contracting" - refers to the process by which proposals are evaluated and contracts awarded, pursuant to N.J.S.A. 40A:11-4.1 *et seq.*

"Consultant" or "Consultants" - refers to the interested persons and/or firm(s) that submit a Proposal.

"Vendor" or "Vendors" - refers to the interested persons and/or firm(s) that submit a Proposal.

"Provider" or "Providers" - refers to the interested persons and/or firm(s) that submit a Proposal.

**1.13 Submission address**

All proposals should be sent to:

Peter Folgado  
Purchasing Agent  
Department of Administration  
Division of Purchasing  
394 Central Avenue  
Jersey City, NJ 07307

## **SECTION 2: INSTRUCTIONS TO VENDORS AND STATUTORY REQUIREMENTS**

### **2.1 Proposal submission**

Proposals shall be received by the contracting unit, hereinafter referred to as "City" in accordance with public advertisement as required by law, with a copy of said notice being attached hereto and made a part of this RFP.

The proposal shall be submitted in a sealed envelope: (1) addressed to the Purchasing Agent, (2) bearing the name and address of the Vendor written on the face of the envelope, and (3) clearly marked "Proposal" with the contract title "Mass Notification System".

### **2.2 Proposal deadline**

Proposals must be received by 4:00 PM on May 15, 2014 at the Purchasing Division, 394 Central Avenue, Jersey City, NJ 07307.

### **2.3 Delivery of Proposals**

It is the Vendor's responsibility that Proposals are presented to the City at the time and at the place designated. Proposals may be submitted in person, or may be sent by U.S. certified mail return receipt requested, or may be sent by private courier service. Mail Proposals to: Peter Folgado, Purchasing Agent, Division of Purchasing, 394 Central Avenue, 2<sup>nd</sup> floor, Jersey City, NJ 07307. The City shall not be responsible for the loss, non-delivery, or physical condition of proposals sent by mail or courier service.

### **2.4 Withdrawal of Proposal**

Proposals forwarded to the City before the time of opening of Proposals may be withdrawn upon written application of the Vendor who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. Once Proposals have been opened, they shall remain firm for a period of sixty (60) calendar days.

### **2.5 Entries on required forms**

All prices and amounts must be written in ink or preferably machine-printed. Any changes, whiteouts, strikeouts, etc. in the proposals must be initialed in ink by the authorized person signing the proposal.

### **2.6 Familiarity with RFP specifications**

The Vendor understands and agrees that its Proposal is submitted on the basis of the specifications prepared by the City. The Vendor accepts the obligation to become familiar with these specifications.

Vendors are expected to examine the specifications and related RFP documents with care and observe all their requirements. Ambiguities, errors or omissions noted by Vendors should be promptly reported in writing to the City's contact person.

## **2.7 Addenda or Amendments**

During the period provided for the preparation of Proposals, the City may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the City and will constitute a part of the RFP. Each Respondent is required to acknowledge receipt of all addenda by executing and submitting with its Proposal the "Acknowledgment of Receipt of Addenda". All Proposals shall be prepared with full consideration of the addenda issued prior to the Proposal submission date.

All communications concerning this RFP or the Proposal process shall be conducted through the City's Purchasing portal – BidSync.com. Responses to all questions will be forwarded as addenda to all prospective Vendors who have provided accurate and current contact information (mailing address, fax number, e-mail address), also via the BidSync portal.

No oral interpretation and or clarification of the meaning of the specifications for any goods and services will be made to any Vendor. Such request shall be through the City's Purchasing portal – BidSync.com. In order to be given consideration, a written request must be received at least seven (7) business days prior to the date fixed for the opening of the Proposal for goods and services.

Subsequent to issuance of this RFP, the City (through the issuance of addenda to all persons and/or firms that have received a copy of the RFP) may modify, supplement or amend the provisions of this Proposal specification in order to respond to inquiries received from prospective Vendors or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the City.

## **2.8 Patents and Trademarks**

In submitting its Proposal, the Vendor certifies that the goods and services to be furnished will not infringe upon any valid patent or trademark and that the successful Vendor shall, at its own expense, defend any and all actions or suits charging such infringement, and will save the City harmless from any damages resulting from such infringement.

## **2.9 Rights of the City**

The City reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this Proposal specification and the procurement process in accordance with the provisions of applicable law:

- To conduct investigations of any or all of the Vendors, as the City deems necessary or convenient, to clarify the information provided as part of the Proposal and to request additional information to support the information included in any Proposal.
- To suspend or terminate the procurement process described in this Proposal specification at any time (in its sole discretion.) If terminated, the City may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Vendors.

### **2.10 Cost of Proposal Preparation**

Each Proposal and all information required to be submitted pursuant to the Proposal specification shall be prepared at the sole cost and expense of the Vendor. There shall be no claims whatsoever against the City, its officers, officials or employees for reimbursement for the payment of costs or expenses incurred in the preparation of the Proposal or other information required by the RFP.

### **2.11 Required Documents**

This document (Section 10) contains required administrative forms which must accompany all Proposals.

### **2.12 Authorized signatures**

Proposals by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative.

Proposals by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter.

Proposals by sole-proprietorship shall be signed by the proprietor.

When requested, satisfactory evidence of the authority of the officer signing shall be furnished.

### **2.13 "Truth in Contracting" Laws**

Vendors should be aware of the following statutes that represent "Truth in Contracting" laws and should consult the statutes or legal counsel for further information:

N.J.S.A. 2C:21-34, *et seq.* governs false claims and representations by Vendors. It is a serious crime for the Vendor to knowingly submit a false claim and/or knowingly make material misrepresentation.

N.J.S.A. 2C:27-10 provides that a person commits a crime if said person offers a benefit to a

public servant for an official act performed or to be performed by a public servant, which is a violation of official duty.

N.J.S.A. 2C:27-11 provides that a Vendor commits a crime if said person, directly or indirectly, confers or agrees to confer any benefit not allowed by law to a public servant.

#### **2.14 Disposition of Proposal**

Upon submission of a Proposal in response to this RFP, the Vendor acknowledges and consents to the following conditions relative to the submission and review and consideration of its Proposal:

- All Proposals shall become the property of the City and will not be returned.
- All Proposals will become public information at the appropriate time, as determined by the City (in the exercise of its sole discretion) in accordance with law.
- The entire contents of every proposal that is publicly opened and read becomes a public record notwithstanding any disclaimer by the Vendor in the Proposal document.
- All Proposals, as public records, are available for public review and inspection. Persons who wish to review Proposals must make an appointment with the Purchasing Division. Inspection is subject to the rules of the Purchasing Division.

#### **2.15 Softcopy version of RFP**

Prospective Vendors who have obtained printed copies of this RFP and who have provided accurate and current contact information (mailing address, fax number, e-mail address) to the Division of Purchasing, may request a softcopy version of this RFP. Softcopy versions will be provided as a PDF file only.

#### **2.16 Compliance with applicable laws**

The Vendor shall keep fully informed of all Federal and State laws, all local laws, ordinances, safety codes, regulations and all orders and decrees of bodies or tribunals having any jurisdiction or authority, which in any manner affect those engaged or employed on the work or which in any way affect the conduct of the work. Vendor shall at all times observe and comply with all such laws, ordinances, safety code, regulations, order or decree, whether by himself or his employees.

Vendor shall be responsible for obtaining any applicable permits or licenses from any government entity that has jurisdiction to require the same.

**2.17 Exceptions to specifications**

Vendors are cautioned that failure to submit the information as required may result in a determination that the Vendor's proposal is non-responsive to Proposal requirements. Any qualifying statements by the Vendor which effect change(s) to any Proposal requirements may be regarded as non-responsive. Consequently, the Vendor's eligibility for contract award may be jeopardized.

Therefore, Vendors are encouraged not to take exception to the City's terms, conditions or specifications. In the event that a Vendor wishes to take exception to any of the City's terms, conditions or specifications, such exceptions must be submitted with the Proposal and must cross reference the applicable Proposal page and section reference number.

**2.18 Tax exempt status**

The City is tax exempt.

**2.19 Price quotes and price changes**

The Vendor agrees that all prices quoted herein are to be considered fair and final and that no additional fees, late payment charges, shipping charges, surcharges, state and federal taxes or other increases shall be placed upon the products or services that are provided during the term of this agreement. In the event of a Manufacturer's or Vendor's price decrease during the contract period, the City shall receive the full benefit of such price reduction. The Business Administrator or his designee must be notified in writing of any price reduction within five (5) working days of the effective date. Failure to report price reductions may result in cancellation of the contract for cause.

**2.20 Intent of contract documents**

Under these specifications and the contract which will be based thereon, it is proposed that the Vendor shall furnish all materials, equipment, tools, labor and supervision necessary to complete the work upon which he proposes in strict accordance with the plans and specifications.

The intent of the contract documents is to obtain a complete job, satisfactory to the City. It shall be understood that the Vendor has satisfied himself as to the full requirements of the contract documents and has based his Proposal upon such understanding.

**2.21 Familiarity with work**

It is the obligation of the Vendor to ascertain for himself all the facts concerning conditions to be found at the location(s) of the Project including all physical characteristics, to read the RFP thoroughly and completely, to consider fully these and all other matters which can in any way affect the work under the contract and to make the necessary investigations relating thereto, and he agrees to this obligation in the signing of the contract.

The City assumes no responsibility whatsoever with respect to ascertaining for the Vendor such facts concerning physical characteristics at the site(s) of the Project. The Vendor agrees that he will make no claim for additional payment or seek an extension of time for completion of the work or seek any other concession because of any misinterpretation or misunderstanding of the contract, on his part, or of any failure to fully acquaint himself with all conditions relating to the work.

### **2.22 Causes for Rejection**

Proposals from Vendors who are found to be unqualified and Proposals not accompanied by all required and properly completed Proposal documents shall be rejected. In addition, causes for rejection of Proposals may include, but not be limited to, the following:

- a) If prices are obviously unbalanced;
- b) The Vendor is determined to possess prior negative experience, pursuant to N.J.S.A. 40A:11-4b;
- c) If the Purchasing Agent, at his sole discretion, deems it advisable to do so in the best interest of the City;
- d) If conditions, limitations or provisions are attached by a Vendor to his Proposal, if Proposals are otherwise irregular or if the enclosed or accompanying documents are not completed and properly executed;
- e) If the Vendor does not own sufficient or satisfactory equipment to perform the work, or if the Vendor does not have sufficient staffing resources to perform the work;
- f) The submission by the Vendor of false information as to its years of experience shall result in the automatic rejection of the Proposal;
- g) Where a Proposal is extremely inconsistent with the industry's standards, such Proposal shall be considered irresponsible and the City shall reject such Proposal. The determination as to the industry standards shall be made by the Purchasing Agent and shall be kept on file by the Purchasing Agent;
- h) If more than one Proposal is received from an individual, firm or partnership, corporation or association under the same name;
- i) Multiple Proposals from an agent representing competing Vendors.

**2.23 Single contract award**

This contract, if awarded, will be awarded to a single Vendor or business entity that will be considered the prime Contractor. Payments will only be made to this Vendor. Vendors should therefore review Section 3.7 and ensure that their respective subcontractors and/or business partners meet the requirements specified. It is not the City's responsibility to manage Vendors' internal agreements.

**2.24 Non-submission of Proposal**

In keeping with the City's policy of evaluating and updating Purchasing procedures, it is requested that Vendors who do not submit proposals, complete and return the "Non-Submission of Proposal" form contained in Section 10 of this document.

**2.25 Open Public Records Act (OPRA) and Proprietary Information**

Although item 2.14 indicates that all proposals will become public information, it is understood that OPRA contains exceptions for "Trade secrets and proprietary commercial or financial information obtained from any source" and "Information which, if disclosed, would give an advantage to competitors or bidders". Therefore, prospective Respondents shall submit two (2) clearly marked versions of their proposals. One version is to be a complete version to be used by the City for evaluation. The second version should contain redactions of legitimate "trade secrets and proprietary commercial or financial information" and/or "information which...would give an advantage to competitors or bidders". This second version will be provided to persons submitting Open Public Records Act (OPRA) requests for information relating to this solicitation. Failure to provide two clearly marked proposals will mean that the Respondent agrees that the single version provided does not contain trade secrets or proprietary information and may be released pursuant to OPRA requests.

### **SECTION 3: CONTRACT SPECIFICATIONS**

#### **3.1 General**

The Municipal Council will either authorize the award of the contract or reject all Proposals received within sixty (60) days after the formal opening of Proposals except that the Proposals of any Vendors who consent thereto, may, at the request of the City, be held for consideration for such longer period as may be agreed. The acceptance of a Proposal will be a notice in writing signed by the Purchasing Agent and no other act shall constitute the acceptance of a Proposal.

#### **3.2 Non-appropriation of funds**

Contract may be terminated in the event of non-appropriation of funds with no penalty.

#### **3.3 Single point of contact/Account representative**

Vendor must provide name, telephone and resume of government account representative who will be the City's single point of contact and describe company support available to said contact.

#### **3.4 Late payment penalty**

The City will allow a penalty for late payment only after 30 days of receipt of invoices.

#### **3.5 Down payment/Security deposit**

The City will not pay any down payment or security deposit.

#### **3.6 Term of contract**

This contract will be awarded for a term of one (1) year, with the option to renew for two (2) additional one (1) year terms with no price increases.

#### **3.7 Subcontracting**

The Vendor shall agree not to assign, subcontract or transfer any part of this contract without the prior written consent of the City.

The Vendor awarded this contract shall be considered the prime Contractor who will be the sole point of contact with regard to contractual matters and the prime Contractor will be required to assume sole responsibility for the delivery of goods and services stipulated in the Proposal. Payment will be made only to the prime Contractor.

The prime Contractor is responsible for assuring subcontractor compliance with all terms and conditions of this Proposal. The prime Contractor will assume sole responsibility for any payments due the subcontractor(s) under this contract.

If any part of the work is to be subcontracted as part of the proposal, the City reserves the right to reject the proposed subcontractor and/or modify both the work to be subcontracted and the proposed agreement. The requirements as outlined in this Proposal for the prime Contractor also apply to any subcontractors. All contractual agreements must be approved in advance by the City's Business Administrator or his designee. Any proposed changes in approved subcontractors during the term of the contract require the prior approval of the Business Administrator or his designee.

The Vendor will supply the following detailed information concerning any subcontractors proposed to be used during the term of the contract:

- a) Name and Address of subcontractor(s).
- b) Detailed description of goods and services to be provided by each subcontractor.
- c) Detailed resumes for subcontractor personnel assigned to the project that demonstrate the individual(s) knowledge, ability and experience as it relates to your proposal.
- d) Documented experience of the subcontractor in successfully performing work on contracts of a similar size and scope to that required by this Proposal.
- e) Copies of business registration certificates (BRC) for all subcontractors

### **3.8 Disputes**

The City and Vendor agree that in the event of a dispute arising under the Agreement, whether involving law or fact or both, or extra work, or claims for additional compensation or claims for alleged breach of contract, the parties agree to the following:

- a) All such disputes shall be reported to the Business Administrator or his designee within 48 hours of commencement of such dispute. Vendor shall submit a detailed claim with such specificity to provide the Business Administrator with an intelligent basis for resolving the dispute.
- b) Any claim not presented within the time limit specified in this paragraph shall be deemed to have been waived except that if the claim is of a continuing character and notice of the claim is not given within 48 hours of its commencement, the claim will be considered only for a period commencing 48 hours prior to the receipt by the City of notice thereof.
- c) Each decision by the Business Administrator will be in writing and will be mailed to the Vendor by registered or certified mail, return receipt requested, directed to his last known address.

- d) If the Vendor does not agree with a decision of the Business Administrator, he shall in no case allow the dispute to delay the work, but shall notify the City promptly that he is proceeding with the work under protest.
- e) In the event of disputes involving non-monetary issues, the Business Administrator's decision shall prevail. The Business Administrator, in his decision, may conduct such fact finding as he deems necessary in order to resolve the decision.

### **3.9 Termination for cause**

Whenever the City determines that the successful Vendor for the contract is unable to provide adequate services to the City due to the inability of the Vendor to meet the demands of said contract, the City reserves the right to terminate the contract.

If the Vendor shall fail to fulfill in a timely and proper manner its obligations under this agreement, then the Business Administrator shall thereupon have the right to terminate this agreement by giving written notice to the Vendor specifying the effective date of such termination.

The City has the right to declare the Vendor in default under the following circumstances:

- a) If the work to be done under this contract is abandoned.
- b) If the Vendor assigns or sublets the work otherwise than as specified.
- c) If the Vendor fails to or refuses to regard laws, ordinances, regulations, and such orders as given by the City with respect to the work.
- d) If the Vendor is adjudged bankrupt or makes an assignment for the benefit of creditors.
- e) If the Vendor violates any of the provisions of this contract or shall not perform the same in good faith.

Any violations of these RFP specifications shall render the Vendor non-compliant and shall be legal grounds for contract cancellation.

The Vendor shall be liable for any and all property loss suffered by or occasioned to the City due to negligence of the Vendor during the term of the contract, which shall be legal grounds for cancellation of the contract.

**3.10 Time for Executing Contract**

Any Vendor whose Proposal is accepted will be required to execute four (4) copies of the Contract and furnish satisfactory Certificates of Insurance to the City within ten (10) working days after notice of acceptance or prior to the execution of the Contract by the City.

The rights and obligations provided for in the Contract shall become effective and binding upon the parties only with its formal execution by the City. Any work started or materials delivered prior to said execution of Contract shall be at the Vendor's risk.

**3.11 Acquisition, Merger, Sale and/or transfer of business, etc.**

It is understood by all parties that if, during the life of the contract, the Vendor disposes of his/her business concern by acquisition, merger, sale and or/transfer or by any means convey his/her interest(s) to another party, all obligations are transferred to that new party.

In this event, the new Owner(s) will be required to submit all documentation/legal instruments that were required in the original Proposal/contract. Any change shall be approved by the City.

**3.12 Payment**

No payment will be made unless duly authorized by the City's authorized representative and accompanied by proper documentation.

Payment will be made in accordance with the City's policy and procedures.

Payment of claims is approved by the City Council at its regular meetings, the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month.

**3.13 Provisions Required by Law Deemed Inserted**

Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein and if, through mistake or otherwise, any such provisions is not inserted or is not correctly inserted, then upon the application of either party, the Contract shall be physically amended to make such insertion.

#### **SECTION 4: WRITTEN PROPOSAL FORMAT**

Proposals must address all information requested in this RFP. Proposals which in the judgment of the City fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

##### **4.1 Mandatory content**

Each proposal submitted must contain the 15 sections described below:

- Title Page
- Table of Contents
- Executive Summary
- Background
- Scope
- Objectives
- Project Approach
- Project Organization
- Project Workplan (including project organization, critical success factors and risks)
- Key Dates & Deliverables
- The City of Jersey City Responsibilities
- Staffing
- Assumptions
- Timing & Fees
- Appendices/Other

The information requested by the sectional format described above is further defined.

##### **4.1.1 Title Page**

The proposal should include a title page, which identifies the project; the Vendor's Firm, name of the Vendor's primary contact, address, telephone number, fax number and email address.

##### **4.1.2 Table of Contents**

The Vendor's proposal should include a Table of Contents, which lists the titles and page numbers for each major topic and sub-topic contained in the proposal.

##### **4.1.3 Executive Summary**

This section should include a summary of the key points and highlights of the Vendor's response and should discuss the pricing contained in the proposal.

#### **4.1.4 Background**

In this section, Respondent should provide the background on its company including but not limited to:

- a. Financial, identification of the parent company, services, organization and company goals
- b. Copy of the company's Annual Report including auditor's report including financial statements of owners/principals for the last three (3) years
- c. Organizational chart
- d. Brief biography of those involved in the management of the company
- e. Evidence of experience, capability, and financial responsibility for providing Mass Notification service to large, densely populated urban areas

#### **4.1.5 Scope**

In this section of the proposal, the Vendor should state what it believes to be the scope of the intended project within the City. If there are any gaps between what the Vendor believes should be the proper scope of the solution given all information known at the time of this RFP, the Vendor should clearly state these gaps in this section and clearly mark these concerns as such.

#### **4.1.6 Objectives**

In this section of the proposal, the Vendor should state what it believes to be primary objectives for each element of the plan. Vendors may choose to offer suggestions to the City on how objectives for this type and size of a phased project should be measured throughout the life of the implementation, to ensure success in delivery of every business priority.

#### **4.1.7 Project Approach**

A general discussion of the approach the Vendor is proposing should be contained in this section. This should include detail of all assumptions being made to accomplish the desired approach. A discussion of the high level tasks and key milestones should be described in this section and tie directly or be referenced directly to deliverables in the workplan. Additionally, Vendors should highlight any risks they deem to be significant enough in nature, which could result in any priority specification within the project that would not be delivered on time, and on budget.

#### **4.1.8 Project Organization**

The Vendor should detail in this section, the organizational structure it believes necessary to accomplish each phase of the project within the desired timeframe and budget. Each phase's organization should consider both Vendor and the City resources. Support of, and

utilization of Minority and Women Owned Business Enterprises, consistent with the City policies, should be described.

Minimum qualifications for each role should be identified. In addition, the time commitment (both percentage and number of hours) for each resource should be clearly stated.

#### **4.1.9 Project Plan**

A general discussion of the approach the Vendor is proposing should be contained in this section. This should include detail of all assumptions being made to accomplish the desired approach. A discussion of the high level tasks and key milestones should be described in this section and tie directly or be referenced directly to deliverables in the workplan.

Vendors should highlight any risks they deem to be significant enough in nature, which could result in any priority specification within the project that would not be delivered on time, and on budget.

Additionally, the project plan should present a picture of key activities, milestones, key dates, etc. necessary to deliver this project. The City realizes that each Vendor brings its own methodology and work plan.

#### **4.1.10 Key Dates & Deliverables**

This section should present a summary of key dates, milestones and associated deliverables found in the work plan. A description of what the City should expect to see and/or receive on the associated date should be described and/or presented as examples.

The City expects the system to be implemented and all users trained within 30 days of contract award.

#### **4.1.11 Jersey City Responsibilities**

In this section, the Vendor should clearly describe any assumptions relating to the responsibilities and/or commitments the Vendor is expecting of the City throughout the life of this project.

#### **4.1.12 Assumptions**

In this section, the Vendor should clearly describe any assumptions relating to the responsibilities and/or commitments the Vendor is expecting of the City throughout the life of this project, as well as any assumptions being made relating to any part of the proposal or project strategy.

#### **4.1.13 Staffing**

A discussion of the project team that will be utilized should be contained in this section. The City requests that as part of the discussion here, the Vendor state exactly the role the proposed Vendor team member will assume on each phase and detail the qualifications for the role that the team member possesses.

#### **4.1.14 Timing and Fees**

In this section, please describe the timing and associated fees the Vendor is proposing for the implementation. Vendors should be sure to include all expenses associated with delivery, in addition to professional fees.

**It is important to note that pursuant to N.J.S.A 40A:5-16, the City is prohibited from paying for goods or services before they have been provided. Therefore, any proposals which specify payment upon contract signing will be deemed unresponsive and rejected.**

Proposals shall be on a fixed fee basis only. Fees shall not be, in whole or in part, contingent on any other factors, such as shared savings, commissions, or percentages of project costs, nor shall fees be on an hourly basis or rate schedule basis.

This contract will be awarded for a term of one (1) year, with the option to renew for two (2) additional one (1) year terms with no price increases.

**The City requires pricing to be submitted for unlimited calling. Proposals which include per-call charges, or charges for calls exceeding certain maximums will not be considered.**

#### **4.1.15 Appendices/Other**

This section should include at minimum: Vendor qualifications, references and resumes.

If Vendors feel that other materials are necessary (such as promotional literature, white papers, etc) they should provide them in a separate document clearly labeled "Additional Materials" in order to adhere to the 30 page maximum guideline for proposal length. Note that these materials may or may not be reviewed by all evaluators and will not be part of the official evaluation.

#### **4.2 Required forms**

Section 10 contains forms which are required to be submitted with each proposal. These forms are statutory and/or administrative in nature and for the most part, self-explanatory.

## **SECTION 5: PROJECT OBJECTIVES**

N.J.S.A. 40A:11-4.1 et seq of the Local Public Contracts Law (Purposes for which competitive contracting may be used by local units) authorizes the use of competitive contracting to award a contract for the operation, management or administration of data processing services as well as the purchase or licensing of proprietary computer software for contracting unit purposes.

### **5.1 Overall Goals**

The City is seeking proposals for a fully hosted, time-sensitive mass notification system for community alerts. The system will allow community leaders to communicate important information Citywide or to targeted populations within minutes.

### **5.2 Uses of Mass Notification System - Emergency notifications**

The City Office of Emergency Management intends to use the system for a variety of notifications, including but not limited to:

- Severe weather
- Flooding
- Fires
- Chemical spills
- Traffic issues
- Terrorism
- Water supply issues

### **5.3 Uses of Mass Notification System - Non-Emergency notifications**

The City may also utilize the system for non-emergency notifications, including but not limited to:

- Festivals and other cultural affairs
- Public meetings
- Filing deadline reminders (e.g., senior citizen/veterans deductions)

### **5.4 Unlimited calling**

Because of the variety of emergency and non-emergency calls which the City intends, the City requires pricing to be submitted for unlimited calling. Proposals which include per-call charges, or charges for calls exceeding certain maximums will not be considered.

## **SECTION 6: SCOPE OF SERVICES**

### **6.1 General**

Vendor will provide a fully hosted, time-sensitive mass notification system for community alerts. The system will allow community leaders to communicate important information to all stakeholders within minutes. The City will not entertain any system that requires the purchase or installation of any hardware, software, or phone lines, whether onsite or offsite. Specific technical requirements appear below:

#### **6.1.1 Call Send Process**

- Must be user friendly
- Must permit both emergency and non-emergency messages to be sent
- Must work from any computer with an Internet connection.
- Must offer a method of sending calls in situations where the client has no electricity and no internet access. This method must be simple, secure, and not require operator intervention.
- Must allow selection of Citywide recipients or user-defined, targeted groups
- Must offer a call authorization process
- Must allow users to create and save messages prior to confirmation/sending
- Must be available 24/7/365
- Must be available via a number of channels, including but not limited to internet, IVR, or mobile device (e.g., Blackberry, etc)

#### **6.1.2 Capacity and Reliability**

- Vendor must state capacity for voice messages (i.e., number of 60-second voice calls per hour able to be sent)
- Vendor must state what percentage of its voice capacity is used on a daily basis, and provide the company's commitment to scaling the capacity as clients' needs grow.
- Vendor must provide the highest volume of voice messages delivered to unique phone numbers exclusively through its ASP application on behalf of its clients within a 3 day "event" period. Do not include the number of calls that clients send through client-owned hardware, and do not include messages via e-mail accounts or SMS.
- Vendor must also provide capacity for e-mail and text messages, and whether text messages are sent via SMPP or SMTP.
- Vendor should discuss how it addresses "last mile" delivery congestion issues.
- Vendor should describe system redundancies which exist to ensure call delivery, such as telecommunications providers, parallel delivery streams.
- Vendor should provide evidence of actual experience in successful call delivery during times of highly impacted capacity (e.g., hurricane, flood, tornado, ice, or snow storm).
- Vendor should provide the following information for clients similar in size and scope to Jersey City (population: 250,000, geographic size: 14.6 sq mi):

- a. How many calls have those clients made in the past 12 months?
- b. How many events have caused those clients to create a messages in the past 12 months?
- c. Describe the top 5 incidents (ranked in call volume) which caused those clients to send messages.
- d. Provide client reference contact information (municipality name, contact name, contact email address).

### **6.1.3 Delivery Channels and language support**

- System must be able to send voice messages to multiple types of devices including but not limited to: landline phone, cell phone
- System must be able to send text messages to multiple devices/channels, including but not limited to: e-mail, TTY, PDAs, SMS, fax, etc.
- Vendor must demonstrate support for multiple languages depending on information from a contact record and automatically deliver the messages in the appropriate language
- Vendor must describe specific languages supported
- System must offer a text-to-text language translation.
- Vendor must describe measures in place to ensure accuracy of translated messages
- System must be able to record and archive messages for future delivery. State how far in advance of delivery users can record and store messages.
- System must offer the ability to deliver messages in the user's own voice, text-to-speech, or a combination of the two.
- System must have a toll-free phone number that a recipient can call to hear the messages that they have received.
- System must allow an unlimited number of groups and subgroups to be created.

### **6.1.4 Security**

- Vendor must demonstrate state-of-the art system security, including, but not limited to, a description of company policies and procedures to ensure both physical system security and data transmission security.
- Vendor must provide a description of its policy regarding storage, retention, and distribution of data. The provider must possess and state the company non-release policy for data.
- Vendor must provide results of most recent third party security audit.
- Vendor should explain internal company protocols regarding the handling of client data.
- Vendor should employ a dedicated CISSP-certified security manager
- Vendor must describe policies and procedures in place to protect privacy of subscriber information

**6.1.5 Redundancy**

- Vendor must provide a zero-single-point-of-failure system through utilization of multiple telecommunications providers, multiple servers across multiple power grids, multiple streams of communication (e.g. VoIP, PSTN, e-mail), and customer service staff located across multiple regions.
- Vendor should describe its data backup policy and utilize mirrored server sites for backup.
- Vendor must provide business continuity plan which allows failover to a primary disaster site with equal capability as the primary site, and additional data recovery sites. The provider must state its recovery time for complete failover.
- Vendor must describe their ongoing maintenance and system testing procedures.
- Vendor must provide results of most recent disaster recovery testing

**6.1.6 Reporting**

- System must provide on-line reports documenting results of notification results as well as other reports, such as monthly usage
- Vendor must provide samples of all standard reports produced by application
- System must permit creation of ad hoc reports on user-selected criteria

**6.1.7 IPAWS Compatibility**

System must be compatible with the Integrated Public Alert and Warning System (IPAWS). For more information on IPAWS: <http://www.fema.gov/integrated-public-alert-warning-system>

**6.1.8 Other features**

- The system must be pre-loaded with municipality-specific scripts for tests, alerts, and other anticipated events.
- The system must allow users to target recipients using a map interface which does not require a software license. A non-ESRI professional must be able to initiate geo-targeted messages.
- The system must allow users to target recipients using, at a minimum:
  - a. Radius
  - b. ZIP code
  - c. Free-form polygon
  - d. GIS-generated boundary file.
- The system must be capable of generating and posting messages that adhere to the Common Alerting Protocol (CAP)
- System must have ability to upload user data in a variety of formats (e.g., CSV, ASCII text, etc)

## **6.2 Implementation**

The Vendor must provide implementation services with a timeline and a project plan from contract award through user training with clearly identified roles and responsibilities for both provider and client. The system must be operational within 30 days of the date the contract is awarded. Vendor must be able to transfer and convert City's existing database of users (approximately 4,000).

## **6.3 Training**

The Vendor must provide a detailed training plan for all users, including re-training, and new user training. All training must be provided at OEM Headquarters in Jersey City, NJ.

## **6.4 Support**

The Vendor must provide unlimited 24/7/365 user and technical support for all users through a toll-free phone number at no additional cost.

Vendor must provide support response time for all issues, at all times of day or night.

The provider's customer support personnel must be full-time, company-employed customer service professionals located in the United States.

Providers must provide assurance that they do not outsource customer support to either domestic or international call centers.

## **6.5 Data Collection and Community Outreach**

- Vendor must provide commercially available residential and business phone numbers and disclose where those numbers are generated from, how frequently they are updated, and whether any fees are associated with updates.
- Vendor must provide a client-specific (i.e., incorporating the City's official website private labeling - [www.jerseycitynj.gov](http://www.jerseycitynj.gov) ) website for additional data collection:
  - a. The website must allow for selection of the language in which the resident or business would like to receive messages and the addition of secondary phone contact numbers and email addresses.
  - b. The website must have a built-in method (e.g., CAPTCHA) to ensure that the data has been entered by a person and not computer-generated by a "bot."
  - c. The entire website, including Terms & Conditions, must be translated into Spanish and other languages at City's request
  - d. The website must have the capability to add custom text as needed.
- Vendor must describe data collection and customization capability (e.g., number of addresses/channels allowed per subscriber, standard fields, user defined fields)

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Vendor must provide assistance to City in publicizing the notification system and subscribing members of the public. Proposals which demonstrate prior experience in these activities will be favorably reviewed.

The provider must provide notification to SMS recipients that their wireless provider may charge them a fee. They must provide an "opt-out" process for these recipients to avoid such fees.

## **SECTION 7: PROPOSAL EVALUATION**

The City's objective in soliciting Proposals is to enable it to select a Vendor that will provide high quality and cost effective services to the citizens of Jersey City. The City will consider Proposals only from Vendors that, in the City's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the City in the manner described in this RFP.

### **7.1 Evaluation methodology**

Proposals will be evaluated based on Vendors' written responses to this RFP and, for selected Vendors, an oral presentation/demo. Each evaluator will score the written proposals and rank the Vendors.

### **7.2 Written response evaluation**

There will be seven broad criteria by which proposals will be evaluated. Each criterion will bear a certain weight, and the extent to which the criterion is met or exceeded will be determined by the committee. The written response will be worth 100 points as indicated below.

**a. Required Format: 15 points**

The committee will determine the extent to which the proposal includes the required sections (Title page, Table of contents, etc). One (1) point will be awarded for each section.

**b. Compliance with technical requirements: 40 points**

The committee will determine the extent to which the proposal meets the City's technical requirements as described in the "Scope of Services" section of this RFP. Five (5) points for each set of requirements:

- Call Send Process
- Capacity and Reliability
- Delivery channels and language support
- Security
- Redundancy
- Reporting
- IPAWS compatibility
- Other features

**c. Prior experience on similar projects: 5 points**

Provider must have five years or more sending messages as a fully-hosted Application Service Provider (ASP) (a.k.a. Software as a Service (SaaS)). Provider must demonstrate extensive experience in delivery of time-sensitive, mass notifications (i.e., not campaign calls or debt-collection calls). Vendors should provide current delivery volume counts per month and in the past year through their existing hosted solution. Provider must demonstrate extensive, proven experience with public-sector client sites in the United States. All clients included must be current paying clients who send mass, time-sensitive notifications within small geographic regions (i.e. municipality or school district)

Proposals should include documentation (including references) of successful projects in organizations of similar size and complexity. Consultant should document:

- List/references of comparably sized and diverse municipalities with prior 12 months delivery volume (by client)
- Proof of company financial stability with demonstrated revenue for a minimum five (5) years generated from a full ASP service and adequate staffing to support client base.

**d. Appropriateness and timeliness of proposed methodology: 5 points**

The committee will evaluate the extent to which the Vendor's proposed methodology (Project Approach, Project Organization, and Project Workplan) meet the objectives described in Section 5 of this document. Proposals featuring well-defined and aggressive time frames for completion will be viewed more favorably.

**e. Personnel assigned: 5 points**

Consultant should provide background and qualifications on key members of its project team including but not limited to Project manager and Technical staff.

**g. Cost: 25 points**

Vendor must present a plan for unlimited calling, text messaging and emailing to the City's residents, businesses, and staff. The provider must outline all additional fees, if any, for implementation, support, training, maintenance, software licenses, phone data provision and updates, and any other costs.

The winning proposal will not necessarily be that with the lowest cost, but that which provides the greatest value to the City. Proposals which provide detailed breakdowns will be viewed more favorably.

- Detailed breakdown provided (15 points)
- Pricing appropriate to project (10 points)

**h. Commitment to diversity: 5 points**

Support of, and utilization of Minority and Women Owned Business Enterprises (MBE/WBE), and/or Locally Owned Business Enterprises consistent with the City policies, should be described.

**7.3 Written response evaluation**

For each of the above written response criteria, the committee will determine the extent to which the requirements are fulfilled. This will be scored from 0 to 2, as follows:

- 0 No requirements met
- 1 Some or most requirements met
- 2 All requirements met or exceeded

Each criterion will be weighted by the extent to which the requirements are met and the resultant scores totaled, with 200 being the highest possible score. Each evaluator will then rank the Vendors by total score.

**7.4 Oral Presentation/Demo Guidelines**

Based on the results of the written evaluations, the 2 Vendors (or more, at the discretion of the evaluation committee) with the highest scores will be invited to make an oral presentation/demonstration to the evaluation committee. The oral presentation will be worth a total of 10 points:

- Demonstration of system (5 points)
- Committee Q&A (5 points)

Oral presentations will be evaluated using the same (0, 1, 2) scoring as used for written presentations.

**7.5 Final evaluation and report of committee**

Based on the written responses and presentation/demo, each evaluator will rank the finalists. The Vendor whose proposal is ranked highest among the greatest number of evaluators will be selected for the project. The highest possible score will be 220.

The Committee will prepare a report listing the names of all Vendors who submitted proposals, summarizing each proposal, ranking Vendors in order of evaluation, recommending the selection of a Vendor, and detailing the reasons why the Vendor was selected.

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**7.6 Contract award**

A contract will be awarded pursuant to N.J.S.A. 40A:11-4.1 *et seq.* and N.J.A.C. 5:34-4.1 *et seq.* (Competitive Contracting Law and Regulations). The Municipal Council will vote to accept the proposal of a Consultant within 60 days of the receipt of proposals, except that the proposals of any Consultants who consent thereto, may, at the request of the City, be held for consideration for such longer period as may be agreed.

## **SECTION 8: PROPOSAL SUBMISSION REQUIREMENTS**

The following are general terms and conditions which may or may not be explained elsewhere in this RFP.

### **8.1 Number of copies**

Vendors must submit one signed original and at least 7 copies of their Proposal of which 1 must be unbound (for photocopying purposes).

### **8.2 Proposal media**

Proposals forwarded by facsimile or e-mail will not be accepted, however Vendors may alternately submit one signed original and 1 softcopy version (PDF only) on CD.

Please note that the City will not be responsible for CDs or softcopy files which cannot be opened, and that this may be grounds for rejection.

Responses should be complete and comprehensive. Elaborate bindings or literature are not necessary, but all documentation must be clear and legible. Poor quality copies of materials may be rejected.

### **8.3 Proposal format**

To facilitate a timely and comprehensive evaluation of all submitted Proposals, it is essential that all Vendors adhere to the required response format. The City requires a standard format for all Proposals submitted to ensure that clear, concise and complete statements are available from each Vendor in response to requirements. The required format is detailed in Section 4.

The City is not under any obligation to search for clarification through additional or unformatted information submitted as a supplement to the formatted response. Where a Proposal contains conflicting information, the City at its option may either request clarification or may consider the information unresponsive.

### **8.4 Proposal length**

The exact presentation and layout format of Proposals is up to the discretion of the Vendor, however a maximum length of 30 pages is strongly suggested. Each proposal and all required forms must be signed in ink by a person authorized to do so.

## **SECTION 9: GENERAL TERMS AND CONDITIONS**

The following are general terms and conditions which may or may not be explained elsewhere in this RFP

### **9.1 City's right to reject**

The City reserves the right to reject any or all Proposals, if necessary, or to waive any informalities in the Proposals, and, unless otherwise specified by the Vendor, to accept any item, items or services in the Proposals should it be deemed in the best interest of the City.

### **9.2 Original/Authorized signatures**

Each Proposal and all required forms must be signed in ink by a person authorized to do so and/or notarized as indicated.

### **9.3 Delivery of Proposals**

Proposals may be hand delivered or mailed consistent with the provisions of the legal notice to Vendors. In the case of mailed Proposals, the City assumes no responsibility for Proposals received after the designated date and time and will return late Proposals unopened.

### **9.4 Equal Employment Opportunity/Affirmative Action requirements**

Vendors are required to comply with the provisions of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 et seq. No firm may be issued a contract unless it complies with these affirmative action provisions. The Mandatory Equal Employment Opportunity/Affirmative Action Language for Goods, Professional Services and General Service Contracts, Exhibit A summarizes the full required regulatory text.

Goods and Services (including professional services) consultants/Vendors shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- a. A photo copy of a valid letter that the Vendor is operating under an existing Federally approved or sanctioned affirmative action programs (good for one year from the date of the letter); or
- b. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
- c. A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the Vendor, in accordance with N.J.A.C. 17:27-4.

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The Vendor's attention is also called to Section 10 of this document which contains the required information and forms.

For information on EEO/AA requirements and forms only, please contact:

Jeana F. Abuan, Affirmative Action Officer, Public Agency Compliance Officer  
Department of Administration, Office of Equal Opportunity/Affirmative Action  
280 Grove Street Room-103  
Jersey City NJ 07302

Tel. #201-547- 4533

Fax# 201-547-5088

E-mail Address: [abuanJ@jcnj.org](mailto:abuanJ@jcnj.org)

### **9.5 Business Registration Certificate**

P.L. 2004, c. 57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for or entering into a contract with a local contracting agency whose contracting activities are subject to the requirements of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq).

Vendors are required to comply with the requirements of P.L. 2004, c. 57 (Chapter 57) which include submitting a copy of their Business Registration Certificate (BRC), issued by the NJ Department of the Treasury prior to a contract award. For more information on obtaining a BRC, see Section 10.

### **9.6 Clarification of specifications**

Should any difference arise as to the meaning or intent of this specification, the City's Business Administrator's decision shall be final and conclusive.

### **9.7 Indemnification**

The Vendor, if awarded the contract, agrees to protect, defend and save harmless the City against damage for payment for the use of any patented material process, article or devise that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and further agrees to indemnify and save harmless the City from suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties by, or from, any of the acts of the Vendor, its servants or agents.

### **9.8 Insurance requirements**

The Vendor shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General and Automobile Liability, and shall be subject to approval for adequacy of protection. Certificates of such insurance shall be provided the City when required. Insurance requirements are as follows:

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- Comprehensive General Liability in the amount of \$2,000,000
- Workers Compensation in the statutory amount of \$100,000
- Automobile Liability in the amount of \$1,000,000
- Professional Liability in the amount of \$1,000,000

Certificates of Insurance for those policies required above shall be submitted with the contract. Such coverage shall be with an insurance company authorized to do business in the State of New Jersey and shall name the City as an additional insured.

Self-insured Vendors shall submit an affidavit attesting to their self-insured coverage and shall name the City as an additional insured.

#### **9.9 Termination**

Should a dispute arise, and if, after a good faith effort at resolution, the dispute is not resolved, either party may terminate the contract by providing 120 days written notice to the other party.

## **SECTION 10: REQUIRED ADMINISTRATIVE FORMS**

**Please place the checklist and the required forms which follow at the front of your proposal to facilitate Purchasing's review.**

**CITY OF JERSEY CITY**

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**RESPONDENT:** \_\_\_\_\_

**RESPONDENT'S CHECKLIST**

<b>Item</b>	<b>Respondent Initials</b>	<b>Purchasing Review</b>
A. Non-Collusion Affidavit properly notarized		
B. Public Disclosure Statement *		
C. Mandatory Affirmative Action Language		
D. Americans with Disabilities Act		
E. MWBE Questionnaire		
F. Affirmative Action Compliance Notice		
G. Employee Information Report		
H. Business Registration Certificate		
I. Acknowledgement of Receipt of Addenda *		
J. Exception sheet(s) (optional - see below)		
K. Non-submission of proposal (optional)		
L. Original signature(s) on all required forms.		

\* Failure to include these documents with Proposal will result in automatic rejection of Proposal.

Please check one:

- No exception to specifications
- Exception sheet(s) attached to Proposal

**EXCEPTION SHEET**

**Non-Submission of Proposal Form**

In keeping with the City's policy of evaluating and updating Purchasing procedures, we request that RFP recipients who do not submit proposals, complete and return this form, indicating the reason(s) for not submitting a proposal.

Thank you in advance for your cooperation

**PROJECT: Mass Notification System**

Reason(s) for not submitting a proposal:

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Name of Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Please return this form to:

Peter Folgado  
Purchasing Agent  
394 Central Avenue, 2<sup>nd</sup> floor  
Jersey City, NJ 07307

**CITY OF JERSEY CITY  
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM  
MASS NOTIFICATION SYSTEM**

The undersigned acknowledges receipt of the following addenda to the bidding document:

**THE COMPLETED ACKNOWLEDGEMENT OF ADDENDA FORM  
SHOULD BE RETURNED WITH BID RESPONSE PACKAGE: NOT TO BE  
SENT SEPARATELY**

NOTE: Failure to acknowledge receipt of all addenda will cause the bid to be considered non-responsive. Acknowledged receipt of each addendum must be clearly established and included with the bid pursuant to N.J.S.A. 40A:11-23.2 (e).

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NON COLLUSION AFFIDAVIT**  
STATE OF NEW JERSEY  
CITY OF JERSEY CITY ss:

I certify that I am \_\_\_\_\_

of the firm of \_\_\_\_\_

the bidder making the proposal for the above named project, and that I executed the said proposal with full authority so to do; that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the City of Jersey City relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by (N.J.S.A. 52: 34-25)

(Signature of respondent) \_\_\_\_\_

SUBSCRIBED AND SWORN TO  
BEFORE ME THIS DAY \_\_\_\_\_ OF 20 \_\_\_\_\_

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF  
MY COMMISSION EXPIRES: 20 .

**(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL).**

**PUBLIC DISCLOSURE INFORMATION**

Chapter 33 of the Public Laws of 1977 provides that no Corporation or Partnership shall be awarded any State, City, Municipal or Schools District contracts for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or accompanying the bid of said corporation or partnership there is submitted a public disclosure information statement. The statement shall set forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein.

**STOCKHOLDERS:**

Name	Address	% owned

SIGNATURE : \_\_\_\_\_

TITLE: \_\_\_\_\_

SUBSCRIBED AND SWORN TO  
BEFORE ME THIS DAY \_\_\_\_\_ OF 20 \_\_\_\_\_

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF  
MY COMMISSION EXPIRES: 20 .

**(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL).**

# **EEO/AFFIRMATIVE ACTION REQUIREMENTS**

## **Goods, Professional Services and General Service Contracts**

Questions in reference to EEO/AA Requirements For Goods, Professional Services and General Service Contracts should be directed to:

Jeana F. Abuan  
Affirmative Action Officer, Public Agency Compliance Officer  
Department of Administration  
Office of Equal Opportunity/Affirmative action  
280 Grove Street Room-103  
Jersey City NJ 07302  
Tel. #201-547- 4533  
Fax# 201-547-5088  
E-mail Address: [abuanJ@jcnj.org](mailto:abuanJ@jcnj.org)

(REVISED 4/13)

**EXHIBIT A**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**  
**N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity 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. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

**EXHIBIT A (Continuation)**

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

The undersigned vendor certifies on their company's receipt, knowledge and commitment to comply with:

**EXHIBIT A**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**Goods, Professional Services and General Service Contracts**  
**(Mandatory Affirmative Action Language)**

The undersigned vendor further agrees to furnish the required forms of evidence and

understands that their contract/company's bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 .

Representative's Name/Title (Print): \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Date: \_\_\_\_\_

# Sample Letter of Federally Approved Affirmative Action Plan

U.S. Department of Labor

Employment Standards Administration  
Office of Federal Contract  
Compliance Program



Newark Area Office  
134 Evergreen Place, Fourth Floor  
East Orange, NJ 07018

February 27, 19\_\_

Reply to the attention of:

President

Dear

Our recent compliance review of your establishment's equal employment opportunity policies and practices was completed on February 27, 19\_\_.

We found no apparent deficiencies or violations of Executive Order 11246, as amended. Section 503 of the Rehabilitation Act of 1973 or of 38 USC 2012 (the Vietnam Era Veterans' Readjustment Assistance Act). Accordingly, your establishment is deemed to be in compliance with these laws based on the material reviewed.

The Office of Federal Contract Compliance Progress sincerely appreciated the cooperation and courtesies extended by you and your staff during the conduct of the compliance review.

Sincerely,

Area Office Director



## State of New Jersey

**CHRIS CHRISTIE**  
*Governor*  
**KIM GUADAGNO**  
*Lt. Governor*

DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE & PROPERTY  
CONTRACT COMPLIANCE AUDIT UNIT  
EEO MONITORING PROGRAM  
P.O. BOX 206  
TRENTON, NJ 08625-0206

**ANDREW P. SIDAMON-ERISTOFF**  
*State Treasurer*

### ISSUANCE OF CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Enclosed is your Certificate of Employee information Report (hereinafter referred to as the "Certificate" and issued based on the Employee Information Report (AA-302) form completed by a representative of your company or firm. Immediately upon receipt, this certificate should be forwarded to the person in your company or firm responsible for ensuring equal employment opportunity and/or overseeing the company or firm's contracts with public agencies. Typically, this person may be your company or firm's Human Resources Manager, Equal Employment Opportunity Officer or Contract Administrator. If you do not know to whom the certificate should be forward, kindly forward it to the head of your company or firm. Copies of the certificate should also be distributed to all facilities of your company or firm who engage in bidding on public contracts in New Jersey and who use the same federal identification number and company name. The certificate should be retained in your records until the date it expires. This is very important since a request for a duplicate/replacement certificate will result in a \$75.00 fee.

On future successful bids on public contracts, your company or firm must present a photocopy of the certificate to the public agency awarding the contract after notification of the award but prior to execution of a goods and services or professional services contract. Failure to present the certificate within the time limits prescribed may result in the awarded contract being rescinded in accordance with N.J.A.C. 17:27-4.3b.

Please be advised that this certificate has been approved only for the time periods stated on the certificate. As early as ninety (90) days prior to its expiration, the Division will forward a renewal notification. Upon the Division's receipt of a properly completed renewal application and \$150.00 application fee, it will issue a renewal certificate. In addition, representatives from the Division may conduct periodic visits and/or request additional information to monitor and evaluate the continued equal employment opportunity compliance of your company or firm. Moreover, the Division may provide your company or firm with technical assistance, as required. Please be sure to notify the Division immediately if your company's federal identification number, name or address changes.

If you have any questions, please call (609) 292-5473 and a representative will be available to assist you.

Enclosure(s) (AA-01 Rev. 11/11)

# Sample Certificate of Employee Information Report

**VOID**

Certification \_\_\_\_\_

## CERTIFICATE OF EMPLOYEE INFORMATION REPORT

This is to certify that the contractor listed includes has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.3 et seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of \_\_\_\_\_.



State Treasurer

**VOID**

# Sample Employee Information Report Form AA302

Form AA302  
Rev. 11/11

**STATE OF NEW JERSEY**  
Division of Purchase & Property  
Contract Compliance Audit Unit  
EEO Monitoring Program

**EMPLOYEE INFORMATION REPORT**

**IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT LEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the form, go to: <http://www.state.nj.us/treasury/contract/compliance/pdf/aa302r11v.pdf>**

**SECTION A - COMPANY IDENTIFICATION**

1. FID. NO. OR SOCIAL SECURITY \_\_\_\_\_ 2. TYPE OF BUSINESS  
 1. MFG  2. SERVICE  3. WHOLESALE  
 4. RETAIL  5. OTHER \_\_\_\_\_ 3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY \_\_\_\_\_

4. COMPANY NAME \_\_\_\_\_

5. STREET \_\_\_\_\_ CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATED) \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

7. CHECK ONE IF THE COMPANY:  SINGLE-ESTABLISHMENT EMPLOYER  MULTI-ESTABLISHMENT EMPLOYER

8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ \_\_\_\_\_

9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT \_\_\_\_\_

10. PUBLIC AGENCY AWARDED CONTRACT \_\_\_\_\_  
 CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**Official Use Only**

DATE RECEIVED	NAUG. DATE	ASSIGNED CERTIFICATION NUMBER

**SECTION B - EMPLOYMENT DATA**

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN LEO-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN									
	COL. 1 TOTAL (Cols. 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	MALE					FEMALE				
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.
Officials/ Managers													
Professionals													
Technicians													
Sales Workers													
Office & Clerical													
Craftworkers (Skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers													
TOTAL													
Total employment From previous Report (if any)													
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.												

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED?  
 1. Visual Survey  2. Employment Record  3. Other (Specify) \_\_\_\_\_

13. DATES OF PAYROLL PERIOD USED  
 From: \_\_\_\_\_ To: \_\_\_\_\_

14. IS THIS THE FIRST Employee Information Report Submitted?  
 1. YES  2. NO

15. IF NO, DATE LAST REPORT SUBMITTED  
 MO. DAY YEAR

**SECTION C - SIGNATURE AND IDENTIFICATION**

16. NAME OF PERSON COMPLETING FORM (Print or Type) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE MO. DAY YEAR \_\_\_\_\_

17. ADDRESS NO. & STREET \_\_\_\_\_ CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE (AREA CODE NO. EXTENSION) \_\_\_\_\_

# Sample Employee Information Report Form AA302

## INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT (FORM AA302)

**IMPORTANT:** READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM **AND TO SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE**. IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

**ITEM 1** - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

**ITEM 2** - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail"

**ITEM 3** - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

**ITEM 4** - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

**ITEM 5** - Enter the physical location of the company. Include City, County, State and Zip Code.

**ITEM 6** - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

**ITEM 7** - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

**ITEM 8** - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

**ITEM 9** - Enter the total number of employees at the establishment being awarded the contract.

**ITEM 10** - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code. This is not applicable if you are renewing a current Certificate.

**ITEM 11** - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. DO NOT attach an EEO-1 Report.

Racial/Ethnic Groups will be defined:

**Black:** Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

**Hispanic:** Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

**American Indian or Alaskan Native:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander:** Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Phillipine Islands and Samoa.

**Non-Minority:** Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

**ITEM 12** - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

**ITEM 13** - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

**ITEM 14** - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

**ITEM 15** - If the answer to item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

**ITEM 16** - Print or type the name of the person completing the form. Include the signature, title and date.

**ITEM 17** - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

### TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDING THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY (FEE IS NON-REFUNDABLE), TO:

NJ Department of the Treasury  
Division of Purchase & Property  
Contract Compliance Audit Unit  
EEO Monitoring Program  
P.O. Box 206

Trenton, New Jersey 08625-0206

Telephone No. (609) 292-5473

# Sample Duplicate Certificate of Employee Information Report Request

Form Duplicate Cert.  
Rev. 11/11

Print Form



**STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
Division of Purchase & Property, Contract Compliance Audit Unit  
EEO Monitoring Program**

**DUPLICATE CERTIFICATE OF EMPLOYEE INFORMATION REPORT REQUEST**

**IMPORTANT- FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND SUBMIT THE REQUIRED \$75.00 FEE (Non-Refundable) MAY DELAY ISSUANCE OF YOUR DUPLICATE CERTIFICATE OF EMPLOYEE INFORMATION REPORT.**

**SECTION A - COMPANY IDENTIFICATION**

1. FID. NO. OR SOCIAL SECURITY	2. ASSIGNED CERTIFICATION NUMBER	ISSUE DATE	EXPIRATION DATE	
3. COMPANY NAME				
4. STREET	CITY	COUNTY	STATE	ZIP CODE
5. REASON FOR REQUEST OF DUPLICATE CERTIFICATE				
<input type="checkbox"/> 1. Lost Certificate <input type="checkbox"/> 2. Damaged <input type="checkbox"/> 3. Other (Specify)				

**SECTION B - SIGNATURE AND IDENTIFICATION**

6. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO DAY YEAR		
7. ADDRESS NO. & STREET	CITY	COUNTY	STATE	ZIP CODE	PHONE (AREA CODE, NO., EXTENSION)

I certify that the information on this Form is true and correct.

**SECTION C - OFFICIAL USE ONLY**

RECEIVED DATE:	DIVISION OF REVENUE DLN #:

**INSTRUCTIONS FOR COMPLETING DUPLICATE CERTIFICATE REQUEST**

- ITEM 1** - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.
- ITEM 2** - Enter the Certificate Number that was assigned to your company along with the Issue Date and Expiration Date (if available).
- ITEM 3** - Enter the name by which the company is identified.
- ITEM 4** - Enter the physical location of the company. Include City, County, State and Zip Code.
- ITEM 5** - Enter the reason for requesting a Duplicate Certificate of Employee Information Report.
- ITEM 6** - Print or type the name of the person completing the form. Include the signature, title and date.
- ITEM 7** - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

**RETAIN A COPY OF THIS REQUEST FOR THE VENDOR'S OWN FILES AND FORWARD ONE COPY WITH A CHECK IN THE AMOUNT OF \$75.00 (Non-Refundable Fee) PAYABLE TO "THE TREASURER, STATE OF NEW JERSEY" TO:**

**NJ Department of the Treasury  
Division of Purchase & Property  
Contract Compliance Audit Unit  
EEO Monitoring Program  
PO Box 206**

**Trenton, New Jersey 08625-0206**

**Telephone No. (609) 292-5473**

**PLEASE ALLOW 15 BUSINESS DAYS FOR PROCESSING THE DUPLICATE CERTIFICATE**

**RENEWAL PACKAGE  
FOR CERTIFICATE OF  
EMPLOYEE  
INFORMATION REPORT**



## State of New Jersey

CHRIS CHRISTIE  
*Governor*  
KIM GUADAGNO  
*Lt. Governor*

DEPARTMENT OF THE TREASURY  
DIVISION OF PUBLIC CONTRACTS  
EQUAL EMPLOYMENT OPPORTUNITY  
COMPLIANCE  
P.O. BOX 209  
TRENTON, NJ 08625-0209

ANDREW P. SIDAMON-ERISTOFF  
*State Treasurer*

### RENEWAL NOTICE

The Certificate of Employee Information Report (hereinafter referred to as the "State Certificate") issued by this Division is due to expire within the next 90 days. In order for your firm to continue to provide a current State Certificate for public contract awards, you must apply for renewal by properly completing the following renewal documents:

1. The Employee Information Report Form AA-302 for the facility indicated on the "State Certificate" and any additional New Jersey facilities, with a check in the amount of \$150.00 payable to "the Treasurer, State of New Jersey" (fee is non-refundable) and
2. The Vendor Activity Summary Report forms, one for each of the four (4) personnel activities noted (new hires, promotions, transfers and terminations etc.) for the previous "State Certificate" period, or
3. If you are operating under a federally approved affirmative action plan, a photocopy of the letter of Federal Approval issued by the US Department of Labor, Office of Federal Contract Compliance Programs, not greater than one year old, may be submitted to the awarding agency in lieu of the State Certificate. Please do not submit an EEO-1 Report as it will not be accepted.

All goods, service and professional service vendors are encouraged to complete and file these renewal documents electronically by accessing the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance). This website provides access to the Forms in electronic format or on-line internet submission registration via the internet. Or you may call the Division at (609) 292-5473 and a representative will be available to assist you. Please have your certificate number ready when calling. Your certificate number is noted at the end of your company name on your mailing label.

Upon receipt of the above-referenced documents, the Division will approve or reject your application within sixty (60) days of submission. If your application is approved, the Division will issue a Certificate provided your firm meets the standards of good faith compliance with the Affirmative Action Regulations set forth in N.J.A.C. 17:27-1.1 et seq. Periodic reviews may be conducted and additional information may be requested, as required by the Division. In all instances, however, a copy of the Certificate must be presented to the public agency awarding the contract, prior to the award of the contract.

(AA-02 Rev. Mar-10)

**NEW INSTRUCTIONS FOR COMPLETING THE  
EMPLOYEE INFORMATION REPORT (FORM AA302) RENEWAL  
DISREGARD INSTRUCTIONS ON PRE-PRINTED FORM REV. 1/00**

**IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.**

**ITEM 1** - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

**ITEM 2** - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

**ITEM 3** - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

**ITEM 4** - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

**ITEM 5** - Enter the physical location of the company. Include City, County, State and Zip Code.

**ITEM 6** - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

**ITEM 7** - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

**ITEM 8** - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

**ITEM 9** - Enter the total number of employees at the establishment being awarded the contract.

**ITEM 10** - Not Applicable.

**ITEM 11** - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. DO NOT attach an EEO-1 Report.

**Racial/Ethnic Groups will be defined:**

**Black:** Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

**Hispanic:** Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

**American Indian or Alaskan Native:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander:** Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Phillippine Islands and Samoa.

**Non-Minority:** Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

**ITEM 12** - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

**ITEM 13** - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

**ITEM 14** - Not Applicable.

**ITEM 15** - Not Applicable.

**ITEM 16** - Print or type the name of the person completing the form. Include the signature, title and date.

**ITEM 17** - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

**THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT RENEWAL FORM (AA302) AND RETAIN THE PINK COPY FOR THE VENDOR'S OWN FILES. FORWARD THE REMAINING TWO (2) WHITE AND CANARY COPIES WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY TO:**

NJ Department of the Treasury  
Division of Public Contracts  
Equal Employment Opportunity Compliance  
P.O. Box 206

Trenton, New Jersey 08625-0206

Telephone No. (609) 292-5473



STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY

Division of Public Contracts Equal Employment Opportunity Compliance

**DUPLICATE CERTIFICATE OF EMPLOYEE INFORMATION REPORT REQUEST**

IMPORTANT- FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND SUBMIT THE REQUIRED \$75.00 FEE (Non-Refundable) MAY DELAY ISSUANCE OF YOUR DUPLICATE CERTIFICATE OF EMPLOYEE INFORMATION REPORT.

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY	2. ASSIGNED CERTIFICATION NUMBER	ISSUE DATE	EXPIRATION DATE

3. COMPANY NAME

4. STREET	CITY	COUNTY	STATE	ZIP CODE
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5. REASON FOR REQUEST OF DUPLICATE CERTIFICATE

1. Lost Certificate    2. Damaged    3. Other (Specify)

SECTION B - SIGNATURE AND IDENTIFICATION

6. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO DAY YEAR
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7. ADDRESS NO. & STREET	CITY	COUNTY	STATE	ZIP CODE	PHONE (AREA CODE, NO., EXTENSION)
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I certify that the information on this Form is true and correct.

SECTION C - OFFICIAL USE ONLY

RECEIVED DATE:	DIVISION OF REVENUE DLN #:
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INSTRUCTIONS FOR COMPLETING DUPLICATE CERTIFICATE REQUEST

- ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.
- ITEM 2 - Enter the Certificate Number that was assigned to your company along with the Issue Date and Expiration Date (if available).
- ITEM 3 - Enter the name by which the company is identified.
- ITEM 4 - Enter the physical location of the company. Include City, County, State and Zip Code.
- ITEM 5 - Enter the reason for requesting a Duplicate Certificate of Employee Information Report.
- ITEM 6 - Print or type the name of the person completing the form. Include the signature, title and date.
- ITEM 7 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

RETAIN A COPY OF THIS REQUEST FOR THE VENDOR'S OWN FILES AND FORWARD ONE COPY WITH A CHECK IN THE AMOUNT OF \$75.00 (Non-Refundable Fee) PAYABLE TO "THE TREASURER, STATE OF NEW JERSEY" TO:

NJ Department of the Treasury  
Division of Public Contracts  
Equal Employment Opportunity Compliance  
PO Box 206

Trenton, New Jersey 08625-0206

Telephone No. (609) 292-5473

PLEASE ALLOW 15 BUSINESS DAYS FOR PROCESSING THE DUPLICATE CERTIFICATE

## INSTRUCTIONS

### VENDOR ACTIVITY SUMMARY REPORTS

1. You should complete 4 blank Vendor Activity Summary Reports with your AA-302, Employee Information Report Renewal Application package. These 4 Reports are to be completed for new hires, promotions, transfers and terminations that took place between the time you received your Certificate of Employee Information Report (hereafter referred to as "Certificate") and the date of your Renewal Application.
2. The Vendor Activity Summary Reports must be completed to show your firm's total personnel actions for the previous Certificate period. For example, if your firm renews its Certificate every 3 years, one of the reports should indicate the total number of people hired during the entire 3-year period during which you held the Certificate. Another report should indicate the total number of people terminated during that 3-year period. The third report should indicate the total number of people transferred during that 3-year period and the final report should indicate the total number of people promoted during that 3-year period. Please note, there is no need to re-state the information provided on the AA-302 form.

\*\*\*\*\*

STATE OF NEW JERSEY DEPARTMENT OF THE TREASURY  
 Division of Contract Compliance & Equal Employment Opportunity  
 VENDOR ACTIVITY SUMMARY REPORT

CERTIFICATE NO. \_\_\_\_\_  
 NAME OF FACILITY: \_\_\_\_\_  
 NEW HIRES  PROMOTIONS  TRANSFERS  TERMINATIONS (CHECK (X) APPROPRIATE ACTIVITY)  
 DATES OF PAYROLL PERIOD USED: FROM \_\_\_\_\_ TO \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

JOB CATEGORIES	MALE					FEMALE					
	Total	Black	Hispanic	AM. Indian	Asian	Total	Black	Hispanic	AM. Indian	Asian	Non-Min.
OFFICIALS & MANAGERS											
PROFESSIONALS											
TECHNICIANS											
SALES WORKERS											
OFFICE & CLERICAL											
CRAFTWORKERS											
OPERATIVES											
LABORERS											
SERVICE WORKERS											
TOTAL											

I certify that the information on this form is true and correct.  
 NAME OF PERSON COMPLETING FORM (Print or Type) \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
 LAST FIRST MI DATE SUBMITTED \_\_\_\_\_

ADDRESS (NO. & STREET) \_\_\_\_\_ (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_ (ZIP) \_\_\_\_\_  
 PHONE (AREA CODE, NO., EXTENSION) \_\_\_\_\_

\*\*\*\*\*

**APPENDIX A**  
**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal Opportunity for Individuals with Disability**

The contractor and the \_\_\_\_\_ of \_\_\_\_\_, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. 5121 01 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Representative's Name/Title Print: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Date: \_\_\_\_\_

**Minority/Woman Business Enterprise (MWBE)  
Questionnaire for Bidders**

Jersey City Ordinance C-829 establishes a goal of awarding 20% of the dollar amount of total city procurement to minority and woman owned business enterprises.

To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned and/or woman owned business, and return this form with your bid proposal.

Business Name : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Contact Name : \_\_\_\_\_

Please check applicable category :

\_\_\_\_\_ Minority Owned Business (MBE)

\_\_\_\_\_ Minority & Woman Owned  
Business (MWBE)

\_\_\_\_\_ Woman Owned business (WBE)

\_\_\_\_\_ Neither

**Definitions**

**Minority Business Enterprise**

Minority Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by persons who are African American, Hispanic, Asian American, American Indian or Alaskan native, defined as follows:

**African American:** a person having origins in any of the black racial groups of Africa

**Hispanic:** a person of Mexican, Puerto Rican, Central or South American or other non-European Spanish culture or origin regardless of race.

**Asian:** a person having origins in any of the original peoples of the Far East, South East Asia, Indian subcontinent, Hawaii or the Pacific Islands.

**American Indian or Alaskan Native:** a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

**Woman Business Enterprise**

Woman Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a woman or women.

**Minority/Woman Business Enterprise (MWBE)  
Questionnaire for Bidders**

Jersey City Ordinance C-829 establishes a goal of awarding 20% of the dollar amount of total city procurement to minority and woman owned business enterprises.

To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned and/or woman owned business, and return this form with your bid proposal.

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Contact Name: \_\_\_\_\_

Please check applicable category:

\_\_\_\_\_ Minority Owned Business (MBE)

\_\_\_\_\_ Minority & Woman Owned  
Business (MWBE)

\_\_\_\_\_ Woman Owned business (WBE)

\_\_\_\_\_ Neither

**Definitions**

**Minority Business Enterprise**

Minority Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by persons who are African American, Hispanic, Asian American, American Indian or Alaskan native, defined as follows:

**African American:** a person having origins in any of the black racial groups of Africa

**Hispanic:** a person of Mexican, Puerto Rican, Central or South American or other non-European Spanish culture or origin regardless of race.

**Asian:** a person having origins in any of the original peoples of the Far East, South East Asia, Indian subcontinent, Hawaii or the Pacific Islands.

**American Indian or Alaskan Native:** a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

**Woman Business Enterprise**

Woman Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a woman or women.

**DIVISION OF PURCHASING COPY**

## “New Jersey Business Registration Requirements” For Goods, Professional Service and General Service Contracts

The contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor.

Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L.2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.”

**STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE  
FOR STATE AGENCY AND GAMING SERVICE CONTRACTORS**

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLERK REGISTRATION
TAXPAYER IDENTIFICATION: 37-047-322500	CERTIFICATE NUMBER: 1093907
ADDRESS: 247 ROBINSON AVE TRENTON, NJ 08611	ISSUANCE DATE: October 14, 2004

*John S. Early*

**STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE**

Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	247 ROBINSON AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004

**For Office Use Only:**  
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