

NOTE: The City of Englewood will consider proposals only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Proposals.

REQUEST FOR PROPOSALS

2018 and 2019 Calendar Year Payroll and Time and Attendance Services

ISSUE DATE: Thursday, November 16, 2017

DUE DATE: Wednesday, December 9, 2017

Issued by:

City of Englewood

GLOSSARY

The following definitions shall apply to and are used in this Request for Proposals:

"City" - refers to the City of Englewood.

"Proposal" - refers to the complete responses to this RFP submitted by the Respondents.

"Qualified Respondent" - refers to those Respondents who (in the sole judgment of the City) have satisfied the proposal criteria set forth in this RFP.

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

"Respondent" or "Respondents" - refers to the interested firm(s) that submits a Proposal

SECTION 1 INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction and Purpose.

The City of Englewood is seeking an integrated Payroll and Time and Attendance system, to be provided by a sole vendor for the calendar years 2018 and 2019. **The intention of the City is to utilize the new system-Payroll and Time & Attendance beginning January 1, 2018.**

1.2 Procurement Process and Schedule.

The selection of a Respondent is not subject to the bidding provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is subject to the “New Jersey Local Unit Pay-to-Play” Law, N.J.S.A. 19:44A-20.4 et seq. and the provisions of the City of Englewood Pay to Play Ordinance (O-07-31), however. The City has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each firm is provided an equal opportunity to submit a Proposal in response to the RFP will be evaluated in accordance with the criteria set forth in Section 2 of this RFP, which will be applied in the same manner to each Proposal received. Respondents agree to at all times abide by all requirements of New Jersey law, including, but not limited to the aforementioned “Pay to Play” laws, as well as any and all relevant Executive Orders and the New Jersey Election Law Enforcement Commission disclosure requirements.

Proposals will be reviewed and evaluated by the City and its legal and/or financial advisors (collectively, the "Review Team"). The Proposals will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFP. Under no circumstances will a member of the review team review responses to an RFP for a job which they or their firm submitted a response. Based upon the totality of the information contained in the Proposal, including information about the reputation and experience of each Respondent, the City will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and financial standpoints) Each Respondent that meets the requirements of the RFP (in the sole judgment of the City) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the City.

The RFP process commences with the issuance of this RFP. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The City reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFP or the RFP process shall be directed to the City’s Designated Contact Person, in writing.

Designated Contact Person:

Michael Kaufmann, Chief Financial Officer
City of Englewood
2-10 N. Van Brunt Street
Englewood, N.J. 07631
mkaufmann@cityofenglewood.org

Proposals must be submitted to, and be received at the City Clerk's Office, 2-10 North Van Brunt Street, Englewood, N.J. 07631 via mail or hand delivery, by 12:00 Noon Prevailing Time on December 6, 2017. Proposals will not be accepted by facsimile transmission or e-mail.

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

TABLE 1

ANTICIPATED PROCUREMENT SCHEDULE

ACTIVITY	DATE
• Issuance of Request for Proposals	November 16, 2017
• Receipt of Proposals	December 6, 2017
• Evaluation of proposals, review by City Council and award of contract	Post December 6, 2017

1.3 Conditions Applicable to RFP.

- Upon submission of a Proposal in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Proposal:
- All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.
- The City reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement.
- The City reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFP, or a Proposal that is not responsive to the requirements of this RFP.
- The City reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information.
- All Proposals shall become the property of the City and will not be returned.
- All Proposals will be made available to the public at the appropriate time, as determined by the City (in the exercise of its sole discretion) in accordance with law.
- The City may request Respondents to send representatives to the City for interviews.

- Any and all Proposals not received by the City at the City Clerk's office by 12:00 Noon Prevailing Time on December 6, 2017 will be rejected.
- Neither the City, nor their respective staffs, consultants or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposal, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Proposal or for participating in this procurement process.

1.4 **Rights of City.**

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

- To determine that any Proposal received complies or fails to comply with the terms of this RFP.
- To supplement, amend or otherwise modify the RFP through issuance of addenda to all prospective Respondents who have received a copy of this RFP.
- To waive any technical non-conformance with the terms of this RFP.
- To change or alter the schedule for any events called for in this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP.
- To conduct investigations of any or all of the Respondents, 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 RFP 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 Respondents.
- The City shall be under no obligation to complete all or any portion of the procurement process described in this RFP.

1.5 **Addenda or Amendments to RFP.**

During the period provided for the preparation of responses to the RFP, the City may issue addenda, amendments or answers to written inquiries. All RFP addenda, amendments or answers to written inquiries will be issued on the website. Therefore, all interested respondents should check the website from now through RFP opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

1.6 **Cost of Proposal Preparation.**

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

1.7 **Proposal Format.**

Responses should cover all information requested in the Questions to be answered in this RFP.

Responses 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.

1.8 **Business Registration.**

Business Registration Certificate is required to do business in New Jersey. The certificate is free and can be obtained online through the NJ Division of Local Government Services at the following link: <http://www.state.nj.us/treasury/revenue/busregcert.shtml>

SECTION 2

SCOPE OF SERVICES

It is the intent of the City to solicit Proposals from Respondents that adequately describe the type, quality, quantity and standards that the City is seeking for an integrated Payroll and Time and Attendance system, to be provided by a sole vendor for the calendar years 2018 and 2019. Respondents are required to complete and submit the attached forms. When submitting your proposal, please address all questions thoroughly. The Review Team will be reviewing each submittal. **Please note:** The most qualified responsive and responsible bidder will be awarded the contract, not necessarily the lowest bidder.

2.1 **Services Sought.**

The City is seeking proposals from Respondents who can offer the following services:

(1) PAYROLL SERVICES

This module must be quoted as a package with the other modules and must be separately quoted on the response as an optional item separate from the remainder of the response.

The payroll system must be able to process 24 bi-monthly payrolls per year accommodating hourly, salary, full-time and part-time employees. There are approximately 350 employees including full & part – time.

All the following criteria should be considered when responding to this proposal and costing each attribute of the service:

Bi-monthly Services

- Pays processed – approximately 350
- Direct deposit and checks
- New hire reporting
- Full tax services for Fed, NJ & PA

- Payroll Register and Labor Distribution report
- Deduction reports
- Electronic Access to reports
- Next day delivery
- Electronic submission for bank wire transfers/same day funding of payroll

Monthly Services

- Compensation reporting capabilities
- Full tax service to various tax jurisdictions
- Monthly summary by department

Quarterly Services

- Full tax service to various tax jurisdictions
- Delivery of tax package
- Employee earnings records
- Electronic access to earning records

Year End Services

- Electronic access to earnings records
- Year- end tax reporting & W-2's
- Electronic access to W-2's
- Tax filing special
- W-2 delivery

Other Services

- Pay voids/reverse wire fee/check copy
- Employee direct deposit reversal
- Previous quarter adjustments
- Third party sick pay
- Amended returns
- Ability for multiple department allocations
- Ability for an employee to be paid at more than one pay rates
- Payroll Deductions
- Must be integrated with the Time & Attendance and Human Resources system
- System must accommodate the preparation of manual checks
- Can the system customize batch input screens for hours and earnings?
- Describe the import and export capabilities with 3rd party programs like Word, EXCEL, etc.
- Is there a limit to the number of voluntary deductions that can be set up in the system?
- Do you have a disaster recovery plan? If yes, describe in detail
- Describe the payroll approval process
- Does the system provide a future dating feature? If yes, describe the feature
- Third Party Payment Service
- Third Party Payroll Accounting Services
- Pension Filing Service

Some services may have been inadvertently omitted from this document but the City would expect that the vendor would realize this and included it in his/her proposal.

(2) TIME AND ATTENDANCE SYSTEM

This module must be quoted as a package with the other modules and must be separately quoted on the response as an optional item separate from the remainder of the response.

The City of Englewood is looking to implement a time and attendance program that tracks employee attendance. The Department of Public Works currently utilizes a biometric finger print device that is connected to our present payroll processing company. The new payroll company would be expected to perform a similar task of connecting this device or palm print or something comparable to their payroll system. The City currently uses 2 time clocks that are stationed at multiple locations. Employees should only have to register at one time clock in order to clock in at multiple time clocks.

We currently have two biometric clocks that are tied into our current payroll system. They are Kronos Hand Punch LE model #8Y-R0024. Ideally, we would like to use what we have already purchased.

The system must have the ability to place a time clock in a remote facility. The clock should be able to upload punches directly to the cloud based site (preferably) or through a PC on the same network as the clock (assume the clock and PC both have access to the internet). If a computer is needed, it should be able to collect and upload punches in intervals set by City (such as hourly) and also be able to collect punches while locked.

The system should provide managers/supervisors with the ability to view and adjust employees' time card records. The time and attendance system should be linked to the payroll system and human resources system. The time and attendance system must be accessible to managers/supervisors via a PC, both at home and at the office.

Provide information regarding the following specifications with his/her bid submission:

- The system should have the ability to track total hours worked per employee
- Track paid days off: vacation, personal, sick, holidays, bereavement, jury duty, etc.
- Ability to maintain fields required for labor distribution
- An audit trail of any changes made to an employee's timecard
- Managers/supervisors should be able to allocate time worked as overtime, double time & out of title
- The City should be able to customize its' own pay rules for multiple pay groups and overtime rules
- Describe how employee attendance is tracked
- Describe how time and attendance data integrates with the Payroll system
- Describe the approval process of timecard data
- Employees should have the ability to request time off i.e. vacation and personal days
- Explain workflow between the employee and manager/supervisor for time off requests
- Describe how your system handles corrections or adjustments to employee timecards
- Can your system track employee lateness?

All modules-Payroll and Time & Attendance-should allow for the following:

EMPLOYEE AND MANAGER/SUPERVISOR SELF SERVICE

- System should accommodate employee and manager self-service
- Supervisors/managers should have access to view designated employees' time off balances

- Describe how your system enforces access control
- Describe the different levels of security and user access
- Does the system allow for more than one System Administrator?
- What can a manager/supervisor view versus an employee?
- Do employees have access to view and print their pay statements?
- Do employees have access to view and print their W-2's?
- Can employees manage and update their personal information i.e. address, emergency contact?
- Explain the security features of self-service
- How do employees and users log into the system?

TRAINING AND CUSTOMER SUPPORT

- Should provide system training for users
- Describe your training methods
- Do you provide on-site training for users?
- Should provide Customer Support
- Describe your customer support ability and availability
- Describe your support team
- Are online help functions available?

REPORTING

- Ability to run reports from the Payroll system, Time and Attendance system, and Human Resources system
- Ability to create customized reports
- Describe the process of creating customized reports
- Can system users customize their own reports? Do they require your permission each time?
- Reports should be available for supervisors and system administrators
- Describe your system's reporting capabilities. What reports are available?
- Describe the different levels of reporting access available
- Can reports be prepared as PDF and Microsoft Excel files?
- Can your system export to any other financial software?

RECORD KEEPING AND TRACKING HISTORICAL INFORMATION

- Unlimited history for each employee
- How much history can be stored?
- What are your procedures for archiving or retaining historical information?
- Describe the data archiving capabilities for inactive (terminated, retired, etc.) employees

ADDITIONAL SERVICES

- General Ledger feature
- Transfer of existing payroll and employee data into system
- Does your system have a mobile application? If yes, describe what is available
- Does the system have the capability to send E-mail notifications to system users?
- Describe what notification features are available
- Is there a limit as to number of garnishments? Is there an additional cost for this service?
- Implementation of systems and software
- Describe the implementation process
- Will you provide us with a conversion team? Is this an extra cost?

- Is the system able to automatically calculate employees' pension deductions based on a percentage of their annual base salary and deduct the amount over the number of pay periods?
- Is the system able to run quarterly pension reports (IROC) as required by the Department of Treasury for municipal entities?
- Is the system able to calculate the employee's portion of health benefits? The contribution is based on salary, type of coverage and insurance carrier. It must be recalculated with every salary increase (longevity, merit raise, etc.) and changes in insurance premiums. It can also require recalculation if the type of coverage changes or the percentage associated with the pay levels changes.
- Can you communicate directly with third party vendors?
- Do you provide monthly reports of disbursements made to third party vendors and provide a detail of City Funds held in trust?
- Will you reconcile City Net Payroll Accounts?
- Can you reconcile the Quarterly IROC and file directly with the State of New Jersey Division of Pension and Benefits?
- Can you calculate retroactive earnings?
- Can you file retroactive earnings with the State of New Jersey Division of Pensions and Benefits?
- Will you calculate DCRP employee and employer shares?
- Will you provide a Pension Representative?
- Will you provide a Payroll Tax Representative?

Vendor References

Include the following with your bid proposal:

- What is your average client size?
- Reference like-size companies you have as clients.
- How long has your organization offered Payroll, Time and Attendance and Human Resource services?
- Is your company the sole vendor providing the Payroll, Time and Attendance, and Human Resources services?

Contract length is 2 years.

The City makes payments monthly based on Council meetings. As much as the City tries to pay bills within 30 days it at times is difficult to meet this goal. The City cannot be held to a "strict" 30 days or less turnaround. The paying process may take as much as 60 days but the City sincerely tries to pay within 30 days.

Cost Details / Pricing Proposal

Respondents shall submit a pricing proposal for all the work related to the specifications herein. Cost details including the hourly rates of each of the individuals who will be performing services and all expenses associated with this proposal for the duration of the two (2) year contract including the optional one (1) year extension.

The submittal sheet detailing all the costs should distinguish between one- time costs and recurring cost. Both should be spelled out separately. As mentioned throughout this proposal the cost associated with each service-payroll, T&A and HR- should be spelled out separately on the cost/price detail sheet accompanying each proposal.

The City of Englewood claims the right to cancel a contract entered into upon thirty (30) days written notice.

Contract Period

This solicitation is for a two (2) year period, which can be extended by the City of Englewood for a one (1) additional year.

2.2 **Evaluation Criteria.**

The City will review the proposals and may choose to ask candidates to provide presentations and be interviewed before the evaluation process is completed.

The City of Englewood will evaluate and rank all submitted proposals. The City shall not be bound to award the agreement to the lowest (dollar) vendor. The City, at its sole discretion, will recommend the award of the contract to the vendor that best meets the City of Englewood's needs. It will take into considerations such items as experience, references, qualifications, overall ability to perform each service –payroll, time & attendance and human resources-in a timely manner and at a fair, reasonable and competitive price. Available reports are also important. They should be able to be processed timely & with relative ease.

If after receipt of any proposals as described above the Evaluation Committee determines to revise the required services or to seek more favorable terms, all vendors who have submitted proposals will be given an equal opportunity to resubmit or modify their proposal.

SECTION 3

SUBMISSION REQUIREMENTS

3.1 **General Requirements.**

The Proposal submitted by the Respondent must meet or exceed the professional and administrative qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Proposal. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

3.2 **Administrative Information Requirements.**

The Respondent shall, as part of its Proposal, provide the following information:

1. A Proposal Summary including:
 - (a) A description of its overall experience in providing the type of services sought in the RFP.
 - (b) Name, address and contact information of references
 - (c) Describe the services that Respondent would perform directly and those portions of the Respondent's services, if any, that are sub-contracted out.

Identify all subcontractors the Respondent anticipates using in connection with this project.

(d) Does the Respondent normally employ union or non-union employees?

(e) List all immediate relatives of Principal(s) of Respondent who are City employees or elected officials of the City. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

2. An executed Letter of Qualification (See Appendix A to this RFP).
3. Name, address and telephone number of the firm or firms submitting the Proposal pursuant to this RFP, and the name of the key contact person.
4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
 - (a) If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Proposal. Describe the approval process.
 - (b) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.
5. An executed Letter of Intent (See Appendix B).
6. The number of years your organization has been in business under the present name and current management.
7. Any judgments, claims or suits within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
8. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
9. Confirm appropriate federal and state licenses to perform activities.
10. The following documents are mandatory requirements of a contract award. Some of the items below are mandatory for Proposal submission. Each item will be clearly designated as being either "Mandatory for Proposal submission" or "Optional for Proposal submission". Those items designated as "Optional for Proposal submission" become mandatory upon notification of award of contract, and must be provided prior the execution of a contract. It is preferable that the "Optional" items below are submitted with your Proposals

New Jersey Business Registration Certificate [Optional for Proposal submission]
Non-Collusion Affidavit (see Appendix C) [**Mandatory for Proposal submission**]
Stockholders Disclosure Certification (see Appendix D) [**Mandatory for Proposal submission**]
Affirmative Action Certification (see Appendix E) [Optional for Proposal submission]

3.3 **Compensation Requirements.**

Interested firms must outline proposed fees and rates to be used for the term of services and for reimbursement of costs. Respondents must submit specific costs for providing the services outlined in the scope of services including all implementation and conversion costs. Alternatively, if circumstances permit, the City reserves the right to request a detailed cost proposal from Respondents.

The Cost Proposal section must include the notarized signature, printed name and title of the individual completing the Proposal for the Respondent.

SECTION 4

INSTRUCTIONS TO RESPONDENTS

4.1 **Submission of Proposals.**

Respondents must submit an **original and four (4) copies** of the Proposal to the Designated Contact Person:

Michael Kaufmann, Chief Financial Officer
City of Englewood
2-10 N. Van Brunt Street
Englewood, N.J. 07631

Proposals must be received by the Englewood City Clerk's Office no later than 12:00 Noon Prevailing Time on December 6, 2017, and must be mailed or hand-delivered. Proposals forwarded by facsimile or e-mail will not be accepted.

To be responsive, Proposals must provide all requested information, and must be in strict conformance with the instructions set forth herein. Proposals and all related information must be bound, and signed and acknowledged by the Respondent.

SECTION 5

EVALUATION

The City's objective in soliciting Proposals is to enable it to select a firm or organization that will provide high quality and cost effective services to the citizens of Englewood. The City will consider Proposals only from firms that, in the City's 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.

Proposals will be evaluated by the City on the basis of the most advantageous, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Respondent's ability to furnish the services as specified in Scope of Services;
3. Other factors demonstrated to be in the best interest of the City.

APPENDIX A

LETTER OF QUALIFICATION

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Michael Kaufmann, Chief Financial Officer
City of Englewood
2-10 N. Van Brunt Street
Englewood, N.J. 07631

Dear Mr. Kaufmann:

The undersigned has reviewed our Proposal submitted in response to the Request for Proposals (RFP) issued by the City of Englewood ("City"), dated [Date], 2017, in connection with the City's need for **2018 and 2019 Calendar Year Payroll and Time and Attendance Services**.

I affirm that the contents of our Proposal (which Proposal is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Proposal is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature)_____

(Typed Name and Title)

(Type Name of Firm)

APPENDIX B

LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Michael Kaufmann, Chief Financial Officer
City of Englewood
2-10 N. Van Brunt Street
Englewood, N.J. 07631

Dear Mr. Kaufmann:

The undersigned, as Respondent, has submitted the attached Proposal in response to a Request for Proposals (RFP), issued by the City of Englewood ("City"), dated [Date], 2017 in connection with the City's need for **2018 and 2019 Calendar Year Payroll and Time and Attendance Services**.

(Name of Respondent) HEREBY STATES:

1. The Proposal contains accurate, factual and complete information.
2. (Name of Respondent) agrees to participate in good faith in the procurement process as described in the RFP and to adhere to the City's procurement schedule.
3. (Name of Respondent) acknowledges that all costs incurred by it in connection with the preparation and submission of the Proposal and any proposal prepared and submitted in response to the RFP, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares that the only persons participating in this Proposal as Principals are named herein and that no person other than those herein mentioned has any participation in this Proposal or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City. (Name of Respondent) declares that this Proposal is made without connection with any other person, firm or parties who has submitted a Proposal, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
6. (Name of Respondent) acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the City shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

7. (Name of Respondent) acknowledges that any contract executed with respect to the provision of **2018 and 2019 Calendar Year Payroll and Time and Attendance Services for the City of Englewood.** Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature)_____

_____(Typed Name and Title)

_____(Type Name of Firm)

APPENDIX C

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____ ss:

I, _____ residing in
_____ (name of affiant) (name of municipality)
in the County of _____ and State of
_____ of
full age, being duly sworn according to law on my oath depose and say that:
I am _____ of the firm of
_____ (title or position) _____ (name of firm)
_____ the Proposer making this Proposal for the RFQ
entitled _____, and that I executed the said proposal with
(title of RFP proposal)
full authority to do so that said Proposer has not, directly or indirectly entered into any
agreement, participated in any collusion, or otherwise taken any action in restraint of free,
competitive proposals 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 _____ relies upon the truth of
the statements contained in said Proposal (name of contracting unit)
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 or retained 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
_____.

Subscribed and sworn to
before me this day

Signature

_____, 2____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

APPENDIX D

STOCKHOLDER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Proposal Submission

Name of Business _____

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- Partnership
- Limited Partnership
- Subchapter S Corporation
- Corporation
- Limited Liability Corporation
- Sole Proprietorship
- Limited Liability Partnership

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ____ day of _____, 20 __.

(Affiant)

(Notary Public)

(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

APPENDIX E (page 1 of 2)

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq., 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, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Contractor's commitments under this act 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 afford equal employment opportunities to minority and women workers consistent with good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The Contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, 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

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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, 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

The Contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

The undersigned Contractor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____