



**CITY OF ELIZABETH
COUNTY OF UNION, NEW JERSEY**

REQUEST FOR PROPOSALS

**COMMUNITY DEVELOPMENT SOFTWARE
MANAGEMENT SOLUTION**

SUBMISSION DEADLINE

**4:00PM
JANUARY 29, 2021**

**ADDRESS ALL QUALIFICATIONS STATEMENT PROPOSALS IN THE
FORM REQUIRED IN THE SPECIFICATIONS AND ONE (1)
ORIGINAL AND (2) COPIES MUST BE DELIVERED TO:**

**EDUARDO J. RODRIGUEZ
DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT
CITY OF ELIZABETH
50 WINFIELD SCOTT PLAZA - Room 114
ELIZABETH, NJ 07201**

REQUEST FOR PROPOSAL RFP 2021

Subject: RFP 2021 Community Development Software Management Solutions

The City of Elizabeth is accepting Proposals from qualified firms for: Community Development Software Management Solutions

Proposers interested in obtaining a copy of this RFP 2021 may do so by accessing the City of Elizabeth's Web Page at: www.elizabethnj.org >Business >Requests for Proposals.

From the issuance date of this solicitation and until a Consultant is selected and awarded, Proposers are not permitted to communicate with any City staff or officials regarding this procurement, other than during interviews, presentations, and/or site visits except at the direction of the Business Administrator, the Purchasing Agent and/or the designee of the Business Administrator. Contact with anyone not designated may result in elimination from the proposal process.

Closing Date: Proposals must be submitted by 4:00 p.m. ET, January 29, 2021 at 50 Winfield Scott Plaza - Room 114 Elizabeth, New Jersey 07201.

Issuance of this RFP and/or receipt of Proposals will not commit the City to award a contract.

Respectfully,

Eduardo J. Rodriguez, Director
Planning & Community Development

I. GENERAL INSTRUCTIONS

Community Development Software Management Solutions

Notice

From the issuance date of this Request for Proposal until a Consultant is selected and the selection is announced, Proposers are not permitted to communicate with any City staff or Officials regarding this procurement, other than during interviews, presentations, and/or site visits, except at the direction of the Business Administrator, the Purchasing Agent and/or the designee of the Business Administrator. Contact with anyone not designated may result in elimination from the proposal process.

Examination of Proposal Documents

By submitting a proposal, the Proposer represents that it has thoroughly examined and become familiar with the service required for this Solicitation and that it is capable of quality performance to achieve the City's objectives.

The City reserves the right to remove from its mailing list for future Solicitations, for an undetermined period of time, the name of any Proposer for failure to accept a contract, failure to respond to two (2) consecutive Solicitations and/or unsatisfactory performance. Please note that a "No Proposal" is considered as a response.

Questions and Addenda

The City has attempted to provide all information available. It is the responsibility of each Proposer to review, evaluate, and, where necessary, request any clarification prior to submission of a Proposal. All questions, clarifications or comments must be received by the City no later than 4:00 p.m. ET, January 29, 2021 and be emailed to: erodriguez@elizabethnj.org and jmcdonough@elizabethnj.org

The person submitting the request will be responsible for its prompt and timely submission. Any interpretation of, or correction to this RFP, will be made only by an addendum issued the City. Responses from the City will be communicated in writing to all recipients of this solicitation via email. It is the Proposers' responsibility to ensure that they have received and reviewed any and all addenda to this RFP. The City will not be responsible for any other explanations, corrections to, or interpretations of the documents, including any oral information.

Submission of Proposals

All responses to this RFP must be submitted to the City's contact person identified herein on or before the specified deadline. The City will then review the responses and schedule interviews, if necessary, with the Proposers who best meet the criteria outlined below.

Proposal Schedule

The proposed schedule is as follows (may be subject to change):

Submission deadline	January 29, 2021 at 4:00 p.m. ET
Proposal Evaluations	within two weeks of deadline
Interviews (if necessary)	within three weeks of deadline
Notice of Intent to Award	Three to four weeks after deadline
Award of contract	TBD by City Council of the City of Elizabeth

Place, Date and Time:

All Proposals are to be submitted to the City of Elizabeth by 4:00PM, January 29, 2021. Proposals received **after 4:00 p.m., January 29, 2021** will be rejected by the City as non-responsive.

Proposals shall be addressed as follows:

Attn: Eduardo J. Rodriguez, Director
City of Elizabeth, 50 Winfield Scott Plaza, Office 114, Elizabeth, NJ 07201
Re: Community Development Software Management Solutions

Identification of Proposals

Proposers shall submit a **SEALED** proposal package consisting of:

One (1) signed original of Proposal

Two (2) copies of Proposal

The Proposal package shall be addressed as shown above, bearing the Proposer(s) name and address.

Acceptance of Proposals

The City reserves the right to accept or reject any and all Proposals, or if any item or part thereof, or to waive any informalities or irregularities in Proposals.

The City reserves the right to withdraw this Solicitation at any time without prior notice, and the City makes no representations that any contract will be awarded to any Proposer responding to the Solicitation.

The City reserves the right to postpone Proposal Opening for its own convenience. Faxed or emailed Proposals will not be accepted.

Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the Proposer(s) in:

Preparing its Proposal in response to the Solicitation;

Submitting that Proposal to the City; Negotiating with the City any matter related to this Solicitation; or

Any other expenses incurred by the Proposer prior to date of award, if any, of the agreement.

The City shall not, in any event, be liable for any pre-contractual expenses incurred by Proposer(s) in the preparation of its Proposal. Proposer shall not include any such expenses as part of its Proposal:

Contract Award

Issuance of this Solicitation and receipt of Proposals does not commit the City to award a Purchase Order. The City reserves the right to postpone Proposal Opening for its own convenience, to accept or reject any or all Proposals, and to negotiate with other than the selected Proposer(s), to cause re-soliciting of the proposals, or to take such other course of action as the City deems appropriate at the City's sole and absolute discretion.

Upon completion of the evaluation process, a "Notice of Intent to Award" will be issued to all participating Proposers. It is the City's intent to award the Contract to the most qualified and responsible Proposer.

The Professional Service Agreement contained in this solicitation is the Contract proposed for execution. It may be modified to incorporate negotiated items and other pertinent terms and conditions set forth in this solicitation, including special conditions and requirements and those added by addendum, necessary attachments, and to reflect the Proposer's Proposal. A fully executed Professional Services Agreement will be required prior to award and Purchase Order issuance. Award of this contract may require City Council approval.

Any exceptions to the terms and conditions of the proposed Contract or the statements regarding Proposer's inability to comply with any of the provisions thereof are to be declared in the Proposer's Proposal. Any additional exceptions to the terms and conditions made by any Proposer after submission of its Proposal may result in elimination from further consideration.

Acceptance of Order

The successful Proposer(s) will be required to accept a Purchase Order in accordance with and including as a part thereof the published Solicitation and the Solicitation documents including all requirements, conditions, and specifications contained therein, with no exceptions other than those specifically listed in the Purchase Order.

Confidential or Proprietary

Proposals are not to be marked as confidential or proprietary. The City may refuse to consider any Proposal so marked. Proposals submitted in response to this RFP may become subject to public disclosure. The City shall not be liable in any way for disclosure of any such records. Additionally, all Proposals shall become the property of the City.

Business License:

The City requires that a business conducting business with the City, obtain and maintain a valid business license during the terms of this Agreement. Proposer(s) agree to obtain such licenses prior to undertaking any work under this Agreement.

Content and Sequence of Submittals

Cover Letter

Cover letter shall be a maximum 2-page "Cover Letter" and introduction, and shall include the name and address of the organization submitting the proposal, together with the signature, name, title, address, telephone and fax numbers, and e-mail address of the contact person(s) empowered to bind the firm and to make representation for the organization. This cover letter should also state the proposer's acceptance of the City's Contract for Professional Services agreement format as provided in Section IV. If the proposer proposes any changes to this format, said proposed changes should be outlined in the cover letter.

Table of Contents

Table of Contents shall include an outline of the submittal, identified by sequential page number and by section reference number and section title as described herein.

Executive Summary

Summarize the highlights of the proposal and address areas for the types of services.

Qualification and Experience

Must demonstrate a high degree of experience and proficiency in the scope of services to be performed.

i. Firm Qualifications and Experience. Specify the way(s) in which your firm meets each of the Minimum Qualifications for Proposers as set forth in Section IV. Include the locations of firm offices as well as the name, title and telephone number of a contact for the firm.

Describe your firm's overall experience and demonstrated ability to successfully perform the functions described in the Scope of Services, Section III. Discuss experience in providing services for other government programs, if any, and for other agencies. Include a discussion of any unique strengths possessed by your firm.

ii. Legal Actions. Describe any and all instances within the past 24 months of your firm's or any of its principals' involvement in any litigation, arbitration, disciplinary or other official actions arising from the firm's business.

Fee Schedule

The fee schedule shall be the basis for the cost portion of the evaluation and selection process. Proposal must include the firm's monthly and annual fee schedule for the services required.

Additional Information

Proposer must submit the following also:

1. A detailed description of the implementation schedule to include, at a minimum, the number of days after contract award that the beta version and final version of the solution will be ready to use by the City.
2. A detailed description of the annual license fee for the first year and for each year thereafter for five (5) years should the City desire to continue to use the solution beyond the first year. Description should include identifying the types of services, upgrades, enhancements, etc. to be provided.
3. A functional requirements checklist (Section IV)

Required Attachments

For the Proposal to be considered responsive, all required Attachments must be completed and included with the proposal by the dates and times shown in Proposal Schedule.

II. GENERAL EVALUATION CRITERIA

The proposals received will be reviewed by an evaluation team. All proposals will be fully considered and rated by the evaluation team. The City may use the following criteria in its evaluation of proposals submitted.

- a. Proposer's Qualifications (20 Points)
- b. Solution Capabilities (35 Points)
 - i. Evaluation edition of solution provided at time of proposal (5 Points)
 - ii. Number of features operational in evaluation version of solution (5 Points)
 - iii. Number of user-configurable features included (5 Points)
 - iv. Security and privacy features included in evaluation version (5 Points)
 - v. Solution maturity at time of evaluation (5 Points)
 - vi. Technology platform of proposed solution (5 Points)
 - vii. User Interface and User Experience of evaluation version (5 Points)
- c. Responsiveness to RFP requirements quality of the information submitted in the proposal based on completeness, relevance, conciseness and organization of material presented. (5 Points)
- d. Fees (20 points)
- e. Implementation Schedule (20 Points)

III. SCOPE OF SERVICES

The purpose of this Request for Proposal (RFP) is to obtain a software solution that will increase government efficiency and improve customer service by standardizing workflow and automating routine tasks for both the client and division staff. It will provide financial management, project management, and reporting among diverse funding sources, projects and programs.

The City of Elizabeth is seeking proposals from qualified vendors to provide an enterprise solution for City of Elizabeth's ESG, HOME, CDBG-COVID and ESG-COVID Programs and related services.

The goals of the City of Elizabeth are to provide and leverage limited resources in community development, affordable housing and addressing homeless in the City of Elizabeth. The community development activities also help support strong and vibrant neighborhoods that are clean, safe, and encourage additional development.

The City's Community Development programs utilize funds from the U.S. Department of Housing and Urban Development that require careful monitoring and oversight. This responsibility can be achieved most efficiently and effectively with a solution integrating all division program operations and data.

The activities will be carried out under the City's various HUD programs including (CDBG, HOME, and ESG). The programs will include an annual application process as well as a tenant assistance application process which will be ongoing until all funds have been encumbered.

Please be advised, that the City of Elizabeth is subject to receiving grant funding through the U.S. Department of Housing and Urban Development. Should the City be awarded additional funds during the year that are not anticipated the City reserves the right to amend the contract.

Required Services shall include, but not be limited to:

- Facilitate customer participation with a convenient online application portal
- Improve customer tracking through the entire process so staff can focus efforts on assisting customers promptly
- Improve communication between customers, staff and partners
- Provide user-configurable workflows that facilitate new services
- Provide secure storage of sensitive data related to personally identifiable information
- Reduce the time required for staff to input, manage and tabulate data
- Reduce errors and protect valuable data from loss
- Provide consistent and reliable reporting in real time
- Increase staff capacity for customer outreach and program activity
- Increase capacity for new partnerships and funding sources

- Increase customer, partner, and staff satisfaction

A. SYSTEM REQUIREMENTS

- Software as a system that imposes no staffing requirement for installation, maintenance, backup, upgrade, or customization
- A secure relational database
- A web-based database management system interface
- User-configurable features to easily modify program offerings, workflow, data fields, dashboards, etc.
- High level of data security, integrity, and loss protection
- Protection of personally identifiable information compliant with standards set by the U.S. Department of Housing and Urban Development
- Client-facing interface compliant with the Privacy Act of 1974 (5U.S.C. 552a)
- 99.9% system availability

B. SCOPE OF SERVICES

The successful proposer shall provide a housing rehabilitation management solution that includes the following services:

1. Turn-key management system developed for enterprises engaged in the delivery of housing improvement, rehabilitation, construction, development, and purchase programs for, but not limited to, homeowners, home buyers, renters/landlords, contractors, developers, and non-profit organizations
2. The solution beta testing and final implementation shall be fully operational, in place, and ready for use by the City no more than six (6) months from the date of contract award.
3. Project management of implementation
4. Software license for unlimited number of users
5. Initial system installation and configuration
6. Software customization as needed for complete implementation
7. Data conversion of ten (10) years prior data from Excel spreadsheets
8. Training and user manual
9. Technical assistance during implementation phase over and above standard service agreement
10. Upgrades: The proposed should provide a thorough explanation of software upgrades. This shall include detail of annual support costs; any additional costs for major upgrades and process for testing and training staff on new software versions.
11. Data Management/Storage Capabilities: The proposed should provide a "Best Practices" guideline for data storage, data retention, and data

recovery. Any applicable data storage limits and/or variable costs shall be explained.

12. Demonstrations: The proposer shall be available to provide an on-site demonstration of the proposed system at the City's request.
13. Costs: Detail all cost items for software, implementation costs, and training. Include line item costs for any required hardware and all software. Define licensing structure and costs.

C. FUNCTIONAL REQUIREMENTS

Module Types

- HOME Applications
- City Sub-grantees

Financial Management

- Program Fund Management and Tracking
- Grant and Loan Fund Management
- Fund Commitment Tracking
- Reconcile and report on program income
- Program Income Tracking
- Reconcile HUD, City Financial Reports with program finances
- Ability to interface and export data from the proposed system to multiple ERPs
- Grant Compliance Documentation

Contractor Management

- Manage contractor application process for new enrollment or competitive grants
- Track required documentation and notify when renewal is required
- Project specific data interface for contractor selection, work scope, bids, approvals, draws, inspections, warranty issues, customer satisfaction
- Collect contractor reporting data, License, EIN, Section 3, Davis Bacon, etc.
- Evaluate, in real time, sub-recipient activities and results: Contract Performance, milestones, monthly reports on activities and clients
- Generate automated reminders and alerts

Project Management

- Real-time dashboard for each program
- Automated workflow, approvals and next-step prompts based on program design and operating procedures
- Document generation-HUD documents, promissory notes, liens and other program documents
- Provides for field access via mobile devices

Customer Management

- Self-service customer interface compatible with City of Essex Website
- Client pipeline tracks progress from initial inquiry through project completion

- Online application and approval status
- Securely collect, store, and report all beneficiary information
- Application validation prior to submission
- Confirm loan underwriting decisions, appraisals and loan to value ratios
- Live help functions
- Customer satisfaction survey function

Grant Compliance Management

- Real time dashboard
- Ability to track and manage loan applications, underwriting, approval decisions, closing documents, liens, loan terms, occupancy provisions, etc.
- Environmental review documentation records
- Lead Hazard compliance documentation records
- Beneficiary income qualification documentation and demographics
- Contractor/Subcontractor information, demographics, and contract awards
- Annual program milestones and alerts
- Standardized monthly, quarterly, and annual report function
- Compliance documentation for monitoring and audits
- Automated reporting by email using HUD forms
- Ability to create and submit status reports directly to the granting agency

Other Requirements

- Provide multi-user environment allowing a minimum of 8 internal users and unlimited public users simultaneous access with multiple tiers of user access
- Provide web-based access from multiple workstations on the City's network
- Provide mobile friendly web-based access for program participants, clients, contractors and partners
- Provide user-based views and dashboard with customizable statistics and graphs
- Ability to create customizable modules
- Provide ability to track and manage multiple programs, projects, funding sources
- Data validation
- Secure document storage and retrieval
- Activity monitoring, time stamped log of all transactions/ approvals completed in the system
- Reporting pre-configured and ad hoc reporting capability
- Email generation and calendar function ; Email interface with City's system is required
- Microsoft Office Interface: The system shall interface with Microsoft Office Suite, specifically Microsoft Word and Microsoft Excel
- Archiving: The system needs to provide an archiving functionality on an annual basis
- Audit Log: The system shall provide a transactional audit log tracking all system modifications and associated user, date and time
- System security: The system shall be able to limit user access through security groups. The ability to add and remove users and change user access levels needs

to be performed by the on-site administrator. These user-access security settings need to extend to include related documents or attachments

- System Configurability: The system shall offer flexibility for City staff to configure screen layout, create customized fields and reports, create or modify programs, funding sources, program requirements and work flows
- System Administration: Provide a description of the system architecture to include hardware and software requirements. Define all modules and components of the proposed system. Identify any third-party components. Provide "Best Practice" guidelines for system administration, backups and disaster recovery.

D. CONTRACT PAYMENT SCHEDULE

The successful Consultant will submit monthly invoices to the City, to the attention of the Director, or designee. Payment for contract services entered into as a result of this RFP will be made within thirty (30) days of receipt of an invoice.

The City may also contact and evaluate the bidder's references; contact any bidder to clarify any response; contact any current users of a bidder's services; solicit and seek and review any other information deemed pertinent to the evaluation process.

The proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed system. Operational evaluation version software and log-in instructions are required as part of the submission.

E. CONTRACT TERM

The initial contract period shall be for a period of 36 consecutive months from the date of approval by the City Council and prices shall remain firm through that period. This contract may be extended for no more than twenty-four (24) months, if all contracting parties so agree, if services provided by the vendor have been satisfactory and if funding is available.

F. FEE PROPOSAL

The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

\$ _____ Annual License Fee 1st Year

\$ _____ Annual License Fee 2nd Year

\$ _____ Annual License Fee 3rd Year

\$ _____ **Grand Total (For Three (3) Years)**

The City reserves the right to offer a two (2) year extension to the awarded bidder, at the end of the awarded contract, if mutually agreeable at such time.

\$ _____ Annual License Fee 4th Year

\$ _____ Annual License Fee 5th Year

\$ _____ **Grand Total (For Two (2) Years)**

SECTION IV FUNCTIONAL REQUIREMENTS CHECKLIST

Place an "X" in the appropriate column to indicate how your solution meets the requirement. Provide comments where necessary.

Please mark only one of the appropriate replies.

Legend of Responses

- (F) Fully provided: this function is provided in the proposed solution "Out-of-the-Box", no customizations or modifications are necessary.
- (CO) Configuration: this function requires configuration / setting changes by System Administrator does not require custom programming by vendor).
- (CU) Customization: (requires custom programming by the vendor; changes to source code).
- (R) Reporting Tool: this function is accomplished by the reporting functionality / reporting tool provided with the proposed solution. (TP) Third-Party Software: this function is accomplished by a third-party application provided with the proposed solution.
- (FV) Future Version: this function will be included in a future release of the system. Please provide an expected date for this release in the Comment field.
- (NA) Not Available: this function is not available in the proposed solution. Comment: Please use the comment field as needed to explain the response.

Ability to email notices and letters from within the application

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14 Microsoft Office Interface

Ability to fully integrate with Microsoft Office application:
Word; Excel; Powerpoint

F	CO	CU	R	TP	FV	NA	Comments

15 Templates Document Assembly

Letter/Form wizard for
 Standard letters
 Program Documents
 Loan Closing Documents
 HUD Documents and Forms
 Program Documents
 Promissory notes, Deeds, etc.
 Automated Correspondence
 Acknowledgement, Disclosure Letter
 Denial Letter
 Schedule mailings of Reminder Letters and Announcements

F	CO	CU	R	TP	FV	NA	Comments

16 Reporting

Ability to create ad-hoc reports plus monthly and yearly reports will be required. A user-friendly reporting tool is a must
 Ability to export report data to various formats: (to include, but not limited to Excel (.xlsx) Text (.txt) Comma Separated Value (.csv)
 Provide a list of standardized reports that are available

F	CO	CU	R	TP	FV	NA	Comments

17 Archiving

Ability to move the records to "Archived" status based on criteria defined by the City
 Queries and Report searches must provide filter to include Archived records
 Ability to move the record back to " Archived " status
 Ability to set retention schedules on Archived records

F	CO	CU	R	TP	FV	NA	Comments

V. REQUEST FOR PROPOSAL CHECKLIST

DOCUMENTS THAT WILL BE REQUIRED PRIOR TO A CONTRACT EXECUTION:

- A. An original and two (2) signed copies of your complete proposal _____
(to be submitted with RFP)
- B. Non-Collusion Affidavit properly notarized _____
- C. Owners Disclosure Statement, properly notarized, listing the names of all
persons owning ten (10) percent or more of the proposing entity. _____
- D. Authorized signatures on all forms _____
- E. Business Registration Certificate(s) _____
- F. Partnership Disclosure Statement _____
- G. Affirmative Action Statement _____

Note: N.J.S.A 52:32-44 provides that the City shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

**THE UNDERSIGNED HEREBY ACKNOWLEDGES AND WILL SUBMIT
THE ABOVE LISTED REQUIREMENTS PRIOR TO EXECUTION OF CONTRACT.**

NAME OF PROPOSER:

Person, Firm or Corporation
Date

BY: (PRINT NAME) (TITLE)

BY: (SIGNATURE) (TITLE)

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 City employment goals established in accordance with 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, 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)

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 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 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.

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (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 contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor 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.

The undersigned vendor further understands that his/her 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. 17:27-1 et seq.

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF UNION
CITY OF ELIZABETH

ss:

I AM _____

OF THE FIRM OF _____

UPON MY OATH, I DEPOSE AND SAY:

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE CITY OF ELIZABETH 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 ENGAGEMENT; AND
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE PROPOSER. (N.J.S.A.52: 34-25)

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_____.

CORPORATE DISCLOSURE STATEMENT P.L. 1977, C. 33

Any bidder who is a corporation or partnership must comply with the provisions of New Jersey Public Law, 1977, c. 33, enacted March 8, 1977, and submit with its bid prior to the receipt of the bid, a statement setting 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 all individual partners in the partnership who own a ten percent (10%) or greater interest therein, as the case may be. If one or more stockholders or partners is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporation's stock or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, must also be listed.

A. Name of Bidder _____

B.	Type of Business	Yes	No
1.	Individual	_____	_____
2.	Partnership	_____	_____
3.	Corporation	_____	_____
4.	Other (Specify)	_____	_____

C.	OWNERS NAMES	ADDRESS	% STOCK OWNED
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Also noted above, if one or more stockholders or partners named above is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporation's stock or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, must also be listed.

D. Name of Business Owning 10% or more of Bidder _____

E.	Type of Business	Yes	No
1.	Individual	_____	_____
2.	Partnership	_____	_____

3. Corporation _____
 4. Other (Specify) _____

C.

NAME OF BUSINESS OWNERS	ADDRESS	% STOCK OWNED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The bidder shall complete additional disclosure sheets as necessary to provide disclosures at all levels

 SIGNATURE TITLE

 Notary Public of
 My Commission Expires: _____, 20____.

NOTE: NO BID WILL BE AWARDED UNLESS THE ABOVE STATUTE IS COMPLIED WITH.

ADDITIONAL FORMS

Are there any other additional or incidental costs that will be required by your firm in order to meet the requirements of the Solicitation Specifications? Yes No

Please indicate any elements of the Solicitation Specifications that cannot be met by your firm.

Have you included in your Proposal, all informational items, and forms as requested? Yes No If you answered "No", Please explain.

REFERENCES

Provide a least three (3) references for which similar services have been provided within the last three (3) years.

Public Sector

1.

Agency:	Contact Person:
Address:	Telephone No.:
City/State/Zip:	Email Address:

2.

Agency:	Contact Person:
Address:	Telephone No.:
City/State/Zip:	Email Address:

3.

Agency:	Contact Person:
Address:	Telephone No.:
City/State/Zip:	Email Address:

Private Sector

4.

Agency:	Contact Person:
Address:	Telephone No.:
City/State/Zip:	Email Address:

5.

Agency:	Contact Person:
Address:	Telephone No.:
City/State/Zip:	Email Address:

6.

Agency:	Contact Person:
Address:	Telephone No.:
City/State/Zip:	Email Address:

PROOF OF BUSINESS REGISTRATION

N.J.S.A. 52:32-44 requires that each bidder (contractor) submit proof of business registration with the bid proposal. Proof of registration shall be a copy of the bidder's Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609) 292-1730. N.J.S.A. 52:32- 44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

- 1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;
- 3) During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B- 1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-1730.