

BOROUGH OF BERGENFIELD

REQUEST FOR STATEMENT OF QUALIFICATIONS AND PROPOSALS

FOR

IT CONSULTANT

Prepared By:

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Issue date: November 13, 2015

Response due: December 2, 2015

I. SCOPE OF CONTRACT

The Borough of Bergenfield is seeking proposals to provide network support and assistance with acquisition of computer hardware and software for a 24-month period with two additional 1-year options to renew starting January, 2016.

This contract will be awarded through submission of written proposals.

Eligibility to Submit Proposal: In order to be eligible to submit a proposal, the proposer(s) must:

- D Be registered to do business in New Jersey;
- D Satisfy and comply with the terms, conditions and requirements specified in this RFQ/RFP;
- D Be a legal resident in the United States;
- D Not be on any State debarred contractor or vendor list;
- D Be experienced in IT network support and various hardware and software utilized by the Borough.

Proposals should reflect the following:

- (1) The ability to service and maintain manufacturers' authorized warranty service on Lenovo servers, IBM servers, Lenovo desktops and portable computers and provide basic support for Borough software packages including: Edmunds MCSJ Tax and Finance, Mitchell Humphrey Construction Project Manager, Microsoft Office versions 2007 through 2016.
- (2) The ability to successfully interface with the existing Web site.
- (3) The need to develop and maintain documentation of the Borough's network.
- (4) The ability to manage wiring needed for connectivity.
- (5) The ability to install and support secure wireless networks as required by the Borough.
- (6) The ability to support networked videoconferencing services in the Municipal Court.
- (7) The ability to set up and maintain off-site backup with minimal involvement of Borough staff on a day-to-day basis.
- (8) The ability to establish a billing system that is accessible at all times to the Borough Administrator, the Chief Financial Officer and/or their designees.
- (9) The ability to follow New Jersey public procurement laws and procedures for acquisition of hardware, software and account maintenance.
- (10) The ability to establish training programs for staff using new technologies of software upgrades.

The Borough of Bergenfield will allow prospective vendors to inspect current technology assets, pending availability of Borough personnel. Vendors must be accompanied by the Chief of Police or her designee during any visit to the Police Department. The Police Department network must be maintained to New Jersey State Police standards for access to the State Police Network/NCIC. The successful vendor (and their employees) will be subject to a background check and security clearance.

Proposals for technical support should include the following:

- I. **Servers and Network Devices:** General maintenance of servers and all other network devices including switches, hubs, routers and firewalls.
 - A. Patches, services packs, security and operating system updates.
 - B. Review of event logs and other indicators for maintenance troubleshooting.
 - C. Server management and maintenance.
 - D. Performance and capacity management, including critical server and NOS parameters, analysis of server efficiency, and recommendation and execution of changes based on monitoring
 - E. Server hardware maintenance on failed equipment, control documentation, recommendation of server upgrades.
 - F. Problem management for servers and peripherals including logging, diagnosis, escalating, follow-through, resolution and reporting.
 - G. Provide guidance for planning upgrades, and assist in developing of a Borough-wide six-year capital improvement plan in technology.
 - H. Provide disaster support in case of network failure, to include a two-hour response time in the case of a server failure.
 - I. Proposal must address ability to assist Police Department in case of system failure in their headquarters.

II. **Local Area Network Services**

- A. Act as Network Administrator, providing upgrades, patches, anti-virus maintenance, error logs, system purges, print queues, drivers, user groups and file access. Must provide a workable backup system and train personnel to maintain.
- B. Assist with backup server data and on-demand restoration services.
- C. Monitor access to server resources and security violations.
- D. Assist with performing security/response management, including passwords, groups, and file/directory access. **Must provide and enforce a schedule for changing passwords.**
- E. Provide guidance for and advice for planning upgrades in both hardware and software.

III. **Workstation Maintenance**

- A. Provide support for workstation or software installation problems on an as-needed basis.
- B. Provide support for printer problems on an as-needed basis
- C. Provide guidance for planning upgrades in both hardware and software.

II. PRICING

Pricing for this proposal should be presented in two different formats:

- A. As an overall annual contract, broken out into monthly installments, to cover all items listed above, with an hourly rate for projects outside the scope of this outline, including but not limited to server upgrades, server installation or reinstallation, disaster recovering, planning and design. The hourly rate should also be available for purchase in blocks of time with remaining time to carry over if applicable.

- B. As an hourly rate to cover both all the items listed above and work on projects outside the scope of this outline as listed in item (A).

III. REQUIREMENTS OF VENDORS

All applicants must include the following information in their proposal:

- (1) Names and statements of qualifications of chief officers of the entity or corporation.
- (2) Names and statements of qualifications of the person or persons who will be handling the account on a day-to-day basis.
- (3) Estimated response time and typical protocol for handling responses
- (4) References from existing clients, especially those in state or municipal government.
- (5) If government references are available, name and contact information of purchasing agent or Finance Office contact.
- (6) Copy of completed Bergenfield pay-to-play forms, available from Municipal Clerk's office. **Applications that do not include these forms will be considered incomplete and not considered.**
- (7) Name of at least one client that discontinued service with the vendor in the past three years.
- (8) Statement of vendor's ability to abide by a government purchasing schedule, which may take up to six weeks to make payment.
- (9) Statement that vendor shall provide staff during regular Borough business hours on one (1) day of each week of each month during the term of the contract to assist the Borough with the subject network. As part of its proposal, the vendor shall be required to provide a fee proposal with and without this staffing requirement.

IV. TERMS, CONDITIONS AND REQUIREMENTS

Note: Once the Borough selects a proposal, the parties will be required to execute a contract.

A. Vendor and Borough Ethics

The Borough and persons who/that provide services to it are governed by the Local

Government Ethics Law, N.J.S.A. 40A:9-22.1 et seq., and ethics policies adopted by the Borough. In particular, proposers are put on notice that the Borough employees, as well as members of their immediate family and business organizations in which they have an interest, are prohibited from soliciting or accepting gifts, favors, loans, services, promise of future employment or other thing of value from any person or entity which has a contract with the Borough or the Borough employee has reason to believe that the person or entity may be awarded a contract with the Borough.

B. Insurance Requirements

The proposer selected to provide the services described in this RFQ/RFP are required to maintain the following policies of insurance during the term of the contract:

- § Not less than the minimum Workers' Compensation and Employer's Liability insurance required by New Jersey law.
- § Commercial General Liability including Products/Completed Operations liability coverage for Personal Injury and Property Damage of not less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) annual aggregate.
- § Professional Liability insurance in the amount of one million dollars (\$1,000,000) for each wrongful act/two million dollars (\$2,000,000) aggregate.

C. New Jersey Business Registration Requirements

The following provisions apply to the contract for this RFQ/RFP unless the proposer is (a) a not-for-profit business or (b) a body corporate and politic of the State of New Jersey.

For the purpose of this Agreement, the following terms have the meanings stated below. "Affiliate" means an entity that (a) directly, indirectly, or constructively controls another entity, (b) is directly, indirectly or constructively controlled by another entity or (c) is subject to the control of a common entity if it owns, directly or individually, more than 50% of the ownership interest in the common entity.

"Agreement" means this RFQ/RFP, executed by the proposer and the Borough.

"Business organization" means an individual, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof. It also includes any affiliates of the business organization. It does not include government agencies or organizations organized as non-profit entities.

"Proof of registration" means a copy of the organization's "Business Registration Certificate" issued by the New Jersey Treasury Department, Division of Revenue. No other form is valid.

"Subcontractor" means any business organization that (a) is not the Proposer and (b) knowingly provides goods or performs services for a Proposer or another subcontractor in the fulfillment of the Proposer's responsibilities pursuant to this Agreement.

C1. The proposer shall submit proof of registration to the Borough.

C2. The proposer shall notify in writing all subcontractors that will provide services pursuant to this Agreement that each is required to provide proof of registration to the Borough.

C3. Final payment pursuant to this Agreement shall not be owed to the proposer until the proposer has submitted (a) an accurate list of all subcontractors that provided services pursuant to this Agreement and (b) proof of registration for each or, in the alternative, the proposer has certified that no subcontractors provided services in connection with this Agreement.

C4. A business organization that fails to provide a copy of 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 pursuant to this Agreement.

D. Affirmative Action/Nondiscrimination Provisions

The State of New Jersey requires that the following provisions be included in service contracts.

For the purpose of this section the following words and terms have the meanings stated:

“Contract” means this RFQ/RFP, executed by the proposer and the Borough.

“Contractor” means the proposer.

"Division" means the Division of Contract Compliance and Equal Opportunity in Public Contracts established in the State of New Jersey, Department of Treasury.

"Public agency" means the Borough of Bergenfield.

"Subcontractor" means a third party that is engaged by a contractor to perform, pursuant to a subcontract, all or part of the work included in a public agency contract.

"Treasurer" means the Treasurer of the State of New Jersey or his or her designee.

During the performance of this contract the Contractor agrees as follows:

D1. 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 or sex.

D2. Except with respect to affectional or sexual orientation, the Contractor will take affirmative action to ensure that such applicants are recruited and employed and that

employees are treated during employment without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action 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.

D3. In all solicitations or advertisements for employees placed by or on their behalf the Contractor, or Subcontractor, where applicable will 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 or sex.

D4. The Contractor or Subcontractor, where applicable, will send to each labor union or representative of 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 commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

D5. 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.

D6. The Contractor or Subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable Township employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable Township employment goals determined by the Division pursuant to N.J.A.C. 17:27-5.2.

D7. 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 or sex and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

D8. 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.

D9. In conforming with the applicable 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 or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable federal court decisions.

D10. After notification of contract award but prior to execution of a contract the Contractor shall submit to the public agency, one of the following three documents:

- § Letter of Federal Affirmative Action Plan Approval
- § A Certificate of Employee Information Report
- § An Employee Information Report Form AA 302

D11. The Contractor and its subcontractors shall furnish such reports and other documents to the Division of Contract Compliance and EEO 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

E. False Claims

It is a crime for a person to knowingly submit to the Borough any claim for payment for performance of services, knowing such claim to be false, fictitious, or fraudulent.

F. Defaults in Performance

If the Contractor terminates its agreement with the Borough without cause or fails to perform in good faith in accordance with the terms and conditions of this RFQ/RFP the Borough shall have the right to retain another firm to perform the required work. If the Borough does so, the proposer shall only be entitled to payment for any work performed and approved by the Borough.

G. Termination by Contractor

The Contractor shall not have the right to terminate its agreement with the Borough except for good cause. Whether a Contractor's termination is for "good cause" shall be within the sole discretion and determination of the Borough. The Contractor shall give the Borough not less than 90 day' prior written notice of an intention to terminate.

H. Records

The Contractor shall maintain, and the Borough and its duly authorized representatives shall have access to the books, documents, papers, and records of the Contractor which are directly pertinent to this contract and the services to be provided by the Contractor pursuant hereto for the purpose of making audit, examination, excerpts, and transcripts for a period of three (3) years after final payment. Copies of applicable records shall be made available upon request.

I. Assignments and Subcontracts

The Contractor may not assign its contract with the Borough. The Contractor may not subcontract the services required by this RFQ/RFP without the prior, written approval of the Borough Administrator. No subcontract shall be allowed unless the Contractor's insurance policy will provide the subcontractor with the Contractor's coverage or,

alternatively, the subcontractor provides the Borough with a certificate of insurance which demonstrates that the proposed subcontractor has all of the insurance that the Contractor is required by this RFQ/RFP to have. Notwithstanding Borough approval of a subcontractor, the Contractor shall remain obligated for full performance hereunder, and the Borough shall incur no obligation other than its obligations to the Contractor hereunder.

J. Indemnification of Borough

The Contractor agrees to indemnify and hold harmless the Borough of Bergenfield, its officers, employees, agents and servants from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses including attorneys fees, incurred or suffered on account of property damage or loss and/or personal injury including loss of life of any person, agency, corporation or governmental entity which shall arise out of the course of or in consequence to any acts or omissions of the Contractor, its employees, agents, servants or subcontractors in the performance of the work to be performed pursuant to this RFQ/RFP or the failure of the Contractor, its employees, agents, servants or subcontractors to comply with any term or condition of this RFQ/RFP. The Contractor further agrees that this indemnification shall continue after completion of the its services for all claims, demands, suits, actions, recoveries, judgments, costs and expenses, including attorneys fees, resulting from acts or omissions of the proposer, its employees, agents, servants or subcontractors which occur prior to the completion of services.

K. No Agency Relationship

Contractor is and shall at all times be regarded as an independent contractor. Contractor shall not at any time act as agent for the Borough or represent that Contractor has any authority to bind, obligate or speak for the Borough. Nothing herein is intended nor shall any term of this RFQ/RFP be construed as creating an employer-employee relationship between the Borough and Contractor or be deemed to constitute the appointment of Contractor as the Borough's agent.

L. Payment Procedure

The Contractor will be paid upon receipt of invoice and a properly executed voucher covering purchase order as submitted. All invoices and vouchers must be submitted to the billing address as shown on each purchase order. Invoices must match the purchase order and have full description of services or supplies. The Purchase Order number must be on all invoices.

M. Borough tax status

The Borough of Bergenfield is exempt from all taxes, including Federal Excise Tax, Transportation Taxes, and State Sales or Use Tax.

N. Royalties and license fees

The Contractor shall be responsible for all royalties and license fees. The Contractor shall defend all suits or claims for infringements of any patent rights and shall save the Borough harmless from loss on account thereof.

O. Contract Contingent on Borough Funding

All contracts are subject to the availability and appropriation of funds.

V. SELECTION PROCESS

All interested parties are requested to provide a detailed written proposal indicating how the services will be provided and by whom and the cost for same.

The Borough of Bergenfield's Mayor and Council along with the Borough Administrator will evaluate proposals according to competitive criteria, with cost, vendor experience, response time, qualifications of responding personnel, and ability to follow New Jersey public procurement laws and procedures to be considered. **All proposals must include daytime contact information for the primary person who would be handling the account for Bergenfield.**

Please submit one original and seven copies of your proposal and the attached questionnaire, either in person or postmarked to Corey Gallo, Business Administrator, Borough of Bergenfield, 198 North Washington Avenue, Bergenfield, New Jersey 07621, no later than

2:00 p.m. (EST) December 2, 2015.

Any questions about the requirements can be directed to Mr. Gallo at (201) 387-4055, Ext. #6 or by email at boroadmin@bergenfield.com

VI. CONDITIONS GOVERNING PROPOSALS

The Borough of Bergenfield is not responsible for any proposals that are lost, wrongly addressed, misdirected or otherwise undeliverable.

The Borough of Bergenfield is not responsible for any costs incurred in preparing submissions of responses to this RFP.

By submitting a proposal, a vendor agrees that it will not make any claims for or have any right to damages because of any misrepresentation or lack of information.

All materials, proposals and contents submitted during the review process will become the property of the Borough of Bergenfield except in cases mutually agreed upon by the parties.

**BOROUGH OF BERGENFIELD
REQUEST FOR STATEMENT OF QUALIFICATIONS AND
REQUEST FOR PROPOSAL
IT CONSULTANT**

QUALIFICATIONS STATEMENT

Please use additional paper if necessary to fully respond to the questions in this form.

Company

Name: _____

Address: _____

Telephone: _____

Fax

#: _____

Email

Address: _____

Web

address: _____

Business Form (select one): individual partnership corporation
 limited liability company

other _____ specify _____

Federal Employer ID no. _____

Length of Time in Business: _____ years

Number of Employees: 2013 _____ 2014 _____ currently _____

**BOROUGH OF BERGENFIELD
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QUALIFICATIONS STATEMENT

Is proposer owned by another company? yes _____ no _____

If “yes” provide the name and address of the other company:

Is proposer registered to do business in New Jersey? yes _____ no _____

Does proposer have experience in providing [Description] services?

yes _____ no _____

If “yes”, describe proposer’s experience and provide the name, address, telephone number, contact name and dates those services were provided. If there were multiple clients name at least three.

Describe the assets that enable you to provide the services needed by the Borough.

**TOWNSHIP OF BERGENFIELD
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QUALIFICATIONS STATEMENT

Name the person(s) who would be responsible for performing services and provide a copy of curriculum vitae/resume for each:

NOTE: If you answer “yes to any of the following questions explain the circumstances on a separate sheet.

Has any person currently employed by proposer ever been suspended, debarred or otherwise declared ineligible by a government agency from contracting to provide services because of the quality of work?

Yes___ No___

Have any persons proposed to provide services pursuant to this RFQ/RFP ever been convicted of a crime?

Yes___ No___

Are there are administrative, civil or criminal matters pending in any federal, state or local government jurisdiction in which the proposer or its principals or key personnel are involved? Yes___ No___

Is there any proceeding pending which could result in the suspension or revocation of the license or certification of a person proposed to provide services pursuant to this RFQ/RFP?

Yes___ No___

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QUALIFICATIONS STATEMENT

Contacts. Provide the requested information for at least three clients for whom/which Proposer provided services comparable to those that are the subject of this RFQ/RFP since 2005.

Name of Client

Contact Name

Client

Address

Phone No. (_____) _____ Fax No. (_____) _____

Describe

Services

**BOROUGH OF BERGENFIELD
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QUALIFICATIONS STATEMENT

Name of Client

Contact

Name _____

Client

Address _____

Phone No. (_____) _____ Fax No. (_____) _____

Contact

Title: _____

Describe

Services _____

Name of Client

Contact Name

Client

Address _____

Phone No. (_____) _____ Fax No. (_____) _____

Describe

Services _____

**BOROUGH OF BERGENFIELD
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Standard RFQ/RFP Proposal Forms

A. Business Ownership

Complete this form only if the Proposer is a partnership, corporation or limited liability company.

Check here if not applicable.

Name of Proposer: _____

List the names and addresses of all persons (including business entities) having 10% or more interest in the Proposer. If an interest holder is a corporation name the stockholders holding more than a 10% interest.

Complete the certification at the bottom of this page.

Name & Address

SS #/Employer ID

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Proposer certifies that (check one):

the list of persons named above is current and correct to the best of Proposer's knowledge.

Or

There are no persons having a 10% or greater interest in the Proposer's firm to the best of Proposer

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Standard RFQ/RFP Proposal Forms

B. Non-Collusion Certification

Proposer certifies that this submission has not been prepared in collusion with any other Proposer and that the prices, discounts, terms, and conditions thereof have not been directly or indirectly communicated by or on behalf of said proposer to any person other than the Borough of Bergenfield. Proposer certifies that the contents or specifics of this submission/proposal to the Borough will not be communicated to any person prior to the official opening of proposals submitted to the Borough.

Proposer acknowledges and understands that this certification may be treated as a sworn statement made under oath or equivalent affirmation, and that, if any statement or representation made in the Proposer's submission to the Borough is untrue the proposer may be subject to New Jersey and federal criminal laws including, but not limited to, N.J.S.A. 2C:28 -1 et seq. and 18 U.S.C. 1001 et seq.

Please certify that you are in full understanding of the statement above by completing the affidavit on **page 18** of this RFQ/RFP.

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**Standard RFQ/RFP Proposal Forms
Non-Collusion Affidavit**

State of _____

County of _____

I, _____ of the _____

Of _____ of the County of _____

In the State of _____ being of full age, and being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____ the Consultant making the proposal for the above named project, attests that they execute the said proposal with full authority to do so; that said Consultant 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 acknowledge that the _____ of _____ relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon agreement or understanding for a commission, percentage, brokerage or contingent fee, and except bona fide employees or bona fide established commercial or selling agencies maintained by the Borough of Bergenfield (N.J.S.A. 52:34-15)

Subscribed and sworn to
Before me this _____ day _____

Of _____ 2014 (Also type or print name of
affiant under signature)

NOTARY PUBLIC OF

My Commission Expires _____

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Standard RFQ/RFP Proposal Forms

C. Affirmative Action Questionnaire

Does Proposer have Federal or State of New Jersey Affirmative Action Plan approval?

___ Yes ___ No

If “Yes”, attach a photocopy of said approval to this page.

If “No”, and you are selected for this project you must comply with the Affirmative Action/Nondiscrimination Requirements specified in this RFQ/RFP.

Note: The following are acceptable evidence of an affirmative action approval:

- a. a current letter, not older than one year from date of submission, from the United States Department of Labor
- b. a State of New Jersey Certificate of Employee Information Report
- c. An Employee Information Report Form AA 302

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Standard RFQ/RFP Proposal Forms

D. Statement from Insurance Broker

Proposer is to enclose with its submission a statement from Proposer's insurance broker reporting (a) that the Proposer has the policies of insurance described hereinabove or (b) that the insurance broker will, upon successful award of this contract to Proposer, supply the Proposer with insurance in the limits as required by this RFQ/RFP.

Within two business days of receiving advice of the Borough's intention to award this Contract to Proposer, the Proposer shall provide the Borough with a Certificate of Insurance evidencing that said insurance is and will be in effect during the term of the contract.

This certificate(s) is/are to be issued and mailed to:

**BOROUGH OF BERGENFIELD
198 North Washington Avenue
Bergenfield, New Jersey 07621
Attention: Corey Gallo, Business Administrator**

Each Certificate of Insurance shall contain a statement that the policy applies to all operations of the project that are undertaken by the insured during the performance of this contract. In addition, each Certificate of Insurance shall contain the following information or statements:

1. Name and address of insured.
2. A statement that the Borough of Bergenfield is an Additional Insured under Comprehensive General Liability.
3. The number and description of each policy in force on the date of the Certificate.
4. The expiration date of each policy shown as well as the amount of coverage for each policy.
5. The name and number of this contract as shown on the cover of this package.
6. A statement showing the method of cancellation. If cancellation may be effected by the giving of notice to the insured and the Borough of Bergenfield by the insurer, the policy and Certificate must provide that cancellation shall not be effective until ten (10) days after receipt of such notice by the Borough.

During the term of the contract, it shall be the responsibility of the Proposer to provide the Borough with additional Certificates of Insurance in compliance with the above showing current coverage when any insurance policy for the above-listed coverage expires.

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E. Evidence of New Jersey Business Registration

Proposer must provide evidence that Proposer is registered to do business in New Jersey. (See Section III, Part C.)

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Standard RFQ/RFP Proposal Forms

F. Certifications Concerning Conflicts of Interest & Appearances of Conflicts of Interest

Proposer certifies that there is no known circumstance, relationship or condition existing between Proposer or Proposer's agents, employees or servants, and any other person, business or public entity that would constitute an actual conflict of interest, whether financial or otherwise, in the proper, appropriate professional and independent performance of the work required by this RFQ/RFP.

Proposer further certifies that there is no known circumstance, relationship or condition existing between Proposer or Proposer's agents, employees or servants, and any other person, business or public entity that now or may, during the term of the services to be provided, create the appearance of a conflict of interest, whether financial or otherwise, in the proper, appropriate, professional and independent performance of the work required by this RFQ/RFP.

Proposer agrees to disclose the existence or potential for existence of such a conflict whenever it may arise during the term that services are being provided.

Proposer certifies that no person has made or agreed to make on Proposer's behalf any valuable gift, whether in the form of service, loan, thing or promise to any person or any of the person's immediate family having the duty to recommend, the right to vote upon or have any other direct influence on the selection of Proposer as a service provider within the two years preceding Proposer's signature on this RFQ/RFP.

Proposer understands that if any of the foregoing certifications is false the Borough shall have the right to declare the Proposer in breach of its agreement with the Borough and to take any action available to it under New Jersey law.

Please certify that you are in full understanding of the statement above by completing the affidavit on **page 23** of this RFQ/RFP.

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**Standard RFQ/RFP Proposal Forms
Conflict of Interest Affidavit**

State of _____

County of _____

I, _____ of the _____

Of _____ of the County of _____

In the State of _____ being of full age, and being duly sworn according to law on my oath depose and say that:

I am _____

of the firm of _____

The Consultant making the proposal for the above named project, certifies that there is no known relationship or circumstance between the Consultant or the Consultant's agents that would constitute an actual conflict of interest or create the appearance of a conflict of interest during the term of the services to be provided.

I further warrant that the Consultant agrees to full disclosure of the existence or potential of such conflict of interest during the term of services to be provided. The Consultant certifies that no person has made or agreed to make on the Consultant's behalf any valuable gift in accordance with the terms and conditions of said RFQ/RFP. Further, the Consultant understands that if any of the foregoing certifications is false the Borough shall have the right to declare the Consultant in breach of its agreement with the Borough and to take any action available to it under New Jersey law.

Subscribed and sworn to _____

Before me this _____ day _____

Of _____ 2015 _____
(Also type or print name of affiant under signature)

NOTARY PUBLIC OF _____

My Commission Expires _____

**BOROUGH OF BERGENFIELD
REQUEST FOR STATEMENT OF QUALIFICATIONS AND
REQUEST FOR PROPOSAL
IT CONSULTANT**

Standard RFQ/RFP Proposal Forms

G. Certification Concerning Submission

The signature of the Proposer's authorized agent(s) below attests that:

1. The information provided in the Proposer's submission is full, complete and truthful.
2. The Proposer acknowledges that the Borough may, by means it deems appropriate, determine the truth and accuracy of the information provided with this submission.
3. The Proposer has reviewed all of the specifications, terms and conditions, forms and all other documents contained in the RFQ/RFP including addenda, if any;
4. The Proposer has the experience, knowledge, expertise and ability to provide the described services;
5. The Proposer commits to provide the services as described in this RFQ/RFP at the prices quoted in its Proposal and
6. If the Proposer proposes any deviation from the requirements of this RFQ/RFP Proposer has included a description of the proposed deviation(s) in Part H of this section.
 - § The Proposer recognizes that all information submitted with this submission is for the purpose of inducing the Borough to award a contract to the Proposer.
 - § The Proposer understands and agrees that the submission and all supporting documentation shall become the property of the Borough and may be subject to review by the public.
 - § The Proposer authorizes the Borough to contact any entity or person named in the submission for the purpose of verifying the information provided by the Proposer.

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 (www.nj.gov/dca/lgs/lfnmenu.shtml).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at www.nj.gov/dca/lgs/p2p. They will be updated from time-to-time as necessary.
 - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
 - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d. The form may be used “as-is”, subject to edits as described herein.
 - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
 - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

* N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

{ County Executive }

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD
FROM WWW.NJ.GOV/DCA/LGS/P2P A COUNTY-BASED,
CUSTOMIZABLE FORM.**

STOCKHOLDER DISCLOSURE CERTIFICATION

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

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

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 _____, 2 ____. | _____ |
| (Notary Public) | (Affiant) |
| My Commission expires: | _____ |
| | (Print name & title of affiant) |
| | (Corporate Seal) |