



*Joseph H. Vicari, Freeholder Director*  
*Gary Quinn, Freeholder Deputy Director*  
*Virginia E. Haines, Freeholder*  
*John P. Kelly, Freeholder*  
*Gerry P. Little, Freeholder*

*Michael J. Fiure, Director, Management & Budget*  
*Jennifer L. Bowens, Purchasing Agent*

**COUNTY OF OCEAN  
ADMINISTRATION BUILDING  
101 HOOPER AVENUE  
TOMS RIVER, NEW JERSEY 08753**

***REQUEST***  
***FOR***  
***QUALIFICATIONS***  
***FOR***  
***OCEAN COUNTY***  
***TRAUMATIC LOSS COALITION COORDINATOR SERVICES***

**2020**

## **REQUEST FOR QUALIFICATIONS**

The Ocean County Board of Chosen Freeholders is requesting qualifications for vendors to provide **Ocean County Traumatic Loss Coalition Coordinator Services**.

The Request for Qualifications (RFQ) is available on the Ocean County Bid Portal Website (<http://www.co.ocean.nj.us/ocbidportal.nsf>) or by contacting the County Administrator's Office at 732-929-2147.

Sealed proposals shall be mailed to:

County Administrator's Office  
Administration Building, Room 335  
101 Hooper Avenue  
Toms River, New Jersey 08753

and must be received prior to **4:00PM**, prevailing time on **THURSDAY APRIL 30, 2020**. The County will not be responsible for late mail deliveries and no proposals will be accepted if received after the time stipulated in this notice. Proposals may be hand delivered to the County Administrator's Office.

By order of the Board of Chosen Freeholders of the County of Ocean.

Signed: **JOSEPH H. VICARI**  
Freeholder Director

**CARL W. BLOCK**  
County Administrator

**\*\*\*\*\*TO ALL VENDORS\*\*\*\*\***

Ocean County is closely monitoring the situation of the COVID-19 virus. In an effort to maintain the safety and health of all persons, our procedures for the receipt of all Bid, RFP/RFQ, and Competitive Contract (CC) packages will be as follows until further notice:

We strongly encourage all vendors to mail in their bid, RFP/RFQ, and CC packages. For all submission packages to be mailed, please follow the instructions as stipulated in the Instructions to Bidders page of the specifications.

If a vendor needs to hand deliver a package, there will be a locked drop box located in front of the Ocean County Administration Building, 101 Hooper Ave. Toms River, NJ 08753 where sealed responses can be securely dropped off.

**PROCUREMENT PROPOSAL DOCUMENT DROP BOX**

Please ensure the submission envelope clearly bears the name and address of the vendor, the name of the bid/RFP/RFQ/CC and the date of the opening.

Responses left in the drop box will be collected and recorded daily. In-person hand deliveries of submissions the day of the opening will be collected and recorded in the Administration Building Lobby.

If a vendor determines that it is absolutely necessary to attend the official bid opening, please be advised the County will enforce appropriate protocols of social distancing to limit the exposure of pathogens. In order to limit the exposure of pathogens, the County will not be allowing vendors to immediately review any submission documentation at the opening. If a vendor requires information regarding the submissions, they shall contact the Ocean County Purchasing Department at (732) 929-2101.

The County will not be responsible for late mail deliveries and no bids will be accepted if received after the time stipulated in the Notice to Bidders.

We appreciate your understanding and cooperation of these matters during this time.

**County of Ocean**  
**Request for Qualifications**  
**Ocean County Traumatic Loss Coalition Coordinator Services**  
**Responses Due: April 30, 2020**

**INTRODUCTION**

The County of Ocean is a County of Fifth Class as defined in N.J.S.A. 40A:6-1 et seq. Pursuant to N.J.S.A. 19:44A-20.4 et seq., the County of Ocean requests qualifications from vendors capable of providing Traumatic Loss Coalition Coordinator Services to Ocean County educational and child care institutions and support agencies along with children, adolescents and young adult residents in times of disaster, crisis and trauma for a one year contract term of July 1, 2020- June 30, 2021.

The successful vendor(s) must have a minimum of two (2) years of experience in providing post traumatic crisis intervention to residents of Ocean County, or to New Jersey residents in general.

Traumatic Loss Coalition Coordinator services awarded through this process are contingent upon Rutgers University availability of funds for the Traumatic Loss Coalition Coordinator initiative in Ocean County.

**SCOPE OF WORK**

The Ocean County Traumatic Loss Coalition is integrated with the Ocean County Emergency Response Committee. This collaborative is administered through the Ocean County Department of Human Services and provides disaster response crisis counseling to Ocean County residents in the aftermath of traumatic loss, disaster and incidents of community impact. The successful Traumatic Loss Coalition (TLC) Coordinator shall supply the services requested by the County of Ocean including, but not limited to, the following:

- Partnership with the Ocean County Mental Health Administrator to maintain the TLC/ERC collaborative efforts as they are currently arranged:
  1. Attend a majority of TLC/ERC meetings, as scheduled
  2. Ensure the TLC's presence within the collaborative activities
  3. Provide updates to the TLC/ERC at meetings
  4. Engage in the planning and implementation of community events, response protocols, trainings and other necessary activities to promote the sustainability of the TLC/ERC
  5. Provide information and invitations to scheduled ERC/TLC meeting.
  6. Participate in the Ocean County ERC meetings.
  7. Collaborate with Mental Health Administrator and ERC Leader regarding possible educational topics offered at these meetings.
  8. Provide traumatic loss consultation, and response if necessary and appropriate and in cooperation with the Mental Health Administrator, to the community, schools, child care facilities and organizations focusing on children.
- Meet with School personnel, Prosecutor's staff and Chiefs of Police, in collaboration with the Mental Health Administrator to provide TLC/ERC updates:

1. Secure an audience with the Prosecutor's office once during the year to provide TLC updates.
  2. Secure placement on the agenda for the Chief of Police Association once during the year to provide TLC updates.
- Continue to expand Ocean County TLC contact database for information dissemination.
  - Outreach new responders, or potential responders, in collaboration with the County Mental Health Administrator:
    1. Create and disseminate email correspondence to potential and current TLC members with the goals and activities of the coalition and the Ocean County ERC/ LRT.
    2. Provide information at community events to recruit new TLC responders.
  - Follow Ocean County ERC incident Command protocol.
    1. Apprise TLC Program Manager or designee of requests for TLC/ERC assistance.
    2. Adhere to the protocols of QPR, PFA and ICS.
    3. Initiate phone contact with TLC Program manager or designee to discuss requests for suicide prevention programs prior to providing or participating in said programs.
  - Encourage QPR training in Ocean County.
    1. Keep an updated database of all QPR trained individuals. (TLC sponsored QPR training attendance will be provided)
    2. Offer TLC Response skill exercise opportunities for those trained in approved models three times a year.
    3. Skill drilling should contain:
      - Reviewing trauma responses provided during the quarter including lessons learned
      - Practicing skills through table top exercises and role play
      - Increasing group cohesion and cooperation through the use of team building exercises (Materials provided by TLC Central)
      - Increasing self-care through discussion and exercises (Materials provided by TLC Central)
  - Add TLC Central Staff to your email distribution list and forward Coalition and ERC meeting agendas to Program Manager for distribution to all Coordinators statewide.
  - Submit Coalition activity updates as requested for inclusion in the newsletter and website. Submit monthly reports via the online minutes form. These reports are to be submitted by the last day of each month.
  - Attend all regional and statewide TLC County Coordinator meetings.
  - Assist in the implementation of all TLC county, regional and statewide conferences and training programs through announcements and encouraging attendance on the last day of each month.
  - Attend all regional and statewide all county Coordinator meetings.
  - Assist in the implementation of all TLC county, regional and statewide conferences and training programs through dissemination of marketing materials and encouraging attendance.
  - Infrastructure for the above services;
  - Provide Quarterly Level of Service Report if requested to the Ocean County Mental Health Board.

**QUALIFICATIONS:**

The County of Ocean requires the contracted Traumatic Loss Coalition Coordinator to be either a Certified New Jersey Disaster Response Crisis Counselor (DRCC) in good standing with the New Jersey Division of Mental Health and Addictions Services Disaster and Terrorism Branch, or in the process of obtaining the DRCC.

The Traumatic Loss Coalition Coordinator must have QPR Gatekeeper Training Certification, or be in the process of obtaining it. Respondents without QPR certification may demonstrate competency through training and certification in Mental Health First Aid, Youth Mental Health First Aid, or another comparable evidence-based curriculum of mental health awareness and/or suicide prevention.

Respondents must demonstrate participation in Rutgers UBHC “Managing Traumatic Events in Schools and Youth Serving Organizations” two-day training.

Two (2) years of experience in providing post traumatic crisis intervention to residents of Ocean County, or to New Jersey residents in general, is required.

Two (2) years of experience in providing disaster response preparedness consultation or training to individuals, communities or organizations is preferred but not required.

Six (6) months of experience in providing Traumatic Loss Coalition Coordination to schools, communities or organizations is preferred but not required.

A Bachelor’s Degree in a related field of study is preferred but not required.

A valid New Jersey Drivers License is required.

Respondents must demonstrate the ability to provide Traumatic Loss Coalition Coordinator services, as defined in the Scope of Service, to educational and child care institutions as well as children, adolescents and adult residents of Ocean County.

**ALL SUBMISSIONS MUST INCLUDE THE FOLLOWING MINIMUM INFORMATION:**

1. Name of the individual(s) to be assigned to perform the tasks.
2. Experience of the individual(s) to be assigned including a listing of experience with the County of Ocean and/or experience with New Jersey.
3. A statement concerning the ability of the vendor to perform tasks assigned by the County in a timely fashion including achieving certification as DRCC and QPR Gatekeeper if in progress.
4. A description of the support staff available to the individual(s) to be assigned.
5. A copy, if obtained, of your New Jersey Disaster Response Crisis Counselor Certificate and QPR Gatekeeper Training Certificate.

- 6 Verification of attendance at the Rutgers UBHC training “Managing Traumatic Events in Schools and Youth Serving Organizations
- 7 A signed, completed copy of the enclosed RFQ Document Checklist and documents required therein.

### **SUBMISSION REQUIREMENTS**

All responses to the Request for Qualifications (“RFQ”):

1. Will be opened publicly in the Administration Building, Room 335, 101 Hooper Avenue, Toms River, New Jersey, commencing at 4:00 p.m., prevailing time, on Thursday, April 30, 2020.
2. Must be enclosed in a **sealed envelope** bearing the **name and address of the submitter, the name of this RFQ and the RFQ date on the outside of the envelope**. All proposals should be stapled or clipped in the upper left corner.
3. Responses which are to be hand delivered the day of the opening must be taken and presented to the Ocean County Administrator at the time the responses to this RFQ are called for.
4. Responses to the RFQ which are to be mailed, shall be mailed to the:

OCEAN COUNTY ADMINISTRATOR  
101 HOOPER AVENUE, ROOM 335  
P.O. BOX 2191  
TOMS RIVER, NJ 08754-2191

and must be received prior to 4:00 p.m., prevailing time on the date on which they are to be opened.

5. The County will not be responsible for late mail deliveries and no responses to this RFQ will be accepted by the County if received after the time stipulated above.
6. An original and three copies of your response to this RFQ must be submitted for your response to be deemed complete. Person authorized to do so must sign each proposal in ink or ballpoint pen. **All original forms submitted must be original ink signature**, no photocopies or digital signatures will be accepted.

### **SELECTION CRITERIA**

The Director of the Department of Human Services shall designate a committee to review and rank all responses. The selection criteria to be used in awarding a contract for the services described herein, shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;

2. Experience in providing the services requested by the County and references related thereto;
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the County;
4. Location (distance) of primary office in relation to the County administrative offices;
5. Recent, current and projected work load of the vendor;
6. Thoroughness and completeness of the applicant's submittal.

The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interests of Ocean County. The County reserves the right to negotiate the terms and conditions of a contract with the successful vendor or vendors to obtain the most cost advantageous services for the County.

The County reserves the right to reject any or all proposals in accordance with N.J.S.A. 40A:11-13.2, or to waive any informalities and non-material defects in the proposals and to accept any proposal deemed in the best interest of the County.

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

The contractor shall maintain primary insurance to protect against all claims under Worker's Compensation, Comprehensive General Liability and Automobile. The coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary coverage shall be subject to approval for adequacy of protection as per the following limits:

Worker's Compensation

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

Comprehensive General Liability

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

Comprehensive General Liability shall include the following:

1. Coverage for explosion, collapse or underground hazards.
2. Occurrence basis coverage.



3. Broad form property damage coverage.
4. Coverage for personal injury sustained by any person as a result of an offense directly or indirectly related to the employment of such person by the insured.

Comprehensive Automobile Liability shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

Liability arising out of the ownership, maintenance or use of any auto;

Auto non-ownership and hired car coverage.

Contractor's Worker's Compensation, Comprehensive General Liability and Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

Copies of each insurance certificate shall be furnished to the County with Proposal (when requested).

It is to be understood by the proposer that their proposal is submitted on the basis of specifications prepared by the County and the fact that any proposer is not familiar with these specifications or conditions will not be accepted as an excuse.

Payments will be made upon the approval of vouchers submitted by the successful proposer in accordance with the requirements of the Board of Chosen Freeholders and subject to the Board of Freeholders customary procedures. The County will not pay interest or late fees regardless of language provided.

Ocean County Board of Chosen Freeholders will make award within sixty (60) days after receipt of proposals.

The County of Ocean is exempt from any State sales tax or Federal excise tax.

“All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.”

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

**Certification of Non-Involvement in Prohibited Activities in Iran.** Pursuant to N.J.S.A. 52:32-58, the proposer must certify that neither the proposer, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the proposer is unable to so certify, the proposer shall provide a detailed and precise description of such activities.

**Transitional Period** (excluding Professional Contracts) – In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one month, at the County’s request.

**New Jersey Business Registration Requirements.** Pursuant to N.J.S.A. 52:32-44, Ocean County (“Contracting Agency”) is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, 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 the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at [www.state.nj.us/treasury/revenue/busregcert.shtml](http://www.state.nj.us/treasury/revenue/busregcert.shtml).

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.


Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

**Please see samples of acceptable Business Registration Certificates on next page.**

| STATE OF NEW JERSEY<br>BUSINESS REGISTRATION CERTIFICATE |   | DEPARTMENT OF TREASURY/<br>DIVISION OF REVENUE<br>PO BOX 252<br>TRENTON, N J 08646-0252 |
|--|---|---|
| TAXPAYER NAME:   | TRADE NAME:   |   |
| TAXPAYER IDENTIFICATION#:                                | SEQUENCE NUMBER:  |   |
| ADDRESS:   | ISSUANCE DATE:  |   |
| EFFECTIVE DATE:  | <br><small>Acting Director</small>    |   |
| FORM-BRC(08-01)  | <small>This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</small> |   |

THESE ARE SAMPLES OF THE **ONLY** ACCEPTABLE BUSINESS REGISTRATION CERTIFICATES.

ONE OF THESE DOCUMENTS MUST BE PROVIDED WITH THE PROPOSAL OR PRIOR TO AWARD OF THE CONTRACT, REGARDLESS OF THE FACT THAT A COPY MAY ALREADY BE ON FILE WITH THE COUNTY OF OCEAN.

|  <b>STATE OF NEW JERSEY<br/>BUSINESS REGISTRATION CERTIFICATE</b> |                                       |
|---|---------------------------------------|
| Taxpayer Name:  | TAX REG TEST ACCOUNT                  |
| Trade Name:   |                                       |
| Address:  | 847 ROEBLING AVE<br>TRENTON, NJ 08611 |
| Certificate Number:   | 1093907                               |
| Date of Issuance:   | October 14, 2004                      |
| For Office Use Only:  |                                       |
|   | 20041014112823538                     |



(REVISED 4/10)

## **EXHIBIT A**

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

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

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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

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

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

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

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or

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

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

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

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

**AFFIRMATIVE ACTION QUESTIONNAIRE**

**NOTICE TO ALL CONTRACTORS**

**AFFIRMATIVE ACTION REGULATIONS N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.)**

A. ACTIVITY OF YOUR COMPANY- Indicate below:

- Procurement and/or Service Company
- Professional Consultant
- Other \_\_\_\_\_

All Contractors, except Government Agencies, are required to comply with the above law.

B. TO ALL CONTRACTORS:

1. Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:
  - (a) An existing federally approved or sanctioned affirmative action program.
  - (b) A New Jersey Certificate of Employee Information Report Approval.
  - (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employees Information Report (Form AA302). This forms will be made available to the Contractor by the County of Ocean.

C. QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

Yes \_\_\_\_\_ No \_\_\_\_\_

- (a) If yes, please submit a photocopy of such approval.

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

Yes \_\_\_\_\_ No \_\_\_\_\_

- (a) If yes, please submit a photocopy of such certificate.

The undersigned Contractor certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L.1975, C. 127 (N.J.A.C. 17:27-1 et seq.) and agrees to furnish the required documentation pursuant to the law.

COMPANY: \_\_\_\_\_

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

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

Note: A contract must be rejected as non-responsive if a contractor fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L.1975, C. 127 (N.J.A.C. 17:27-1 et seq.)

# ***AMERICANS WITH DISABILITIES ACT***

## **Equal Opportunity For Individuals With Disabilities**

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et. seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

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

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

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



**SIGNATURE PAGE**

The County of Ocean does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in its programs or activities.

The County of Ocean shall allow access to any books, documents, papers and records of the contractor, which are directly pertinent to that specific contract.

Compliance is required with all applicable standards, orders, or requirements issued under 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency Regulations (40 CRF, Part 15) which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

"The County of Ocean considers it to be a substantial conflict of interest for any company desiring to do business with the County to be owned, operated or managed by any County employee, nor shall any County personnel be employed by the vendor in conjunction with any work to be performed for or on behalf of the County of Ocean".

I HEREBY CERTIFY COMPLIANCE WITH THE FOREGOING.

Partnership

The undersigned is a Corporation under the law of the State

Individual

of \_\_\_\_\_, having principal offices

at \_\_\_\_\_.

\_\_\_\_\_  
NAME OF COMPANY, CORPORATION OR INDIVIDUAL  
- PLEASE PRINT -

**SIGNED BY:** \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME AND OFFICIAL TITLE

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
INCLUDE ZIP CODE

**TELEPHONE:** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**FEDERAL IDENTIFICATION NO.** \_\_\_\_\_

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all proposal submissions. Failure to submit the required information is cause for automatic rejection of the proposal.**

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**PART I - Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)     Limited Liability Company (LLC)
- Partnership             Limited Partnership             Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**PART II**

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

| Name of Individual or Business Entity | Address |
|---------------------------------------|---------|
|                                       |         |
|                                       |         |
|                                       |         |
|                                       |         |
|                                       |         |

**PART III - Disclosure of 10% or Greater Ownership in the Stockholders, Partners or LLC Members Listed in PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

| Website (URL) containing the last annual SEC (or foreign equivalent) filing | Page #'s |
|---|----------|
|   |          |
|   |          |
|   |          |

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

| Stockholder/Partner/Member and Corresponding Entity Listed in Part II | Address |
|---|---------|
|   |         |
|   |         |
|   |         |

**PART IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the County of Ocean is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County of Ocean to notify the County of Ocean in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the County of Ocean to declare any contract(s) resulting from this certification void and unenforceable.

|                           |               |
|---------------------------|---------------|
| <b>Full Name (Print):</b> | <b>Title:</b> |
| <b>Signature:</b>         | <b>Date:</b>  |

# DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

## PART 1: CERTIFICATION

**PROPOSERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX  
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Proposers **must** review this list prior to completing the below certification. **Failure to complete the certification will render the proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

### **PLEASE CHECK THE APPROPRIATE BOX:**

- I certify, pursuant to Public Law 2012, c. 25, that neither the proposer listed below nor any of the proposer's parents, subsidiaries, or affiliates is listed** on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed below, or I am an officer or representative of the entity listed below and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

### **OR**

- I am unable to certify as above because the proposer and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the certification below.** Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

## **PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, PLEASE ADD AN ADDITIONAL SHEET(S) OF PAPER.**

|                                 |                                  |
|---------------------------------|----------------------------------|
| Name _____                      | Relationship to Proposer _____   |
| Description of Activities _____ |                                  |
| _____                           |                                  |
| Duration of Engagement _____    | Anticipated Cessation Date _____ |
| Proposer Contact Name _____     | Contact Phone Number _____       |

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the County of Ocean is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the County of Ocean and that the County at its option may declare any contract(s) resulting from this certification void and unenforceable.

Name of Proposer: \_\_\_\_\_

Full Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

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

## RFQ DOCUMENT CHECKLIST

**RFQ Title:** TRAUMATIC LOSS COALITION COORDINATOR SERVICES

**Item Submitted  
(Proposer's  
Initials)**  
↓

**A. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS IS  
MANDATORY CAUSE FOR REJECTION OF PROPOSAL.**

- |          |   |       |
|----------|---|-------|
| <u>X</u> | Statement of Ownership (Chapter 33 of the Laws of 1977)       | _____ |
| <u>X</u> | Disclosure of Investment Activities in Iran                   | _____ |
| <u>X</u> | Acknowledgment of Receipt of Addenda or Revisions (if issued) | _____ |

**B. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS  
MAY BE CAUSE FOR REJECTION OF PROPOSAL.**

- |          |   |       |
|----------|---|-------|
| <u>X</u> | Non-Collusion Affidavit   | _____ |
| <u>X</u> | Affirmative Action Questionnaire  | _____ |
| <u>X</u> | Signature Page  | _____ |
| <u>X</u> | References  | _____ |
| <u>X</u> | Copy of "Managing Traumatic Events in Schools and Youth Serving Organizations" Training | _____ |
| <u>X</u> | Copy of DRCC and/or QPR Gatekeeper Training Certification                               | _____ |
| <u>X</u> | Professional licenses/certifications held by individuals to provide services requested  | _____ |
| <u>X</u> | One (1) original and three (3) copies of complete submission                            | _____ |

**C. DOCUMENTS REQUESTED TO BE INCLUDED WITH THE BID**

- |          |   |       |
|----------|---|-------|
| <u>X</u> | Copy of Proposer's New Jersey Business Registration Certificate | _____ |
|----------|---|-------|

**D. THE UNDERSIGNED PROPOSER HEREWITH SUBMITS THE ABOVE  
REQUIRED DOCUMENTS.**

**PRINT NAME OF PROPOSER:** \_\_\_\_\_

**SIGNED BY:** \_\_\_\_\_

**PRINT NAME AND TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE  
INDICATED AND RETURNED WITH ALL DOCUMENTS.**

**ADDENDUM ACKNOWLEDGEMENT**

COUNTY OF OCEAN

ADDENDUM NO: \_\_\_\_\_

ADDENDUM NO: \_\_\_\_\_

ADDENDUM NO: \_\_\_\_\_

**ACKNOWLEDGMENT**

**PROJECT  
ENTITLED:** \_\_\_\_\_

Acknowledgment is hereby made of the receipt of Addendum No. \_\_\_\_\_  
containing information for the above referenced project.

**PROPOSER:** \_\_\_\_\_

**BY:** \_\_\_\_\_

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

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

**DATE:** \_\_\_\_\_

**NOTE:**

**WHEN AN ADDENDUM IS ISSUED, THIS ACKNOWLEDGMENT MUST BE  
ENCLOSED WITH THE PROPOSAL RESPONSE. FAILURE TO DO SO WILL  
RESULT IN PROPOSAL REJECTION.**