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

***COMPETITIVE CONTRACT***

***PROPOSAL***

***FOR***

***INFORMATION TECHNOLOGY SERVICES***

## **NOTICE OF COMPETITIVE CONTRACTING PROPOSAL INFORMATION TECHNOLOGY SERVICES**

The Ocean County Information Technology Department is seeking sealed proposals for enhancements, support and maintenance of the applications listed on Exhibit B. Applications listed have been developed using Oracle Forms, Oracle Report, Oracle Application Express, IBM Domino and Lotus Notes, EMC Application Xtender, Microsoft Visual Basic/Visual Studio.Net, Hummingbird Imaging and Oracle Database 9i, 10g.

All proposals should include the following documents:

1. Certificate of Insurance
2. Price Schedule
3. Copy of New Jersey Business Registration Certificate in compliance with N.J.S.A. 52:32-44 OR Copy of IRS letter granting tax exempt status under Sec. 501(c)3
4. Organizational Chart
5. References – via Requirements Section (if applicable)
6. 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.) Compliance Statement
7. Disclosure of Investment Activities in Iran (Mandatory Document)
8. Statement of Ownership in compliance with N.J.S.A. 52:25-24.2. (Mandatory Document)
9. Non-Collusion Affidavit
10. Signature Page

### **Proposal Submission Requirements**

Sealed proposals will be received by the IT Procurement Analyst, Danielle Taranto, located at 101 Hooper Ave., Room 131-1, Toms River, NJ 08754, at which time said proposals will be recorded.

All proposals must be enclosed in a sealed envelope, containing one (1) original and three (3) copies of the Competitive Contract proposal, bearing the name and address of the proposer, the name of the proposal and the date of the opening on the outside of the envelope. All proposals must arrive at the Information Technology Department **no later than 4:00pm on Thursday February 7, 2019.**

The County will not be responsible for late mail deliveries and no proposals will be accepted if received after the time stipulated in the Competitive Contract proposal.

The County reserves the right to reject any or all proposals, or to waive any informality in the proposals, and unless otherwise specified by the vendor, to accept any item in the proposal, should it be deemed in the best interest of the County to do so.

In case of default by the vendor or contractor, the County of Ocean may procure the articles or services from other sources and hold the vendor or contractor responsible for any excess cost occasioned thereby.

The vendor, 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 development, support or maintenance of the applications work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or action of every nature and description brought against it, for, or on account of injuries or damages received or sustained by the party by, or from any of the acts of the contractor, his servants or agents.

The contractor shall maintain primary insurance to protect against all claims under Workmen's Compensation 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

Copies of each insurance certificate shall be furnished to the County when requested.

It is to be understood by the vendor that this proposal is submitted on the basis of specifications prepared by the County and the fact that any vendor 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 vendor in accordance with the requirements of the Board of Chosen Freeholders and subject to the Board of Freeholders customary procedures

Contract will be awarded to one (1) vendor for the entirety of this proposal for three (3) years.

Award will be made by Ocean County Board of Chosen Freeholder within sixty (60) days after receipt of proposals.

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

## **Evaluation Criteria**

A review committee will review and rank all responses. All proposals will be reviewed to determine if they conform to all the proposal requirements set forth and the following selection criteria will be used in award of a contract for the services described herein.

### Evaluation Criteria

1. Requirements Section - 5 points for each “Yes” response that has a supporting statement and verified reference that demonstrates meeting the requirement. 3 points for each “Yes” response that has a supporting statement, but no verified reference that demonstrates meeting the requirement. 3 points for each “Yes” response that has no supporting statement but does have a verified reference that demonstrates meeting the requirement. Zero points for a “No” response.
2. References - 5 points for each reference that provides an Excellent Rating for the Vendor; 3 points for each reference that provides a Satisfactory Rating for the Vendor. Zero points for an unsatisfactory rating for the Vendor.
3. Resumes- 5 points for each resume that exceeds the labor category requirements, 3 points for resume that meets the labor category requirements. Zero points for a resume that does not meet the labor category requirements.
4. Vendor with the most points will be awarded the contract.

## **Requirements:**

### GENERAL TERMS

- The vendor must provide their own IT facilities including servers, networks, software licenses, desktop/laptop computers and required maintenance. Ocean County will not provide these facilities nor will the vendor be reimbursed for any costs associated with these facilities.
- Ocean County does not commit to any guaranteed level of work for the vendor. The County will issue orders for service over the term of the agreement for efforts necessary to support County IT operations.
- The County will not reimburse the vendor for local travel including travel from any County office to the contractor's facility.
- The County reserves the right to request fixed price quotes for specific tasks.
- All work performed under this agreement must be performed in the United States.
- The vendor must provide a reference and phone number for each application for which they claim capability.

### **Requirement Response Instructions:**

Vendor must respond to each requirement stating “Yes” they meet the requirement or “No” they do not meet the requirement. For each “Yes” response the vendor must provide a brief supporting statement that demonstrates that they meet the requirement and they must provide a customer reference that can verify that the vendor has past performance that meets the requirement.

| Requirement   | Yes | No | Supporting Statement | Past Performance Reference:<br>Customer Name,<br>Contact Name,<br>Phone No.,<br>Email address |
|---|-----|----|----------------------|---|
| <b>GENERAL</b>  |     |    |                      |   |
| <b><i>Functional and Logistical</i></b>   |     |    |                      |   |
| 1. Must be able to have person on site at the County Administrative Building in Toms River within 2 hours of request for on-site support.   |     |    |                      |   |
| 2. Must have an operational office within the State of New Jersey.  |     |    |                      |   |
| 3. Must be able to demonstrate past experience in the development, support and maintenance of departmental software application operations for the following: <ul style="list-style-type: none"> <li>• Purchasing Department's Bid Portal Bid, RFP, and Pay to Play application</li> <li>• Sheriff Civil Processing application</li> <li>• Surrogate Office Information application</li> <li>• Planning Agenda application</li> <li>• Board of Social Services - Oracle Financials and custom Oracle applications</li> <li>• B&amp;G Document Imaging application</li> <li>• Engineering Imaging application</li> <li>• Information Technology consulting for Ocean County Office of IT on infrastructure and departments applications, Domino, Lotus Notes and Oracle DB.</li> <li>• Ocean Ride Mobile App</li> <li>• Business and Tourism Mobil App</li> <li>• Parks and Recreation Mobile App</li> </ul> |     |    |                      |   |
| <b><i>Technical</i></b>   |     |    |                      |   |
| 1. Must have 15 years Oracle Forms/Reports experience, web based applications.  |     |    |                      |   |
| 2. Must have 15 years Oracle PL/SQL development experience.   |     |    |                      |   |
| 3. Must have 15 years Lotus Notes/Domino experience.  |     |    |                      |   |

|  |  |  |  |  |
|--|--|--|--|--|
| 4. Must have facilities and resources (staff, hardware, software licenses) off site for the development of application enhancements and support the applications listed - within 2 hours of the County admin offices. The County's facilities and resources cannot be used for the delivery of these services. |  |  |  |  |
| 5. Must have 15 years experience supporting Oracle Financial Applications and custom Oracle applications   |  |  |  |  |
| 6. Must have 10 years experience MS SQL Server Microsoft.NET development experience.   |  |  |  |  |
| 7. Must have at least 1 year experience developing cross platform mobile applications using Xamarin Forms.   |  |  |  |  |
|  |  |  |  |  |
| <b>APPLICATION SPECIFIC</b>  |  |  |  |  |
| <b><i>Purchasing Bid Portal</i></b>  |  |  |  |  |
| 1. Must have experience with the OC Bid Portal application - 10 years minimum specific experience with purchasing portals.   |  |  |  |  |
| 2. Must have experience developing Lotus Notes/Domino apps with Notes client and web interfaces  |  |  |  |  |
| 3. Must have knowledge of the OC Purchasing Dept's processes to create and publish bids, RFPs, RFQs, and Quotes.   |  |  |  |  |
| 4. Must have knowledge of Procurement Portal add-on Lotus Notes/Domino applications including Engineering Advertisements and Quantity Estimates.   |  |  |  |  |
| 5. Must have experience supporting the same Bid portal application used by OC for at least one other County Government in NJ (i.e., must have 2 installations of the Bid Portal application).  |  |  |  |  |

|                                    |   |  |  |  |  |
|------------------------------------|---|--|--|--|--|
| <b>Sheriff COPPS</b>               |   |  |  |  |  |
| 1.                                 | Must have knowledge and experience with the civil departmental areas - garnishments, foreclosures, summons and complaints, writs.   |  |  |  |  |
| 2.                                 | Must have 15 years' experience working with Sheriffs Civil Processing applications, with 5 years specific experience using the Oracle Forms and Reports software development tools for web based implementation of the Sheriff Civil Process. |  |  |  |  |
| 3                                  | Must have 5 years' experience installing and maintaining the Oracle Application Server.   |  |  |  |  |
| <b>Surrogate</b>                   |   |  |  |  |  |
| 1.                                 | Must have 10 years' experience with the Surrogate's Office Information System.  |  |  |  |  |
| 2.                                 | Must have experience developing the Surrogate's Office Information System using the Oracle Database, Oracle Forms/Reports and Oracle Application Express.   |  |  |  |  |
| 3.                                 | Must demonstrate a thorough understanding of the current invoicing, docketing, imaging, accounting, and minors account management functions performed by the OC Surrogate office.   |  |  |  |  |
| <b>Clerk of the Board</b>          |   |  |  |  |  |
| 1.                                 | Must have experience and knowledge of Lotus Notes Personnel Resolutions and Final Resolutions applications and integration with Purchasing's Procurement Portal application.  |  |  |  |  |
| <b>Planning Agenda Application</b> |   |  |  |  |  |
| 1.                                 | Must have experience developing and Supporting Lotus Domino applications for managing Planning Board agenda and storing plans presented to the Planning Board in a document imaging system.   |  |  |  |  |
|                                    |   |  |  |  |  |

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|---|--|--|--|--|--|
| <b>Engineering Project Document Imaging Application</b> |  |  |  |  |  |
| 1.  | Must have experience developing and supporting Lotus Domino applications for managing Engineering Department project documents such as large engineering drawing documents and storing these documents in a document imaging system. |  |  |  |  |
| <b>B&amp;G Facilities Document Imagine Application</b>  |  |  |  |  |  |
| 1.  | Must have experience developing and supporting Lotus Domino applications for storing and managing the facility infrastructure documents for County buildings and storing these documents in a document imaging system.               |  |  |  |  |



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|---|--|--|--|--|
| <b>OC Board of Social Services(OCBSS)</b>   |  |  |  |  |
| 1. Must have experience providing support to the OCBSS on the Oracle Financial Applications.                              |  |  |  |  |
| 2. Must have experience developing and supporting Oracle Developer Forms I 1g based applications for Special Response.    |  |  |  |  |
| 3. Must have experience developing Oracle Database applications using Oracle Forms and Oracle Reports.                    |  |  |  |  |
| 4. Must have experience supporting PC desktop applications and servers for the agency.                                    |  |  |  |  |
| 5. Must have experience administering Oracle 12c multi-tenant database architecture.                                      |  |  |  |  |
| <b>Ocean County Prosecutor</b>  |  |  |  |  |
| 1. Must have experience providing support for the New Jersey Data Exchange (NJDEX) data harvesting system.                |  |  |  |  |
| 2. Must have experience working with the NJDEX Information Exchange Package Documentation (IEPD ) Version 2.4 or greater  |  |  |  |  |
| 3. Must have experience working with License Plate Data Harvesting system (LPDHS) and PIPs License Plate Reader Software. |  |  |  |  |
| <b>Ocean County Parks &amp; Recreation</b>  |  |  |  |  |
| 1. Must have experience developing and supporting mobile applications running under Android and IOS.                      |  |  |  |  |
| 2. Must have experience developing cross platform mobile applications using Xamarin Forms.                                |  |  |  |  |
| <b>Ocean Ride</b>   |  |  |  |  |
| 1. Must have experience developing and supporting mobile applications running under Android and IOS.                      |  |  |  |  |
| 2. Must have experience developing cross platform mobile applications using Xamarin Forms.                                |  |  |  |  |

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|--|--|--|--|--|
| <b><i>Ocean County Business and Tourism</i></b>  |  |  |  |  |
| 1. Must have experience developing and supporting mobile applications running under Android and IOS. |  |  |  |  |
| 2. Must have experience developing cross platform mobile applications using Xamarin Forms.           |  |  |  |  |

## **Labor Categories:**

### Project Manager III - Key Labor Category, 1 resume required

- Education: Bachelors Degree in Computer Science, Business, Engineering, or a related technical discipline.
- Minimum Experience: This position requires 25 years experience in the development of custom software applications and delivery of IT consulting services.
- 15 years experience leading projects using the following: Oracle Development Tools (Forms and Reports), Oracle Database (versions up to 9i, 10g, 11g), and/or IBM's Domino and Lotus Notes development environment.
- 10 years experience providing senior level management for the development and implementation of software application projects and delivery of IT consulting projects for the County of Ocean - encompassing services for the following departments: Information Technology, Purchasing, Engineering, Planning, Finance, Clerk of the Board, County Clerk, Building & Grounds, Sheriff, Fire Marshal, Surrogate, Board of Social Services, and/or Ocean County Health Department
- Additional specific application development experience must be demonstrated in one or more of the following areas: 10 years experience with Ocean County's Sheriff Civil Processing applications, 10 years experience with Ocean County's Surrogate Office Information Systems applications, 10 years experience with Ocean County Purchasing Department's Bid Portal application.

### Project Manager II - Non - Key Labor Category, no resumes required

- Education: Bachelors Degree in Computer Science, Business, Engineering, or a related technical discipline.
- Minimum Experience: This position requires 20 years experience in the development of custom software applications and delivery of IT consulting services.
- 10 years experience leading projects using the following: Oracle Development Tools (Forms and Reports), Oracle Database (versions up to 9i, 10g, 11g), and/or IBM's Domino and Lotus Notes development environment.
- 5 years experience providing management for the development and implementation of software application projects and delivery of IT consulting projects for the County of Ocean - encompassing services for the following departments: Information Technology, Purchasing, Engineering, Planning, Finance, Clerk of the Board, County Clerk, Building & Grounds, Sheriff, Fire Marshal, Surrogate, Board of Social Services and/or Ocean County Health Department
- Additional specific application development experience must be demonstrated in one or more of the following areas: 15 years experience with Ocean County's Sheriff Civil Processing applications, 15 years experience with Ocean County's Surrogate Office Information Systems applications, 15 years experience with Ocean County Purchasing Department's Bid Portal application.

### Project Manager I - Non-Key Labor Category, no resumes required

- Education: Bachelors Degree in Computer Science, Business, Engineering, or a related technical discipline.  
In lieu of the degree requirement, an additional 5 years of IT related experience will be accepted.
- Minimum Experience: This position requires 10 years experience in the development of custom software applications and delivery of IT consulting services.
- 5 years experience leading projects using the following: Oracle Development Tools (Forms and Reports), Oracle Database (versions up to 9i, 10g, 11g), Microsoft Visual Studio Framework, and/or IBM's Domino and Lotus Notes development environment.

### Software Engineer III - Key Labor Category. 1 resume required

- Education: Bachelors Degree in Computer Science, Engineering, Business, Management or a related technical discipline .
- Minimum Experience: This position requires 15 years experience in the development of custom software applications and IT consulting services.
- 10 years experience with the Oracle Database, Lotus Notes/Domino Database, MySQL Database and/or the MS SQL Server Database.
- 10 years experience developing custom software applications using Oracle Forms/Report, Lotus Notes/Domino, and/or Microsoft Visual Basic Visual Studio.Net.
- 5 years experience developing and supporting software applications for the County of Ocean.
- Must have experience in current software development technologies such as: Java, HTML, A'ML, Visual Studio.Net, Visual Basic, C, C++, C#, Domino Designer, SharePoint.
- Experience with the development, implementation, and support of Ocean County Government software applications in the areas of: Sheriff Civil Processing, Purchasing Bid Portal, Clerk of the Board Document Management, Sheriff CIU, Surrogate Office Information, Engineering Project Imaging, Planning Agenda Management, Ocean County Health Department, and/or Board of Social Services Financial Management/Case Management.
- Substitution of Education: In lieu of the degree requirement, an additional 5 years of IT software development/IT consulting experience will be accepted

### Software Engineer II - Non-Key Labor Category. no resumes required

- Education: Bachelors Degree in Computer Science, Engineering, Business, Management or a related technical discipline.
- Minimum Experience: This position requires 10 years experience in the development of custom software applications and IT consulting services.
- 5 years experience developing custom software applications using Oracle Forms/Reports, Lotus Notes/Domino, Java, HTML, XML, Visual Studio.Net, C, C++, C#, Domino Designer, and/or SharePoint.
- 5 years experience with the Oracle Database, Lotus Notes/Domino Database, MySQL Database and/or the MS SQL Server Database.
- 5 years experience developing and supporting software applications for the County of Ocean.
- Experience with the development, implementation, and support of Ocean County Government software applications in the areas of: Sheriff Civil Processing, Purchasing Bid Portal, Clerk of the Board Document Management, Sheriff CIU, Surrogate Office Information, Engineering Project Imaging, Planning Agenda Management, Ocean County Health Department, and/or Board of Social Services Financial Management/Case Management.
- Substitution of Education: In lieu of the degree requirement, an additional 5 years of IT software development/IT consulting experience will be accepted.

### Software Engineer I - Non-Key Labor Category. no resume required

- Education: Bachelors Degree in Computer Science, Engineering, Business, Management or a related technical discipline. •
- Minimum Experience: This position requires 5 years experience in the development of custom software applications and IT consulting services.
- 2 years experience developing custom software applications using Oracle Forms/Reports, Lotus

Notes/Domino, Java, HTML, XML, Visual Studio.Net, C, C++, C#, Domino Designer, and/or SharePoint.

- Substitution of Education: In lieu of the degree requirement, an additional 5 years of IT software development/IT consulting experience will be accepted.

Jr. Software Engineer - Non-Key Labor Category, no resume required

- Education : Bachelors Degree in Computer Science, Engineering, or a related technical discipline. In lieu of the degree requirement, an additional 3 years software development/IT consulting experience will be acceptable.
- Minimum Experience: This position requires 1 year experience in the development of custom software applications and IT consulting services.
- 1 year experience with the Oracle Database, Lotus Notes/Domino Database, MySQL, and/or the MS SQL Server Database.
- 1 year experience developing custom software applications using Oracle Forms/Reports, Lotus Notes/Domino, Microsoft Visual Basic/Visual Studio.Net, and/or Java
- Substitution of Education: In lieu of the degree requirement, an additional 3 years software development/IT consulting experience will be acceptable.

Network Engineer III - Key Labor Category. 1 resume required

- Education: Bachelors Degree in Computer Science, Engineering, or a related technical discipline.
- Minimum Experience: This position requires 10 years experience designing, implementing and supporting Local and Wide Area Networks.
- 10 years experience with Cisco network products.
- 10 years experience installing, configuring, administering, and supporting Microsoft: OS and or Linux servers
- 3 years experience providing network engineering services to one or more Ocean County governmental organizations.
- Demonstrated experience with firewall (specifically Cisco ASA) and email/spam/content filter (specifically Barracuda) implementations.
- Substitution of Education: In lieu of the degree requirement, an additional 5 years experience in the above will be acceptable.

Network Engineer II - Non-Key Labor Category. no resume required

- Education: Bachelors Degree in Computer Science, Engineering, or a related technical discipline.
- Minimum Experience: This position requires 5 years experience designing, implementing and supporting Local and Wide Area Networks.
- 5 years experience with Cisco network products and/or Cisco Certified Network Administrator (CCENT) certification.
- 5 years experience installing, configuring, administering, and supporting Microsoft: OS and or Linux servers.
- Demonstrated experience with firewall (specifically Cisco ASA) and email/spam/content filter (specifically Barracuda) implementations.
- Substitution of Education: In lieu of the degree requirement, an additional 5 years experience in the above will be acceptable.

Network Engineer I - Non-Key Labor Category. no resume required

- Education: Bachelors Degree in Computer Science, Engineering or a related technical discipline.
- Minimum Experience: This position requires 2 years experience designing, implementing and supporting Local and Wide Area Networks.
- 2 years experience with Cisco network products.
- 2 years experience installing, configuring, administering and supporting Microsoft and or Linux OS servers.
- Demonstrated experience with firewall (specifically Cisco ASA) and email/spam/content filter (specifically Barracuda) implementations.
- Substitution of Education: In lieu of the degree requirement, an additional 2 year experience in the above will be acceptable.

Technician III - Non-Key Labor Category. no resume required

- Education: High school diploma required, Associates degree is preferred.
- Minimum Experience: This position requires 5 years experience with MS Office Suite of products - Word Excel PowerPoint and Outlook.
- Experience using software applications to perform business functions such as scanning documents, processing transactions and updating databases.
- Ability to load and install software on computers is preferred.

Technician II - Non-Key Labor Category. no resume required

- Education: High school diploma required Associates degree is preferred.
- Minimum Experience: This position requires 3 years experience with MS Office Suite of products – Word, Excel PowerPoint, and Outlook.
- Experience using software applications to perform business functions such as scanning documents, processing transactions, and updating databases.
- Ability to load and install software on computers is preferred.

Technician I – Non-Key Labor Category. no resume required

- Education: High School Diploma required
- Minimum Experience: This position requires 1 years experience with MS Office Suite of products – Word, Excel, PowerPoint and Outlook.
- Experience using software applications to perform business functions such a scanning documents, processing transactions and updating database s.
- Ability to load and install software on computers is preferred.

Applications Programmer III - Non-Key Labor Category. no resume required

- Education: Must have a Bachelor degree in Computer Science, Information Technology, Engineering, or a related technical discipline.
- Minimum Experience: This position requires 10 plus years of experience developing and/or supporting software applications for Federal/State/County/Local Government clients.
- Must have experience in current software development technologies such as: Java, HTML, XML, Visual Studio, .Net, Visual Basic, C, C++, C#, Domino Designer, and SharePoint.
- Substitution of Education: With approximately 10 years of experience developing and/or supporting software applications the degree is not required.

#### Applications Programmer II - Key Labor Category. no resume required

- Education: Must have a Bachelor's degree in Computer Science, Information Technology, Engineering, or a related technical discipline.
- Minimum Experience: This position requires 2 to 5 years of experience developing and/or supporting software applications for Federal/State/County/Local Government clients. Must have experience in current software development technologies such as: Java, HTML, XML, Visual Studio, .Net, Visual Basic, C, C++, C#, Domino Designer, SharePoint.
- Substitution of Education : With approximately 10 years of experience developing and/or supporting software applications, the degree is not required.

#### Applications Programmer I - Non-Key Labor Category. no resume required

- Education: Must have a Bachelor's degree in Computer Science, Information Technology, Engineering, or a related technical discipline.
- Minimum Experience: This position requires 1 to 3 years of experience developing and/or supporting software applications for Federal/State/County/Local Government clients. Must have experience in current software development technologies such as: Java, HTML, XML, Visual Studio, .Net, Visual Basic, C, C++, C#, Domino Designer, SharePoint.
- Substitution of Education: With approximately 5 years of experience developing and/or supporting software applications, the degree is not required.

#### Applications Programmer Junior - Non-Key Labor Category. no resume required

- Education: No degree required.
- Minimum Experience: This position requires 0 to 2 years of experience developing and/or support software applications for Federal/State/County/Local Government clients. Must have experience in current software development technologies such as: Java, HTML, XML, Visual Studio.Net, Visual Basic, C, C++, C#, Domino Designer, SharePoint.

#### IT Security Specialist III - Key Labor Category. 1 resume required

- Education: Must have a Bachelor's degree in Computer Science, Information Technology, Information Security, Engineering, or a related technical discipline.
- Minimum Experience: This position requires 5 to 10 years of experience performing IT security related functions for Federal/State/County/Local Government clients. Must have experience in at least 1 security scanning software tools. Must have demonstrated experience leading a team of network security specialists in the assessment and remediation of network security vulnerabilities. Must have experience developing network security plans.
- Certification Requirements: Must have Security+ and at least one vendor operating system certifications. Must have the CISSP certification.
- Substitution of Education: With approximately 10 years of experience in Cyber Security, the degree is not required.

IT Security Specialist II - Non-Key Labor Category, no resume required

- Education: Must have a Bachelor's degree in Computer Science, Information Technology, Information Security, Engineering, or a related technical discipline.
- Minimum Experience: This position requires 1 to 3 years of experience performing IT security related functions for Federal/State/County/Local Government clients. Must have experience in at least 1 security scanning software tools.
- Certification Requirements: Must have Security+ and at least one vendor operating system certifications.
- Substitution of Education: With approximately 5 years of experience in Cyber Security, the degree is not required.

IT Security Specialist I - Non-Key Labor Category, no resume required

- Education: No degree required.
- Minimum Experience: This position requires 1 to 2 years of experience performing IT security related functions for Federal/State/County/Local Government clients. Must have experience in at least 1 security scanning software tools such as: Retina, Nessus.



EXHIBIT B  
Ocean County Applications

1. Purchasing Bid Portal
2. Purchasing Portal Quantity Gathering
3. Sheriff's Civil Processing
4. Surrogate's Office Docketing and Invoice Management System
5. Surrogate's Document Management System
6. Planning Board Agenda System
7. Engineering Project Document Imaging System
8. Building & Grounds Facilities Document Imaging
9. OC Board of Social Services Financial Applications
10. OC Prosecutor's NJ Data Exchange system
11. OC Mobile Apps for Ocean Ride, Business & Tourism, and Parks & Recreation

Proposal for the furnishing and delivery of **INFORMATION TECHNOLOGY SERVICES** for the County of Ocean.

PRICE SCHEDULE

Bidders are requested to provide hourly rates for the following Labor Categories:

| <u>Category:</u>                | <u>Rate:</u> |
|---------------------------------|--------------|
| 1. Project Manager III          | \$ _____     |
| 2. Project Manager II           | \$ _____     |
| 3. Project Manager I            | \$ _____     |
| 4. Software Engineer III        | \$ _____     |
| 5. Software Engineer II         | \$ _____     |
| 6. Software Engineer I          | \$ _____     |
| 7. Jr. Software Engineer        | \$ _____     |
| 8. Network Engineer III         | \$ _____     |
| 9. Network Engineer II          | \$ _____     |
| 10. Network Engineer I          | \$ _____     |
| 11. Technician III              | \$ _____     |
| 12. Technician II               | \$ _____     |
| 13. Technician I                | \$ _____     |
| 14. Applications Programmer III | \$ _____     |
| 15. Applications Programmer II  | \$ _____     |
| 16. Applications Programmer I   | \$ _____     |
| 17. Applications Programmer Jr. | \$ _____     |
| 18. IT Security Specialist III  | \$ _____     |
| 19. IT Security Specialist II   | \$ _____     |
| 20. IT Security Specialist I    | \$ _____     |

**Ranking** - All proposals will be reviewed for completeness and qualifications. The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interest 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.

**Indemnity Clause** - The proposer, 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.

**Pay to Play Requirements** - 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 vendor, 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 vendor is unable to so certify, the vendor shall provide a detailed and precise description of such activities.

**Transitional Period** - 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 (1) month at the County's request.

**Statement of Ownership** - The provisions of N.J.S.A. 52:25-24.2 applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

**Business Registration Certificate** –

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 <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:  | <i>John S. Tully</i><br>Acting Director  |   |
| FORM-BRC(08-01)  | This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address. |   |

THESE ARE SAMPLES OF THE ONLY ACCEPTABLE BUSINESS REGISTRATION CERTIFICATES.

ONE OF THESE DOCUMENTS MUST BE PROVIDED WITH THE PROPOSAL SUBMISSION 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:   |                                       |
|  | 20041014112823533                     |

**NON - COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY :

: ss

COUNTY OF \_\_\_\_\_ :

I, \_\_\_\_\_ of  
the City of \_\_\_\_\_ In the County of \_\_\_\_\_  
and the State of \_\_\_\_\_, of full age, being duly sworn  
according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of  
\_\_\_\_\_ the vendor  
making the Proposal for the above-named Project, and that I executed the said Proposal with  
full authority so to do; that said vendor has not, directly or indirectly, entered into any agreement,  
participated in any collusion, or otherwise taken any action in restraint of free, competitive  
procurement in connection with the above-named Project; and that all statements contained in said  
Proposal and in this affidavit are true and correct, and made with full knowledge that the  
County of Ocean relies upon the truth of the statements contained in said Proposal and in the  
statements contained in this affidavit in awarding the contract for the said Project.

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

\_\_\_\_\_  
(Also type or print name of affiant under signature)

Subscribed and sworn to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public of  
My commission expires

**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 Employee Information Report (Form AA302). This form 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 bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or 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 a vendor's 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 vendor listed below nor any of the vendor'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 vendor 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 vendor's 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<br>_____<br>_____ |                                  |
| 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: \_\_\_\_\_

## DOCUMENT CHECKLIST

**Project Title:** Information Technology Services

---

**Items 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 (N.J.S.A. 52:25-24.2)                  | _____ |
| <u>X</u> | Acknowledgment of receipt of addenda or revisions (if issued) | _____ |
| <u>X</u> | Disclosure of Investment Activities in Iran                   | _____ |
| <u>X</u> | Cost Proposal/Price Schedule                                  | _____ |
| <u>X</u> | Requirements Section – completed by vendor                    | _____ |

**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> | One (1) Original and 3 Copy(ies) of Proposal Submission | _____ |

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

|          |  |       |
|----------|--|-------|
| <u>X</u> | Copy of New Jersey Business Registration Certificate in compliance with<br>N.J.S.A. 52:32-44 <u>OR</u> Copy of IRS letter granting tax exempt status under<br>Sec. 501(c)3 | _____ |
| _____    | Copy of Proposer's Public Works Contractor 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 ACKNOWLEDGMENT**

**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 AT THE TIME OF PROPOSAL SUBMISSION. FAILURE TO DO SO WILL RESULT IN PROPOSAL REJECTION.**