



*Barbara Jo Crea, Director*  
*Gary Quinn, Deputy Director*  
*Virginia E. Haines, Commissioner*  
*John P. Kelly, Commissioner*  
*Frank Sadeghi, Commissioner*

*Tristin J. Collins, Director, Management & Budget*  
*Jennifer L. Bowens, Purchasing Agent*

*County of Ocean*  
*Administration Building*  
*101 Hooper Avenue*  
*Toms River, NJ 08754*

*CC*

*HOMELESSNESS AND HOUSING INSECURITY SERVICES*

*2024*

*ADVERTISEMENT DATE: September 25, 2024*  
*OPENING: October 17, 2024, 4:00 pm*

## ***NOTICE OF COMPETITIVE CONTRACT***

The Ocean County Board of Commissioners is requesting Competitive Contracting proposals from organizations to provide services for Homelessness and Housing Insecurity Services.

All proposals must be received prior to **4:00 pm**, prevailing time on Thursday, October 17, 2024.

Proposals will be received electronically via the County's Online Procurement Portal.

Specifications are available on the Procurement Portal or for viewing only, in the Department of Purchase, Room #224, Administration Building, 101 Hooper Avenue, Toms River, New Jersey.

Direct all inquiries to Jennifer L. Bowens, Purchasing Agent.

The County will not be responsible for late submissions, and no proposals will be accepted after the time stipulated on this notice.

By order of the Board of Commissioners of the County of Ocean.

Signed:

**BARBARA JO CREA**, Director

**JENNIFER L. BOWENS**, Purchasing Agent

## *Introduction to Proposers*

Text

### **Summary**

The Ocean County Board of Commissioners is requesting Competitive Contracting proposals from organizations to provide services for Homelessness and Housing Insecurity Services.

### **Contact Information**

For further information regarding these specifications, contact

**Rose Marie Bulbach**

Program Specialist 3

Email: [rbulbach@co.ocean.nj.us](mailto:rbulbach@co.ocean.nj.us)

Phone: (732) 506-5374

**Department:**

Human Services

### **Timeline**

<b>Advertising Date</b>	September 25, 2024
<b>Question Submission Deadline</b>	October 3, 2024, 12:00pm
<b>Competitive Contract Receipt Date</b>	October 17, 2024, 4:00pm Administration Building, 101 Hooper Ave., Room 119, Toms River, NJ, 08753

# *Instructions to Proposers*

## **INTRODUCTION**

The Ocean County Department of Human Services is seeking sealed proposals for Homelessness and Housing Insecurity Service Providers to be funded through allocations received by the Ocean County Department of Human Services as authorized through local, federal and/or state funding determinations, regulation and/or legislation.

The successful proposer(s) will provide emergency shelter - hotel-motel, prevention and case management services to eligible recipients under provisions made available through Social Services for the Homeless funding as set forth by the guidelines in this competitive contract. The contract period is from January 1, 2025 – December 31, 2025, with a possible option of renewal for up to four (4) additional 12-month periods, contingent upon the successful delivery of services and funding availability.

Social Services for the Homeless (SSH) is designed to assist families and individuals who are experiencing homelessness or are at imminent risk of becoming homeless but are not eligible for welfare (usually because their income is too high) and so are not eligible for Emergency Assistance. SSH funding is used solely to assist individuals and families who are experiencing short term, non-recurring emergencies and is considered short term assistance for individuals and families who will be able to sustain themselves after temporary assistance is provided. Temporary emergency shelter and payment of security or utility deposits as well as back rent, mortgage, utilities costs, referral services and limited case management are all allowable under SSH. Services funded through SSH must be delivered in accordance with New Jersey Department of Human Services, Division of Family Development and Ocean County Department of Human Services rules, regulations, directives, policies, and procedures. Programmatic standards set forth by the New Jersey Division of Family Development can be found within DFD Instruction No. 11-08-02<sup>[1]</sup>. Interested applicants are **required** to review DFD Instruction No. 11-08-02 to develop a full understanding of program eligibility, programmatic expectations and guiding criterion.

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<sup>[1]</sup> DFD Instruction No. 11-08-02: <https://drive.google.com/file/d/1yXgg-3NhHJj1--ZZYvMgk9pWHwAzPACI/view?usp=sharing>

## **METHOD OF SUBMISSION**

The County of Ocean is accepting **only** electronic proposals for this Competitive Contract. Submitting your proposal manually is cause for rejection.

You may only provide one (1) final submission which includes one (1) complete Competitive Contract proposal. **DO NOT** submit a hard copy of your electronic submission.

## ***Important Instructions for Electronic Submittal***

The County is accepting electronic bid submissions with Open Gov by following these instructions:

Sign up for a FREE account at <https://procurement.opengov.com/portal/oceancounty>

Once you have completed account registration, browse back to this page: [County's OpenGov Electronic Bid Portal \(https://procurement.opengov.com/portal/oceancounty/\)](https://procurement.opengov.com/portal/oceancounty/)

Click on the bid of interest, then click "Draft Response".

Follow the instructions to submit the electronic bid.

It is important to note that this process should be completed well in advance of the bid deadline / bid opening. **DO NOT WAIT UNTIL THE LAST MINUTE.** The County's electronic submission system will not allow electronic bids to be submitted once the deadline has passed, even if you've already started the process. The deadline is based on the countdown timer found on the OpenGov bid submission page.

## ***Mandatory Equal Employment Opportunity***

**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.**

## *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.

## *Evaluation Criteria*

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p><b>Technical Criteria</b></p> <ul style="list-style-type: none"> <li>a. Does the proposal demonstrate a clear understanding of the scope of work and related objectives?</li> <li>b. Is the proposal complete and responsive to the specific requirements?</li> <li>c. Is there evidence to support the efficacy of the proposed methodology?</li> <li>d. Plan of Service – design and approach includes mandated services and measurable outcomes?</li> <li>e. Partnerships and Coordination - understanding of and commitment to an integrated service delivery approach and effective working relationships with partner organizations. Ability to leverage resources with other partners resulting in innovative service approaches will be considered. Consortium applications acceptable.</li> </ul>	Points Based	30 <i>(30% of Total)</i>
2.	<p><b>Management Criteria</b></p> <ul style="list-style-type: none"> <li>a. Organizational Stability, Background, Qualifications, Performance History – whether proposer adequately addressed all the response items and appears to be a solid organization and extent to which proposer demonstrated evidence of ability to perform the functions described in its project plan.</li> <li>b. Staffing Plan and Organizational Chart– completeness of response to the items in the instructions, quality of response, strength of experience, and demonstrated achievements/results.</li> </ul>	Points Based	30 <i>(30% of Total)</i>

3.	<p><b>Strength of Experience</b></p> <ul style="list-style-type: none"> <li>a. Does the proposer have experience with Federal, State and/or local grants and reporting systems, or other similar government grants and reporting systems?</li> <li>b. Does the proposer understand and have experience with the Homeless Management Information System (HMIS)?</li> </ul>	Points Based	<p>20 <i>(20% of Total)</i></p>
4.	<p><b>Cost Criteria</b></p> <ul style="list-style-type: none"> <li>a. How does the cost compare to other similarly scored proposals?</li> <li>b. Is the price and its component charges, fees, etc. adequately explained or documented?</li> <li>c. Reasonableness of pricing consistent with the plan of service proposed and the qualifications of proposer</li> <li>d. Ability to leverage resources with other partners resulting in innovative service approaches will be considered.</li> </ul>	Points Based	<p>20 <i>(20% of Total)</i></p>

## *Scope of Work*

### **SCOPE OF WORK**

Please refer to the PDF under "Attachments" to view the downloadable Competitive Contract document and Scope of Work.

## *Vendor Questionnaire*

### **OpenGov Vendor Account Verification\***

I have verified that I am logged into OpenGov using an **account name** that corresponds to the **Tax ID number** and **Business Name** used throughout all documentation in this solicitation. I further understand that should my company be awarded a contract with Ocean County, the company information listed on in the **Contract Information Field** will be used to generate all contract documents.

Please confirm

\*Response required

### **DOCUMENTS TO BE EXECUTED\***

Documents include:

- Signature Page
- Non-Collusion Certification
- Affirmative Action Questionnaire
- **Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)**
- Disclosure of Investment Activities in Iran
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

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

All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising.

**NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document available in the Attachments.**

***Please note: The County's preferred method of submission is DocuSign.***

[Click here to go to the form](#)

\*Response required

### **COMPETITIVE CONTRACT PROPOSAL \***

Please upload your Competitive Contract proposal for Homelessness and Housing Insecurity Services.

This should include your Program Narrative and Computed Budget Proposal and Narrative.

**Please note, the only acceptable file forms are as follows:**

**Documents (doc, docx, rtf, txt, xls, xlsx, pdf)**

**Images (jpg, png, bmp, tif)**

\*Response required

**CERTIFICATE OF INSURANCE**

Please upload your Certificate of Insurance for Homelessness and Housing Insecurity Services.

**Please note, the only acceptable file forms are as follows:**

**Documents (doc, docx, rtf, txt, xls, xlsx, pdf)**

**Images (jpg, png, bmp, tif)**

**CURRENT LIST OF BOARD OF DIRECTORS**

Please upload your Current List of Board of Directors.

**ORGANIZATIONAL CHART**

Please upload your Organizational Chart.

**CERTIFIED AUDIT OR FINANCIAL STATEMENT**

Please upload a copy of your Certified Audit or Financial Statement.

**Copy of New Jersey Business Registration Certificate/Copy of IRS letter granting tax exempt status under Sec. 501(c)3**

A Valid BRC or Copy of IRS letter granting tax exempt status under Sec. 501(c)3 is required Prior to Award of Contract. Please upload your company's BRC or Copy of IRS letter granting tax exempt status under Sec. 501(c)3.

Use the following link to check the status of your company's BRC:

[https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp)

NOTE: a BRC/copy of IRS letter granting tax exempt status is not required at the time of submission, only prior to award of the contract.

**Please note, the only acceptable file forms are as follows:**

**Documents (doc, docx, rtf, txt, xls, xlsx, pdf)**

**Images (jpg, png, bmp, tif)**

**Certificate of Employee Information Report**

**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.**

QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS:

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

**If yes, please upload a photocopy of such approval.**

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

**If yes, please upload a photocopy of such certificate.**

**Please note, the only acceptable file forms are as follows:**

**Documents (doc, docx, rtf, txt, xls, xlsx, pdf)**

**Images (jpg, png, bmp, tif)**

**Mandatory Equal Employment Opportunity Statement\***

Does the PROPOSER comply with the [#Mandatory Equal Employment Opportunity Statement?](#)

Yes

No

\*Response required

**Americans with Disabilities Act Provisions\***

Does the PROPOSER comply with the [#Americans with Disabilities Act Provisions?](#)

Yes

No

\*Response required

**PROPOSAL SUBMISSION ACKNOWLEDGMENT\***

The County of Ocean is accepting only electronic proposals for this Competitive Contract. Submitting your proposal manually is cause for rejection. You may only submit one (1) proposal. DO NOT submit a hard copy of your proposal. Please confirm that you understand that the method of submission is electronic ONLY and that submitting a proposal manually is automatic cause for rejection.

Please confirm

\*Response required

**SUBMISSION OF PROPOSAL FORMS\***

Proposers shall complete all documents and acknowledge all terms included with this package. All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

Please confirm

\*Response required

**CONTRACT INFORMATION\***

Should your company be awarded a contract with Ocean County, please provide the contact name and address where the contract documents should be mailed.

\*Response required



*Barbara Jo Crea, Director*  
*Gary Quinn, Deputy Director*  
*Virginia E. Haines, Commissioner*  
*John P. Kelly, Commissioner*  
*Frank Sadeghi, Commissioner*

*Tristin J. Collins, Director, Management & Budget*  
*Jennifer L. Bowens, Purchasing Agent*

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

***COMPETITIVE CONTRACT***

***PROPOSAL***

***FOR***

***HOMELESSNESS AND HOUSING INSECURITY SERVICES***

## **NOTICE OF COMPETITIVE CONTRACTING PROPOSAL** **HOMELESSNESS AND HOUSING INSECURITY SERVICES**

The Ocean County Department of Human Services is seeking sealed proposals for Homelessness and Housing Insecurity Service Providers to be funded through allocations received by the Ocean County Department of Human Services as authorized through local, federal and/or state funding determinations, regulation and/or legislation.

The successful proposer(s) will provide emergency shelter - hotel-motel, prevention and case management services to eligible recipients under provisions made available through Social Services for the Homeless funding as set forth by the guidelines in this competitive contract. The contract period is from January 1, 2025 – December 31, 2025, with a possible option of renewal for up to four (4) additional 12-month periods, contingent upon the successful delivery of services and funding availability.

### **Introduction**

Social Services for the Homeless (SSH) is designed to assist families and individuals who are experiencing homelessness or are at imminent risk of becoming homeless but are not eligible for welfare (usually because their income is too high) and so are not eligible for Emergency Assistance. SSH funding is used solely to assist individuals and families who are experiencing short term, non-recurring emergencies and is considered short term assistance for individuals and families who will be able to sustain themselves after temporary assistance is provided. Temporary emergency shelter and payment of security or utility deposits as well as back rent, mortgage, utilities costs, referral services and limited case management are all allowable under SSH. Services funded through SSH must be delivered in accordance with New Jersey Department of Human Services, Division of Family Development and Ocean County Department of Human Services rules, regulations, directives, policies, and procedures. Programmatic standards set forth by the New Jersey Division of Family Development can be found within DFD Instruction No. 11-08-02<sup>1</sup>. Interested applicants are **required** to review DFD Instruction No. 11-08-02 to develop a full understanding of program eligibility, programmatic expectations and guiding criterion.

### **Scope of Work** **Social Services for the Homeless**

Participants to be served by the successful proposer(s) are required to be Social Services for the Homeless eligible. The SSH program is intended to provide a safety net for those who need one or more of the aforementioned services but are ineligible to receive them through other programs. These individuals include, but are not limited to:

- The working poor whose income makes them ineligible for WNFJ/TANF or GA
- Current WFNJ recipients who have exhausted their EA benefits
- Ineligible aliens or individuals with drug distribution convictions who cannot receive WFNJ cash assistance (only the SSH component may be used for these individuals)
- Families and individuals seeking SSH services shall be advised that, in order to be eligible to receive any SSH funded services, they must apply for all other public assistance for which they appear eligible

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<sup>1</sup> DFD Instruction No. 11-08-02: <https://drive.google.com/file/d/1yXgg-3NhHj1--ZZYvMgk9pWHwAzPACI/view?usp=sharing>

The successful proposer(s) will work closely with the Ocean County Department of Human Services to make available the following required elements:

- **Shelter- Hotel/Motel and Emergency Shelter:** Emergency shelter and hotel/motel placements should be short term to allow funding for clients to move into an apartment/boarding home/rooming house.

Hotel/Motel - per diem rates paid by the county/vendor shall not exceed the DFD state-approved rates, as provided in N.J.A.C.10:90-6.7.

*Emergency Assistance Amounts per Day*

1 Person/ 1 Room	\$72.00
2 Person/ 1 Room	\$82.00
3 Person/ 1 Room	\$97.00
4 Person/ 1 Room	\$97.00
4 Person/ 2 Room	\$127.00
5 Person/ 1 Room	\$107.00
5 Person/ 2 Room	\$127.00

- **Homelessness Prevention:** SSH homelessness prevention services should only be provided in cases where the agency is satisfied that providing these services will resolve the emergency and/or enable the family to permanently remain housed. Applicants must establish that short-term SSH homelessness prevention services, including emergency shelter, will lead to a long-term resolution of homelessness. Services can be provided short-term (up to 4 months) assistance with: back rent, mortgage payments, utilities- (payment of retroactive utilities shall be counted as one month for each two full months paid) and security deposits.
- **Case Management:** Cannot exceed \$25 rate, for each 15-minute session. Individualized counseling and/or financial support to prevent or recover from homelessness and assist clients obtain/retain permanent affordable housing, including but not limited to:
  - relocating to less expensive housing
  - applying for longer-term rental subsidies
  - financial assistance with back rent/utility bills
  - mediating a settlement with landlord or utility
  - obtaining legal assistance when legal issues affect housing stability
  - explaining lease compliance and how to avoid damaging apartment
  - collaborating with other agencies to reduce or negotiate client debts
  - obtaining, interpreting, and correcting client rental and credit history
  - providing information and referral to free or reduced-cost goods and services
  - acquiring identification and other documents needed for housing applications
  - developing household budgets and educating clients on how to reduce expenses

Vendors who provide the following services to clients may not use SSH funds to pay for them: any medical expenses, laundry expenses, food/meal expenses, bathing/showering expenses, substance abuse counseling.

The successful proposer(s) will be required to follow existing and new guidance from the Ocean County Department of Human Services, The New Jersey Department of Human Services and Division of Family Development and adjust program elements as necessary.

The successful proposer(s) are encouraged to operate alternative hours which would allow participants greater scheduling flexibility and maximize their opportunity to benefit from the program and meet other obligations. The successful proposer(s) will incorporate virtual service delivery mechanisms on an ongoing basis.

### **Roles & Deliverables**

- Engage and attempt to enroll participants referred to the program
- Conduct the program according to applicable rules and regulations and the scope of work in this Request for Competitive Contracting
- Maintain appropriate client files and confidentiality protocols as set forth through the NJ Division of Family Development
- Provide any and all data and reports required by County and State, and maintain files and reports until audit
- Utilize the Homeless Management Information System (HMIS) to track participant engagement and service delivery, reconcile fee-for-service units and monitor data trends.
- Comply with any County, Regional, State and Federal program and financial monitoring
- Participate in program review meetings and provide utilization and performance data as requested
- Participate in local and regional planning efforts of the Ocean County local area as invited
- Collect, analyze, and report performance data
- Maintain effective working relationships with the Ocean County System of Care partners
- Report to the Ocean County Department of Human Services

### **Location**

The successful proposer(s) will be required to maintain a local office and provide services within the County of Ocean, as well as incorporate virtual service delivery mechanisms on an ongoing basis.

### **Eligible Applicants**

Eligible entities include:

- a community-based organization
- a nonprofit organization
- a faith-based organization
- a government agency

If a proposer is aware of any potential conflict of interest, disclosure must be a part of the Certifications attached to this proposal. A conflict of interest would occur if members of the proposing organization whether as an employee, officer or director receives compensation or business for services rendered to the County of Ocean or have direct or consulting agreement, including those through family or business ties.

Proposers are prohibited from contacting or discussing this solicitation with members of the Ocean County Human Services Advisory Council, or any other Boards or Commissions organized through the Ocean County Department of Human Services. Such contact and any attempts to sway decision making will result in disqualification of the bid.

**Funding Availability**

SSH funding for CY2024 was available in the amount of \$798,150.00.

Funding available for the Social Services for the Homeless program will be based on the annual allocation made available to the Ocean County Department of Human Services through established funding formulas by the New Jersey Department of Human Services. It is understood that funds fluctuate from year to year.

**Funding Parameters:**

- Funds may not be used to supplant other sources of funding.
- Multiple awards may be offered.
- Neither funding availability nor Ocean County allocations are guaranteed in future contract periods.
- The successful proposer will be paid on a fee-for-service basis.
- No match or in-kind contribution is required, but proposals that leverage other resources will be prioritized.
- Administrative Costs up to 10%

**Term**

The Ocean County Department of Human Services is seeking proposals for a contract term of January 1, 2025, through December 31, 2025, with a possible option of renewal for up to four (4) additional 12-month periods, contingent upon the successful delivery of services and funding availability.

## Proposal Submission Requirements

Responses to this Request for Competitive Contract Proposals must be received prior to 4:00pm prevailing time on **Thursday, October 17, 2024**. DO NOT WAIT UNTIL THE LAST MINUTE. The County's electronic submission system will not allow proposals to be submitted once the deadline has passed.

The county of Ocean is accepting **only electronic proposals** for this Competitive Contract proposal. Submitting your proposal manually is cause for rejection.

You may only provide one (1) final submission which shall consist of one (1) complete Competitive Contract proposal.

**DO NOT** submit a hard copy of your electronic submission.

Proposers shall complete all documents and acknowledge all terms included in this proposal package. All documents should be from this proposal package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

To ensure an open and transparent process, the Department of Human Services staff cannot respond to questions about this solicitation via phone or email while it is open or in review. **Questions** about this solicitation **must** be submitted using the Ocean County Procurement Portal website, no later than 12:00 PM on October 3, 2024. Any inquiries received beyond that date and outside of the Portal cannot be addressed. Ocean County Department of Human Services staff are limited in the method and content of communication regarding proposal applications and the process to reduce conflict, bias and any potential unfair advantage.

All proposals should include the following:

1. OpenGov Vendor Account Verification
2. Documents to be executed:
  - a. Signature Page\*
  - b. Non-Collusion Certification\*
  - c. 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\*
  - d. Statement of Ownership in compliance with N.J.S.A. 52:25-24.2. (**Mandatory Document**)\*
  - e. Prohibited Russia-Belarus Activities & Iran Investment Activities\*
3. Competitive Contract Proposal (REQUIRED):
  - a. Program Narrative
  - b. Computed Budget Proposal and Narrative
4. Valid, unexpired Certificate of Insurance
5. Current List of Board of Directors
6. Organizational Chart
7. Certified Audit or Financial Statement
8. 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
9. NJ Certificate of Employee Information Report Approval issued by the NJ Department of Treasury or AA-302 Initial Employee Information Report

10. Mandatory Equal Employment Opportunity Compliance Statement
11. Americans with Disabilities Act Provisions Compliance Statement
12. Proposal Submission Acknowledgement

*\* Note: Failure to properly submit any of the documents listed in #2 may be cause for rejection of your proposal as stated on the Ocean County Procurement Portal website. The forms should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. DocuSign is the preferred method of form submission for the County of Ocean.*

**\*\* ATTENTION\*\* Responses received pursuant to this solicitation are subject to complete disclosure pursuant to the Open Public Records Act.** Please note that disclosure includes any and all attachments and addenda supplementing the solicitation response. Accordingly, please do not include personal identifying information in any supplementary documents submitted with the solicitation response.

1. **OpenGov Vendor Account Verification** must be confirmed.

2. All **required documents** provided in the Vendor Questionnaire must be filled out and included with your submission, including: (a) Signature Page; (b) Non-Collusion Certification; (c) 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; and

d. **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.

e. **Certification of Non-Involvement in Prohibited Activities**

*Certification of Disclosure of Investment Activities in Iran*

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, 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 parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

The Chapter 25 list must be reviewed prior to completing the certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may 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. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Disclosure of Investment Activities in Iran.

*Certification of Non-Involvement in Prohibited Activities in Russia or Belarus*

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must

complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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. Certification form must be completed prior to contract award and is provided in the specification documents (DocuSign).

*Please note that, where applicable, the County's preferred method of document submission is DocuSign.*

**3. Competitive Contract Proposal** (REQUIRED) must include a Program Narrative and a Computed Budget Proposal and Narrative.

**a. Program Narrative** should be comprised of four sections as follows:

***Basic Agency Information***

1. Include agency name, CEO or Executive Director's name, mailing and physical addresses, and main phone number, as well as the name, phone, and email address of the contact person for this proposal.
2. Provide the corporation type and, if applicable, documentation of Section 501(c) 3 tax exempt status.
3. Overview of the organization's qualifications and alignment with the services sought by the RFCC.
4. The organization's philosophy and approach to programs and services.
5. Synopsis of the proposed program approach.

***Agency Background Information***

1. A basic organizational description, including but not limited to year established, governance structure, principal programs and services, executive leadership, annual budget, and number of full-time staff. Include a table of organization.
2. Give the agency's mission statement.
3. Please describe how you have operated a program of similar size and scope to the one proposed and/or past experience in managing quality programs, including but not limited to individuals served, services and activities delivered, contract values, and related performance outcomes achieved.
  - a. *Please give the performance measures outcomes achieved for the two most recent years.*
  - b. *Describe any experience with federal, state or local grants and grant reporting systems.*
  - c. *Describe any experience with the Homeless Management Information System (HMIS)*
4. Describe past success in developing effective working relationships with partner organizations.
5. Address, with specificity, if your agency has had any public or private grants rescinded for noncompliance or inability to administer the grant.

### ***Description of Program***

1. Describe your proposed model for effectively delivering the required services to participants, referencing and aligning program criteria within the description.
2. Describe the behavior, knowledge, and skills that are expected to occur or be gained through the individual's participation in the program. Objectives must be measurable, attributable to the program, and related to the goals of the funding source.
3. How many participants would be served in a year? Indicate daily program capacity and staff ratio.
4. Indicate times and days that the program will operate per week, and any organization closings (e.g. holidays) on which services will not be conducted.
5. Describe the procedure for responding to referrals, including outreach to the participant and to the referral source.
6. Describe the procedure for re-engaging with those who are not participating appropriately.
7. Describe how the program will ensure eligibility while protecting against duplication of existing services available within the community.
8. Include timeframe for outreach to the participant and for case management alerts.
9. Describe your organization's ability to meet the specific needs of other special populations if applicable (i.e. individuals with language barriers, those living with disabilities and mental health and/or substance use conditions).
10. How will you measure benchmarks set for the program? Submit any forms used for tracking progress and reporting purposes. How and why will the service achieve the results stated?
11. Describe the methods that will be used to ensure those served will meet planned goals within the target time frame. If there is not satisfactory progress, what steps/ procedures will be in place to address the situation?
12. Describe the methods that will be used to assist with obtaining and retaining shelter and housing.
13. Describe any special strength or features that make your service different from similar offerings available, including any innovative approaches and best practices that will be utilized in providing these services.
14. Describe your knowledge of the most significant challenges and opportunities that the County of Ocean will likely face in the next two years related to serving this population.
15. Describe how your organization envisions its role and relationship within the County's system of care.
16. If your organization is not presently a part of the County's service delivery system, describe how you will work with the current providers to prepare for an efficient transition. Please include a timeline that details the transition steps to be taken (i.e. staff hired, policies developed, etc.) and the anticipated completion date for each transitional activity.

### ***Program Management***

1. Provide resumes and/or job descriptions of all staff and positions relevant to this program. Describe their management authority and responsibilities. Be clear as to currently employed staff to be assigned to this program and new positions to be hired for assignment to this program.
2. Describe the hiring or selection process for employees and volunteers that would be assigned to the program.
3. Provide a Table of Organization that illustrates the structure of the staff to be used in support of the program within the larger agency structure. The organizational chart should list the percentage of dedicated time for all staff positions that are anticipated to work in

- support of the program, the employee's date of hire, and the employee's annual salary.
4. If applicable, clearly describe and attach any cooperative agreements (i.e. Memorandums of Understanding, Articulation Agreements) with any other entity that will be delivering services described the proposal.
  5. Describe the organization's internal controls that will be used for maintaining all records and documents (including participants). Identify how participant records will be kept and what will be included in those records.
  6. Describe the systems that will be used to report programmatic and fiscal activities and how they will be used to exercise management control of the services and activities.
  7. Explain how the appropriate customer data will be shared for entry into the Homeless Information Management System (HIMS) and general reporting procedures to the Ocean County Department of Human Services.
  8. Describe how the proposed program will be internally monitored by the organization and the organization's process for continuous quality improvement. Attach questionnaires, staff surveys, or other forms that will be used.
  9. Describe the methods that will be used to evaluate participant satisfaction. How will this information be used? Attach questionnaires, client satisfaction surveys, or other forms that will be employed.
  10. Describe your plan for new employee orientation and ongoing staff development to ensure that your staff are well-trained in the applicable rules, regulations, and best practices.
  11. What evidence suggests that your organization has the capability and commitment to achieve the results stated above?
  12. A Continuity of Operations Plan (COOP) documents how your organization will perform essential operations during an emergency situation or long-term disruption, which might last from 2 days to several weeks. The plan will identify functions, departmental communication methods, and alternate personnel, systems and locations. Explain how your organization will plan to continue operations with or without delay under all conditions.

**b. Computed Cost Proposal and Narrative Format**

Prepare a line item operating budget using a schedule of fees and expected units of services to be provided within the contract period. Include a budget narrative to clarify and annotate the budget. Explain any in-kind contributions or match funds to be utilized. In-kind or matching funds are not required but will be considered favorably to maximize available resources. The successful bidder(s) will be compensated on a fee-for-service reimbursement schedule. *See below sample cost proposal, for illustrative purposes only.*

**SAMPLE:**

Title of Program:
Organization Applying:
Project Director:
Type of Organization: ( ) Public Agency ( ) Private Non-Profit ( ) Faith Based Organization
Total Project Cost:

	<b>Fee Description</b>	<b>Projected Level of Service for the Year (A)</b>	<b>Unit Cost (B)</b>	<b>Projected Total \$ (A + B)</b>	
	<b>Emergency Shelter-Hotel/Motel</b>				
	<b>Case Management</b>				
	<b>Prevention</b>				
	<i>Rent Arrears</i>				
	<i>Security Deposits</i>				
	<i>Mortgage Arrears</i>				
	<i>Utility Arrears</i>				
	<b>Administrative Costs:</b> up to 10%				
			<b>Total:</b>		

**4. A copy of a valid, unexpired Certificate of Insurance** should be included, issued by an insurance carrier licensed in the State of New Jersey, for the organization showing the amount of professional liability, general liability, business auto, and workers compensation insurance and all other insurance coverage in place as of the date of the submission of your response.

The contractor shall maintain primary insurance to protect against all claims under Worker's Compensation, Comprehensive General Liability and Automobile. Except for Worker's Compensation, all 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, if applicable, 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:

- a. Liability arising out of the ownership, maintenance or use of any auto;
- b. Auto non-ownership and hired car coverage.
- c. 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.

**5. A list of the Board of Directors** for the organization should be submitted.

**6. A table of organization or Organizational Chart** should be submitted to illustrate the structure of the staff and volunteers to be used in support of the proposed program within the larger agency structure, the reporting relationships, and chains of command within the organization.

**7. Certified Audit or Financial Statements** should be attached.

Pursuant to N.J. P.L. 2021 c. 381, an annual charities registration for a charitable organization with revenue, gains, and other support, but excluding non-monetary in-kind donations, of \$1 million or

more must be accompanied by an independent audit. For those nonprofit organizations with gross revenue between \$25,000 and less than \$1 million, the financial statements must be certified by the organization's president or other authorized officer.

In accordance with the U.S. Office of Management and Budget (OMB) Uniform Guidance and the State of New Jersey OMB Circular 15-08, entities receiving and expending federal and/or state grant funds must comply with audit requirements. An entity that expends \$750,000 or more in federal or state financial assistance during its fiscal year must have a single or program-specific audit conducted for that year. An entity that expends less than \$750,000 but more than \$100,000 (combined amount) during its fiscal year, must have either a financial statement audit or a program-specific audit conducted for that year.

**8.** Submit a copy of the organization's New Jersey Business Registration Certificate in compliance with N.J.S.A. 52:32-44 **OR** a copy of IRS letter granting tax exempt status under Sec. 501(c)3.

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.

9. A copy of the current **NJ Certificate of Employee Information Report Approval** issued by the NJ Department of Treasury or **AA-302 Initial Employee Information Report** or equivalent should be included.

### **Evaluation and Award**

**Ranking** - A review committee will review and rank all responses. All proposals will be reviewed for completeness and qualifications. Upon completion of proposal evaluation and any negotiation required, the review committee will make a recommendation to the Board of Commissioners.

**Evaluation Criteria** - 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. *Proposals must receive an average score of at least 75% to be considered for funding.*

- 30% - Technical Criteria**
- 30% - Management Criteria**
- 20% - Strength of Experience**
- 20% - Cost Criteria**

#### **1. Technical Criteria:**

- a. Does the proposal demonstrate a clear understanding of the scope of work and related objectives?
- b. Is the proposal complete and responsive to the specific requirements?
- c. Is there evidence to support the efficacy of the proposed methodology?
- d. Plan of Service – design and approach includes mandated services and measurable outcomes?
- e. Partnerships and Coordination - understanding of and commitment to an integrated service delivery approach and effective working relationships with partner organizations. Ability to leverage resources with other partners resulting in innovative service approaches will be considered. Consortium applications acceptable.

#### **2. Management Criteria:**

- a. Organizational Stability, Background, Qualifications, Performance History – whether proposer adequately addressed all the response items and appears to be a solid organization and extent to which proposer demonstrated evidence of ability to perform the functions described in its project plan.
- b. Staffing Plan and Organizational Chart– completeness of response to the items in the instructions, quality of response, strength of experience, and demonstrated achievements/results.

#### **3. Strength of Experience:**

- a. Does the proposer have experience with Federal, State and/or local grants and reporting systems, or other similar government grants and reporting systems?
- b. Does the proposer understand and have experience with the Homeless Management Information System (HMIS)?

#### **4. Cost Criteria:**

- a. How does the cost compare to other similarly scored proposals?
- b. Is the price and its component charges, fees, etc. adequately explained or documented?
- c. Reasonableness of pricing consistent with the plan of service proposed and the qualifications of proposer.
- d. Ability to leverage resources with other partners resulting in innovative service approaches will be considered.

**Right to Negotiate** - After the County's completion of the evaluation process, the County may elect to initiate contract negotiations. The option of whether or not to initiate contract negotiations rests solely with the County. If the County elects to initiate contract negotiations, these negotiations cannot involve changes in the County's requirements or the proposal(s) submitted, which would, by their nature, affect the basis of the source selection and competition previously conducted.

**Failure to Negotiate**- If the selected proposer(s) fails to provide information required to begin negotiation in a timely manner, if the proposer(s) fails to negotiate in good faith, if the County and proposer(s) cannot mutually agree to an acceptable expenditure, or if the proposer(s) and the County, after a good faith effort, cannot come to terms, the County may terminate negotiations with the proposer(s) initially selected and commence negotiation with the next highest ranked proposer(s).

**Awards** - Final funding decisions rest with the Ocean County Board of Commissioners. Proposals may be awarded funding in whole or in part, based on the recommendation of the review committee. 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.

**Appeals** – Please be advised, based on County policy in implementing the Open Public Contracts Law and Regulation NJSA 40A:11-1, applicants have the right to appeal actions or decisions related to this solicitation pertaining to procedural, statutory, or regulatory violations. Appeals that challenge the evaluation of proposals will not be entertained. If issuing an appeal, provide a detailed summary of any New Jersey Local Public Contracting Law and Regulation (NJSA 40A:11-1 et seq.) violation you believe is related to your application. Appeals must be sent in writing via email to Rose Bulbach ([rbulbach@co.ocean.nj.us](mailto:rbulbach@co.ocean.nj.us)) within three (3) business days of receiving a letter of rejection for funding.

#### **Open Public Records and Review Results** -

Records and results may be obtained by submitting an Open Public Records Act (OPRA) request to the Ocean County Clerk of the Board's office. Through this OPRA request, you will have an opportunity to gain insight into the quantitative and qualitative feedback specific to the Proposal Review technical evaluation. For more information, please click on this link:

<https://co.ocean.nj.us/frmOpraLaw.aspx>

## **Other Terms**

**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).

**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.

## Appendix A

### **DFD Instruction No. 11-08-02**

**<https://drive.google.com/file/d/1yXgg-3NhHJj1--ZZYvMgk9pWHwAzPACI/view?usp=sharing>**