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

COMPETITIVE CONTRACT

PROPOSAL

***FOR
DIVISION OF FAMILY DEVELOPMENT
WORK FIRST NEW JERSEY
TRANSPORTATION PROGRAM***

2022

Categories: Administrative, Financial and Management Services – 1

NOTICE OF COMPETITIVE CONTRACTING PROPOSAL
DIVISION OF FAMILY DEVELOPMENT WORK FIRST NEW JERSEY
TRANSPORTATION PROGRAM

Introduction

The Ocean County Department of Human Services is seeking sealed proposals for funding under the Division of Family Development Work First New Jersey Transportation Program for a one (1) year contract term, with an option to renew annually and not to exceed four (4) additional consecutive contract years upon successful delivery of services and funding availability. The grant is designed to provide Auto Ownership/Transportation Related Expenses to assist Temporary Assistance for Needy Families (TANF) and Post TANF eligible individuals who are unable to secure employment, childcare and /or career training due to lack of transportation or transportation related barriers.

Scope of Work

The purpose of the funding is to enable TANF and Post TANF eligible individuals who are subject to the work requirement to participate in employment directed activities or to accept employment. It is intended for those individuals whose transportation needs cannot be met through the provision of a monthly New Jersey Transit bus/rail pass or a transportation related expense (TRE). The successful bidder will provide case management, time-limited assistance to public transportation, and/or assistance obtaining/maintain personal transportation and driving privileges.

Programs developed using Transportation Program funding must be developed in consultation with the Ocean County Workforce Development Board and coordinated with the "To Work" activities provided through the One Stop Career Center in the county.

Roles and Deliverables

Under the direction of the Human Services Advisory Council, the successful bidder will manage funding for auto ownership and transportation-related expenses for TANF/Post TANF eligible individuals who experience transportation-related barriers. The successful bidder will receive referrals from the County Welfare Agency, determine eligibility, assess the individuals' transportation-related barriers, and provide assistance to address those barriers with respect to increasing the likelihood of participation in training, employment directed activities, or employment.

Specifically, the successful bidder may deliver the following:

1. Van Shuttles, County Para Transport, and Buses - the provision of transportation via van, bus, or para transport by the agency for the purposes of participants' access to training, employment-directed activities, or employment.

If the funds are...

2. Train Passes - one way trips or monthly passes aboard NJ Transit, Port Authority Transit Corporation, Southeastern Pennsylvania Transportation Authority, etc. for the purposes of participants' access to training, employment-directed activities, or employment
3. Taxi - one way trips via taxi to training, employment-directed activities, or employment
4. Emergency Transportation - one way trips to training, employment-directed activities, or employment on an emergency basis
5. Driver License Obtainment or Restoration - payment of fines and penalties for driver license restoration and fees for driver license obtainment. The payment of fines which are the result of criminal offenses such as DUI is not permitted.
6. Car Repairs/ Maintenance - payment for regular car maintenance or car repair for the participant's personally owned vehicle. Car repairs require two estimates unless it will be provided through an agency under State contract. The car must also be otherwise road worthy.
7. Car Insurance - time-limited payment of car insurance premiums for the participant's personally owned vehicle.

8. Other Transportation-Barrier Specific Services - may include case management, driver training, gasoline, bike purchase, ride share, car purchase, etc.

The successful bidder is expected to comply with all fiscal and programmatic reporting required by the Ocean County Department of Human Services and New Jersey Department of Human Services specific to these grant funds. Funded agency will be required to supply itemized monthly invoices and Level of Service reports to the Department of Human Services/HSAC within 10 days of the end of the month. A minimum of one (1) site visit per year will be completed by the Human Services Advisory Council.

Location

The successful bidder will be required to maintain a local office for the provision of services that is accessible to the residents of Ocean County.

Eligible Applicants

Eligible applicants are non-profit, tax exempt 501 (c) 3 providers with 3 years of experience in this type of program. The Ocean County Department of Human services reserves the right to grant awards to one or more bidders.

Funding Availability

A total of \$71,630.00 is available through a grant by the New Jersey Department of Human Services, Division of Family Development. Services awarded through this process are contingent upon availability of the New Jersey Department of Human Services funds.

Proposal Requirements

Proposals may be obtained by contacting the Ocean County Department of Human Services, 1027 Hooper Avenue, Building 2, 3rd Floor, Toms River, NJ 08754 at 732-506-5374 or RBulbach@co.ocean.nj.us.

All proposals should include the following documents: (Refer to document check list for mandatory document submission requirements)

1. Certificate of Insurance
2. Current List of Board of Directors
3. Computed Budget Proposal, Budget Narrative and Project Description
4. Projected Level of Service and Costs
5. Certified Audit
6. 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
7. Organizational Chart
8. Copy of NJ Certificate of Employee Information Report Approval or AA-302 Initial Employee Information Report
9. 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
10. Disclosure of Investment Activities in Iran
11. Statement of Ownership in compliance with N.J.S.A. 52:25-24.2. (Mandatory Document)
12. Non-Collusion Certificate
13. Signature Page
14. One (1) Original and three (3) Copies of Proposal submissions
15. Acknowledgement of Receipt of Addenda or Revisions (if issued)
16. References

Project Description

Basic Agency Data

1. Name, Address, Phone number
2. Agency Director or Administrator, Phone Number and Email Address
3. Contact person for this proposal, Phone Number, and Email Address
4. Federal Employers Identification Number
5. Provide the corporation type and, if applicable, documentation of Section 501(c) 3 tax exempt status.
6. Total funding requested for a 12 month period
7. Please include a brief Executive Summary that allows the reader to understand key aspects of the bidding entity and the approach to fulfilling the required scope of work, roles, and deliverables.

Agency Background Information

1. History and mission statement of the agency
2. Overview of current services provided by the agency
3. All related programs that the agency has operated during the last five years.

Management

1. Resumes for each staff to provide direct services to participants (or job descriptions with required qualifications and skills) if awarded funding
2. Describe the supervision and management of direct service staff.
3. Provide a Table of Organization that illustrates the structure of the staff to be used in support of the program. The organizational chart should list the percentage of dedicated time for all staff positions that are anticipated to work in support of the program. Be clear as to currently employed staff to be assigned to this program and new positions to be hired for assignment to this program.
4. Describe how the agency and program has/will participate in local, coordinated transportation planning processes, as mandated under the Federal United We Ride Executive Order.
5. Explain how the agency collaborates and/or networks with other public and private agencies to meet client needs in the community.
6. Describe the organizational philosophy on community involvement of service delivery staff with local organizations, agencies, schools, etc. and participation of staff on boards and committees throughout the region.
7. Describe how the organization will comply with program and financial monitoring. Bidders must maintain a financial management system that is auditable and in compliance with generally accepted accounting principles. Financial records must be available for audit and monitoring purposes.

Description of Program

1. Identify the goal(s) of the program.
2. Describe specific measurable performance outcomes/ objectives.
3. Tell us about the specifics of what you are offering as a service.
4. Any special strength or features which make your service different from similar offerings available.
5. Describe the target population to be served. Demonstrate your agency's understanding of and ability to meet the needs of TANF/Post TANF recipients.
6. Describe the referral process, client flow and coordination with the referring agency (Ocean County Board of Social Services) and include any referral forms and information required.
7. How will eligibility be determined? Include exclusionary criteria (what would make an individual referred to the program ineligible)
8. Will any fees be collected from recipients of any services through the program? Clearly state the fees per client and per service and calculated annual amount of revenue projected. State how those revenues will be used to offset contract costs.

9. Describe the method(s) of internal evaluation regarding quality of service. Describe how customer feedback will be collected and used to make continuous improvements to the program.
10. Describe the policy that will be utilized to ensure that the program/ facility is free from the illegal use, possession or distribution of drugs or alcohol by its clients.

Accessibility of Program

1. Describe the hours per day and days per week when services will be made available to participants.
2. List the location(s) where the services will be provided to participants, including in home provisions if that is an option.
3. Describe transportation options for participants.
4. Describe how the program will be marketed so that potential clients are aware of the program.
5. Will this service be accessible to those requiring bilingual services? How?
6. Will this service be accessible to individuals with disabilities, particularly mobility needs?

Implementation Plan

Please detail the implementation phase of the service provision, including the activities and time frame for completion. If your organization is not presently operating a Transportation Block Grant program in Ocean County, describe how you will work with the current provider to prepare for an efficient transition. Please include a timeline that details the transition steps to be taken (i.e. staff hired, policies developed, transition of files and customer caseloads, etc.) and the anticipated completion date for each transitional activity.

Computed Budget Proposal and Budget Narrative

Use attached Budget Proposal format for a 12 month period. Include a budget narrative to clarify and annotate a line item budget. When appropriate, calculate unit cost. Clearly factor in anticipated revenues. 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.

Projected Level of Service (LOS) and Costs

Use attached Projected Level of Service (LOS) and Costs format for a 12 month period.

Proposal Submission Requirements

Sealed proposals will be received by the Ocean County Department of Human Services, located at 1027 Hooper Avenue, Building 2, 3rd Floor, 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 Ocean County Department of Human Services **no later than 4pm on Tuesday, October 5, 2021.**

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.

Proposals may be obtained by contacting the Ocean County Department of Human Services, 732-506-5374 or through email at rbulbach@co.ocean.nj.us

Questions and Inquiries

The County will accept questions and inquiries from all potential Consultants who have received this Competitive Contract Proposal. Lengthy or multiple questions should be submitted in writing by fax (732-341-4539) or email rbulbach@co.ocean.nj.us to the attention of Rose Bulbach.

Short inquiries can be accepted by telephone (732-506-5374) but oral explanation or instructions given over the

telephone before the award of contract shall not be binding. Any significant clarification or change to this Competitive Contract Proposal resulting from a question or inquiry will be finalized in an addendum that will be mailed to all potential Consultants who have requested the Competitive Contract Proposal.

Questions and Inquiries must be submitted no later than **September 17, 2021**.

Evaluation Criteria

A review committee selected by the Ocean County Department of Human Services and Human Services Advisory Council 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.

All bidders who submit complete proposals will be invited to give a fifteen (15) minute oral presentation as part of the review process. The contact person for this proposal will be notified to schedule a presentation.

Proposals must receive an average score of 67% to be considered for funding. The proposal that receives the highest average score will be recommended for funding to the Ocean County Human Services Advisory Council. Final funding decisions rest with the Ocean County Board of Commissioners, as the Chief Elected Officials.

Applicants have the right to appeal any action or decision related to this Competitive Contract. Appeals will be reviewed and investigated by the Ocean County Human Services Advisory Council in accordance with its existing Appeals policy. The decision of the Council in such situations shall be final.

40% - Technical Criteria

40% - Management Criteria

20% - Cost Criteria

Technical Criteria:

1. Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?
2. Is the vendor adequately qualified to perform the scope of work?
3. Is the vendor's proposal complete and responsive to the specific requirements?
4. Has the vendor's past performance been articulated adequately, specifically working with the population defined?
5. Does the vendor's proposal use innovative technology and techniques?
6. Has the vendor adequately defined their ability to provide infrastructure enabling the vendor to perform the scope of work effectively?
7. Plan of Service – commitment to an integrated service delivery model and responsiveness to the needs of target populations to be served as well as the local, State, and Federal regulations governing the funding.
8. Partnership and Coordination – the vendor's ability to leverage resources with other partners resulting in innovative service approaches will be considered.

Management Criteria:

1. Organizational Stability, Background, Qualifications, and Performance History – does the vendor define adequately staffing patterns to support the scope of work?
2. Does the vendor document a record of reliability of timely delivery and on-time and on-budget implementation?

Cost Criteria:

1. Relative cost: How does the cost compare to other similarly scored proposals?
2. Full explanation: Is the price and its component charges, fees, etc. adequately explained or documented?

3. Are all costs included in the proposal classified allowable costs by the State grant requirements?
4. Is the total cost of the proposal within the State grant award?
5. Ability to leverage resources with other partners resulting in innovative service approaches will be considered

Appeals Process

See attached Appeals Process

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.

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

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 attached.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME:		TRADE NAME:
TAXPAYER IDENTIFICATION#:		SEQUENCE NUMBER:
ADDRESS:		ISSUANCE DATE:
EFFECTIVE DATE:		<i>John S. Tully</i> 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.

 STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
20041014112823533	

NON - COLLUSION CERTIFICATION

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 certification 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 certifier under signature)

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)

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	Home Address (for Individuals) or Business 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	Home Address (for Individuals) or Business 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.

Full Name (Print):	Title:
Signature:	Date:

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 _____

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: _____

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA OR REVISIONS

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.

COMPUTED BUDGET PROPOSAL AND BUDGET NARRATIVE

BUDGET			
LINE ITEM	ADMINISTRATIVE AMOUNT	PROGRAM AMOUNT	TOTAL
PERSONNEL			
FRINGE			
CONSULTANTS AND PROFESSIONAL FEES			
MATERIALS AND SUPPLIES			
FACILITY COSTS			
SPECIFIC ASSISTANCE TO CLIENTS			
OTHER			
GENERAL & ADMINISTRATIVE COST ALLOCATION			
TOTAL OPERATING COSTS			
EQUIPMENT			
TOTAL COST			
LESS REVENUE			
NET COST			
PROFIT			
REIMBURSABLE CEILING			
TOTAL			

The proposed budget must be easy to understand and identify what services are being provided and at what cost – both direct and indirect. The budget should be very detailed and include specific proposed costs for all expenditures (office supplies, travel, provider training, staff development training, postage, printing, meeting expense, conference, mileage, etc.). The budget narrative should then explain the purpose of each expense included in the proposed budget, how the cost was estimated (i.e. number of trips/mileage to be reimbursed at \$.xx per mile) and also include commentary on the purpose for the expense and explain the relationship to the delivery of service and accomplishment of the program goals and objectives.

BUDGET NARRATIVE

Budget must include a written, detailed narrative explaining the proposed costs included in the budget. The narrative should explain all proposed staff and costs in the budget and how the costs were estimated. Specific comments regarding proposed program staff, subcontractors, vendors, and consultants, indirect cost rates (including fringe benefits and General and Administrative (G&A)) must be included in the narrative. The narrative should explain the sources of funding when the DFD Transportation Program is not the sole source of funding for the program.

The Budget and narrative should include details of all fringe benefits and the indirect cost pool, the indirect cost base, and allocation methodology for the allocation of the indirect costs.

DEFINITION OF ADMINISTRATIVE COSTS

In accordance with the Final Temporary Assistance for Needy Families (TANF) regulations, specifically 45 CFR Part 263.0(b), administrative costs are all costs incurred by or allocated to the Agency except:

- All direct staff, support staff and first line supervisors regardless of full or part time status and non-salary costs directly identified with such staff.
- Payment for services and goods provided **directly** to program recipients.

Administrative costs are those expenses necessary for general administration and coordination of TANF (including indirect and overhead), including:

- Salaries and benefits of staff performing administrative and coordination functions;
- Activities related to eligibility determinations;
- Preparation of program plans, budgets, reports, schedules and other documents;
- Monitoring of programs and projects;
- Fraud and Abuse units;
- Public relations;
- Services related to procurement, accounting, litigation, audits, property management and personnel;
- Management Information Systems not related to the tracking and monitoring of **TANF REQUIREMENTS** (e.g., payroll and personnel systems for staff administering TANF)
- Costs for the goods and services required for administration (e.g., activities mentioned above) of TANF, such as, supplies, equipment, travel, postage, utilities and office space

Administrative costs exclude direct costs (salaries, benefits, related direct administrative costs) of staff providing program services, such as:

- Providing program information to clients
- Screening and assessments
- Case management

If administrative costs are being charged to this contract, the entire amount of the administrative costs, both contracted and subcontracted, **should not exceed 12%** of the contract ceiling. Administrative costs must be allocated by Budget Category (i.e. Personnel, Consultants in the G&A column) and by program component (i.e. Transportation).

Please note to review special contract terms see Standard Language Document (SLD):

<http://www.state.nj.us/humanservices/dfd/info/standard/index.html>

Salary – See SLD P2.01, Sections 5.16 and 5.17

Conferences/Meetings – See SLD P2.01, Section 5.22 and CRM Section 4.6 (requires 30 days pre-approval)

Travel – See SLD P2.01, Section 5.20 and CRM Section 4.6

Subcontracts – See SLD P2.01, Section 5.02, CRM Section and DHS Policy P99.2

DOCUMENT CHECKLIST

Project Title: Division of Family Development Work First New Jersey Transportation Program

**Required with
proposal**

**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 (Chapter 33 of the Laws of 1977)	_____
<u>X</u>	Acknowledgment of receipt of addenda or revisions (if issued)	_____
<u>X</u>	Computed Budget Proposal and Budget Narrative	_____

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

<u>X</u>	Non-Collusion Certification	_____
<u>X</u>	Affirmative Action questionnaire	_____
<u>X</u>	Signature Page	_____
<u>X</u>	Copy of New Jersey Business Registration Certificate in compliance with N.J.S.A. 52:32-44 <u>OR</u> Copy of IRS letter granting tax exempt status under Sec. 501(c)3	_____
<u>X</u>	Copy of NJ Certificate of Employee Information Report Approval or AA-302 Initial Employee Information Report	_____
<u>X</u>	One (1) Original and three (3) Copies of Proposal Submission	_____
<u>X</u>	Certified Audit	_____
<u>X</u>	Projected Levels of Service and Costs	_____
<u>X</u>	Certificate of Insurance	_____

C. DOCUMENTS REQUESTED TO BE INCLUDED WITH THE PROPOSAL

<u>X</u>	References	_____
<u>X</u>	Organizational Chart	_____
<u>X</u>	Disclosure of Investment Activities in Iran	_____
<u>X</u>	Current list of Board of Directors	_____

**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**

OCEAN COUNTY
HUMAN SERVICES ADVISORY COUNCIL

APPEALS PROCESS

- Proposal Review Committee makes a recommendation for awarding of funds
- Recommendations are presented to the Full Council
- On the day following the Full Council meeting, letters are sent to the agencies NOT being considered for funding. The letters will indicate the date the written request for appeal must be filed; the date on which the Appeals Committee will meet and the date on which final decisions on appeals will be announced.
- An appeal of the selection process will be heard only if it is alleged that the Full Council has violated a Statutory or Regulatory provision in the awarding of a grant. An appeal will not be heard based on the challenge to the evaluation of a proposal.
- Agencies have three (3) working days to notify the Appeals Committee in writing that they wish to appeal the Council's decision.
- The Appeals Committee of six (6) Council members including the Chair of the Proposal Review and Planning Committees will meet one week from the Council meeting to hear the appeals.
- If the Appeals Committee maintains the decision of the Council, agencies are notified of the decision immediately.
- If the Appeals Committee recommends changes in the Council's decision, the matter is referred back to the Proposal Review Committee where the entire process is repeated as expeditiously as possible.
- A final recommendation is made to the Commissioners.