

PUBLIC NOTICE

***NOTE:** The Borough will consider proposals only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Qualifications and in any subsequent Request for Proposals.*



**REQUEST FOR QUALIFICATIONS
FOR THE PROVISION OF
NETWORK AND INFORMATION TECHNOLOGY (I.T.) SERVICES**

**ISSUE DATE:
SUBMISSION DUE DATE:**

**March 31, 2023
April 14, 2023**

BY ORDER OF THE BOROUGH OF FANWOOD, UNION COUNTY, NEW JERSEY

GLOSSARY

The following definitions shall apply to and are used in this Request for Qualifications:

"Borough" - refers to the Borough of Fanwood, County of Union, State of New Jersey.

"Qualification Statement" - refers to the complete responses to this RFQ submitted by the Respondents.

"Qualified Respondent" - refers to those Respondents who (in the sole judgment of the Borough) have satisfied the qualification criteria set forth in this RFQ.

"RFQ" - refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" - refers to the interested firm(s) that submit a Qualification Statement.

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

The Borough is soliciting Qualification Statements from interested companies and/or persons ("firm") **for the provision of NETWORK AND INFORMATION TECHNOLOGY (I.T.) SERVICES, as more particularly described herein.** Through a Request for Qualification process described herein, firms interested in assisting the Borough with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The Borough will review Qualification Statements only from those firms that submit a Qualification Statement which includes all the information required to be included as described herein (in the sole judgment of the Borough). The Borough intends to qualify firm(s) that (a) possesses the professional, financial, and administrative capabilities to provide the proposed services, and (b) offers the financial terms and conditions that are determined by the Borough to provide the greatest financial benefit to the taxpayers of Borough.

1.2. Procurement Process and Schedule.

The selection of Qualified Respondents is subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.* In addition, the Borough has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ. Qualification Statements will be evaluated in accordance with the criteria set forth in Section 2 of this RFQ, which will be applied in the same manner to each Qualification Statement received.

Qualification Statements will be reviewed and evaluated by the Borough and its legal and financial advisors (collectively, the "Review Team"). The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative, and financial areas described in this RFQ. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Borough will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and financial standpoints) Each Respondent that meets the requirements of the RFQ (in the sole judgment of the Borough) will be designated as a Qualified Respondent and will be given the opportunity to submit a detailed proposal in response to RFP's issued by the Borough.

The RFQ process commences with the issuance of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Borough reserves the right to, among other things, amend, modify, or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFQ or the RFQ process shall be directed to the Borough's Designated Contact Person, in writing, at the address set forth below.

Designated Contact Person:

Rayna E. Harris
Borough of Fanwood
75 North Martine Avenue
Fanwood, New Jersey 07023

Qualification Statements must be submitted to and be received in the Office of the Borough Clerk, via mail, overnight courier, or hand delivery, by **10:00 a.m.** Prevailing Time on the submission due date. Qualification Statements will not be accepted by facsimile transmission or e-mail.

Subsequent to issuance of this RFQ, the Borough (through the issuance of addenda to all firms that have received a copy of the RFQ) may modify, supplement, or amend the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Borough.

TABLE 1

ANTICIPATED PROCUREMENT SCHEDULE

ACTIVITY	DATE
Issuance of Request for Qualifications	March 31, 2023
Receipt of Submissions Qualification Statements	April 14, 2023
Evaluation by Review Team	April 14, 2023
Selection of Contractor/Vendor	April 17, 2023 (Tentative)

Section 1.3. Conditions Applicable to RFQ.

Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- This document is an RFQ and does not constitute an RFP.
- This RFQ does not commit the Borough to issue an RFP.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- The Borough reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for this procurement.
- The Borough reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ.
- The Borough reserves the right (in its sole judgment) to determine those Respondents that are qualified to submit Proposals in response to an RFP.
- The Borough reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.
- All Qualification Statements shall become the property of the Borough and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the Borough (in the exercise of its sole discretion) in accordance with law.
- The Borough may request Respondents to send representatives to the Borough for interviews.
- Any and all Qualification Statements not received by the Office of the Borough Clerk by **10:00 a.m.** Prevailing Time on submission due date will be rejected.
- Neither the Borough, nor their respective staffs, consultants, or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

Section 1.4. Rights of Borough

The Borough reserves, holds and may exercise, at its sole discretion, the following rights, and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.
- To waive any technical non-conformance with the terms of this RFQ.
- To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.
- To conduct investigations of any or all of the Respondents, as the Borough deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.
- To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion.) If terminated, the Borough may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Borough shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

1.5 Addenda or Amendments to RFQ.

During the period provided for the preparation of proposals, the Borough may issue addenda, amendments, or answers to written inquiries. Those addenda will be noticed by the Borough and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

1.6 Cost of Proposal Preparation.

Each proposal and all information required to be submitted pursuant to The RFQ shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against the Borough, its staff, or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.

1.7 Proposal Format.

Responses should cover all information requested in the Questions to be answered in this RFQ. Responses which in the judgment of the Borough fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SECTION 2

SCOPE OF SERVICES

REQUEST FOR QUALIFICATION FOR AN INFORMATION TECHNOLOGY CONSULTANT

Purpose:

The following procedures are designed to provide for a fair and open process in awarding consulting services based on qualifications, merit, and cost effectiveness through accessible advertising. Services include annual appointments and day-to-day programs, projects, and contracts.

Service: INFORMATION TECHNOLOGY CONSULTANT

Any persons or firms interested in providing Information Technology consulting services to the Borough of Fanwood

1. Appointment of Information Technology (IT) Consultant.

The IT Consultant shall be appointed by the Borough Council by a majority vote of a quorum of its members and shall serve for a term of one (1) year from the first day of January of the year of their appointment and until a successor has been appointed and qualified. The IT Consultant shall receive such compensation as may be agreed upon and determined by the Council.

2. Roles and Responsibilities.

The IT Consultant shall include, but not be limited to, provision of the following services for all Borough locations:

A. File Server Management:

- Daily on-line real time monitoring of critical functions.
- Unlimited on-site and remote support.
- Complete service pack and patch updates on a regular basis.
- Review all ancillary programs, including but not limited to firewall, tape backup, antivirus programs for updates etc., and confirm system maintenance checks are being performed.
- Perform data backup across all servers and applications.

B. Workstation Management:

- Unlimited on-site and remote support.
- Complete patch management.
- Maintain properly functioning configurations.

C. General Consulting/IT services

- Examples of general IT services are server, workstation, printer, network device consultation, configuration, and installation, software updates, network troubleshooting, firewall adjustments, email troubleshooting, hardware troubleshooting.

D. Network Status.

All hardware and software programs are to be reviewed and

updated to protect the network, server, and workstations. Utilization of hardware, software, and services that check network traffic, block restricted sites, and prevent cyber-attacks are to be reviewed and recommendations are to be made. The applicant/proposer must have demonstrated successful experience in supporting the Edmunds finance and tax applications, as well as other NJ municipal based computer software applications, as appropriate.

Professional Experience: The Borough of Fanwood requires all networking companies to provide, at a minimum, three onsite network technicians who meet the following criteria or have in-house talent (employees) to support their efforts that meet the following criteria.

- 5 years' experience installing, configuring, and maintaining networks specifically for municipal governments
- 5 years experience with police computer aided dispatch and records management systems by Admit and/or Central Square Computer Systems
- 5 years experience with fire computer aided dispatch and record management systems by Alpine Software
- 5 years experience working with municipal clerks and installing, configuring, and maintaining software applications for dog and cat licensing
- 5 years experience troubleshooting network issues and monitoring bandwidth to identify latency and other network related issues
- 5 years experience with developing network documentation of all network infrastructures and keeping them current with any changes
- 5 years experience in maintaining network and licensing documentation in a municipal environment
- 5 years experience in installing, configuring, and maintaining Edmunds municipal financial software
- 5 years experience configuring and maintaining the GC1 call center cloud services
- 5 years experience installing, configuring, and maintaining document management software by Fortis and/or DocUWare
- 5 years experience in the design and deployment of Cisco wireless infrastructure to connect external buildings to the core network
- 5 years experience installing, configuring, and maintaining bar code scanning systems for police inventory
- 5 years experience in installing, configuring, and maintaining ruggedized mobile computers in a law enforcement environment
- 5 years experience in maintaining mobile cameras in police vehicles in a law enforcement environment
- 5 years in the design, configuration, installation, and maintenance of software applications for the government industry
- 5 years experience in the design, configuration, installation, and maintenance of virus mitigation applications for municipal networks
- 5 years experience in the troubleshooting municipal networks to identify network efficiency and security issues
- 5 years experience in installing, configuring, and maintaining ADP payment applications in a government environment
- 5 years experience in the design and deployment of uninterrupted power sources to ensure the continued operation of the network and to prevent data corruption
- 5 years experience in supporting special projects in a municipal environment

encompassing departments which include CitiStat and CompStat for health, fire, police, tax, accounts, clerk, and administration

- 5-10 years experience in managing technical projects
- 5-10 years experience in the design and deployment of wireless wide-area site to site network (WWAN) to connect remote points to core network
- 5-10 years experience in the design and deployment of wireless local area network (WLAN) infrastructure
- 5-10 years experience in the design and deployment of wide-area site to site wireless (WWAN) infrastructure
- 5-10 years experience in the design, deployment and maintenance of VPN's to support site to site and secure remote access for police and other authorized users.
- 5-10 years experience with the design and deployment of Cisco routers and switches
- 5-10 years experience with Dell AppAssure backup software to ensure the security and integrity of onsite and offsite backup archives
- 5-10 years experience designing and maintaining secure network infrastructures
- 5-10 years maintaining email Exchange servers including network and user configurations
- 5-10 years experience in developing and maintaining data retention policies and procedures
- 5-10 years experience with Active Directory, all current versions of Windows, Cisco hardware and design and deployment of Firewalls.
- 5-10 years experience in overseeing technical projects that have budgets exceeding one million dollars
- 5-10 years experience in designing, coding, and deploying software to support the unique needs of police departments and other municipal requests.
- 5-10 years experience in computer forensics and data recovery to support the special needs of municipal network and police departments.

**Basis for Award of Contract/
Agreement for Information Technology Consultant Services**

The Borough shall award all service contracts or agreements based on qualification, merit, and cost competitiveness. Selection criteria will include:

1. Relevance and extent of qualifications, experience, and training of personnel to be assigned.
2. Qualifications of the firms who will perform the service or activity.
3. Validity of plan proposed to meet Fanwood Borough's needs.
4. Relevance and extent of similar engagements performed.
5. References.
6. Ability to perform the service or activity in a timely fashion, including staffing and the staff's familiarity of the service or activity.
7. Reasonableness of cost qualification and cost competitiveness.
8. Plan for performing engagement is realistic, thorough, and demonstrates knowledge of requirements, personnel availability, and back-office support infrastructure.
9. The Borough reserves the right to conduct an interview or interviews with the prospective consultant to discuss the scope of the services as outlined in the applicant's/proposer's qualifications.
10. All awards or waivers will be by resolution acted on by the Borough Council at a Borough meeting.
11. For annual appointments, the Borough Council, and Administrative staff will conduct a performance review a minimum of once per year in late April, early May.
12. All awards are subject to availability of funds.

This policy will include, but not be limited to, all of the above listed requirements.

SECTION 3

SUBMISSION REQUIREMENTS

Section 3.1 General Requirements.

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative, and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

Section 3.2 Administrative Information Requirements.

The Respondent shall, as part of its Qualification Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
2. An executed Letter of Qualification (See Appendix A to this RFQ).
3. Name, address and telephone number of the firm or firms submitting the Qualification Statement pursuant to this RFQ, and the name of the key contact person.
4. A description of the business organization (i.e., person, corporation, partnership, joint venture, etc.) of each firm, its ownership, and its organizational structure.
 - (a) Provide the names and addresses of all Principals of the firm or firms submitting the Qualification Statement. For purposes of this RFQ, "Principals" means persons possessing a 10% ownership interest in the Respondent. If the Respondent is a corporation, limited liability corporation and limited liability partnership, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.
 - (b) If a firm is a partially owned or a fully owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process.
 - (c) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture, or similar organization.
 - (d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance

5. An executed Letter of Intent (See Appendix B).
6. A current Rate sheet/Fee schedule
7. The number of years your organization has been in business under the present name.
8. The number of years the business organization has been under the current management.
9. A statement that the Respondent follows all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
10. Any judgments, claims or suits pending or outstanding against company. If yes, please explain.
11. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
12. Confirm appropriate federal and state.
13. Provide Tax ID

Section 3.3 Professional Information Requirements.

a. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:

1. description and scope of work by Respondent
2. name, address and contact information of references
3. fees
4. explanation of perceived relevance of the experience
To the RFQ

b. Describe the services that Respondent would perform directly.

c. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.

d. Brief description of Respondent's projects during the last three (3) years related to the services requested.

e. Resumes of key employees who would be involved in performing the services.

f. A narrative statement of the Respondent's understanding of the Borough's needs and goals.

g. Commitment to quality management.

h. Organizational chart.

i. List all immediate relatives of Principal(s) of Respondent who are.

Borough employees or elected officials of the Borough. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

Section 3.4 Mandatory Minimum Requirements.

a) Stockholder Disclosure Certification

b) Non-Collusion Affidavit

c) Affirmative Action Compliance Notice

d) Affirmative Action Mandatory Language

e) Americans with Disabilities Act Mandatory Language

f) Notice of Pending Disclosure Requirement ("Pay to Play")

g) Business Registration Certificate to be presented with proposal.
(May register online at www.nj.gov/treasury/revenue/busregcert.shtml)

h) Federal IRS W-4 Form "Employee's Withholding Certificate"

i) Federal Tax ID / EIN

j) Certificate of Employee Information Report / EEO cert
(https://www.nj.gov/treasury/contract_compliance/)

k) Disclosure of Investment in Iran

l) Disclosure of Russia or Belarus

m) Acknowledgement of Receipt of Addenda

Section 3.5 Insurance Requirements for Professional Services.

Consultant shall carry and maintain while the contact is in full force and effect, the following insurance coverage with an insurance company or companies acceptable to the Borough with limits not less than those shown below. A Certificate of Insurance shall be filed with the Borough prior to commencement of the work.

a) Commercial General Liability (CGL): Coverage for all operations including, but not limited to, contractual, products and completed operations, and personal injury with limits no less than \$1,000,000 per occurrence/\$2,000,000 aggregate. The Borough, its officers, officials, employees, agents, and volunteers shall be included as an additional insured.

b) Automobile Liability: Coverage for all owned, non-owned and hired vehicles with limits not less than \$1,000,000 per occurrence, combined single limits (CSL) or its equivalent.

c) Workers Compensation: As required by the State of New Jersey and Employers Liability with limits not less than \$1,000,000 per accident for bodily injury or disease.

d) Professional Liability (Errors & Omissions): As appropriate to the Consultant's profession with limits not less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate

Coverage on Primary and Non-contributory Basis: The Certificate of Insurance should indicate that all insurance coverages will be provided on a primary and non-contributory basis to the Borough its officers, officials, employees, agents, and volunteers shall be included as an additional insured.

Notice of Cancellation: Each Insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.

Special Risks or Circumstance: The Borough reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

SECTION 4

INSTRUCTIONS TO RESPONDENTS

4.1 **Submission of Qualification Statements.**

Respondents must submit one (1) original, one (1) USB drive device, and one (1) copy of their Qualification Statement to the following:

**Office of the Borough Clerk
75 North Martine Avenue
Fanwood, New Jersey 07023**

Qualification Statements must be received by the Borough no later than **10:00 a.m.** (prevailing time) on the submission due date and must be mailed or hand delivered.

Qualification Statements forwarded by facsimile or e-mail will not be accepted.

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Qualification Statements and all related information must be bound and signed and acknowledged by the Respondent.

SECTION 5

EVALUATION

The Borough's objective in soliciting Qualification Statements is to enable it to select a firm or organization that will provide high quality and cost-effective services to the citizens of Borough. The Borough will consider Qualification Statements only from firms that, in the Borough's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Borough in the manner described in this RFQ.

**APPENDIX A
LETTER OF QUALIFICATION**

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

**Borough Clerk
Borough of Fanwood
75 North Martine Avenue
Fanwood, New Jersey 07023**

Dear -----:

The undersigned have reviewed our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the Borough ("Borough"), **DATE**, in connection with **SERVICE**.

We affirm that the contents of Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual, and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of **(NAME OF RESPONDENT)**.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief
Executive Officer)

(Signature of Chief
Financial Officer)

(Typed Name and Title)

(Typed name and Title)

(Type Name of Firm) *

(Type Name of Firm)*

Dated: _____

Dated: _____

* If a joint venture, partnership, or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.

APPENDIX B

LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

**Borough Clerk
Borough of Fanwood
75 North Martine Avenue
Fanwood, New Jersey 07023**

Dear -----:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the Borough of Fanwood ("Borough"), dated **March 15, 2023**, in **connection with SERVICES**.

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual, and complete information.
2. (Name of Respondent) is interested in being invited to respond to the Borough's Request for Proposal (RFP). It is the intent of (Name of Respondent), if selected, to complete and submit a proposal for the provision of [insert services].
3. (Name of Respondent) agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the Borough's procurement schedule.
4. (Name of Respondent) acknowledges that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
5. (Name of Respondent) hereby declares that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Borough. (Name of Respondent) declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
6. (Name of Respondent) acknowledges and agrees that the Borough may modify, amend, suspend and/or terminate the procurement process (in its sole judgment).

In any case, the Borough shall have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

7. (Name of Respondent) acknowledges that any contract executed with respect to the provision of [insert services] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

8. (Name of Respondent) acknowledges and agrees that it will be obligated to satisfy the requirements set forth in the RFQ at the time of submission of Proposals. The Respondent hereby states that (as of the date hereof) it has a reasonable expectation that it will be able to satisfy such criteria and requirements as of the date of Proposal submittal.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

_____ (Typed Name and Title)

_____ (Type Name of Firm) *

Dated: _____

* If a joint venture, partnership, or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Intent.

APPENDIX C

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

No addenda were received:

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

APPENDIX D
PROPOSAL CHECKLIST

Required by owner	Submission Requirement	Initial each required entry and if required submit the item
X	Stockholder Disclosure Certification	
X	Non-Collusion Affidavit	
X	Affirmative Action Compliance Notice	
X	Affirmative Action Mandatory Language	
X	Americans with Disabilities Act Mandatory Language	
X	Notice of Pending Disclosure Requirement ("Pay to Play")	
X	Business Registration Certificate	
X	Federal IRS W-4 Form "Employee's Withholding Certificate"	
X	Proof of Federal Tax ID / EIN	
X	Certificate of Employee Information Report / EEO	
X	Disclosure of Investment in Iran	
X	Disclosure of Russia or Belarus	
X	Acknowledgement of Receipt of Addenda	

**This form need not be submitted. It is provided for the bidder's use in assuring compliance with all required documentation.*

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>.

Vendors/Bidders must review this list prior to completing the below certification. If the Director of the

Division of Purchase and Property finds a person or entity to be in violation of the 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.

CHECK THE APPROPRIATE BOX

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities Relationship to Vendor/ Bidder Description of Activities	
Duration of Engagement	
Anticipated Cessation Date	

***Attach Additional Sheets If Necessary.**

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State 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. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Print Name & Title

Date

**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED
ACTIVITIES IN RUSSIA OR BELARUS PURSUANT TO P.L.2022,
c.3 FORM**

CHECK THE APPROPRIATE BOX

I, the undersigned, am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Bidder is not engaged in prohibited activities in Russia or Belarus as such term is defined in P.L.2022, c.3,¹ section 1.e, except as permitted by federal law.

I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

OR

I, the undersigned am unable to certify above because the person or entity seeking to enter into or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the activities is provided below.

Failure to provide such description will result in the Quote being rendered as non-responsive, and the Department/Division will not be permitted to contract with such person or entity, and if a Quote is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

DESCRIPTION OF PROHIBITED ACTIVITY

***Attach Additional Sheets If Necessary.**

CERTIFICATION

If you certify that the bidder is engaged in activities prohibited by P.L. 2022, c. 3, the bidder shall have 90 days to cease engaging in any prohibited activities and on or before the 90th day after this certification, shall provide an updated certification. If the bidder does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the State shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the State that were issued on or after the effective date of P.L. 2022, c. 3.

Signature of Authorized Representative

Date

Print Name & Title of Authorized Representative

Vendor Name

¹ Engaged in prohibited activities in Russia or Belarus” means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.