REQUEST FOR PROPOSALS

for

Re-Bid Disability Services Navigator Consultant Grant Administered by The County Department of Human Services

RFP-26-027

Contract Period: Commence Upon Award of Contract to End December 31, 2026 with Four (4) One-Year Options Contingent on the Availability of Funds and Performance

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2026

PASSAIC COUNTY BOARD OF COUNTY COMMISSIONERS

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Table of Contents

Bid Document Checklist 1
I. Introduction 3
II. Scope of Work 4
III. Deliverables and Requirements for Re-Bid Disability Services Navigator Consultant Grant Administered by The County Department of Human Services 6
IV. Award of Contract via Competitive Contracting 8
V. Subcontracting 8
VI. Definitions 8
VII. County Set-Aside Program 9
VIII. Procedures for Submitting a Bid 9
IX. New Jersey Business Registration Certificate 10
X. Prompt Payment 11
XI. Discrimination in Employment 11
XII. Equal Opportunity for Individuals with Disabilities 13
XIII. Insurance Requirements of the Respondent 13
XIV. State and Federal Taxes 14
XV. Anti-Kickback Act 14
XVI. Document Retention 14
XVII. Award and Execution of Contract 14
XVIII. Dispute Resolution 14
XIX. Liquidated Damages 14
XX. Termination for Cause 15
XXI. Requests for Information 15
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA 16
STATEMENT OF CORPORATE OWNERSHIP 17
BID PROPOSAL 20
STANDARD QUESTIONNAIRE 22
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN 23
CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS 24
NON-COLLUSION AFFIDAVIT 25
MBE/WBE PROGRAM CERTIFICATION FORM 26
FORM W-9, DEPARTMENT OF THE TREASURER INTERNAL REVENUE SERVICE 28
SAMPLE NEW JERSEY BUSINESS REGISTRATION CERTIFICATE 29

APPENDIX A -MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE SET-ASIDE AND JOINT VENTURE PROGRAM FOR THE COUNTY OF PASSAIC

Bid Document Checklist

The following documents must be included with the Respondent's Bid:

Document Description	Authority
Acknowledgment of Receipt of Addenda	N.J.S.A. 40A:11-23.2 (e)
Statement of Corporate Ownership	N.J.S.A. 52:25-24.2
Bid Proposal	N.J.S.A. 40A: 11-4
Standard Questionnaire	N.J.S.A. 40A:11-26

The following internal RFP Narrative Document Checklist due at bid opening:

Document Description	Authority
Annex A-1 - Contract Summary Sheet: Identifying information of the applicant agency and project name for which funding is sought.	Internal
Annex A-2 – Program Information form.	Internal
Annex A-3 – Program Narrative: Detailed narrative of no more than 10 typed pages in length.	Internal
Annex A-4 – Proposed Outputs Form	Internal
Annex A-5 – Budget Narrative Form	Internal
Annex B - Full Budget for the project	Internal
Annex C-1 (Part 1 and 2) - County Requirements	Internal
Annex C-2 – Special Conditions (if applicable)	Internal
Annex D – Contract Signatures and Agreement	Internal
Supporting documents: Include a copy of all Memoranda of Understanding with other corporations, agencies, or programs referenced in your proposal.	Internal
Include this completed checklist with your attachments	Internal

Bid Document Checklist (continued…)

The following documents must be submitted to the County prior to the contract being executed:

Document Description	**Authority**
Disclosure of Investment Activities in Iran	N.J.S.A. 52:32-57 (P.L. 2012, c. 25)
Certification of Non-Involvement in Prohibited Activities in Russia or Belarus	N.J.S.A. 52:32-60.1, et seq. (P.L. 2022, c.3)
Non-Collusion Affidavit	N.J.S.A 52:34-15
MBE/WBE Program Certification Form (if applicable)	Resolution No. R20210933
2024 Form W-9, Department of the Treasurer Internal Revenue Service	Internal
Business Registration Certificate	N.J.S.A. 52:32-44
Table of Organization	Internal
Board of Director's List	Internal

Name of Bidder (i.e. Company Name) (*Please Print*):_____

Signature of Authorized Representative: _____

Name (*Please Print*): _____

Title (*Please Print*): _____ **Date:** _____

**All documents required for the bid submission and prior to the execution of Agreement to the winning bidder are appended hereto and labeled accordingly. If any of the documents stated herein are missing, please contact the Passaic County Purchasing Agent immediately*.

NOTE: **BID DOCUMENT RETURN ENVELOPES MUST CLEARLY IDENTIFY THE BID NAME, BID NUMBER, AND BID OPENING DATE ON THE EXTERIOR OF THE COMMON CARRIER OR COMPANY MAILING ENVELOPE.**

I. Introduction

The County of Passaic is a regional government comprised of sixteen municipalities in northern New Jersey. The County is seeking qualified organizations or agencies in accordance with the scope of work specified in this request for services to provide Case consultation and navigation for young/emerging adults with intellectual or developmental disabilities (ID/DD), their families and caregivers, within Passaic County.

The County invites qualified agencies/consultants who share our commitment to addressing the needs of ID/DD youth and have substantive experience and expertise in making community connections necessary to engage with and address the needs of ID/DD individuals, families, caregivers, within Passaic County.

The County of Passaic is anticipating funding to provide case consultation and navigation for young/emerging adults (teenagers and young adults) with severe learning disabilities, Down Syndrome, Autism-Spectrum Disorder, and traumatic brain injury, and their families and/or caregivers. The Passaic County Department of Human Services is seeking a consultant/agency to provide these services within Passaic County for Passaic County residents. The project is specified below, including funding availability, target population, and specific services to be provided. The initial award to a successful applicant will begin on commence upon award of contract and terminate on December 31, 2026. Proposals will be reviewed, and funds awarded under the competitive contracting methodology required by the Local Public Contracts Law (P.L. 1999, C. 440). All awards will be subject to actual appropriation and availability of funds and the amounts listed as available for each project are subject to change accordingly. Subject to continued funding from the state and county, and findings from performance and needs review by the County Human Services Department, and Board of County Commissioners, successful projects funded under this offering may be eligible for up to four (4) one-year renewals, as follows: January 1, 2027 to December 31, 2027; January 1, 2028 to December 31, 2028; January 1, 2029 to December 31, 2029; and January 1, 2030 to December 31, 2030.

The Passaic County Department of Human Services reserves the right to reject any or all proposals, to accept or reject any item in the proposal, or to approve the purchase of any level of service deemed in the best interest of Passaic County. The Passaic County Board of County Commissioners reserves the right to cancel in part, or in its entirety, this Request for Proposals if it deems that it is in its best interest to do so. Should the proposal result in a contract award, PCDHS reserves the right to revise outcomes and performance criteria, contracted budget, and objectives for each achievement.

After the bid opening, applicants are encouraged to check the status of their application at https://www.passaicbids.com/. If there are questions about the status of an application, applicants are encouraged to email questions to bids@passaiccountynj.org.

ELIGIBLE APPLICANTS:

Any agency/consultant capable of meeting the requirements set forth in this Request for Proposals and providing services to Passaic County residents in a community-based setting is eligible to apply. Agencies will be required to demonstrate that they have the expertise, experience, and resources needed to operate the proposed project, as well as the ability to collaborate with other organizations and professionals serving Passaic residents. The consultant/agency will be responsible for connecting parents, families, and caregivers of neurodiverse teenagers and young adults who are currently struggling to locate, identify, apply, and receive appropriate services in Passaic County. Prior successful performance history with the proposed services will be a consideration in granting awards. Any agency that was previously funded

under a grant with the Passaic County Department of Human Services is asked to submit program outcomes with their proposals, even if the current application is for a different service or program than was previously funded.

GENERAL FISCAL STANDARDS:

If awarded a contract under this Request for Proposals, contractors will be required to submit a certified audit in accordance 2 CFR Part 200 Subpart F (if applicable).

GENERAL PROGRAM STANDARDS AND CONTRACTUAL OBLIGATIONS:

Successful applicants will be required to register their agency's programs with the County's Virtual Resource Hub at https://help.impactpassaic.com/.

Successful applicants will be required to post complaint and grievance procedures of the Passaic County Department of Human Services, including the Department's action line; pcdal@passaiccountynj.org, in program common areas, waiting areas, and/or on your program website.

The agency/entity shall ensure full criminal background checks are conducted on all employees, staff, volunteers, consultants, interns, and any others scheduled to routinely interact with clients, at the time of hire and/or engagement. Programs serving individuals under the age of 18 shall conduct criminal background checks supported by fingerprints, for all employees.

Reporting Requirements:

The agency is required to submit program and fiscal reports within the required timeframes on the forms provided by the department. At a minimum, the following reports are required:

- Fiscal Reports
- Program Activity reports including caseload information, number of face to face and other contacts, summaries of outreach, marketing contacts, and presentations
- Proof of Expenditures

Fiscal and level of service reporting is required on a quarterly basis. Actual expenditures **must** be reported using the Annex B form by the 5th day of the following month after the close of each calendar quarter. The Final ROE is due 5 days after the contract period ends.

Please note that all reported expenditures must be accompanied by appropriate supporting documentation. This includes, but is not limited to, payroll records, timesheets, invoices, receipts, contracts, proof of payment, and any documentation necessary to verify that the expense is allowable, and reasonable under the approved budget and scope of work this project.

II. Scope of Work

Passaic County Department of Human Services is seeking proposals from qualified organizations to provide the following services:

Disability Services Navigator Consultant:

An estimated allocation of $45,000 is available for the initial funding period of commence upon award of contract to December 31, 2026 (including start-up costs and program operations costs), and $60,000 annual funding from the County of Passaic will be available to provide Case Navigation

Services. The Department of Human Services is seeking a consultant to be a liaison between the residents of Passaic County meeting the target population definition and needed resources. Subject to continued funding from the state and county, and findings from performance and needs review by the County Human Services Department, and Board of County Commissioners, successful projects funded under this offering may be eligible for up to four (4) one-year renewals. The initial estimated award amount of $45,000 includes start-up costs and program operations costs and is available for the initial award period of commence upon award of contract to 12/31/26. If granted, the option years an estimated allocation of $60,000 will be available for program operation costs each year for the following award periods: January 1, 2027 to December 31, 2027; January 1, 2028 to December 31, 2028; January 1, 2029 to December 31, 2029; and January 1, 2030 to December 31, 2030.

Services shall include the following:

1. **Case Navigation Services**
   The selected Consultant will identify appropriate services to provide individualized case consultation and navigation for Passaic County residents with intellectual and developmental disabilities and their families seeking support in navigating, applying, and receiving services.

   - **Specialized background in NJ State ID Services:** Consultant should have a comprehensive knowledge of NJ State Law and accessing Developmental Disabilities; including Aging & Disability Resource Connection (ADRC), NJ Children's System of Care (CSOC), NJ Office of Special Education; Transition School to Adult Life, DVR, DOL.
   - **Knowledge base of agencies/organizations in Passaic County:** Consultant should have broad knowledge of ID/DD services that are currently being offered in Passaic County including identified Family Support Organizations (FSO) and Care Management Organizations (CMO's), NJDHS approved Medicaid/DDD Support Coordination Agencies, as well as public & private social support resources, events, etc.
   - **Resource Coordination:** Collaborate with the above-mentioned, and other community partners, to ensure the necessary resources/services for Passaic County Residents are received. Collaborate with the NJ Office of the Ombudsman for Individuals with Intellectual or Developmental Disabilities as needed for resources and advocacy.

Provider Responsibilities

The selected consultant will be working on-site at the Passaic County Department of Human Services for a minimum of fifteen (15) hours per week. The administration of this program falls under the Passaic County Department of Human Services. All program materials will be developed under the county logo, with county approval. The program address, phone number, and email will be provided by the Passaic County Department of Human Services.

The selected consultant will act as a liaison on behalf of Passaic County residents. The consultant will be responsible for connecting parents, families, and caregivers of neurodiverse individuals who are currently struggling to locate, identify, apply and receive appropriate services. The consultant will also identify barriers to access related to financial, transportation, and linguistic issues experienced while residents seek assessment, intervention, and support services.

The target population for this service includes Passaic County families and caregivers for teenagers and young adults with severe learning disabilities, Down Syndrome, Autism-Spectrum Disorder, and traumatic brain injury. The diversity also extends functional abilities (verbal or non-verbal, high/low functioning), and their persistence (transient, cyclic or chronic). In addition, the consultant will provide ongoing community educational training for Passaic County; to include people with disabilities, families, caregivers, support providers, schools, as well as county-based organizations as needed.

In addition to case consultation and navigation, the consultant will develop program marketing materials and educational materials for presentations to other groups and individuals. The consultant shall conduct outreach and make presentations to other organizations and schools as deemed necessary to build program awareness.

The consultant will develop a screening tool for new case admissions and train department staff on the use of this tool when new requests for Disability Navigation services are received.

All record keeping will be maintained at the Passaic County Department of Human Services and is the property of the Department of Human Services.

The consultant will meet on a bi-weekly basis with department leadership to review case load and progress toward program deliverables.

III. Deliverables and Requirements for Re-Bid Disability Services Navigator Consultant Grant Administered by The County Department of Human Services

Applicants need to submit one (1) original and three (3) complete copies, including one on a flash drive. To apply, please complete Annex A documents. Annex A is a separate fillable PDF document downloadable with RFP materials. Applicants are advised to ensure they have downloaded the RFP, along with Annex A and Annex B.

1. Annex A-1 - Contract Summary Sheet: A form providing identifying information about the agency applying and the project for which funding is sought.
2. Annex A-2 - Program Information form.
3. Annex A-3 - Program Narrative: Complete a detailed narrative of no more than 10 typed pages in length (you may attach additional pages as necessary to complete the narrative. The following sub-headings may be used to organize the narrative and its topics:
   A. <u>Background and Qualifications of Applicant</u>: A description of the organization/individual consultant, the philosophy in working with individuals and families, experience, and qualifications for providing services. If the applicant has had any prior contracts with PCDHS, list services provided and outcomes.
   B. <u>Location of Services and Marketing Plan</u>: The Consultant will be provided with space to provide services from the Passaic County Department of Human Services office located at 401 Grand Street in Paterson. Identify the times and days the consultant will be on-site at the DHS office (minimum 15 hours per week). Describe how the consultant will outreach to organizations and individuals and educate the community about this new program and the services that are being offered. Discuss accessibility of the program for all individuals, and any ADA accommodations if applicable. Describe how technology will be used to reduce/eliminate access barriers.

C. Staffing: A description of the specific consultant. Include a resume if the person is an existing staff member, or a job description including requirements and qualifications if the consultant is to be hired. Include an estimated start date if the consultant is to be hired. Discuss how the consultant will be supervised.
D. Existing and Proposed Relationships with Other Agencies and Individuals: A description of existing and proposed relationships with other agencies providing services for enrolled individuals and families. Describe how services from partner organizations will be leveraged to ensure immediate access to needed levels of care.
E. Detailed Project Description:
   i. Project overview.
   ii. Geographic area(s) to be served.
   iii. Target Population. The target population for this service includes Passaic County teenagers and young adults seeking support in navigating ID services.
   iv. Anticipated level of service to be provided for people meeting the target population.
   v. Marketing plan, including number and types of outreach to individuals, groups, organizations, schools, and other programs.
   vi. Admission and Referral procedures. Discuss the development and use of a screening tool, and training DSH front line staff to accept referrals and complete the screening tool.
   vii. Detailed description of the services that will be offered. Applicants need to include a plan describing case handling including intake, assessment of client needs and strengths, case plan development, referral for other services, and handling of crises.
   viii. Describe the agency's existing community partnerships and how they would be leveraged for referrals. Discuss new and proposed partnerships in support of this program.

4. Annex A-4 – Proposed Outputs: Use this form to identify the anticipated number of people to be served and the modality. List up to two anticipated Impacts of your program. Each anticipated impact can have up to three measurable outcomes. Be sure that outcomes are time-framed and measurable. Outcomes need to be reflective of the direct services offered, for example case navigation, and outreach sessions. Identify what data you will supply to the county to evaluate your outcome(s). Should the proposal result in a contract award, PCDHS reserves the right to revise outcomes and performance criteria, number of outcomes, and targets for each achievement.
5. Annex A-5 – Budget Narrative Form: Provide a narrative describing the budget. This form is a supplement to your budget and should be used to describe how grant funding will be utilized. Provide additional details and rationale for specific items on the budget.
6. **Proposed Budget** for the project. Include the grant dollars associated with this project and other anticipated revenue. The Annex B budget is in a separate Excel spreadsheet that is downloaded with the RFP materials. Upon award, the Department of Human Services will request a **Contract Budget** for this award and each one-year renewal. The **Contract Budget** may be modified in collaboration with the Department of Human Services to address changes in the level of service, demand for service, and/or based on actual service provided or billed.
7. Annex C 1 and 2 forms include other requirements specific to this program or funding source if applicable. Annex C-1 Part 1 lists the reporting schedule and reporting requirements. Annex C-1 Part 2 lists requirements for advisory board attendance and additional electronic reporting requirements. These vary by funding source. Annex C-2 lists other special conditions related to

this RFP. These forms are completed by the Department of Human Services prior to the RFP Release. Do not alter any information that has been entered into these forms.

8. Annex D: Complete and sign the agreement to the terms and requirements of the RFP.
9. Table of Organization: Indicating the reporting and supervisory relationships for staff involved in the proposed project as well as the relationship of the program to the overall organization.
10. Board of Director's List. A list containing the names, addresses, and affiliations of the organization's officers and Board of Director members (if applicable).
11. Supporting documents: Include a copy of all Memoranda of Understanding with other corporations, agencies, or programs referenced in your proposal.

IV. Award of Contract via Competitive Contracting

The successful Respondent will be awarded using the competitive contracting process as set forth in N.J.S.A. 40A11-4.1, *et seq*. Pursuant to N.J.S.A. 40A:11-4.4(b), the methodology for the awarding of a competitive contracts will be based upon the evaluation and ranking under the following categories: (1) technical; (2) management; and (3) cost. The proposals will be evaluated pursuant to N.J.S.A. 40A:11-4.5(d) by the Purchasing Agent, County Counsel, or Administrator, and shall prepare a report evaluating and recommending the award of contract to a Respondent.

Pursuant to N.J.S.A. 40A:11-4.5(e), the Board shall award the contract or reject all bids no more than sixty (60) days after the receipt of bids, except that the bids of any bidders who consent thereto may, at the request of the County, be held for consideration for such longer period as may be agreed.

V. Subcontracting

Under no circumstances shall a Respondent sub-contract any part of the contract with the County of Passaic without prior written permission.

VI. Definitions

As used herein the following words have the following definitions, unless the context indicates otherwise:

a. "Affiliate" means any entity that: (1) directly, indirectly, or constructively controls another entity; (2) is directly, indirectly, or constructively controlled by another entity; or (3) is subject to the control of a common entity if it owns, directly or individually, more than fifty percent (50%) in the entity.
b. "Agreement" means the final contract awarded to the lowest responsible bidder as approved by the Passaic County Board of County Commissioners.
c. "Bid" means the submission by the respondent for the work as outlined herein for the Re-Bid Disability Services Navigator Consultant Grant Administered by The County Department of Human Services.
d. "Bidder" means the respondent contractor submitting a proposal for the construction project as set forth herein.
e. "Bid Documents" means any of the proposals, plans, and specifications as set forth herein for the completion of the Re-Bid Disability Services Navigator Consultant Grant Administered by The County Department of Human Services.
f. "Bid Opening" shall mean the time as designated herein when bids are due and shall be unsealed as set forth herein and in accordance with applicable law.
g. "Board" means the Passaic County Board of County Commissioners.

h. "Contract" means any agreement, including but not limited to a purchase order or a formal agreement, which is a legally binding relationship enforceable by law, between a respondent who agrees to perform the work as outlined herein, as defined by and subject to the terms of the bid documents, plans, and specifications set forth herein.
i. "Contracting Unit" shall mean the County of Passaic.
j. "County" means the County of Passaic.
k. "Department" means Management and Department of Human Services.
l. "Project" means the Re-Bid Disability Services Navigator Consultant Grant Administered by The County Department of Human Services
m. "Purchase Order" means a document issued by the contracting agent authorizing a purchase transaction with a vendor to provide or perform goods or services to the contracting unit, which, when fulfilled in accordance with the terms and conditions of a request of a contracting agent and other provisions and procedures that may be established by the contracting unit, will result in payment by the contracting unit.
n. "Purchasing Agent" means the Passaic County Purchasing Agent.
o. "Respondent" means the bidder submitting a proposal for the RFP project as set forth herein.
p. "Subcontractor" means any business organization that knowingly provides goods or services directly to a contractor or subcontractor in fulfillment of the Project issued by the County, where the value of goods exceeds the bid threshold as set by applicable law.

VII. County Set-Aside Program

On October 26, 2021, the Board of County Commissioners of the County of Passaic passed Resolution No. R20210933 establishing the Minority Business Enterprise and Women Business Enterprise Set-Aside and Joint Venture procurement program in the County. The Set Aside Program was established to promote economic inclusion, and to ensure that the County's procurement practices promote equal opportunities to compete for all willing and able businesses, the County has established goals to ensure that funds spent by the County promote local minority business entities and women business entities.

For calendar year 2022, the Set Aside Program's goals for professional services are as follows: (1) ten percent (10%) of total average "spend" on contracts for professional services awarded to WBEs and with a goal to twenty percent (20%) by 2024 by way of set-asides; and (2) ten percent (10%) of total average "spend" on contracts for professional services awarded to MBEs and with a goal to twenty percent (20%) by 2024 by way of set-asides. If your business is a qualified WBE and/or MBE, please complete the MBE/WBE Program Certification Form enclosed herewith. If a bidder is not a certified minority business enterprise or women business enterprise, please check the box at the top of the form marked 'not applicable'.

VIII. Procedures for Submitting a Bid

Respondent shall submit a bid for the Project either in person prior to the hour designated herein via regular mail, overnight delivery, or hand delivery to the following address:

County of Passaic – Division of Purchasing
Passaic County Procurement Center
495 River Street, 2nd Floor
Paterson, New Jersey 07524

Bids delivered by regular mail, overnight delivery, or hand delivered prior to the date and time as set forth herein shall be inserted in a sealed envelope. The name and address of the bidder is to be written on the outside of the envelope.

Any bidder who has mailed, overnight delivered, or hand delivered a bid to the County of Passaic Division of Purchasing may attend the virtual bid opening. However, the County is not responsible for any bid that is not received at the time of the bid opening.

By typing your signature on the County bid document, you are doing so with the intent to sign your bid submission and consent to the terms of the County's bid specifications pursuant to the Uniformed Electronic Transaction Act.

Bidders must submit all required documentation as stated herein, including all of the items listed on the Bid Document Checklist. Please take note of the following:

1. A respondent's bid proposal shall not be considered responsive if submitted with any qualifying conditions or provisions.

2. The Statement of Corporate Ownership enclosed hereto and required under N.J.S.A. 52:25-24.2 must set forth the names and addresses of all stockholders in the corporation who own ten percent (10%) or more of its stock of any class, or any individual partners in a partnership who own a ten percent (10%) or greater interest therein.

3. The Non-Collusion Affidavit required under N.J.S.A. 52:34-15 must be signed and notarized.

4. If any discrepancies or omissions appear in the Bid Documents, the bidder shall notify the Purchasing Agent in writing of any such discrepancy or omission.

IX. New Jersey Business Registration Certificate

Prior to the award of contract to the lowest responsible bidder, the Contractor shall provide a current Business Registration Certificate (hereafter "BRC") pursuant to N.J.S.A. 52:32-44. A Business Registration Certificate is required for all contractors and any subcontractors performing work on the Project. Under N.J.S.A. 52:32-44, the following requirements are imposed on contractors or subcontractors that knowingly provide goods or perform services for a contractor fulfilling the services required herein:

1. The contractor shall obtain and provide the owner the BRC of subcontractors knowingly used on this Project.

2. The contractor shall maintain and submit to the County a list of subcontractors and their addresses that may be updated from time to time during the course of the contract performance. A complete and accurate list shall be submitted before final payment is made for goods and services rendered under the contract.

3. During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the N.J.S.A. 54:32B-1 *et seq*. on all taxable sales of tangible personal property delivered into the State.

Failure to submit the BRC with the bid is not a cause for rejection. However, the County prefers the BRC be submitted with the bid response. If it is not provided prior to execution of a contract the bidder's bid guarantee shall be forfeited and the contract shall be awarded to the next lowest responsible bidder.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of twenty-five dollars ($25.00) for each day of violation, not to exceed fifty thousand dollars ($50,000), for each BRC not properly provided or maintained under a contract with the County.

A BRC is obtained from the New Jersey Division of Revenue and Enterprise Services. Information on obtaining a BRC is available by visiting www.nj.gov/treasury/revenue/busregcert.shtml or by phone at (609) 292-2929.

X. Prompt Payment.

All payments for work performed will be made by the County in compliance with N.J.S.A. 2A:30-1, *et seq*.

XI. Discrimination in Employment

The terms and conditions as set forth in the New Jersey Civil Rights Act, N.J.S.A. 10:1, *et seq*. are hereby made part of every contract entered into by the County of Passaic. Pursuant to N.J.S.A. 10:1, *et seq*., the bidder agrees to the following conditions:

1. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

2. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

3. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of fifty dollars ($50.00) for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

4. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

Pursuant to N.J.S.A. 10:5-32, no contract be awarded by the County, nor shall any moneys be paid thereunder to any contractor, subcontractor or business firm which has not agreed and guaranteed to afford equal opportunity in performance of the contract and, except with respect to affectional or sexual orientation, and gender identity or expression, in accordance with an affirmative action program approved by the New Jersey State Treasurer.

Bidders are required to comply with the requirements of P.L.1975, c.127. The terms and conditions as set forth in N.J.S.A. 10:5-33 are hereby made a part of every contract entered into by the County of Passaic, specifically, that, during the performance of the contract, the contractor agrees as follows:

1. 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 take affirmative action to ensure that such applicants are recruited and employed, 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 action 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 contracting officer setting forth the provisions of this nondiscrimination clause;

2. 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; and

3. The contractor or subcontractor where applicable, will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

Pursuant to N.J.S.A. 10:5-34, each prospective bidder is required to submit an Affirmative Action Plan to the New Jersey State Treasurer, as set forth in the law:

Each prospective bidder on a public works contract or contracts and each subcontract bidder to a prime contract bidder shall formulate and submit to the State Treasurer his or its affirmative action program of equal opportunity whereby he or it guarantees minorities employment in all employment categories; the submission shall be accompanied by a fee in an amount to be fixed by the State Treasurer. For the purposes of this section, equal employment opportunity but not affirmative action is required with respect to persons identified solely by their affectional or sexual orientation and gender identity or expression. The State Treasurer shall notify the bidder of approval or disapproval of his or its program within 60 days of its submission; failure of the State Treasurer to so act within 60 days shall constitute approval of the program. Any existing

federally approved or sanctioned affirmative action program shall be approved by the State Treasurer.

No subcontract bidder who has less than five employees need comply with the provisions of this section.

XII. Equal Opportunity for Individuals with Disabilities

All bidders expressly agree to comply with the provisions of the American with Disabilities Act of 1990, 1990 Enacted S. 933, 101 Enacted S. 933, 104 Stat. 327, 101 P.L. 336, 1990 Enacted S. 933, 101 Enacted S. 933, and any amendments thereto, that established a clear and comprehensive prohibition of discrimination on the basis of disability. The rules and regulations promulgated under the American with Disabilities Act of 1990, and any amendments thereto, are hereby made a part of every contract entered into by the County of Passaic with the lowest responsible bidder.

In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Americans with Disabilities Act of 1990, and any amendments thereto, during the performance of the contract, the contractor shall indemnify, protect, and save the County, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, or whatever kind of nature arising out of claimed to arise out of an alleged violation.

XIII. Insurance Requirements of the Respondent

The Respondent shall maintain insurance as set forth herein for the duration of the Project, including, but not limited to the following:

New Jersey Workers' Compensation pursuant to N.J.S.A. 34:15-1, *et seq*.;
Generable Liability Insurance;
Property Damage Liability Insurance; and
Business Automobile Liability Insurance

The Respondent shall maintain a guarantee of such insurance in the following amounts:

Workers' Compensation	$100,000 to $300,000
General Liability Insurance	$1,000,000
Property Damage Liability Insurance	$500,000
Business Automobile Liability Insurance	$250,000

The contractor is given the option to obtain a combined single limit insurance policy in the amount of one million dollars ($1,000,000.00).

The County of Passaic shall be named as an additional insured on the insurance policies required herein. The contractor shall require a certificate of insurance upon execution of the contract. The certificates of insurance shall expressly state that the insurers will notify the County of termination of coverage no less than thirty (30) days prior to termination. In the event that any of the insurance policies herein lapse, the contractor shall notify the County of a lapse in coverage immediately.

In the event the contractor shall cause his insurance coverage to lapse, the contractor shall immediately notify the County of same. In addition, the insurance policy additional named insured

provision naming the County as an additional insured on same shall contain language regarding the insurer to provide timely notification to the County about lapse in coverage.

The contractor shall also agree to indemnify and hold harmless the County for all claims, cost and judgments arising out of the allegations of negligence, errors, omissions, or allegations otherwise sounding in tort while performing within the scope of this agreement, to include but not limited to the actions of any subcontractors or suppliers.

The insurance requirements set forth herein may be supplanted and increased by the County pursuant to values as set forth in the supplementary specifications for the Project.

XIV. State and Federal Taxes

Pursuant to N.J.S.A. 54:32B-9 and applicable federal law, the County of Passaic are exempt from sales and use tax and the federal excise tax for the purchase of fuel.

XV. Anti-Kickback Act

The bidder must comply with 18 U.S.C. 874, the Anti-Kickback Act, and any other applicable regulations promulgated by the United States Department of Labor applicable to public works projects in the United States. The contractor shall include applicable provisions in any agreements with subcontractors retained for the Project to ensure compliance.

XVI. Document Retention

Pursuant to N.J.A.C. 17:44-2.2, the successful bidder shall maintain all documentation related to products, transactions, or other services under this contract for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

XVII. Award and Execution of Contract

Pursuant to N.J.S.A. 40A:11-24(b), the contract awarded to the selected Respondent shall be signed by all parties no later than twenty-one (21) days after the award of the contract, Sundays and holidays excepted, after the making of an award. The contractor, upon written request to the County, is entitled to receive, within seven (7) days of the request, an authorization to proceed pursuant to the terms of the contract on the date set forth in the contract for work to commence, or, if no date is set forth in the contract, upon receipt of authorization.

XVIII. Dispute Resolution

Prior to submitting a cause of action to a court for relief, by submitting a proposal bidders are expressly agreeing to first submit to non-binding arbitration for resolve disputes that arise, as governed by N.J.S.A. 40A:11-50 and N.J.S.A. 2A:6-23B, *et seq*. The costs of arbitration shall be fully borne by the Respondent. The process as set forth in N.J.S.A. 2A:6-23A-1, *et seq.* are hereby made a part of every contract entered into by the County of Passaic.

XIX. Liquidated Damages

In accordance with N.J.S.A 40A:11-19, liquidated damages are hereby made a part of every contract entered into by the County of Passaic and the winning bidder. If the winning bidder fails to

deliver any of the services as outlined herein, the County is entitled to one hundred and fifty dollars ($150.00) per day as liquidated damages, and not as a penalty.

XX. Termination for Cause

In the event that the contractor shall fail to comply with any of the conditions herein provided and as covered by the contract, the Purchasing Agent shall notify the contractor of such failure or default and demand that the same be remedied within five (5) days. In the event of the failure of the contractor to remedy the same within said period, the Purchasing Agent shall take steps to terminate the contract, and the performance bond shall be forfeited.

XXI. Requests for Information

All requests for information made by a bidder prior to the designated bid opening shall be made in writing to the following designated official:

Zyanya Cordova, Principal Purchasing Agent
County of Passaic
Purchasing Division
Phone: (973) 247-3300
Email: bids@passaiccountynj.org

Requests for information by a bidder shall be shared with every contractor who has picked up the Bid Documents with corresponding answers.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following addenda. If no addenda were issued, check the "No addenda were received" box.

This form must be returned with your bid response regardless of if addenda were issued.

Addenda Number	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

☐ **No addenda were received**

Name of Bidder (i.e. Company Name) (*Please Print*):_____

Signature of Authorized Representative: _____

Name (*Please Print*): _____

Title (*Please Print*): _____ **Date:** _____

*Signature is required only if an addendum was issued.

STATEMENT OF CORPORATE OWNERSHIP

All parts must be carefully reviewed and completed to the extent applicable.
Any material errors or omissions will result in the rejection of a bidder's entire submission.

PART 1

(Part 1 must be completed by all bidders)

1) **Full Legal/Corporate Name of Bidder:** _____
(hereafter, "Bidder")

2) **Bidder's Entity Type (check one):**

Corporation	
S Corporation	
Limited Liability Company	
Partnership	
Limited Partnership	
Limited Liability Partnership	
Sole Proprietorship	
Other: _____	

3) **Does any individual own a 10% or greater interest in the Bidder? (check one):**

Yes	
No	

4) **Does any entity own a 10% or greater interest in the Bidder? (check one):**

Yes	
No	

5) **Does any individual or entity own a 10% or greater interest in an entity described in Question 4 above? (check one):**

Yes	
No	
Not Applicable	

PART 2

(Part 2 must be completed if Bidder is a Corporation, S Corporation, or Limited Liability Company)

Date of Incorporation: _____ **Place of Incorporation:** _____

Business Address: _____
_____

Business Telephone: _____ **Business Fax:** _____

PART 3A

(Part 3A must be completed if you answered "Yes" to Part 1, Question 3)

In accordance with N.J.S.A. 52:25-24.2, you must provide the legal names and addresses of **all individuals holding a ten percent (10%) or greater interest in the Bidder** (i.e., 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).

Name: _____
Address: _____
_____

Name: _____
Address: _____
_____

Name: _____
Address: _____
_____

Name: _____
Address: _____
_____

(Attach additional sheets if necessary)

PART 3B

(Part 3B must be completed if you answered "Yes" to Part 1, Question 4)

In accordance with N.J.S.A. 52:25-24.2, you must provide the legal names and addresses of **all entities holding a ten percent (10%) or greater interest in the Bidder** (i.e., if any stockholder or partner or member holding a ten percent (10%) or greater interest in Bidder is itself a corporation or partnership or limited liability company).

Name: _____
Address: _____
_____

Name: _____
Address: _____
_____

Name: _____
Address: _____
_____

Name: _____
Address: _____
_____

(Attach additional sheets if necessary)

PART 3C

(Part 3C must be completed if you answered "Yes" to Part 1, Question 5)

In accordance with N.J.S.A. 52:25-24.2, you must provide the legal names and addresses of **all individuals and entities holding a ten percent (10%) or greater interest in any entity listed in Part 3B hereinabove**.

Name: _____
Address: _____
_____

Name: _____
Address: _____
_____

(Attach additional sheets if necessary)

PART 4

(Part 4 is optional, and may be completed in lieu of Parts 3B and/or 3C with respect to any publicly traded entity that is a direct or indirect parent entity of the Bidder)

To comply with N.J.S.A. 52:25-24.2, a bidder with any direct or indirect parent entity which is publicly traded may submit:

1) The name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent; and
2) If there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.

Any response to Part 4 must be provided through separately attached document(s) including all information, website links, and page numbers required by N.J.S.A. 52:25-24.2.

PART 5

(Part 5 must be completed and signed by an individual on behalf of the Bidder)

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Bidder, and that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the County of Passaic ("County") is relying on the information contained herein, and that the Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the County to notify the County in writing of any changes to the information contained herein. I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach permitting the County to declare any contract(s) resulting from this certification void and unenforceable.

Signature: _____ **Date:** _____
Name (please print): _____
Title: (please print): _____

BID PROPOSAL

Proposals showing any erasure alteration must be initialed by bidder in ink. Altered items not initialed will not be considered for award.

Name of Bidder (i.e. Company Name) (*Please Print*): _____

submits the following proposal for the

Re-Bid Disability Services Navigator Consultant Grant Administered by The County Department of Human Services

Project RFP-26-027

Contract Period: Commence Upon Award of Contract to End December 31, 2026 with Four (4) One-Year Options Contingent on the Availability of Funds and Performance

DELIVERY:

All articles shall be delivered to all Departments and Institutions specified with all charges prepaid, (F.O.B. Destination) in such quantities as ordered by the County of Passaic, which may be greater or lesser in amount than herein specified and in case no specific time for delivery is included by the County of Passaic when the order is given, then such goods must be delivered immediately.

No additional charges will be allowed for any transportation cost resulting from partial shipments made at the vendor's convenience.

Merchants who substitute commodities or deliver commodities not according to specifications, or who do not deliver at time specified in the proposal will be classified, as undesirable and their proposals will be refused in future bidding.

To the Passaic County Board of County Commissioners:

The undersigned hereby declares that they have carefully examined the Bid Documents and that they will contract to carry out and complete said Project at the following prices:

a. **Base Agreement**.

CONTRACT YEAR	START DATE	END DATE	COST
Year One	Commence Upon Award of Contract	December 31, 2026	$

BID PROPOSAL (continued…)

It is a mandatory requirement to complete the option year(s).

b. **County Options to Extend Agreement.**

OPTION YEAR	START DATE	END DATE	COST
Option One	January 1, 2027	December 31, 2027	$
Option Two	January 1, 2028	December 31, 2028	$
Option Three	January 1, 2029	December 31, 2029	$
Option Four	January 1, 2030	December 31, 2030	$

Name of Bidder (i.e. Company Name) (*Please Print*):_____

Signature of Authorized Representative: _____

Name (*Please Print*): _____

Title (*Please Print*): _____ **Date:** _____

STANDARD QUESTIONNAIRE

Name of Bidder (i.e. Company Name) : _____

Address of Bidder: _____

Telephone: _____ **Fax:** _____

1. How many years have you been in business as a contractor as your present business name given above?

   _____ Year(s)

2. How many years have you been the Principal Officer of a general contracting firm under a different name?

   _____ Year(s)

3. List three (3) projects similar in nature previously completed by your organization:

Name of Owner	
Project Manager	
Project Manager Phone #	
Project Type	
Project Location	
Amount of Contract	**$**
Date of Completion	

Name of Owner	
Project Manager	
Project Manager Phone #	
Project Type	
Project Location	
Amount of Contract	**$**
Date of Completion	

Name of Owner	
Project Manager	
Project Manager Phone #	
Project Type	
Project Location	
Amount of Contract	**$**
Date of Completion	

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Part 1: Certification

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran.

The Chapter 25 list is found on the State of New Jersey Division of Purchase and Property website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review the list prior to completing the certification below. Failure to complete the certification will render a bidder's proposal non-responsive.

PLEASE CHECK THE APPROPRIATE BOX:

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed herein nor any of the bidder's parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above 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 bidder and/or one of more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury'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.

Name_____ **Relationship to Bidder/Offeror** _____

Description of Activities _____

Duration of Engagement _____ **Anticipated Cessation Date** _____

Bidder/Offeror 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 Passaic County is relying on the information contained herein and hereby 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 Passaic County, New Jersey and that the County at its option may declare any contract(s) resulting from this certification void and unenforceable.

Name of Bidder (i.e. Company Name) (*Please Print*):_____

Signature of Authorized Representative: _____

Name (*Please Print*): _____

Title (*Please Print*): _____ **Date:** _____

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, including a local government 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 County of Passaic 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

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

☐ **A.** That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

☐ **B.** That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets if Necessary.)

Signature of Vendor's Authorized Representative	Date
Print Name and Title of Vendor's Authorized Representative	Vendor's FEIN,EIN, or FTIN
Vendor's Name (i.e. Company Name)	Vendor's Phone Number
Vendor's Address (Street Address)	Vendor's Fax Number
Vendor's Address (City/State/Zip Code)	Vendor's Email Address

Definitions:

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2)

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of Passaic ss:

I, _____ residing in _____ in the County of _____ and 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 bidder making this proposal for the bid entitled **Re-Bid Disability Services Navigator Consultant Grant Administered by The County Department of Human Services**, and that I executed the said proposal with full authority to do so, that said bidder has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named contract, and that all statements contained in said bid proposal and in this affidavit are true and correct, and made with full knowledge that the County of Passaic relied upon the truth of the statements contained in said bid proposal and in this affidavit in awarding the Contract for the said bid proposal.

Name of Bidder (i.e. Company Name) (*Please Print*):_____

Signature of Authorized Representative: _____

Name (*Please Print*): _____

Title (*Please Print*): _____ **Date:** _____

Subscribed and sworn to before me on this
_____ day of _____, _____.

_____
Signature of Notary Public

MBE/WBE PROGRAM CERTIFICATION FORM

Pursuant to N.J.S.A. 40A:11-42, et seq., on October 26, 2021, the Board of County Commissioners of the County of Passaic passed Resolution No. R20210933, establishing the Minority Business Enterprise and Women Business Enterprise Set-Aside and Joint Venture Program. The County of Passaic ("County") created the Set-Aside and Joint Venture Program to promote economic inclusion and ensure the County's procurement practices advance equal opportunities for all willing and able businesses.

Minority Business Enterprise (MBE)

Pursuant to N.J.S.A. 40A:11-41(d), a qualified minority business enterprise is a business which has its principal place of business in the State of New Jersey, is independently owned and operated, is at least 51 percent owned and controlled by minority group members and is qualified pursuant to N.J.S.A. 40A:11-25. Minority group members are persons who are black, Hispanic, Portuguese, Asian-American, American Indian or Alaskan natives, as defined under N.J.S.A. 40A:11-41(b).

Women's Business Enterprise (WBE)

Pursuant to N.J.S.A. 40A:11-41(c), a qualified women's business enterprise is a business which has its principal place of business in the State of New Jersey, is independently owned and operated, is at least 51 percent owned and controlled by women and is qualified pursuant to N.J.S.A. 40A:11-25.

Section I. Please select the appropriate box below:

☐ Qualified Minority Business Enterprise (MBE).

☐ Qualified Women Business Enterprise (WBE).

☐ Qualified Minority Business Enterprise and Women Business Enterprise (MWBE).

☐ None of the above.

Section II. If your business is a qualified MBE, WBE or MWBE, please provide a Certificate issued by the State of New Jersey and complete this Section.

1. I hereby certify my business is a qualified MBE, WBE or MWBE, as evidenced by the enclosed Certificate issued by the State of New Jersey. I understand the County may reject my bid for failure to provide an MBE, WBE or MWBE Certificate prior to an award of contract.

2. I understand qualification for the County of Passaic's Minority Business Enterprise and Women Business Enterprise Set-Aside and Joint Venture Program is subject to audit.

3. I understand the terms of the County's Set-Aside and Joint Venture Program, as stated in Resolution No. R20210933, attached hereto as **Appendix A**.

4. I understand if the County determines a vendor has been classified as a qualified MBE, WBE or MWBE based on false information knowingly supplied by the vendor and the vendor has been awarded a contract to which it would not otherwise have been entitled to under N.J.S.A. 40A:11-41, et seq., the County may do all or any of the following in accordance with the requirements set forth in N.J.S.A. 40A:11-47:

a. Assess against the vendor any difference between the contract and what the County's cost would have been if the contract had not been awarded to the vendor;

b. In addition to the amount due under section a., assess against the vendor a penalty in an amount of not more than 10% of the amount of the contract involved; and

c. Order the business ineligible to transact any business with the County of Passaic for a period to be determined by the County.

Name of Bidder (i.e. Company Name) (*Please Print*):_____

Signature of Authorized Representative: _____

Name (*Please Print*): _____

Title (*Please Print*): _____ **Date:** _____

FORM W-9, DEPARTMENT OF THE TREASURER INTERNAL REVENUE SERVICE

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I **Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II **Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Cat. No. 10231X Form **W-9** (Rev. 3-2024)

SAMPLE NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

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:

Acting Director

FORM-BRC(08-01) This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

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

APPENDIX A

MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE SET-ASIDE AND JOINT VENTURE PROGRAM FOR THE COUNTY OF PASSAIC

Res-Pg:o.24-1

County of Passaic
Board of County Commissioners

OFFICE OF COUNTY COMMISSIONERS

Director Pasquale "Pat" Lepore
Deputy Director Bruce James
Assad R. Akhter
John W. Bartlett
Theodore O. Best, Jr.
Terry Duffy
Cassandra "Sandi" Lazzara

401 Grand Street
Paterson, New Jersey 07505
Tel: 973-881-4402
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Anthony J. De Nova III
Administrator
Matthew P. Jordan, Esq.
County Counsel
Louis E. Imhof, III, RMC
Clerk Of The Board

Public Meeting (Board Meeting)

Date: Oct 26, 2021 - 5:30 PM

Location: County Administration Building
220
401 Grand Street
Paterson, NJ 07601

Agenda: RESOLUTION ESTABLISHING A MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE SET-ASIDE AND JOINT VENTURE PROGRAM FOR THE COUNTY OF PASSAIC, PURSUANT TO N.J.S.A. 40A:11-42 ET SEQ., ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Matthew P. Jordan, Esq.
COUNTY COUNSEL

Administration and Finance
COMMITTEE NAME

Official Resolution#	**R20210933**							
Meeting Date	10/26/2021							
Introduced Date	10/26/2021							
Adopted Date	10/26/2021							
Agenda Item	o-24							
CAF #								
Purchase Req. #								
Result	Adopted							
COMMISSIONER	**PRES.**	**ABS.**	**MOVE**	**SEC**	**AYE**	**NAY**	**ABST.**	**RECU.**
Lepore	✓				✓			
James	✓		✓		✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓				✓			
Lazzara	✓			✓	✓			

PRES.= present ABS.= absent
MOVE= moved SEC= seconded
AYE= yes NAY= no ABST.= abstain
RECU.= recuse

Dated: October 27, 2021

Res-Pg:o.24-2

RESOLUTION ESTABLISHING A MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE SET-ASIDE AND JOINT VENTURE PROGRAM FOR THE COUNTY OF PASSAIC, PURSUANT TO N.J.S.A. 40A:11-42 ET SEQ.

WHEREAS, the County of Passaic (hereafter "County") is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

WHEREAS, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (hereafter "Board") is vested with managing the property, finances, and affairs of the County; and

WHEREAS, the Board desires to affirm their commitment to economic inclusion and wishes to ensure that the County's business practices promote equal opportunities to compete for all willing and able businesses eligible to contract with the County for construction, architecture, engineering, and other professional services, and for the procurement of other goods and services; and

WHEREAS, the Board has been analyzing the County's procurement practices and policies and closely monitoring contracts with Minority Business Enterprise (hereafter "MBE") and Women Business Enterprise (hereafter "WBE") vendors and has determined the best course of action is to establish a formalized set-aside program, pursuant to N.J.S.A. 40A:11-42; and

WHEREAS, pursuant to N.J.S.A. 40A:11-41, a MBE is a business that is at least 51 percent owned by minority group members and has its principal place of business in New Jersey, a WBE as a business that is at least 51 percent owned by women and has its principal place of business in New Jersey; and

WHEREAS, the cities of Atlanta, New York, the District of Columbia, the County of Essex, the County of Hudson, and the County of Bergen and a number of other counties and municipalities have had success in increasing MBE and WBE contract participation and utilization through Joint Ventures in the procurement process; and

WHEREAS, in December of 2016, the Minority Business Development Agency of the United States Department of Commerce developed a report looking at practices within NJ and throughout the country entitled, "Contracting Barriers and Factors Affecting Minority Business Enterprises", finding that "both discriminatory and non-discriminatory actions lead to a contracting disparity for MBEs;" and

WHEREAS, pursuant to N.J.S.A. 40A:11-42, the Board is empowered to enact, by Resolution, a set-aside program to attract the participation of qualified MBEs and WBEs; and

WHEREAS, the Board has determined that a Minority Business Enterprise and Women Business Enterprise Set-Aside and Joint-Venture program will best support and affirm the County's commitment for greater economic inclusion for all residents of the County.

WHEREAS, this matter was discussed at the September 29, 2021 meeting of the Administration and Finance Committee and is being recommended to the Board for approval; and

NOW THEREFORE LET IT BE RESOLVED, that pursuant to N.J.S.A. 40A:11-42 et seq., the Board of County Commissioners of the County of Passaic hereby authorize the County Administrator to Amend the Administrative Code of the County of Passaic to establish a Minority Business Enterprise and Women Business Enterprise Set-Aside and Joint-Venture program as follows:

Section 1. Definitions.

"Set-Aside" has the same meaning as set forth in N.J.S.A. 40A:1 1-41 as "(1) a contract for goods, equipment, construction, or services which is designated as a contract for which bids are invited and accepted only from qualified minority business enterprises or qualified women's business enterprises, as appropriate, (2) a portion of a contract when that portion has been so designated, or (3) any other purchase or procurement so designated. "

"Contract" shall mean any agreement, including but not limited to a purchase order or a formal agreement which is legally binding relationship enforceable by law, between a vendor who agrees to provide or perform goods or services and the County of Passaic which agrees to compensate a vendor as defined by and subject to the terms and conditions of the agreement. A

contract may include an arrangement whereby a vendor compensates a contracting unit for the vendor's right to perform a service, such as, but not limited to, operating a concession.

"Joint Venture" shall mean an association of one or more Minority Business Enterprise or Women Business Enterprise in combination with one or more non-MBE/WBE business enterprise, proposing to perform as a single for-profit enterprise, in which each Joint Venture partner contributes property, capital, efforts, skill and knowledge. Joint Ventures must have an agreement in writing specifying the terms and conditions of the relationship between the partners and their respective roles in the contract. The County is to issue payment for services to Joint Ventures on checks to be endorsed by each partner of the enterprise; and,

"Goods and Nonprofessional Services" shall mean such goods and services from vendors typically procured through the County's straight bid process pursuant to N.J.S.A. 40A:11-4.

"Professional Services" shall mean services rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training. Professional services may also mean services rendered in the provision or performance of goods or services that are original and creative in character in a recognized field of artistic endeavor.

Section 2. Goals.

For the fiscal year beginning on January 1, 2022, and for every year thereafter, goals are hereby established for qualified business participation and shall be obtained, unless prohibited by any Federal, State or local law, for any contract advertised, or if not advertised after the effective date of this section, the MBE/WBE Set-aside and Joint Venture program created herein shall have the goals of contracts awarded as set forth below, and shall serve as the initial goals for the County of Passaic to pursue. At any time, the Board of County Commissioners of the County of Passaic may, at their discretion, revise the goals established herein by subsequent resolution.

(a) For Goods and Nonprofessional Services, the initial goals are as follows:

(1) WBE: Ten percent (10%) total average "spend" on contracts for Nonprofessional Services awarded to WBEs and with the goal to increase same to twenty percent (20%) by 2024 by way of set-asides.

(2) MBE: Ten percent (10%) total average "spend" on contracts for Nonprofessional Services awarded to MBEs and with the goal to increase same to twenty percent (20%) by 2024 by way of set-asides.

(b) For Professional Services, the initial goals are as follows:

(1) WBE: Ten percent (10%) total average "spend" on contracts for Professional Services awarded to WBEs and with the goal to increase same to twenty percent (20%) by 2024 by way of set-asides.

(2) MBE: Ten percent (10%) total average "spend" on contracts for Professional Services awarded to MBEs and with the goal to increase same to twenty percent (20%) by 2024 by way of set-asides.

(c) For Construction Contracts, the initial goals are as follows:

(1) WBE: Ten percent (10%) total average "spend" on Construction contracts awarded to WBEs and increasing same to twenty percent (20%) by 2024 by way of set-asides or Joint Venture.

(2) MBE: Ten percent (10%) total average "spend" on Construction contracts awarded to MBEs and increasing same to twenty percent (20%) by 2024 by way of set-asides or Joint Venture.

The above stated percentages relate to the total dollar value of all County contracting departments and contracting agencies to be set aside for qualified businesses, as appropriate, as goals for County departments and contracting agencies to achieve by the end of each year.

Section 3. Duties of the Purchasing Agent

(a) The County will pay by reimbursement the $100 certification fee for first-time registrants who wish to become certified as WBEs or MBEs, in accordance with procedures adopted by the Purchasing Agent.

(b) The Purchasing Agent may forego awarding a contract pursuant to this section, under the following conditions: (i) an emergency exists, as a specific, documented and definable danger to public health, safety or welfare; (ii) where an eligible MBE or WBE Joint Venture or set-aside is determined by the Purchasing Agent to be unqualified or ineligible to perform the contract; (iii) where the Purchasing Agent determines that two (2) bids from qualified MBE, WBE, or a qualified Joint Venture cannot be obtained pursuant to N.J.S.A. 40A:11-46(a); or (iv) where the Purchasing Agent determines that the acceptance of the lowest responsible bid will result in the payment of an unreasonable price pursuant to N.J.S.A. 40A:11-46(b).

(c) For the purposes of Joint Ventures the bonding requirement for any contract awarded the joint entity formed, for purposes of complying with this Resolution, shall be the liability of the entity formed to satisfy same; and

(d) For all contracts advertised after the effective date of this section, the Purchasing Agent shall make a good faith effort to attain the goals established by the Board of County Commissioners of the County of Passaic pursuant to this Resolution.

(e) The policies set forth in this Resolution shall not apply to any contract to the extent that the requirements imposed by this section are inconsistent with procedures or standards required by any law or regulation of the United States or the State of New Jersey to the extent such inconsistency is not permitted under law or the home rule powers of the County, and,

Section 4. Joint Venture Requirements

(a) As a condition of being awarded a contract under this Resolution, the eligible MBE or WBE joint venture or set-aside shall continue to meet the definition and satisfy the criteria of an eligible joint venture or set-aside during the term of the contract for which the bid incentive was awarded.

(b) The joint venture contract awardee shall maintain accurate and detailed books and records necessary to monitor compliance with this section and shall submit such reports as required by the Purchasing Agent, his/her designee or the Board of County Commissioners of the County of Passaic.

Section 5. Certification & Compliance Officer

(a) The Purchasing Agent in collaboration with the County Administrator shall be required to adopt policy, rules and regulations for the proper administration and enforcement of the policy set forth in this Resolution. The policy, rules and regulations to be adopted, shall include training opportunities, outreach, compliance and enforcement measures to assess the accurate representation of MBE and WBE structure, including, but not limited to the establishing of a Certification & Compliance Officer within the Division of Purchasing to ensure compliance with this Resolution and to assess the Set- aside company and/or Joint Venture's Board of Directors composition.

(b) The role of the Certification & Compliance Officer shall be as follows:

(1) Maintain a list of eligible businesses; consult with the Purchasing Agent, and the County Administration to determine which County contracts should be set aside for participation herein; oversee outreach to qualified business enterprises; and to oversee and co-ordinate seminars for qualified businesses enterprise to expand the number of qualified business eligible to participate in this set-aside program.

Res-Pg:o.24-5

(2) Maintain a listing of qualified businesses in the Passaic County area for use by the County's Departments and Officers.

(3) Pursuant to N.J.S.A. 40A:11-48, submit annual written reports to the County Administrator indicating the good faith effort made by the County's contracting agencies to attain the set-aside goals. The reports shall be submitted to the Board of County Commissioners of the County of Passaic setting forth the previous annual activity. The County shall publish a list of the County's contracting agencies' attainments (goals) for the immediately preceding year, in two newspapers circulating in the County, by March 1 of each year.

(4) Have access to all records and files of all County departments related to construction, goods and services contracts in order to monitor and review compliance.

(5) Classify each business according to contract types in which the business represents itself to have capabilities, such a list shall be shared with all Departments, Agencies, and Divisions within the County.

(6) Survey businesses placed on the solicitation list to determine their past and current participation in County contracts. The results may be used to ascertain the Department's good faith efforts to attain the goals as established by the County.

Section 6. Effective Date

The policies set forth herein shall take effect on January 1, 2022.

KJB October 26, 2021

Introduced on: October 26, 2021
Adopted on: October 26, 2021
Official Resolution#: R20210933