

**BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109**

Request for Proposals R-109

**Remote ASL Interpreting, CART and Typewell Speech-to-
Text Services**

**Issued by: BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652**

**Submissions due: November 5, 2026, by 12:00 noon Local
Time**

BERGEN COMMUNITY COLLEGE
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PUBLIC NOTICE

Request for Proposals

Notice is hereby given that Bergen Community College (the “College”) is requesting Proposals for REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES (RFP No. R-109), which will be received from prospective firms until 12:00 noon local time, Thursday, November 5, 2026, via the online platform, Euna-Bonfire, with the Office of the Director of Purchasing and Services, Bergen Community College. At that time, Proposals will be publicly opened and read aloud via Webex. Proposals must be submitted on the Euna-Bonfire website under Bergen Community College and the appropriate opportunity. Proposers must register on <https://bergenbids.com> and establish an account with the electronic platform prior to submitting a Proposal. <https://bergenbids.com>

A complete set of Proposal Documents may be obtained through the College’s website at <http://www.bergen.edu/community/purchasing/current-vendor-opportunities> or directly through <https://bergenbids.com>, the Euna-Bonfire website. <http://www.bergen.edu/community/purchasing/current-vendor-opportunitieshttps://bergenbids.com>

All risks of non-delivery of Proposals, which are to be received on the Euna-Bonfire website under Bergen Community College as required by these Proposal Documents, shall be the sole responsibility of the firm. A Webex link will be provided to registered firms prior to the opening date.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. All responsible firms are encouraged to submit Proposals.

The Board of Trustees of Bergen Community College reserves the right, subject to applicable law, to accept or reject any or all Proposals submitted in the best interest of the College, and to waive any informalities in any Proposal, in the best interest of the College. Proposers are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. No proposer may withdraw its Proposal within sixty (60) days after Proposals are received and opened by the College.

If a contract is awarded, such award will be made, as required by law, through a formal Resolution of the Board of Trustees. Proposals are solicited through a Fair & Open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

For Bergen Community College
S. Weise, Director
Purchasing & Services

Dated: Thursday, October 8, 2026

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

INDEX

Section	Page
1. General Information.....	4-9
2. Form of Contract (Post-Award Submittal Requirement)	10-15
3. Submission Requirements.....	16-35
4. Scope of Services	36-37
5. Award Criteria.....	38-39

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

SECTION ONE

GENERAL INFORMATION

1.1 SCOPE OF WORK

Bergen Community College (the “College”) is soliciting Proposals for Remote ASL Interpreting, CART and Typewell Speech-to-Text Services or equivalent, in accordance with the terms, specifications, conditions and provisions of this Request for Proposals (RFP No. R-109). Proposers are referred to Section 4, Scope of Services, and Section 3, Proposal Submission Requirements, for a more complete description of the work to be performed and the Proposal requirements.

1.2 ANTICIPATED SCHEDULE OF EVENTS

- A. Deadline to submit written questions regarding the Request for Proposals: 2:00 p.m. on **Monday, October 19, 2026**
- B. Proposal submission deadline: **Thursday, November 5, 2026**, by 12:00 noon.
- C. Anticipated contract award date: **Tuesday, December 1, 2026**.
- D. Anticipated contract commencement: **January 1, 2027**.

1.3 PROPOSAL SUBMISSION; DEADLINE

Electronic Proposals for RFP No. R-109, Remote ASL Interpreting, CART and Typewell Speech-to-Text Services, will be received until 12:00 noon local time on Thursday, November 5, 2026, via the online bidding platform, Euna-Bonfire, by the Office of the Director of Purchasing and Services, Bergen Community College (the “College”). At that time, the Proposals will be publicly opened via Webex and read aloud. Proposals must be submitted on the Euna-Bonfire website under Bergen Community College and the appropriate opportunity. Firms must register on <https://bergenbids.com> and establish an account with the electronic bidding platform prior to submitting a Proposal. All risk of non-delivery of Proposals submitted through Euna-Bonfire shall be the sole responsibility of the Proposer. A Webex link will be provided to registered firms prior to the Proposal opening date. <https://bergenbids.com>

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

1.4 WRITTEN QUESTIONS

All questions regarding this Request for Proposals (RFP No. R-109) must be submitted through Euna-Bonfire (Bergen Bids) under Bergen Community College and the appropriate opportunity.

S. Weise, Director, Purchasing and Services
Bergen Community College
400 Paramus Road
Paramus, NJ 07652

The deadline for submitting written questions is Monday, October 19, 2026, by 2:00 p.m.

1.5 DISPUTES AS TO THE AWARD OR NON-AWARD OF PROPOSALS

Proposer acknowledges that this RFP No. R-109 and the award of a contract hereunder, if any, are governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, et. seq., and that any legal challenges to this RFP No. R-109 solicitation process, the award or non-award of a contract, or the rejection of any Proposal, must be pursued before the Board of Trustees in accordance with P.L. 1994 C. 48, Sec. 6(f) (N.J.S.A. 18A:3B-6(f)). The challenge or objection must be presented by filing a Petition with the Secretary of the Board of Trustees within ten (10) calendar days of the decision to award or not award a contract. Proceedings on the Petition shall be governed by the Rules governing hearings before the Board of Trustees of Bergen Community College, which Rules may be obtained at the Office of the College President.

1.6 EXEMPT FROM BIDDING; FAIR AND OPEN PROCESS

Proposers are hereby notified that, pursuant to N.J.S.A. 18A:64A-25.5 (a) (2), RFP No. R-109 may be awarded without public advertising for bids or bidding therefor. The College, however, has chosen to issue this RFP R-109 in the interest of obtaining the most advantageous contract for the College, price and other factors considered, and pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.4. Proposers acknowledge that this RFP process is undertaken for the convenience of the College and the benefit of the public and is not intended to render the award of this contract subject to any requirements beyond those referenced in this RFP No. R-109.

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

1.7 PAY TO PLAY

Pursuant to N.J.S.A. 19:44A-20.27, contractors doing business with public entities must file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) if they receive contracts in excess of \$50,000 per year from public entities. Proposers are responsible for determining whether a filing with ELEC is necessary. Additional information on this matter may be obtained from ELEC at 888-313-3532 or at www.elec.state.nj.us.

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

1.8 COST OF PROPOSAL PREPARATION

Each Proposal and all information required to be submitted pursuant to this RFP No. R-109 shall be prepared at the sole cost and expense of the Proposer. Each Proposer agrees that by submitting a Proposal it is waiving any claims for reimbursement for the payment of costs or expenses incurred in the preparation of the Proposal or other information required by the RFP.

1.9 MISTAKES AND PROPOSAL ALTERATIONS; PROPOSER'S REPRESENTATIONS

No claim for relief on account of mistakes or omissions in the Proposal shall be considered. By providing a Proposal, the Proposer waives its rights, if any, to claim mistakes or omissions for any reason whatsoever. Erasures or other changes in the Proposal shall be initialed by the Proposer. The Proposer, by making a Proposal, represents that:

- a) The Proposer has read and understands the RFP, and the Proposal is made in accordance therewith.
- b) The Proposal is based upon the materials, equipment and/or services required by the RFP without exception.
- c) The Proposer has examined the site and local conditions, and shall at once report to the College's representative any errors, inconsistencies or ambiguities discovered.

1.10 DISCLOSURE OF INFORMATION

All Proposals received by the College are deemed government records subject to public disclosure pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. However, if the Proposer chooses to include material of a proprietary nature in the Proposal, the College will attempt to keep such information confidential to the extent permitted by applicable law. The Proposer must **specifically identify** the section of its Proposal that contains such information by properly marking the applicable pages. Preferably, any sections that contain material of a proprietary nature shall be severable or removable from the Proposal to assist the College in protecting this information. Proposals also shall include the following notice in the introduction of the relevant Proposal:

“The data on pages ____ identified by ____ (symbol) and labeled “Proprietary Information,” contain information that is a trade secret and/or which, if disclosed, would cause substantial injury to (Proposer's) competitive position. (Proposer) requests that such data be used only for

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

the evaluation of the Proposal, and understands that disclosure will be limited only to the extent that the College determines it proper or to the extent that the College deems disclosure necessary according to law. If a contract is awarded to (Proposer), the College will have the right to use or disclose the data as provided in the applicable agreement executed with the Proposer.”

The College will use its best efforts to prevent the unauthorized disclosure of this information in applying the proprietary standard to marked data. However, the College will assume no liability for any loss, damage, or injury that may result from any disclosure or use of marked data or any disclosure of this or other information during the review of the Proposals.

Notwithstanding the above, Proposal Forms (including cost information) will not, under any circumstances, be considered proprietary or confidential information.

1.11 PROPOSAL ACCEPTANCE/REJECTION

The College reserves the right to accept any Proposal that it deems to best serve the College’s interest, consistent with applicable law, price and other factors considered. In addition, the College reserves the right to (a) abandon this procurement process, (b) reject any or all Proposals, (c) waive any informality in the Proposals, and (d) accept the Proposal that, in its judgment, best serves the interest of the College, all in accordance with and pursuant to the County College Contracts Law and all other applicable law. ANY PROPOSER THAT SUBMITS A PROPOSAL THAT TAKES ANY EXCEPTIONS OR MAKES ANY ADDITIONS TO ANY TERM OR CONDITION OF THE RFP OR THE AGREEMENT SET FORTH HEREIN MAY BE REJECTED BY THE COLLEGE AS NON-RESPONSIVE. Additionally, the College reserves the right to decline to award the subject contract for any lawful purpose.

1.12 RESERVATION OF RIGHTS

In addition to the rights reserved to it in Paragraph 1.11, above, and elsewhere throughout the RFP, the College reserves, holds, and may exercise, at its sole discretion, the following rights and options with regard to this RFP No. R-109 and the procurement process in accordance with applicable law:

- To supplement, amend, or otherwise modify the RFP through issuance of addenda to all prospective Proposers who have received a copy of the RFP.
- To change or alter the schedule of any events called for in the RFP upon the issuance of notice to all prospective Proposers who have received a copy of the RFP.

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

- To conduct investigations of any or all of the Proposers and their Proposals as the College deems necessary or convenient, to clarify the information provided as part of the Proposal, and to request additional information to support the information included in any Proposal.

1.13 ADDENDA AND INTERPRETATION

Should the Proposer find discrepancies or omissions in the RFP, Proposer shall at once notify the College, which will send written instructions to all Proposers. Reports of discrepancies or omissions, or requests for interpretation of the RFP shall be addressed in writing as set forth in Paragraph 1.4, above. All such interpretations and supplemental instructions will be issued by the College in the form of written addenda to the RFP, and shall become a part of the contract documents. Failure to consider any such addenda shall not relieve any Proposer from any obligation under its Proposal as submitted. In the event of a dispute as to the meaning of such addenda or this RFP No. R-109, the interpretation of the College shall be final and binding.

1.14 CONTRACT EXECUTION

The Selected Proposer shall be required to execute a contract in the form provided in Section Two (Form 00500), and made part of this RFP, within ten (10) calendar days from the date a contract is awarded by the Board of Trustees unless time is extended at the sole discretion of the College. The Selected Proposer must submit a corporate resolution or other evidence, as applicable, that the signatory to such contract is duly authorized to execute same. The Selected Proposer shall simultaneously deliver to the College executed performance and maintenance bonds, if and as required in the RFP, and all certificates of insurance required by the RFP.

In the event the Selected Proposer fails or refuses to deliver (i) the executed contract, (ii) the bonds or (iii) the certificates of insurance, as and if required by the RFP, within such ten (10) day period, unless time is extended at the sole discretion of the College, the College shall have the right to rescind the award and cause Selected Proposer's bid security, if any, to be forfeited to the College as liquidated damages for such failure or refusal.

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

1.15 AUTHORITY TO AUDIT; RECORD RETENTION

Pursuant to N.J.S.A. 52:15C-14(d) and N.J.A.C. 17:44-2.2, relevant records of private vendors or other persons entering into contracts with public entities, including the College, are subject to audit or review by the New Jersey Office of the State Comptroller (“OSC”).

The Selected Proposer shall maintain all documentation related to products, transactions or services under contract for a period of five (5) years from the date of final payment. Such records shall be made available to the OSC.

1.16 TAXES

Bergen Community College is established under the authority of the State of New Jersey and is entitled to exemption from State, federal and local taxes.

1.17 AWARD CRITERIA

The highest-ranked Proposer may be required to attend an interview with College representatives before final selection. All Proposals submitted must be in accordance with the requirements of this RFP. Proposals will be evaluated on the basis of the criteria set forth in Section 5, on pages 38-39.

1.18 INSURANCE

The selected Proposer shall furnish proof of insurance coverage in the amounts and coverages required herein prior to commencement of services.

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

SECTION TWO

POST AWARD SUBMITTAL REQUIREMENT

FORM 00500

**CONTRACT FOR REMOTE ASL INTERPRETING, CART AND TYPEWELL
SPEECH TO TEXT SERVICES**

BY AND BETWEEN

BERGEN COMMUNITY COLLEGE

AND

THIS CONTRACT, dated as of _____, 2027, by and between **BERGEN COMMUNITY COLLEGE** with its principal offices located at 400 Paramus Road, Paramus, New Jersey 07652 (hereinafter referred to as the “College”) and _____, with offices located at _____ (hereinafter referred to as “_____”):

W I T N E S S E T H:

WHEREAS, the College has a need for Remote ASL Interpreting, CART and Typewell Speech-to-Text Services (the “Services”); and

WHEREAS, the Services are recognized as extraordinary and unspecifiable services and constitute an exception to public bidding pursuant to N.J.S.A. 18A:64A-25.5(a)(2); and

WHEREAS, pursuant to the issuance of a Request for Proposals, the College solicited proposals for the Services and received _____ proposals in response; and

WHEREAS, the College evaluated all proposals received in response to the Request for Proposals for Services and determined that the Proposal submitted by _____ for Remote ASL Interpreting, CART and Typewell Speech-to-Text Services is the most advantageous to the College, price and other factors considered; and

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

WHEREAS, the College desires to enter into a contract memorializing the terms and conditions upon which the scope of services will be performed by _____ and the compensation to be paid therefor; and

WHEREAS, the Request for Proposals and the Proposal submitted by _____ are incorporated into this Contract as though set forth at length herein; and

WHEREAS, the Chief Financial Officer for the College has certified that funds are or will be available for this purpose;

NOW THEREFORE, the parties hereto, each intending to be legally bound herein, do mutually agree as follows:

1. SCOPE OF SERVICES:

a) _____ hereby agrees to provide Remote ASL Interpreting, CART and Typewell Speech-to-Text Services as set forth in the scope of services described in the Request for Proposals and its Proposal in response to the Request for Proposals, which documents are incorporated herein as though set forth at length.

2. PERSONNEL:

_____ represents that it has or will secure at its own expense, all personnel required in performing the services under this Contract.

Personnel shall not be employees of, or have any other contractual relationship with, the College.

All of the services required hereunder will be performed by _____, and all personnel engaged in the work shall be fully qualified.

None of the work or services covered by this Contract shall be subcontracted without the prior written approval of the College.

3. TIME OF PERFORMANCE: It is understood and agreed by and between the parties hereto, that this Contract shall be for a period commencing on _____ and continuing for a period of two years.

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

4. COMPENSATION:

a) The College agrees to pay _____ for the services at the hourly rate(s) proposed by _____ in its Proposal. _____ shall be paid only for actual hours during which the services are provided. The College does not guarantee any minimum amount.

b) To the extent that any of the services are performed by any personnel other than as set forth above, payment to such personnel shall be the sole responsibility of _____.

c) _____ covenants and agrees to make available, upon request by the College, its books and records for inspection by appropriate officials covering the charges, fees and costs under this Contract.

5. SERVICES CONFORMANCE/APPROVAL: All services rendered by _____ shall strictly conform to all laws, statutes, ordinances, rules, regulations, methods and procedures applicable to the College. All services shall be performed to the satisfaction of, and with the approval of, the College, which approval shall not be unreasonably withheld.

6. DOCUMENT OWNERSHIP: All documents and records pertaining to the services required hereunder and prepared by _____ in the performance of this Contract shall be the property of the College, subject, however, to the College making payment for the provision of such services.

7. INSURANCE: During the term of this Contract, _____ shall keep in force, at its own expense, at least the following insurance coverage and shall furnish industry-standard Certificate(s) of Liability Insurance to the College, naming the College as an additional insured.

- A. Commercial General Liability
- B. Workers Compensation
- C. Professional Liability Insurance

The limits of such insurance shall be as follows:

Commercial General Liability

Limits to be not less than \$1,000,000 Per Occurrence /\$ 2,000,000 General Aggregate limit. Standard Broad Form Hold-Harmless Agreement to be included in all contracts. College to be included as an additional insured with such insurance to be primary. If a Professional Services Exclusion is attached to this policy, Agency must carry and provide evidence of separate Professional Services Insurance which includes Professional Services Coverage excluded from CGL by Endorsement.

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

Workers' Compensation Coverage A to be statutory; Employer's Liability to be not less than \$500,000 each claim and annual aggregate.

Professional Liability

Limit of not less than \$1,000,000.00 per claim and \$2,000,000.00 general aggregate.

8. TERMINATION:

a) The College reserves the right to terminate this Contract without cause, at its sole discretion, by giving at least ten (10) days prior written notice to _____ of such termination and specifying the effective date therefor. Upon termination of the Contract, _____ shall be paid in full for all services rendered to the College as of the date of termination.

b) Upon payment for all services rendered to the College as of the date of termination, all reports prepared by _____ under this Contract shall be delivered to the College in accordance with Paragraph 6 hereof.

c) Payment shall be made in accordance with the provisions of Paragraph 4 hereof.

9. ASSIGNMENT: _____ shall not assign, sublet or transfer its interest in this Agreement, or any services under this Contract, without prior written consent of the College.

10. ERRORS AND/OR OMISSIONS: The College reserves the right to deny payment of the part of any fee that is based on an increase in costs in the preparation of documents or services resulting from an error or omission of _____.

11. INDEMNIFICATION: _____ shall indemnify, defend or hold harmless the College, its Trustees, members, officers, directors, agents and employees from and against any and all losses, claims, actions, damages, liability and expenses, including, but not limited to, those in connection with loss of life, bodily and personal injury or damage to property, to the extent they are occasioned, in whole or in part, by _____'s negligent act or omission, intentional act or omission, or the negligent or intentional act or omission of _____'s agents, sub-consultants, employees or servants, pursuant to this Contract. The College shall indemnify and hold _____ and its partners, directors, officers and employees harmless from any liability imposed against _____ by reason of the negligent acts or omissions of the College or its employees.

12. LITIGATION: In the event the College becomes involved in any litigation with third parties concerning or relating in any way to _____'s services, whether such litigation occurs during or after the term of the Contract, _____ agrees, at no additional fees other than the hourly rates called for under this Contract, to make its members and employees available to the College to consult, assist and cooperate in any such litigation to the extent such consultation, assistance and cooperation may be required by the College.

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

13. **AFFIRMATIVE ACTION PLAN:** During the performance of this Contract, _____ agrees to be bound by the provisions contained in the “Mandatory Equal Employment Opportunity Language – Goods, Professional Services and General Services Contracts” (Form 00810A hereof), attached hereto as Exhibit A and incorporated herein as if set forth at length.

14. **FIRM HISTORY:**

_____ represents that no corporation, partnership, individual or association, officer, director, employee, manager, parent, subsidiary, affiliate or principal shareholder of said firm, has been adjudicated in violation of any state or federal anti-trust or other similar statute within the preceding five years, or previously adjudged in contempt of any court order enforcing any such law, or has an operating history which shows a recurring pattern of flagrant and consistent violation of prohibited or illegal acts.

15. **REPRESENTATIONS AND WARRANTIES:**

a) The College represents and warrants that this Contract has been duly authorized by its Board of Trustees, and when executed by the President or Executive Director of Finance of the College, shall be valid and binding upon the College and shall be in full force and effect.

b) _____ represents and warrants that this Contract has been duly authorized by its ownership, and when executed by its President or other authorized officer shall be valid and binding upon _____ and shall be in full force and effect.

16. **MISCELLANEOUS:**

a) Neither the College nor _____ shall be responsible or liable for any delays in or failure of performance in the event of fire, flood, explosion, the elements or other catastrophe, acts of God, war, riot, civil disturbances, prolonged power failure or extensive vandalism.

b) This agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements or representations of the parties to this Contract, and may not be modified, amended or varied except by a document in writing, signed by the parties hereto.

c) _____ shall pay all social security and unemployment compensation tax, if not otherwise exempted, and other taxes or charges assessed against the wages or salary of the _____'s employees or officers or against any materials used in the performance of this Contract.

d) _____ shall pay for and maintain all permits, licenses, material and labor necessary for the execution and completion of the services hereunder.

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

17. **GOVERNING LAW:** This Contract shall be governed by the laws of the State of New Jersey. In the event of a dispute between the College and _____, the parties agree to submit said dispute to the Superior Court of New Jersey, Bergen County, and the laws of the State of New Jersey will govern any dispute.

IN WITNESS WHEREOF, the College and _____ have caused these presents to be duly executed as of the day and year first above written.

ATTEST:

BERGEN COMMUNITY COLLEGE

By: _____

By: _____
Wilton Thomas-Hooke, Chief Financial Officer

ATTEST:

By: _____

By: _____

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

SECTION 3

PROPOSAL SUBMISSION REQUIREMENTS

COMPANY NAME: _____

**BERGEN COMMUNITY COLLEGE
PROPOSAL CHECKLIST**

The following information will be considered as part of the Proposal and must be submitted with the Proposal. Bidders must initial next to each item indicating that it has been submitted with the Proposal.

Proposers must submit their Proposals electronically through Euna-Bonfire (Bergen Bids) under Bergen Community College and the appropriate opportunity. No paper original or flash-drive copy is required.

FORM	DESCRIPTION	Proposer's Initials
00300A	Fee Proposal	
00410	Non-Collusion Affidavit	
00400	Ownership Disclosure Requirement	
00810A	Mandatory Equal Employment Opportunity Language Exhibit A	
00810C	Equal Employment Opportunities Response Sheet	
00820	Americans with Disabilities Act Response Sheet	
00870	New Jersey Business Registration Certificate	
00830	Acknowledgement of Receipt of Addenda	
00880	Suspension and Debarment Certification	
00890	Disclosure of Investment Activities in Iran	
00900	Reference Sheet	

I hereby certify that the below named individual is certified to submit this proposal.

Name of Company

Name of Authorized Officer

Title

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

Signature

COMPANY'S NAME: _____

FORM 00300A

FEE PROPOSAL

The undersigned, being a duly authorized officer of the company, does hereby submit this Fee Proposal for Remote ASL Interpreting, CART and Typewell Speech-to-Text Services, under all terms and conditions as specified in Bergen Community College's Request for Proposal No. R-109:

The Services to be provided hereunder will be requested on an "as-needed" basis. The College does not guarantee any minimum amount. The Successful Proposer will be compensated based upon the actual number of hours that Services are provided to the College. The Proposer hereby proposes the following hourly fee(s):

A. HOURLY RATE:

1. CART SERVICES:

(In Figures): \$ _____ PER HOUR

(In Words): _____

_____ PER HOUR.

2. TYPEWELL SERVICES:

(In Figures): \$ _____ PER HOUR

(In Words): _____

_____ PER HOUR.

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

3. ASL INTERPRETING SERVICES:

(In Figures): \$ _____ PER HOUR

(In Words): _____ PER HOUR

[CONTINUED ON NEXT PAGE]

NAME OF PROPOSER _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ FAX _____

EMAIL ADDRESS _____

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

COMPANY'S NAME: _____

FORM 00410
NON-COLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____

SS: _____

I, _____, being first duly sworn, depose and say that:

I am _____ PARTNER OF THE FIRM) (CORPORATE

OFFICER) of _____,
(Name of Firm Bidding)

The Proposer making the foregoing Proposal, that said Proposer has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above-named project; and that all statements contained in the aforesaid Proposal and this affidavit are true and correct, and made with full knowledge that Bergen Community College relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for said project.

I have not communicated or agreed with any person to fix the proposal price of affiant or any other Proposer, or to fix any overhead cost or cost element of such Proposal price, or that of any other Proposer, or to secure any advantage against Bergen Community College, or any person interested in the proposed contract; and that further, such Proposer has not, directly or indirectly, submitted its bid, or contents thereof, or divulged information or data relative thereto, to any third party.

No person interested in this proposal is directly or indirectly interested or connected with any other Proposer for said work, and no Trustee or employee of Bergen Community College is directly or indirectly interested therein or in any other portion thereof.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon any agreement or understanding of a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

[CONTINUED ON NEXT PAGE]

COMPANY'S NAME: _____

FORM 00410
NON-COLLUSION AFFIDAVIT (Continued)

SIGNATURE OF BIDDER, IF INDIVIDUAL _____

SIGNATURE OF BIDDER, IF PARTNERSHIP _____

SIGNATURE OF BIDDER, IF CORPORATION _____

Print name of Affiant: _____

SWORN AND SUBSCRIBED TO BEFORE ME

AT _____

THIS _____ DAY OF _____, 2026

NOTARY PUBLIC OF _____

MY COMMISSION EXPIRES: _____

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

COMPANY'S NAME: _____

FORM 00400
OWNERSHIP DISCLOSURE CERTIFICATION (Continued)

Part I

Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
- ☐ Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
- ☐ Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Partnership
- ☐ Limited Liability Company
- ☐ For-profit Corporation (including Subchapters C and S or Professional Corporation)
- ☐ Other (be specific): _____

Part II

☐ I certify that the list below contains the names and addresses of all stockholders in the corporation who own ten percent (10%) or more of its stock, of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein, or of all members in the limited liability company who own a ten percent (10%) or greater interest therein, as the case may be.

OR

☐ I certify that no one stockholder in the corporation owns ten percent (10%) or more of its stock, of any class, or no individual partner in the partnership owns a ten percent (10%) or greater interest therein, or that no member in the limited liability company owns a ten percent (10%) or greater interest therein, as the case may be.

Sign and notarize the form below, and, if necessary, complete the list below.
(Please attach additional sheets if more space is needed):

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

[CONTINUED ON NEXT PAGE]

FORM 00400
OWNERSHIP DISCLOSURE CERTIFICATION (Continued)

Name: _____	Name: _____
Address: _____	Address: _____
Name: _____	Name: _____
Address: _____	Address: _____
Name: _____	Name: _____
Address: _____	Address: _____
Name: _____	Name: _____
Address: _____	Address: _____
Name: _____	Name: _____
Address: _____	Address: _____
Name: _____	Name: _____
Address: _____	Address: _____

Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded:

“To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a ten percent (10%) 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, if there is any person that holds a ten percent (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 ten percent (10%) percent or greater beneficial interest.”

☐ Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a ten percent (10%) percent or greater beneficial interest.

OR

☐ Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

COMPANY'S NAME: _____

FORM 00400
OWNERSHIP DISCLOSURE CERTIFICATION (Continued)

☐ Submit here the relevant page numbers of the filings containing information on each person holding a ten percent (10%) or greater beneficial interest.

Proposer must sign below and Proposer's signature must be notarized:

_____ Name of Proposer

Signature of individual authorized to sign on behalf of Proposer

Title

Subscribed and sworn before me this ____ day of

_____, 2026.

A Notary Public of the State of _____

My Commission expires:

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

COMPANY'S NAME: _____

FORM 00810A
EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27 Executive Order No. 13672 (2014)

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act. The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

SIGNATURE OF BIDDER, IF INDIVIDUAL _____

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

[CONTINUED ON NEXT PAGE]

COMPANY'S NAME: _____

FORM 00810A
EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE (Continued)

and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval; Certificate of Employee Information Report; Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance),

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance or the Federal Department of Labor as may be requested by such office from time to time in order to carry out the purposes of the state or federal regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contract Equal Employment Opportunity Compliance and/or such other federal agency for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27 and any such federal regulations enacted pursuant to Executive Order No. 13672.**

Submitted by:

Name of Company _____

Signature _____

Title _____

Date _____

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

THIS FORM IS TO BE SIGNED AND RETURNED WITH YOUR PROPOSAL

COMPANY'S NAME: _____

**FORM 00810C
EQUAL EMPLOYMENT OPPORTUNITIES RESPONSE SHEET
GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

IF AWARDED A CONTRACT YOUR COMPANY/FIRM WILL BE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27, EXECUTIVE ORDER NO. 13672 (2014)

The successful firm(s) shall submit to Bergen Community College, after notification of award, but prior to execution of this contract one of the following three documents as forms of evidence:

1. A photocopy of a valid letter that the firm is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); or
2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4 or
3. If the Contractor has neither of the above, Bergen Community College will provide the Contractor that will be awarded the contract, with an A.A.302 Employee Information Report Form which is to be completed and submitted to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts, Department of Treasury of the State of New Jersey, with a copy to the College. Upon submission and review by the Department of Treasury, this report shall constitute evidence of compliance with the regulations.

The undersigned understands that the College must reject their bid as non-responsive if said firm(s) fail to comply with the requirements of N.J.S.A. 10:5-31, N.J.A.C. 17:27 and Federal Executive Order 13672.

Company Name: _____

Signature: _____

Title: _____

Date: _____

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

COMPANY'S NAME: _____

FORM 00820
AMERICANS WITH DISABILITIES ACT RESPONSE SHEET

Bidder acknowledges and understands that the following shall be part of the contract:

Contractor and Bergen Community College (hereafter "Owner") do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. § 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the Owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the Owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Owner's grievance procedure, the contractor agrees to abide by any decision of the Owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Owner, or if the Owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The Owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Owner or any of its agents, servants, and employees, the Owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or process received by the Owner or its representatives.

It is expressly agreed and understood that any approval by the Owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

[CONTINUED ON NEXT PAGE]

COMPANY'S NAME: _____

FORM 00820
AMERICANS WITH DISABILITIES ACT RESPONSE SHEET (Continued)

relieve the contractor from any liability, nor preclude the Owner from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

Name of Bidder _____

By: _____
Signature

Print Name: _____

Title: _____

Date _____

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

COMPANY'S NAME: _____

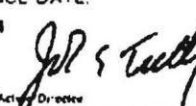
FORM 00870

NJ BUSINESS REGISTRATION CERTIFICATE

Proposer must submit with its Proposal a photocopy of the Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue for contractor and any named subcontractors. Below are samples of the Business Registration Certificate.

For additional information on New Jersey Business Registration Certificates or to register on line refer to website: <http://www.nj.gov/treasury/revenue/busregcert.shtml>

	STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
Taxpayer Name:	_____
Trade Name:	_____
Address:	_____ _____ _____
Certificate Number:	_____
Effective Date:	_____
Date of Issuance:	_____
For Office Use Only: 20081031104435117	

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 362 TRENTON NJ 08646-0362
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT TAXPAYER IDENTIFICATION: 970-097-382/500 ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611 EFFECTIVE DATE: 01/01/01 FORM-BRC(08-01)	TRADE NAME: CLIENT REGISTRATION SEQUENCE NUMBER: 0107330 ISSUANCE DATE: 07/14/04  Acting Director	
This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.		

NOTE: BUSINESS REGISTRATION CERTIFICATE MUST BE SUBMITTED WITH YOUR PROPOSAL

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

COMPANY'S NAME: _____

FORM 00830
ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The Proposer acknowledges receipt of Request for Proposals and Addenda that have been issued prior to the time for submittal of Proposals and agrees that said Addenda shall become a part of the agreement for performance of the services. The Proposer shall list below the numbers and issuing dates of the Addenda.

ADDENDUM NO.

ISSUING DATE

(NAME OF BIDDER)

COMPANY NAME

NAME (PRINT)

SIGNATURE

TITLE

***NOTE: IF NO ADDENDA WERE RECEIVED, PLEASE WRITE "NONE", SIGN FORM AND
RETURN WITH YOUR PROPOSAL***

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

COMPANY'S NAME: _____

FORM 00880
SUSPENSION AND DEBARMENT CERTIFICATION

Proposer certifies that neither it nor its principals are debarred, suspended, proposed for debarment or declared ineligible by any Federal or state agency.

Company Name_____

Address_____

City_____State_____

Telephone_____Fax_____

Authorized Signature_____

Printed Name_____

Date_____

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

COMPANY'S NAME: _____

FORM 00890
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION

PROPOSERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE BID NON-RESPONSIVE

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 with the College must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Proposers must review this list prior to completing the below certification. Failure to complete the certification will render a Proposal non-responsive. If the College finds a person or entity to be in violation of law, the College 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. <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>

PLEASE CHECK THE APPROPRIATE BOX:

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the Proposer listed above nor any of the Proposer's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed 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 Proposer and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

COMPANY'S NAME _____

FORM 00890

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN (Continued)

PART 2:

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the responding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS, PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, PLEASE PROVIDE ON A SEPARATE ATTACHED PAGE.

Name _____

Relationship to Proposer _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

Proposer's Contact Person _____

Contact Phone Number _____

[CONTINUED ON NEXT PAGE]

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the College is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the College to notify the College in writing of any changes to the answers or 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 contract(s) with the College which, at its option, may declare any contract(s) resulting from this certification void and unenforceable.

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

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

COMPANY'S NAME: _____

00900

REFERENCE SHEET

Provide below a list of similar projects completed in the past three (3) years.

(1) Location _____

Name _____ Title _____

Address _____

Phone Number _____ Date of Work _____ Contract Amount _____

Description of Project _____

(2) Location _____

Name _____ Title _____

Address _____

Phone Number _____ Date of Work _____ Contract Amount _____

Description of Project _____

(3) Location _____

Name _____ Title _____

Address _____

Phone Number _____ Date of Work _____ Contract Amount _____

Description of Project _____

(4) Location _____

Name _____ Title _____

Address _____

Phone Number _____ Date of Work _____ Contract Amount _____

Description of Project _____

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

SECTION 4

SCOPE OF SERVICES

Bergen Community College has an obligation to provide reasonable accommodations to students, faculty and staff who have a disability. This includes providing Sign Language Interpreters, CART and Typewell Speech-to-Text services for faculty, staff and students. ASL Interpreters perform simultaneous interpreting or transliterating for deaf and/or hard-of-hearing students. CART and Typewell services assist deaf and/or hard-of-hearing individuals by translating spoken English into text, giving immediate access to the communications they need in compliance with the Americans with Disabilities Act (“ADA”), the Rehabilitation Act, and all applicable federal regulations.

This Request for Proposals is for a two-year agreement commencing on or about January 1, 2027, and ending on or about January 1, 2029. Payment will be based on an hourly, as-needed basis. The College will provide the Successful Proposer with no less than 24 hours’ advance notice when services are needed. Further, the College will provide the Successful Proposer with 24 hours’ notice when it intends to cancel requested services, including hours during weekends and holidays.

The College will award a contract to a single Proposer for remote ASL interpreting services, CART and Typewell Speech-to-Text Services, all of which are described below. The number of classes, students and hours listed below are estimates only. The actual services and hours required during the term of this Contract may be more or less than those set forth below, and the College does not guarantee any minimum amount of hours or fees.

ASL INTERPRETING SERVICES:

Provide remote ASL services for a variety of academic semester-long classes or campus-based events. Documentation of passing the NIC Knowledge Exam and the Case Studies portion of the Certification test is required. Passing the NIC Performance exam is preferred but not required.

CART SERVICES

Required Services:

Provide remote real-time CART services for a variety of academic, semester-long classes for an average of six (6) students.

CART providers must have at least two (2) years of specialized CART training.

Provide training for students and staff.

Online technical support between the hours of 7:00 a.m. and 10:00 p.m., Monday through Saturday.

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

Ability to provide services for up to 20 classes per semester (approximately 705 hours per semester).

Online transcripts made available to students the same day CART service is provided.

Monthly summary statements including work performed to date, with lists of students and classes.

Please indicate in your Proposal other services that your company provides, including:

Remote CART services for meetings, workshops, conferences, presentations, graduation and convocations, as requested.

Transcription of online videos and Faculty Senate meetings.

On-site technical support.

TYPEWELL SERVICES

Required Services:

Provide remote real-time Typewell services for a variety of academic, semester-long classes for an average of six (6) students.

Typewell providers must have passed the Typewell Basic Skills course.

Provide training for students and staff.

Online technical support from 7:00 a.m. to 10:00 p.m., Monday through Sunday.

Ability to provide services for up to 20 classes per semester (approximately 705 hours per semester).

Online or hard-copy transcripts made available to students the same day Typewell service is provided.

Monthly summary statements indicating work performed to date, with lists of students and classes.

Please indicate in your Proposal other services that your company provides, including:

Remote Typewell services for meetings, workshops, conferences, presentations and graduation, as requested.

Transcription of online videos.

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

On-site technical support.

In addition to the Submission Requirements in Section 3 hereof, all Proposals must address the items below. Failure to address each of these items in the Proposal may result in rejection of the Proposal.

1. Describe the Proposer's experience with projects of similar type and scope.
2. Identify the Proposer's key personnel, office hours and account liaison.
3. Describe the Proposer's company, including size, qualifications, client mix (public and private institutions), number of years in business and corporate philosophy.
4. Describe staffing capabilities and availability.
5. Describe the Proposer's experience servicing educational institutions, including the names of institutions serviced and the length and types of services provided.
6. Provide references on the Reference Sheet in Section 3 from educational institutions referred to in Item 5 above.

BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
REQUEST FOR PROPOSAL
REMOTE ASL INTERPRETING, CART AND TYPEWELL SPEECH-TO-TEXT SERVICES
RFP# R-109

SECTION 5

AWARD CRITERIA

The criteria considered in the evaluation process follow below. The arrangement of criteria is not meant to imply order of importance.

- Understanding of the requested services and overall completeness of the Proposal
- Project approach/methodology
- Experience and qualifications
- References (satisfaction of other clients)
- Fees/cost of services