



**CITY OF JERSEY CITY  
REQUEST FOR PROPOSALS:  
FIRST TIME HOMEBUYER COUNSELING & TRAINING**

**Contract Term  
April 2014 – March 2015**

**SUBMISSION DEADLINE:  
4:00 P.M.  
February 6, 2014**

**ADDRESS ALL PROPOSALS TO:**

**Peter Folgado, Purchasing Agent  
1 Journal Square Plaza  
2<sup>ND</sup> Floor  
Jersey City, NJ 07306**

**CITY OF JERSEY CITY, NJ**  
**DEPARTMENT: H.E.D.C**  
**PURPOSE: First Time Homebuyer Counseling /Training**

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**DIVISION: Division of Community Development**  
**DUE DATE: February 6, 2014**

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## **SECTION 1: GENERAL INFORMATION & SUMMARY**

### **1.1 Organization Requesting Proposals**

City of Jersey City

Department of Housing Economic Development & Commerce

Division of Community Development

30 Montgomery Street, Room 404

Jersey City, NJ 07302

### **1.2 Contact Person**

Peter Folgado

Purchasing Agent

Department of Administration/ Division of Purchasing

1 Journal Square Plaza

Jersey City, NJ 07306

(201) 547-5156

[Peterf@icni.org](mailto:Peterf@icni.org)

### **1.3 Procurement Process**

This contract will be awarded as a contract for a social service program under the Competitive Contracting Law, NJSA 40A:11-4.1 et seq.

The City Council will vote to approve a resolution awarding a contract to the selected Vendor.

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**1.4 Contract Form**

If selected to provide services, it is agreed and understood that the successful vendor shall be bound by the requirements and terms contained in this Request For Proposals (RFP) with regard to services performed, payments, indemnification, insurance, termination, and applicable licensing provisions.

**1.5 Informational meeting**

There will not be an informational meeting for this RFP. Any questions must be submitted in writing (e-mail acceptable) to contact person. Questions and answers will be provided as an addendum to this RFP.

**1.6 Submission deadline**

Proposals must be submitted to, and be received by the Department of Administration/ Division of Purchasing, via mail or hand delivery, by 4:00 p.m. prevailing time on February 6, 2014. Proposals will not be accepted by facsimile transmission or e-mail.

**1.7 Opening of Proposals**

Proposals shall be opened in public at 4:00 p.m. prevailing time on February 6, 2014 in the City of Jersey City, Division of Purchasing Conference Room, located at 1 Journal Square – 2<sup>nd</sup> Floor, Jersey City, NJ.

**1.8 Definitions**

The following definitions shall apply to and are used in this Request for Proposal (RFP):

"City" - refers to the City of Jersey City

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

"Respondent" or "Respondents" - refers to the interested persons and/or firm(s) that submit a Statement of Proposal.

"Consultant" or "Consultants" - refers to the interested persons and/or firm(s) that submit a Proposal.

"Vendor" or "Vendors" - refers to the interested persons and/or firm(s) that submit a Proposal.

"Series" – defined as three (3) training classes -3 hours each for a total of 9 hours.

**1.9 Submission address**

All Proposals should be sent to:

Peter Folgado

Purchasing Agent

Department of Administration/ Division of Purchasing

1 Journal Square Plaza – 2<sup>nd</sup> Floor

Jersey City, NJ 07306

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## **SECTION 2: INTRODUCTION AND GENERAL INFORMATION**

### **2.1 Introduction and Purpose**

The City is soliciting Proposals from the United States Department of Housing And Urban Development (HUD) Certified agencies to provide counseling and training to certified low and moderate income first time homebuyers. Through a Request for Proposals process described herein, a HUD certified agency interested in assisting the City with the provision of such services must prepare and submit a Proposal in accordance with the procedures and schedule in this RFP. The City will review Proposals only from HUD Certified agencies that submit a Proposal which includes all the information required to be included as described herein.

The City intends to select a HUD certified agency that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the City to provide the greatest benefit to the taxpayers of the City.

### **2.2 Competitive Contracting**

This contract will be awarded as a contract for a social service program under the Competitive Contracting Law, NJSA 40A:11-4.1 et seq.

The City has structured a procurement process that seeks to obtain the desired services, while establishing a competitive environment to assure that each person and/or firm is provided an equal opportunity to submit a Proposal in response to the RFP. Proposals will be evaluated in accordance with the criteria set forth in Section 6 of this RFP, which will be applied in the same manner to each proposal received.

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### **2.3 Evaluation Committee**

Proposals will be reviewed and evaluated by the Business Administrator and the staff of the Division of Community Development (DCD) including, but not limited to the Director of the Division of Community Development and the Real Estate Officer. The Proposals will be reviewed to determine if the Respondent has met the professional, administrative and financial areas described in this RFP. Based upon the totality of the information contained in the Proposal, including information about the reputation and experience of each Respondent, the Director of DCD will determine which Respondents are qualified (professionally, administratively and financially).

### **2.4 Procurement Schedule**

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

<b>Anticipated Procurement Schedule Activity</b>	<b>Date</b>
1. Advertisement of Request for Proposals	JANUARY 21, 2014
2. Receipt of Proposals	FEBRUARY 6, 2014
3. Completion of Evaluation of Proposals	FEBRUARY 24, 2014
4. Anticipated Award of Contract	MARCH 13, 2014

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#### **2.5 Addenda or Amendments to RFP**

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

All communications concerning this RFP or the RFP process shall be directed to the City's contact person, in writing, via fax, or via e-mail only. Telephone calls will not be accepted. Responses to all questions will be forwarded as addenda to all prospective Respondents who have provided contact information. It is the prospective Vendor's responsibility to provide accurate contact information.

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

#### **2.6 Rights of City**

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

- To conduct investigations of any or all of the Respondents, as the City 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.

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- To suspend or terminate the procurement process described in this RFP at any time (in its sole discretion.) If terminated, the City may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

#### **2.7 Cost of Proposal Preparation**

Each Proposal and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the City, its officers, officials or employees for reimbursement for the payment of costs or expenses incurred in the preparation of the Proposal or other information required by the RFP.

#### **2.8 Proposal Evaluation**

Proposals will be evaluated by the Business Administrator and the Division of Community Development based on the specific criteria detailed in Section 6.

#### **2.9 Written Proposal**

Prospective Vendors must submit a written proposal in a format specified by the City. The required format is detailed in Section 3.

#### **2.10 Additional Requirements**

Vendor is required to comply with requirements of P.L.1975, c. 127, the Law Against Discrimination and with N.J.A.C. 17:27-1,1 et seq., The Affirmative Action Rules.

A party responding to this RFP must indicate what type of business organization it is e.g., corporation, partnership, sole proprietorship, or non- profit organization. If a party is a



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subsidiary or direct or indirect affiliate of any other organization, it must indicate in its proposal the name of the related organization and the relationship. If a party responding to this RFP is a corporation, it shall list the names of those stockholders holding 10% or more of the outstanding stock.

Section 7 of this document describes general terms and conditions. Section 8 of this document contains required administrative forms which must accompany all proposals. Exclusion of any required form is grounds for rejection of proposals.

#### **2.11 Disposition of RFP**

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

- All Proposals shall become the property of the City and will not be returned.
- All Proposals will become public information at the appropriate time, as determined by the City (in the exercise of its sole discretion) in accordance with law.

#### **2.12 Open Public Records Act (OPRA) and Proprietary Information**

Although item 2.11 indicates that all proposals will become public information, it is understood that OPRA contains exceptions for "Trade secrets and proprietary commercial or financial information obtained from any source" and "Information which, if disclosed, would give an advantage to competitors or bidders". Therefore, prospective Respondents shall submit two (2) clearly marked versions of their proposals. One version is to be a complete version to be used by the City for evaluation.

The second version should contain redactions of "legitimate" trade secrets and proprietary

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commercial or financial information" and/or "information which...would give an advantage to competitors or bidders". This second version will be provided to persons submitting Open Public Records Act (OPRA) requests for information relating to this solicitation. Failure to provide two clearly marked proposals will mean that the Respondent agrees that the single version provided does not contain trade secrets or proprietary information and may be released pursuant to OPRA requests.

### **2.13 Term of Contract**

This contract will be awarded for a term of one (1) year. The City shall have the option to renew for two (2) additional one year terms. No additional price increases will be allowed for contract renewals.

Vendors shall begin providing service on April 1, 2014.

## **SECTION 3: Written Proposal Format**

Proposals must address all information requested in this RFP. Proposals which in the judgment of the City fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

### **3.1 Mandatory content**

Each proposal submitted must contain the 10 sections described below:

- Title Page
- Table of Contents
- Executive Summary

- Scope
- Business Background
- City of Jersey City Responsibilities
- Staffing
- Assumptions
- Cost
- Appendices/Other

The information requested by the sectional format described above is further defined below.

### **3.1.1 Title Page**

The proposal should include a title page, which identifies the project: the Respondent's firm, name of the Respondent's primary contact, address, telephone number, fax number, and email address.

### **3.1.2 Table of Contents**

The Respondent's proposal should include a Table of Contents, which lists the titles and page numbers for each major topic and sub topic contained in the proposal.

### **3.1.3 Executive Summary**

This section should include a summary of the key points and highlights of the Respondent's response and should discuss the cost and/or revenue proposal (s) contained in the proposal.

### **3.1.4 Scope**

In this section of the proposal, the Respondent should state what it believes to be scope of services to be provided to the City. If there are any gaps between what the Respondent believes should be the proper scope given all information known at the time of this RFP, the

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Respondent should clearly state these gaps in this section and clearly mark these concerns as such.

### **3.1.5 Background**

In this section, Respondent should provide the background on its company including but not limited to:

- a. Financial, identification of the parent company, services, organization and company goals
- b. Copy of the company's Annual Report including auditor's report including financial statements of owners/principals for the last three (3) years
- c. Organizational chart
- d. Brief biography of those involved in the management of the company
- e. HUD Certification that the Agency is in good standing and is certified in pre-purchase counseling and homebuyer education and is proficient in English and Spanish.

### **3.1.6 Jersey City Responsibilities**

In this section, the Respondent should clearly describe any assumptions relating to the responsibilities and/or commitments the Respondent is expecting of the City throughout the life of this project, as well as any assumptions being made relating to any part of the proposal or project strategy.

### **3.1.7 Staffing**

A discussion of the project team that will be utilized should be contained in this section. The City requests that as part of the discussion here, the Respondent state exactly the role the proposed Respondent team member will assume on each phase and detail the qualifications for the role that the team member possesses.

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### **3.1.8 Assumptions**

In this section, Respondent should state any assumptions being made relating to any part of the proposal or its response.

### **3.1.9 Cost**

Respondent should provide a complete cost proposal for the full term of this contract. The cost should be based on providing at least two (2) series, as defined in Section 1.8, of pre-purchase trainings and one post purchase homebuyer counseling session (5 hours).

### **3.1.10 Appendices/Other**

This section should include at minimum: Respondent's qualifications, references, licenses, certifications, and resumes. If Respondents feel that other materials are necessary (such as promotional literature, white papers, etc) they should provide them in a separate document clearly labeled "Additional Materials" in order to adhere to the 30 page maximum guideline for proposal length. Note that these materials may not be reviewed by all evaluators and will not be part of the official evaluation.

Finally, any out of scope services not covered in other sections should be included here. A description of the personnel likely to be involved, and the resources brought to bear must be provided.

### **3.2 Required forms**

Section 8 contains forms which are required to be submitted with each proposal. These forms are administrative in nature and for the most part are self-explanatory.

Proposals must address all information requested in this RFP. Proposals which in the

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judgment of the City fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

#### **SECTION 4: SCOPE OF SERVICES / FEE PROPOSAL**

The following describes the scope of services to be provided.

##### **4.1 Services to be provided**

Provide counseling and training to certified low and moderate income first time homebuyers. The City is soliciting proposals from HUD Certified Counseling Agencies to provide pre-purchase counseling and training to low and moderate income homebuyers looking to purchase their first home in Jersey City. The City will require training modules and manuals tailored to Jersey City's unique environment. You will be required to provide training series on the basics of home buying, financial literacy, work with realtors & lenders and landlord/tenant relations. Classes will be held in the evenings, after work, or on the weekends. A minimum of two (2) pre-purchase training series and one (1) post-purchase training class will be required annually. Minimum class size will be 20 participants.

##### **Specific Services Include:**

1. Develop training manual for participants to be utilized for classroom instruction and a future reference guide. The following topics should be covered in the manual:

- Basics of Homebuying
- Financial Literacy
- Working with Realtors/ Lenders

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- Tenant /Landlord Relations
  - Closing Process
2. Conduct at least two (2) pre-purchase training series per year. Classes will be held in the evenings, after work, or on the weekends. Topics to be covered are highlighted above. Classes must be tailored to Jersey City's Golden Neighborhoods Homeownership Program (GNHP) parameters. Upon completing the training, participants will be awarded a certificate of completion letter. Provide applicants with one-on-one pre- purchase counseling until applicant completes the program.
  3. Review each applicant's pre-approval letter from participating lenders. Conduct affordability analysis based upon applicants individual profile.
  4. Develop post-purchase homebuyer counseling training program. Conduct one (1) post-purchase training per year. This program will help homeowners acquire the knowledge and skills they need to maintain and build equity in their housing investment. Topics will include foreclosure prevention financial counseling, home maintenance, tenant relations and predatory lending.

#### **4.2 FEE PROPOSAL**

Vendor shall be required to give a per series (9 hours) fee for services for pre-purchase counseling and per class for post-purchase training (5 hours). Vendor will be paid upon submission and approval as each of the series of classes is completed.

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## **SECTION 5: Proposal Submission Requirements**

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

### **5.1 Number of copies**

Respondents must submit an original and two (2) copies of their Proposal to the Designated Contact Person.

### **5.2 Proposal Media**

Proposals must be received by the City no later than 4:00 p.m. prevailing time on February 6, 2014, and must be mailed or hand-delivered. Proposals forwarded by facsimile or e-mail will not be accepted, however respondents may alternately submit one signed original and 1 softcopy version (MS Word or PDF format) on CD. Please note that the City will not be responsible for CDs or softcopy files which cannot be read, and that this may be grounds for rejection.

### **5.3 Proposal Format**

To facilitate a timely and comprehensive evaluation of all submitted proposal, it is essential that all Vendors adhere to the request response format. The City requires a standard format for all proposals submitted to ensure that clear, concise and complete statements are available from each Vendor in response to requirements. The required format is detailed in Section 3.

### **5.4 Proposal length**

The exact presentation and layout format of proposals is up to the discretion of the Vendor.



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**5.5 Submission deadline**

Proposals must be received by the City no later than 4:00 P.M. prevailing time on February 6, 2014, and must be mailed or hand-delivered.

**SECTION 6: Proposal Evaluation**

The City's objective in soliciting Proposals is to enable it to select a Respondent that will provide high quality and cost effective services to the citizens of Jersey City. The City will consider Proposals only from Respondents that, in the City's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the City in the manner described in this RFP.

**6.1 Evaluation methodology**

Proposals will be evaluated by the City on the basis of which is the most advantageous, price and other factors considered.

**6.2 Written Response Evaluation**

There will be four criteria by which proposals will be evaluated. Each criterion will bear a certain weight and the extent to which the criterion is met or exceeded will be determined by the Division of Community Development. The written response will be worth 100 points as indicated below.

- a. HUD Certified Counseling agency in good standing that is certified in pre-purchase counseling and home buyer education and must be proficient in English and Spanish  
- 25 points
  
- b. Experience and reputation in the field - 40 points

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- c. Price Proposal - 25 points
  
- d. Ability to customize training program to meet City's programmatic requirements  
- 10 points

### **6.3 Final evaluation and report**

Based on both the written response, the Review Committee will rank the finalists. The Vendor whose proposal is ranked highest will be selected for the project. The maximum score for the combined written proposal will be 100 points.

The Review Committee will prepare a report listing the names to all Respondents who submitted proposals, summarizing each proposal, ranking Respondents in order of evaluation, and recommending the selection of a Respondent, indicating the reasons why the Respondent was selected and detailing the terms, conditions, scope of services, fees and other matters to be incorporated into the contract.

### **6.4 Contract award**

This contract will be awarded as a contract for a social service program under the Competitive Contracting Law, NJSA 40A:11-4.1 et seq. The Municipal Council will vote to accept the proposal of a Respondent within 60 days of the receipt of proposals, except that the proposals of any Respondents who consent thereto, may, at the request of the City, be held for consideration for such longer period as may be agreed.

## **SECTION 7: GENERAL TERMS AND CONDITIONS**

The following are general terms and conditions which may or may not be explained elsewhere in this RFP.

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#### **7.1 City's Right to Reject**

The City reserves the right to reject any or all proposals, if necessary, or to waive any informalities in the proposals, and, unless otherwise specified by the Respondent, to accept any item, items or services in the Proposal should it be deemed in the best interest of the City.

#### **7.2 Original/Authorized Signatures**

Each proposal and all required forms must be signed in ink by a person authorized to do so.

#### **7.3 Delivery of Proposals**

Proposals may be hand delivered or mailed consistent with the provisions of the legal notice to Respondents. In the case of mailed proposals, the City assumes no responsibility for proposals received after the designated date and time and will return late proposals unopened. Proposals will not be accepted by facsimile or e-mail.

#### **7.4 Affirmative Action Requirements**

Vendors are required to comply with the provisions of N.J.S.A. 10:5-36 and N.J.A.C. 17:27 et seq. No firm may be issued a contract unless it complies with these affirmative action provisions. The Mandatory Equal Employment Opportunity/Affirmative Action Language for Goods, Professional Services and General Service Contracts, Exhibit A summarizes the full required regulatory text.

Goods and Services (including professional services) consultants/vendors 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:

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- a. A photo copy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action programs (good for one year from the date of the letter); or
- b. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
- c. A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the vendor, in accordance with N.J.A.C. 17:27-4.

The Vendor's attention is also called to Section 7 of this document which contains the required information and forms. For information on AA/EEO requirements and forms only, please contact:

Jeana F. Abuan, Affirmative Action Officer, Public Agency Compliance Officer  
Department of Administration, Office of Equal Opportunity/Affirmative Action  
280 Grove Street Room-103  
Jersey City NJ 07302  
Tel. #201-547- 4533  
Fax# 201-547-5088  
E-mail Address: [abuanJ@icnj.org](mailto:abuanJ@icnj.org)

**7.5 Business Registration Certificate**

P.L. 2004, c. 57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for or

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entering into a contract with a local contracting agency whose contracting activities are subject to the requirements of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)

Vendors are required to comply with the requirements of P.L. 2004, c. 57 (Chapter 57) which include submitting a copy of their Business Registration Certificate (BRC), issued by the NJ Department of the Treasury. For more information on obtaining a BRC, see Section 7.

#### **7.6 Clarification of RFP**

Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the City's Business Administrator's decision shall be final and conclusive.

#### **7.7 Indemnification**

The Vendor, if awarded the contract, agrees to protect, defend, indemnify, and save harmless the City against damage for payment for the use of any patented material process, article or devise that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and further agrees to indemnify and save harmless the City from suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties by, or from, any of the acts of the contractor, its servants or agents.

#### **7.8 Insurance requirements**

The Consultant shall maintain sufficient insurance to protect against all claims under Workers' Compensation, General and Automobile Liability, and shall be subject to approval for adequacy of protection. Certificates of such insurance shall be provided the City when required. Insurance requirements are as follows:

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- Comprehensive General Liability in the amount of \$2,000,000  
The City of Jersey City must be listed as an additional insured on the  
(Comprehensive General Liability Policy)
- Workmen's Compensation in the statutory amount of \$100,000
- Automobile Liability in the amount of \$1,000,000
- Professional Liability in the amount of \$1,000,000

**7.9 Termination**

In the event the performance by the Vendor of the services provide for under this Agreement is unsatisfactory to the City, the City agrees to notify the Vendor, and the Vendor agrees to within thirty (30) days rectify the unsatisfactory condition or performance. Should the unsatisfactory performance or condition not be rectified within thirty (30) days of notice being given, the City shall at its sole option be entitled to terminate this Agreement immediately upon written notice to the Vendor unless rectification of such unsatisfactory performance or condition cannot reasonably be completed with such thirty (30) day period and shall be cured no later than ninety (90) days after the date on which the Vendor was first notified thereof. Vendor is not entitled to any compensation subsequent to receiving notice of termination from the City.

**CITY OF JERSEY CITY, NJ**

**DEPARTMENT: H.E.D.C**

**PURPOSE: First Time Homebuyer Counseling /Training**

**REQUEST FOR PROPOSALS**

**DIVISION: Division of Community Development**

**DUE DATE: February 6, 2014**

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**SECTION 8: REQUIRED ADMINISTRATIVE FORMS**

Please place the checklist and the required forms which follow at the front of your proposal to facilitate the City's review.

CITY OF JERSEY CITY

PROJECT: First Time Homebuyer Training and Counseling

RESPONDENT: \_\_\_\_\_

**RESPONDENT'S CHECKLIST**

Item	
A. Letter of Qualification	
B. Non-Collusion Affidavit properly notarized	
C. Public Disclosure Statement	
D. Mandatory Affirmative Action Language	
E. Americans with Disabilities Act	
F. MWBE Questionnaire	
G. Employee Information Report (or Form AA302)	
H. Business Registration Certificate	
J. Letter of Intent	
K. Original signature(s) on all required forms.	



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**LETTER OF PROPOSAL**

**Note: To be typed on Respondent's Letterhead.**

**No Modifications may be made to this letter.**

**[insert date]**

**Peter Folgado, Director**

**Dept. of Administration**

**Director of Purchasing**

**1 Journal Square Plaza – 2<sup>nd</sup> Floor**

**Jersey City, NJ 07306**

**Dear Mr. Folgado:**

The undersigned have reviewed the Proposal submitted in response to the Request for Proposals (RFP) issued by the City of Jersey City (City), dated [insert date], in connection with the City's need for first time homebuyer counseling and training.

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

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

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(Signature of Chief Executive Officer)

(Signature of Chief Financial Officer)

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(Typed Name and Title)

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(Typed Name and Title)

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(Typed Name of Firm)\*

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(Typed Name of Firm) \*

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Dated

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Dated

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

**NON COLLUSION AFFIDAVIT**

**STATE OF NEW JERSEY**

**CITY OF JERSEY CITY ss:**

I certify that I am \_\_\_\_\_

of the firm of \_\_\_\_\_

the bidder making the proposal for the above named project, and that I executed the said proposal with full authority so to do; that said bidder 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 said proposal and in this affidavit are true and correct, and made with full knowledge that the City of Jersey City relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by (N.J.S.A.52: 34-25)

(Signature of respondent) \_\_\_\_\_

SUBSCRIBED AND SWORN TO

BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

(Signature of

Notary/Affiant) \_\_\_\_\_

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF

MY COMMISSION EXPIRES: \_\_\_\_\_, 20\_\_

**(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL).**

**PUBLIC DISCLOSURE INFORMATION**

Chapter 33 of the Public Laws of 1977 provides that no Corporation or Partnership shall be awarded any State, City, Municipal or Schools District contracts for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or accompanying the bid of said corporation or partnership there is submitted a public disclosure information statement. The statement shall set forth the names and addresses of all stockholders in the corporation or partnership 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.

**STOCKHOLDERS:**

Name	Address	%Owned

**SIGNATURE:** \_\_\_\_\_

TITLE: \_\_\_\_\_

SUBSCRIBED AND SWORN TO  
BEFORE ME THIS \_\_\_\_ DAY \_\_\_\_\_ 20\_\_\_\_

SIGNATURE: \_\_\_\_\_

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF  
MY COMMISSION EXPIRES: \_\_\_\_\_, 20\_\_\_\_

(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL).

**EQUAL EMPLOYMENT OPPORTUNITY (EEO)/  
AFFIRMATIVE ACTION (AA) REQUIREMENTS  
FOR GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

Questions in reference to EEO/AA requirements for Goods,  
Professional Service and General Service Contracts should be  
directed to:

**Jeana F. Abuan  
EEO/AA Officer, P.A.C.O.  
Department of Administration  
Office of EEO/AA  
280 Grove Street Room-103  
Jersey City NJ 07302  
Tel. # 201-547-4533  
Fax# 201-547-5088  
E-Mail Address: [abuanj@jcnj.org](mailto:abuanj@jcnj.org)**

(REVISED 4/13)

**EXHIBIT A**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**  
**N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

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

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

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

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

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.



**EXHIBIT A (Continuation)**

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

The undersigned vendor certifies on their company's receipt, knowledge and commitment to comply with:

**EXHIBIT A  
N.J.S.A. 10:5-31 and N.J.A.C. 17:27  
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
Goods, Professional Services and General Service Contracts  
(Mandatory Affirmative Action Language)**

The undersigned vendor further agrees to furnish the required forms of evidence and

understands that their contract/company's bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

Representative's Name/Title (Print): \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Date: \_\_\_\_\_

# Sample Letter of Federally Approved Affirmative Action Plan

U.S. Department of Labor

Employment Standards Administration  
Office of Federal Contract  
Compliance Program



Newark Area Office  
134 Evergreen Place, Fourth Floor  
East Orange, NJ 07018

February 27, 19\_\_

Reply to the attention of:

President

Dear

Our recent compliance review of your establishment's equal employment opportunity policies and practices was completed on February 27, 19\_\_.

We found no apparent deficiencies or violations of Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973 or of 38 USC 2012 (the Vietnam Era Veterans' Readjustment Assistance Act). Accordingly, your establishment is deemed to be in compliance with these laws based on the material reviewed.

The Office of Federal Contract Compliance Progress sincerely appreciated the cooperation and courtesies extended by you and your staff during the conduct of the compliance review.

Sincerely,

Area Office Director



## State of New Jersey

**CHRIS CHRISTIE**  
*Governor*  
**KIM GUADAGNO**  
*Lt. Governor*

DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE & PROPERTY  
CONTRACT COMPLIANCE AUDIT UNIT  
EEO MONITORING PROGRAM  
P.O. BOX 206  
TRENTON, NJ 08625-0206

**ANDREW F. SIDAMON-ERISTOFF**  
*State Treasurer*

### ISSUANCE OF CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Enclosed is your Certificate of Employee information Report (hereinafter referred to as the "Certificate" and issued based on the Employee Information Report (AA-302) form completed by a representative of your company or firm. Immediately upon receipt, this certificate should be forwarded to the person in your company or firm responsible for ensuring equal employment opportunity and/or overseeing the company or firm's contracts with public agencies. Typically, this person may be your company or firm's Human Resources Manager, Equal Employment Opportunity Officer or Contract Administrator. If you do not know to whom the certificate should be forward, kindly forward it to the head of your company or firm. Copies of the certificate should also be distributed to all facilities of your company or firm who engage in bidding on public contracts in New Jersey and who use the same federal identification number and company name. The certificate should be retained in your records until the date it expires. This is very important since a request for a duplicate/replacement certificate will result in a \$75.00 fee.

On future successful bids on public contracts, your company or firm must present a photocopy of the certificate to the public agency awarding the contract after notification of the award but prior to execution of a goods and services or professional services contract. Failure to present the certificate within the time limits prescribed may result in the awarded contract being rescinded in accordance with N.J.A.C. 17:27-4.3b.

Please be advised that this certificate has been approved only for the time periods stated on the certificate. As early as ninety (90) days prior to its expiration, the Division will forward a renewal notification. Upon the Division's receipt of a properly completed renewal application and \$150.00 application fee, it will issue a renewal certificate. In addition, representatives from the Division may conduct periodic visits and/or request additional information to monitor and evaluate the continued equal employment opportunity compliance of your company or firm. Moreover, the Division may provide your company or firm with technical assistance, as required. Please be sure to notify the Division immediately if your company's federal identification number, name or address changes.

If you have any questions, please call (609) 292-5473 and a representative will be available to assist you.

Enclosure(s) (AA-01 Rev. 11/11)

# Sample Certificate of Employee Information Report



**VOID**

Certificate \_\_\_\_\_  
**CERTIFICATE OF EMPLOYEE INFORMATION REPORT**

This is to certify that the contractor has furnished the Employee Information Report pursuant to N.J.A.C. 17:27-5.1 at the time and in the manner required by the report. This approval will remain in effect for the period of \_\_\_\_\_.



State Treasurer

**VOID**