



**CITY OF JERSEY CITY
REQUEST FOR PROPOSALS**

WEBSITE DESIGN AND MAINTENANCE SERVICES

www.jerseycitynj.gov

**SUBMISSION DEADLINE:
4:00 P.M.
09/17/2015**

**ADDRESS ALL PROPOSALS TO:
Peter Folgado
Purchasing Agent
394 Central Avenue
Jersey City, New Jersey 07307**

CITY OF JERSEY CITY, NJ
DEPARTMENT: Administration
PURPOSE: Website Design/Maintenance

REQUEST FOR PROPOSALS
DIVISION: Communications
DUE DATE: 09/17/2015

SECTION 1: GENERAL INFORMATION & SUMMARY

1.1 Organization Requesting Proposal

City of Jersey City - Department of Administration/Division of Communications
City Hall
280 Grove Street
Jersey City, NJ 07302

1.2 Contact Person

Peter Folgado
Purchasing Agent
394 Central Ave, 2nd Floor
Jersey City, New Jersey 07307
(201) 547-5156
peterf@jcnj.org

1.3 Procurement Process

This contract will be awarded using the competitive contracting process (N.J.S.A. 40A: 11-4.1 et seq.

Proposals will be evaluated in accordance with the criteria set forth in this Request for Proposals (RFP). The governing body will approve a resolution awarding a contract to the consultant for a sum not to exceed a specified amount.

1.4 Contract Form

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

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the City arising out of, or by reason of, the work done and materials furnished under this Contract.

1.5 Informational meeting

There will not be an informational meeting for this project. All questions should be directed via the City's purchasing portal, BidSync. Answers will be provided as an addendum to this RFP.

CITY OF JERSEY CITY, NJ
DEPARTMENT: Administration
PURPOSE: Website Design/Maintenance

REQUEST FOR PROPOSALS
DIVISION: Communications
DUE DATE: 09/17/2015

1.6 Submission deadline

Proposals must be submitted to, and be received by the Division of Purchasing, via mail or hand delivery, by 4:00 p.m. prevailing time on 09/17/2015. 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 09/17/2015 in the Division of Purchasing Conference Room (2nd floor), 394 Central Avenue, 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.

"CMS" – refers to a Content Management System, proprietary software used for the creation and maintenance of websites and web pages.

"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 Proposal.

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

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

1.9 Submission address

All proposals should be sent to:

Peter Folgado
Purchasing Agent
394 Central Avenue, 2nd Floor
Jersey City, New Jersey 07307

SECTION 2: INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction and Purpose

The City is seeking proposals from qualified Vendors for services as described in Section 4 (Project Objectives) and Section 5 (Scope of Services).

2.2 Fair and open process

This contract will be awarded pursuant to the Local Public Contracts Law N.J.S.A. 40A: 11-4.1 (a) (“purchase or licensing of proprietary computer software”) using the “competitive contracting” process.

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 7 of this RFP, which will be applied in the same manner to each proposal received.

2.3 Evaluation Committee

Proposals will be reviewed and evaluated by a committee appointed by the City's Business Administrator. The proposals will be reviewed to determine if the Respondent has met the professional, administrative, and subject area requirements described in this RFP.

2.4 Procurement Schedule

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.

<u>Activity</u>	<u>Date</u>
1. Issuance of Request for Proposals	08/03/2015
2. Receipt of Proposals	09/17/2015
3. Completion of evaluation of Proposals	10/17/2015
4. Award of contract	10/24/2015

2.5 Addenda or Amendments to RFP

During the period provided for the preparation of Proposals, 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. Each Respondent is required to acknowledge receipt of all addenda by executing and submitting with its Proposal the "Acknowledgment of Receipt of Addenda". The Proposal will be rejected by the City if a Respondent does not include the Acknowledgment of Receipt of Addenda with its Proposal.

CITY OF JERSEY CITY, NJ
DEPARTMENT: Administration
PURPOSE: Website Design/Maintenance

REQUEST FOR PROPOSALS
DIVISION: Communications
DUE DATE: 09/17/2015

All Proposals shall be prepared with full consideration of the addenda issued prior to the Proposal submission date.

All communications concerning this RFP or the Proposal process shall be conducted through the City's Purchasing portal – BidSync.com. Responses to all questions will be forwarded as addenda to all prospective Respondents who have provided accurate and current contact information (mailing address, fax number, e-mail address), also via the BidSync portal.

No oral interpretation and or clarification of the meaning of the specifications for any goods and services will be made to any Respondent. Such request shall be through the City's Purchasing portal – BidSync.com. In order to be given consideration, a written request must be received at least seven (7) business days prior to the date fixed for the opening of the Proposal for goods and services.

Subsequent to issuance of this RFP, the City (through 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 Proposal specification in order to respond to inquiries received from prospective Vendors or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the City.

2.6 Rights of the 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.
- 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 Respondents. 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 on the basis of the Vendor's written response, sample webpages, and, for selected finalists, a demonstration of content management systems (CMS).

The Vendor whose proposal is ranked highest among the greatest number of evaluators will be selected for the project.

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

Consultant 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 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 8 of this document describes general terms and conditions. Section 10 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".

CITY OF JERSEY CITY, NJ
DEPARTMENT: Administration
PURPOSE: Website Design/Maintenance

REQUEST FOR PROPOSALS
DIVISION: Communications
DUE DATE: 09/17/2015

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 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 two (2) years with the option to renew for three (3) additional one (1) year terms for a total of five (5) years with no price increases. The City will notify the Vendor within 60 days of the end of term of its intent to renew for additional years.

2.14 American goods and products

N.J.S.A. 40A:11-18 requires “American goods and products to be used where possible”.

Although this contract will be primarily for services, Respondents should indicate if any of their services are provided by offshore facilities. The City prefers that all coding and support activities take place in onshore facilities and will evaluate proposals which affirm the exclusive use of onshore facilities more favorably.

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 15 sections described below:

- Title Page
- Table of Contents
- Executive Summary
- Background
- Project Plan
- Key Dates & Deliverables
- The City Responsibilities/Assumptions
- Staffing
- Timing & Fees
- Sample webpages
- CMS recommendation
- Search engine recommendation
- Support program
- Usability Testing plan
- References

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

3.1.1 Title Page

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

3.1.2 Table of Contents

The Vendor'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 Vendor's response and should discuss the pricing contained in the proposal.

3.1.4 Background

In this section, Respondents should provide the background on their companies including but not limited to:

- a. Financial, identification of the parent company, services, organization and company goals
- b. Most recent Annual Report including auditor's report
- c. Organizational chart
- d. Brief biography of those involved in the management of the company
- e. Evidence of experience, capability and financial responsibility for providing website design/maintenance services.

3.1.5 Project Plan

A general discussion of the approach the Vendor is proposing should be contained in this section. This should include detail of all assumptions being made to accomplish the desired approach. A discussion of the high level tasks and key milestones should be described in this section and tie directly or be referenced directly to deliverables in the workplan.

Respondents should highlight any risks they deem to be significant enough in nature, which could result in any priority specification within the project that would not be delivered on time, and on budget.

Additionally, the project plan should present a picture of key activities, milestones, key dates, etc. necessary to deliver this project. The City realizes that each Vendor brings its own methodology and work plan.

The City requires an initial deliverable within 6 months from the start of the project.

The City stakeholders involved in this project will represent a wide cross-section of governmental agencies including but not limited to:

- Mayor's Office
- City Council
- Municipal Clerk
- Public safety
- Cultural and recreation
- Financial and general administration

- Citizen outreach
- Code compliance and quality of life enforcement

Vendor project plans which demonstrate the ability to deal with the varied needs of diverse stakeholders (both governmental and public) will be viewed more favorably.

3.1.6 Key Dates & Deliverables

This section should present a summary of key dates, milestones and associated deliverables found in the work plan. A description of what the City should expect to see and/or receive on the associated date should be described and/or presented as examples. The City requires an initial deliverable within 6 months from the start of the project. See Section 9 for proposed list of webpages for initial release of redesigned site.

3.1.7 Jersey City Responsibilities/Assumptions

In this section, the Respondent should clearly describe any assumptions relating to the responsibilities and/or commitments the Vendor 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.

3.1.8 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 Vendor state exactly the role the proposed Vendor team member will assume on each phase and detail the qualifications for the role that the team member possesses.

3.1.9 Timing and Fees

In this section, please describe the timing and associated fees the Vendor is proposing for the implementation. Vendors should be sure to include all expenses associated with delivery, in addition to professional fees. If this section is not included or is incomplete, the City will assume that the Vendor will accept a lump sum payment following acceptance of final deliverable.

The City anticipates initial CMS licensing and training for 10 users.

It is important to note that pursuant to N.J.S.A 40A:5-16, the City is prohibited from paying for goods or services before they have been provided. Therefore, any proposals which specify payment upon contract signing will be deemed unresponsive and rejected.

3.1.10 Sample webpages

Each Respondent is required to create 5 sample webpages:

- Homepage
- Mayor's page
- Departmental landing page
- Events calendar
- Special purpose page (Hurricane preparedness)
-

Respondents should host sample pages and provide the uniform resource locators (URLs) in their proposals. Sample pages must remain available for 45 days following the proposal due date.

All Respondents must utilize a common set of data (text, graphics, photographs, videos) provided by the City to produce the sample webpage, however Respondents are free to include any other design and text elements they deem appropriate to illustrate their designs.

Note that the web pages submitted will not represent the final design which the City publishes to the web. However, submissions should reflect the quality of work and level of creativity which the City can expect from the Vendor.

Section 9 contains a list of the text and graphic elements which must be used to create the sample pages. This will allow for an “apples to apples” comparison of submitted designs.

The files can be downloaded from the BidSync portal, except the Mayor's Weekly Update video, which can be found on the City's official Youtube channel: <https://www.youtube.com/user/jc1tv>.

3.1.11 CMS Recommendation

Respondents are required to recommend a content management system and discuss the merits of their choice. Respondents should include pricing for licensing and training of 10 users in their proposals.

3.1.12 Search Engine Recommendation

Respondents are required to recommend a search engine and discuss the merits of their choice.

3.1.13 Support Program

Respondents should provide details on all facets of their user support, including but not limited to CMS upgrades/patches, help desk availability (e.g., 24/7, 8/5, etc), response time, user training (10 users initially), and online resources.

3.1.14 Usability Testing Plan

Respondents should provide details on how they will develop a usability testing plan, administer the plan, analyze the results, and use the results to improve and refine the site design and functionality.

3.1.15 References

Respondents should provide a list of references including:

- Municipality (or Company)
- Services provided
- Contact name
- Contact title
- Contact phone number and/or e-mail address
- Initial implementation date
- URL of client websites.

3.2 Additional Materials

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 20 page maximum guideline for proposal length. Note that these materials may or 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 (including costs and/or hourly rates) must be provided.

3.3 Required forms

Section 10 contains forms which are required to be submitted with each proposal. These forms are administrative in nature and for the most part, self-explanatory.

SECTION 4: PROJECT OBJECTIVES

The Mayor and the Administration of the City seek to acquire website design and maintenance services to better leverage technology to the City's benefit.

4.1 Improved internet presence

Much of Jersey City's history, progress, and appeal as a first class city have been hidden from the world due to official websites that have not adequately highlighted our achievements or our potential. A major goal of this project is to establish a stronger internet presence for the City which promotes Jersey City as a first class city. The last major redesign occurred in 2007.

4.2 Interactivity/Custom Applications Integration

The website should integrate interactive solutions for public convenience including the ability to submit questions/complaints/service requests, obtain forms, and receive customized information. The goal is to reduce incoming phone calls and walk-in traffic while providing uniform and accurate information (i.e., the cliché of "online versus in line").

For example, it would be desirable to provide an application where residents can enter their street address and retrieve a variety of data such as block/lot, ward designation, trash/recycling pickup schedule, City council contact information, neighborhood information, voting location, flood zone, etc.

Prospective Vendors should demonstrate experience in the development and support of custom web applications and discuss the technologies used for those applications.

Note that the City has three external e-government applications which require integration with the official website:

- GovQA: constituent customer relationship management (CRM)
(<http://mygovhelp.com/jerseycitynj/>)
- BidSync – online purchasing portal for prospective Vendors to obtain bid specifications, RFPs/RFQs (www.bidsync.com)
- Online property tax lookup/payment from H&L Systems
(<http://taxes.cityofjerseycity.com/>)

Respondents should keep in mind the integration of these applications into their page design. Although the "look and feel" customization is generally provided by their respective Vendors, assistance may be required for more seamless design compatibility.

4.3 Mobile Application

When the last major redesign of the City's website went live in 2007, the iPhone had just been introduced and in 2008, Android smartphones made their debut. However, the City's website did not keep pace with the ongoing proliferation of smartphones and tablets. The City desires to offer a mobile version of its website for access to essential municipal information and services.

4.4 Content – Static

The website should present a history, description, and/or mission statement for each City Department and/or Division which provides services to the citizens and visitors of Jersey City.

The website should also provide current and accurate information for each City Department and Division, including but not limited to: hours of operation, services provided, phone numbers (business hours and emergency, if applicable), postal addresses, e-mail addresses, and links to GovQA service requests (if applicable).

4.4 Content – Dynamic

The website should provide access to constantly updated public information, including but not limited to: meeting agenda/minutes, press releases, public contracts, and public events (cultural, recreation, health services, etc).

4.5 Design standards/style sheets

To establish a City-wide standard for web pages that presents a positive image by incorporating high usability, attractive and uncluttered design, interesting graphics, a harmonious color scheme, and informative text. Vendor will also be expected to produce Cascading Style Sheets (CSS) for page layout and formatting.

4.6 Accessibility/Translation

To provide web pages in a format which conforms to Section 508 of the Rehabilitation Act (29 U.S.C. 794d) regarding access to electronic and information technology by people with disabilities. For more information see: <http://www.section508.gov/>.

Translation services to languages other than English will be evaluated after the release of the redesigned site, and will likely be performed by third party Vendors, although Respondents should feel free to recommend translation services with which they have achieved positive results. There are over 40 languages spoken in Jersey City.

4.7 Usability/Navigation

To provide intuitive and logical navigation that enables users to find the information they need quickly and efficiently.

To quote the experts:

“Users prefer pursuing their own goals to navigating idiosyncratic designs” - Jakob Nielsen

“Don’t make me think” - Steve Krug

“It’s one thing for a rock band to use mystery meat navigation -- they’re legally obligated to be trendy -- but for a non-profit, educational site to use it has to rank among the stupidest things I’ve seen.” - Vincent Flanders

“The number of clicks isn’t what is important to users, but whether or not they’re successful at finding what they’re seeking.” – Joshua Porter

Of course, the true measure of any website’s quality is its content, but solid design, effective usability, and efficient navigation facilitate getting users to that content.

4.8 Performance

Webpages should be designed to load quickly and completely over a variety of browsers (e.g., Internet Explorer, Firefox, Chrome, Safari, Opera, Netscape), and have some (but not excessive) backward compatibility with previous versions.

4.9 Awards

Admittedly, winning a Webby award or a Public Technology Institute (PTI) Technology Solutions award are secondary objectives, but certainly worthwhile ones. The “Government” category was added to the Webby Awards in 2001. Since that time, only a very few municipal websites have been nominated, and only two American cities have won in that category - the special purpose San Francisco disaster preparedness site (<http://72hours.org/>) in 2006 and the Milwaukee Police Reports 2012 Crime Stats in 2014 (<http://www.milwaukeejournal.com/#menu=home-page>).

This would be a first for a general purpose municipal website, a first for New Jersey, and a first for Jersey City.

4.10 Analytics and user preferences

Beyond simple “hit counters”, it will be desirable for the City to know which features and content are useful to its citizens and which are not. After the initial release of the redesigned site, this will be enhanced by surveys and other user feedback techniques.

SECTION 5: SCOPE OF SERVICES

5.1 Website design

The successful Vendor will be responsible for producing attractive and informative web pages, featuring logical and intuitive navigation. The initial release of the revised site will consist of approximately 80 pages, utilizing City-provided text and data.

5.2 Internal design standards and style sheets

Vendor will be responsible for working with City staff to develop web page standards which will define layout, formatting, and styles for all City-authored web pages. In addition, Vendor will create style sheets (CSS) and templates for use by City personnel in the creation and maintenance of web pages.

5.3 Usability testing

"It takes only five users to uncover 80 percent of high-level usability problems" - Jakob Nielsen

Vendor will be responsible for developing a usability testing plan, administering the plan, analyzing the results, and using the results to improve and refine the site design and functionality.

5.4 Content management system

The City currently uses the Ektron (now EpiServer) CMS version 8.02, but is open to a replacement. Respondents are required to recommend a content management system and fully explain the reasons for its selection. Respondents must demonstrate experience with the recommended CMS including design, implementation, and user training. Respondents recommending Ektron CMS must nonetheless support their recommendation.

Proposals from certified CMS partners will be reviewed more favorably.

Desirable features of CMS include but are not limited to:

- Content Approval Workflow with immediate publishing
- Ability to push content to front page
- Permission system with multiple levels of rights
- Content Expiration
- Broken Link/Orphaned Content Tracking
- Browser Based
- SSL
- Mobile Design and/or Mobile App
- Template-based pages, ability to create new templates

- Simple, web-based editor that is customizable
- Version Management
- RSS Feeds
- Social Media integration
- Content Metadata
- Cross Browser Compatible
- Search Engine Optimization

The City's website is currently hosted by Serverside, as they are an Ektron (now EpiServer) partner. Respondents may also suggest hosting providers experienced with their recommended CMS.

5.5 Website maintenance

During the transition to the new design, the City may rely on the selected Vendor to provide website maintenance services, and to create new templates as needed. It is anticipated that this could continue following the finalization and release of the redesigned site.

5.6 Open data and database integration

A number of proposed website features may require integration with one or more of the City's existing databases, including but not limited to GIS and property tax records. In addition, the City is pursuing a "digital dashboard" program to publicize the Mayor's mandates to hold government accountable to its citizens. Proposals which demonstrate expertise in working with these types of application will be more favorably reviewed.

5.7 Search engine

The City's current site utilizes Microsoft Indexing Services to search for pages and/or documents within the official website, but recognizes that there are other options available. Respondents are required to recommend a search engine and discuss the merits of their choice.

5.8 Mobile Platform

Most users have at least one mobile device (smartphone, tablet, etc). The City requires a mobile version of its website to provide access to essential municipal information and services. Respondents should provide evidence of successful mobile applications developed and discuss how they would design and implement such an application for Jersey City.

5.9 User Support

Respondent should provide details on all facets of user support, including but not limited to:

- CMS upgrades/patches
- Help desk

CITY OF JERSEY CITY, NJ
DEPARTMENT: Administration
PURPOSE: Website Design/Maintenance

REQUEST FOR PROPOSALS
DIVISION: Communications
DUE DATE: 09/17/2015

- Support response time
- Online resources
- User training

5.10 Custom Application Development

As an example, it would be desirable to provide an application where residents can enter their street address and access a variety of data such as block/lot, ward designation, trash pickup schedule, City council contact information, neighborhood information, voting location, flood zone, etc. Prospective Vendors should demonstrate experience in the development and support of custom web applications.

5.11 Other activities

Given the state of technology, it should not be necessary for the Vendor to maintain a full-time onsite presence, however, the Vendor must be available to attend regularly scheduled meetings with City personnel and to make presentations to the project team and/or management when deemed appropriate. Note that the City does not pay or reimburse for travel and lodging expenses.

SECTION 6: 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.

6.1 Number of copies

Respondents must submit 3 copies of their proposals:

- signed original (full)
- copy of full original (unbound for scanning and distribution)
- redacted (unbound for scanning and distribution per OPRA)

Review Item 2.12 for guidelines on NJ's Open Public Records Act (OPRA) and proprietary information.

6.2 Proposal media

Proposals forwarded by facsimile or e-mail will not be accepted, however Respondents may alternately submit one signed original (paper) and softcopy versions of original and redacted on CD or flash drive.

Please note that the City will not be responsible for softcopy files which cannot be opened, and that this may be grounds for rejection.

6.3 Proposal format

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

The required format is detailed in Section 3.

The City is not under any obligation to search for clarification through additional or unformatted information submitted as a supplement to the formatted response.

Where a proposal contains conflicting information, the City at its option may either request clarification or may consider the information unresponsive.

CITY OF JERSEY CITY, NJ
DEPARTMENT: Administration
PURPOSE: Website Design/Maintenance

REQUEST FOR PROPOSALS
DIVISION: Communications
DUE DATE: 09/17/2015

6.4 Proposal length

The exact presentation and layout of proposals is up to the discretion of the Vendor, however a maximum length of 20 pages (excluding required forms and printed sample webpage) is strongly suggested.

6.5 Submission deadline

Proposals must be received by the City no later than 4:00 p.m. prevailing time on 09/17/2015, and must be mailed or hand-delivered.

SECTION 7: PROPOSAL EVALUATION

The City's objective in soliciting Proposals is to enable it to select a Vendor that will provide high quality and cost effective services to the citizens of Jersey City in the manner described in this RFP.

7.1 Evaluation methodology

Proposals will be evaluated based on the written response, sample webpages, and for selected finalists, a demonstration of the recommended CMS.

Each evaluator will score the written proposals and rank the Vendors. The Vendor scored highest by the most evaluators will be awarded a contract to provide the specified services.

7.2 Written response evaluation - criteria

There will be twelve broad criteria by which written 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 committee members.

a. Required Format (15 points)

The committee will determine the extent to which the proposal includes the required sections (Title page, Table of contents, etc). One (1) point will be awarded for each section.

b. Webpage design (10 points)

The committee will evaluate the submitted design:

- Color palette (2 points)
- Layout/Visual Flow (2 points)
- Use of graphics/photos (2 points)
- Typography (2 points)
- Use of Animation (2 points)

Note that the web pages submitted will not represent the final design which the City publishes to the web. However, submissions should reflect the quality of work and level of creativity which the City can expect from the Respondent.

c. Usability testing (15 points)

Respondents should demonstrate experience with usability testing and provide a detailed plan of how they will conduct such testing during the design of the City's website.

- d. CMS Recommendation (15 points)**
Respondents should provide evidence of experience working with and designing with the recommended CMS. Proposals which document experience with performing CMS upgrades and development/maintenance of custom web apps will be viewed more favorably. Respondents should demonstrate experience in design, implementation, and user training. Proposals from certified partners will be evaluated more favorably.
- e. Application Development/Integration (10 points)**
Respondents should provide evidence of experience with application development and integration.
- f. Mobile platform (10 points)**
Respondents should provide evidence of experience with mobile platform development.
- g. Prior experience/References (10 points)**
Respondents are required to provide complete lists of existing and previous clients. Lists should include at a minimum: Municipality (or Company), Services provided, Contact name, Contact title, Contact phone number and/or e-mail address, Initial implementation date, URL of client websites.
- h. Cost (30 points)**
The winning proposal will not necessarily be that with the lowest cost, but that which provides the greatest value to the city. Proposals which provide detailed breakdowns on the cost components will be viewed more favorably as they will help demonstrate a responsible spending of the taxpayers' money.
- Detailed cost breakdown provided (15 points)
 - Cost appropriate to scope of project (15 points)
- At a minimum, Respondents should provide pricing for year 1 licensing, development, implementation, training, and support, and pricing for years 2-5 licensing and support.
- The City anticipates initial CMS licensing and training for 10 users, however, that number will likely increase following the finalization of the website design.
- i. Project Plan and Timeline (10 points)**
It is not the City's desire to engage in an unnecessarily extended process. Consultants should be assured that the City team members will give their respective projects top priority over all other existing efforts.

As a result, proposals featuring aggressive but realistic time frames for completion will be viewed more favorably. The City requires an initial deliverable within 6 months from the start of the project.

j. Personnel assigned (10 points)

Through this project, Jersey City will be reinforcing its reputation as a world class city, and is therefore entitled to expect world class credentials and experience from the Vendors which it employs for high profile efforts. Resumes of Vendor personnel will be scrutinized to ensure this requirement is met. Proposals which provide detailed accounts of team members' applicable experience and their anticipated roles in this project will be viewed more favorably.

k. User Support (10 points)

Respondents should provide details of the levels of support which will be available to users.

l. Commitment to diversity (5 points)

Support of, and utilization of Minority and Women Owned Business Enterprises (MBE/WBE) consistent with the City of Jersey City policies, should be described.

7.3 Written response evaluation - weighting

For each of the written response criteria, the committee will determine the extent to which the requirements are fulfilled. This will be scored from 0 to 2, as follows:

- 0 No requirements met
- 1 Some or most requirements met
- 2 All requirements met or exceeded

Each criterion will be weighted by the extent to which the requirements are met and the resultant scores totaled.

For example, a Proposal containing no detailed timeline would be scored as:

$$10 \text{ points} \times 0 \text{ (No requirements met)} = 0 \text{ points}$$

A Proposal containing a detailed, aggressive timeline would be scored as:

$$10 \text{ points} \times 2 \text{ (all requirements met or exceeded)} = 20 \text{ points}$$

CITY OF JERSEY CITY, NJ
DEPARTMENT: Administration
PURPOSE: Website Design/Maintenance

REQUEST FOR PROPOSALS
DIVISION: Communications
DUE DATE: 09/17/2015

The highest possible score for written proposals is 300 (150 x 2) and each evaluator will rank the Proposals by total score.

7.4 CMS demonstration (10 points)

Based on the written response evaluation and at the discretion of the City, up to 5 Vendors will be selected to provide a demonstration of the CMS they have recommended. Demos will be scored using the same 0 to 2 scale.

7.5 Final evaluation and report of committee

Based on the written response, sample webpages, and CMS demo, each evaluator will rank the Vendors. The highest total score possible is 320 points.

The Respondent whose proposal is ranked highest among the greatest number of evaluators will be selected for the project.

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

7.6 Contract award

A contract will be awarded pursuant to the Local Public Contracts Law N.J.S.A. 40A: 11-4.1 (a) (“purchase or licensing of proprietary computer software”) using competitive contracting.

The Municipal Council will vote to accept the proposal of a Consultant within 60 days of the receipt of proposals, except that the proposals of any Consultants who consent thereto, may, at the request of the City, be held for consideration for such longer period as may be agreed.

SECTION 8: GENERAL TERMS AND CONDITIONS

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

8.1 City's right to reject

The City reserves the right to reject any or all proposals, if necessary, or to waive any informality 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.

8.2 Original/Authorized signatures

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

8.3 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.

8.4 Equal Employment Opportunity/Affirmative Action requirements

Consultants are required to comply with the provisions of N.J.S.A. 10:5-31 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 summarizes the full required regulatory text.

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

- a. A photo copy of a valid letter that the contractor 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 contractor, in accordance with N.J.A.C. 17:27-4.

CITY OF JERSEY CITY, NJ
DEPARTMENT: Administration
PURPOSE: Website Design/Maintenance

REQUEST FOR PROPOSALS
DIVISION: Communications
DUE DATE: 09/17/2015

The consultant's attention is also called to Section 9 of this document which contains the required information and forms. For information on EEO/AA requirements and forms only, please contact:

Jean 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@jcnj.org

8.5 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 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.).

Consultants 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 10.

8.6 Clarification of RFP

Should any difference arise between the contracting parties as to the intent of this RFP, the City's Business Administrator's decision shall be final and conclusive.

8.7 Indemnification

The Vendor, if awarded the contract, agrees to protect, defend 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.

8.8 Insurance requirements

The consultant shall maintain sufficient insurance to protect against all claims under Workmen's 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:

- a) Comprehensive General Liability in the amount of \$1,000,000 per occurrence and \$2,000,000 in aggregate; including Products & Completed Operations coverage.
- b) Workers Compensation with NJ statutory limits and Employer's Liability in the amount of \$1,000,000.
- c) Automobile Liability in the amount of \$1,000,000 combined single limit.
- d) Professional Liability in the amount of \$2,000,000 per occurrence and in aggregate.
- e) Cyber Liability in the amount of \$2,000,000 per occurrence and in aggregate. Said policy shall include an endorsement whereby the Consultant indemnifies and holds harmless the City, its respective employees and all claims against any of them arising solely out of the negligent performance of professional service or caused by error, omission, or negligent act of the Consultant or any one employed by the Consultant

8.9 Termination

Should a dispute arise, and if, after a good faith effort at resolution, the dispute is not resolved, either party may terminate the contract by providing 30 days written notice to the other party, Regardless, the City reserves the right to cancel the contract at its convenience by providing 30 days written notice to the consultant.

CITY OF JERSEY CITY, NJ
DEPARTMENT: Administration
PURPOSE: Website Design/Maintenance

REQUEST FOR PROPOSALS
DIVISION: Communications
DUE DATE: 09/17/2015

SECTION 9: MISCELLANEOUS

Required Design Elements for Sample Webpages

Webpage	Description	File name
All	City seal	jcseal.tif
Home http://jerseycitynj.gov/ https://www.youtube.com/user/jc1tv	Lead story text Lead story graphics Mayor's Update video	Homepage.docx Homepage.jpg (1,2,3) Embed any recent video
Mayor's http://jerseycitynj.gov/biography/	Mayor's photo Mayor's biography	Mayor Fulop.jpg Mayor Bio.docx
Departmental (HHS) http://jerseycitynj.gov/HHS/	Landing page text Landing page graphics	Dept page.docx Dept page.jpg (1,2,3)
Events	Event list (public meetings, cultural affairs, recreation, health services)	Events.xlsx
Special Purpose http://jerseycitynj.gov/resident.aspx?id=15850	Page text Page graphics	Hurricane.docx Hurricane.jpg (1,2,3)

Respondents are required to include the above elements in their respective sample webpages, but may also include any other graphic or navigation elements they deem appropriate to display the quality and creativity of their work.

CITY OF JERSEY CITY, NJ
DEPARTMENT: Administration
PURPOSE: Website Design/Maintenance

REQUEST FOR PROPOSALS
DIVISION: Communications
DUE DATE: 09/17/2015

Tentative list of website pages for initial release

Category	# pages (estimated)	Update frequency	Notes
Home	1	Often	Breaking news; current events; announcements
Mayor's	5	Occasionally	Welcome; bio; special projects; task force
Council	10	Rarely	Main; bios
Departments	9	Rarely	Director; mission; contact info
Divisions	46	Rarely	Mission; contact info
Public Info/Contracts	5	Often	Planning; Zoning; Historic District; Clerk/Council; Environmental Commission
Events	4	Often	Public meetings, Cultural Affairs, Recreation, and Health Services Calendars
TOTAL	80		

Note: These are estimates based on pages which currently exist on the City's official website jerseycitynj.gov.

General guidelines and information

- A. Resolution: optimize web pages for a range of screen sizes and resolutions
- B. Flash/Other animation: Note that excessive use of animation which affects load times may reduce score. Any animations used must have a clearly marked “Skip” option
- C. For more information on the City’s e-government applications:
- GovQA constituent service tracking application:
<http://govqa.webqa.net/>
 - Bidsync purchasing portal:
<http://www.bidsync.com/>
 - Online property tax lookup/payment:
<http://taxes.cityofjerseycity.com/>
- D. Do not use self-referencing links on any pages
- E. The City may require web-hosting services
- F. Inspiration:
- Jakob Nielsen <http://www.useit.com/>
 - Steve Krug <http://www.sensible.com/>
 - Vincent Flanders <http://www.webpagethatsuck.com/>
 - Joshua Porter https://www.uie.com/articles/three_click_rule/

Other References (The Good, the Bad, and the Ugly):

<http://www.informationweek.com/government/information-management/slideshow-12-worst-government-websites/225402205>

<http://www.fastcompany.com/3010559/the-best-and-worst-of-government-web-design#1>

<http://www.govtech.com/cdg/digital-government-achievement/Best-of-the-Web--Digital-Government-Achievement-Awards-2014---Winners-Announced.html>

CITY OF JERSEY CITY, NJ
DEPARTMENT: Administration
PURPOSE: Website Design/Maintenance

REQUEST FOR PROPOSALS
DIVISION: Communications
DUE DATE: 09/17/2015

SECTION 10: REQUIRED ADMINISTRATIVE FORMS

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

CITY OF JERSEY CITY

PROJECT: **Website Design and Maintenance Services**

The undersigned is (an individual)
 (a corporation) under the laws
 (a partnership)

of the State of _____ having offices

at _____ and submits this proposal in
response to the City's RFP.

Signed: _____

Name: _____

Title: _____

Company: _____

Address: _____

RESPONDENT'S CHECKLIST

Item	Respondent Initials	Purchasing Review
A. Non-Collusion Affidavit properly notarized		
B. Public Disclosure Statement *		
C. Mandatory Affirmative Action Language		
D. Americans with Disabilities Act		
E. MWBE Questionnaire		
F. Affirmative Action Compliance Notice		
G. Employee Information Report		
H. Business Registration Certificate		
I. Acknowledgment of Receipt of Addenda *		
J. Original signature(s) on all required forms.		

* Failure to include these documents with Proposal will result in an automatic rejection of the Proposal

NON COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
CITY OF JERSEY CITY ss:

I certify that I am _____

of the firm of _____

the vendor making the proposal for the above named project, and that I executed the said proposal with full authority so to do; that said vendor has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive 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_____

(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 _____ OF 20_____

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF
MY COMMISSION EXPIRES: 20 .

EEO/AFFIRMATIVE ACTION REQUIREMENTS

Goods, Professional Services and General Service Contracts

Questions in reference to EEO/AA Requirements For Goods, Professional Services and General Service Contracts should be directed to:

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@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)

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 P. 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

Certification _____

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

This is to certify that the contractor listed includes has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.3 et seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of _____.



State Treasurer

VOID

Sample Employee Information Report Form AA302

Form AA302
Rev. 11/11

STATE OF NEW JERSEY
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT LEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the form, go to: <http://www.state.nj.us/treasury/contract/compliance/pdf/aa302r11v.pdf>

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY _____ 2. TYPE OF BUSINESS
 1. MFG 2. SERVICE 3. WHOLESALE
 4. RETAIL 5. OTHER _____ 3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY _____

4. COMPANY NAME _____

5. STREET _____ CITY _____ COUNTY _____ STATE _____ ZIP CODE _____

6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATED) _____ CITY _____ STATE _____ ZIP CODE _____

7. CHECK ONE IF THE COMPANY: SINGLE-ESTABLISHMENT EMPLOYER MULTI-ESTABLISHMENT EMPLOYER

8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ _____

9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT _____

10. PUBLIC AGENCY AWARDED CONTRACT _____
 CITY _____ COUNTY _____ STATE _____ ZIP CODE _____

Official Use Only

DATE RECEIVED _____ NAUG. DATE _____ ASSIGNED CERTIFICATION NUMBER _____

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN LEO-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN									
	COL. 1 TOTAL (Cols. 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	MALE					FEMALE				
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.
Officials/ Managers													
Professionals													
Technicians													
Sales Workers													
Office & Clerical													
Craftworkers (Skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers													
TOTAL													
Total employment From previous Report (if any)													
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.												

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED?
 1. Visual Survey 2. Employment Record 3. Other (Specify) _____

13. DATES OF PAYROLL PERIOD USED
 From: _____ To: _____

14. IS THIS THE FIRST Employee Information Report Submitted?
 1. YES 2. NO

15. IF NO, DATE LAST REPORT SUBMITTED
 MO. DAY YEAR

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type) _____ SIGNATURE _____ TITLE _____ DATE MO. DAY YEAR _____

17. ADDRESS NO. & STREET _____ CITY _____ COUNTY _____ STATE _____ ZIP CODE _____ PHONE (AREA CODE NO. EXTENSION) _____

Sample Employee Information Report Form AA302

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT (FORM AA302)

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM **AND TO SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE**. IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail"

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code. This is not applicable if you are renewing a current Certificate.

ITEM 11 - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. DO NOT attach an EEO-1 Report.

Racial/Ethnic Groups will be defined:

Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Phillipine Islands and Samoa.

Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDING THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY (FEE IS NON-REFUNDABLE), TO:

NJ Department of the Treasury
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program
P.O. Box 206

Trenton, New Jersey 08625-0206

Telephone No. (609) 292-5473

Sample Duplicate Certificate of Employee Information Report Request

Form Duplicate Cert.
Rev. 11/11

Print Form



**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
Division of Purchase & Property, Contract Compliance Audit Unit
EEO Monitoring Program**

DUPLICATE CERTIFICATE OF EMPLOYEE INFORMATION REPORT REQUEST

IMPORTANT- FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND SUBMIT THE REQUIRED \$75.00 FEE (Non-Refundable) MAY DELAY ISSUANCE OF YOUR DUPLICATE CERTIFICATE OF EMPLOYEE INFORMATION REPORT.

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY	2. ASSIGNED CERTIFICATION NUMBER	ISSUE DATE	EXPIRATION DATE	
3. COMPANY NAME				
4. STREET	CITY	COUNTY	STATE	ZIP CODE
5. REASON FOR REQUEST OF DUPLICATE CERTIFICATE				
<input type="checkbox"/> 1. Lost Certificate <input type="checkbox"/> 2. Damaged <input type="checkbox"/> 3. Other (Specify)				

SECTION B - SIGNATURE AND IDENTIFICATION

6. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO DAY YEAR		
7. ADDRESS NO. & STREET	CITY	COUNTY	STATE	ZIP CODE	PHONE (AREA CODE, NO., EXTENSION)

I certify that the information on this Form is true and correct.

SECTION C - OFFICIAL USE ONLY

RECEIVED DATE:	DIVISION OF REVENUE DLN #:

INSTRUCTIONS FOR COMPLETING DUPLICATE CERTIFICATE REQUEST

- ITEM 1** - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.
- ITEM 2** - Enter the Certificate Number that was assigned to your company along with the Issue Date and Expiration Date (if available).
- ITEM 3** - Enter the name by which the company is identified.
- ITEM 4** - Enter the physical location of the company. Include City, County, State and Zip Code.
- ITEM 5** - Enter the reason for requesting a Duplicate Certificate of Employee Information Report.
- ITEM 6** - Print or type the name of the person completing the form. Include the signature, title and date.
- ITEM 7** - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

RETAIN A COPY OF THIS REQUEST FOR THE VENDOR'S OWN FILES AND FORWARD ONE COPY WITH A CHECK IN THE AMOUNT OF \$75.00 (Non-Refundable Fee) PAYABLE TO "THE TREASURER, STATE OF NEW JERSEY" TO:

**NJ Department of the Treasury
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program
PO Box 206**

Trenton, New Jersey 08625-0206

Telephone No. (609) 292-5473

PLEASE ALLOW 15 BUSINESS DAYS FOR PROCESSING THE DUPLICATE CERTIFICATE

**RENEWAL PACKAGE
FOR CERTIFICATE OF
EMPLOYEE
INFORMATION REPORT**



State of New Jersey

CHRIS CHRISTIE
Governor
KIM GUADAGNO
Lt. Governor

DEPARTMENT OF THE TREASURY
DIVISION OF PUBLIC CONTRACTS
EQUAL EMPLOYMENT OPPORTUNITY
COMPLIANCE
P.O. BOX 209
TRENTON, NJ 08625-0209

ANDREW P. SIDAMON-ERISTOFF
State Treasurer

RENEWAL NOTICE

The Certificate of Employee Information Report (hereinafter referred to as the "State Certificate") issued by this Division is due to expire within the next 90 days. In order for your firm to continue to provide a current State Certificate for public contract awards, you must apply for renewal by properly completing the following renewal documents:

1. The Employee Information Report Form AA-302 for the facility indicated on the "State Certificate" and any additional New Jersey facilities, with a check in the amount of \$150.00 payable to "the Treasurer, State of New Jersey" (fee is non-refundable) and
2. The Vendor Activity Summary Report forms, one for each of the four (4) personnel activities noted (new hires, promotions, transfers and terminations etc.) for the previous "State Certificate" period, or
3. If you are operating under a federally approved affirmative action plan, a photocopy of the letter of Federal Approval issued by the US Department of Labor, Office of Federal Contract Compliance Programs, not greater than one year old, may be submitted to the awarding agency in lieu of the State Certificate. Please do not submit an EEO-1 Report as it will not be accepted.

All goods, service and professional service vendors are encouraged to complete and file these renewal documents electronically by accessing the Division's website at www.state.nj.us/treasury/contract_compliance. This website provides access to the Forms in electronic format or on-line internet submission registration via the internet. Or you may call the Division at (609) 292-5473 and a representative will be available to assist you. Please have your certificate number ready when calling. Your certificate number is noted at the end of your company name on your mailing label.

Upon receipt of the above-referenced documents, the Division will approve or reject your application within sixty (60) days of submission. If your application is approved, the Division will issue a Certificate provided your firm meets the standards of good faith compliance with the Affirmative Action Regulations set forth in N.J.A.C. 17:27-1.1 et seq. Periodic reviews may be conducted and additional information may be requested, as required by the Division. In all instances, however, a copy of the Certificate must be presented to the public agency awarding the contract, prior to the award of the contract.

(AA-02 Rev. Mar-10)

**NEW INSTRUCTIONS FOR COMPLETING THE
EMPLOYEE INFORMATION REPORT (FORM AA302) RENEWAL
DISREGARD INSTRUCTIONS ON PRE-PRINTED FORM REV. 1/00**

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Not Applicable.

ITEM 11 - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. DO NOT attach an EEO-1 Report.

Racial/Ethnic Groups will be defined:

Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

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Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - Not Applicable.

ITEM 15 - Not Applicable.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT RENEWAL FORM (AA302) AND RETAIN THE PINK COPY FOR THE VENDOR'S OWN FILES. FORWARD THE REMAINING TWO (2) WHITE AND CANARY COPIES WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY TO:

NJ Department of the Treasury
Division of Public Contracts
Equal Employment Opportunity Compliance
P.O. Box 206

Trenton, New Jersey 08625-0206

Telephone No. (609) 292-5473



STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY

Division of Public Contracts Equal Employment Opportunity Compliance

DUPLICATE CERTIFICATE OF EMPLOYEE INFORMATION REPORT REQUEST

IMPORTANT- FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND SUBMIT THE REQUIRED \$75.00 FEE (Non-Refundable) MAY DELAY ISSUANCE OF YOUR DUPLICATE CERTIFICATE OF EMPLOYEE INFORMATION REPORT.

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY	2. ASSIGNED CERTIFICATION NUMBER	ISSUE DATE	EXPIRATION DATE

3. COMPANY NAME

4. STREET	CITY	COUNTY	STATE	ZIP CODE
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5. REASON FOR REQUEST OF DUPLICATE CERTIFICATE

1. Lost Certificate 2. Damaged 3. Other (Specify)

SECTION B - SIGNATURE AND IDENTIFICATION

6. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO DAY YEAR
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7. ADDRESS NO. & STREET	CITY	COUNTY	STATE	ZIP CODE	PHONE (AREA CODE, NO., EXTENSION)
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I certify that the information on this Form is true and correct.

SECTION C - OFFICIAL USE ONLY

RECEIVED DATE:	DIVISION OF REVENUE DLN #:
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INSTRUCTIONS FOR COMPLETING DUPLICATE CERTIFICATE REQUEST

- ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.
- ITEM 2 - Enter the Certificate Number that was assigned to your company along with the Issue Date and Expiration Date (if available).
- ITEM 3 - Enter the name by which the company is identified.
- ITEM 4 - Enter the physical location of the company. Include City, County, State and Zip Code.
- ITEM 5 - Enter the reason for requesting a Duplicate Certificate of Employee Information Report.
- ITEM 6 - Print or type the name of the person completing the form. Include the signature, title and date.
- ITEM 7 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

RETAIN A COPY OF THIS REQUEST FOR THE VENDOR'S OWN FILES AND FORWARD ONE COPY WITH A CHECK IN THE AMOUNT OF \$75.00 (Non-Refundable Fee) PAYABLE TO "THE TREASURER, STATE OF NEW JERSEY" TO:

NJ Department of the Treasury
Division of Public Contracts
Equal Employment Opportunity Compliance
PO Box 206

Trenton, New Jersey 08625-0206

Telephone No. (609) 292-5473

PLEASE ALLOW 15 BUSINESS DAYS FOR PROCESSING THE DUPLICATE CERTIFICATE

INSTRUCTIONS

VENDOR ACTIVITY SUMMARY REPORTS

1. You should complete 4 blank Vendor Activity Summary Reports with your AA-302, Employee Information Report Renewal Application package. These 4 Reports are to be completed for new hires, promotions, transfers and terminations that took place between the time you received your Certificate of Employee Information Report (hereafter referred to as "Certificate") and the date of your Renewal Application.
2. The Vendor Activity Summary Reports must be completed to show your firm's total personnel actions for the previous Certificate period. For example, if your firm renews its Certificate every 3 years, one of the reports should indicate the total number of people hired during the entire 3-year period during which you held the Certificate. Another report should indicate the total number of people terminated during that 3-year period. The third report should indicate the total number of people transferred during that 3-year period and the final report should indicate the total number of people promoted during that 3-year period. Please note, there is no need to re-state the information provided on the AA-302 form.

STATE OF NEW JERSEY DEPARTMENT OF THE TREASURY
 Division of Contract Compliance & Equal Employment Opportunity
 VENDOR ACTIVITY SUMMARY REPORT

CERTIFICATE NO. _____
 NAME OF FACILITY: _____
 NEW HIRES PROMOTIONS TRANSFERS TERMINATIONS (CHECK (X) APPROPRIATE ACTIVITY)

Street _____ City _____ County _____ State _____ Zip Code _____

DATES OF PAYROLL PERIOD USED: FROM _____ TO _____

JOB CATEGORIES	MALE					FEMALE						
	Total	Black	Hispanic	AM Indian	Asian	Non-Min.	Total	Black	Hispanic	AM Indian	Asian	Non-Min.
OFFICIALS & MANAGERS												
PROFESSIONALS												
TECHNICIANS												
SALES WORKERS												
OFFICE & CLERICAL												
CRAFTWORKERS												
OPERATIVES												
LABORERS												
SERVICE WORKERS												
TOTAL												

I certify that the information on this form is true and correct.
 NAME OF PERSON COMPLETING FORM (Print or Type) _____ SIGNATURE _____
 LAST FIRST MI DATE SUBMITTED _____

ADDRESS (NO. & STREET) _____ (CITY) _____ (STATE) _____ (ZIP) _____ PHONE (AREA CODE, NO., EXTENSION) _____

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the _____ of _____, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. 5121 01 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 there unto, 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 that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the 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 other 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 relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Representative's Name/Title Print: _____

Representative's Signature: _____

Name of Company: _____

Tel. No.: _____

Date: _____

**Minority/Woman Business Enterprise (MWBE)
Questionnaire for Bidders**

Jersey City Ordinance C-829 establishes a goal of awarding 20% of the dollar amount of total city procurement to minority and woman owned business enterprises.

To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned and/or woman owned business, and return this form with your bid proposal.

Business Name : _____

Address : _____

Telephone No. : _____

Contact Name : _____

Please check applicable category :

_____ Minority Owned Business (MBE)

_____ Minority & Woman Owned
Business (MWBE)

_____ Woman Owned business (WBE)

_____ Neither

Definitions

Minority Business Enterprise

Minority Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by persons who are African American, Hispanic, Asian American, American Indian or Alaskan native, defined as follows:

African American: a person having origins in any of the black racial groups of Africa

Hispanic: a person of Mexican, Puerto Rican, Central or South American or other non-European Spanish culture or origin regardless of race.

Asian: a person having origins in any of the original peoples of the Far East, South East Asia, Indian subcontinent, Hawaii or the Pacific Islands.

American Indian or Alaskan Native: a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Woman Business Enterprise

Woman Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a woman or women.

**Minority/Woman Business Enterprise (MWBE)
Questionnaire for Bidders**

Jersey City Ordinance C-829 establishes a goal of awarding 20% of the dollar amount of total city procurement to minority and woman owned business enterprises.

To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned and/or woman owned business, and return this form with your bid proposal.

Business Name: _____

Address: _____

Telephone No. : _____

Contact Name: _____

Please check applicable category:

_____ Minority Owned Business (MBE)

_____ Minority & Woman Owned
Business (MWBE)

_____ Woman Owned business (WBE)

_____ Neither

Definitions

Minority Business Enterprise

Minority Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by persons who are African American, Hispanic, Asian American, American Indian or Alaskan native, defined as follows:

African American: a person having origins in any of the black racial groups of Africa

Hispanic: a person of Mexican, Puerto Rican, Central or South American or other non-European Spanish culture or origin regardless of race.

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American Indian or Alaskan Native: a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Woman Business Enterprise

Woman Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a woman or women.

“New Jersey Business Registration Requirements” For Goods, Professional Service and General Service Contracts

The contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor.

Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L.2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.”

**STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND GAMING SERVICE CONTRACTORS**

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION
TAXPAYER IDENTIFICATION NO: 371-047-322500	SEQUENCE NUMBER: 89972
ADDRESS: 1515 BIRCH AVE TRENTON, NJ 08611	ISSUANCE DATE: 02/14/04

John S. Early

**STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE**

Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	1515 BIRCH AVE TRENTON, NJ 08611
Certificate Number:	1053907
Date of Issuance:	October 14, 2004
For Office Use Only:	20041014112023623

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM: Website Redesign and Maintenance Services

The undersigned acknowledges receipt of the following addenda to the bidding document or RFP:

THE COMPLETED ACKNOWLEDGEMENT OF ADDENDA FORM SHOULD BE RETURNED WITH RESPONSE PACKAGE: NOT TO BE SENT SEPARATELY.

NOTE: Failure to acknowledge receipt of all addenda will cause the proposal to be considered non-responsive and proposal will be rejected. Acknowledged receipt of each addendum must be clearly established and included with the proposal pursuant to N.J.S.A. 40A:11-23.2 (e).

Addendum No. _____ Dated _____

Name of Proposer: _____

Street Address: _____

City, State, Zip _____

Authorized Signature: _____

Date: _____