

## **Bergen County Board of Social Service**

### **REQUEST FOR QUALIFICATIONS**

The Bergen County Board of Social Services (the "Board") is soliciting Qualification Statements from interested persons and/or firms for the provision of listed services. Inclusion of a position in this notice, however, does not constitute a warranty that the Board will fill the position at this time or through this process. Through a Request for Qualification process, persons and/or firms interested in assisting the Board with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in the RFQs. The Board will review Qualification Statements only from those firms that submit a Qualification Statement which includes all the information required to be included as described (in the sole judgment of the Board). The Board intends to select (a) person(s) and/or firm(s) that (a) possess(es) the professional, financial and administrative capabilities to provide the proposed services, and (b) agrees and meets the terms and conditions determined by the Board that provide the greatest benefit to the taxpayers of Bergen County.

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.* The selection is, however, subject to the "New Jersey Local Unit Pay-to-Play" Law, (the "Law"), N.J.S.A. 19:44A-20.4 *et seq.* The Board has structured a procurement process that seeks to obtain the desired results, while establishing a competitive process, to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ.

Qualification Statements must be submitted to, and received by William Connelly, Chairman, Bergen County Board of Social Services, 218 Route 17 North, Rochelle Park, New Jersey 07662, before 1:30 p.m. on January 4, 2018. Qualification Statements will not be accepted by facsimile transmission or e-mail. The responses will be publicly opened and announced at 2:00 p.m. on January 5, 2018, in the Conference Room of the Board's offices. The Board is requesting Qualification Statements for the following positions:

- (1) General Counsel
- (2) Labor Counsel
- (3) Insurance Consultant
- (4) Auditor

The Instructions for Qualification Statements may be inspected or picked up by prospective respondents from the Office of the Director, Bergen County Board of Social Services, 218 Route 17 North, Rochelle Park, New Jersey during regular business hours, beginning December 15, 2017.

Qualification Statements must be submitted in the manner designated in the Instructions, must be enclosed in sealed envelopes bearing name and address of the bidder and the name of the work on the outside, addressed to the Bergen County Board of Social Services.

Robert W. Calocino, Acting Director  
Bergen County Board of Social Services

**REQUEST FOR QUALIFICATIONS  
FOR THE SERVICES OF**

**BCBSS RFQ-18-001 Request for Qualifications**

**For The Provision Of:**      **General Counsel  
Labor Counsel  
Insurance Consultant  
Auditor**

ISSUE DATE: December 15, 2017

DUE DATE: January 4<sup>th</sup>, 2018 @ 1:30PM

**NOTE: MUST CLEARLY IDENTIFY THEIR RFQ DOCUMENT WITH THE RFQ NAME AND RFQ  
OPENING DATE**

NOTE: The Bergen County Board of Social Services will consider Qualification Statements only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Qualifications.

## **GLOSSARY**

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

“County” - refers to the County of Bergen.

“Qualification Statement” – refers to the complete responses to this RFQ submitted by the Respondents.

“Qualified Respondent” – refers to those Respondent(s) who (in the sole judgement of the County) have satisfied the qualification criteria set forth in this RFQ.

“RFQ” – refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

“Respondent” or “Respondents” – refers to the interested firm(s) that submit a Qualification Statement(s).

## **1.1. Procurement Process and Schedule.**

The Bergen County Board of Social Services has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each firm is provided an equal opportunity to submit a Qualification Statement. Responses to the RFQ will be evaluated in accordance with the criteria set forth in later section(s) of this RFQ, which will be applied in the same manner to each Qualification Statement received. The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.). The selection is, however, subject to the New Jersey Local Unit Pay-to-Play Law (N.J.S.A. 19:44A-20.4 et seq.).

Qualification Statements will be reviewed and evaluated by the Bergen County Board of Social Services with assistance from its financial and legal advisors under no circumstances will a party reviewing or evaluating a qualification statement do so if their involvement would present conflict of interest as that term defined New Jersey's Local Government Ethics law N.J.S.A. 40A:9-22.1 et seq. The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial criteria described in this RFQ. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Bergen County Board of Social Services will (in its sole judgement) determine which Respondents are qualified (to perform the contemplated services). Each Respondent that meets the requirement of the RFQ (in the sole judgement of the County) will be designated as a Qualified Respondent and may be given the opportunity to submit a detailed Proposal in response to subsequent RFQ's issued by the Bergen County Board of Social Services.

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

All communications concerning this RFQ or the RFQ process shall be directed, in writing, to the County's Designated Contact Person as set forth herein.

Subsequent to issuance of this RFQ, the Bergen County Board of Social Services may modify, supplement, amend or cancel the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by, and in the sole judgment of, the County.

**TABLE 1**  
**ANTICIPATED PROCUREMENT SCHEDULE**

ACTIVITY	DATE
1. Issuance of Request for Qualifications and or Quotes	<u>December 15<sup>th</sup>, 2017</u>
2. Receipt of Qualification Statements/Quotes	<u>January 4<sup>th</sup>, 2018</u>
3. Opening of Submissions	<u>January 5<sup>th</sup>, 2018</u>
4. Board Review	<u>January 9<sup>th</sup>, 2018</u>
5. Designation of Qualified Respondents	<u>January 9<sup>th</sup>, 2018</u>

**1.2. Conditions Applicable to RFQ.**

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

- This document is an RFQ and does not constitute a Request for Proposals (“RFP”).
- This RFQ does not commit the Bergen County Board of Social Services to issue an RFP or to award a contract for the services contemplated by this RFQ.
- The Bergen County Board of Social Services reserves the right (in its sole judgement) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for the services contemplated by this RFQ.
- The Bergen County Board of Social Services reserves the right (in its sole judgement) to seek additional information, waive requirements or reject any Respondent that submits incomplete responses to this RFQ.
- The Bergen County Board of Social Services reserves the right (in its sole judgement) to determine those Respondents that are qualified to perform the services contemplated by this RFQ.
- The Bergen County Board of Social Services reserves the right, without prior notice, to supplement, amend, otherwise modify this RFQ, or otherwise request additional information.
- All Qualification Statements shall become the property of the Bergen County Board of Social Services and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the Bergen County Board of Social Services (in the exercise of its sole discretion and in accordance with law

- Responses to this RFQ are the property of the Bergen County Board of Social Services and will be “public records”. Responses that are labeled “confidential”, or that contain information identified as “confidential”, will not be acceptable for consideration by the Bergen County Board of Social Services.
- The Bergen County Board of Social Services may request Respondents to send representatives to the Bergen County Board of Social Services for interviews.
- Any and all Qualification Statements not received on or before the time set herein for receipt may be rejected.
- Neither the Bergen County Board of Social Services, nor their respective staffs, consultants or advisors shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualifications Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualifications Statement or for participating in this procurement process.

### **1.3. Rights of the Bergen County Board of Social Services**

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

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

- Pursuant to P.L. 2012c c.25 State and local public contracts are not permitted with persons or entities engaging in certain investment activities in energy or finance sectors of Iran.

The Bergen County Board of Social Services shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

**1.4. Addenda or Amendments to RFQ.**

During the period provided for the preparation of Qualification Statement, the Bergen County Board of Social Services may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Bergen County Board of Social Services and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the designated submission date.

**1.5. Cost of Preparation.**

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

**1.6. Format.**

Responses should cover all information requested in this RFQ. Responses which in the judgement of the Bergen County Board of Social Services fail to meet the requirement of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

**Section 2  
Costs**

2.1 Costs should be outlined for all usual and customary fees' including hourly rates, inclusive fees and so on. The Bergen County Board of Social Services does not pay for travel time and expenses, invoices showing these items will not be paid.

2.2 The Bergen County Board of Social Services typically caps the hourly rates at \$150.00 per hour however special litigation needs and projects will be evaluated on a case by case basis.

## SECTION 3 SUBMISSION REQUIREMENTS

### 3.1. General Requirements.

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative, and financial qualifications set forth in Section 2 and shall also incorporate the information requested below.

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

### 3.2 Administrative Information Requirements.

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

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
2. An executed Letter of Intent (see Appendix A to this RFQ).
3. An executed Certifications document (see Appendix B to this RFQ).
4. Name, address and telephone number of the firm submitting the Qualification Statement pursuant to this RFQ and the name of the key contact person.
5. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
  - a) Provide the names and business addresses of all Principals of the firm or firms submitting the Qualification Statement. For purposes of this RFQ, "Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.
  - b) If a firm is a partially owned or a full-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process.
  - c) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in b) above for each member of the partnership, joint venture or similar organization.
  - d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance. Respondents are required (pursuant to Section 4 of this RFQ) to provide an Employee
  - e) Information Report demonstrating compliance with the affirmative action requirements set forth at P.L. 1975, c. 127.



6. The number of years your organization has been operating and in business under the present name.
7. The number of years the business organization has been under the current management personnel.
8. Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
9. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
10. Confirm appropriate federal and state licenses to perform activities.
11. Respondents must also submit a New Jersey Business Registration Certificate (pursuant to **N.J.S.A. 54A:7-1.2**), a Stockholder Disclosure Certificate, Employee Information Report (demonstrating compliance with the affirmative action requirements set forth at P.L. 1975, c. 127) and any other requirements set forth herein.
12. **REQUIRED AFFIRMATIVE ACTION EVIDENCE:** The Provisions of Chapter 127, Public Laws of 1975, (N.J.A.C. 17-27) are applicable to this contract. All successful vendors must submit within seven (7) days of the notice of intent to award or the signing of the contract, one of the following:
  1. A photocopy of their Federal Letter of Affirmative Action Plan Approval
  2. A photocopy of their Certificate of Employee Information Report or
  3. A completed Affirmative Action Employee Information Report (AA302).

### **Section 3.3 Professional Information Requirements.**

1. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:
  - a) Description and scope of work by Respondent
  - b) Name, address and contact information of at least three references
  - c) Explanation of perceived relevance of the experience to the RFQ.
2. Describe the services that Respondent would perform directly.
3. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.
4. Does the Respondent normally employ union or non-union employees?
5. Resumes of key employees (see specific requirements in Section 2 above).
6. A narrative statement of the Respondent's understanding of the County's needs and goals.
7. List all immediate relatives of Principal(s) of Respondent who are County employees or elected officials of the County. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

## Section 3.4 Other Terms and Conditions

A. **Non-Discrimination:** There shall be no discrimination against any employee engaged in the work required to produce the commodities covered by any contract resulting from this bid, or against any applicant to such employment because of race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality. This provision shall include, but not be limited to the following: employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor shall insert a similar provision in all subcontracts for services to be covered by any contract resulting from this bid.

### B. STATEMENT OF CORPORATE OWNERSHIP

In accordance with N.J.S.A. 52:25-24.2, no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, shall be awarded a contract, unless prior to the receipt of the bid or accompanying the bid of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship, there is submitted to the County a statement setting forth the names and addresses of all stockholders who own 10% or more of the stock, of any class or of all individual partners who own a 10% or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder and individual partner, exceeding the 10% ownership criteria established in this act has been listed. This form shall be signed and submitted with the bid/proposal whether or not a stockholder or partner owns less than 10% of the business submitting the bid. Failure to comply requires mandatory rejection of the bid/proposal

### C. OWNERSHIP OF MATERIAL

- a. The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the contractor for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract.
- b. Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The contractor shall not have the right to use, sell, or disclose the total of the interim or final

work products, or make available to third parties, without the prior written consent of the owner. All information supplied to the owner may be required to be supplied on CD-ROM or other media compatible with the owner's computer operating system, windows based, Microsoft Office Suite 2000.

**D. HIPPA (If Applicable)**

- a. Both parties agree to comply with all requirements of the Federal Health Insurance Portability and Accountability Act of 1996 ("HIPPA") as maybe amended from time to time, and the corresponding HIPPA regulations for the confidentiality and security of medical information.
- b. The Contractor shall:
  - i. Not use or disclose protected health information other than as permitted or required by law.
  - ii. Use appropriate safeguards to protect the confidentiality of the information.
  - iii. Report any use or disclosure not permitted.
- c. The contractor, by execution of the contract, shall thereby indemnify and hold the County harmless from any and all liabilities, claims, actions, costs and penalties which may be incurred as the result of the failure of the contractor to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) or any other statute or case law protecting the privacy of persons using its services.

## **SECTION 4**

### **Board of Social Services-Description of Scope of Services**

#### **1. General Counsel**

Respondent must have significant experience representing New Jersey governmental entities as General Counsel and must have prior representation of County Boards in the past. The successful Respondent will be expected to provide to the Board, its Director and Staff, legal advice and services, including but not limited to: performing legal research and providing advisory opinions as needed; representing the Board in federal and state courts and administrative forums; reviewing, and or preparing resolutions; attending meetings of the Board, Director and Staff, and acting as head of the Legal Department. In addition, General Counsel's office is expected to handle day to day legal proceedings as they arise. The General Counsel must have experience in employment and personnel matters.

#### **2. Labor Counsel**

The successful Respondent must have significant experience representing New Jersey governmental entities as Labor Counsel and must have prior representation of County Boards in the past. The successful Respondent will be expected to provide to the Board and General Counsel legal advice and services, in connection with employment matters, including but not limited to: performing legal research and providing advisory opinions; attending meetings of the Board and/or employees upon request; preparing collective bargaining agreements and/or contracts or other legal documents; conducting programs on specific legal issues for the Board and/or employees upon request, and any other matters as directed by the Board. Labor Counsel shall be part-time and report to the General Counsel.

#### **3. Insurance Consultant**

Respondent will provide insurance consulting services to the Board including, but not necessarily limited to: assisting the Board in identifying its insurable exposures and recommending professional methods to reduce, assume or transfer the risk or loss; assisting the Board in understanding and selecting the various coverages available; reviewing with the Board any additional coverages that the Respondent feels should be carried but are not available; assisting the Board in the preparation of any application, statements of values, or similar documents requested; reviewing the Board's assessment and assisting the Board in the preparation of its annual insurance budget; reviewing the loss and engineering reports and generally assisting the Board in its loss containment objectives; assisting where needed in the settlement of claims made; and any other services relating to insurance consulting that may be required by the Board.

#### **4. Auditor**

The successful Respondent must have significant experience representing New Jersey governmental entities as a financial auditor. The successful Respondent will be expected to review and audit the Board's un-audited financial statements, an annual budget, annual and supplemental debt statements and other financial/accounting services, including but not limited to, the development of accounting policies and procedures and review and evaluation.

Respondent must have significant experience in public sector auditing. Further, the Respondent shall be licensed as a Certified Public Accountant. The successful Respondent will provide the Board with consulting services related, but not necessarily limited to: assisting in the preparation of the budget; making routine investigations, examinations, and audits of books and financial records and preparing reports thereof; making inspections of varied financial transactions and records to ensure that concerned regulations and accounting procedures are observed; auditing expense invoices and preparing audits and reports of costs and other financial summaries and statements; preparing detailed reports of audits containing findings, conclusions, and recommendations; maintaining essential auditing records and files; and any other thing necessary and proper for completion of the duties of the Board Auditor as directed by the Board. Additionally, the Auditor shall complete and prepare the audit report for calendar year 2018. The Auditor shall report directly to the Chairperson and the Director of the Board of Social Services.

**Section 5**  
**INSTRUCTIONS TO RESPONDENTS**

Qualification Statements must be submitted to, and be received by the Bergen County Board of Social Services' Designated Contact Person, via mail or hand delivery by 1:30 PM. prevailing time on **set forth on page one** Qualification Statements will not be accepted by facsimile transmission or e-mail.

Designated Contact Person:

**William Connelly, Chairman**  
**Bergen County Board of Social Services**  
**218 Route 17 North**  
**Rochelle Park, NJ 07662**

Respondents must submit an **original and four (4) paper copies plus 1 on a CD OR other digital medium** of their Qualification Statement to the Designated Contact Person.

**With their Qualification Statement, respondents must submit a New Jersey Business Registration Certificate and a Ownership Disclosure Certificate (pursuant to N.J.S.A. 40A:11-23.2), the federal EIN of the entity they are doing business under and any other requirements set forth herein.**

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

**REQUIRED AFFIRMATIVE ACTION EVIDENCE:** The Provisions of Chapter 127, Public Laws of 1975, (N.J.A.C. 17-27) are applicable to this contract. All successful vendors must submit within seven (7) days of the notice of intent to award or the signing of the contract, one of the following:

- 1. A photocopy of their Federal Letter of Affirmative Action Plan Approval**
- 2. A photocopy of their Certificate of Employee Information Report or**
- 3. A completed Affirmative Action Employee Information Report (AA302).**

## **SECTION 6**

### **EVALUATION CRITERIA**

The Bergen Board Board of Social Services's objective in soliciting Qualification Statements is to enable it to select a firm or organization (or multiple firms or organizations) that will provide high quality and cost effective services to the citizens of Bergen Board. The Board will consider Qualification Statements only from firms or organizations that, in the Board's sole judgement, have demonstrated the capability and willingness to provide the services contemplated by this RFQ.

Proposals will be evaluated by the Board on the basis of the most advantageous submission, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field
2. Knowledge of the Board and the subject matter addressed under the contract
3. Availability to accommodate the required meetings of the Board, and
4. Other factors to be demonstrated to be in the best interest of the Board

## APPENDIX A

### LETTER OF INTENT

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

Respondents Federal EIN: \_\_\_\_\_

*William Connelly, Chairmand and  
Members of the Board  
Bergen County Board of Social Services  
218 Route 17 North  
Rochelle Park, NJ 07662*

*[insert date]*

Re: *[insert title of RFQ and Position Sought]*

*Dear Chairman Connelly and Members of the Board:*

*The undersigned, as Respondent, has submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the Bergen County Board of Social Services ("Board"), dated [insert date], in connection with the services set forth above.*

*(Name of Respondent) HEREBY STATES:*

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

*2. The undersigned Respondent is interested in being invited to respond to the Bergen County Board of Social Services request for Qualifications (RFQ). It is the intent of Respondent, to complete and submit a Qualification Statement for the provision of the services set forth above and to enter into a contract for said services if selected and awarded a contract by the Bergen County Board of Chosen Freeholders.*

*3. The undersigned Respondent agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the Bergen County Board of Social Services Procurement schedule.*

*4. The undersigned Respondent agrees that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement submitted in response to the RFQ, or any negotiation which results there from shall be borne exclusively by the Respondent.*

5. The undersigned Respondent hereby declares that the only persons participating in this Qualification Statements as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional person may subsequently be include as participating principals, but only if acceptable to the Bergen County Board of Social Services. The undersigned Respondent further declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

6. The undersigned Respondent acknowledge and agrees that the Bergen County Board of Social Services may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Bergen County Board of Social Services shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

7. The undersigned Respondent acknowledges that any contract executed with respect to the provision of the above referenced services must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

8. The undersigned Respondent acknowledges and agrees that it will be obligated to satisfy the requirements set forth in Section Two of this RFQ at the time of submission of its Qualification Statement. The Respondent hereby states that (as of the date hereof) it has a reasonable expectation that it will be able to satisfy such criteria and requirements as of the date of its submittal.

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

(Signature of Chief Executive Officer)

(Typed name and Title)

Typed name and Firm

Date

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



**APPENDIX B**

**CERTIFICATIONS**

In addition to responding to the foregoing items, the undersigned Respondent certifies that:

A. The firm’s participation in the matters contemplated by this RFQ will not create any conflict of interest for the firm or any of its officers or employees.

B. The firm is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, sex, age, disability, national origin, or ancestry.

C. The firm is not currently in violation of or under any investigation or review for a violation of any state or federal law or regulation that might have a material adverse impact on the firm’s ability to serve if selected.

D. The firm understands and agrees that during the time it is a member of the group of qualified firms it will not be eligible to serve as financial advisor to the Bergen County Board of Social Services, and that it does not, and will not during that time, have a financial interest in any firm providing financial advisory services to the Bergen County Board of Social Services.

Firm: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_

# STOCKHOLDER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Bid Submission

**Name of Business** \_\_\_\_\_

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation  Other, Please List \_\_\_\_\_

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_.

(Notary Public)

My Commission expires:

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Print name & title of affiant)

(Corporate Seal)

DISCLOSURE STATEMENT

The attention of prospective bidders is drawn to the provisions of the Local Government Ethics Law (N.J.S.A. 40A:9-22-1, et seq.) which prohibits a County Officer or employee or member of his/her immediate family from having an interest in a business organization or engaging in any business transaction, or professional activity which is in substantial conflict with the proper discharge of his duties in the public interest.

In furtherance thereof, every bidder must disclose below, being a Bergen County officer or employee or whether an immediate family member is a Bergen County officer or employee. If the bidder is a business organization, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

Please answer the following:

Is the bidder, or a member of the bidder's immediate family, or anyone having an interest in the bidder's business organization including their immediate family members, an officer or employee of Bergen County?

NO \_\_\_\_\_ YES \_\_\_\_\_

S\ \_\_\_\_\_  
\* President, Vice President or Signature of  
Authorized Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

If yes, provide the name of the individual and identify the position held, below, and notify in writing the Office of County Counsel, One Bergen County Plaza, Hackensack, New Jersey 07601. (Attach a copy of the correspondence to this form).

NOTE: All terms used herein are to be construed in accordance with their meaning under the Local Government Ethics Law, cited above.

**\* FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED COMPANY OFFICIAL MAY RESULT IN REJECTION OF THIS PROPOSAL.**

# Bergen County Board of Social Services—Division of Purchasing Disclosure of Investment Activities in IRAN

BID/RFP/Solicitation Number: BCSS RFQ-18-001

Bidder/Offeror: \_\_\_\_\_

## Part 1: Certification

BIDDERS ARE TO COMPLETE PART 1 BY CHECKING EITHER BOX.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

### PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

**OR**

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below.

Part 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran on additional sheets provided by you.

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name: (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

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.

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

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

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

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

Letter of Federal Affirmative Action Plan Approval


Certificate of Employee Information Report

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

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts and Equal Opportunity Employment Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**State of New Jersey Business Registration Certificate Sample**

<b>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS</b>		<small>DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, NJ 08646-0252</small>
<b>TAXPAYER NAME:</b> TAX REGISTRATION TEST ACCOUNT	<b>TRADE NAME:</b> CLIENT REGISTRATION	
<b>TAXPAYER IDENTIFICATION#:</b> 970-097-382/500	<b>SEQUENCE NUMBER:</b> 0107330	
<b>ADDRESS:</b> 847 ROEBLING AVE TRENTON NJ 08611	<b>ISSUANCE DATE:</b> 07/14/04	
<b>EFFECTIVE DATE:</b> 01/01/01		
<b>FORM-BRC(08-01)</b>	<small>Acting Director</small>	
<small>This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</small>		

	<b>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE</b>
<b>Taxpayer Name:</b>	TAX REG TEST ACCOUNT
<b>Trade Name:</b>	
<b>Address:</b>	847 ROEBLING AVE TRENTON, NJ 08611
<b>Certificate Number:</b>	1093907
<b>Date of Issuance:</b>	October 14, 2004
<b>For Office Use Only:</b>	
	20041014112823533