



BOROUGH OF ROSELLE

REQUEST FOR QUALIFICATIONS FOR PAYROLL SERVICES

**SUBMISSION DEADLINE
DECEMBER 27, 2012
10:00 A.M.**

ADDRESS ALL QUALIFICATIONS TO:

**ATTN: PURCHASING DEPARTMENT
2ND FLOOR
ROSELLE BOROUGH HALL
210 CHESTNUT STREET
ROSELLE, NEW JERSEY 07203**

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING QUALIFICATION

BOROUGH OF ROSELLE
210 CHESTNUT STREET
ROSELLE, NJ 07203

CONTACT

PURCHASING DEPARTMENT
BOROUGH OF ROSELLE
210 CHESTNUT STREET
ROSELLE, NEW JERSEY 07203
2ND FLOOR (908) 259-5600

PURPOSE OF REQUEST

The Borough of Roselle is requesting qualifications from qualified individuals and firms (hereinafter also referred to as the “contractor(s)”, “consultant(s)” or “proposer(s)”) to provide Payroll Services to the Borough. Qualifications will be evaluated in accordance with the criteria set forth in the RFQ. One or more individuals/firms may be selected to provide services.

PERIOD OF CONTRACT

January 1, 2013 through December 31, 2013.

CONTRACT FORM

The successful proposer shall be required to execute the Borough’s form of contract, which shall include indemnification, insurance, termination and 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 Borough arising out of, or by reason of, the work performed and materials furnished under this Contract.

**DETAILED REQUIREMENTS OF THE
REQUEST FOR QUALIFICATIONS FOR
PAYROLL SERVICES**

1. BOROUGH OF ROSELLE FACTS AND FIGURES – The Borough of Roselle is a municipal governmental entity. The Borough was incorporated in 1894. The Borough is governed by the Borough Council which is made up of six members, and the Mayor. The mayor and council representative-at-large are elected by the entire borough. The remaining five council members are elected from five wards, one from each ward in which the member resides. The Borough’s population is approximately 21,415 and it consists of approximately 2.2 square miles of area. The Borough employs approximately 230 people in about 16 departments and agencies. It owns various buildings, and parks and recreation facilities throughout the Borough. The Borough government provides significant and diverse services to its residents and community members and neighbors.

2. NATURE/ SCOPE OF SERVICES – The Borough of Roselle is requesting qualifications for Payroll Services. The Payroll firm must demonstrate the ability to:

The contractor will store this data in a vault and will retain backup in offsite storage to provide reasonable protection to the data.

In the event any data would have to be reconstructed due to an error in processing, this recovery process will be the responsibility of contractor for both cost and procedure.

The contractor shall be liable for any errors or negligence resulting from its performance under the contract and shall hold the Borough harmless from claims of others against the Borough resulting from said negligence.

Likewise, the Borough shall hold the contractor harmless for any claims against the contractor from incorrect data submitted by the Borough to the contractor.

The contractor shall provide pickup and delivery as required to meet the Borough's schedules.

The contractor shall be liable for payment of all charges for delivery of the materials furnished under this agreement to the Borough.

The contractor shall provide detailed training classes to the Borough's personnel to insure a detailed working knowledge of data processing procedures required to perform the necessary functions by the Borough's personnel. Manuals outlining procedures to be used by Borough personnel to efficiently operate these data processing systems and procedures shall be supplied by Proposer to Borough personnel. Consultation deemed necessary by the Borough with vendor during course of contract period is at no cost to the Borough.

The contractor shall be responsible for converting existing master file data to the proposed system. This includes current as well as historical data.

All procedures instituted must meet or exceed (as determined by the Borough) the current requirements presently being produced by the existing systems. As a result of the system being installed, there will be no interruptions in the operating procedures already established by the Borough.

The number of personal computers performing payroll processing functions at any one time will be no less than two (1) and no more than three (2). The number of personal computers performing Human Resources processing functions at any one time will be no less than three (2) and no more than four (3).

Terminal authorization codes will be released to the designated representatives of the Borough. These codes will not be released to others by the contractor.

The contractor cannot be held responsible for unauthorized use of program access in the customer's location.

All disks, cards, tapes, computer forms, payroll checks, W2 forms, and envelopes--including all supplies shall be the responsibility of the contractor.

The Proposer shall be aware that the Payroll Accounting System implemented in accordance with these specifications are subject to approval by the NJ Department of Civil Service. The Proposer shall adhere to any and all regulations that have been or will be promulgated by the NJ Department of Civil Service.

The proposer shall provide user friendly support to the Borough through accessibility of customer service

representatives knowledgeable in each of the various modules including tax requirements. The proposers system should also be able to provide help screens for various common queries and clarifications.

The contract will be awarded to the lowest responsible Proposer. The award criteria include, but are not limited to, the following: cost of services, conformance to specifications, ability to meet deadlines, state certification, past performance, equipment, application software, program ownership, financial and operational integrity, time frame for installation of proposed system.

Each module must have the capability to provide security by user as to who is permitted to view, edit and generate reports based on the various fields and functions.

SPECIFICATIONS FOR PAYROLL ACCOUNTING SYSTEM

A. System

The payroll accounting system for public government agencies in New Jersey shall include, but not be limited to the following:

1. The system shall be able to process payroll information on-line as well as through the use of a payroll transmittal report.
2. The system shall be structured in such a way as to allow for the accounting of payroll information at the following levels:
 - a. Department level (12 departments)
3. Using information provided by the Borough Treasurer's Office on a bi-monthly basis, the system shall calculate individually, as well as in total, the following items:
 - a. Pay type (i.e. base, overtime, longevity, etc.).
 - b. Gross earnings.
 - c. Applicable taxes and deductions (minimum of 28 tax and deduction accounts required).
 - d. The payroll provider shall at no additional cost prepare and calculate deductions based on any changes in New Jersey Statutes. Currently the State of New Jersey requires special calculations for Pension and Health Benefit deductions.
 - e. To insure that all the contract will be all encompassing as statutes change, the payroll provider shall not charge extra for any calculations either new or existing that are required by State or Federal regulations/statutes for either all or only governmental entities in their preparation of employee payroll.
 - f. Net earnings.
4. The system shall allow on-line and transmittal updating of all the information contained on each employee record.
5. On-line updating shall be recorded and processed at the time of entry and shall be available for immediate

recall and update.

6. Each employee record shall include but not be limited to the following:

- a. Employee number, name, address, social security number, etc.
- b. Gender, marital status.
- c. An accounting of all earnings and deductions.
- d. Semi-monthly, quarter-to-date, and year-to-date earnings and deductions.
- e. Job classification and pay code that includes pay classifications based on pay type, pay rate and/or salary ranges and steps.
- f. Civil Service status code, title code, and veterans code status.
- g. Fields for Indicators to allow the identification of employees for the purposes of completing year end EEO, Workman's Compensation, and PEOSHA reports.
- h. Fields for indicators to classify employees by pension type and tier.

7. Payroll system must provide screens, by department, listing employees within that department.

8. System must provide electronic download of payroll information into the Borough's General Ledger.

9. System must be able to provide up to 6 direct deposits per employee per pay.

10. The system must allow for an electronic check/bank reconciliation process.

11. The payroll reporting system shall provide for, but not be limited to, the following reports:

- a. Employee payroll check shall have an attached stub that shall include current and year-to-date information.
- b. Check stub information shall include type of pay, gross earnings, deductions, net earnings, annual contractual salary, and pension member number. Provider should also be able to print on the check stub any benefit leave time accrual balances.
- c. Print payroll registers by company which shall account for individual employee earnings at the branch level and department level.
- d. Payroll report (s) shall contain current, quarter-to-date and year-to-date earnings, only one report will be permitted showing payroll information and said report (s) shall be customized into a format acceptable to the Borough.
- e. Print check registers which shall include check number, check date, employee name, employee number and check amount.

- f. Print adjustment listings by company which shall show adjustments to individual employees, department totals and branch totals. Adjustments will reflect changes in earnings and deductions as well as reflect adjustments to net deposits to all payroll accounts.
- g. Print audit trail reports that shall include all changes to payroll master files that occurred during the current payroll processing.

- h. Print company summary reports that will be arranged by department and branch. The summary shall reflect the number of active and inactive employees, hours worked, type of pay, gross and net earnings as well as deductions withheld for each pay period.
- i. Print reports that are or will be required by the NJ Department of Civil Service or any other agency of the state or federal government.
- j. Print alphabetical and employee number listing of all employees.

12. Print payroll transmittals for net pay.

13. Quarterly Requirements (variable number of copies)

- a. Social Security Report 941.
- b. State Income Tax Report WR-30., NJ 927, and reports required by NY & PA taxing jurisdictions.
- c. Specialized calculations as needed, including but not limited to: Pension (s), Health Benefits, Union Dues, Prescription, Contributory Insurance
- d. Quarterly adjustment listings.
- e. Quarterly Pension Reports for all Pension Funds.
- f. Company summary reports for quarter.
- g. Print individual employee earnings report summarizing each pay period within the quarter.

14. Annual Requirements (variable number of copies)

- a. W-2 Forms for each employee that shall include names and addresses.
- b. Summary of W-2 Forms by company, branch, and department.
- c. Payroll Forecast Report for next fiscal year.

15. Materials and Supplies - The contractor shall provide the following:

- a. Payroll checks with stubs.
- b. Window envelopes for payroll checks and W-2 forms.
- c. Standard 941, W-2, and WR-30, NJ 927, and all forms required by NY & PA taxing jurisdictions.

SPECIFICATIONS FOR TIME AND ATTENDANCE SERVICES

1. The system should track attendance through the use of card reader time clocks, and should record but not be limited to arrival, departure, lunch breaks, going out to the field and return time.
2. The system should provide supervisors with the ability to view/review employee's attendance records and/or history.
3. Time clocks should be installed within a centralized network.
4. The Borough has several remote locations that do not have internet or network access the vendor should recommend various solutions for tracking time and attendance for these locations.
5. Time clocks should allow employees to punch in and out of multiple locations with ease, and not require registration at every site that they may need to punch in or out.

6. While not required, it is desirable that the time clock provide a screen for customizable messages to employees.

7. The system should allow for enhanced single-sign on integration with payroll application.

8. The system will need to track total hours worked per employee.

9. The system should have a high degree of customization with the ability to accommodate multiple and complex union policies including both salary and hourly employees.

10. The system must be able to accommodate complex recurring schedules, and shift pay.

11. The system should maintain usage history and balances on all types of Benefit Leave Time as defined by the Borough in one hour increments. This includes but is not limited to:

- a. Bereavement Days
- b. Personal Days
- c. Sick Days
- d. Comp Time
- e. Holidays
- f. Vacation Days
- g. Leaves of Absence
- h. FMLA Leaves
- i. FLA Leaves
- j. Worker Compensation Leave (out of work, working light duty)
- k. Military Leave (paid and unpaid)

I. Jury Duty

- m. Training/Seminar/Convention
- n. Suspensions (paid and unpaid)

12. It is strongly preferred that all required technology be provided by the vendor. If vendor is unable to provide all required technology in-house, then the vendor is responsible to name the technology partner at time of receipt, and all support procedures must be disclosed.

13. The system should track the employee's Standard Hours where applicable (vs. Hours Worked).
14. The system should be able to process data changes for large groups of specified employees at once.
15. The system should provide an electronic signature for managers to approve time cards prior to sending to payroll. System should provide warnings to managers when there are exceptions of the timecard. Exceptions shall be defined by the System Administrator.
16. The system should provide the ability for Managers/Supervisors to view time entries that require approval both at a summary and detailed level, and also by department.
17. The system should provide on-line verification of time and benefit information for all Borough employees. Employees should also be able to request permission to utilize benefit leave through an on-line system request method.

SPECIFICATIONS FOR HUMAN RESOURCE INFORMATION SYSTEM (HRIS) SERVICES

1. The HRIS must integrate with both the Payroll and Time and Attendance Systems.
2. The HRIS must have the capability to track the following information and provide security by user as to who is permitted to view, edit and generate reports based on the various fields:

Social Security number

Last name, First name & middle initial

Addresses (both physical and mailing)

Birth date

Gender

Citizen

Immigration #

Residency code Essential

Department

Division

PEOSHA location Title

Titlecode number

Current and past salary history

Status (Permanent, Provisional, Temporary, Seasonal, etc.)

Full or part time

Hours (35, 40 On Call, etc)

Ethnic code

EEO type

Pension system Pension #

Effective date

Representative (Union)

Employment date Seniority date

Minimum of range Maximum of range Range name

Notes

Active (active or terminated employee)

3. The system must provide all required EEO, AAP, NJ Civil Service, and/or PEOSHA reports on demand.
4. The system must allow for tracking of specific licenses, certification, education, etc. and the expiration/renewal requirements for each.
5. The system must be able to track benefit elections including but not limited to Insurance type, vendor, group ID, plan, dependents, dependents birthdates, and effective dates for multiple types of insurance. They include but are not limited to Medical, Prescription, Dental, Voluntary Life, Flexible Spending Elections, Disability insurance, et al.

SPECIFICATIONS FOR REPORT WRITING SERVICES

1. The report writer must have capacity to pull information from Payroll, Time and Attendance, and HRIS to produce reports as necessary.
2. The system's report writing function must be accessible to users within security guidelines as defined by the Borough.
3. The system should have the ability to produce ad-hoc and standard reports and data files.
4. The system should accurately handle date sensitive data.
5. The system should be able to export data as necessary to other financial software including Excel, Access, and General Ledger.
6. The system should be able to produce reports for any point in time.

Integrated Payroll/Time Attendance/HRIS Solution

Vendor Profile/Product Functionality

OVERVIEW:

Your Company name and address:

Your Year founded:

How many employees in your company are:

Full-time: Part-time: Contract:

Are you a Public or private company:

Provide a brief history of your company:

What is your primary business focus?

For how many years has the system you are offering been released? How many clients do you have?

How many government clients do you have?

How many NJ government clients do you have?

What is your company's client retention rate?

What is your company's retention rate for government clients?

FINANCIAL:

What is your company's annual sales/revenue?

Are you SAS 70 II audited?

Are you bonded beyond the requirements stated herein?

TECHNOLOGY/ARCHITECTURE:

Provide a brief overview of your products with a summary of the functionality. Indicate if the product was developed by your company or purchased.

Provide an overview of your system architecture:

Describe your customization and extensibility capabilities.

Define your hardware, and software requirements.

Who are your technical partners?

Provide a description of your company's disaster recovery options.

Does the proposed system support secure socket layer (SSL) XML web services?

Detail the application response times, benchmarks for processes such as payroll processing, screen navigation, report generation, etc.

Describe how your system complies with applicable federal, state and local laws, regulations or ordinances.

PRODUCT DEPLOYMENT:

Do you offer your products as license, in a hosted environment, or both?

If you offer a hosting solution, what is the data center and network infrastructure?

If you host the application, what types of technical resources are required?

If data centers are physically secured, explain the method/technology used.

What infrastructure and backup capabilities are in place to insure payroll capability is available on time all the time?

PRODUCT OVERVIEW:

Provide a brief overview of your product offerings.

HUMAN RESOURCES:

Describe your system's HRIS functionality.

Is payroll and HR one database

Was this application developed in-house or purchased?

Describe the types of historical information your system maintains (including number of years maintained). Does your system Purge employees every year?

Does your system offer effective dating and Point in Time Reporting?

Describe how you're Point in Time reporting works

COMPLIANCE:

Explain how your system maintains OSHA logs.

What OSHA reports does your system provide

COMPENSATION:

Explain how your system creates and retains salary history. What types of reports are available for compensation? Explain how pay changes are entered in the system.

Can your system do future rate increases?

If you can do future increases how many can you do and what is the process

How many rates of pay can be stored by employee **BENEFITS:**

Describe the integration between benefits and payroll. How does your system handle benefits?

Explain how your system facilitates reporting to third party vendors such as benefit providers.

Does the benefit data automatically populate in payroll? Is it real-time or a batch process?

OPEN ENROLLMENT:

Describe the system capabilities for online benefits enrollment

What tools do you have available for benefit administrators to monitor and provide a smooth enrollment process for the company and its employees?

LEAVE ADMINISTRATION:

How are leaves of absence identified and processed in the system, i.e. Personal Leave (PL) and Family and Medical leave Act (FMLA) (NJ FMLA, Paid NJFMLA)

Explain how your system facilitates handling the provisions of the Family and Medical Leave Act (FMLA) (NJ FMLA, Paid NJFMLA).

Describe how the system maintains leave of absence history records, time/hours used, including multiple leaves in a 12-month period so time off does not exceed maximum time allowed.

Paid Time Off (PTO), Vacation, Personal Day, Sick: How does your system track vacation and sick accruals?

Describe how your system calculates accrued PTO. Can it handle multiple types of "time off" accounts (i.e. PTO, VAC, Sick & Personal Day).

How many accrual policies can your system handle?

Can employees request vacation and sick time online?

How is vacation and sick time approved?

Can managers view an online calendar of requested and approved vacation and sick time?

Can the system track conversion of benefit time from one type to another as determined by employer/labor agreement?

PAYROLL:

Describe your application's payroll functionality.

Is this application a separate system that is integrated with the main HRIS application or are payroll and HR all part of a single unified application?

Can users be assigned access to specific components of the program to allow for HIPPA protection. Was this application developed in house or purchased?

Explain how changes are tracked and viewed throughout the system.

Can your system do mass changes?

Can your system provide a check register before the payroll is processed?

EARNINGS:

Are there limits to the number of earning codes that can be established in your system? Can specific earnings be scheduled for a specific payroll cycle?

DEDUCTIONS/BENEFITS:

Describe the integration between benefits and payroll. When a change is made to an employee's benefit election (e.g., single to family coverage), how does the deduction amount get changed in payroll or other outside systems?

How does your product recover deduction amounts that have not been withheld from an employee's pay? Does your system calculate garnishments based on the state and federal calculation rulings?

CALCULATING PAY:

Describe how a time and attendance system would be integrated into the calculation of pay. Describe how an out-of-cycle check is calculated and processed. Are Manual payments allowed? Can you view employees gross to net after the payroll entry has been made?

PAYROLL TIME ENTRY:

Explain how employee timesheets can be entered on-line. How are these timesheets approved?

PAYROLL PROCESSING:

Describe the process, steps, and time required for running payroll.

When extra payroll processing are required can they be performed at a fixed unit cost to produce checks or are all processing (no matter how many) included in the proposal costs?

Describe the audit process for each payroll. How are void and reissues processed?

Do you have the ability to provide a full gross-to-net pre process register prior to submitting payroll? If so, how approximately how long does it take to produce?

GENERAL LEDGER:

Describe your general ledger process.

How many funding accounts can an employees pay be allocated to Can data be exported to excel for editing capabilities?

Can you provide a general ledger interface with our Financial software provider: Municipal Software Incorporated (MSI)?

HISTORY:

Explain the kinds of historical information your system maintains.

What accumulators are standard? Please give examples.

For archived records, what is the retrieval time?

How are previous years W2's stored?

CONVERSION:

Describe the conversion process

Describe how existing history is extracted and imported to your system at conversion. Are there fees associated with converting history?

MANAGER SELF-SERVICE (MSS):

Provide an overview of the features available through the manager self-serve.

Describe how managers are limited to information for only their direct reports (or within their organizations). Describe to what level access to information can be controlled (e.g., screen, field, etc.).

Describe how managers can create and save their own reports.

WORKFLOW:

Please describe the workflow setup including where custom programming is required. Do you supply any predefined workflow processes? If so, how many are delivered as standard? How much flexibility does client have in building workflows?

REPORTING:

Provide a brief overview of your reporting tools and how they are integrated with your HR and payroll system.

Does your system have point-in-time reporting capabilities?

Describe the ad-hoc report writer that is delivered with your software.

Is this part of the software or a 3rd party addition?

Does your software offer the ability to schedule reports off payroll-cycle?

Does your software allow you to easily report on all payroll data across any time frame (including crossing years)?

Do you offer a library of reports?

If so please list the reports we will have access to at no additional charge.

SECURITY: Describe the proposed system's Application level security.

Does your application use a secure connection if hosted? If so, please explain the security model used. Does the proposed application support single sign on?

Is your security roles based or user based?

How are the users and security roles administered?

Does your application allow for customer defined ID and password methodologies?

Does your application allow for global security policies (e.g., number of invalid attempts before reset, time outs). Does your application require regular changes to passwords and access codes?

Does your application randomly double check access by a series of supplemental security questions?

IMPLEMENTATION:

What is your process for effectively managing the implementation process?

How long is a typical product implementation?

Describe the typical implementation project team. Who is the primary point of contact during implementation? What is your process for moving from implementation to customer maintenance?

How long does implementation team stay with client before transferring to customer service?

KNOWLEDGE MANAGEMENT:

Provide an overview of your training programs and delivery methods.

Is there a cost associated with training for customers during or after implementation? What ongoing customer training is available?

What training materials do you provide?

CUSTOMER SERVICE/SUPPORT:

Provide an overview of your customer support and maintenance services. Will this account be assigned a dedicated service rep?

Will we have the same rep for payroll, HR and Reporting?

Is any part of your service outsourced outside of the United States?

Do you use your Web site as a mechanism to provide support to your clients? How is the Internet part of your support strategy? Please explain.

How does your firm educate and train your service and support staff? What hours does your company provide service and support?

How far is your local support center from our location?

How often do you release new versions of your software?

PRICING

Describe your pricing model:

Provide an estimate of total costs for the solution(s) you are recommending. This must include all costs for product, implementation, and servicing. Please make sure the following are included:

Implementation costs:

Proposal Included

Conversion of Payroll Data

Training costs: Training is included. Interface/feed development costs: Cost to Import prior year history Total Conversion Cost

Monthly payroll processing fees*	\$
Monthly fees for HR*	\$
Monthly Fees for Self Service*	\$
Other monthly fees	\$
Annual Fees	\$
One-time fees	
W/2's	e

*State if this fees are flat processing fees or based on number of employees involved.

4. SPECIALIZED REQUIREMENTS OF TECHNICAL QUALIFICATION

None

5. COST QUALIFICATION – Proposers should submit a cost proposal which would include any proposed retainer, the services to be provided for the retainer, if services will be provided data flat rate, if all or any services will be billed through hourly rates and what are the established rate(s).

By submission of a qualification, proposer acknowledges and agrees to adhere to the fee schedule set forth above.

6. QUALIFICATION EVALUATION – The Borough will select the most advantageous qualifications based on all of the evaluation factors set forth at the end of this RFQ. The Borough will make the award(s) that is in the best interest of the Borough.

Each qualification must satisfy the objectives and requirements detailed in this RFQ. The successful proposer shall be determined by an evaluation of the total content of the qualification submitted. The Borough reserves the right to:

- a. Not select any of the qualifications;
- b. Select only portions of a particular proposer’s qualification for further consideration;
- c. Award a contract for the requested services at any time within the calendar year after review of the Qualifications and approval of same by the Borough Council; every qualification should be valid through this time period.

The Borough shall not be obligated to explain the results of the evaluation process to any proposer.

7. QUALIFICATION LIMITATIONS - This RFQ is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Borough by issuance of this RFQ. The Borough reserves the right at the Borough’s sole discretion to refuse any qualification submitted.

8. USE OF INFORMATION - Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like (“Information”) furnished or disclosed by the Borough to the proposer in connection with this RFQ shall remain the property of the Borough. When in tangible form, all copies of such information shall be returned to the Borough upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Borough or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFQ, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

9. GENERAL TERMS AND CONDITIONS –

A. The Borough reserves the right to reject any or all qualifications, if necessary, or to waive any informalities in the qualifications, and, unless otherwise specified by the proposer, to accept any item, items or services in the qualifications should it be deemed in the best interest of the Borough to do so.

B. In case of failure by the successful proposer, the Borough of Roselle may procure the articles or services from other sources, deduct the cost of the replacement from money due to the proposer under the contract and hold the proposer responsible for any excess cost occasioned thereby.

C. The proposer shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.

D. Each qualification must be signed by the person authorized to do so.

E. The contract shall be in effect through December 31, 2013 unless otherwise stated.

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

G. By submission of the qualification, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Borough harmless in any case of any such infringement.

H. No proposer shall influence, or attempt to influence, or cause to be influenced, any Borough officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

I. No proposer shall cause or influence, or attempt to cause or influence, any Borough officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.

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

K. The Borough of Roselle shall not be responsible for any expenditure of monies or other expenses incurred by the proposer in making its qualification.

L. The checklist, affidavits, notices and the like presented at the end of this Request for Qualifications are a part of this Request for Qualifications and shall be completed and submitted as p

M. part of this qualification.

END OF GENERAL INSTRUCTIONS

BASIS OF AWARD

EVALUATION FACTORS

- A. Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned**
- B. Knowledge of the Borough of Roselle and the subject matter to be addressed under this engagement**
- C. Relevance and Extent of Similar Engagements performed**
- D. Technical Qualification contains all required information**

REQUEST FOR QUALIFICATION CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR QUALIFICATION:

**Please initial below, indicating that your Qualification includes the itemized document.
A QUALIFICATION SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL.**

INITIAL BELOW

- A. An original and eight (8) signed copies of your complete qualification. _____
- B. Non-Collusion Affidavit properly notarized _____
- C. Owners Disclosure Statement, properly notarized, listing the names of all persons owning ten (10) percent or more of the proposing entity. _____
- D. Insurance Requirement Acknowledgement Form _____
- E. Mandatory Equal Employment Opportunity Notice Acknowledgement And Certificate of Employee Information Report _____
- F. Copy of your *Business Registration Certificate* as issued by the State of New Jersey, Department of Treasury, Division of Revenue _____
- G. Professional Service Entity Information Form _____
- H. Qualifications Submission _____

Note: N.J.S.A 52:32-44 provides that the Borough shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its qualification. The contracting party must also collect the state use tax where applicable.

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.

NAME OF PROPOSER:

Person, Firm or Corporation

BY:

(NAME)

(TITLE)

* Note please submit all yellow pages with your RFQ

BOROUGH OF ROSELLE

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____ ss:

I, _____ of the _____ of _____
(Name of affiant) (Name of Municipality)

In the County of _____ and the State of New Jersey, of full age, being duly Sworn according to law on my oath depose and say that:

I am _____

Of the firm of _____

The professional service Entity making the submission for the above name Service, and that I executed the said submission with full authority to do so; that said Professional Service Entity has not, directly or indirectly, entered into any agreements participated in any collusion, or otherwise taken any action in restraint of fair and open competition in connection with the above name Service; and that all statements contained in said submission and in this affidavit are true and correct, and made with full knowledge that the Borough of Roselle relies upon the truth of the statements contained in said submission and in the statements contained in this affidavit in awarding the contract for said Service.

I further warrant that no person or selling agency has been employed or retained 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

(Name of Professional Entity)

Subscribed and sworn to
Before me

This _____ day of _____, 20 _____

Notary Public, State of _____
(Signature of Professional)

My Commission Expires _____
(Type or Print name of affiant and Title, under signature)

BOROUGH OF ROSELLE

DISCLOSURE OF OWNERSHIP FORM

N.J.S.A. 52:25-24.2 reads in part that “no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individual who own 10% or more of the stock or interest in the corporation or partnership”.

1. If the professional service entity is a *partnership*, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the professional service entity is a *corporation*, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.
4. If the professional service entity is other than a corporation or partnership, the contractor shall indicate the form of corporate ownership as listed below.

COMPLETE ONE OF THE FOLLOWING STATEMENTS:

I. Stockholders or Partners owning 10% or more of the company providing the submission:

NAME:

ADDRESS:

SIGNATURE: _____ DATE: _____

II. No Stockholder or Partner owns 10% or more of the company providing this submission:

SIGNATURE: _____ DATE: _____

III. Submission is being provided by an individual who operates as a sole proprietorship:

SIGNATURE: _____ DATE: _____

IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Limited Liability Corporation
<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Subchapter S Corporation

SIGNATURE: _____ DATE: _____

BOROUGH OF ROSELLE

INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

Certificate(s) of Insurance shall be filed with the Borough Clerk's Office upon award of contract by the Borough Council.

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

PROFESSIONAL LIABILITY INSURANCE

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Acknowledgement of Insurance Requirement:

(Signature)

(Date)

(Printed Name and Title)

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 take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the 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, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to 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, labor unions, that it does not discriminate on the basis of age, 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 applicable 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, 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

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

BOROUGH OF ROSELLE

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE

(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

This form is a summary of the successful professional service entity's requirement to comply with the requirements of **N.J.S.A. 10:5-31 et seq.** and **N.J.A.C. 17:27 et seq.**

The successful professional service entity shall submit to the Borough of Roselle, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- (a) A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (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. 17:27-1.1 et seq.;

OR

- (c) A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and distributed to the Borough of Roselle to be completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) from the Borough of Roselle during normal business hours.

The successful professional service entities must submit the white and canary copies of the AA302 (Employee Information Report) to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The pink *Public Agency* copy is submitted to the Borough of Roselle, and the gold *Vendor* copy is retained by the professional service entity.

The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

COMPANY: _____

SIGNATURE: _____ PRINT NAME: _____

TITLE: _____ DATE: _____

COPY OF CERTIFICATE OF EMPLOYEE INFORMATION REPORT

***PLEASE PROVIDE A COPY OF YOU CERTIFICATE EMPLOYEE INFORMATION
REPORT**

BOROUGH OF ROSELLE

AMERICANS WITH DISABILITIES ACT OF 1990
EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITY

The CONTRACTOR and the BOROUGH OF ROSELLE (herein referred to as the Borough) do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the BOROUGH pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the BOROUGH in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect, and save harmless the BOROUGH, 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 BOROUGH'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the BOROUGH, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the BOROUGH or if the BOROUGH 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 BOROUGH 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 BOROUGH or any of its agents, servants, and employees, the BOROUGH shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the BOROUGH or its representatives.

It is expressly agreed and understood that any approval by the BOROUGH 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 BOROUGH pursuant to this paragraph.

It is further agreed and understood that the BOROUGH 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 BOROUGH from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

BUSINESS REGISTRATION CERTIFICATE
ATTENTION ALL PROFESSIONAL SERVICE ENTITIES

On June 29, 2004, Governor McGreevey signed P.L. 2004, c.57, Business Registration of Contractors with Government Agencies, into law. Effective September 1, 2004, all business organizations that do business with a local contracting agency (i.e. Borough of Roselle) are required to be registered with the State of New Jersey, Department of Treasury, Division of Revenue, and provide proof of that registration to the contracting agency before the contracting agency may enter into a contract with the business.

A "Business Organization" means an individual, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof.

The law provides that: A copy of the Business Registration Certificate issued by the NJ Department of Treasury, Division of Revenue, shall be provided at the time any submission is received; *failure to do so is a fatal defect that cannot be cured.* This law covers construction as well as non-construction submissions.

Further information may be obtained by visiting the following web site at the State of New Jersey: www.nj.gov/treasury/revenue/busregcert.htm

Goods & Services Contracts (including purchase orders):

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none were used;
- 3) During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates, that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency.

COPY OF BUSINESS REGISTRATION CERTIFICATE

BOROUGH OF ROSELLE

PROFESSIONAL SERVICE ENTITY INFORMATION FORM

If the Professional Service Entity is an **INDIVIDUAL**, sign name and give the following information:

Name: _____
Address: _____
Telephone No.: _____ Social Security No.: _____
Fax No.: _____ E-Mail: _____
If individual has a TRADE NAME, give such trade name:
Trading As: _____ Telephone No.: _____

If the Professional Service Entity is a **PARTNERSHIP**, give the following information:

Name of Partners: _____
Firm Name: _____
Address: _____
Telephone No.: _____ Federal I.D. No.: _____
Fax No.: _____ E-Mail: _____
Social Security No.: _____
Signature of authorized agent: _____

If the Professional Service Entity is **INCORPORATED**, give the following information:

State under whose laws incorporated: _____
Location of principal office: _____
Telephone No.: _____ Federal I.D. No.: _____
Fax No.: _____ E-M: _____
Name of agent in charge of said office upon whom notice may be legally served:

Telephone No.: _____ Name of Corporation: _____

Signature: _____ By: _____

BOROUGH OF ROSELLE

SUBMISSION FORM

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degrees and certifications:

2. References and record of success of same or similar service:

3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):

4. Cost details, including the hourly rates of each of the individuals who will perform services, and all expenses:

Note: Attach additional sheets as necessary.

Firm _____ Date: _____

Authorized Representative (Print): _____

Signature: _____ Title: _____

Telephone #: _____ Fax #: _____

SEALED SUBMISSION LABEL FOR PROPOSAL

PLEASE CUT OUT THE LABEL BELOW AND TAPE TO FRONT OF SEALED SUBMISSION

*******DO NOT OPEN*******
IMPORTANT-SEALED SUBMISSION ENCLOSED
NAME, COMPANY & ADDRESS:

**TO: PURCHASING DEPARTMENT
BOROUGH OF ROSELLE
210 CHESTNUT ST
ROSELLE, NJ 07203**