THE BOROUGH OF ROSELLE

REQUEST FOR PROPOSAL

INTEGRATED FINANCIAL AND TAX COLLECTION SOFTWARE AND IMPLEMENTATION

PROPOSAL DUE DATE

DECEMBER 27, 2012

10:00 AM

BAKER CONFERENCE ROOM

THE BOROUGH OF ROSELLE

210 CHESTNUT STREET, ROSELLE, NJ 07203

The Borough of Roselle is seeking proposals from qualified Vendors for integrated tax collection and financial software as described herein. This contract will be awarded using the competitive contracting provisions of the Local Public Contracts Law (N.J.S.A 40A:11-4.1 et seq)

Proposals shall be submitted on or before December 27, 2012.

Consultant's proposal is prepared at its own cost and expense. The Borough will not be responsible for paying any of the costs or expenses associated with the preparation or submission of a proposal.

Consultant is required to comply with requirements of L. 1975, c. 127, the Law Against Discrimination and with N.J.A.C 17:27-1.1 et seq, the Affirmative Action Rules.

A party responding to this RFP must indicate what type of business organization it is e.g., corporation, partnership, sole proprietorship, or non-profit organization. If a party is a subsidiary or direct or indirect affiliate of any other organization , it must indicate in its proposal the name of the related organization and the relationship. If a party responding to this RFP is a partnership, it shall list the names of all partners. If a party responding to this RFP is a corporation it shall list the names of those stockholders holding 10% or more of the outstanding stock.

This RFP constitutes an invitation to submit proposals to the Borough. The Borough reserves the right in protection of the best interests of the Borough to waive any technical error, to reject any proposal , or any part thereof, for any reason whatsoever or to reject all proposals for any reason whatsoever.

All proposals must be in writing and must be delivered to Bryan Russell, Purchasing Agent no later than 10:00 a.m. on December 27, 2012. Any proposals received after this time will be rejected. Proposals may be submitted in person, or may be sent by U.S. certified mail return receipt requested, or may be sent by private courier service. Mail proposals to: Bryan Russell, Purchasing Agent, Division of Purchasing, *210 Chestnut Street*, Roselle, New Jersey 07203. Proposals sent by mail must be received by the purchasing agent no later than 4:00 p.m. of the last business day before the proposal reception date. Proposals sent by courier service must

be delivered to the purchasing agent no later than 10:00 am, on the day of the proposal reception. The Borough shall not be responsible for the loss, non-delivery or physical condition of proposals sent by mail or courier service. Proposals must be submitted individually in a sealed envelope addressed to the purchasing agent.

No proposal shall be withdrawn for a period of sixty (60) calendar days subsequent to the date of receipt of the proposals without the consent of the Borough of Roselle.

The award of a contract shall be subject to the availability and appropriation of sufficient funds in the 2013 fiscal year budget. Should sufficient funds not be made available in the CY 2013 permanent operating or capital budgets, a contract award will not be made.

For further information, contact Donna Mauer, CMFO, Chief Financial Officer, (908)259-3028.

OBJECTIVES

The Borough of Roselle seek to purchase integrated financial accounting and tax collection software to better leverage technology to the Borough's benefit.

Vendors are invited to analyze the current environment in order to provide recommendations and project plans for infrastructure improvements in the specific areas outlined in the "Scope of Services" section.

Overall, the goals of this project include, but are not limited to:

- Implementation of financial accounting system compliant with all applicable statutes
- Implementation of tax collection system compliant with all applicable statutes
- Automated (i.e., "paperless") Purchasing processes
- Support for Special Improvement Districts (SID) and Abatements
- Enhanced tax sale, tax lien, and foreclosure processing
- Conversion to state mandated flexible chart of accounts
- Enhanced financial management (budgeting, reporting, grant compliance, etc)
- Support for bill payment via telephone and/or internet
- Support for web-based access to account data

1***SCOPE OF SERVICES*** The respondents must propose on performing the discovery and analysis work to determine the appropriate program of projects that would support the goals and objectives as defined on the preceding page. In addition to discovery and analysis, there are specific requirements, described below, that must be satisfied as part of the program. The requirements are:

2 **Financial accounting**

-Meet all applicable NJ statutes for modified cash accounting
-Accommodate the state mandated flexible chart of accounts
-Automated (i.e, "paperless") purchasing module
-Ability to interface with currently existing or future Borough applications

3 **Tax collection**

- Meet all applicable NJ statutes for tax collection
  -Support for tax lien sales and tracking
  -Support for foreclosure process
  -Support for Special Improvement Districts
  -Support for Abatement billing and tracking
  -Support for bill payment via internet and/or telephone
  -Support for web-based access to account data

4 **Implementation/Training**

-Conversion of existing data (number of years to be determined)
-Conversion to flexible chart of accounts
-Training of system administrators and users
-Support during "parallel processing" phase of user testing

5 **Technical requirements**

-Server based (i.e., not mainframe)
-Novell Netware Version 5.1 or Microsoft Windows 2000
-Microsoft SQL Server database (City standard)

6 **Compatibility**

-Must interface with MicroSystems MOD IV assessment package
-Must have ability to interface with existing Borough systems
-Must have ability to interface with proposed Borough systems

7***RFP RESPONSES*** To facilitate a timely and comprehensive evaluation of all submitted proposals, it is essential that all Vendors adhere to the desired response format. Borough of Roselle requires a standard format for all proposals submitted to ensure that clear, concise and complete statements are available from each Vendor in response to requirements. Borough of Roselle is not under any obligation to search for clarification through additional or unformatted information submitted as a supplement to the formatted response. Where a proposal contains conflicting information, Borough of Roselle at its option may either request clarification or may consider the information unresponsive.

The exact presentation and layout format of proposals is up to the discretion of the Vendor. However, each proposal submitted must address the areas described below. The standard sectional format may be utilized in the response.

1) Title Page
2) Table of Contents
3) Executive Summary
4) Background
5) Scope
6) Objectives
7) Project Approach
8) Project Organization
9) Project Work plan (including project organization, critical success factors and risks)
10) Key Dates & Deliverables
11) Hardware requirements
12) Borough of Roselle Responsibilities
13) Staffing
14) Assumptions
15) Timing & Fees
16) Appendices/Other

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

Title Page

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

Table of Contents

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

Executive Summary

This section should include a summary of the key points and highlights of the Vendor's response and should discuss the pricing contained in the proposal.

Background

In this section of the proposal, the Vendor should review their understanding of the business drivers behind the Borough of Roselle's *strategy*.

Scope

In this section of the proposal, the Vendor should state what they believe to be the scope of the intended strategy within the Borough of Roselle. If there are any gaps between what the Vendor believes should be the proper scope of the solution given all information known at the time of this RFP, the Vendor should clearly state these gaps in this section and clearly mark these concerns as such.

Objectives

In this section of the proposal, the Vendor should state what they believe to be primary objectives for each element of the plan. Vendors may choose to offer suggestions to The Borough of Roselle on how objectives for this type and size of a phased project should be measured throughout the life of the implementation, to ensure success in delivery of every business priority.

Project Approach

A general discussion of the approach the Vendor is proposing should be contained in this section. This should include detail of all assumptions being made to accomplish the desired approach. A discussion of the high level tasks and key milestones should be described in this section and tie directly or be referenced directly to deliverables in the work plan. Additionally, Vendors should highlight any risks they deem to be significant enough in nature, which could result in any priority specification within the project that would not be delivered on time, and on budget.

Project Organization

The Vendor should detail in this section, the organizational structure it believes necessary to accomplish each phase of the project within the desired timeframe and budget. Each phase's organization should consider both Vendor and The Borough of Roselle resources. Support of, and utilization of Minority and Women Owned Business Enterprises, consistent with The Borough of Roselle policies, should be described.

Minimum qualifications for each role should be identified. In addition, the time commitment (both percentage and number of hours) for each resource, based on the priorities defined for in the Business Requirements, should be clearly stated.

Project Work Plan

In addition to providing a high-level project work plan, this section should describe each of the proposed phases, activities and tasks that The Borough of Roselle should execute to achieve success. In addition to the tasks, it is assumed that the Vendor will identify the resources needed to complete the associated task, and that the resource identified will have been included in the project organizational structure. All assumptions that were made to complete the project plan should be documented in this section.

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

Key Dates & Deliverables

This section should present a summary of key dates, milestones and associated deliverables found in the work plan. A description of what The Borough of Roselle should expect to see and/or receive on the associated date should be described and/or presented as examples.
Bear in mind that The Borough of Roselle is a calendar year municipality (January 1-December 31). As such, the Borough requires an implementation timetable which does not interfere with normal year end activities.

Hardware Requirements

In this section, the Vendor should clearly list the hardware requirements for application and/or database servers, desktop computers, printers, cash drawers, scanners, receipters, and other equipment necessary to achieve full system functionality.

Borough of Roselle Responsibilities

In this section, the Vendor should clearly describe any assumptions relating to the responsibilities and/or commitments the Vendor is expecting of Borough of Roselle throughout the life of this project.

Staffing

A discussion of the project team that will be utilized should be contained in this section. Borough of Roselle requests that as part of the discussion here, the Vendor state exactly the role the proposed Vendor team member will assume on this phase and detail the qualifications for the role that the team member possesses. Borough of Roselle expects that a full time (40 hour/week) Programmer/Analyst be onsite during the entire implementation phase.

Assumptions

In this section, Vendors should state any assumptions being made relating to any part of the proposal or project strategy.

Timing and Fees

In this section, please describe the timing and associated fees the Vendor is proposing for the implementation. Vendors should be sure to include all expenses associated with licenses, modifications, project management, implementation, training, and support. If this section is not included or is incomplete, the Borough will assume that the vendor will accept a lump sum payment following acceptance of final deliverable. In addition, Vendor must provide cost for ongoing annual support.

References

This section should contain a complete list of vendor references. Lists should contain at a minimum (for each reference): Municipality, Applications provided, Contact name, Contact title, Contact phone number and/or e-mail address, Initial implementation date (year) of application(s).

Appendices/Other

This section should include at minimum: Vendor qualifications and resumes. This section may include any other materials which vendor deems helpful in assisting the Borough with its evaluation.

In addition to these sub-sections, Vendors may include additional sub-sections they deem necessary if Vendor chooses to present information other than that which has been requested directly in the RFP.

Finally, any out-of-scope services not covered in other sections should be included here. A description of the personnel likely to be involved, and the resources brought to bear (including costs and/or hourly rates) must be provided.

Award of Contract

Proposals will be reviewed for compliance with the terms and conditions of the RFP. Any Proposals not responsive to the RFP will be rejected.

Proposals will be evaluated by a committee consisting of representatives from:

- Administration
- Information Technology
- Finance
- Purchasing

There will be six broad criteria by which proposals will be evaluated. Each criterion will bear a certain weight, and the extent to which the criterion is met or exceeded will be determined by the committee:

1. **Compliance with NJ statutes, technical accounting directives, and Borough's technical requirements (30 points)**
   The committee will determine the extent to which the proposed applications meet the appropriate statutes, technical accounting directives, and the Borough's Novell/SQL Server operating environment.

2. **Onsite personnel assigned (25 points)**
   The Borough of Roselle requires that a full time (40 hour/week) Programmer/Analyst be onsite during the entire implementation phase to serve as Vendor's project manager. In addition to managing the Vendor's scheduled implementation activities, this person will also meet with the Borough's project team to design and build modifications to the applications based on the Borough's specifications.

   Through this project, Roselle will be reinforcing its reputation as a world class Borough, and is therefore entitled to expect world class credentials and experience from the vendors which it employs for high profile efforts. Resumes of vendor personnel will be scrutinized to ensure this requirement is met. Proposals which provide detailed accounts of team members' applicable experience will be viewed more favorably

3. **Proposed methodology - implementation, conversion, and modification (15 points)**
It is not the Borough's desire to engage in an unnecessarily extended process. Consultants should be assured that the Borough team members will give their respective projects top priority over all other existing efforts. As a result, proposals featuring aggressive time frames for completion will be viewed more favorably.

4. **Prior experience/References (10 points)**
The Borough does not wish to check vendor-selected references. Therefore vendors are
required to provide complete lists of existing clients. Lists should include at a minimum: Municipality (and population), Applications provided, Contact name, Contact title, Contact phone number and/or e-mail address, Initial implementation date (year) of application(s). Any additional information which vendor deems appropriate may be included

5. **Cost (10 points)**
The winning proposal will not necessarily be that with the lowest cost, but that which provides the greatest value to the Borough. Proposals which provide detailed breakdowns on the cost components, including modifications, and out-of-scope services which are not covered in the main sections of the document, will be viewed more favorably as they will help demonstrate a responsible spending of the taxpayers' money.

6. **Commitment to diversity (10 points)**
Support of, and utilization of Minority and Women Owned Business Enterprises, and/or Locally Owned Business Enterprises consistent with Borough of Roselle policies, should be described.

For each of the above criteria, the committee will determine the extent to which the requirements are fulfilled. This will be scored from 0 to 5, as follows:

0 No requirements met
1 Some requirements met
2 Most requirements met
3 All requirements met
4 All requirements met, some requirements exceeded
5 All requirements exceeded

Each criterion will be weighted by the extent to which the requirements are met and the resultant scores totaled, with 500 being the highest possible score.

The Committee will prepare a report listing the names of all Consultants who submitted proposals, summarizing each proposal, ranking Consultants in order of evaluation, and

recommending the selection of a Consultant, indicating the reasons why the Consultant was selected and detailing the terms, conditions, scope of services, fees and other matters to be incorporated into the contract.

A contract will be awarded pursuant to N.J.S.A 40A:11-4.1 et seq and N.J.A.C 5:34-4.1 et seq (Competitive Contracting Law and Regulations).

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

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
_____

A. 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)

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):

_____ Limited Partnership _____ Limited Liability Corporation

_____ Limited Liability Partnership _____ 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. l7:27-5.2, 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 thereunto, 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 #: _____