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**JERSEY CITY PUBLIC SCHOOLS
346 CLAREMONT AVENUE
JERSEY CITY, NEW JERSEY 07305**

COMPETTIVE CONTRACT

REQUEST FOR PROPOSAL

**Technical Writing in Science Education Grades 6-12
PD15-16-CC21-133**

Deadline for RFP Submission: **March 24, 2016**

Time of RFP Opening (when proposals will be publicly opened and read aloud): **11:00 a.m.**

I. NOTICES TO COMPANIES/FIRMS/INDIVIDUALS

Sealed proposals must be delivered to Roxanne Padilla, Senior Management Assistant, Jersey City Public Schools, 346 Claremont Avenue, 7th Floor, Jersey City, New Jersey 07305 before **11:00 a.m. on March 24, 2016.** Proposals received after this time will **NOT** be accepted.

No proposals shall be received other than at the time and place, herein designated for their receipt, unless mailed to the Assistant Purchasing Agent at the designated time and place.

Proposals must be submitted on the standard forms included with the specifications and as required by the specifications.

Proposals must be typed or clearly printed in ink, and signed.

PLEASE BE SURE TO SUBMIT 1 (ONE) ORIGINAL CLEARLY LABELED "ORIGINAL" AND 3 (THREE) COPIES AND ONE ELECTRONIC COPY ON CD

Proposals must be enclosed in a sealed envelope bearing the name of the company/firm/individual and the title of the bid on the outside of the envelope. Please no Binding, Binders, or Tabs

No company/firm/individual shall modify, withdraw or cancel its proposal or any part thereof for sixty (60) days after the time designated for the receipt of proposals in the advertisement or Request for Proposal.

Companies/firms/individuals are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et.seq.

Corporate and partnerships are required by law (Chapter 33, Laws 9f 1977 (to submit a list of names and addresses of all stockholders owning 10%or more of their stock or interest therein.

Business Registration Certificate (N.J.S.A. 52:32-44) – Pursuant to N.J.S.A. 52:32-44 as amended all respondents shall submit a copy of the New Jersey Business Registration Certificate as issued by the Department of the Treasury of the State of New Jersey Prior to the award of the contract. Failure to provide the New Jersey Business Registration Certificate prior to the award of the contract, will be cause for the rejection of the entire bid. (The effective date of the Business Registration Certificate must pre-date the bid opening date.)

All bidders will be required to submit a completed and signed Chapter 271 Political Contribution Disclosure Form pursuant to N.J.A.C. 6A:23A-6.3(a)(4).

DISCLAIMERS AND RESERVATIONS:

The District reserves the right to reject any or all proposals (in whole or in part), to waive any informalities or to accept the proposal which in its judgment shall be in the best interests of the District. The District also reserves the right to accept services from one company/firm/individual and the remainder from another company/firm/individual.

The District does not guarantee that any part or all of the services advertised in the RFP will be awarded. A definite volume of business is neither guaranteed nor implied from the award of any contract.

Any questions regarding this RFP should be directed to Roxanne Padilla, Senior Management Assistant, Jersey City Public Schools, 346 Claremont Avenue, 7th Floor, Jersey City, New Jersey 07305, 201-915-6260.

II. INSTRUCTIONS TO COMPANIES/FIRMS/INDIVIDUALS

(1) Non-Collusion Affidavit

Proposals must be accompanied by a Non-Collusion Affidavit attesting to, among other things, that the company/firm/individual has not, directly or indirectly, entered into an agreement, participated in any collusion or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project. Included with this bid package is a District Non-Collusion Affidavit form which must be completed and submitted with the proposal.

(2) Statement of Disclosure of Ownership

Pursuant to N.J.S.A. 52:25 - 24.2, no corporation or partnership shall be awarded any contract for the performance of services unless the proposal is preceded or accompanied by a statement setting forth the names and addresses of all stockholders or partners whose interest in the corporation or partnership is ten percent (10%) or greater. If N.J.S.A. 52:25 -24.2 does not apply to the company/firm/individual (i.e. sole owner, no one stockholder holding 10% or more of stock, etc.) a written statement to this effect must accompany the proposal. Included with this RFP package is a District Disclosure of Ownership form that must be completed and submitted with the proposal.

(3) Proof of Registration/Business Registration Certificate

Individuals, partnerships, corporations or other business organizations submitting proposals in the amount of \$3,900.00 or more must submit Proof of Registration (a copy of the Business Registration Certificate issued by the N.J. Department of Treasury) as required by L. 2004, c. 57, prior to award of the contract. Failure to submit such documentation by such time will result in the rejection of the bid.

Proof of Registration, the Business Registration Certificate, must include an effective date that predates the date of the opening of the RFP. Proof of Registration (Business Registration Certificate) having an effective date postdating the date of the RFP opening will be deemed non-conforming and shall result in rejection of the proposal. (Non-profit entities and governmental agencies are exempt from this requirement.)

Information on how to obtain a certificate is available on the internet at www.nj.gov/njbgs or by phone at 609-292-1730. If a contract is awarded, the company/firm/individual awarded the contract ("contractor") must obtain proof(s) of registration from each subcontractor who knows that goods or services are being provided for fulfillment of the contract, and the contractor must file the proof(s) of registration from the subcontractors prior to receiving final payment on the contract. If there are no such subcontractors, the contractor must provide a certification to that effect and file it with the District.

(4) Affirmative Action, Equal Employment Opportunity

Companies/firms/individuals are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action Program, Equal Employment Opportunity). Companies/firms/individuals shall submit documentation of compliance with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 after notification of award, but prior to execution of a goods and services contract, one of the following three documents:

1. Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program; or
2. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:24-4; or
3. An employee information report (AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C. 17:27-4.

Please note: A completed and signed Affirmative Action Questionnaire is required with submission of bid. However, the Board will accept in lieu of the Questionnaire, Affirmative Action Evidence in the form of a current Certificate of Employee Information Report submitted with the bid.

(5) Political Contribution Disclosure Statement

Pursuant to N.J.A.C. 6A:23A-6.3(a)(1-4) please note the following:

Award of Contract – Reportable Contributions – N.J.A.C. 6A:23A-6.3(a)(1)

“No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c83, (codified at N.J.A.A. 19:44A-4 et. seq.) to a member of the board of education during the preceding one year period.

Contributions During the Term of Contract – Prohibited – N.J.A.C. 6A:23A-6.3(a)(2-3)

“Contributions reportable by the recipient under P.L. 1973 c83 (codified at N.J.S.A. 1944A-1 et. seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract.”

When a business entity is a natural person, contribution to that person’s spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

Chapter 271 Political Contribution Disclosure Form – Required – N.J.A.C. 6A:23A-6.3(a)(4)

All bidders shall submit with their bid package a completed and signed Chapter 271 Contribution Disclosure Form.

(6) Rates/Allocations

In submitting proposals, companies/firms/individuals must state any applicable hourly rates for each service, as well as any other rates or allocations related to the services to be provided under a contract with the District, and must post extension of rates where applicable.

It shall be understood that rates and allocations for one service under the contract shall be in no way conditional upon the purchase of any other services.

(7). Purchase Order required; Notice to Proceed

No contractor or vendor shall commence any project or provide any service or deliver any goods until an approved order authorizing work to begin or goods to be delivered has been issued by the Jersey City Board of Education and received by the awarded vendor.

(8). Errors in Price Calculation

Any discrepancy between a numerical price and a price written in words shall be resolved in favor of the price as written in words. Any discrepancy between rates or allocations multiplied by the quantity and a corresponding total price figure set forth in the RFP forms shall be resolved in favor of the total price reached by multiplying the unit price by the quantity. The corrected total shall be used to determine the award of the contract. After all proposals have been read, the proposals will be tabulated and adjusted, if necessary in accordance with this paragraph. If any mathematical corrections must be made on any proposal, then the District may not award a contract until all tabulations are complete.

Proposals with total price figures that do not include a required corresponding hourly rate or allocation shall be deemed non-conforming and shall result in rejection of the bid.

(9). Interpretation and Approval

Should any dispute arise respecting the true construction and meaning of the specifications, or whether a product or item is equal to that as called for, the same shall be decided by the District in its sole discretion.

(10). Challenges to RFP Specifications

Any prospective company/firm/individual who wishes to challenge a specification shall file such challenges in writing with the purchasing agent no less than three (3) business days prior to the opening of the proposals. Challenges filed after that time shall be considered void and having no impact on the District and the award of a contract.

(11). Exceptions to Notices, Instructions and Specifications

Any conditions, limitations, provisos, amendments or other changes attached or added by the company/firm/individual to any of the provisions of this RFP package (including the Notices to Companies/Firms/Individuals, Instructions to Companies/Firms/Individuals and RFP Specifications, sections I through III herein) shall result in rejection of the proposal by the District.

Any changes made by the company/firm/individual to any documents or forms provided by the District and/or required by the District to be submitted by the company/firm/individual with its proposal shall result in rejection of the proposal by the District.

Any conditions, limitations, provisos, amendments or other language included in the proposal which does not conform or is inconsistent with any of the provisions of the Notices to Companies/Firms/Individuals, Instructions to Companies/Firms/Individuals, RFP Specifications, or District RFP forms shall result in rejection of the proposal by the District.

(12). Compliance

The company/firm/individual shall be familiar with and comply with all applicable local, state and federal laws and regulations in the submission of its proposal and, if the company/firm/individual is awarded the contract, in the performance of the contract.

(13). Award of Contract

Competitive contract RFPs may be awarded for a term not to exceed five (5) years pursuant to N.J.S.A. 18A:18A-4.2

In addition, with the exception of professional services, for any contract the statutory length of which is for three years or less, upon a finding of satisfactory services, the District shall have the option to renew for one additional (2) year period or two additional (1) year periods. The option to renew shall be by resolution of the Board of Education pursuant to the requirements of N.J.S.A. 18A:18A-42.

Any contract awarded that exceeds one year (12 consecutive months) shall be subject to the availability and annual appropriation of sufficient funds as may be required to meet obligations beyond the one-year period.

The District shall award the contract or reject all proposals within the time specified in the invitation to bid, but in no case more than 60 days, except that proposals of any company/firm/individuals who consent thereto may, at the request of the District, be held for consideration for such longer period as may be agreed.

(14). Estimated Contract Term

It shall be understood and agreed that the contract term designated is only an estimate and may be increased or decreased in accordance with the actual requirements of the District.

It shall be understood that rates and allocations set forth in a proposal shall be in no way be conditioned upon the contract term awarded.

(15). Notice of Award and Execution of Contract

Within fourteen (14) calendar days of the award of the contract, the District shall notify the successful company/firm/individual in writing, at the address set forth in the proposal and such notice shall specify the place and time for delivery of the executed contract and appropriate documentation. Failure to deliver the aforementioned documents as specified in the notice of award shall be cause for the District to declare the company/firm/individual non-responsive and to award the contract to another company/firm/individual.

(16). Resulting Contract

Any company/firm/individual awarded a contract is required to enter into the form contract provided by the District and attached hereto as "Schedule B." Any deletions, additions, conditions, limitations, provisos, amendments or other changes by the bidder to any of the provisions of the attached form contract included in a bid-proposal **may be deemed non-conforming with the RFP specifications and shall result in rejection of the proposal** by the District.

(17). Termination of Contract

The District reserves the right, in its sole discretion, to cancel any contract awarded under this RFP at any time on ten days' notice to the company/firm/individual.

(18). Indemnification

To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the District, its officers, agents and employees from any and all claims, damages, losses and expenses of any kind

whatsoever (including but not limited to attorneys' fees) arising out of or resulting from its performance under its contract with the District.

(19). Invoicing

All invoices for work performed must show a breakdown of the cost of services.

All invoices for services shall be received by the District no later than five (5) business days after June 30th of the contract year. If an invoice for services is received by the District after such time, then the company/firm/individual awarded the contract shall be deemed by the District to have waived his/her/its right to payment for such services and shall forfeit any right to payment from the District for such goods and/or services.

(20). Iran Disclosure

Pursuant to Public Law 2012, c. 25 any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty or perjury that neither the person or entity or any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/chapter25list.pdf>. Bidders must review this list prior to completing the certification. If the Director or the Board of Education finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, included but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the part in default and seeking debarment or suspension of the party.

In addition, bidders must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above, if any, by completing the boxes on the lower portion of the enclosed form.

Failure to complete, sign and submit the Disclosure of Investment Activities in Iran form with the bid shall be cause for rejection of the bid.

(21). Contracts for Professional Services Pursuant to N.J.S.A. 18A:5(a)(1)

The following shall apply to any contract awarded under this RFP for professional services pursuant to N.J.S.A. 18A:5(a)(1):

- (a) Advance payments shall be prohibited;
- (b) Services to be provided shall be described in detail in the contract;
- (c) Invoices for payment shall itemize the services provided for the billing period;
- (d) Payment shall only be for services actually provided; and
- (e) Such contracts are limited to non-recurring or specialized work for which the District does not possess adequate in-house resources or in-house expertise to conduct per N.J.A.C. 6A:23A-5.2.

(FORM OF PROPOSAL)
III. RFP SPECIFICATIONS

PD15-16-CC21-133 Technical Writing in Science Education Grades 6-12

(1) Specifications

Detailed specifications, qualifications and scope of work/services for this RFP are annexed hereto as "Schedule A" and incorporated by reference as part of these specifications as if fully set forth herein.

(2) Evaluation Criteria

The following, as appropriate to individual circumstances, shall be used as criteria for evaluating proposals:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(1) Technical Criteria</p> <ul style="list-style-type: none">a. Methodology of work to be performedb. Understanding of scope of workc. Documentation of past performanced. Innovation in use of technology and techniques | <p>(2) Management Criteria</p> <ul style="list-style-type: none">a. Project Managementb. History and experience in performing the workc. Availability of personnel, facilities, equipment, etc.d. Qualification and experience of personnel |
| <p>(3) Cost Criteria</p> <ul style="list-style-type: none">a. Costs of services to be performedb. Assurances of performancesc. Vendor's financial stability and strength | |

(3) Evaluation, Review and Selection Process

An evaluation team will review all proposals to determine if they satisfy the RFP requirements and specifications, determine if a proposal should be rejected and evaluate the proposals based upon the evaluation criteria. The highest ranking respondent will then be recommended to the governing body for award of the contract, based on price and other factors.

The proposals will be evaluated for general compliance with notices, instructions and specifications set forth in this RFP. Non-compliance with any such notices, instructions and specifications shall be grounds for disqualification of proposals.

(4) RFP Certification

The undersigned hereby certifies that this proposal is submitted in good faith and that if the undersigned is awarded a contract, the undersigned agrees to perform the services in accordance with the RFP's instructions and specifications. The undersigned further certifies that the foregoing statements and prices are true and accurate. The undersigned is aware that if any of the foregoing statements made by the undersigned are willfully false, the undersigned is subject to punishment.

Date: _____

(Signature)

(Print name and title)

(Print Name of Contractor/Supplier)

(Address)

(City, State and Zip Code)

(Telephone Number)

(Email Address)

REQUEST TO STAY ON BIDDERS LIST

NO BID RESPONSE FORM

Bid PD#15-16-CC21-133: Technical Writing in Science Education Grades 6-12

Date Due: March 24, 2016 11:00 a.m.

If after evaluating the specifications, you are not interested in bidding on this particular project but would like to remain on the bidders' list, please complete the section below:

*Reason(s) For Not Bidding:

*COMPLETION AND RETURN OF THIS FORM IS NECESSARY TO REMAIN ON OUR BIDDERS' LIST.

Company Name

Address

Phone Number

Email Address

FAX TO (201) 915-9857 or mail to: Purchasing Department, Jersey City Public Schools, 346 Claremont Avenue, Jersey City, NJ 07305.

Contact Person for contracts and follow up questions

PLEASE PRINT

Name: _____

Phone: _____

Email: _____

Address for Contracts and Po's: _____

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

PD15-16-CC12-133

Due: March 24, 2016 , 11:00 a.m.

Please check one type of Ownership, complete the form, and execute where provided.

<input type="checkbox"/> Corporation--	<input type="checkbox"/> Limited Partnership--
<input type="checkbox"/> Partnership--	<input type="checkbox"/> Limited Liability Corp.--
<input type="checkbox"/> Sole Proprietorship--	<input type="checkbox"/> Limited Liability Partnership--
<input type="checkbox"/> Sub Chapter S Corp.--	<input type="checkbox"/> Other- _____

No corporation "or partnership" shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid of said corporation or said partnership, there is submitted a statement setting forth the names and all individual partners in the partnership who own a 10% or greater interest therein, as the case may be." If one or more such stockholder "or partner" is itself a corporation "or partnership", the stockholder holding 10% or more of that corporation "or partnership" the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be, continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH BID. In the event that there are no persons who own ten percent or more of the stock or ownership of the bidder, then such fact should be certified below as part of this disclosure.

Name of Company _____

Address _____

City, State, Zip _____

List of Owners with Ten Percent (10%) or More Interest

<u>Owner's Name</u>	<u>Home Address</u>	<u>Title/Office Held</u>	<u>Percent (%) of Partnership Shares Owned</u>

NOTE: If you need more space than that provided above, please use an extra sheet for furnishing the above required information for any remaining persons or entities.

Signature

Date

(form continued on next page) ➡➡

To be completed, signed below & returned with proposal.

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

(cont.)

If your firm is not a corporation and/or partnership, please explain below how your firm is organized and include a list of the various principals.

Our firm, _____, is organized

Names of Principals

Title

Use additional paper if needed. Check here ☐ if additional sheets are attached.

Name of Company_____

Address_____

City, State, Zip_____

Authorized Agent

Title

SIGNATURE OF AUTHORIZED AGENT

NON-COLLUSION AFFIDAVIT

State of New Jersey)

)ss.

County of)

I, _____ in the County of _____ the City of _____, of full age, being
duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____

the bidder making the proposal for the above named project, and that I executed the said Proposal with full authority so to do; that said bidder has not, directly or indirectly, entered into an agreement, participated in any collusion or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements are true and correct, and made with full knowledge that the State School District in Jersey City relies upon statements contained in the affidavit in awarding the contract for the said project.

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 established commercial or selling agencies maintained
by _____.
(Name of Contractor)

Signature

Type or Print Name at Affiant

Subscribed and sworn to
before me this day
of , 20

Notary Public of
My Commission expires , 20

VENDOR PROFILE

(Please note the information obtained is for statistical purposes only.)

Ethnic & Minority Designation

(Check one if applicable)

White _____

Woman-Owned _____

African-American _____

Hispanic _____

American-Indian _____

Asian _____

Other (Please specify) _____

Please Check One

How did you learn of this Request for Bids?

Newspaper ____ (Name of Newspaper _____)

Other ____ (Please specify: _____)

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A.10:5-31 AND N.J.A.C.17:27

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

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as form of evidence:

(a) A photocopy of a valid letter that the contractor 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. 17:27-4.

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The public Agency copy is submitted to the public agency, and a vendor copy is retained by the vendor.

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

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirement of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

For more detailed information on these requirements, contact:
Division of Contract Compliance & Equal Employment Opportunity in Public Contracting
Department of the Treasury

State of New Jersey
P.O. Box 209
Trenton, New Jersey 08625-0209
609-292-5473
Email: www.state.nj.us/treasury/contractcompliance/ccmail.html

POLITICAL CONTRIBUTION DISCLOSURE

Chapter 271 of the Laws of New Jersey, 2005, requires certain disclosures from all businesses and persons receiving contracts outside the formal open bidding process when the amount of the contract is over \$17,500.00. The vendor of such non-bid contracts must submit a "Political Contribution Disclosure stating:

- (1) All political contributions of \$300.00 or more
- (2) made during the 12 months preceding the award of contract
 - (a) to any state, county or municipal committee of a political party, or
 - (b) to any legislative leadership committee, or
 - (c) to any continuing political committee (PAC), or
 - (d) to any committee of a candidate or holder an elective office of

the Jersey City School District
or the City of Jersey City
or the County of Hudson
or the New Jersey Legislature, Senate and Assembly,
from the City of Jersey City

The Disclosure applies to contributions made by:

- ___ an individual who is the vendor and/or his/her spouse
- ___ all principals, partners, officers and directors of a business entity and/or their spouses;
- ___ any subsidiaries controlled, directly or indirectly, by the business entity; and
- ___ IRS Code Section 527 New Jersey based organizations controlled, directly or indirectly, by the business entity and filing as continuing political committees (PACs)

List of Agencies with Elected Officials Required for Political Contribution Disclosure

N.J.S.A. 52:34-25

County Name: Jersey City

State: Governor, and Legislative Leadership Committees

Legislative District #: 31, 32, & 33

State Senator and two members of the General Assembly per district.

County:

Freeholders
Surrogate

County Clerk
Registrar of Deeds

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

Bayonne city
East Newark Borough
Guttenberg Town
Harrison Town
Hoboken City
Jersey City
Kearny Town
North Bergen Township
Secaucus Town
Union City Town
Weehawken Township

Boards of Education (Members of the Board):

East Newark Borough
Guttenberg Town
Hoboken City
Kearny Town
North Bergen Township
Secaucus Town
Weehawken Township

Fire Districts (Board of Fire Commissioners):

None

To be completed, signed below & returned with proposal

Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed \$17,500.00)
Ref. N.J.S.A. 52:34-25

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ (Business Entity) has made the following reportable political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

Date of Contribution	Amount of Contribution	Name of Recipient, Elected Official/Committee, Candidate	Name of Contributor

The Business Entity may attach additional pages if needed.

_____ No Reportable Contributions (Please check (☐) if applicable.)

I certify that _____ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify, that the information provided above is in full compliance with Public Law 2005-Chapter 271.

Name of Authorized Agent _____

Signature: _____ Title _____

Business Entity _____

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: _____

Bidder/Offeror: _____

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

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

PLEASE CHECK THE APPROPRIATE BOX:

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

OR

☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____

Relationship to Bidder/Offeror _____

Description of Activities _____

Duration of Engagement _____

Anticipated Cessation Date _____

Bidder/Offeror Contact Name _____

Contact Phone Number _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

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

Full Name (Print): _____

Signature: _____

Title: _____

Date: _____

EXHIBIT A
MANDATORY AFFIRMATIVE ACTION LANGUAGE
N.J.S.A. 10:5-33 (N.J.A.C. 17:27)
PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

Mandatory Affirmative Action Language. During the performance of this contract, the contractor agrees as follows:

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

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

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

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

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

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

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

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

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27. **[REV. 4/10]**

STATUTE PROHIBITING DISCRIMINATION IN
EMPLOYMENT ON PUBLIC CONTRACTS
(N.J.S.A. 10:2-1 through 10:2-4, with all amendments)
10:2-1 CONTRACT REQUIREMENTS: PENALTIES FOR VIOLATIONS

EVERY CONTRACT FOR OR ON BEHALF OF THE STATE OR ANY COUNTY OR MUNICIPALITY OR OTHER POLITICAL SUBDIVISION OF THE STATE, OR ANY AGENCY OF OR AUTHORITY CREATED BY ANY OF THE FOREGOING, FOR THE CONSTRUCTION, ALTERATION OR REPAIR OF ANY PUBLIC BUILDING OR PUBLIC WORK OR FOR THE ACQUISITION OF MATERIALS, EQUIPMENT, SUPPLIES OR SERVICES SHALL CONTAIN PROVISIONS BY WHICH THE CONTRACTOR AGREES THAT:

A. IN THE HIRING OF PERSONS FOR THE PERFORMANCE OF WORK

UNDER THIS CONTRACT OR ANY SUBCONTRACT HEREUNDER, OR FOR THE PROCUREMENT, MANUFACTURE, ASSEMBLING OR FURNISHING OF ANY SUCH MATERIALS, ON BEHALF OF SUCH CONTRACTOR OR SUBCONTRACTOR, SHALL BY REASON OF RACE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, AFFECTIONAL OR SEXUAL ORIENTATION OR SEX, DISCRIMINATE AGAINST ANY PERSON WHO IS QUALIFIED AND AVAILABLE TO PERFORM THE WORK TO WHICH THE EMPLOYMENT RELATES;

B. NO CONTRACTOR, SUBCONTRACTOR, NOR ANY PERSON ON HIS/HER

BEHALF SHALL, IN ANY MANNER, DISCRIMINATE AGAINST OR INTIMIDATE ANY EMPLOYEE ENGAGED IN THE PERFORMANCE OF WORK UNDER THIS CONTRACT OR ANY SUBCONTRACT HEREUNDER, OR ENGAGED IN THE PROCUREMENT, MANUFACTURE, ASSEMBLING OR FURNISHING OF ANY SUCH MATERIALS, EQUIPMENT, SUPPLIES OR SERVICE TO BE ACQUIRED UNDER SUCH CONTRACT, ON ACCOUNT OF RACE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, MATERIAL STATUS, AFFECTIONAL OR SEXUAL ORIENTATION OR SEX.

C. THERE MAY BE DEDUCTED FROM THE AMOUNT PAYABLE TO

THE CONTRACTOR BY THE CONTRACTING PUBLIC AGENCY, UNDER THIS CONTRACT, A PENALTY OF \$ 50.00 FOR EACH PERSON FOR EACH CALENDAR DAY DURING WHICH SUCH PERSON IS DISCRIMINATED AGAINST OR INTIMIDATED IN VIOLATION OF THE PROVISIONS OF THE CONTRACT; AND

D. THIS CONTRACT MAY BE CANCELED OR TERMINATED BY THE CONTRACTING PUBLIC AGENCY, AND ALL MONEY DUE OR TO BECOME DUE HEREUNDER MAY BE FORFEITED, FOR ANY VIOLATION OF THIS SECTION OF THE CONTRACT OCCURRING AFTER NOTICE TO THE CONTRACTOR FROM THE CONTRACTING PUBLIC AGENCY OF ANY PRIOR VIOLATION OF THIS SECTION OF THE CONTRACT.

Request For Proposal (RFP)

Technical Writing In Science Education Grades 6-12

Proposal No. PD15-16-CC21-133 Proposal Date: March 24, 2016 @ 11:00am

A. Purpose of Proposal

The Jersey City Public School District is seeking proposals from qualified vendors to provide a quote for Teacher Professional Development during various Saturdays in April/May on Technical Writing in Science Classroom. The focus of the workshop will be how to obtain, evaluate and communicate information in support of Writing Standard 9 of the Common Core Standards for Literacy and the Next Generation Standards.

B. Scope of Service

Proposals should meet the following requirements:

- Science Practice of obtaining, evaluating and communicating information in support of writing standard 9 of the Common Core Standards for Literacy and Next Generation Science Standards.
- Engage Science Educators as active learners
- Provide a one-page document that can be placed in teacher's lesson plan book and in the classroom for reference.
- Empower teachers through activities that provide strategies in leading students toward increased proficiency in comprehending scientific text as well as creating their own science writing based on scientific investigations.
- Address the grade level bands (6-8, 9-12)
- Exploration of various documentation strategies, collegial sharing of best practices that focuses on scientific literacy and writing through integration of Common Core ELA standards.

C. Qualifications of Respondents

Vendors should meet the following qualifications:

- Qualifications
- Experience
- Efficiency and Effectiveness
- Cost
- Potential for Success

D. Contract Period

The terms of the contract will be from April 2016 – June 2016. Grant period ends June 30, 2016.

E. Coordination of Activities

Mr. Aldo Sanchez-Abreu , Manisha Shah and Dr. Darrell S. Carson will coordinate the activities for this contract.

F. Fee Schedule -Payment

Respondents are to provide a lump sum. The district will pay in one lump sum after the completion of STEM Instructional Summer Institute.

Respondents are to provide for 2 sessions a day up to 30 teachers per session over 3 days. (One Middle School Session & one High School Session for a total of 180 teachers)

Over 3 days (3 Saturdays in March - May). Each session will run 3 hours of instruction in Morning from 8:00 am to 11:00 am and an afternoon Session from 12:00 pm – 3:00 pm. Total of 3 hours per session x 2 sessions = 6 hours of instruction per day for 3 days. Total not to exceed \$12,000.

G. Presentation Package: Submit with RFP Response

The Jersey City Public School District seeks from all participating respondent information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

All respondents shall prepare a presentation package to be submitted with the RFP.

The Presentation Package shall include at a minimum the following:

I. Technical Criteria

A. Description of Services

Respondents should list all services to be rendered with their explanation in detail on how they will provide the services. Respondents shall also provide evidence of how services of similar type were provided to other public/private schools in New Jersey. Respondents, by submitting a proposal acknowledge that they fully understand the scope of service, work and activity to be performed. Respondents are to provide evidence of any innovation and/or successful approach in providing the services requested.

II. Management Criteria

A. Business Organization

The respondent shall submit a full description of the business organization to include, but not be limited to:

- Name, address, phone, fax, website, e-mail address and other information of the professional firm or individual;
- An organization chart noting the names of all principals and partners;
- Resumes of key staff members; and
- Other information concerning individuals of the professional firm that would assist the school district in the evaluation process.

B. **Qualifications; Relevant Experience**

Respondents must submit documentation highlighting qualifications and experience they have that will assist the school district in the evaluation and selection process. Such documentation should include, but not be limited to:

- Evidence of providing services as listed in the specifications to public/private schools districts for a minimum of at least five (5) years;
- Three (3) letters of recommendation from public/private school districts in New Jersey;
- Copies of all professional or educational licenses that are required to perform the services listed in the specifications;
- List of any judgments within the last three (3) years and/or a list of bankruptcy or organization proceedings within the last ten (10) years; and
- Other information concerning the firm and/or individuals of the firm that would assist the school district in the evaluation process;
- Availability of personnel, facilities, equipment and other resources to provide the services requested.

III. **Cost Criteria**

A. **Fee Proposal**

Respondents are to submit a fee proposal schedule that compliments the service that is being requested by the school district.

The fee schedule provided by the respondent shall be a significant part of the evaluation process as conducted by the district and respondents should provide a full detailed analysis of their fee proposal.

B. **Contract Expenses**

Respondents are to note the following as it pertains to expenses related to the contract;

- **Expenses; Related to Contract; Incidental**

All incidental expenses related to this contract, incurred by the respondent to whom the contract is awarded, shall be the responsibility of the respondent. The Board will not reimburse any vendor for any incidental expenses related to the contract.

- **Expenses Not Related to the Contract; District Procedures**

There may be a circumstance where a request is made for the respondent to provide services not directly related to the contract. These services not related to the contract are not to be provided by the respondent. The district will procure these services separately.

- **Extraordinary Expenses**

Extraordinary expenses to be incurred by the respondent in the performance of his/her duties may be brought to the Board prior to the actual expenditure. The Board, upon recommendation of the appropriate administrator, may consider reimbursing the expenses, or the Board may procure the services separately.

H. Evaluation Process; Methodology of Awarding Contract

All RFP responses are to be evaluated on the basis of whose response is most advantageous to the district, price and other factors considered, and whose response will provide the highest quality of service at fair and competitive prices.

The Jersey City Public School district will use a one hundred (100) point system in evaluating all proposals. The criteria to be evaluated are identified below:

1. Technical Criteria Score: _____
A. Description of Services
2. Management Criteria Score: _____
A. Business Organization
B. Qualifications; Relevant Experience
3. Cost Criteria Score: _____
A. Fee Proposal

I. Evaluation of Proposals – Evaluation Committee

A committee has been selected to evaluate proposals that have been submitted. Committee members are familiar with the need for services to be performed in the request for proposal.

J. Award of Contract

It is the intention of the Board of Education to award the contract to the respondent whose response is the most advantageous to the board, price and other factors considered; and who will provide the highest quality service at fair and competitive prices.

(PLEASE SUBMIT WITH RESPONSE)

**Jersey City Public Schools
Purchasing Department**

Proposal Form

Title of Proposal

Technical Writing in Science Education Grades 6-12

Bid No. PD15-16-CC21-133

Opening Date: March 24, 2016 @ 11:00 a.m.

The respondent by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents; and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal

A. 3-Hour Session Fee: _____

B. 3-Hour Session Fee x 2 Sessions per Day: _____

C. Total Cost per Day: _____

D. Total Cost per Day x 3 Days: _____

GRAND TOTAL: _____

*Explanation of costs may be detailed on a separate sheet.

Name _____

Address _____ P.O. Box _____

City, State, Zip Code _____

Federal Tax ID Number _____

Phone Number () _____ Extension _____

Fax No. () _____ E-Mail _____

Authorized Agent _____ Title _____

Agent's Signature _____ **Date** _____