



**REQUEST FOR PROPOSALS FOR
PROVIDING VARIOUS SERVICES UNDER THE YOUTH
JUSTICE COMMISSION
FOR THE COUNTY OF SALEM**

RFP OPENING: August 12, 2026

PREVAILING TIME: 10:00am

Total Funding Available: \$250,400.00



**Administered by the Salem County Inter Agency Council of Human
Services**

**98 MARKET STREET
SALEM, NJ 08079
(856) 935-7510 Ext. 8317 Phone
Andrew@salemcountyiacc.org**

ANNOUNCEMENT
REQUESTING PROPOSALS TO PROVIDE
Various Services and Programs for the Youth Services Commission
FOR THE COUNTY OF SALEM

The Salem County Youth Services Commission Administrator is soliciting proposals to provide various services and programs for the Salem County Youth Services Commission, through a fair and open process in accordance with N.J.S.A. 19:40A:11-4.1 et seq.

All proposals are subject to funding availability

Respondents 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 and P.L. 1977, C. 33, as amended by P.L. 2016, C. 43, N.J.S.A. 52:25-24.2 Corporate Disclosure.

This RFP is to provide the basis for a contract to be awarded, for the Services outlined herein, by the County of Salem, through a fair and open process in accordance with N.J.S.A. 19:40A:11-4.1 et. seq.

The following items express the administrative conditions and requirements of this RFP. Together with the other RFP sections, they will apply to the RFP process, the subsequent contract, and project production. Any proposed change, modification, or exception to these conditions and requirements may be the basis for the County of Salem, hereinafter referred to as owners, to determine the proposal as non-responsive to the RFP and will be a factor in the determination of an award of a contract. The contents of the proposal of the successful respondent, as accepted by the owner, will become part of any contract awarded as a result of this RFP.

The terms Request for Proposal, bid, Proposal, RFP, and bidder/offeror/respondent are all interchangeable within this document and are to be construed as the information for a respondent to prepare themselves to provide a response to the County.

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Contacts

All communication related to this proposal shall be directed to

Andrew Selby
Grants Contract Manager
Andrew@SalemCountyIAC.Org
856-935-7510 Ext 8318

Important Dates

The dates established for the procurement are:

Release of RFP	July 15, 2026
Technical Assistance Webinar	July 23, 2026 at 3:00PM
Proposal Due Date	August 12, 2026 at 10:00AM
Anticipated Governing Body Action (Planning/Allocations recommendation)	August 26, 2026
Anticipated Governing Body Action (YSC vote)	September 2, 2026
Contract Commencement	January 1, 2027

Contract Term(s)

This contract(s) shall commence upon award by the Board of County Commissioners and shall be for the period commencing January 1, 2027 and continuing until December 31, 2027. Contacts awarded in 2027 by way of this RFP shall be eligible for continuation of services renewals in years 2028 and 2029, dependent upon performance and availability of funding. New contracts shall be signed in each of the renewal years and shall be executed upon county resolution in each of the renewal years.

Technical Assistance Webinar

A non-mandatory bidders assistance session will be offered to interested applicants.

Date: July 23, 2026

Time: 3:00pm

Location/Meeting Link: TEAMS Meeting

Join: <https://teams.microsoft.com/meet/24037988364076?p=MqXUcrYES8Wprbzje3>

Meeting ID: 240 379 883 640 76

Passcode: 753mH73V

Program Overview

The Salem County Youth Services Commission (YSC) is pleased to release this Request for Proposals (RFP) to identify qualified organizations to deliver evidence-informed, community-based services that advance the priorities identified in the Salem County Comprehensive Youth Services Three-Year Strategic Plan. Through this competitive funding process, the YSC seeks programs that address the unique strengths, needs, and challenges of Salem County youth and families while contributing to a coordinated continuum of prevention, intervention, diversion, and youth development services.

State/Community Partnership Grant Program

Funding available through this RFP is made possible through the New Jersey Youth Justice Commission's State/Community Partnership Grant Program. The Partnership Program was established to strengthen county-based juvenile justice systems by providing formula-based funding allocations to each County Youth Services Commission. These funds support sanctions and services for juveniles who have been adjudicated or charged as delinquent while also investing in programs that prevent and reduce juvenile delinquency.

The goals of the State/Community Partnership Grant Program are to:

- Encourage the development of sanctions and services for juveniles adjudicated and charged as delinquent, and programs that prevent juvenile delinquency to protect the public, ensure accountability, and foster rehabilitation.
- Increase the range of sanctions available for juveniles' adjudicated delinquent.
- Reduce overcrowding in state juvenile institutions and other facilities to ensure adequate bed space for serious, violent, and repetitive offenders.
- Reduce overcrowding in county juvenile detention facilities.
- Provide greater access to community-based sanctions and services for minority and female youth.
- Expand programs designed to prevent juvenile delinquency.
- Promote public safety through reduced recidivism.

Partnership Program funds are awarded annually to each county by the New Jersey Youth Justice Commission following approval of the County Comprehensive Youth Services Plan. Each County Youth Services Commission administers these funds on behalf of its county government and is responsible for ensuring that funded services align with state priorities, local needs, and sound stewardship of public resources.

Role of the Salem County Youth Services Commission (YSC)

The Salem County Youth Services Commission serves as the county's planning and advisory body for youth justice and delinquency prevention. As steward of Partnership Program funding, the Commission is responsible for assessing local youth needs, engaging community stakeholders, identifying service priorities, developing the County Strategic Plan, and investing public funds in programs that demonstrate the greatest potential to improve outcomes for youth, families, and the community.

The Commission is committed to supporting a balanced continuum of services that emphasizes prevention, early intervention, diversion, accountability, positive youth development, and successful reintegration while ensuring that services are equitable, data-informed, and responsive to the evolving needs of Salem County youth.

Salem YSC Strategic Plan as the Foundation Document for this RFP

This RFP is directly informed by the Salem County Comprehensive Youth Services Three-Year Strategic Plan. The Strategic Plan represents the culmination of a comprehensive planning process that included analysis of local data, assessment of existing youth services, stakeholder engagement, and identification of emerging needs and priorities across Salem County.

Applicants are expected to thoroughly review the Strategic Plan before preparing their proposals. Strong proposals will clearly demonstrate how the proposed program responds to the priorities identified within the Plan and contributes to strengthening Salem County's continuum of youth services.

At a minimum, applicants should use the Strategic Plan to:

- Understand the definitions and expectations associated with each level of the county's youth service continuum.
- Review the demographic, community, and system data describing the needs of Salem County youth and families.
- Consider the key themes, stakeholder insights, and community intelligence that informed the planning process.
- Examine identified service gaps, areas of underutilization, populations with unmet needs, and geographic disparities in access to services.
- Review the inventory of existing programs to understand the current service landscape and avoid unnecessary duplication of services.
- Align proposed programming with the Strategic Plan's recommendations, priorities, and desired outcomes.

Applicants should explicitly describe how their proposed program addresses one or more identified needs, fills an existing service gap, complements the current network of services, and advances the strategic priorities established by the Youth Services Commission.

The Commission encourages innovative, collaborative, culturally responsive, and evidence-informed approaches that strengthen protective factors, improve youth outcomes, engage families, and build community capacity. Preference will be given to proposals that demonstrate a clear understanding of Salem County's needs and articulate measurable strategies for advancing the goals outlined in the Strategic Plan while supporting the objectives of the New Jersey Youth Justice Commission's State/Community Partnership Grant Program.

Description of Services

Youth Justice Service Continuum

The Salem County Youth Services Commission (YSC) seeks proposals that strengthen Salem County's continuum of youth services by providing programming for youth who are at risk of or involved with the juvenile justice system. The County's Comprehensive Youth Services Strategic Plan organizes services across five continuums—Delinquency Prevention, Diversion, Detention Alternatives, Disposition, and Reentry—which reflect the varying levels of youth need, system involvement, and opportunities for intervention.

Applicants must identify the primary continuum(s) their proposed program is intended to serve and identify the referral sources or access points through which youth will enter the program. While each continuum has typical referral pathways, the Youth Services Commission encourages applicants to design collaborative service models that accommodate referrals from multiple systems and community partners whenever appropriate. Programs that facilitate seamless referrals across continuums and coordinate with schools, law enforcement, Family Court, Juvenile Probation, behavioral health providers, community organizations, and other youth-serving agencies help ensure that youth receive the right services at the right time while strengthening the countywide continuum of care.

The continuum summaries and typical referral sources provided below are intended to guide applicants in identifying the most appropriate continuum(s) for their proposed services.

Applicants should identify the primary continuum their proposed program will serve. While youth may enter services at different points, the Salem County Youth Services Commission encourages coordinated programming that strengthens connections across multiple continuums.

Continuum	Summary	Typical Referral Sources / Access Points
Delinquency Prevention	Prevention programs are designed to reduce risk factors, strengthen protective factors, and keep youth positively engaged in their schools, families, and communities before justice system involvement occurs. Services may be universal/primary or targeted/secondary . Primary Prevention refers to entire at-risk youth population in a targeted area, such as a school or neighborhood where risk factors are present. Secondary prevention refers to programs directed at specific youth who demonstrate higher levels of need than the general population. (see Strategic Plan page 5)	Schools; school counselors; youth self-referral; parents/caregivers; community organizations; faith-based organizations; behavioral health providers; Family Crisis Intervention Unit (FCIU); Mobile Response & Stabilization Services (MRSS); law enforcement; community outreach events.

Continuum	Summary	Typical Referral Sources / Access Points
Diversion	Diversion programs provide alternatives to formal arrest, prosecution, or court processing by emphasizing accountability, restorative practices, skill-building, and positive youth development. The goal is to repair harm, reduce future justice involvement, and connect youth with appropriate community-based services.	Law enforcement (including Stationhouse Adjustments); Juvenile Conference Committees (JCC); Intake Services Conferences (ISC); Family Court; Family Crisis Intervention Unit (FCIU); Salem County Prosecutor; schools; community organizations; youth self-referrals; parents/caregivers.
Detention Alternatives	Detention Alternative programs provide structured community-based supervision for pre-adjudicated youth who would otherwise be placed in secure detention. Programs promote public safety while allowing youth to remain safely connected to their families, schools, and communities pending court disposition.	Family Court
Disposition	Disposition programs serve youth who have been adjudicated delinquent and are under court supervision. Services focus on rehabilitation, accountability, positive youth development, restorative practices, and reducing recidivism through individualized community-based interventions.	Family Court; Juvenile Probation; prosecutors; defense attorneys; behavioral health providers
Reentry	Reentry services support youth returning to the community following placement in a Youth Justice Commission facility or other structured placement. Programs help youth successfully transition home by coordinating education, employment, behavioral health, housing, family reunification, mentoring, and other supports that reduce recidivism and promote long-term success.	Youth Justice Commission Office of Youth Parole and Transitional Services (YPTS); Juvenile Probation; residential treatment providers; detention facilities; Family Court; schools; behavioral health providers; community-based reentry partners.

Service/Program Concepts

The following Service Concepts represent the types of supports and strategies that the Salem County Youth Services Commission (YSC) has identified as priorities based on the needs, service gaps, and recommendations documented in the Salem County Comprehensive Youth Services Strategic Plan. Together, these concepts describe the essential components of a comprehensive youth justice system and are intended to guide applicants in designing responsive, evidence-informed programming for Salem County youth and families.

Service Concepts are intended to serve as building blocks that providers may combine into a comprehensive program model based on their organization's mission, expertise, capacity, partnerships, and innovative approach to service delivery. Some proposals may focus primarily on a single Service Concept, while others may integrate several concepts into one coordinated program. **Under Funding Priorities (page 14), two Core Programs are listed with expected award amounts and specific programmatic and referral source requirements, with limited flexibility to mixing and matching of service components.**

Applicants must identify the Service Concept(s) incorporated into their proposed program and clearly describe how each concept will be implemented. The Commission recognizes that many concepts—such as mentoring, substance use prevention, family engagement, transportation, life skills, and workforce development—are most effective when integrated into broader programming rather than delivered as stand-alone services.

Through this RFP, the Salem County Youth Services Commission intends to invest in a diverse portfolio of programs that, collectively, make the full range of Service Concepts available throughout Salem County. Funding decisions will consider not only the quality of individual proposals, but also how proposed programs complement one another to create a robust, coordinated continuum of prevention, diversion, intervention, detention alternative, disposition, and reentry services for youth at risk of or involved with the juvenile justice system.

Program Concept	Concept Description	Target Population	Continuum
Behavioral Health and Substance Use Prevention	Programming will provide prevention-focused behavioral health and substance use services that reduce risk factors, strengthen protective factors, and improve youth well-being. Competitive applications may include school- or community-based prevention education, counseling, Cognitive Behavioral Therapy (CBT), trauma-informed	Salem County youth ages 11–17 who are at risk of behavioral health concerns, substance use, school disengagement, or justice involvement.	Prevention

	care, peer support, family engagement, workshops, assemblies, and referral coordination. Programs should promote healthy decision-making, emotional regulation, increase youth perceived risk of substance use, and decrease substance use or likelihood of substance use. School or community based.		
After-School Youth Development & Positive Recreation	Programming will provide structured after-school opportunities during peak juvenile crime hours that promote positive youth development, leadership, social-emotional learning, academic success, and community engagement. Competitive applications may include mentoring, recreation, arts, trips, STEM, service learning, tutoring, leadership development, and workforce exposure. All activities must be supported with clear educational learning outcomes. School or community based.	Salem County youth ages 11–17, with priority given to youth at risk of delinquency or school disengagement.	Applicable across the continuum
Restorative Justice & Early Diversion	Programming will divert youth from formal court involvement through restorative-justice practices, conflict resolution, accountability, victim restoration, and positive youth development. Competitive applications may include restorative circles, mediation, family conferencing, community accountability boards, and skill-building interventions designed to reduce recidivism and strengthen community	Salem County youth ages 11–17 referred by schools, law enforcement, Family Court, probation, or community organizations who are appropriate for diversion.	Diversion

	connections. School or community based.		
Youth & Family Case Management / Family Engagement	Programming will strengthen family engagement by assisting youth and caregivers in navigating the youth justice system, behavioral health services, schools, and community resources. Competitive applications may include case management, advocacy, family education, parent support, care coordination, referrals, transportation assistance, and discharge planning. School or community based.	Salem County youth ages 11–17 and families involved with or at risk of involvement in Family Court or Juvenile Probation.	Applicable across the continuum
Youth Workforce Development, Career Exploration & Trade Readiness	Programming will prepare youth for successful adulthood by providing career exploration, workforce readiness, financial literacy, job readiness, apprenticeships, trade exposure, entrepreneurship, internships, and post-secondary planning. Competitive applications should strengthen educational attainment and long-term economic self-sufficiency. School or community based.	Salem County youth ages 11–17, at risk of delinquency or court involvement, with priority for youth of high risk of court involvement, currently involved with the justice system, adjudicated delinquent, or transitioning back into the community.	Applicable across the continuum, with priority for Diversion, Disposition, Reentry, and Secondary Prevention
Community-Based Alternatives to Detention	Programming will provide structured community supervision and support as an alternative to secure detention while maintaining public safety and court compliance. Competitive applications may include evening reporting centers, electronic monitoring, intensive community supervision, home detention, case management, mentoring,	Salem County youth ages 11-17 ordered by Family Court or determined eligible for detention alternatives.	Detention Alternatives

	family engagement, and supportive services that reduce unnecessary detention placements. Community-based.		
Life Skills & Independent Living	Programming will strengthen youth independence through instruction in communication, problem-solving, financial literacy, conflict resolution, healthy relationships, goal setting, decision-making, and daily living skills. Competitive applications should prepare youth for successful adulthood while reducing future justice involvement. School or community based.	Salem County youth ages 11-17 involved with or at risk of involvement in the youth justice system.	Applicable across the continuum, with priority for Diversion, Disposition, Reentry, and Secondary Prevention
Mentoring & Credible Messenger Programs	Programming will connect youth with trained mentors and credible messengers who provide guidance, positive role modeling, advocacy, and long-term support. Competitive applications may include one-on-one mentoring, peer mentoring, group mentoring, leadership development, and family engagement to strengthen protective factors and improve youth outcomes. School or community based.	Salem County youth ages 11–17, at risk of delinquency or court involvement, with priority for youth of high risk of court involvement, currently involved with the justice system, adjudicated delinquent, or transitioning back into the community.	Applicable across the continuum, with priority for Diversion, Disposition, Reentry, and Secondary Prevention
Transportation & Access to Services	Programming will reduce barriers to participation by providing transportation alongside service coordination/provision that improves access to education, behavioral health treatment, employment, probation appointments, court hearings, and community programming.	Salem County youth ages 11-17 and families experiencing transportation barriers that impact participation in services.	Applicable across the continuum

	Transportation services may be integrated into broader youth development or case management programs. School or community based.		
Reentry Transition Planning & Community Reintegration	Programming will support youth returning from detention or residential placement through individualized transition planning, family reunification, educational reengagement, workforce development, mentoring, behavioral health linkage, and community-based supports. Programs should promote successful reintegration and reduce future justice involvement. School or community based.	Salem County youth ages 11-17 returning to the community following detention, residential placement, or commitment through the Youth Justice Commission.	Reentry

All Program Requirements

The following requirements apply to **all programs funded through the Salem County Youth Services Commission (YSC)** unless otherwise specified within a Program Concept Description. All funded programs shall:

- **Serve eligible Salem County youth** who meet the target population identified within the applicable Program Concept Description.
- **Accept referrals from approved referral sources**, which may include youth and parent/guardian self-referrals, schools, Family Court, Juvenile Probation, law enforcement, community-based organizations, behavioral health providers, and other authorized referral partners, as appropriate to the program.
- **Utilize evidence-informed, evidence-based, or promising practices** that are developmentally appropriate and designed to improve youth outcomes, strengthen protective factors, and reduce risk factors associated with juvenile justice involvement.
- **Address one or more of the Program Concepts** identified within this Request for Proposals (RFP)

- **Incorporate trauma-informed, culturally responsive, and youth-centered approaches** that recognize the diverse backgrounds, experiences, identities, and needs of Salem County youth and their families.
- **Engage parents, caregivers, and families** as active partners in service delivery whenever appropriate, recognizing the critical role families play in promoting positive youth development and long-term success.
- **Provide transportation or otherwise eliminate transportation barriers** to ensure youth have equitable access to services, activities, appointments, and program participation whenever feasible.
- **Collaborate with schools, Juvenile Probation, Family Court, law enforcement, behavioral health providers, community organizations, faith-based providers, and other youth-serving systems** to coordinate services, improve referrals, and avoid duplication of services.
- **Establish measurable performance indicators and outcome measures** that demonstrate program effectiveness and align with the goals, objectives, and expected outcomes identified by the Salem County YSC.
- **Promote the participation of youth and families in YSC planning activities**, such as YSC meetings, surveys, and other advocacy opportunities.
- **Maintain complete and accurate program documentation**, including participant records, service delivery documentation, attendance, expenditures, performance data, and other records required for contract administration and monitoring.
- **Track and report referral sources** for all program participants.
- **Submit all required fiscal and programmatic reports** in accordance with Salem County YSC reporting requirements and established submission deadlines.
- **Participate in monitoring activities, technical assistance, program evaluation, and continuous quality improvement efforts** conducted by the Salem County YSC, Youth Justice Commission (YJC), and other authorized oversight entities.
- **Comply with all applicable federal, state, county, and local laws, regulations, grant requirements, and contractual obligations**, including all Youth Justice Commission funding requirements and Salem County YSC policies and procedures.

Funding Availability and Priorities

The total dollar amount available through this competitive bid process is \$250,400.

Award offers may be issued with requests or conditions that differ from elements proposed in bidders' proposals.

The Youth Services Commission anticipates allocating funding across multiple service/program concepts to strengthen Salem County's continuum of youth services. Final award amounts will depend upon proposed projects, available funding, geographic coverage, target population, proposed service capacity, project quality, alignment with the Strategic Plan, and the extent to which proposed projects comprise a robust variety of supports for youth across the continuum.

Organizations may submit more than one proposal.

Core Programs: \$125,000 (50% of available funding)

- Multi-Tiered Detention Alternative Program
- Skilled Trades Workforce Development Program

Multi-Tiered Detention Alternative Program	1 award	\$65,000
Multi-Tiered Detention Alternatives is designed to reduce the number of detention placements, maintain public safety and increase pre-disposition options by providing a range of supervision, structure and support to the youth and the youth's family. The Provider must be able to accept youth referrals to both In-Home Detention or Electronic Monitoring Ankle Bracelet service levels and adjust the youth to either service level seamlessly without frequent discharging and intake/enrollment logistics, according to Family Court or court order designations. Supportive services referrals and linkages should be offered to all enrolled juveniles regardless of which tier they are enrolled in. The In-Home Detention services will provide in-home monitoring through calls, home visits, and supportive service sessions. Electronic Monitoring Ankle Bracelet services must provide 24/7 monitoring of a minimum of EIGHT GPS Ankle Bracelets. Additional requirements include: (1) Ability to place youth on the detention alternative GPS ankle bracelet program after hours (24/7) based on admissions to the alternative program from the Juvenile Court's Risk Screening Tool Process and recommended level of supervision. (2) Ability to contract with an electronic monitoring GPS bracelet equipment		

supplier/provider. Bracelets should be kept within the bidder's possession and managed by the bidder.

- (3) Ability to immediately notify Court when a juvenile violates the terms of the bracelet. Additionally, bidders should emphasize their capabilities for multi-tiered notifications to multiple recipients and stakeholders in the instance a juvenile violates the bracelet.
- (4) Commitment to encouraging parents/guardians to call local law enforcement when a youth violates the terms of the bracelet.
- (5) To provide updated documentation, reports, progress summaries, case-notes, youth status changes within 24-business hours to the juvenile court Family Intake.

Provider must be able to manage reporting and strong communication with the court. Provider must be able to disclose to the court the expectations for the family's action plan, including other services they're connecting families to.

Supportive Services should be offered as light case-management, including linkages to resources, services, and programs as youth and family request information for or express needs. Supportive service information, referrals, and linkages should include crisis intervention, school advocacy, individual or family counseling, connections to positive opportunities for enrichment, food pantries, utility and rent assistance provider organizations, financial literacy, goal setting, action plans, or after care planning. Supportive Services must be provided to all enrolled youth and their families regardless of which detention alternative tier they are enrolled.

Skilled Trades Workforce Development Program	1 award	\$60,000
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A skilled trades workforce development program shall be provided in an effort to motivate target population to pursue either vocational training or post-secondary degree opportunities while reducing idle time and the lack of supportive, structured activities among the target population.

The program must serve the target population of youth currently involved with the juvenile justice system, as well as high-risk youth as targeted prevention programming.

The program must be able to accept referrals from: Law enforcement (including Stationhouse Adjustments); Probation, prosecutors; Juvenile Conference Committees (JCC); Intake Services Conferences (ISC); Family Court; Family Crisis Intervention Unit (FCIU); and credible messengers, and school guidance counselors.

Training sessions should occur during non-school hours to ensure high risk youth are engaged in safe and productive activities during otherwise idle, unstructured times.

Training sessions in the skilled trades should be supplemented with counseling support, supportive service linkages, life skills development, and mentorship. If training sessions are

scheduled during mealtimes, meals should be provided.

Outcomes measured should be related to: (1) gainful employment, steps towards post-secondary education, or steps towards further vocational training/apprenticeships; (2) reduction in high-risk behaviors, and (3) successful compliance with court order/probation and exit from youth justice system.

High Priority Concepts: \$125,400 (50% of available funding)

- Workforce Development
- Credible Mentoring
- Life Skills Development
- After School Educational Recreation/Exposure
- Substance Use Prevention

Supporting Concepts

- Transportation
- Case Management
- Restorative Justice practices

Recommended Strategies

- Proposals that partner with small, grassroots organizations and leaders to collaboratively design, coordinate, and deliver services/programs that successfully reach (enroll and retain) and resonate with hard-to-reach youth populations
- Proposals that incorporate interactive, hands-on learning activities and experiences alongside any proposed discussion-based lessons, social emotional learning, or life skills development

Rejection of Proposals

The owner reserves the right to reject any or all proposals, or to reject any proposals if the evidence submitted by, or investigation of such respondent fails to satisfy the owner that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The owner reserves the right to waive any minor informality in the RFP

Reporting and Administrative Requirements

Should funding be awarded, the selected provider agrees to:

- Operate the program substantially as proposed and approved by the Salem County Youth Services Commission (YSC). Any significant modification to the approved scope of work, staffing, budget, Levels of Service (LOS), outcomes, or program design must receive prior approval from the Salem County YSC and, when required, the Youth Justice Commission (YJC).
- Submit all required quarterly fiscal, programmatic, Levels of Service (LOS), performance, and narrative reports through the Juvenile Automated Management System (JAMS), or any successor reporting system designated by the YJC, within the required reporting deadlines. Quarterly reimbursements may be withheld until all required reports have been submitted and approved. Reporting requirements include:
 - Invoice and back up documentation submitted on the 15th of each month following the end of the quarter. Due dates include April 15th, July 15th, September 15th, January 15th.
 - Narrative reports submitted on the 15th of each month following the end of the quarter. Due dates include April 15th, July 15th, September 15th, January 15th. Narrative reports expect primarily a detailing of current levels of service, referrals received/denied per quarter, sources of referrals, service activities provided, and a quarterly evaluation of outcomes.
 - Monthly report on total estimated spending and level of service due on the 15th of each month for the previous month.
- Maintain complete and accurate participant records, including intake and discharge documentation, attendance, assessments, case notes, referrals, outcome measurements, follow-up information, and supporting fiscal documentation sufficient to demonstrate program effectiveness and contractual compliance.
- Cooperate fully with all monitoring, evaluation, and technical assistance activities conducted by the Salem County YSC, the Youth Justice Commission (YJC), or other authorized oversight entities. Monitoring activities may include scheduled site visits, desk reviews, participant and staff interviews, file reviews, fiscal reviews, and unannounced monitoring visits.
- Maintain all participant records in a secure manner that protects confidentiality while ensuring records are readily available for authorized monitoring, audit, and contract review purposes.
- Participate in Salem County Youth Services Commission meetings, planning activities, provider training, and technical assistance opportunities throughout the contract period. The lead program representative, or designee, is expected to attend meetings and actively participate in county planning and collaborative initiatives.
 - General Membership meetings are held on the 1st Wednesday of ODD months from 2pm-3:30pm. Half of meetings are in person and half are virtual.

- Coordinate all press releases, media announcements, publications, or public recognition related to the funded program with the Salem County YSC and the Youth Justice Commission, when required under grant conditions.
- Submit organizational audits, financial statements, insurance documentation, policies, certifications, and other administrative records requested by the Salem County YSC or YJC to demonstrate fiscal and administrative compliance.
- Understand that continuation funding and contract renewals are contingent upon funding availability, satisfactory program performance, successful monitoring results, fiscal compliance, timely reporting, achievement of contracted outcomes, and continued alignment with Salem County's Youth Justice Strategic Plan. The Salem County YSC reserves the right to modify contract scope, funding levels, Levels of Service, or program expectations based upon community need, strategic priorities, performance, or available funding.
- Complete all required application forms and submit all required attachments identified within this RFP. The approved application, negotiated revisions, and executed contract shall collectively constitute the official program specifications and contractual agreement between the provider, the Salem County Youth Services Commission, and the Youth Justice Commission.

Submission Requirements

Submission date and time

Date: August 12, 2026

Time: 10:00am

Submission method

Submission shall be emailed in three documents:

- Completed budget excel workbook
- Completed Cover page, proposal narrative, logic model, budget narrative, YSC required attachments checklist, and YSC required attachments
- Completed County required attachments checklist and all required attachments

Submissions shall be emailed to Andrew@salemcountyiacc.org

Respondents shall clearly mark their submittal email with the title of this RFP in the email subject line.

Responses

Responses delivered before the submission date and time specified above may be withdrawn upon written application of the respondent who shall be required to produce evidence showing that the individual is or represents the principal(s) involved in the proposal. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days. Subsequent extension of response time may be agreed upon by mutual consent.

Interviews and Further Information

At the County's sole option, after proposals are received, but prior to the completion of the evaluation of proposals, vendors may be invited to provide clarification regarding their submission. The response, interview, or presentation, if any, shall address only those matters specified by the County. The request for clarification, if there is any, shall not be used for negotiation of the contract.

Interpretations and Addenda

Respondents are expected to examine the RFP with care and observe all its requirements. All questions about the meaning or intent of this RFP, all interpretations and clarifications considered necessary by the owner's representative in response to such comments and questions will be issued by Addenda via posting to Inter Agency Council's website (www.Salemcountyiac.org) and via email to all parties recorded as having received the RFP package by having attended and signed in to the technical assistance webinar. Only comments and questions responded to by formal written Addenda will be binding. Oral interpretations, statements or clarifications are without legal effect.

Proposal Requirements

Proposal submissions must include:

- Cover page
- Narrative, Logic Model, and Budget Narrative
- Budget Excel Worksheet
- YSC Required Attachment Checklist
- YSC Required Attachments
- County Required Attachments Checklist
- County Required Attachments

Cover Page

AGENCY:

AGENCY ADDRESS:

PROGRAM NAME:

SITE ADDRESS:

AMOUNT OF FUNDING REQUESTED – Please indicate the **amount** of funding you are seeking for your program.

FUNDS REQUESTED: \$

AGENCY DIRECTOR NAME

PHONE

EMAIL

PROJECT DIRECTOR NAME

PHONE

EMAIL

CONTACT PERSON NAME

PHONE

EMAIL

FISCAL OFFICER NAME

PHONE

EMAIL

Proposal Narrative

1. AGENCY DESCRIPTION & CAPACITY

- Please include a brief history of your agency including start-up date, mission, summary of programs/services, geographic area served, number of employees, approximate number of youths served per year, and current/recent provision of services for the County of Salem.
- Please state any certifications, accreditations, certificates of insurance and licenses the agency holds relevant to the program/services to be provided. Please include copies of these as attachments in this proposal package

2. COMMUNITY NEED & STRATEGIC ALIGNMENT

- Describe the specific local issue, service gap, or county trend your proposed program is designed to address. Your response should clearly demonstrate an understanding of the need within Salem County and explain why the proposed program is necessary. Applicants should reference relevant data sources.
- Describe how the proposed program/service is not a duplication of existing services
- Identify the Program Concept(s) incorporated into your proposed program/service and how your proposed program/service components align with Salem County's YSC Strategic Plan. Note which Referral Sources and Continuum Point your program is most applicable to, and which referral sources and continuum points you can also serve that may be secondary.

Proposed Program/Service Component	Applicable YSC Program Concept	Target Population/ Referral Sources Accepted	Continuum Points- Primary and Secondary.	Needs documented in YSC Strategic Plan met by this program
Example: Pair small group youth cohorts with positive adult mentors to learn outdoor survival skills	Life skills development; credible mentorship	Youth at high risk of being involved with justice system. Referrals accepted from law enforcement, schools, community organizations, parents/caregivers, and youth self-referrals.	Primary continuum point: Diversion Secondary: Prevention (secondary/targeted)	The Plan documents committee discussions in the Diversion, Disposition, and Detention Alternative Continuums emphasizing high risk youth's need for hands-on learning; The Plan references life skills as core programming.

3. PROGRAM DESIGN

- Provide a detailed description of your proposed program, including the overall service delivery and operations model. Include:
 - Program/Service activities
 - Service frequency and duration
 - Expected Levels of Service (LOS)
 - Referral process
 - Intake and discharge procedures
 - Participant engagement strategies
 - Family engagement strategies
 - Transportation plan
 - Community partnerships (attach MOUs, Professional Services Agreements, or letters of commitment for any substantial proposed partnerships)
- Describe the evidence-based, evidence-informed, or promising practices that will be utilized. Explain why these practices are appropriate for the target population and how they support positive youth outcomes.
- Describe the supervision of the proposed program within the overall agency structure. Identify all key program staff and describe their respective roles and responsibilities. Explain the reporting structure, supervisory relationships, and who is responsible for each major program component. Include an organizational chart illustrating the program's reporting structure.
- Describe the qualifications, experience, and expertise of key staff responsible for implementing the proposed program. Explain how staffing levels are sufficient to achieve the proposed Levels of Service (LOS), program objectives, and anticipated outcomes. Attach resumes for key personnel.
- What are the objectives of the program/services? Describe how data will be collected to capture outcomes and evaluate whether proposed objectives were achieved. Who will be managing outcomes and evaluation measurement? What tools and methods will be used?
- Describe your agency's approach to staff orientation, supervision, ongoing professional development, and performance evaluation. Explain how staff receive training in trauma-informed care, cultural responsiveness, gender specific best practices, youth development, evidence-based or evidence-informed practices, mandated reporting, confidentiality, and any other training relevant to the proposed program.
- Describe your organization's strategy for recruiting, hiring, and retaining staff who reflect the diversity of Salem County and have meaningful connections to the communities being served. Explain how staff will establish credibility and build trusting

relationships with youth and families through lived experience, community involvement, cultural competence, or other relevant qualifications.

- Describe how supervisors will monitor program implementation to ensure services are delivered consistently, documentation is complete, contractual requirements are met, and continuous quality improvement activities are incorporated throughout the contract period.
- Describe how your organization will coordinate with schools, Juvenile Probation, Family Court, law enforcement, behavioral health providers, and other community partners to ensure youth receive coordinated services and appropriate referrals.
- Describe how your program will promote participation in the Youth Services Commission to youth and families through opportunities such as meetings, surveys, chair and voting positions.

4. PARTICIPANT ACCESS & SERVICE DELIVERY

- Describe the youth who will be served through the proposed program. Your response should include:
 - Target population and age range
 - Geographic service area
 - Eligibility criteria
 - Rationale for selecting this population
 - How the proposed population aligns with the applicable Program Concept and Salem County Youth Justice Strategic Plan
- Describe the process for referring, enrolling, and admitting youth into the program. Include:
 - Referral sources
 - Intake and screening procedures. Attach intake or screening forms.
 - Required referral documentation
 - Admission criteria
 - Average time from referral to enrollment
 - Waiting list procedures (if applicable)
 - Prioritization process when demand exceeds capacity
- Describe how youth and families will access services. Include:
 - Service delivery location(s)
 - Days and hours of operation
 - Accessibility for individuals with disabilities
 - Accessibility for non-English speaking youth and families
 - Transportation options or strategies to eliminate transportation barriers. Include program transportation policies and procedures.
 - Virtual or hybrid delivery options that may be utilized when appropriate or during emergency situations

- Describe the proposed Level of Service (LOS). Include:
 - Definition of one Unit of Service
 - Activities included within each Unit of Service
 - Expected annual Level of Service (LOS)
 - Minimum number of youths to be served
 - Maximum number of youths to be served
 - Maximum number of participants that may be actively enrolled at one time
- Describe any participant fees, co-payments, contributions, or donation policies associated with the proposed program. If no fees are charged, indicate "No Fee."

5. CASE MANAGEMENT & PARTICIPANT OUTCOMES

- Describe how service plans will be developed, implemented, and monitored. Include:
 - Individualized or group service plans, or a combination?
 - Assessment process for individual participant needs
 - Goal development for individual participants or groups
 - Frequency of service plan reviews
 - Integration of trauma-informed practices
 - Alignment with the goals of the applicable Program Concept
- Describe the discharge process. Include:
 - Positive discharge criteria
 - Unsuccessful discharge criteria
 - How will discharge be documented
 - Transition planning
 - Referrals to ongoing services
 - Family involvement during discharge
- Describe how the organization will maintain contact with youth following program completion. Include:
 - Follow-up schedule (e.g., 3, 6, and 12 months)
 - Follow-up method and process
 - Data collected during follow-up
 - Outcome tracking
 - Re-engagement procedures, when appropriate

6. PERFORMANCE MEASUREMENT & PROGRAM EVALUATION

- Describe the agency's data collection and record management system. Include:
 - Participant recordkeeping procedures
 - Data security and confidentiality
 - Staff responsible for data collection and evaluation of participant outcomes
 - Participation in the Juvenile Automated Management System (JAMS)

- Procedures for ensuring timely and accurate reporting of quarterly narratives and quarterly invoicing
- How evaluation findings will be used to improve program effectiveness
- Describe how the proposed program will promote equitable access to services and contribute to reducing disproportionate minority contact (DMC) and other disparities within the youth justice system.
- Describe the anticipated impact of the proposed program on Salem County youth, families, and communities. Your response should identify the measurable long-term outcomes the program expects to achieve and explain how those outcomes support the priorities identified within the Salem County Youth Justice Strategic Plan.

7. BUDGET NARRATIVE

Complete the [Budget Excel Worksheet](#) to list expenses by item according to budget categories. Explain how you arrived at each projected cost and the justification for needing each expense to provide the proposed program/service. The Budget excel workbook includes cells for the cost calculation and use justification, but additional narrative can be provided within the application submission.

The budget narrative should clearly demonstrate that all requested funds are reasonable, allowable, allocable, and directly related to the proposed program.

Budget prepared by:

Budget: I certify that the cost data used to prepare this contract budget is current, complete, and in accordance with the governing principles for determining cost.	Expenditure Report: I certify that the expenditure reported herein is current, accurate, and in accordance with the contract budget and the governing principles for determining cost.
_____ Agency Authorized Signatory	_____ Fiscal Officer

Logic Model (EXAMPLE)

Please state overall program goal:						
COMMUNITY NEED	GOAL	OBJECTIVE	ACTIVITIES	EVALUATION TOOL/METHOD	OUTCOME	IMPACT
What problem are we trying to solve?	What do we want to accomplish?	What specific result do we want? (measurable)	What will we do?	What tools and process will we use to know we accomplished our goal?	What changed among participants because of the activities? (measurable)	What long-term difference did the program make?
Example: Youth substance abuse	Reduce substance use among youth	80% of participants will demonstrate increased knowledge in the risks of substance use.	Host (3) school-wide assemblies educating on the harms of substance use	Participant pre- and post-assembly survey	# of youth can identify harmful long-term effects to youth brain development due to substance use	Reduced substance uses among the upcoming generation in Salem County
Example: Youth Substance Abuse	Reduce substance use among youth	80% of participants will demonstrate a reduction in perceived stigma around substance use prevention supports	Integrate performance artists with lived experience in (3) school assemblies educating on the harms of substance use	Participant pre- and post-assembly survey	# of youth will report judgement is 'not likely' to prevent them from seeking help for substance use prevention if needed # of youth will report they would "recommend" substance use supports to a peer who demonstrated need	Reduced substance uses among the upcoming generation in Salem County
Example: Youth Substance Abuse	Reduce substance use among youth	80% of participants will demonstrate increased knowledge of local support/resource available for substance use prevention	Integrate a resource fair of substance use/behavioral health providers alongside (3) school assemblies educating on the harms of substance use	Participant pre- and post-assembly survey	# of youth will identify local supports/resources available to youth for substance use prevention support	Reduced substance uses among the upcoming generation in Salem County

8. LOGIC MODEL (BLANK FOR COMPLETION)

Please state overall program goal:						
COMMUNITY NEED	GOAL	OBJECTIVE	ACTIVITIES	EVALUATION TOOL/METHOD	OUTCOME	IMPACT
What problem are we trying to solve?	What do we want to accomplish?	What specific result do we want? (measurable)	What will we do?	What tools and process will we use to know we accomplished our goal?	What changed among participants because of the activities? (measurable)	What long-term difference did the program make?
ONE						
TWO						
THREE						

Youth Services Commission Required Documents

The following documentation is required to be in place for this contract package. All documents must be updated as changes occur. Verification will be part of the annual monitoring review of the Grantee.

DOCUMENTS	Instructions		AGENCY MUST CHECK IF NOT APPLICABLE
	MUST INCLUDE IN PACKAGE	MUST HAVE ON FILE	
Certificate of Incorporation		X	
IRS Tax Exempt Cert	X		
Agency Organization Chart	X		
Program Organization Chart	X		
Certificate of Occupancy		X	
Agency By-Laws		X	
Personnel Policies		X	
Affirmative Action Policy		X	
Conflict of Interest/Code of Ethics		X	
American Disability Act (ADA) Policy		X	
Transportation Policy		X	
Client Discharge/Termination Policy		X	
Current Audit		X	
Current IRS 990 Form		X	
Annual Report of Charitable Organization		X	
Job Descriptions (as requested in NARRATIVE)	X		
Certifications and Licenses (as requested in NARRATIVE)	X		
Drivers' Licenses, if applicable to transportation policy		X	
Municipal Fire, Health and Building Approvals		X	
General Liability Insurance		X	
Bonding Certificate		X	
Fire and Theft Insurance		X	
Workmen's Compensation		X	
Children's Accident		X	
Vehicle Insurance		X	
Affiliation Agreements (MOUs, Professional Services Agreements, Letters of Commitment, etc.)	X		
Evaluation Assessments/ Pre & Post surveys	X		

Scoring Criteria

All proposals will first be reviewed to determine whether they are complete and responsive to the requirements of this Request for Proposals (RFP). Responsive proposals will then be evaluated by an independent Proposal Review Committee using the evaluation criteria below. Final funding recommendations will consider proposal scores, demonstrated organizational capacity, alignment with the Salem County Youth Justice Strategic Plan, available funding, geographic distribution of services, and other factors deemed to be in the best interest of Salem County Youth Services Commission.

FINAL EVALUATION SUMMARY

Evaluation Category	Description	Points
Organizational Capacity & Experience	Demonstrates organizational history, experience, fiscal capacity and reporting, qualifications, and ability to administer the proposed program.	35
Community Need & Strategic Alignment	Clearly identifies documented Salem County needs, cites Strategic Plan data, and aligns with the selected Program Concept.	45
Program Design & Service Delivery	The program is evidence-informed, trauma-informed, culturally responsive, accessible, includes a referral process, transportation, partnerships, implementation strategy, and LOS.	60
Participant Access & Service Delivery	Clear eligibility, referrals, enrollment, accessibility, transportation, virtual contingency, and engagement.	30
Case Management & Participant Outcomes	Strong service planning, discharge planning, aftercare, family engagement, and participant success strategies.	30
Performance Measurement & Evaluation	SMART objectives, measurable outcomes, Logic Model alignment, JAMS reporting, evaluation methods, CQI, and follow-up.	55
Budget & Cost Effectiveness	Budget is reasonable, justified, cost-effective, and supports activities, LOS, staffing, and outcomes.	30
Logic Model Quality	Logic Model clearly links needs, objectives, activities, performance measures, outcomes, evaluation, and impact. Objectives and outcomes are measurable.	20
Overall Proposal Quality & Community Impact	Innovation, collaboration, sustainability, readiness, and measurable community impact.	20
	TOTAL POSSIBLE POINTS	325

Checklist for County Contracting Requirements

Failure by the respondent to submit with their RFP all of the items that are checked below may cause the RFP to be considered non-responsive. INCLUDE THIS CHECKLIST IN YOUR PROPOSAL SUBMISSION

<u>Required with Receipt of RFP</u>	<u>Item</u>	<u>Read, Initialed and Submitted</u>
<u> X </u>	Statement of Authority (Exhibit A)	<u> </u>
<u> X </u>	RFP Exceptions Form (Exhibit B)	<u> </u>
<u> X </u>	Statement of Corporate Ownership Pursuant to <u>N.J.S.A. 52:25-24.2</u> (Exhibit C)	<u> </u>
<u> X </u>	EEO/Affirmative Action Compliance Notice Pursuant to <u>N.J.S.A. 10:5-31</u> et seq. and <u>N.J.A.C. 17:27</u> (Exhibit D)	<u> </u>

<u>Review Required</u>	<u>Item</u>	<u>Read & Initial</u>
<u> X </u>	Americans with Disabilities Act Language – (Exhibit E)	<u> </u>

<u>Required with Receipt of RFP</u>	<u>Item</u>	<u>Read, Initialed and Submitted</u>
<u> X </u>	Certification Regarding Debarment (Exhibit F)	<u> </u>
<u> X </u>	Non-Collusion Affidavit (Exhibit G)	<u> </u>
<u> X </u>	Acknowledgement of Receipt of Addenda Form Pursuant to <u>N.J.S.A. 40A:11-23.2. e.</u> (Exhibit H)	<u> </u>
<u> X </u>	Request for References Form (Exhibit I)	<u> </u>
<u> X </u>	Vendor Information Sheet (Exhibit J)	<u> </u>
<u> X </u>	Respondents Data Sheet and Questionnaire (Exhibit K)	<u> </u>

SIGNATURE

The undersigned hereby acknowledges that they have submitted and/or reviewed the above-mentioned requirements:

Name of Company: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

General Instruction and Conditions for the County Contracting Attachments that follow

1. **PROPOSAL SUBMISSION**

Proposals shall be submitted on the Proposal Document supplied herewith and all pages of this RFP Package, including the necessary forms to be signed, must be returned with the proposal, as a single electronic PDF. Failure to do so may be cause for rejection of the proposal. Proposals shall be submitted to:

Salem County Inter Agency Council of Human Services
Andrew Selby, Grants Contract Manager
Andrew@salemcountiac.org
856-935-7510 Ext 8318
98 Market Street
Salem, New Jersey 08079

It shall be the responsibility of the respondent to ensure that their complete RFP submission is delivered to the email and at the date and time listed herein. The County accepts no responsibility for RFPs that are not delivered to the email and/or at the date and time listed herein.

2. **NOTIFICATION OF CONFIDENTIAL, PROPRIETARY OR TRADE SECRETS INFORMATION**

The respondent or responding party shall designate what information contained in their response to the bid or RFP is deemed to be confidential, proprietary, or constitutes trade secrets or other sensitive information which the respondent or responding party does not want disclosed. If a request is made for information contained in the RFP and no designation of confidential, proprietary, or trade secret information is given to the County, the County will release such information under the Open Public Records Act, N.J.S.A. 47:1A-1, et seq. to a party who makes an OPRA request.

3. **RFP CHECKLIST**

The items and/or forms required herein shall be reviewed and submitted with your RFP. Every effort is made to ensure this checklist is fully complete in scope and is provided for informational purposes as all required documentation may not be listed therein. It shall be the responsibility of the respondents to carefully review and familiarize themselves with the complete RFP package and provide those documents that are required.

4. OFFICIAL PROPOSAL DOCUMENT

(Required on all RFPs)

Respondents are hereby strongly cautioned against changing, altering or modifying the format of the Official Proposal Document. All requested information shall be provided in the format established therein. Respondents who change, alter or modify the Official Proposal Document may have their proposal rejected as non-responsive.

5. STATEMENT OF AUTHORITY

(Required on all RFPs)

The form must be signed by a Company Officer and submitted with the RFP, in order to be accepted by the County as a valid RFP. A Company Officer shall be considered to be an individual that has an ownership interest in the Company with the ability to legally bind and execute a contract on behalf of the Company. In the event that this contract is to be executed by someone that does not have an ownership interest, the respondent shall provide a certified copy of a corporate resolution authorizing that such other officer(s) are designated with the ability to bind the company through contract.

6. RFP EXCEPTIONS FORM

(Required on all RFPs)

Exceptions, if any, to the RFP specifications, shall be noted and described in the exhibit provided herein. Note that proposals received without any exceptions noted and described below shall be assumed to be in complete compliance with the RFP specifications.

7. STATEMENT OF CORPORATE OWNERSHIP

(Required on all RFPs)

No corporation or partnership may be awarded a contract for the performance of work or the furnishing of materials or supplies, unless it lists with its proposal, or prior thereto, the names and addresses of all stockholders who own ten (10) percent or more of its stock of any class, or all individual partners who own a ten (10) percent or greater interest therein (N.J.S.A. 52:25-24.2, P.L. 1977, Chapter 33, as amended by P.L. 2016, Chapter 43).

Please be advised that, for the purposes of completing this form, all “stockholders” and “individual partners” shall be considered to be: individual persons, partnerships, limited partnerships, limited liability partnerships, limited liability companies, sub-chapter S-corporations, C-corporations, statutory trusts, business trusts or associations, real estate

investment trusts, common-law trusts, national associations, or any other unincorporated business, whether organized under the laws of this State or under the laws of any other state or territory of the United States or the District of Columbia, the United States or any foreign country or other foreign jurisdiction pursuant to N.J.S.A. 52:25-24.2. This disclosure includes all beneficiaries in an established trust or association that hold a 10% or greater interest therein, as the case may be.

The disclosure of all beneficial owners who own ten (10) percent or more of any entity shall be continued in Part II, Part III, and on additional sheets (if applicable), until all natural persons are identified, or it is otherwise disclosed that there is no further breakdown of beneficial owners greater than or equal to ten (10) percent.

8. EEO/AFFIRMATIVE ACTION REQUIREMENTS

(Required on all RFPs)

Goods, Professional Services and General Service Contracts.

Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 and complete the exhibit as provided herein.

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**.

Failure by the respondent to execute, complete and include with their RFP submission the EEO/Affirmative Action Compliance Notice on the exhibit shall cause their RFP to be rejected as non-responsive.

9. EQUAL PAY ACT REQUIREMENT

Vendors are required to adhere to the Diane B. Allen Equal Pay Act, N.J.S.A. 34:11-56.13, an amendment to the New Jersey Law Against Discrimination N.J.S.A. 10:5-1, et seq. The law became effective July 1, 2018.

10. AMERICANS WITH DISABILITIES ACT LANGUAGE

(Required on all RFPs)

As provided herein, and as provided in the RFP checklist, the CONTRACTOR and the OWNER do hereby agree that the provisions of Title II of the Americans with Disabilities

Act of 1990 (the "Act") (42 U.S.C. s12101 et seq.) are affirmed as a condition of this RFP and subsequent contract as appropriate.

11. CERTIFICATION REGARDING DEBARMENT

(Required on all RFPs)

By signing and submitting this exhibit the contractor affirms certification of compliance with the conditions as provided in the exhibit and instructions.

12. NON-COLLUSION AFFIDAVIT

(Required on all RFPs)

By signing and submitting this exhibit the contractor affirms certification of compliance with the conditions as provided in the exhibit and instructions.

13. ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

(Required on all RFPs)

Respondent is required to enter each addendum, date issued, and initial receipt of same or signify that no addenda were issued as indicated on the exhibit.

14. REQUEST FOR REFERENCES FORM

(Required for this RFP: Yes X No)

Respondents shall complete and include with their RFP submission the Request for Reference as provided in the exhibit. Respondents should provide those references most closely aligned with the type of service/supply requested and like governmental agency.

15. VENDOR INFORMATION SHEET

(Required on all RFPs)

In order to assure that all future correspondence is directed to the correct address, assure proper ordering, and to expedite future payments vendors are required to complete this exhibit.

16. RESPONDENTS DATA SHEET AND QUESTIONNAIRE

(Required for this RFP: Yes X No)

Respondents shall complete and include with their RFP submission the questionnaire as provided in the exhibit.

17. NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS

(Required on all RFPs)

Pursuant to N.J.S.A. 52:32-44, County of Salem (“Contracting Agency”) is prohibited from entering into a contract with an entity unless the respondent/proposer/contractor, and each subcontractor that is required by law to be named in a RFP/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in an RFP or other proposal shall provide proof of business registration to the respondent, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with valid proof of business registration.
- (2) The contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, 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 the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a

contracting agency.

Emergency Purchases or Contracts

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

Sample

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

TAXPAYER NAME:
TAX REGISTRATION TEST ACCOUNT
TAXPAYER IDENTIFICATION#:
970-097-362/500
ADDRESS:
847 ROEBLING AVE
TRENTON NJ 08611
EFFECTIVE DATE:
01/01/01
FORM-BRC(08-01)

TRADE NAME:
CLIENT REGISTRATION
SEQUENCE NUMBER:
0107230
ISSUANCE DATE:
07/14/04

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, N.J. 08646-0252

Act. Director
John S. Tully

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT
Trade Name:
Address: 847 ROEBLING AVE
TRENTON, NJ 08611
Certificate Number: 1093907
Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

18. CONTRACTORS INSURANCE REQUIREMENTS

The County of Salem requirements and types of insurance coverage(s) to be carried by the vendor are provided in Exhibit M. Documentation must be provided with fully executed contract documents.

19. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

(Required on all RFPs)

Pursuant to N.J.S.A. 52:32-58, the respondent must utilize this Disclosure of Investment Activities in Iran form to certify that neither the respondent, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the

Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither the respondent, nor one of its parents, subsidiaries, and/or affiliates, is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the respondent is unable to certify, the respondent shall provide a detailed and precise description of such activities as directed on the form. A respondent's failure to submit the completed and signed form prior to award will result in the rejection of the proposal as nonresponsive and preclude the award of the contract to said respondent.

20. FORM W-9

(Required on all RFPs)

Respondents shall complete and include with their RFP submission the Form W-9 as provided in the exhibit.

21. VENDOR DIRECT DEPOSIT AUTHORIZATION

Vendor Direct Deposit Authorization is available to the awarded vendor/vendors; if they and the County mutually desire instead of a paper check. Please reach out to the Finance Department, Purchasing Division to have the Vendor Direct Deposit Authorization Form sent to you.

22. RESERVATIONS

The Board of County Commissioners reserves the right to reject any and all RFPs and to waive minor discrepancies therein. The Board of County Commissioners also reserves the right to split RFPs, award individual items, or to award groups of items and categories of items.

23. TIME FOR MAKING AWARDS

The County of Salem will award contracts or rejects all RFPs within sixty (60) days. Exceptions to this schedule shall be in accordance with N.J.S.A. 40A:11-24, which provides that respondents, at the request of the contracting unit, may agree to have their RFPs held for consideration for a longer period.

24. INDEMNIFICATION

Respondents shall agree, if awarded a contract, that they will indemnify and save harmless the County from all suits and actions of every nature and description brought against it, arising out of or related to the contract, or contracts, written or verbal, entered into between the County and the successful respondent(s), and further that upon the awarding of the contract in accordance with these specifications, this indemnification agreement shall automatically become effective with respect to any work performed by the contractor.

25. PRICES

Carelessness in quoting prices or in preparation of the RFP otherwise shall not relieve the respondent.

RFP prices shall be net, including any charges for packing, crating, containers, etc. All transportation charges shall be fully prepaid by the contractor, F.O.B. destination and placement at locations specified by the County of Salem. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the contractor's convenience.

The vendor shall guarantee any or all materials and services supplied under these specifications. Defective or inferior items shall be replaced at the expense of the vendor. In the case of rejected materials, the vendor shall be responsible for return freight charges.

All discounts shall be deducted except the discount for prompt payment of an invoice, if offered.

26. TAXES

The County is exempt from all Federal and State Taxes.

27. QUESTIONS

Questions concerning this RFP shall be directed in writing to the Salem County Inter Agency Council of Human Services, Attention: Andrew Selby, Grants Contract Manager, either by email at Andrew@salemcountyiacc.org or telephone at 856-935-7510 Ext 8318. Questions may only relate to the technical specifications of this RFP. No programmatic guidance will be provided.

28. IN THE EVENT OF COUNTY OFFICES CLOSING PER N.J.A.C. 5:34-9.3

Publicly announced receipt of RFPs or competitive contracting proposals shall be considered postponed when an unforeseen circumstance occurs that would affect or prohibit the opening of RFPs or proposals. The opening of the RFPs or proposals must occur within five days, excluding Saturdays, Sundays, and holidays, of the original date of the receipt of RFPs or proposals. The following procedures shall be used in the event a contracting unit must postpone the receipt of publicly advertised RFPs or competitive contracting proposals:

1. As soon as practicable, all vendors who have either submitted RFPs or proposals, or received specifications or request for proposals, shall be notified by telephone, fax, or email that the receipt thereof has been postponed and the reason, therefore. The County of Salem will post a notice on its official website.
2. If possible, on the day and time originally scheduled for receipt of RFPs or proposals, a notice shall be posted at the place where RFPs were to be received, stating that the receipt of RFPs or proposals has been postponed. The notice will be publicly displayed at the entrance to the building of the designated RFP opening.
2. In the event of a postponement, no RFPs or proposals shall be opened.

29. QUANTITIES OF ESTIMATE

Estimated quantities of work to be done shown in any section of this RFP, including Proposal Cost Form, are given for use in comparing proposals. The owner reserves the right to increase or diminish the quantities as may be deemed reasonably necessary or desirable by owner to complete work detailed by the contract. Such increase or diminution shall in no way violate this contract, nor shall any such increase or diminution give cause for claims or liability for damages.

30. ITEMS RFP

No respondent will be allowed to offer more than one price on each item even though he may feel that he has two (2) or more types/products that will meet the specifications. Respondents must determine for themselves which type/product to offer. If said respondent should submit more than one price on any item, all prices for the item shall be rejected.

If the amount shown in words and its equivalent in words do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.

In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error in the summation of the extended totals, the computation by the County of Salem of the extended totals shall govern.

31. MULTIPLE PROPOSALS

More than one proposal from an individual, a firm or partnership, a corporation or association under the same or different names, shall not be considered.

32. ASSIGNMENT

The successful respondent shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or any part thereof to anyone without written consent of the County.

33. FAILURE TO ENTER CONTRACT

Should the respondent, to whom the contract is awarded, fail to enter into a contract within ten (10) days, Sundays and holidays excepted, the owner may then, at its option, accept the proposal of another respondent.

34. DIFFERENCES

The County may, after RFPs are opened, request from any vendor, clarification of any statement or information contained in their RFP. Should any differences arise between the contracting parties as to the meaning or intent of these Instructions or Specifications, the County Purchasing Agent or his designated representative's decision shall be final and conclusive.

35. ADDITIONAL CLAIMS

The successful respondent agrees that he will make no claim for additional payment or any other concession because of any misinterpretation or misunderstanding of the contract on his part, or of any failure to fully acquaint himself with any conditions related to the contract.

36. ORAL INSTRUCTIONS

Each and every request for interpretation of these specifications shall be made in writing, addressed and forwarded to the Salem County Purchasing Agent, who may send written instructions to the respondents in the form of addenda.

Written questions and requests for interpretation of these specifications may also be faxed to the Purchasing Department at (856) 339-4190.

If addenda are issued, respondents shall acknowledge receipt of such on the form provided within this RFP document, entitled "Acknowledgment of Receipt of Addenda, EXHIBIT H", and must return this form with their RFP submission.

Neither the County of Salem nor their authorized representatives will be responsible in any way for oral answers unconfirmed in writing to any inquiries regarding the intent or meaning of these specifications.

37. STANDARD CONTRACT

A successful respondent will be required to sign and execute the County's standard contract. This contract, along with other documents required for the award of contract, must be executed by the successful respondent and returned to the Salem County Office of the Purchasing Agent within ten (10) days after receipt by the successful respondent. Should the respondent to whom the contract is awarded fail to enter into an agreement with the County for the reasons stated herein, and within the time limitations stated herein, the County may then, at its option, accept the RFP of the next highest ranking responsible respondent. A copy of this contract is available for your review in the Salem County Office of the Purchasing Agent.

38. NEW JERSEY LAWS

These specifications, instructions to respondents, and all accompanying documents, the RFP and contract(s) awarded to the successful respondent(s) shall be construed in accordance with the laws of the State of New Jersey.

Any contract entered into between the contractor and the owner must be in accordance with and subject to compliance by both parties with the New Jersey Local Public Contracts Law.

39. BRAND NAMES

Brand names or descriptions used in this specification are to acquaint respondents with the type of commodity desired and will be used as a standard by which alternate or competitive materials offered will be judged, unless otherwise specified in the technical specifications.

Where a brand name, trade name, or other reference using a manufacturer's name or terms appears, it is intended to be a guide referring to a specific quality, grade, style, or size. A product of equal quality will be considered but must be designated in accordance with the conditions specified in Section 6, Exceptions to Specifications.

For the purpose of evaluation, where an equivalent product is being RFP, the respondent must indicate, no matter how slight, any variations from the specified items. If no variations are noted it will be construed that the RFP fully conforms to the specifications in every instance. The decision by the Salem County Purchasing Agent for the County of Salem as to whether an RFP alternative or substitute is in fact equal, shall be final and without recourse.

RFP proposals shall be submitted based upon the written specification and any legal addenda thereto contained in this specification, and such written specifications and

legal addenda shall be considered as the minimum requirements. Failure to meet these minimum requirements shall be grounds for rejection of the vendor's RFP.

40. TIE BIDS

The County reserves the right to award at their discretion to any one of the tie respondents all factors considered.

41. MAILED RFPS

Be advised that physical, hard copy transmissions of any of the required RFP documents via in-person delivery or mail carrier service will not be acceptable and your RFP will be declared non-responsive.

42. FACSIMILE RFPS

Be advised that facsimile transmissions of any of the required RFP documents will not be acceptable and your RFP will be declared non-responsive.

43. WITHDRAWAL OF RFPS

A written request for the withdrawal of an RFP will be granted if received by the County Purchasing Agent before any RFP has been opened. An RFP cannot be withdrawn after the time set for receiving the RFPs except by written consent of both parties.

44. NEW JERSEY WORKER AND COMMUNITY RIGHT TO KNOW ACT

All direct use containers shall bear a label indicating the chemical name(s) and Chemical Abstracts Service number(s) of all hazardous substances in the container, and all other substances which are among the five most predominant substances in the container, or their trade secret registry number(s). (N.J.A.C. 8:59-5) or adhere to the requirements of The Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and the U.S. Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) as outlined in the **Federal Register** / Vol. 77, No. 58 / Monday, March 26, 2012 / Rules and Regulations as **adopted in final rule by DEPARTMENT OF LABOR, Occupational Safety and Health Administration, 29 CFR Parts 1910, 1915, and 1926, [Docket No. OSHA-H022K-2006-0062, (formerly Docket No. H022K)], RIN 1218-AC20, Hazard Communication.**

45. TERMINATION FOR DEFAULT

The contractor's right to perform this contract may be terminated by the County in the event services are not performed as called for in the contract. Thereafter, the County

may have the service performed by others and the Contractor shall be liable for all costs to the County in excess of the contract price for the remaining portion of the contract.

46. TERMINATION FOR CONVENIENCE

If the County elects to terminate this contract, written notice will be given at least thirty (30) days in advance of the effective date. The contractor will be paid for all labor and material provided as of the termination date. No consideration will be given for the loss of anticipated revenue on the canceled portion of the contract.

47. CANCELLATION FOR UNAPPROPRIATED FUNDS OR LACK OF CERTIFIED FUNDS

The obligation of the County of Salem for payment to the vendor under terms of this or successor contracts is limited to the availability of funds appropriated in the current fiscal period. Continuation of the contract into a subsequent fiscal period is subject to appropriation of funds by the Salem County Board of County Commissioners. This contract is also limited to the amount of certified available funding specified in the resolution awarding the work or contract to the successful respondent unless that amount is increased by the Board of County Commissioners as may be required from time to time. The contractor is not authorized to exceed that amount unless authorized by the Board of County Commissioners.

48. N.J. P.L. 2005, C.271 REQUIREMENTS

The respondent/contractor is hereby advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c. 271, s.3) if the contractor receives contracts in excess of \$50,000.00 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at (888) 313-3532 or at www.elec.state.nj.us.

49. SPECIFICATION CHALLENGE

Any prospective respondent who wishes to challenge an RFP specification shall file such challenge in writing with the Salem County Purchasing Agent no less than three (3) business days prior to the opening of the RFPs. Challenges filed after that time shall be considered void and having no impact on the contracting unit or the award of a contract; N.J.S.A. 40A: 11-13 (e).

50. COST LIABILITY AND ADDITIONAL COSTS

The owner assumes no responsibility and liability for costs incurred by the respondents prior to the issuance of an agreement. The liability of the owner shall be limited to the terms and conditions of the contract.

Respondents will assume responsibility for all costs not stated in their proposals. All unit rates either stated in the proposal or used as a basis for its pricing are required to be all-inclusive. Additional charges, unless incurred for additional work performed at the request of the owner, are not to be billed and will not be paid.

51. OWNERSHIP OF MATERIAL

The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the contractor for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The contractor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make them available to third parties, without the prior written consent of the owner. All information supplied to the owner may be required to be supplied in digital media compatible with the owner's computer operating system.

52. PAYMENTS

Invoices shall specify, in detail, the period for which payment is claimed, the services performed during the prescribed period, the amount claimed and correlation between the services claimed and the fee(s) submitted in the Proposal Document.

The County may withhold all payments, or any portion thereof, should verification/clarification become necessary on any invoice and or condition of contract. Contractors, if applicable, shall be required to sign a County voucher for payment.

The County shall not be obligated to pay any fees for late submission of payments.

53. CONTRACT RECORDS

As per N.J.A.C. 17:44-2.2; Vendor shall maintain all documentation related to products, transactions, or services under this contract for a period of 5 years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

54. RESUBMISSIONS

In the case of Resubmissions for bids or RFP's, respondents are cautioned to use and submit only documents of the current active RFP. Prior RFP documents, (original or any prior resubmission), are invalid as those opportunities no longer legally exist. Submission of any forms or documents from a prior RFP or resubmission shall be reason to find your RFP for the current opportunity non-responsive.

55. LICENSING

If the successful proposer or any of its subcontractors is required to maintain a license in order to perform the services which are the subject of this contract, then prior to the effective date of the contract, and as a condition precedent to it taking effect, the successful proposer shall provide to the County a copy of all such applicable current licenses to operate in the State of New Jersey. Applicable licenses shall be current and in good standing and shall not be subject to any current action to revoke or suspend.

56. CONFLICT OF INTEREST STATEMENT

(Required on all Submissions)

In accordance with 2 C.F.R. § 200.318(c)(1) and N.J.S.A. 40A:9-22.1 et seq. ("Local Government Ethics Law"), the County has adopted a Conflict-of-Interest Policy that identifies and prohibits instances where conflicts could occur. As such, any County officer, employee, or agent is restricted from participating directly or indirectly in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. All conflicts identified for these County representatives are required to be disclosed in writing to federal, state, or other awarding agency (or pass-through entity) as well as to the individual's supervisor.

Please be advised that any firm submitting a bid, proposal, quotation, etc. is expected and required to abide by the same policy and standards. A real or apparent conflict exists when any of the following parties has a financial, or other benefiting interest in, or receives a tangible personal benefit from a firm considered for an award of a contract:

1. An employee, officer, or agent involved in the selection, award, or administration of a contract;
2. Any member of his or her immediate family;
3. His or her partner; or

4. An organization which employs or is about to employ any of these parties (including former employees, elected, or appointed members of the County for a period of one year prior).

For this reason, should a firm submitting a bid, proposal, quotation, etc. reasonably suspect that a conflict may exist, they should disclose such conflicts in detail as an attachment to their submission. Any contractors found to violate this policy shall have their contract(s) terminated and may not be eligible for future contract awards for as long as the conflict of interest continues and/or for a duration set forth in N.J.S.A. 40A:11-1 et seq.

57. SOURCE OF SPECIFICATIONS/RFP PACKAGES

Official Salem County specifications/bid packages for goods and services are available at no cost at <http://salempurchasing.org>. Notices for construction bids/projects are issued on this site; there may be a charge for construction bid specification packages and drawings. All clarifications and addenda are posted on this site.

Potential respondents are hereby cautioned that they are making proposals at their own risk and that the specifications/RFP packages may or may not be complete if the specifications/RFP packages were provided by a third-party supplier.

The County shall not be responsible for third party supplied specifications/RFP packages

EXHIBIT A

STATEMENT OF AUTHORITY

RFP SUBMITTED FOR:

COMPANY: _____

ADDRESS: _____

RFP SUBMITTED BY: _____
(Print Name of Company Officer)

SIGNATURE: _____
(Signature of Company Officer) ***

TITLE: _____ **DATE:** _____

TELEPHONE: _____ **EXTENSION:** _____

FACSIMILE: _____

EMAIL ADDRESS: _____

TAXPAYER IDENTIFICATION NUMBER: _____

***** This Exhibit must be signed by a Company Officer, who has the legal authority to bind the Company to a contract, in order to be accepted by the County as a valid submission.**

EXHIBIT B

RFP EXCEPTIONS FORM

Exceptions, if any, to the RFP specifications, shall be noted and described below.

Please note that RFP received without any exceptions noted and described below shall be assumed to be in complete compliance with the RFP specifications.

Please note that failure by the respondent to note and describe below exceptions to the RFP specifications shall in no way provide relief to contractors supplying products or materials which do not meet the RFP specifications. Contractors supplying products or materials which are not noted and identified below shall be subject to legal action.

Do you have any exceptions to the specifications? Yes ____ No _____. If yes, note and describe below your exceptions.

EXCEPTION # 1: Describe here with specificity the exact nature of your Exception # 1:

Describe here with specificity how with Exception # 1 your RFP still meets the requirements of this specification: ____

EXCEPTION # 2: Describe here with specificity the exact nature of your Exception # 2:

Describe here with specificity how with Exception # 2 your RFP still meets the requirements of this specification:

EXCEPTION # 3: Describe here with specificity the exact nature of your Exception # 3:

Describe here with specificity how with Exception # 3 your RFP still meets the requirements of this specification:

EXCEPTION # 4: Describe here with specificity the exact nature of your Exception # 4:

Describe here with specificity how with Exception # 4 your RFP still meets the requirements of this specification:

**IF YOU HAVE MORE EXCEPTIONS, MAKE COPIES OF THIS
EXCEPTION FORM, COMPLETE THE FORMS AND ATTACH THEM TO THE
FRONT OF YOUR RFP SUBMISSION**

Form Completed by:

Print Name:

Signature:

Title:

Date:

EXHIBIT C

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified too, and included with all RFP and proposal submissions. Failure to submit the required information is cause for automatic rejection of the RFP or proposal. Please read and review the General Instructions and Conditions section related to this Statement.

Name of

Organization: _____

Organization

Address: _____

Part I Check the box that represents the type of business organization:

☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)

☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)

☐ Other (be specific): _____

Part II

☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, or of all beneficiaries in an established trust or association who hold a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, or no beneficiary in an established trust or association holds a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Legal Entity	Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a respondent has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner, beneficiary or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC), trust, association, or other legal entity listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, natural person, and/or and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed or is otherwise disclosed that there is no further breakdown of beneficial owners greater than or equal to 10 percent. **Attach additional sheets if more space is needed. PLEASE REVIEW THE GENERAL INSTRUCTIONS AND CONDITIONS SECTION RELEVANT TO THIS FORM.**

Stockholder/Partner/Member/Beneficiary and Corresponding Entity Listed in Part II	Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the respondent/proposer; that the **County of Salem** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **County of Salem** to notify the **County of Salem** in writing of any changes to the information contained herein; 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 am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **County of Salem** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

EXHIBIT D

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 et seq.

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

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

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

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

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

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

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity

or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

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

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

1. Letter of Federal Affirmative Action Plan Approval
2. Certificate of Employee Information Report
3. Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **N.J.A.C. 17:27-1.1 et seq.**

EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE

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

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

All successful respondents are required to submit evidence of appropriate affirmative action compliance to the County and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the County files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the County, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the County and the Division. This letter of approval is valid for one year from the date of issuance.

Do you have a federally approved or sanctioned EEO/AA program? Yes ☐ No ☐

If yes, please submit a photostatic copy of such approval.

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor shall provide a copy of the Certificate to the County as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates shall be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval? Yes ☐ No ☐

If yes, please submit a photostatic copy of such approval.

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the County. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence shall be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance.

The successful vendor(s) shall submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

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 agrees to furnish the required forms of evidence.

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

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

EXHIBIT E

AMERICANS WITH DISABILITIES ACT MANDATORY LANGUAGE

Equal Opportunity for Individuals with Disabilities

The CONTRACTOR and the OWNER do hereby agree that the provisions of Title II 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 OWNER pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the OWNER in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect, and save harmless the OWNER, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the OWNER'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the OWNER, which is rendered pursuant to, said grievance procedure." If any action or administrative proceeding results in an award of damages against the OWNER or if the OWNER incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The OWNER shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the OWNER or any of its agents, servants, and employees, the OWNER shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the OWNER or its representatives.

It is expressly agreed and understood that any approval by the OWNER of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the OWNER pursuant to this paragraph.

It is further agreed and understood that the OWNER assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the OWNER from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

EXHIBIT F

**CERTIFICATION REGARDING THE DEBARMENT
SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

I am _____ of the firm of _____
(Your Title) (Name of your Organization)

(Address of your Organization)

CHOOSE ONE OF THE FOLLOWING

() A. I hereby certify on behalf of _____
(Name of your Organization)

that neither it nor its principals are included on the State Treasurer's and
Economic Development Authority's or the Federal Government's List of
Debarred, Suspended, or Disqualified Respondents as a result of action
taken by any State or Federal Agency.

() B. I am unable to certify any of the statements set forth in this certification.
I have attached an explanation to this form.

Subscribed and sworn to
Before me this day of
_____ 20_____.

(Signature)

(Signature of Notary Public)

(Typed or Printed Name and Title)

My Commission expires _____
(Month, Day, Year)

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this certification, the contracting firm is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the contracting firm knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government and/or State Government, the County of Salem may pursue available remedies including suspension and/or debarment.
3. The contracting firm shall provide immediate written notice to the County of Salem if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the County for assistance in obtaining a copy of those regulations.
5. The contracting firm agrees by submitting this certification that, should the covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
 - The contracting firm further agrees by submitting this certification that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all subcontracts to this agreement as authorized by the County of Salem.

EXHIBIT G
NON-COLLUSION AFFIDAVIT

State of _____

County of _____

I, _____ residing in _____
(Name of Affiant) (Name of Municipality)

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

I am _____ of the firm _____
(Title or Position) (Name of Firm)

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

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

(N.J.S.A. 52:34-15).

Subscribed and sworn to
Before me this day

(Signature of Affiant)

(Signature of Notary Public)

(Typed or Printed Name of Affiant)

My Commission expires _____
(Month, Day, Year)

EXHIBIT H

COUNTY OF SALEM, NEW JERSEY

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Respondent hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐

No addenda were issued:

Acknowledged for: _____
(Name of Respondent)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type Name of Authorized Individual)

Title: _____

Date: _____

EXHIBIT I

REQUEST FOR REFERENCE FORM

If able, list three (3) public agencies (other than Salem County) presently or previously contracted to whom you provide or have provided the items and/or services as herein specified. Respondents should provide those references closely aligned with the type of service/supply requested.

1. Name of Entity _____
 Address _____
 Contact Name _____
 Daytime Telephone _____ Email _____

2. Name of Entity _____
 Address _____
 Contact Name _____
 Daytime Telephone _____ Email _____

3. Name of Entity _____
 Address _____
 Contact Name _____
 Daytime Telephone _____ Email _____

EXHIBIT J

VENDOR INFORMATION SHEET

In order to ensure that all future correspondence is directed at the correct address, assure proper ordering, and to expedite future payments, the following information shall be provided with this RFP:

Name of Business: _____

Correspondence Address, including zip code, and Email and Phone:

Payment Address, including zip code, and Email and Phone (if different than above):

Name of Accounts Receivable Staff: _____

EXHIBIT K

RESPONDENTS DATA SHEET AND QUESTIONNAIRE

Please provide the following information

How many years has your company been providing this service? _____

Has your company ever failed to complete any contract with regard to any of the services herein described? Yes ____ No _____. If yes, provide details here:

Has your company ever had a contract terminated for non-performance?
Yes ____ No _____. If yes, provide details here:

Has your company ever been involved in any litigation regarding the provision of the services described herein? Yes _____ No _____. If yes, provide details here:

Name and telephone numbers of personnel who can be contacted if problems or emergencies arise:

Name and telephone number of an individual who can be contacted at all times if service information is requested:

Exhibit L

1 GENERAL INSURANCE REQUIREMENTS

(Required on all Bids/RFPs)

- 1.1** The Contractor(s) shall provide and pay for insurance coverage of such type and in such amounts as will completely protect the Contractor and the County, its elected officials, officers, agents, servant employees and assigns against any and all risks of loss (including costs of defense) or liability arising out of this contract.
- 1.2** The insurance should be furnished by insurance companies with an "A - (Excellent) VII" or better or better rating as published in the most recent editions of Best Insurance Key Rating and shall be authorized to conduct business in the State of New Jersey.
- 1.3** It is recognized that in some instances that insurance may be acceptable which is underwritten by an insurance company that is not reported in the BEST GUIDE, or the coverage is extended under a self-insured program. This insurance, or self-insurance, must be in conformity with the rules and regulations of the Commissioner of Insurance of the State of New Jersey. Any insurance or self-insurance of this type is subject to the review and acceptance by the County Risk Manager or the County Counsel. Furthermore, written proof of acceptability by the Office of the Commissioner of Insurance may be necessary.
- 1.4** The Contractor(s) shall furnish the County with Certificates of Insurance, as shown under "B" Specific Coverage Requirements, policies for General Liability must be endorsed to include the County of Salem, its elected officials, officers, agents, servants, employees and assigns, as an Additional Insured, a copy of ISO Endorsements CG 20 10 is required along with the certificate. The Certificates of Insurance shall set out the types of coverage, the limits of liability and describe the operation by reference to this contract. All of the Contractor's deductibles or retentions shall be the sole responsibility of the contractor, those in excess of \$10,000 are to be disclosed and are subject to approval by the County. If requested actual policy copies or incurred loss information may be required.
- 1.5** The policies and specified limits of coverage must be effective prior to the commencement of work and must remain in force until final acceptance of the work under the contract. Contracts that involve construction, installation, or maintenance repair must maintain completed operations insurance, endorsing the County as an additional insured for a term of two (2) years beginning on the date of the final acceptance. They also must include a copy of ISO Endorsement CG 20 37, or its equivalent.

- 1.6** The Contractor(s) shall obtain, and furnish to the County, certificates of insurance from their subcontractor(s) or sub subcontractor(s) showing policies in force with coverage and limits as described under these insurance requirements.
- 1.7** The Certificate of Insurance with a COPY OF THE ADDITIONAL INSURED ENDORSEMENTS, is to be signed by a person authorized by the insuring company(s) to bind coverage on its behalf. Neither approval by the County nor failure to disapprove Certificates of Insurance/ furnished by the Contractor shall release the Contractor from full responsibility for all liability including costs of defense. Insurance is required as a measure of protection and the Contractor's liability is not limited thereby.
- 1.8** The Certificates of Insurance must be submitted to the County and shall be subject to the review and approval of the County Counsel or Risk Manager.
- 1.9** If at any time during the term of this contract or any extension thereof, if any of the required policies of insurance should expire, change or be canceled, it will be the responsibility of the Contractor, prior to the expiration, change or cancellation, to furnish to the County a Certificate of Insurance indicating renewal or an acceptable replacement of the policy so that there will be no lapse in any coverage. In the event of interruption of any coverage for any reason, all payments and work under the contract shall cease and not be resumed until coverage has been restored and a current Certificate of Insurance received and approved.
- 1.10** Any policy of insurance that is written on a claim-made basis shall, under the terms of this contract, be renewed or the coverage extended for a period of not less than three years and shall provide coverage for the period operations were performed by the contractor. Proof of such extension shall annually be presented to the Risk Manager for the County of Salem and indicate the retroactive date of coverage or indicate that all prior acts coverage is provided.
- 1.11** Insurance or Risk Funding maintained by the County shall be considered as Excess over Contractors Insurance. Insurance or Risk Funding Maintained by the County of Salem does not provide protection for Contractor's liability.
- 1.12** Certificates of Insurance and Evidence of Property Forms shall show the Certificate Holder as follows:
- COUNTY OF SALEM
94 MARKET STREET
SALEM, NJ 08079
ATTN.: Jeffrey T. Ridgway, Jr., Purchasing Agent
- 1.13** Certificates of Insurance not reading as above will not be acceptable and will delay contract signature and/or payment.

1.14 Questions regarding these insurance requirements may be directed to Ayesha Miller, Youth Services Coordinator, at (856) 935-7510 Ext. 8317 or by email to ayesham@salemcountyiacc.org

2 The following items are the minimum mandatory types of insurance coverage to be carried under the requirements as provided herein, CONTRACTORS INSURANCE REQUIREMENTS:

2.1 Workers Compensation insurance or its equivalent in accordance with the statutes of the State of New Jersey and Employer's Liability insurance with minimum limits of:

2.1.1 \$1,000,000 each accident for bodily injury by accident

2.1.2 \$1,000,000 each employee for bodily injury by disease; and

2.1.3 \$1,000,000 policy limit for bodily injury by disease

2.2 General Liability in a comprehensive form, with minimum limits as follows:

2.2.1 Each Occurrence \$1,000,000

2.2.2 Personal & Adv. Injury \$1,000,000

2.2.3 General Aggregate \$2,000,000

2.2.4 Products-Completed Operations Aggregate \$2,000,000

2.3 Motor Vehicle Liability Insurance in a comprehensive form with minimum limits of \$1,000,000 CSL

2.3.1 Owned Vehicles

2.3.2 Hired/Leased Vehicles

2.3.3 Non-Owned Vehicles

3 SPECIFIC COVERAGE REQUIREMENTS

3.1 PROFESSIONAL LIABILITY (Required for this RFP: Yes _____ No X)

During the life of this contract the Contractor shall procure and maintain Professional Liability Insurance with limits of liability not less than \$1,000,000 per claim/\$1,000,000 annual aggregate. This insurance shall provide coverage for wrongful acts the contractor is responsible for rendering or failing to render professional services. If coverage is on "claims made" basis, Contractor must maintain comparable coverage and limits for a minimum of four (4) years following the expiration date of said contract.

3.2 POLLUTION LIABILITY INSURANCE (Required for this RFP: Yes _____ No X)

During the life of this contract the Contractor shall procure and maintain Pollution Liability Insurance with limits of liability not less than \$1,000,000 or \$5,000,000 per pollution incident / \$3,000,000 or \$10,000,000 annual aggregate. This insurance shall provide

coverage pollution incidents that cause bodily injury, including death; loss or damage to property, including loss of use of damaged property or of property that has not been physically injured; cleanup and monitoring costs; and costs and expenses incurred in the investigation, defense, or settlement of claims. If coverage is on "claims made" basis, Contractor must maintain comparable coverage and limits for a minimum of four (4) years following the expiration date of said contract.

EXHIBIT M

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

RFP Title: _____ Respondent/Offeror: _____

PART 1: CERTIFICATION. RESPONDENTS 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 an RFP 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, or one of the person or entity's parents, subsidiaries, or affiliates, is identified on the Department of the 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>. Respondents **must** review this list prior to completing the certification below. **Failure to complete the certification will render a respondent's proposal non-responsive.** If the Director finds a person or entity to be in violation of the principles which are the subject of this 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 person or entity.

PLEASE CHECK THE APPROPRIATE BOX:

- ☐ I certify, pursuant to Public Law 2012, c. 25, that neither the respondent listed above nor any of the respondent'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.

OR

- ☐ I am unable to certify as above because the respondent 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, subsidies or affiliates, engaging in the investment activities in Iran outlined above by completing the section below. Add additional sheets if necessary to report on additional activities.

Name of Entity: _____

Relationship to Respondent: _____

Description of Activities:

Duration of Engagement: _____

Anticipated Cessation Date: _____

Respondent/Offeror Contact Name: _____

Contact Phone: _____

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 County of Salem 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 County to notify the County 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 County of Salem and that the County at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name: _____

Signature: _____

Title: _____

Date: _____

EXHIBIT N

Conflict of Interest Policy

I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods, services, and construction or repair projects, inclusive of those paid for in part or whole by federal funds required under 2 C.F.R. § 200.318(c)(1).

II. Policy

This policy applies when procuring all goods, services, construction or repair projects, and any other form of contract, inclusive of those funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing any federal, state, or other financial assistance awards shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. No officer, employee, or agent of the County of Salem may participate directly or indirectly in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other benefiting interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal, state, or other awarding agency or pass-through entity in accordance with applicable awarding agency policy.

Additionally, pursuant to the New Jersey Local Government Ethics Law (N.J.S.A. 40A:9-22.1 et seq.) the following shall be required:

1. No local government officer, employee, or member of their immediate

family shall engage in activity that is in substantial conflict with the proper discharge of their duties in the public interest.

2. No independent local authority shall, for a period of one year next subsequent to the termination of office of a member of that authority:
 - a. Award a contract which is not publicly bid/RFP to a former member (or any organization they hold a benefiting interest in) of that authority.
 - b. Allow a former member (or any organization they hold a benefitting interest in) of that authority to represent, appear for, or negotiate on behalf of any other party before that authority.
 - c. Employ for compensation, except pursuant to open competitive examination in accordance with Title 11A of the New Jersey Statutes and the rules and regulations promulgated pursuant thereto, any former member of that authority.
3. No local government officer or employee shall use or attempt to use their official position to secure unwarranted privileges or advantages for themselves or others.
4. No local government officer or employee shall act in their official capacity in any matter where they, a member of their immediate family, or a business organization in which they have an interest, have a direct or indirect financial or personal involvement that might reasonably be expected to impair their objectivity or independence of judgment.
5. No local government officer or employee shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice their independence of judgment in the exercise of their official duties.
6. No local government officer, employee, or member of their immediate family shall solicit political contributions to the extent that if given there would be an influence (directly or indirectly) to the discharge of their official duties. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office, if the local government officer has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the local government officer in the discharge of their official duties.
7. No local government officer or employee shall use, or allow to be used, their public office or employment, or any information, not generally available to the members of the public, which they receive or acquire in the course of and by reason of their office or employment, for the purpose of securing financial gain for themselves, any member of their immediate family, or any

business organization with which they are associated.

8. No local government officer or employee or business organization in which they have an interest shall represent any person or party other than the local government in connection with any cause, proceeding, application or other matter pending before any agency in the local government in which they serve. This provision shall not be deemed to prohibit one local government employee from representing another local government employee where the local government agency is the employer and the representation is within the context of official labor union or similar representational responsibilities.

B. Gifts. Officers, employees, members of their immediate family or business organization in which they have an interest, and agents of the County of Salem are prohibited from accepting or soliciting gifts, gratuities, favors, loans, services, promises of future employment, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$25.00 which fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets.

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy, directly or through their immediate family or business organization in which they have an interest, shall report the item to his or her immediate supervisor.

III. Violation

Employees violating this policy will be subject to discipline up to and including termination in accordance with County policies, as may be changed from time to time. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards. Local Government Officers and Employees will be subject to disciplinary actions and penalties in accordance with the New Jersey Local Government Ethics Law.

EXHIBIT O

**CERTIFICATION OF NON- INVOLVEMENT IN
PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS**

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter “Vendorⁱ”) that seeks to enter into or renew a contract with the County for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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.

I, the undersigned, certify that I have read the definition of “Vendor” below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

- ☐ A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

- ☐ B. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

- ☐ C. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor’s activity related to Russia and/or Belarus is consistent with federal law is set forth below.

*(Attach Additional
Sheets If Necessary.)*

Signature of Vendor's Authorized Representative

Date

Print Name and Title of Vendor's Authorized Representative

Vendor's FEIN

Vendor's Name

Vendor's Phone Number

Vendor's Address (Street Address)

Vendor's Fax Number

Vendor's Address (City/State/Zip Code)

Vendor's Email Address

ⁱ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

NJ Rev. 1.22.2024

EXHIBIT P

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

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If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

EXHIBIT Q

PROPOSAL DOCUMENT

TO THE SALEM COUNTY BOARD OF COUNTY COMMISSIONERS:

The undersigned declares that he/she has read this document in its entirety, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to provide the materials and services described and proposed herein, for the following Service:

REQUEST FOR PROPOSALS FOR PROVIDING Various Services and Programs for the Youth Services Commission FOR THE COUNTY OF SALEM

Respondents are hereby strongly cautioned against changing, altering or modifying the format of the Official Proposal Document. All requested information shall be provided in the format established therein. Offerors who change, alter or modify the Official Proposal Document may have their proposal rejected as non-responsive.

Have you included with your proposal submission of all of the items listed on the RFP Checklist? Yes _____ No _____. If no, your proposal may be rejected as non-responsive.

Do you have any exceptions to the specifications? Yes _____ No _____. If yes, respondents shall list and describe all exceptions on the RFP Exceptions Form on EXHIBIT B.

Name of Company: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

END