



REQUEST FOR QUALIFICATIONS

FOR

Transportation Services for CP&P Involved Adults in Cumberland, Salem, Ocean and Sussex Counties

Questions Due to DCFASKRFP@dcf.state.nj.us by: March 11, 2016

Responses will be accepted on a rolling basis through: May 27, 2016

Allison Blake, PhD., L.S.W.

Commissioner

February 24, 2016

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Funding Agency

State of New Jersey
Department of Children and Families
50 East State Street,
P.O. Box 717
Trenton, New Jersey 08625

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families' (DCF) Division of Child Protection and Permanency (CP&P) is requesting duly licensed livery, limousine and/or taxi companies (hereinafter "transportation company") who can meet DCF's requirements, as set forth in this Request for Qualifications (RFQ), to provide non-medical, non-emergency transportation services for adults involved with CP&P in the following counties: Cumberland, Salem, Ocean and Sussex. Applicants must indicate which counties they intend to cover in their proposal cover sheet. For the purposes of this RFQ, "adult" refers to an individual 18 years of age and older.

The Applicant may be an individual entity or a member of a group or agency that submits a request to the RFQ. Each individual vendor providing service as part of a group or agency must meet the individual vendor requirements as set forth in this RFQ.

The purpose of this RFQ is to recruit new providers to perform this service. Providers with an established contract with DCF for this service do not need to respond to this RFQ.

DCF MAKES NO REPRESENTATION REGARDING THE VOLUME OF ACTIVITY THAT IS TO BE EXPECTED WITH RESPECT TO THIS RFQ OR ANY RESULTING CONTRACT. A FORMAL CONTRACT WILL BE REQUIRED WHICH IS SUBJECT TO NEGOTIATION.

B. Background:

DCF is charged with serving and safeguarding the most vulnerable children and families in the State. Our vision is "To ensure a better today and even greater tomorrow for every individual we serve," and our mission is to ensure the safety, well-being and success of New Jersey's children and families.

CP&P involved adults are often referred or linked to a range of services to meet their needs and enhance their wellbeing and are often responsible for attending appointments with providers and social service agencies. However, some adults may struggle with accessing these services due to transportation barriers resulting from financial hardship, geographical location in relation to public transport and/or an overall lack of available public transportation. This RFQ is intended to provide assistance to adults to ensure their access to and increase their ability to participate in needed service and supports including appointments with providers and social services agencies. Transport will be needed for weekday, weekday evening, and weekend travel.

CP&P has 6 offices throughout the four identified counties of Cumberland, Salem, Ocean, and Sussex. These offices are known as “Local Offices” and house CP&P caseworkers, who work with children and families in their own homes and with children in out of home placements. Local Office staff from each of the identified counties will initiate referrals for transportation services.

C. Services to be Funded:

DCF is seeking to approve one or more duly licensed transportation companies to provide non-medical transportation services to CP&P involved adults in one of more of the following counties: Cumberland, Salem, Ocean, and Sussex.

Transportation services will primarily be within the three identified counties in New Jersey; however, on occasion, transportation may be needed to destinations located outside of the identified counties, including other counties within New Jersey and states bordering the identified counties (i.e. Pennsylvania, Delaware and New York)

DCF MAKES NO REPRESENTATION REGARDING THE VOLUME OF ACTIVITY THAT IS TO BE EXPECTED WITH RESPECT TO THIS RFQ OR ANY RESULTING CONTRACT.

Duties and Obligations – Using Agency

DCF shall provide the vendor with a clear itinerary for the transportation and ride specific information (i.e., pick-up/drop-off location, appointment time, and type and number of passengers).

DCF will provide a minimum of two business days’ notice to the vendor for the requested transport.

DCF makes all determinations as to which clients are eligible for transportation services.

DCF notifies the vendor that the client is eligible and also notifies them of any other approved passengers that may ride with the client and approved locations of transport. CP&P clients cannot have other unapproved passengers in their transport and CANNOT amend/alter/modify the route and/or stops indicated on the referral.

DCF shall provide cancellation notifications to the transportation company at least 24 hours before the time of scheduled transport.

Duties and Obligations – Contracted Vendor

The services provided through this RFQ are for non-emergency, non-medical transportation of adults in passenger vehicles. DCF does not authorize nor pay for ambulance, air ambulance, ambulette, or medical transportation. The transportation company shall be capable of providing scheduled non-emergency transportation service with an established lead time of 2 business days.

Qualifications

Applicants must be the owner of a licensed livery, limousine and/or taxi company authorized to operate in the State of New Jersey.

In each Identified County for which the transportation company is seeking to be qualified to provide service through this RFQ, the transportation company MUST:

- Have a current license to operate the transportation company in at least one municipality within the Identified County;
- Employ drivers with current drivers' and taxi, livery, or limousine licenses which authorize them to operate the transportation company's vehicles in at least one municipality within the Identified County;
- Be able to provide transportation on weekdays, weekday evenings, and weekends in the Identified County; and
- Be able to maintain transportation logs to track referrals, cancellations, no shows¹, and completed rides.

If qualified through this RFQ to deliver transportation services, the transportation company is required to obtain prior approval from DCF before adding any new drivers to work under the contract.

¹ A "no show" is defined as follows: when the transportation company arrives at correct pick up address at scheduled time and client is not available or present for pick up within 10 minutes of scheduled time. No show rates are capped at \$10.

CP&P will not be responsible for and shall be held harmless for any and all damages or injuries to vehicles or persons in transport. Applicants are required to maintain insurance for the transportation activities described in this proposal.

Data Collection

A record of all referrals, completed rides and no shows must be forwarded to the appropriate Area Office (s) on a monthly basis including the name of rider(s) and referring Local Office.

Confidentiality Compliance

The vendor shall, at all times, in performance of this contract, ensure that it maintains State supplied documents in a confidential manner. Such compliance shall include, but not be limited to, the erasure and deletion of all personal, confidential information that may be contained on all personal computers and their drives prior to disposal, or any other disposition that may be required, of such informational technology equipment in accordance with the requirements set forth by the US Department of Defense (DoD) 5220.22-M Standard.

All data supplied by DCF to the contractor are confidential. The contractor is required to use reasonable care to protect the confidentiality of such data. Any use, sale or offering of this data in any form by the contractor, or any individual or entity in the contractor's charge or employ, will be considered a violation of this contract and may result in contract termination and the contractor's suspension or debarment from DCF contracting. In addition, such conduct may be reported to the State Attorney General for possible criminal prosecution.

Other

All applicants are advised that any software purchased in connection with the proposed project must receive prior approval by the New Jersey Office of Information Technology.

Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), vendors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information

provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320b-8 to serve in this State.

D. Funding Information:

For the purpose of this initiative, the Department will make available funding for transportation services as needed and required and only if funding is available. There is no guarantee that the services of the contracted vendor will be accessed. Continuation funding is contingent upon the availability of funds in future fiscal years and performance. Continuation of services is not guaranteed.

DCF intends to fund transportation services offered by vendors that meet the qualifications. All contract awards shall be subject to contract negotiations.

Fiscal/Billing Requirements

DCF will contract with approved vendors on a fee for service basis. Six (6) CP&P Local Offices serve Cumberland, Salem, Ocean, and Sussex counties. Local Offices will initiate referrals via the CP&P Special Approval Request (SAR) form 16-76. Upon completion of the contracted service, the vendor will submit their invoice online for payment through the electronic K-100 billing process. More information about the K-100 billing process can be found at: <http://nj.gov/dcf/providers/secure/>.

Applicants should submit proposed rates for transportation services in the identified counties. Providers must discuss the method used to calculate the rates (i.e. flat fee per mile or a gradual rate that increases with mileage). Rates should also be provided for no-shows and wait times; proposed no-show rates cannot exceed \$10. A proposed rate schedule must be attached as part of the Appendix.

Providers must describe the system(s) they will use as back-up to invoices submitted to CP&P for payment. Records must be made available to DCF for inspection upon request.

Funds awarded under this program may not be used to supplant or duplicate existing funding.

E. Applicant Eligibility Requirements:

All applicants must:

1. Hold current licenses to operate livery, limousine, and/or taxi companies **and** use drivers' duly licensed to operate company vehicles in at least one municipality in each Identified County for which the company is seeking to be qualified through this RFQ.
2. Be able to provide transportation on weekdays, weekday evenings, and weekends in each Identified County for which the company is seeking to be qualified through this RFQ.
3. Be able to maintain transportation logs to track referrals, cancellations, no shows, and completed rides.
4. Have the capability to uphold all administrative and operating standards as outlined in this document.
5. Comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy.
6. Have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at www.dnb.com

F. RFQ Schedule:

February 24, 2016	Notice of Availability of Funds/RFQ publication
March 11, 2016	Deadline for Email Questions sent to DCFASKRFP@dcf.state.nj.us
May 27, 2016	Proposals shall be expected during this period. Supplemental information may be requested after this date. Deadline for Receipt of Proposals by 12:00PM

All Request for Qualification proposals must be received by 12:00 PM on or before May 27, 2016. Proposals received after 12:00 PM on May 27, 2016 will **not** be considered. Applicants should submit **one (1) signed original** and **one CD ROM** as indicated below.

Proposals must be delivered either:

1) In person to:

Catherine Schafer, Director of Grants Management, Auditing and Records
 Department of Children and Families
 50 East State Street, 3rd floor
 Trenton, New Jersey 08625-0717

Please allow time for the elevator and access through the security guard. Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents.

2) Commercial Carrier (hand delivery, federal express or UPS) to:

Catherine Schafer, Director of Grants Management, Auditing and Records
Department of Children and Families
50 East State Street, 3rd floor
Trenton, New Jersey 08625-0717

Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents.

3) Online- DCF offers the alternative for our applicants to submit proposals electronically. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission by submitting an AOR form.

AOR Registration forms and online training are available on our website at: www.nj.gov/dcf/providers/notices/

Forms are directly under the Notices section-See Standard Documents for RFPs

- [Submitting Requests for Proposal Electronically PowerPoint \(pdf\)](#)
- [Registration for the Authorized Organization Representative \(AOR\) Form](#)

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Registered AOR forms may be received 5 business days prior to the date the bid is due.

G. Administration:

1. Screening for Eligibility, Conformity and Completeness

DCF will screen proposals for eligibility and conformity with the specifications set forth in this RFQ. A preliminary review will be conducted to determine whether the application is eligible for evaluation or immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary screening process:

- a. The application was received prior to the stated deadline
- b. The application is signed and authorized by the applicant's Chief Executive Officer or equivalent
- c. The applicant attended the Bidders Conference (if required)
- d. The application is complete in its entirety, including all required attachments and appendices
- e. The application conforms to the specifications set forth in the RFQ

Upon completion of the initial screening, proposals meeting the requirements of the RFQ will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application.

2. Proposal Review Process

Applicants whose qualifications are approved will be eligible to provide services. Applicants shall provide information that demonstrates their ability to meet the specified requirements detailed in this RFQ.

The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The Department's best interests in this context include, but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication, including solely an allegation, of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

All applicants will be notified in writing of the Departments intent to award a contract.

3. Special Requirements

The successful Applicant shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy. A copy is attached as **Exhibit A.**

Applicants must comply with laws relating to Anti- Discrimination as attached as **Exhibit B.**

H. Appeals:

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Applicants may appeal by submitting a written request to

Office of Legal Affairs
Contract Appeals
50 East State Street 4th Floor
Trenton NJ 08625

no later than five (5) calendar days following receipt of the notification or by the deadline posted in this announcement.

I. Post Award Review:

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. All Post Award Reviews will be conducted by appointment.

Applicants may request a Post Award Review by contacting: DCFASK@dcf.state.nj.us

Post Award Reviews will not be conducted after six months from the date of issuance of this RFQ.

J. Post Award Requirements:

Selected applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the [Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual](#). Applicants may review these items via the Internet at www.nj.gov/dcf/providers/contracting/manuals

Selected applicants will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding.

Upon receipt of the award announcement, and where appropriate, selected applicants will be minimally required to submit one (1) copy of the following documents:

1. A copy of the Acknowledgement of Receipt of the NJ State Policy and Procedures returned to the DCF Office of the EEO/AA
2. Bonding Certificate
3. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant's Certification
4. ACH- Credit Authorization for automatic deposit (for new agencies only)

The actual award of funds is contingent upon a successful Contract negotiation. If, during the negotiations, it is found that the selected Applicant is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the notice of intent to award may be rescinded.

Section II – Application Instructions

A. Proposal Requirements:

All applicants must complete the Vendor Application (Exhibit C) in its entirety and have it notarized.

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and a CD ROM containing all the documents in PDF or Word Format.

All supporting documents submitted in response to this RFQ must be organized in the following manner:

Part I: Qualifications

1. Proposal Cover Sheet*
2. Table of Contents-Please number and label with page numbers if possible in the order as stated in Part I & Part II Appendices
3. Completed and Notarized Vendor Application Form - See Exhibit C

Part II: Appendices

Requirements for all applicants; including agencies, LLC or LLP providers, and individual providers, are listed below. An “individual provider” is someone who is conducting business under his or her own name and social security number and is unincorporated.

1. Proposed Rate Structure, including per unit cost (i.e., per trip, per mile, in county/out of county, no show rate², wait times, etc.) and description of method used to calculate the rates
2. Current Rate Schedule
3. Brief description no more than 1 page of the system to be used to back-up invoices submitted to CP&P for payment
4. Completed County Municipality Checklist for each Identified County for which the company is seeking to be qualified through this RFQ. See Exhibit D.
5. Copies of current valid licenses from each Municipality in which the transportation company intends to operate in each Identified County, consistent with the Completed County Municipality Checklist
6. Current letter or certificate from any State or local municipalities granting authority to operate as a transportation company
7. Copies of drivers' and taxi/livery/limousine licenses for any driver the transportation company will use to transport clients per this RFQ
8. Sample of company's transportation log used to track referrals, cancellations, no-shows, and completed rides
9. Copy of company's liability insurance, naming DCF as additional insured
10. Brief description no more than 1 page of how you will maintain confidentiality of client records
11. Signed DCF Standard Language Document
<http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc>
12. Documentation Demonstrating Compliance with Obtaining a DUNS Number. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at: <http://www.dnb.com>
13. Renewal Printout from the System for Award Management (SAM) website (<https://www.sam.gov/portal/public/SAM/>)
14. Applicable Consulting Contracts, Affiliation Agreements/Memoranda of Understanding
15. Signed HIPAA Business Associate Agreement
(<http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc>)

² No-show rate cannot exceed \$10.

16. Disclosure of Investigation and Other Actions Involving Bidder-Full Version** Signed and dated
17. Disclosure of Investment Activities in Iran** Signed and dated
18. Statement of Bidder/Vendor Ownership Full Version** Signed and dated
19. Source Disclosure Certification** Signed and dated
20. Certification regarding Debarment*
<http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf>
21. Statement of Assurances*
22. MacBride Principles Form**

Additional requirements for agencies and corporations, non-profits and LLC/LLP Providers that do not meet the individual provider criteria above are listed below:

1. Current Affirmative Action Certificate or Copy of Renewal Application Sent to Treasury
2. Certificate of Incorporation
3. New Jersey Business Registration Certificate with the Division of Revenue
4. Tax Exempt Certification-IRS Determination Letter regarding applicant's charitable contribution or non-profit status, if applicable
5. Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions (For-Profit only)
6. Annual Report to the Secretary of State
(https://www1.state.nj.us/TYTR_COARS/JSP/page1.jsp)
7. Annual Report- Charitable Organizations (If applicable)
(<http://www.njconsumeraffairs.gov/charity/charfrm.htm>)
8. W-9 form (new agencies only)
(<http://www.state.nj.us/treasury/omb/forms/pdf/W9.pdf>)
9. Form 990 for Non-Profits or Form 1120 intended for For-Profit entities. LLC's shall provide an applicable tax form and may delete or redact any SSN or personal information

* Standard forms for RFP's are available at:
www.nj.gov/dcf/providers/notices/ Forms for RFP's are directly under the Notices section.

** Treasury required forms are available on the Department of the Treasury website at <http://www.state.nj.us/treasury/purchase/forms.shtml>
Click on Vendor Information and then on Forms.

Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review these items via the Internet at www.nj.gov/dcf/providers/contracting/manuals

C. Requests for Information and Clarification

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Answers will be posted on the website at: <http://www.state.nj.us/dcf/providers/notices/>

Questions must be submitted in writing via email to: DCFASKRFP@dcf.state.nj.us.

All inquiries submitted to this email address must identify, in the Subject heading, the specific RFQ for which the question/clarification is being sought.

Written questions must be directly tied to the RFQ. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFQ. Each question should begin by referencing the RFQ page number and section number to which it relates.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFQ.** Inquiries should only be addressed for technical support through DCFASKRFP@dcf.state.nj.us. Inquiries will not be accepted after the closing date of the Question and Answer Period. Written inquiries will be answered and posted on the DCF website as a written addendum to the RFQ. Technical inquiries about forms and other documents may be requested anytime. All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFQ.** Inquiries should only be addressed for technical support through DCFASKRFP@dcf.state.nj.us. Written inquiries will be answered and posted on the DCF website as a written addendum to the RFQ.

EXHIBIT A

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE
CONTRACTS**

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

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

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

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

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

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

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

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically available at www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Department of Children and Families, 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 Department of Children and Families, the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

EXHIBIT B

TITLE 10. CIVIL RIGHTS
CHAPTER 2. DISCRIMINATION IN EMPLOYMENT ON PUBLIC WORKS

N.J. Stat. § 10:2-1 (2012)

§ 10:2-1. Antidiscrimination provisions

Antidiscrimination provisions. Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$ 50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (*C.18A:18A-51 et seq.*).

EXHIBIT C

Vendor Application

Instructions: The application must be filled out in its entirety and signed by the vendor. Please type or print clearly all information. Any false statement is sufficient reason for exclusion of the vendor from the RFQ process.

Upon completing this application, have the document notarized by a notary public. Approval of all applications is subject to review by DCF.

General Information

Company Name: _____

Company Address: _____

Company Telephone number: _____

Address of fleet: _____

Business Entity (**Please check one**): Individual Partnership LLC Corporation

If applicant is a corporation, give name and address of registered agent and Employer Identification Number (EIN#). If applicant is a partnership, give names and addresses of all partners: _____

Date available to start contracted services: _____

First time in transportation services: Yes No If no, list years of experience: _____

Do you currently have Liability Insurance: Yes No

Radius of operation (**Check all that apply**): 0-50 50-100 Over 100 miles

Able to travel to bordering states: Yes No

Hours of operation (**Check all that apply**): Monday to Friday 9am-5pm Monday to Friday after 5pm Saturday Sunday

List any blackout dates when transportation cannot be provided: _____

Able to accommodate lead time of 2 days: Yes No

List the methods by which you accept referrals (i.e., by telephone, fax, email, etc.) and provide the relevant contact information: _____

Fleet Information

How many vehicles do you own or manage: _____

Are all vehicles insured: Yes No

Provide the name and Policy number of current insurance coverage: _____

Describe any handicapped accessibility transportation options available to clients: _____

Do you subcontract work with others: Yes No

Do you have a written vehicle maintenance and inspection program: Yes No

Are daily or pre-trip inspections made to vehicles: Yes No

Driver Information

All drivers have a current and valid license to operate passenger vehicle: Yes No

Do you have a driver’s training program: Yes No

Do you have a drug testing policy: Yes No

Does any driver have previous convictions for substance abuse, sexual abuse or crimes of violence: Yes No

By my signature below I attest that:

I am at least twenty-one (21) years of age.

I possess a current and valid New Jersey driver's license. *A copy of your NJ Driver's License must be submitted with this application.*

I am able to read, speak and understand the English language.

I have taken the time to study state and local motor vehicle laws, rules, and regulations. I have also made sure that I am fully informed of the geography of the Counties for which I am applying to provide services.

I have not been convicted, within the three years prior to the date of the application, of reckless driving, driving while intoxicated, leaving the scene of an accident or driving more than 30 miles an hour above the speed limit.

At the time of this application, I have no more than six (6) New Jersey State Division of Motor Vehicle points on my driving record, or the equivalent if licensed in any other state.

I am the owner of the above named company; that the questions are answered by me and that the statements of facts contained in the foregoing application are true to the best of my knowledge, information and belief.

Company Owner's name (printed) _____

Company Owner's signature _____

STATE of NEW JERSEY
County of _____:

I, _____, the undersigned, am authorized to submit the within application for consideration by the New Jersey Department of Children and Families. I authorize the appropriate officials of DCF to investigate the information set forth on this application including what may be considered personal or confidential information. I affirm that the information contained on this application is true and accurate to the best of my personal knowledge, information, and belief. I am aware that if the information is willfully false, the application will be excluded from consideration. I am also aware that DCF reserves the exclusive right to not consider this application should the information provided be incorrect or incomplete.

Sworn and subscribed before me by _____, a person known to me or proved to me on the basis of satisfactory evidence, who affirmed the facts contained herein as accurate and executed this application in my presence on the _____ day of _____, 20____.

Notary Public of the State of New Jersey
My Commission expires on:
SEAL:

EXHIBIT D

Municipality Checklist: Cumberland County

Please select each municipality in which your company is authorized to operate.

- Bridgeton
- Commercial
- Deerfield
- Downe
- Fairfield
- Greenwich
- Hopewell
- Lawrence
- Maurice River
- Millville
- Shiloh
- Stow Creek
- Upper Deerfield
- Vineland

Municipality Checklist: Salem County

Please check each municipality in which your taxi company is licensed to operate.

- Alloway
- Carneys Point
- Elmer
- Elsinboro
- Lower Alloways Creek
- Mannington
- Oldmans
- Penns Grove
- Pennsville
- Pilesgrove
- Pittsgrove
- Quinton
- Salem
- Upper Pittsgrove
- Woodstown

Municipality Checklist: Ocean County

Please select each municipality in which your taxi company is authorized to operate.

- | | |
|--|---|
| <input type="checkbox"/> Barnegat | <input type="checkbox"/> Pine Beach |
| <input type="checkbox"/> Barnegat Light | <input type="checkbox"/> Plumsted |
| <input type="checkbox"/> Bay Head | <input type="checkbox"/> Point Pleasant |
| <input type="checkbox"/> Beach Haven | <input type="checkbox"/> Point Pleasant Beach |
| <input type="checkbox"/> Beachwood | <input type="checkbox"/> Seaside Heights |
| <input type="checkbox"/> Berkeley | <input type="checkbox"/> Seaside Park |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Ship Bottom |
| <input type="checkbox"/> Eagleswood | <input type="checkbox"/> South Toms River |
| <input type="checkbox"/> Harvey Cedars | <input type="checkbox"/> Stafford |
| <input type="checkbox"/> Island Heights | <input type="checkbox"/> Surf City |
| <input type="checkbox"/> Jackson | <input type="checkbox"/> Toms River |
| <input type="checkbox"/> Lacey | <input type="checkbox"/> Tuckerton |
| <input type="checkbox"/> Lakehurst | |
| <input type="checkbox"/> Lakewood | |
| <input type="checkbox"/> Lavallette | |
| <input type="checkbox"/> Little Egg Harbor | |
| <input type="checkbox"/> Long Beach | |
| <input type="checkbox"/> Manchester | |
| <input type="checkbox"/> Mantoloking | |
| <input type="checkbox"/> Ocean | |
| <input type="checkbox"/> Ocean Gate | |

Municipality Checklist: Sussex County

Please select each municipality in which your taxi company is authorized to operate.

- Andover borough
- Andover township
- Branchville
- Byram
- Frankford
- Franklin
- Fredon
- Green
- Hamburg
- Hampton
- Hardyston
- Hopatcong
- Lafayette
- Montague
- Newton
- Ogdensburg
- Sandyston
- Sparta
- Stanhope
- Stillwater
- Sussex
- Vernon
- Walpack
- Wantage