

State of New Jersey  
New Jersey Department of  
Central Procurement (4210)  
Release Purchase Order  
M4003 INFORMATION TECHNOLOGY VENDOR  
MANAGED SERVICE PROVIDERS

P.O. Date: 6/2/2023

Blanket Order Number  <b>18-COMP-00277:5387</b>  SHOW THIS NUMBER ON ALL PACKAGES, INVOICES AND SHIPPING PAPERS.
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Agency Ref. # 129529
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V E N D O R	Vendor Number: [REDACTED] Computer Aid Inc  1390 Ridgeview Drive Allentown, PA 17111 [REDACTED]  Vendor Alternate ID: [REDACTED]  Remit Address: LINDA LEIBY PO BOX 785526 PHILADELPHIA, PA 191785526 US  Email: [REDACTED] Phone Number: [REDACTED]
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S H I P       T O	[REDACTED] 55 North Willow Street TRENTON , NJ 08608 US Email: [REDACTED] Phone: [REDACTED]
B I L L       T O	[REDACTED] 55 North Willow Street TRENTON , NJ 08625 US Email: [REDACTED] Phone: [REDACTED]

INVOICES: Direct invoices in DUPLICATE to the address shown above. TERMS AND CONDITIONS set forth in our Bid or Quotation, on the reverse side hereof or incorporated herein by reference become a part of this

ATTN: Contact [REDACTED]

Solicitation (Bid) No.:	Payment Terms: Shipping Terms: Freight Terms: Delivery Calendar Day(s) A.R.O.: 0																		
Item # 1 Class-Item 918-71  Business Analyst 7/1/23-6/30/24 - NJDOH BSC4 will assist with implementation of POES application at the psychiatric hospitals. This will consist of shadowing current staff for comprehension of current system, assisting with project management operations including creating / updating documentation, assisting with presentations and communications and progress reporting during implementation at Trenton Psychiatric and Greystone Psychiatric and implementation of new features as they are developed.																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Quantity</th> <th style="width: 12.5%;">Unit Price</th> <th style="width: 12.5%;">UOM</th> <th style="width: 12.5%;">Discount %</th> <th style="width: 12.5%;">Total Discount</th> <th style="width: 12.5%;">Tax Rate</th> <th style="width: 12.5%;">Tax Amount</th> <th style="width: 12.5%;">Freight</th> <th style="width: 12.5%;">Total Cost</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2091.42799</td> <td style="text-align: center;">\$ 88.78</td> <td></td> <td style="text-align: center;">0.00 %</td> <td style="text-align: center;">\$ 0.00</td> <td></td> <td style="text-align: center;">\$ 0.00</td> <td style="text-align: center;">\$ 0.00</td> <td style="text-align: center;">\$ 185,676.98</td> </tr> </tbody> </table>		Quantity	Unit Price	UOM	Discount %	Total Discount	Tax Rate	Tax Amount	Freight	Total Cost	2091.42799	\$ 88.78		0.00 %	\$ 0.00		\$ 0.00	\$ 0.00	\$ 185,676.98
Quantity	Unit Price	UOM	Discount %	Total Discount	Tax Rate	Tax Amount	Freight	Total Cost											
2091.42799	\$ 88.78		0.00 %	\$ 0.00		\$ 0.00	\$ 0.00	\$ 185,676.98											

TAX:	\$ 0.00
FREIGHT:	\$ 0.00
TOTAL:	\$ 185,676.98

APPROVED

By:	<div></div>
Phone#:	<div></div>
BUYER	

Title:

NJDOH BSC4 - Business Analyst

Region:

State of New Jersey

Req ID:

710906

Details

Requisition Details

Req. Class:

BSCN1 : BSC4

Region:

State of New Jersey

Title:

NJDOH BSC4 - Business Analyst

Req. Status:

Draft

No. of Openings:

1

No. Filled:

0

Start Date:

07/01/2023

End Date:

06/30/2024

No New Submittals After:

Max Submittals by Vendor per Opening:

Worksite Address: Remote work

Account Manager: McDowell, Steve

Agency Interview Type: No Interview Required - Named Resource

SLA Exempt: No1

Priority: Normal

Standard Work Week (In Hours): 40

Selected Vendor/Resource:

Estimated Project Completion Date:

Work Arrangement: Remote

Rate Information

Bill Range:

Bill Rate Low: \$0.00 USD Per Hour

**Bill Rate High:** \$0.00 USD Per Hour

**Do Not Allow Submission Above Maximum Rate:**

**Hourly High Bill Rate:** \$88.78 USD

**Current Budget:**

Rate		# of Openings		Work Hours/Units per Week		Duration (Weeks)		Estimated Budget		Estimate Hours
\$88.78 USD	x	1	x	40	x	52.2857	=	\$185676.98 USD		2091.43
<b>Total</b>								<b>\$185676.98 USD</b>		2091.43

### Requisition Description

**Engagement Type:** Contract

**Short Description:** This is one of 2 business Analysts for the POES project

**Complete Description:**

Job Details / Tasks / Responsibilities:

- Support and align efforts to meet customer and business needs
- Manage customer relationships and expectations by developing a communication process to keep others up to date on project results
- Stay current with customer needs and strategies; utilizing formal and informal written communication methods (for example, emails, newsletters, PowerPoint presentations, executive updates, task lists, updates) to communicate updates and findings; and facilitating project meetings and presentations to all types of diverse audiences (for example, senior management, Customers, technical staff)
- Participate in projects by completing and updating project documentation; managing project scope; adjusting schedules when necessary; determining daily priorities; ensuring efficient and on-time delivery of project tasks and milestones; following proper escalation paths; and managing customer and supplier relationships
- Collaborate with others; articulating ideas and viewpoints to senior management, peers and others; managing resources; driving the resolution of issues; and holding self and team accountable for results
- Identify, create, and facilitate process design changes by conducting business and systems process analysis and design at a complex level; focusing on quality improvement and data management; ensuring data is reliable and valid; developing process improvements or re-engineering and recommending elimination; integrating new systems and processes with existing ones; and partnering with internal and external customers to ensure systems provided meet the long-term business strategies
- Provide and support the implementation of business solutions by building relationships and partnerships with key stakeholders; identifying business needs; determining and carrying out necessary processes and practices; recognizing and capitalizing on improvement opportunities; and adapting to competing demands, organizational changes, and new responsibilities
- Provide project level analysis – producing required project analysis documentation (business requirements, scope matrix, Initiatives, Epics, User Stories, sequence diagrams, future state proposals)
- Collaborate closely with developers to implement the requirements, provide necessary guidance to testers during Testing process
- Identify improvement opportunities (proactive and reactive)
- Elicit and clearly document business and systems requirements

### Contact Information

**Client Contact:** McDowell, Steve

**Req. Owner:**

**Additional Contacts:**

**Reports To:**

### Client Information

<b>Work Location:</b>	Campden County	<b>Cost Center:</b>	DOH
<b>GL:</b>	PENDING	<b>Project:</b>	

## Required/Desired Skills

### Questions

	Description
Question 1	Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you accept this requirement?
Question 2	Please list candidate's email address HERE that will be used when submitting E-RTR.
Question 3	The Vendor Rate for this position is not to exceed \$87.62/hr. Do you accept this requirement?

### Compliance

	Group Name	Linked	Global
	NASPO Onboarding Items		Yes

### Distribution

#### Vendor Restrictions

**Restriction Type:** None

#### Starting Tier and Auto Change Settings

<b>Contract Tier:</b>	Tier 1	<b>Auto Change:</b>	No
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### Reference

### Approval/History

#### Change Tracking

<b>Created By User:</b>	Steve McDowell	<b>Created Date:</b>	05/11/2023 01:45 pm
<b>Last Change User:</b>		<b>Last Change Date:</b>	05/11/2023 04:58 pm

STATE OF NEW JERSEY  
PARTICIPATING ADDENDUM  
Under  
State of Connecticut  
Contract for Information Technology Vendor Managed Service Providers

[State of Connecticut Contract Number 14PSX0338AB ]  
State of New Jersey Contract #

This Participating Addendum is made as of the effective date of the State of Connecticut Contract #14PSX0338AB or the last date of signature below, whichever is later (the "Effective Date"), by and between, Computer Aid, Inc., whose address is 1390 Ridgeview Drive, Allentown, Pennsylvania 18104 ("Contractor"), and the State of New Jersey, Department of the Treasury, Division of Purchase and Property ("Participating State" or "State") whose address is 33 West State Street, 8th Floor, P.O. Box 039, Trenton, New Jersey 08625, on behalf of the State of New Jersey and all "Authorized Purchasers" (as defined below). For clarification of references throughout this document, the term "State," in any form, refers to the State and any Authorized Purchaser, unless otherwise indicated.

WHEREAS, pursuant to N.J.S.A. 52:34-6.2, the Director (the "Director") of the Division of Purchase and Property, Department of the Treasury (the "Division") "may enter into cooperative purchasing agreements with one or more states for the purchase of goods and services"; and

WHEREAS, the State of Connecticut and Contractor have entered into a Contract for Information Technology Managed Service Providers, Contract #14PSX0338AB (the "Contract"), which may be found at the following URL: [http://www.biznet.ct.gov/SCP\\_Search/BidDetail.aspx?CID=40811](http://www.biznet.ct.gov/SCP_Search/BidDetail.aspx?CID=40811); and

WHEREAS, the State of New Jersey participated in the publicly advertised, competitive bidding process with the State of Connecticut and three other states and evaluated the proposals; and

WHEREAS, the Director has determined that entering into a Participating Addendum with Contractor under the Contract for Information Technology Vendor Managed Service Providers Contract #14PSX0338AB is the most cost effective method of procuring these products and services, and that it is in the best interest of the State to enter into a Participating Addendum with Contractor; and

WHEREAS, the parties seek to enter into this Participating Addendum to memorialize the terms of their contractual relationship;

NOW THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, the parties to this Participating Addendum hereby agree as follows:

**1.0 Term and Extension Option; Order of Precedence; Entire Agreement:**

1. The term of this Participating Addendum shall be three (3) years from effective date or when this Participating Addendum is terminated in accordance with the Contract. The State reserves the right, in its sole discretion, to extend this Participating Addendum upon an extension of the Contract under the same terms and conditions of the Contract and this Participating Addendum.

2. The entire agreement between the Contractor and the State of New Jersey is as follows in the order presented (with precedence from highest to lowest):

- a. This Participating Addendum;
- b. The State of New Jersey Standard Terms and Conditions, rev. 10/21/2011, as amended by the Addendum to the State of New Jersey Standard Terms and Conditions dated August 5, 2016, referenced in RFP #14PSX0338 Attachment 9 (NJ) and attached hereto as Exhibit A;
- c. The State of Connecticut's Request For Proposal #14PSX0338, as amended by Question and Answer;
- d. The Contractor's response thereto, excluding any language stricken by the State of Connecticut; and
- e. The Contract.

## 2.0 Scope of Services:

1. The Contractor shall provide to the State and its Authorized Purchasers, the services and products set forth in Request for Proposal #14PSX0338.
2. The Contractor shall deliver a copy of required Quarterly Reports (May 15th, August 15th, November 15th, and February 15th) in a format to be approved by the State Contract Manager. At a minimum, Quarterly Reports shall contain performance metrics, performance targets, and all associated data for all Participating Entities.

## 3.0 Authorized Purchasers:

"Authorized Purchasers" under this Participating Addendum shall mean the State and the following:

1. State agencies.
2. Quasi-State Agencies - A "Quasi-State Agency" is any agency, commission, board, authority or other such governmental entity which is established and is allocated to a State department or any bi-state governmental entity of which the State of New Jersey is a member, as defined in N.J.S.A. 52:27B-56.1, provided that any sale to any such bi-state governmental entity is for use solely within the State of New Jersey.
3. Political Subdivisions, Volunteer Fire Departments And First Aid Squads, And Independent Institutions Of Higher Education - Counties, municipalities and school districts as defined in N.J.S.A. 52:25-16.1., volunteer fire departments, volunteer first aid squads and rescue squads as defined in N.J.S.A. 52:25-16.2, independent institutions of higher education as defined in N.J.S.A. 52:25-16.5, provided that each purchase by the independent institution of higher education shall have a minimum cost of \$500. The extension to counties, municipalities, school districts, volunteer fire departments, first aid squads and independent institutions of higher education must be under the same terms and conditions, including price, applicable to the State.
4. State Colleges - in accordance with N.J.S.A. 18A:64-60.
5. County Colleges - in accordance with N.J.S.A. 18A:64A- 25.9.

All participants other than the State and State agencies are responsible for the full cost of their purchases.

#### 4.0 The State of New Jersey Mandatory Certification Requirements:

The following are New Jersey procurement related submissions that Contractor must complete and provide to the State prior to the Effective Date. Some Authorized Purchasers may have additional requirements when placing an order and Contractor shall comply with same as necessary.

1. New Jersey Business Registration (N.J.S.A. 52:32-44);
2. Ownership Disclosure (N.J.S.A. 52:25-24.2);
3. Disclosure of Investment Activities in Iran (N.J.S.A. 52:32-55 et seq.)
4. MacBride Principles (N.J.S.A. 52:34-12.2);
5. Notice of Set-Off for State Tax (N.J.S.A. 54:49-19);
6. Contractor Certification and Disclosure of Political Contributions (N.J.S.A. 19:44A-20:13 et. seq.);
7. Disclosure of Investigations and Actions Involving Bidder
8. Vendor Certification (P.L. 2005, c.271);
9. Source Disclosure Certification (N.J.S.A. 52:34-13.2);
10. Proof of insurance as specified in the State of New Jersey Standard Terms and Conditions and Addendum thereto;
11. Proof of compliance with New Jersey Affirmative Action requirements (N.J.A.C. 17:27-1.1 et. seq.)
  - a. New Jersey Form AA-302 Affirmative Action Employee Information Report; or New Jersey Affirmative Action Certificate; or Federal Affirmative Action Approval Letter.

#### 5.0 Additions to the State of New Jersey Standard Terms and Conditions

##### 1. Confidentiality

- a. The State's obligation to maintain the confidentiality of Contractor Confidential Information (as defined below) provided to the State under the Agreement is conditioned upon and subject to the State's obligations under the New Jersey Public Records Act, N.J.S.A. 47:1A-1 et seq., ("OPRA"), the New Jersey common law right to know, and any other lawful document request or subpoena.
- b. Contractor's confidential information, to the extent not expressly prohibited by law, shall consist of all information clearly identified as confidential at the time of disclosure ("Contractor Confidential Information"). Notwithstanding the previous sentence, the Contractor acknowledges the terms and pricing of the contract are subject to disclosure under OPRA, the New Jersey common law right to know, and any other lawful document request or subpoena.
- c. In the event that the State receives a request for Contractor Confidential Information related to the Agreement pursuant to a court order, subpoena, lawful document request or other operation of law, the State agrees, if permitted by law, to provide Contractor with as much notice, in writing, as is reasonably practicable and the State's intended response to such request. Contractor shall take any action it deems appropriate to protect its documents and/or information.
- d. In addition, in the event Contractor receives a request for Confidential Information pursuant to a court order, subpoena, or other operation of law, Contractor shall, if permitted by law, provide the State with as much notice, in writing, as is reasonably practicable



and Contractor's intended response to such request. The State shall take any action it deems appropriate to protect its documents and/or information. Notice to the State shall not relieve the Contractor of its obligation to take action to protect such information if the Contractor is aware of a legal reason to do so.

e. Notwithstanding the requirements of nondisclosure described in this Section either party may release the other party's Confidential Information (i) if directed to do so by a court or arbitrator of competent jurisdiction, (ii) pursuant to a lawfully issued subpoena or other lawful document request, (a) in the case of the State, if the State determines the documents or information are subject to disclosure and Contractor does not exercise its rights as described in subsection (c) above, or if Contractor is unsuccessful in defending its rights as described in subsection (c) in the case of Contractor, if Contractor determines the documents or information are subject to disclosure and the State does not exercise its rights as described in subsection (d) above, or if the State is unsuccessful in defending its rights as described in subsection (d).

g. Except as permitted above and for confidentiality obligations related to information about a party's intellectual property, which shall never expire, neither party will use or disclose the other's Confidential Information for seven (7) years after the termination of the Agreement or such longer time period as required by applicable law.

#### 6.0 Primary Contacts:

The Division of Purchase and Property contact for this Participating Addendum is as follows:

Name: [REDACTED]  
Title: Procurement Specialist  
Participating Entity Name: Division of Purchase and Property,  
Department of the Treasury  
State of New Jersey  
Address: 33 West State Street, 8th Floor  
PO Box 230  
Trenton, New Jersey 08625-0230  
Telephone: [REDACTED]  
Fax: [REDACTED]  
E-mail: [REDACTED]

The Office of Information Technology State Contract Manager contact for this Participating Addendum is as follows:

Name: [REDACTED]  
Title: State Contract Manager  
Participating Entity Name: Office of Information Technology,  
State of New Jersey  
Address: 300 Riverview Plaza  
Trenton, New Jersey 08625  
Telephone: [REDACTED]  
E-mail: [REDACTED]

The primary Contractor contact for this Participating Addendum is as follows:

Name: Ellen Sigl  
Title: VP, Contingent Workforce Solutions  
Contractor: Computer Aid, inc.  
Address: 3801 Paxton St., Harrisburg PA 17111

Telephone:  
Fax:  
E-mail:

The parties hereto agree that this Participating Addendum may be executed in counterpart, each original signed page to become part of the original document.

IN WITNESS WHEREOF, authorized representatives of Contractor and the State have executed this Participating Addendum to be effective as of the Effective Date.

State of New Jersey, Department of the Treasury, Division of Purchase and Property		CONTRACTOR	
By: <u><i>Maurice A. Griffin</i></u>		By: <u><i>James P. Cooney</i></u>	
Name: Maurice A. Griffin		Name: <u>James P. Cooney</u>	
Title: Acting Director, Division		Title: <u>Exec VP</u>	
Date: <u>3/27/18</u>		Date: <u>3/5/2018</u>	
Approved as to Form: Gurbir S. Grewal Attorney General of the State of New Jersey			
By: <u><i>Diana Reynolds</i></u>			
Name: <u>Diana Reynolds</u>			
Title: Deputy Attorney General			
Date: <u>3/5/18</u>			



## State of New Jersey

DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY  
PROCUREMENT BUREAU  
33 WEST STATE STREET  
P. O. BOX 230  
TRENTON, NEW JERSEY 08625-0230  
<https://www.njstart.gov>

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

ELIZABETH MAHER MUOIO  
*State Treasurer*

MAURICE A. GRIFFIN  
*Acting Director*

**Change Order # 21**  
**BLANKET P.O. # 18-COMP-00277**  
**M4003 – Information Technology Vendor Managed Service Providers**

**TO:** All Using Agencies  
**DATE:** August 19, 2022  
**FROM:** [REDACTED], Procurement Specialist  
**SUBJECT:** Blanket P.O. Extension

**Blanket P.O. Period:**  
**Original Term:** April 13, 2018 – August 31, 2020  
**1<sup>st</sup> Extension:** September 1, 2020 – August 31, 2021  
**2<sup>nd</sup> Extension:** September 1, 2021 – August 31, 2022  
**This Extension:** September 1, 2022 – August 31, 2023

Please be advised that the above referenced Blanket P.O. has been extended for a period of one (1) year effective September 1, 2022, and expiring on August 31, 2023.

All terms and conditions remain the same, including price.

Please retain a copy of this Change Order for your records.