



# STATE OF NEW JERSEY COMMUNITY CONTACT TRACING CORPS DEPLOYMENT PROVIDER RFQ

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## INTRODUCTION

To aid in the re-opening of the New Jersey economy, the State of New Jersey (the “State”) is scaling our testing capacity and accompanying that expansion with “contact tracing” efforts.

Contact tracing to identify those who come into contact with individuals who have been infected by COVID-19 has been identified as a key mechanism to break the chain of transmission and slow community spread. Contact tracing for other communicable diseases - such as HIV and other STDs - is a long-standing practice in New Jersey. This function is traditionally executed by local, county, or regional health departments (“LHDs”), which would benefit from additional capacity to efficiently scale operations to meet the demands of the COVID-19 pandemic.

The State is issuing this RFQ to invite all vendors, organizations, institutions, or coalitions of partners to assist the State in meeting its contact tracing needs. Under the proposed model, the State of New Jersey and the selected respondent will support LHDs in meeting operational demands by providing additional contact tracing capacity on an as-needed basis.

NOTE: Higher education institutions covered under [Treasury Circular 05-14-OMB](#) should not submit a response to this RFQ. If you represent such an institution, please contact the New Jersey State Department of Health (DOH) if your institution is interested in providing services covered by this RFQ.

The State welcomes proposals from joint ventures and coalitions; however, one entity must serve as the contract lead and bear responsibility for executing all requirements included in the Detailed Scope of Work and Requirements on a statewide basis. While the State is seeking to contract with a single respondent that can address all work streams, it reserves the right to execute multiple contracts if deemed necessary. If the respondent intends to subcontract portions of its operations, it should provide such details in its response. The State strongly encourages submissions that include collaborations and partnerships with community-based organizations - especially those that are working with minority communities that have been disproportionately impacted by the COVID-19 pandemic.

Key tasks that the State is seeking assistance on, and are described in the Detailed Scope of Work and Requirements listed below, include:

- Recruitment, assessment, and onboarding of contact tracers, data managers, social support coordinators, and management, and other specified positions required to support the statewide enhanced contact tracing effort
- Training development, implementation, and tracking
- Administration and payroll
- Management and deployment of staff
- Compliance, oversight, and offboarding

The State will make its decision to select a respondent based on the respondent's ability to complete the Detailed Scope of Work and Requirements. This decision will rely on information provided in the below questionnaire and follow-up interviews. The decision to grant a respondent a follow-up interview, as well as the evaluation of a respondent's ability to complete the Detailed Scope of Work and Requirements, will be made at the sole discretion of the State. Due to the impact the virus is having on minority communities, the State will consider the respondent's experience and capacity to communicate with, and understanding of, minority communities and vulnerable populations.

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## SUBMISSION DETAILS AND DEADLINE

**The deadline to respond to this RFQ is Sunday, June 14, 2020 at 11:59PM ET. All submissions must be made through the below online RFQ Submission Form. Submissions timestamped after the submission deadline will not be reviewed, and will be ineligible for selection.**

Technical questions regarding this online submission form may be submitted to [CTRFQ@nj.gov](mailto:CTRFQ@nj.gov). Note that the State cannot address questions regarding the substance or intent of this RFQ beyond what is provided on this webpage.

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### DETAILED SCOPE OF WORK AND REQUIREMENTS



## DETAILED SCOPE OF WORK AND REQUIREMENTS

### Recruitment and Assessment

- Work with the State of New Jersey and partners to identify and/or recruit up to 5,000 qualified individuals, or utilize existing staff if qualified and adequate, to execute contact tracing activities. Please note that the spread of COVID-19 will dictate the total number of contact tracing staff that will be required, as well as the need to scale up or scale down staffing levels on a given timeline.
- Ensure that potential contact tracer staff have familiarity with the communities and geographies in which they are working.
- Ensure that potential contact tracer staff are able to effectively communicate and engage with individuals that speak languages other than English, including, but not limited to: Spanish, Chinese, Portuguese, Tagalog, Italian, Korean, Gujarati, Polish, Hindi, and Arabic.
- Collaborate with the State to market recruitment opportunities through the [New Jersey COVID-19 Jobs Portal](#) and the [Contact Tracer Interest Registration Portal](#).
- Identify or develop processes and tools for assessing applicant qualifications and rating applicants.
- Conduct screenings and interviews, and review potential management, data manager, and social support coordinator candidates with DOH supervisors for hiring decisions.
- Execute background checks on all potential hires - the State will work with the selected respondent to determine requirements.
- Complete employee technology verification and vetting to ensure potential hires have access to secure and reliable high speed internet (minimum download speed of 25 Mbps;

- minimum upload speed of 3 Mbps).
- The State anticipates demand for the following positions:
  - **Contact Tracer** - up to 5,000 total
  - **Contact Tracing Supervisor** - volume dependent on total number of contact tracers, at a ratio of approximately one supervisor per 20 contact tracers
  - **Contact Tracing Data Manager** - approximately 21 total
  - **Social Support Coordinator** - approximately 21 total
  - **County Coordinator** - approximately 21 total
- Contact tracing staff hired under the scope of this RFQ will be employed by the selected respondent, and should be classified as employees, not independent contractors. **NOTE: staff hired will NOT be State employees and will NOT be entitled to any benefits provided to State employees.**
- The State would prefer individuals to work full time (35 hours a week, 7 hours a day), and is seeking to have a staffing program that can be flexible with shifts to ensure full coverage during contact tracing operating hours (8AM-8PM, seven days a week).
- Sample descriptions of roles, responsibilities, and qualifications for these positions, which are subject to change, are listed below.

## Training and Onboarding

- Work closely with DOH to package and remotely implement mandated training materials and curriculum, all of which will be procured and/or provided by the State. This training curriculum (approximately 12-15 hours of virtual training curriculum) is anticipated to address:
  - Contact tracing and case investigation activities and procedures
  - Psychosocial and social assistance service delivery and referrals
  - Client Relationship Management software and technology operations
  - Confidentiality and patient privacy, security, legal, compliance, ethics, and Health Insurance Portability and Accountability Act (HIPAA) policies and procedures, and any other trainings required by the State
  - Cultural sensitivity, cultural bias, and historic cultural context training
- Work with the State to deploy a train-the-trainer model, wherein new employees shadow experienced staff via teleconference technology before they contact patients themselves.
- Facilitate supplemental retraining of contact tracing staff as new guidance and procedures are implemented, or if an individual's performance mandates additional training. **NOTE:** In this instance, the selected respondent shall be responsible for all costs associated with retraining.
- Track, ensure, and verify satisfactory completion of all required training through a learning management system or similar solution to be provided by the selected respondent; maintain completion certificates as part of employee records and produce if requested by the State, County, or LHDs.
- Provide access to training materials and curriculum to all LHD staff (Note: the State is not expecting respondents to propose plans to administer the training of LHD staff and volunteers, but rather, provide access to all training materials and modules).
- Ensure that all new hires are provisioned necessary IT equipment, including a computer - the State will provide each hire with a computer that will be configured to execute all required duties.

## Administration

- Manage timekeeping and time reporting processes, and provide an online portal or tool that is accessible to designated DOH and LHD supervisors and provides such supervisors with timecard approval rights.
- Ensure supervisors and designated DOH officials have access to an online portal to review and approve timesheets.
- Prepare and process payroll, and ensure employees are paid in a timely manner in accordance with all state and local regulations.

- Provide all required documentation required for Federal Emergency Management Agency (FEMA) reimbursement and other consultative tasks.
- Work with supervisors to ensure employees comply with all established policies and troubleshoot issues that arise.
- Establish and maintain uniformed off-boarding policies and procedures, to include, but not limited to:
  - Retrieval of any distributed equipment, ID badges, or other assets
  - Swift communication with supervisor to ensure termination/deactivation of access to all provided software and programs, and destruction of data where necessary
  - Completion of all offboarding paperwork

## Management and Deployment

- Coordinate with DOH operation leads to ensure that contact tracers are effective and efficiently deployed to support State and LHD contact tracing operations.
- Perform quality assurance activities to ensure that contact tracing staff are performing duties in accordance with all policies, rules, and regulations.
- Provide the State with performance reports through a performance management system to be provided by the selected respondent.

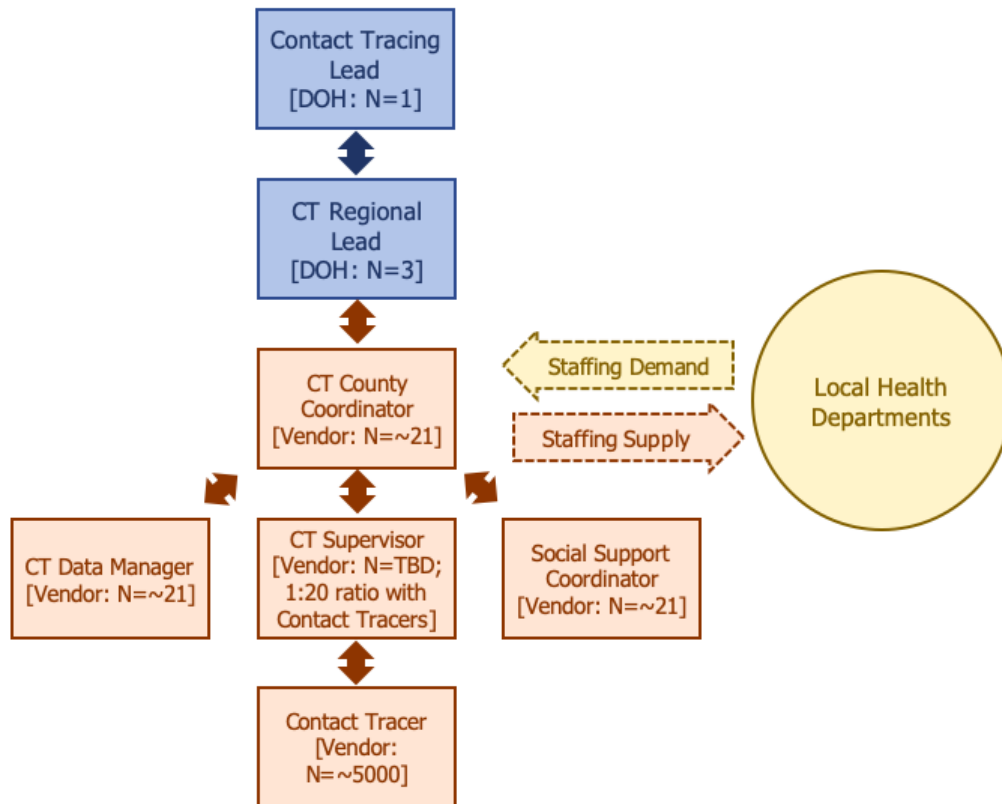
## Program Operations Model and Reporting Structure

New Jersey's COVID-19 contact tracing program will be run in collaboration with the State and LHDs. DOH and LHDs will oversee contact tracing activities, including case investigation activities, with staff provided by the selected respondent. DOH will assign three regional leads to this project. Contact tracing teams consisting of contact tracers and supervisors (20:1 ratio of tracers to supervisor) will report to a county supervisor, who will then report to a regional lead assigned by DOH. Additional regional leads will be assigned by DOH as needed.

The State anticipates that most activities will be executed remotely. Field activity, including home visits and inspections, may be required, but no centralized office location is anticipated being required.

DOH's operation model will focus on providing all [LHDs across the state](#) with additional contact tracing capacity on an as-needed basis to supplement the approximately 900 contact tracers that are currently working directly with LHDs. The number of staff deployed to a given LHD will be based on the demand of that LHD for each given day/week. The selected respondent will be charged with ensuring that the demand for contact tracing capacity at LHDs can be met. If the State or LHD feels a deployed contact tracing staff member does not meet its requirements, or the candidate does not meet the needs of the assigned site, the selected respondent will be asked to provide a replacement candidate within one week.

The following reporting structure is envisioned:



All contact tracing activities, call and case management, and associated data entry and tracking will be completed through State mandated and provided systems.

The State is utilizing Dimagi, Inc.'s CommCare platform as its customer relationship and case management platform. This system allows contact tracers to check in, and monitors their completed work. Workflow is determined in this system and the selected respondent does not need to plan or propose a solution for this aspect of the work. The system allows for work to be evenly assigned across workers and allow for supervisors to review work when needed. Finally, when a contact tracer is done for the day, all assigned, incomplete work returns to the "Unassigned" queue for the next workers to address. A cloud-based telephony solution will integrate with the CommCare platform.

## Pricing, Quotations and Payment

- Respondents must submit pricing using the format set forth in the State-supplied price sheet/schedule listed in question PS1 in the RFQ Questions, below. Each respondent is required to hold its prices firm through issuance of contract.
- The State is seeking quotations from vendors in the following manner:
  - A per-position markup that the respondent, if they so propose, intends to bill the State for.
  - A monthly management fee that the proposed respondent intends to bill the State for.
  - Collectively, these quotations should be all inclusive, comprised of all direct and indirect costs including, but not limited to: overhead, fee or profit, clerical support, travel expenses, per diem, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. This rate also includes portal-to-portal expenses as well as per diem expenses such as food.
- Payment terms: the State will comply with New Jersey Prompt Payment Act.

## Anticipated Project Timeline and Contact Term

- The State is seeking proposals that can commence operations as soon as possible after award, and anticipates that staff will be brought on and deployed in waves.
- As an initial target, the State anticipates seeking a minimum of 400 contact tracing staff to be deployed by July 6, 2020, with an additional 400 deployed by August 3, 2020. This timeline may be impacted or amended based on the State's partnerships with higher education institutions that are being leveraged to deploy the first tranche of the Community Contact Tracing Corps.
- The anticipated duration of the Community Contract Tracing Corps program is a minimum of 6-12 months, with the potential for additional renewal terms depending on the trajectory of the COVID-19 outbreak in New Jersey.

## Terms and Conditions

As part of the State contracting process, the State requires potential vendors to agree to Standard Terms and Conditions, and submit a series of forms and certifications. They include, but are not limited to, those listed in the [State of New Jersey COVID-19 Procurement Checklist](#). Please note that the State strongly prefers proposals that indicate that the respondent will agree to all applicable standard terms and conditions.

**Respondents will be expected to submit all documents listed in the State of New Jersey COVID-19 Procurement Checklist at the time of contract development and execution.**

## Pricing, Quotations and Payment

- Respondents must submit pricing using the format set forth in the State-supplied price sheet/schedule listed in question **PS1** in the RFQ Submission Form, below. Each respondent is required to hold its prices firm through issuance of contract.
- The State is seeking quotations from vendors in the following manner:
  - A per-position markup that the respondent, if they so propose, intends to bill the State for.
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## DESCRIPTIONS OF ROLES, RESPONSIBILITIES, AND QUALIFICATIONS



## SAMPLE DESCRIPTIONS OF ROLES, RESPONSIBILITIES AND QUALIFICATIONS

### Contact Tracer Sample Description

Contact Tracers are responsible for reaching out to all patients diagnosed with COVID-19 to learn more about patients' medical histories, the people who they have had close contact with, and

providing them with information and guidance to interrupt ongoing transmission and reduce spread of COVID-19. The Contact Tracer will use a web-based platform and telephone to communicate with assigned contacts, obtain symptom information, refer contacts for testing, and provide instructions for quarantine. Contact Tracers are required to follow all scripts, policies, and procedures provided by the New Jersey Department of Health and will comply with New Jersey Department of Health training regarding confidentiality and the handling of personally identifiable information (PII) and personal health information (PHI).

This position is full-time, but shifts may be flexible to ensure coverage between 8am-8pm daily. The position is temporary and may end at any time depending on the demand.

#### **Specific Duties:**

- Get in touch with contacts of persons diagnosed with COVID-19 patients through text, e-mail, phone calls, and other platforms when necessary within the program determined time frames established
- Provide contacts with approved information on quarantine procedures, what to do if symptoms develop, and, if appropriate, refer them to testing
- Assign risk category depending on the contact's underlying medical conditions, occupation, living situation, and level of contact with case, and understand protocol for each risk category
- Work closely with a team made up of surveillance coordinators, investigators, and data managers to efficiently complete case investigations
- Systematically collect and record information in a local database
- Communicate with your team and supervisor when contact cannot be made with an individual to determine the best way to address the problem
- Protect and maintain individuals' privacy and confidentiality

#### **Required Qualifications:**

- Excellent communication, organizational, and critical thinking skills; sound judgment and attention to detail
- Experience conducting telephone-based or in-person interviews
- Ability to speak, read, and write English; fluency in languages other than English is advantageous
- Proficiency in basic computing and ability to access and navigate various databases and software programs following training
- Flexibility, professionalism, and the ability to manage multiple projects simultaneously are highly valued attributes
- Ability to interact appropriately and effectively with a wide range of persons
- Ability to be equally comfortable working individually and within a team environment that emphasizes interdisciplinary collaboration in a dynamic health department
- Ability to show empathy and be nonjudgmental towards distressed individuals
- Excellent interpersonal skills and ability to interact professionally with people from diverse cultural, racial, ethnic, gender, and socioeconomic backgrounds during a time of crisis and distress
- Have a commitment to supporting communities who have experienced systemic oppression and bias (e.g. people of color, LGBTQ+ people, immigrants, justice involved persons, etc.)
- Candidate must have a quiet, distraction-free work environment without any conflicting responsibilities during your scheduled work shift. This position could move to on-site call centers at a later date.
- Equipment to be provided by Department of Health and must be returned upon completion of assignment in good working order. Must have access to good/reliable internet connection.
- New Jersey Residents preferred. Familiarity with New Jersey's geography, i.e. municipalities/counties/locations required.

#### **Education/Experience:**

- High School Diploma or equivalent required
- Health-related professional experience/training in public health, social work preferred

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## Contact Tracing Supervisor Sample Description

The Contact Tracing Supervisor is responsible for overseeing a team of up to 20 contact tracers as they reach out to New Jersey residents who have come into close contact with a COVID-19 infected individual. Contact tracers will provide the exposed individual with guidance on isolation and quarantine measures and answer questions they might have. The Supervisor will serve as the guide and oversee contact tracers as they generate lists of close contacts of cases and conduct daily outreach. The Supervisor will be responsible for delegating work, ensuring all information gathered during case interview/contact tracing is transmitted to the necessary partners and supporting case interviewers/contact tracers where necessary.

This position is full-time, but shifts may be flexible to ensure coverage between 8AM-8PM daily. The position is temporary and may end at any time depending on the demand.

### Specific Duties and Required Qualifications:

- Stay up to date on the most recent guidance from the Centers for Disease Control (CDC) and DOH regarding COVID-19 and ensure that case interviewers/contact tracers understand and can communicate this guidance to cases/contacts
- Develop streamlined system for sharing relevant information with investigation teams and data managers so that positive cases can quickly be identified, followed up with, and entered into appropriate databases
- Receive daily line lists of case contacts and assign them to contact tracers, ensuring that work is evenly distributed
- Liaise with clinical team regarding complicated case exposures or individuals whose exposures and risk factors fall outside of our normal criteria
- Ensure that contact is made with high-risk individuals immediately, and escalate to the contact tracing support team if unable to reach them
- Conduct regular check-ins with contact tracing team to identify common themes in issues they are experiencing as they conduct outreach and work to efficiently resolve those issues
- Coordinate the schedules of, and provide remote supervision and troubleshooting to, the contact tracers and other team members that the supervisor oversees
- Liaise with partners and stakeholders at the LHD, DOH, local community, and other agencies/entities

### Education/Experience:

- High School Diploma or equivalent required
- Bachelor's degree in public health, social work, or another related field preferred
- Health-related professional experience is a plus

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## Contact Tracing Data Manager Sample Description

The Contact Tracing Data Manager will provide support to contact tracing teams to ensure that information received from interviews and automated follow-up with persons who have come into close contact with a COVID-19 infected individual is entered into the appropriate database. The Data Manager will be responsible for ensuring that all data received from contact tracing is available for staff on the surveillance and investigation teams at DOH and County level to utilize.

This position is full-time, but shifts may be flexible to ensure coverage between 8AM-8PM daily. The position is temporary and may end at any time depending on the demand.



**Specific Duties:**

- Regularly assess and clean data received from e-surveillance mechanisms to assure completeness, timeliness, and accuracy of collected information
- Work with teams of contact tracers to manage qualitative data received from interviews with contacts of confirmed cases
- Utilize web-based platforms to ensure that electronic reporting of symptoms is uploaded into databases
- Provide trainings/retraining to contact tracers on utilization of contact tracing technology and troubleshoot any issues they are experiencing with this technology
- Clean data to ensure that reports of positive cases, symptomatic individuals, or other high-risk exposures are reported to the supervisor for direct follow-up
- Provide initial IT support to contact tracing teams when necessary and resolve issues that may arise with web-based technologies. Prompt issue to supervisor when unable to resolve
- Work with other data managers in the Team to ensure that you are following a uniform protocol for data entry
- Design and perform data analysis on specific analytic projects

**Required Qualifications:**

- Experience with data management software (MS Access, MS Excel), survey tools (Qualtrics)
- Experience using SAS or R software or other statistical software is preferred
- Demonstrated interest in public health, epidemiology, or statistics
- Excellent communication and organizational skills, and attention to detail
- Computer skills are necessary and should include the ability to access and navigate various databases and software programs following training
- Flexibility, professionalism, and the ability to manage multiple projects simultaneously are highly valued attributes
- Ability to handle confidential information with discretion and professionalism
- Ability to be equally comfortable working individually and within a team environment that emphasizes interdisciplinary collaboration in a dynamic county health department
- Must have access to good/reliable WiFi or internet
- Equipment to be provided by Department of Health and must be returned upon completion of assignment in good working order
- New Jersey Resident preferred and familiarity with New Jersey's geography; municipalities/counties/locations required
- You must have a quiet, distraction-free work environment without any conflicting responsibilities during your scheduled work shift. This position could move to on-site call centers at a later date

**Education/Experience:**

- Bachelor's degree, preferably in public health, statistics, computer science, or another health science
- One year of work or educational experience requiring data management and/or data analysis preferred

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**Social Support Coordinator Sample Description**

To support the Contact Tracing Team, New Jersey Department of Health will need assistance to hire, train, and supervise a large team of community contact tracing staff across New Jersey. The aim of the Contact Tracing Team will be to call every person diagnosed with COVID-19, gather their contacts, and proceed to call every respective contact in New Jersey. These efforts, along with increased testing, improved communication, and implementation of isolation and quarantine strategies, will fortify efforts to control the pandemic in New Jersey. Social Support Coordinators will provide education about COVID-19, isolation, quarantine procedures,

and relevant social services. The Social Support Coordinator will help address the support needs of those who are contacts, especially those who are under isolation or quarantine. This will include working with LHDs, community-based organizations, and support agencies to address housing, food, mental health, testing, medical, and other needs.

This position is full-time, but shifts may be flexible to ensure coverage between 8AM-8PM daily. The position is temporary and may end at any time depending on the demand.

**Specific Duties:**

- Work collaboratively with Contact Tracers to support needs identified in their communication with contacts.
- Develop and maintain a list of available resources by county, as they are identified.
- Identify common needs amongst COVID-19 patients and search for local solutions. This could include, but is not limited to: food banks, mental health services, visiting nurses, and other community programs helping patients in need and/or people in isolation or quarantine
- Assist with connecting individuals to resources they need.
- Maintain daily contact with supervisor
- Establish and maintain contact with Social Support Coordinators in other counties to ensure statewide coverage and awareness of available resources
- Complete other duties as assigned

**Required Qualifications:**

- Familiarity with and experience working in New Jersey health system
- Candidates preferred to have experience working with community resources and social services in different parts of New Jersey that can inform connecting COVID-19 patients and their families to local resources
- Ability to speak, read, and write English; fluency in languages other than English is advantageous
- Ability to exhibit a professional, positive attitude and work ethic
- Ability to show empathy and be nonjudgmental towards distressed individuals
- Excellent interpersonal skills and ability to interact professionally with people from diverse cultural, racial, ethnic, gender, and socioeconomic backgrounds during a time of crisis and distress
- Have a demonstrated commitment to supporting communities who have experienced systemic oppression and bias (e.g. people of color, LGBTQ+ people, immigrants, justice involved persons, etc.)
- Excellent organizational and communication skills
- Critical thinking and sound judgment required
- Ability to handle confidential information with discretion and professionalism
- Proficiency in basic computing and ability to access and navigate various databases and software programs following training
- Must have access to good/reliable WiFi or internet
- Equipment to be provided by Department of Health and must be returned upon completion of assignment in good working order
- New Jersey Resident preferred and familiarity with New Jersey's geography; municipalities/counties/locations required

**Education/Experience:**

- Bachelor's degree, preferably in social work, sociology, psychology, or other social science
- Experience in social work, mental health counseling, with community-based organization, or in an institutional setting preferred

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**County Coordinator Sample Description**

The County Coordinator will work closely with a team of contact tracers as they reach out to New Jersey residents who have come into close contact with a COVID-19 infected individual. Contact tracers will provide the exposed individual with guidance on isolation and quarantine measures and answer questions they might have. The County Coordinator will serve as the main liaison between the New Jersey Department of Health and specific county operations to ensure case interviewing, contact tracing, and social support services are conducted. This includes communicating with contact tracers to ensure they are managing their caseloads and providing immediate support when contact is unable to be made with a high-risk individual.

This position is full-time, not to exceed 35 hours per week, Monday through Friday, with occasional work after hours and on weekends to support Program activities. This position will coordinate with the Regional Supervisor to ensure weekend coverage through flexible scheduling. The position is temporary and may end at any time depending on the demand.

#### Specific Duties:

- Ensure your team is fully staffed and trained on case interviewing and contact tracing duties
- Answer questions from contact tracers about individual cases and elevate questions to the clinical team when necessary
- Receive daily updates from contact tracers on the number of people they reached out to, their success rate, the number of people they are currently tracking and any concerns they have about their contacts
- Understand who the best point of contact within DOH, LHDs, and the team for specific issues and follow up appropriately to ensure that issues are resolved quickly

#### Required Qualifications:

- Bachelor's degree in public health, or another related field preferred
- Excellent communication and organizational skills, and attention to detail
- Ability to interact appropriately and effectively with a wide range of persons
- Ability to exhibit a professional, positive attitude and work ethic
- Excellent interpersonal skills required and ability to interact professionally with culturally diverse individuals and individuals in distress
- Excellent organizational and communication skills
- Critical thinking and sound judgment required
- Ability to handle confidential information with discretion and professionalism
- Proficiency with computers
- Must have access to good/reliable WiFi or internet
- Equipment to be provided by Department of Health and must be returned upon completion of assignment in good working order
- New Jersey Resident preferred and familiarity with New Jersey's geography, municipalities/counties/locations required

#### Education/Experience:

- Bachelor's degree in public health, social work, or another related field preferred
- Health-related professional experience is a plus

### DRAFT RFQ QUESTIONS AND ANSWERS



## QUESTIONS + ANSWERS FROM DRAFT RFQ

Select questions submitted during [the question and feedback period](#), as well as their respective responses, are listed below. Please note that all other questions submitted during the question and feedback period were deemed to be either: 1) addressed in the updated RFQ, 2) irrelevant

to the scope and intent of the RFQ, 3) unclear in wording or intent, or 4) unanswerable with the data that the State currently has available.

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**Question:** Will respondents be able to share a slide deck or PDFs with additional information about their proposal?

**Answer:** As part of the interview process, the State may ask selected respondents to present with a slide deck. This is not guaranteed, so respondents should provide as much detail in their proposal as possible to allow the State to understand their offering. Please note, the decision to grant a respondent a follow up interview will be made at the sole discretion of the State.

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**Question:** Does the State intend for respondents to provide "Help Desk" and troubleshooting support for the respondent and Volunteer/State staff for technical questions related to performing their job (i.e. CRM, Cloud Telephony, IVR, Login Issues, Password Resets etc.)?

**Answer:** The respondent will need to be responsible for troubleshooting all systems that it is proposing to use. In instances in which the State is providing or mandating the use of a specific system, the State or its vendors will be responsible for troubleshooting. The respondent is responsible for ensuring that all contact tracing team members that it is employing know how, and who, to contact for the appropriate technical support.

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**Question:** What activities require onsite/in-person presence of the respondent's internal staff?

**Answer:** It is anticipated that no onsite presence of the respondent's internal staff will be required.

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**Question:** Will the respondent be responsible for managing the work of any staff that do not report to the respondent?

**Answer:** The State does not anticipate expecting the selected respondent to manage any staff that do not report to the selected respondent; however, the State does expect the selected respondent to coordinate operations with DOH, LHDs, and with other partners as needed.

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**Question:** With respect to the County Coordinator's specific duties, the sample job description mentions, "Answer questions from contact tracers about individual cases and elevate questions to the clinical team when necessary." A clinical team is not referenced in the org chart provided. Where does the clinical team role reside?

**Answer:** This will be a partnership with clinical professionals at DOH and LHDs.

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**Question:** With respect to the Social Support Coordinator's specific duties, the sample job description mentions, "Identify common needs amongst COVID-19 patients and search for local solutions. This could include, but is not limited to: food banks, mental health services, visiting nurses, and other community programs helping patients in need and/or people in isolation or quarantine." Will the State provide a comprehensive database of community/support services to the prescribed vendor?

**Answer:** There is no existing database, and these resources will vary based on the given geography. This position would help contribute to the development of these resources, likely in coordination with State and LHD officials.

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**Question:** Will the State assist with IT integrations if the vendor chooses to utilize additional productivity tools?

**Answer:** Respondents will be responsible for ensuring the integration of all tools that are not required by the State.

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**Question:** Is a respondent required to have an epidemiologist or public health expert on staff, or have previous experience operating a contact tracing program, to be eligible to be selected?

**Answer:** No. The State will not require the selected respondent to provide an epidemiologist or public health expert as a requisite for potential selection; previous contact tracing program experience is not a requisite qualification, but will be considered.

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**Question:** How many interpreters does DOH think will suffice to meet demand? In addition to English and Spanish, what other languages would the State like to see included in the sourcing/recruiting solution model?

**Answer:** The State will evaluate respondents' submissions based on their ability to complete the Detailed Scope of Work and Requirements - this includes respondents' experience and capacity to communicate with, and their understanding of, minority communities and vulnerable populations. Respondents should address their plans to reach communities that do not speak English.

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**Question:** Will the State consider plans that temporarily or permanently use non-New Jersey based workers?

**Answer:** The State strongly prefers plans that utilize New Jersey-based workers, specifically those ready to work in communities they've lived in, are familiar with, and are members of, but all proposals will be considered.

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**Question:** How many interested/active candidates does the State have in the COVID-19 Jobs Portal and the Contact Tracer Interest Registration portal?

**Answer:** As of Thursday, June 4, 2020, the Contact Tracer Interest Registration Portal has received approximately 51,000 submissions. The Jobs Portal does not have a user registration feature.

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**Question:** How many new candidates visit/engage with the COVID-19 Jobs Portal each week or month?

**Answer:** As of June 4, 2020, in the past seven days, the Jobs Portal had approximately 14,000 unique users. Since its launch on March 21, the Jobs Portal has had approximately 725,000 unique users.

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**Question:** Will the State provide access to the Contact Tracer Interest Registration Portal?

**Answer:** The State will work with the selected respondent to market recruitment opportunities through the New Jersey Jobs Portal and Contact Tracer Registration Portal. However, as noted in the RFQ, the State strongly encourages submissions that include collaborations and

partnerships with community-based organizations - especially those that are working with minority communities that have been disproportionately impacted by the COVID-19 pandemic.

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**Question:** What are the licensing requirements for the anticipated positions? How important is a clinical background?

**Answer:** None of the anticipated positions have licensing requirements. While a clinical background may be helpful, it is not required for any contact tracing role.

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**Question:** Is there a difference in training, workload, or responsibility between a paid contact tracer and a volunteer contract tracer?

**Answer:** All contact tracers will be trained equally, and have the same workload and responsibility no matter their pay status. It is the intention of the State that all contact tracing staff reporting to the selected respondent will be paid.

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**Question:** Does the State have an existing applicant tracking system that the supplier is expected to utilize to facilitate process visibility and submit candidates for consideration?

**Answer:** No. The State will provide candidate requirements and rely on the vendor for appropriate recruitment. If the State feels a candidate does not meet the requirements, or the candidate does not meet the needs of the assigned site, the selected respondent will be asked to provide a replacement candidate within one week.

--

**Question:** Will the State be approving every position, including management and line staff?

**Answer:** The State does not require advanced staffing approval for contact tracers but reserves the right to request a replacement candidate if the needs of the assigned site are not met. The State requests submissions that include a pre-screening/interview process being conducted prior to final hiring decision for the positions of: Data Managers, Supervisors, and Social Support Coordinators.

--

**Question:** Do temporary workers (through agencies) count and qualify for this opportunity if they currently operate as staff augmentation for a given respondent?

**Answer:** Yes, if they meet the requirements of the position.

--

**Question:** Will management and leadership positions need to be hired in advance of contact tracers?

**Answer:** Management and contact tracing roles should be hired in parallel.

--

**Question:** What level of data reporting/analytics are required?

**Answer:** Data staff will be required to use Statistical Analysis Software to pool and clean data to ensure all necessary elements are filled out, and help with deduplication of records. Being able to critically think and manipulate large data sets is a plus. Each county will have a data professional to help clean data, but reporting and analytics will be handled by State level staff. Data staff that show aptitude may be asked to assist with data at the state level.

--

**Question:** Will the selected respondent be responsible for equipping hired staff with personal protective equipment?

**Answer:** No. If a contact tracing staff member is required to be on-site or in the field, the applicable Local Health Department will be responsible for supplying all necessary personal protective equipment.

--

**Question:** Will the state provide payroll costs in advance of the pay period?

**Answer:** No.

## RFQ SUBMISSION FORM



### RFQ QUESTIONS

*RESPONDENTS MUST RESPOND TO ALL OF THE FOLLOWING QUESTIONS*

#### General Respondent Information + Contact Information

**G1) Respondent Point of Contact Name \***

First Name

Last Name

**G2) Respondent Point of Contact Email Address \***

example@example.com

**G3) Respondent Point of Contact Phone Number \***

 - 

Area Code

Phone Number

**G4) Respondent Organization Name (Company, Coalition, Organization, etc.) \***

**G5) Respondent Website \***

Please enter the complete URL.

**G6) Do you already have an existing contract with the State? If so, please describe your existing contract (50 word limit). \***

0/50

**G7) Please describe your company or institution (150 word limit): \***

0/150

**G8) Are you responding as a joint venture or coalition?**

- ☐ Yes
- ☐ No

**G9) If you are responding as a joint venture or coalition, please describe the nature and structure of your joint venture or coalition (200 word limit): \***

0/200

**G10) If you are responding as a joint venture or coalition, what entity will be the lead contracting entity? \***

0/50

## Recruitment

**R1) What strategies and practices would you use to identify and/or recruit up to 5,000 qualified individuals to execute contact tracing activities? (250 word limit) \***

0/250

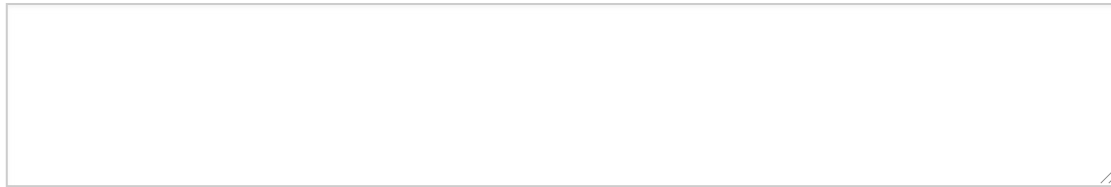
**R2) How would you ensure that these individuals reflect the geographic and cultural diversity of the state? How do you avoid bias in hiring? (200 word limit) \***





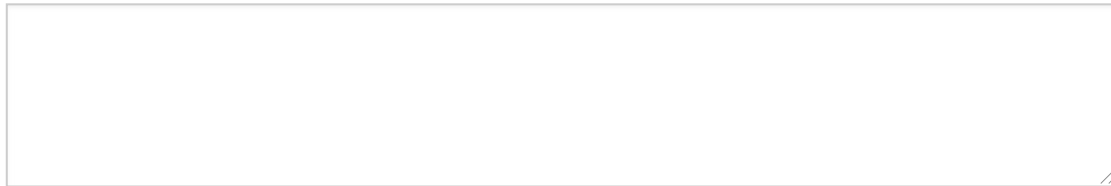
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**R3) How would you partner with local community-based organizations across the state to identify and recruit talent? How would you establish awareness and trust within diverse communities in which contact tracing activities will occur? (250 word limit) \***



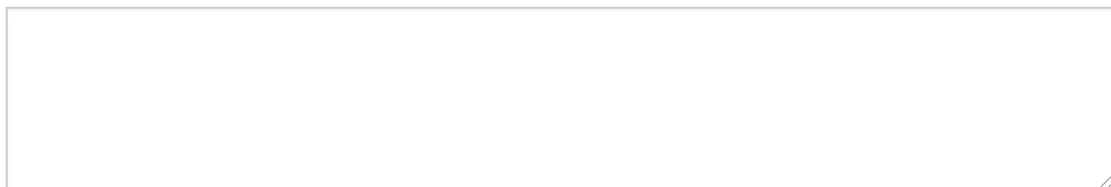
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**R4) How would you leverage existing State resources, including but not limited to the COVID-19 Jobs Portal and the Contact Tracer Interest Registration portal, to recruit? (100 word limit) \***



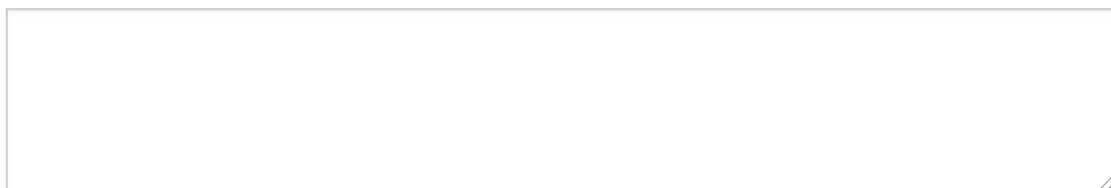
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**R5) The State and LHDs are in the process of mobilizing temporary contact tracers - both paid and volunteers - across the state. There are approximately 900 staff currently at LHDs, inclusive of volunteers. Many volunteers are working one day a week, thus the selected respondent will need to identify which volunteers wish to transition to full-time employment. Additionally, through partnerships with higher education institutions, the State is also deploying the first tranche of approximately 400 contact tracers. How would you transition existing volunteer or paid contact tracers that are not LHD full-time employees into paid positions within your operation plan? (150 word limit) \***



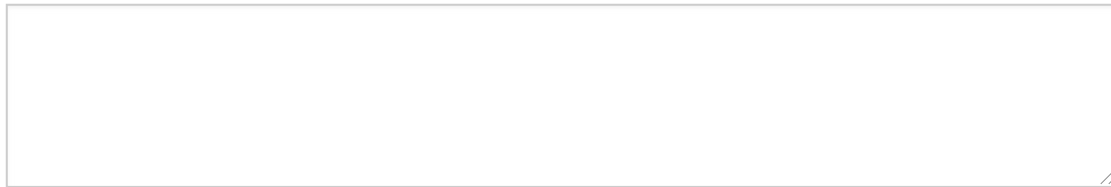
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**R6) How would you ensure that recruited contact tracer staff are able to communicate with individuals that speak languages other than English? What specific language capabilities (i.e what languages) do you anticipate being able to provide service in? What previous experience do you have in hiring bi/multilingual employees and serving those speaking languages other than English? (250 word limit) \***



0/250

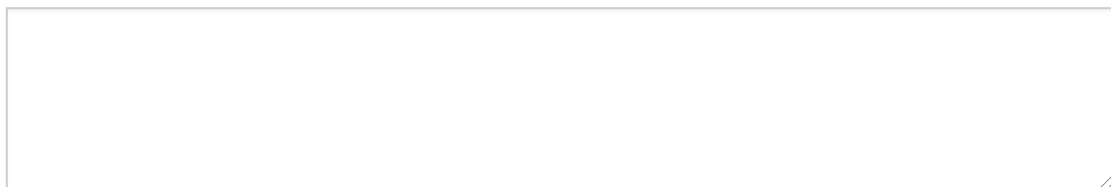
**R7) What past experience do you have that demonstrates your ability to execute the recruitment activities you described above? (200 word limit) \***



0/200

## Assessment

**A1) What strategies and practices would you use to conduct screening, interviews, and review of potential candidates with DOH supervisors for hiring decisions, and ensure that candidates are qualified? (250 word limit) \***



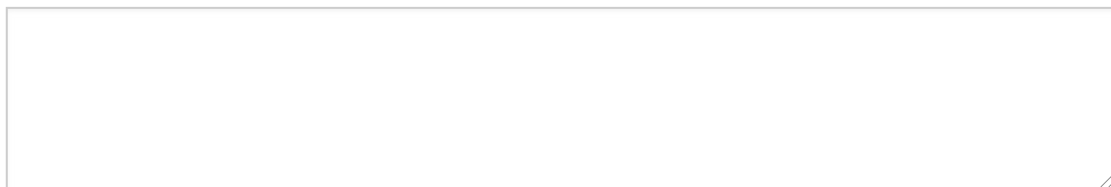
0/250

**A2) What strategies and practices would you use to complete employee technology verification and vetting to ensure potential hires possess adequate technology infrastructure and internet access? (NOTE: the State will provide each hire with a computer that will be configured to execute all required duties) (250 word limit) \***



0/250

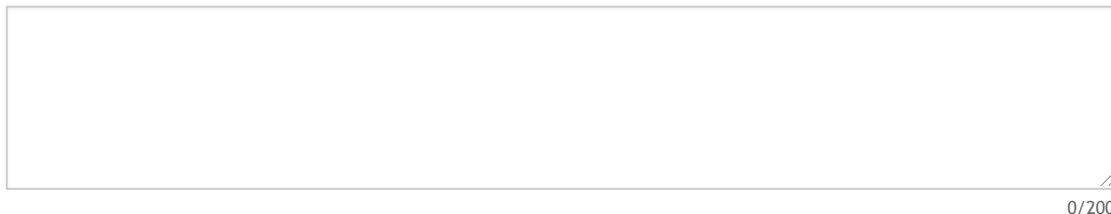
**A3) What past experience do you have that demonstrates your ability to execute the assessment activities you described above? (200 word limit) \***



0/200

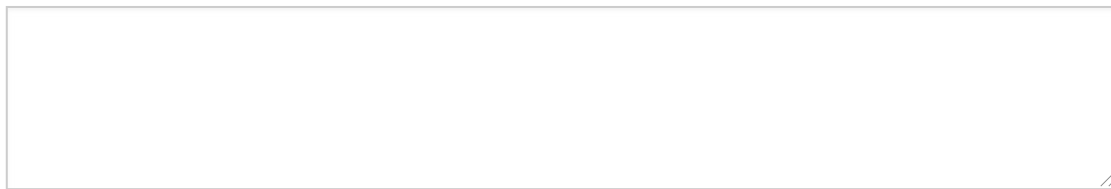
## Training

**T1) How would you work with the State to package training materials and curriculum? (200 word limit) \***




0/200

**T2) What strategies and practices would you use to meet the training requirements described in the Detailed Scope of Work and Requirements? (250 word limit) \***



0/250

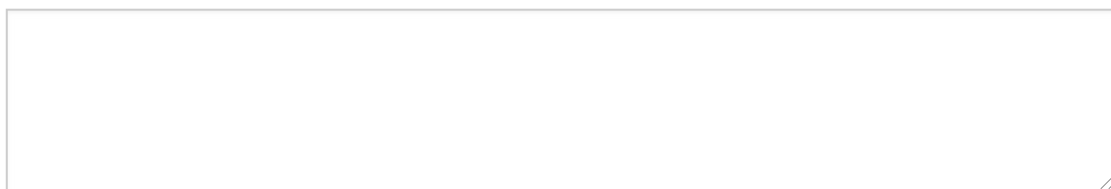
**T3) What past experience do you have that demonstrates your ability to execute the training activities you described above? (200 word limit) \***



0/200

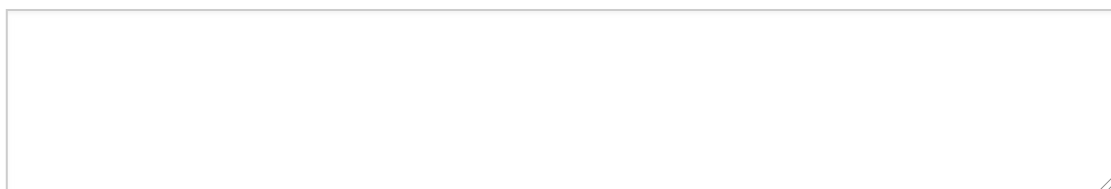
## Administration

**AD1) What strategies and practices would you use to meet the administration requirements described in the Detailed Scope of Work and Requirements? (250 word limit) \***



0/250

**AD2) What past experience do you have that demonstrates your ability to execute the administration activities you described above? (200 word limit) \***

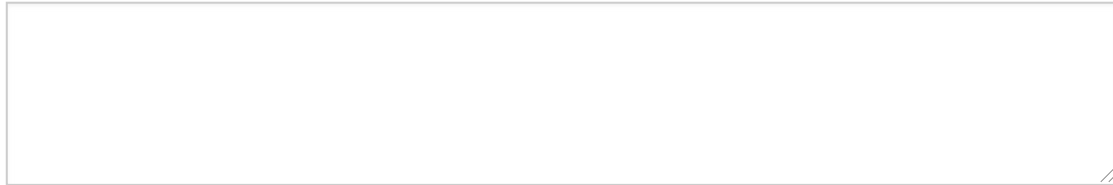


0/200

## Management and Deployment


**M1) What strategies and practices would you use to coordinate with DOH operation leads to ensure that contact tracers are effective and efficiently deployed to support State and LHD**

contact tracing operations? (250 work limit) \*



0/250

M2) How would you overcome cultural barriers in communities that typically don't give personal information over the phone or internet? How would you overcome cultural barriers in communities that are fearful of giving personal information to anyone because of fear of legal retaliation? (250 work limit) \*



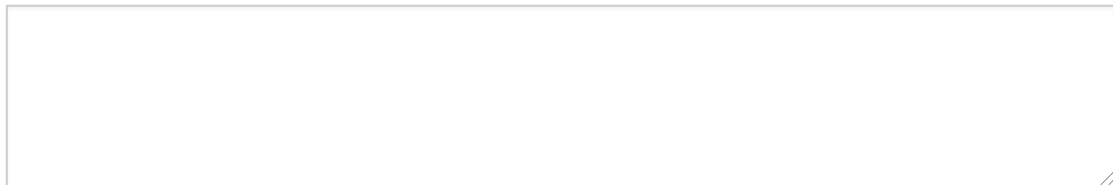
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M3) Please describe how you would launch your proposed activities, including details regarding the timeline that you anticipate to stand up operations and deploy staff (250 word limit): \*



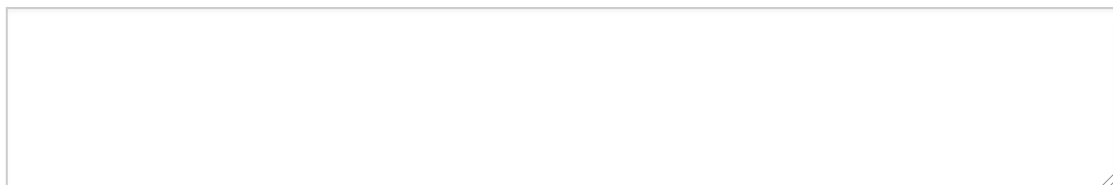
0/250

M4) How would you track and report performance? What success metrics would you propose using? (150 word limit) \*



0/150

M5) What past experience do you have that demonstrates your ability to execute the management and deployment activities you described above? (200 word limit) \*



0/200

## Pricing Schedule

PS1) Please complete the following pricing schedules. Note the following:

- "Hourly Worker Rate of Pay" refers to the individual professional's hourly rate of pay, as proposed by the respondent, and does not account for any provider fees or overhead. These rates should represent wages before deductions for FICA, SUTA, and Unemployment, and all applicable taxes.
- "Respondent Percent Markup" refers to the percentage of the Worker Rate of Pay that the respondent, if they so propose, intends to additionally bill the State for.
- "Monthly Management Fee" refers to the monthly fee that the proposed respondent intends to bill the State for.

Collectively, these quotations should be all inclusive, comprised of all direct and indirect costs including, but not limited to: overhead, fee or profit, clerical support, travel expenses, per diem, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. This rate also includes portal-to-portal expenses as well as per diem expenses such as food.

#### PS1-A) Pricing Schedule for Contact Tracing Staff Positions: \*

	Hourly Worker Rate of Pay (e.g. "\$XX.XX per hour")	Respondent Percent Markup (e.g. "X%")
Item #1 - Contact Tracer	<input type="text"/>	<input type="text"/>
Item #2 - Contact Tracer Supervisor	<input type="text"/>	<input type="text"/>
Item #3 - Contract Tracing Data Manager	<input type="text"/>	<input type="text"/>
Item #4 - Social Support Coordinator	<input type="text"/>	<input type="text"/>
Item #5 - County Coordinator	<input type="text"/>	<input type="text"/>

#### PS1-B) Pricing Schedule for Proposed Respondent Management Fee: \*

	Monthly Management Fee (USD per month)
Item #6 - Monthly Management Fee	<input type="text"/>

#### PS2) What is your justification for this pricing schedule? (250 word limit) \*

0/250

### Terms and Conditions

**TC1)** As part of the State contracting process, the State requires potential vendors to agree to Standard Terms and Conditions, and submit a series of forms and certifications. They include, but are not limited to, those listed in the [State of New Jersey COVID-19 Procurement Checklist](#). Please note that the State strongly prefers proposals that indicate that the respondent will agree to all applicable standard terms and conditions:

If selected, are you willing to agree to the terms and conditions, related supplements, and submit the required forms and certifications detailed in the [State of New Jersey COVID-19 Procurement Checklist](#)? If not, please explain.

0/200

### Additional Information

AI1) Is there any additional information you would like the State to know? (250 word limit) \*

0/250

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## SUBMISSION

**Please review your responses carefully. Once your submission is complete, you will receive a confirmation email with a submission identification number, and a summary of your completed submission. In the event you need to edit your submission after responding, you will need to complete this RFQ in its entirety.**

Submit

CONTACT TRACING RFQ 2nd BAFO Price Sheet			
Vendor Name:		Public Consulting Group, Inc.	
Date:		2-Jul-20	
<p><b>Instructions: Please reference the BAFO Request Letter for additional instructions.</b></p> <p>"Hourly Worker Rate of Pay" - Individual professional's hourly rate of pay, as proposed by the respondent, and does not account for any provider fees or overhead. These rates should represent wages before deductions for FICA, SUTA, and Unemployment, and all applicable taxes. Please note that the RFQ requires a pay rate, not a range.</p> <p>"Respondent Percent Markup" - Percentage of the Worker Rate of Pay that the respondent, if they so propose, intends to additionally bill the State for.</p> <p>"Monthly Management Fee" - The monthly fee (USD per month) that the proposed respondent intends to bill the State for. Collectively, these quotations should be all inclusive, comprised of all direct and indirect costs including, but not limited to: overhead, fee or profit, clerical support, travel expenses, per diem, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. This rate also includes portal-to-portal expenses as well as per diem expenses such as food. Please note that the RFQ requires a monthly fee, a range/tiered system will not be accepted.</p> <p><b>Note: No additional fees or assumptions will be accepted. The Vendor is to provide the Pay Rate and Mark-Up percentage separately.</b></p>			
Title	Hourly Pay Rate/Per Hour	Mark-Up %	Bill Rate
Contac Tracer	\$23.50	40.5%	\$33.03
Contact Tracing Supervisor	\$35.00	40.5%	\$49.19
Contact Tracing Data Manager	\$40.00	40.5%	\$56.22
Social Support Counselor	\$40.00	40.5%	\$56.22
County Coordinator	\$50.00	40.5%	\$70.27
Monthly Management Fee	\$ 464,842.77		
Monthly Management Fee Breakdown:			
<p><b>Instructions: Please provide a breakdown of the above monthly management fee. The breakdown must include a list of all tasks/line item(s) and the associated cost(s).</b></p>			
Task/Line Item	Description	Cost/Price	
Project Management & Subcontractor Oversight	Project management implementation, ongoing PM, and oversight of subcontractors.	\$ 180,706.17	
IT Provisioning (Staff & Shipping)	Distribution of laptops, inventory management, collection of	\$ 37,826.67	
Community Engagement Subcontractor	Community engagement efforts and collaboration with CBOs.	\$ 45,833.33	
Quality Assurance Staff & Support	Staff to evaluate performance of staff, managing productivity,	\$ 86,657.93	
Call Center & Workforce Management	Scheduling of staff and work hours based upon volume of	\$ 109,652.00	
Language Line		\$ -	
Insurance Costs (Liability)	General insurance costs (removed in home site liability	\$ 4,166.67	
Total Monthly Management Fee		\$ 464,842.77	



STATE OF NEW JERSEY  
COMMUNITY CONTACT TRACING  
CORPS  
DEPLOYMENT PROVIDER RFQ

**Submission ID: 4679627781118413766**

**Respondent Organization: Public Consulting Group, Inc.**

**RFQ QUESTIONS**

**General Respondent Information + Contact Information**

**G1) Respondent Point of Contact Name**

Marc Stauble

**G2) Respondent Point of Contact Email Address**

[REDACTED]

**G3) Respondent Point of Contact Phone Number**

[REDACTED]

**G4) Respondent Name (Company, Coalition, Organization, etc.)**

Public Consulting Group, Inc.

**G5) Respondent Website**

<https://www.publicconsultinggroup.com/>

**G6) Do you already have an existing contract with the State? If so, please describe your existing contract (50 word limit).**

PCG holds more than a dozen contracts, across health, human services and K-12 programs, providing operations support, consulting, and software services. One contract alone is staffed with over 200 people hired from New Jersey communities. Fifteen years working in-state provides insight into state demographics, as this scope requires.

**G7) Please describe your company or institution (150 word limit):**

PCG is a management consulting and outsourcing solutions firm that exclusively supports state and local governments. Our focus is health, human services, and K-12 education. Our 30+ year history is one of responding to government needs when most needed. Welfare Reform, No Child Left Behind, and the Affordable Care Act – we quickly provided staff, management, technology, and expertise to help states succeed. Covid-19 presents a different challenge, as each state has been left to figure out their own



strategies to slow the spread of the pandemic. But PCG is a proven partner to states. New York sole-sourced its contact tracing project (providing staffing, implementation support, and oversight) to us because we are recognized as a flexible partner who would work cooperatively, smartly, and quickly. And Wisconsin awarded a procurement to PCG for tracing because they trust our management consulting services to establish their contact tracing center operations and structure.

**G8) Are you responding as a joint venture or coalition?**

Yes

**G9) If you are responding as a joint venture or coalition, please describe the nature and structure of your joint venture or coalition (200 word limit):**

PCG's coalition is a partnership (see G10), formed to assure New Jersey that PCG truly understands the four requirements most crucial to successfully deploying additional tracing capacity. First, taking direction from local health departments (LHDs). PCG understands we are a support mechanism for the LHDs. We embrace the role LHDs have played historically, and now, in assuring public health, and want to help them quickly and efficiently execute those responsibilities. Second, engaging with local communities in multiple ways. One way is ensuring tracing staff reflect the demographics of the communities in which they work. A second way is establishing working relationships with community-based organizations to ensure their input and networks are leveraged. Another way is sensitivity towards concerns about privacy rights. Third, onboarding and paying employees without difficulty. Administrative concerns cannot distract the State, the LHDs, nor PCG from implementing the most effective program possible, so that New Jersey can continue to safely reopen its economy. Anything less is unacceptable. Fourth, exceptional operational performance is paramount. For example, the vendor must be able to: integrate existing tracer staff as instructed; exhibit flexibility in responding to variable LHD staffing needs; implement state-provided training curriculum flawlessly; and, pay people timely and accurately.

**G10) If you are responding as a joint venture or coalition, what entity will be the lead contracting entity?**

PCG will be responsible for the contract and overall performance of the statement of work – G9 (1 and 4). Kivvit will lead community engagement – G9 (2). Staffing Etc. and TCM will provide the infrastructure supporting hiring, onboarding, and paying the workforce – G9 (3).

## **Recruitment**

**R1) What strategies and practices would you use to identify and/or recruit up to 5,000 qualified individuals to execute contact tracing activities? (250 word limit)**

First, we will immediately leverage the significant volume of candidates (in excess of 50,000 resumes already), received through the State's portal. In R4 we describe how we would work with the DOH to digitally supplement the State's portal to generate a subset of "in-demand resumes" that best align with LHD needs. "In-demand resumes" at a minimum reflect the diversity needs of the LHDs in serving their communities. Beyond this pent-up portal supply, our strategy and preference will be to implement our community partnership model described in R2. Additional applicants can be identified by working with existing networks of stakeholders and community groups with wide religious, ethnic, and lingual diversities that already serve their communities. In fact, given these two recruitment approaches, additional advertising will not be needed, thus saving the State money. Next, with the supply side addressed, we will immediately publish official job postings and direct existing candidates to the formal application process. We will work with Kivvit to make sure our application processes are well understood and effectively disseminated throughout all communities, to encourage a broad and demographically diverse candidate pool at the micro-level. This is more fully described in R2 and R3.

**R2) How would you ensure that these individuals reflect the geographic and cultural diversity of the state? How do you avoid bias in hiring? (200 word limit)**

There is an existing, robust network of stakeholders and community groups with wide religious, ethnic,

and lingual diversities that can serve as the infrastructure for reaching all communities, especially those considered vulnerable. These organizations historically help with health care, food and economic insecurity, and education. Our approach is to build partnerships with them, to ensure the hiring pipeline reflects geographic and cultural diversity and that hiring decisions do as well.

Kivvit is the ideal community partner to identify trusted messengers from trusted community groups as we cull the database of existing applicants and continue to build upon it. Their team has years of experience working throughout New Jersey. They know the rabbis of Lakewood's Orthodox community; the advocates for the Black and Latino communities of Newark, Trenton, and Atlantic City; and, the leaders of Paterson's Arab community. Jeannine LaRue and others from Kivvit will work to engage community resources and networks to disseminate information about contact tracing which will have the dual benefit of attracting tracer applicants and simultaneously educating the communities about the importance of contact tracing.

Finally, PCG will build an easily navigated pipeline leading from all this community contact straight to our two recruiting firms.

**R3) How would you partner with local community-based organizations across the state to identify and recruit? How would you establish awareness and trust within diverse communities in which contact tracing activities will occur? (200 word limit)**

The best way to establish awareness and trust is to work with trusted messengers from trusted community groups. Thus, PCG will utilize the methodology outlined in R2 along with Kivvit's pre-existing relationships with advocacy groups to identify and recruit talent. These state and countywide groups would include faith and ethnicity-based organizations, business associations, charities/nonprofits, and groups active in Census outreach. They can help us source talent that reflects the ethnic, racial, and geographic makeup of communities impacted by Covid-19. Just some of the groups we would seek to engage include: Black Ministers Conference, Statewide Hispanic Chamber Of Commerce, Citizen Action NJ, Islamic Circle of North America NJ, the NAACP, New Jersey Institute for Social Justice, LUPE, and the Urban Mayors Association. These relationships will form the foundation of our recruitment strategy.

We will provide materials and suggest plans for these groups to support outreach to their hyper-local partners such as churches, food pantries, and grassroots advocacy groups. We would work to gain approval from New Jersey to include messaging on contact tracing from known, trusted actors, who represent an asset in communities with high levels of government distrust.

This process promotes hiring contact tracers who are affiliated with either the broader or local organizations, so when they are working, they can identify which group they are affiliated with. This, more than any other tactic, helps establish trust with respondents. This process ensures that hyper-local groups are receiving the message from broader organizations that they trust.

**R4) How would you leverage existing State resources, including but not limited to the COVID-19 Jobs Portal and the Contact Tracer Interest Registration portal, to recruit? (100 word limit)**

PCG believes leveraging existing state resources is key to efficiency, speed, and cost control. We wish to work with DOH developers of the Jobs Portal and Registration Form to develop a digital solution to segment State portal-generated applicants using database management tools to identify in-demand applicants. This would allow us to work through existing applicants to mirror LHD needs.

We would like to discuss with the State the opportunity to leverage the State's owned media channels including website pages, social media channels, COVID-19 text message database, and press materials to

support our work.

**R5) The State and LHDs are in the process of mobilizing temporary contact tracers - both paid and volunteers - across the state. There are approximately 900 staff currently at LHDs, inclusive of volunteers. Many volunteers are working one day a week, thus the selected respondent will need to identify which volunteers wish to transition to full-time employment. Additionally, through partnerships with higher education institutions, the State is also deploying the first tranche of approximately 400 contact tracers. How would you transition existing volunteer or paid contact tracers that are not LHD full-time employees into paid positions within your operation plan? (150 word limit)**

PCG is prepared to give priority status to existing temporary contact tracers (paid or volunteer; full- or part-time). They represent a valuable resource. We would suggest that these individuals pass the state-supplied training curriculum if they have not already, as well as other required compliance checks (e.g., I-9). Also, we suggest offers of employment be made consistent with the community model principles described elsewhere in this proposal. Specifically, that all LHD workforces reflect the demographics of the community served.

Our recruitment model anticipates a dedicated Human Resource Specialist(s) to manage the existing tracer population at start-up. To make the process easier, PCG will offer a Virtual Open House model so that all interested existing Contact Tracers have access to the same information at the same time and be able to ask questions of PCG Team staff.

**R6) How would you ensure that recruited contact tracer staff are able to communicate with individuals that speak languages other than English? What specific language capabilities (i.e. what languages) do you anticipate being able to provide service in? What previous experience do you have in hiring bi/multilingual employees and serving those speaking languages other than English? (200 word limit)**

PCG effectively serves thousands of non-English speakers in-person and through our call centers across the country, using a combination of bilingual customer service representatives and a third-party translation service, Language Line. For this project, we propose a combined approach of recruiting (as a priority) bilingual contact tracers and utilizing the Language Line service as the solution for less commonly encountered languages. (Language Line provides immediate access to professional translators for over 200 languages. Over the years, PCG staff have used interpreters for nearly 100 of those languages and, to date, have never encountered an issue with securing a translator in real time when needed.

PCG will ensure a bi-lingual contact tracing workforce sufficiently fluent in Spanish. Additionally, we will work with New Jersey to identify other languages which should be high priorities in evaluating applicants. Then during the recruiting process, PCG will specifically focus efforts to identify and recruit those bilingual speakers. We have identified Chinese, Portuguese, Tagalog, Italian, Korean, Gujarati, Polish, Hindi, and Arabic, in addition to Spanish, as the most common non-English languages spoken in New Jersey.

Contact tracers need only identify the language of the individual on the other end of the line when the call is placed to deploy the Language Line service. Non-English speakers of less common languages and the contact tracer can then quickly connect on a conference call with a translator who can assist the contact tracer in the interview process.

**R7) What past experience do you have that demonstrates your ability to execute the recruitment activities you described above? (200 word limit)**

Our procedures provide assurances that the PCG Team knows both the who and how of what is needed to identify, recruit, hire and payroll a diverse workforce. But where can we point to prior success? While procedures are important, proof that they actually have worked successfully is equally important. Thus, in addition to PCG's previously noted 200+ locally-sourced project staff, we hired more than 2,000 contact

tracers in 30 days for New York State. Staffing Etc. (MBE-WBE firm) and TCM (VOB) hire and payroll thousands of staff nationally every year without incident. Staffing Etc. worked with the CDC to hire New Jersey physicians and social workers to screen travelers arriving at Newark Airport from Western African Countries during the Ebola crisis. TCM has hired 1,300 staff for New Jersey companies including SHI, a large state employer, the country's largest MBE-WBE firm, and whose name adorns the Rutgers University football stadium. Finally, Kivvit collaborated with New Jersey on ReachNJ, a multi-channel campaign to educate the public on the rising opioid epidemic in the state. There, as here, they applied their deep knowledge of New Jersey's diversity to create messaging for the African-American, Latino, and other communities.

## **Assessment**

### **A1) What strategies and practices would you use to conduct screening, interviews, and review of potential candidates with Department of Health (DOH) supervisors for hiring decisions, and ensure that candidates are qualified? (250 word limit)**

PCG, along with Staffing Etc. and TCM, proposes a two-phase process (three for certain job titles) to ensure qualified candidates are hired. A contact tracer is not a customer service/call center representative answering repetitive, short duration calls utilizing a fixed script. Rather, these are outgoing calls addressing a potentially sensitive, if not life-threatening, condition, that require empathy, emotional intelligence, and trust-building.

Phase One: Candidates are screened and interviewed by dedicated Hiring Specialists who use a customized guide developed for this project. The Guide includes a behavioral-based interview tool that helps ascertain behavioral qualities in addition to professional experience. The interview tool will focus on key qualifications within each job description as noted in the RFQ including, but not limited to, a candidate's familiarity with the communities and geographies in which they would work, language proficiencies, empathy characteristics and telephonic customer service experience. All interviews will be completed using a virtual technology platform. Any candidate who is recommended for hire will then move to Phase Two. (Note: where English is not a candidate's first language, language assistance can be made available.)

Phase Two: The Hiring Specialist will utilize a customized project hiring checklist to ensure all other requirements are met in accordance with any requirements of the State of New Jersey.

Phase Three: For all positions so designated in the RFQ, the Hiring Specialist will review with New Jersey staff any recommended candidates for three specific job titles before offers are extended.

### **A2) What strategies and practices would you use to complete employee technology verification and vetting to ensure potential hires possess adequate technology infrastructure and Internet access? (250 word limit)**

Ironically, the Covid-19 pandemic has forced all employers to confront this issue to ensure their now work-from-home workforce has adequate infrastructure, bandwidth, and access. In many ways, the large remote workforce anticipated under this contract looks like any employer's workforce today. PCG will use the same principles for this workforce as it did when ensuring its 2,500 member workforce could be supported during the various stay-at-home orders issued across the country. This is not the potential problem it could have been in a different environment.

First, sufficient internet speed is critical. Without it, contact tracers will not be able to consistently and routinely access the necessary systems to perform their responsibilities. For internet adequacy, as part of our candidate screening process, we will have each candidate perform a required internet speed test to verify the required upload and download speeds. Candidates will be required to submit documentation of the results of the speed test. (Documentation can take the form of a screenshot from a phone or other device. Other documentation could include supplying a recent copy of their internet service provider

billing statement, but this might create certain challenges and limit the potential pool of candidates.)

PCG recently went through this verification process in staffing its New York contact tracing project and found it was not a significant impediment. And even before the pandemic, PCG routinely checked with its remote staff to ensure adequate service.

**A3) What past experience do you have that demonstrates your ability to execute the assessment activities you described above? (200 word limit)**

In New York, we built an infrastructure to support an initial demand for over 6,000 contact tracers. New York's success in containing the pandemic have lessened the immediate demand for contact tracers but we still hired 2,000 staff in the first 30 days of the project. This is likely the most compelling substantiation of our ability to hire and stand up a contact tracing project, but it is not the only one.

Nationally, we screen and ultimately hire thousands of in-home caretakers participating in Medicaid consumer direction waivers. We are required to assess skill sets, as well as ensure they meet certain employment requirements, as well as pass background checks. PCG is confident in our ability to effectively perform your assessment services given our 30+ years of experience providing outsourcing solutions to the public sector.

Our partners have similar stellar experience. Staffing Etc. has hired thousands of individuals for employers in the private and public sector. Their turnover rate for 2020 is hovering at 1% year-to-date. TCM has hired over 63,000 consultants and full-time professionals across all 50 states. And as mentioned previously, all three firms combined have served both New Jersey's public and private sectors.

**Training**

**T1) How would you work with the State to package training materials and curriculum? (200 word limit)**

PCG worked successfully in New York coordinating training with the Bloomberg School of Public Health at Johns Hopkins University; we anticipate no problems doing the same with New Jersey and Rutgers University. Based on the RFQ's description of the curriculum, we ourselves feel comfortable with its construction. Our onboard plan will account for the 12-15 hours of virtual training time described in the RFQ and our Learning Management System, Brainier, is capable of seamlessly importing, hosting, delivering, and tracking satisfactory completion.

PCG assumes responsibility for training staff on technology, specifically the State's designated CRM platform, CommCare, and AWS Connect, the call center tool. PCG has become a virtual expert on the CommCare platform, based on our New York project which also deployed CommCare. PCG is also a very familiar with AWS Connect, having also deployed it ourselves. DOH stands to benefit from our extensive investment into learning and delivering training on both CommCare and AWS Connect in New York.

PCG embraces the "Train-the-Trainer" model requested in the RFQ; is prepared to provide ongoing training and remedial training; and, commits to sharing our materials and methods with the LHDs.

**T2) What strategies and practices would you use to meet the training requirements described in the Detailed Scope of Work and Requirements? (250 word limit)**

PCG will seek permission from New Jersey to hire Supervisors and Coordinators first. We have learned that getting more senior staff in place at the outset provides significant advantages in both the long and short run. For one thing it allows a relatively few people to have an outsized impact on the program in its initial stages. These hires can play an important role alongside the PCG Team seeing to it that well-sourced applicants become well-qualified tracers in time to meet the RFQ deadlines.

PCG believes in continuous quality improvement. We may suggest changes to the initial curriculum based



on our contact tracing experience gathered to date. But we certainly will suggest changes if we deem something isn't working. PCG will collect feedback from trainees and recommend changes that may be warranted. Initially, we see training as an iterative process, collecting real-time data on content, delivery mechanisms, and utility in the field. Of course, PCG will respond to DOH-driven requests for change. In either case, PCG will develop a process to track changes discretely so that Department staff are clear on the recommended changes and can approve or edit them further, in an efficient manner that leaves an audit trail. PCG will utilize Microsoft Teams interactive meeting functionality to review all contact tracing training material with the DOH, complete any edits in real-time, and finalize the documentation so that, at any given point in time, there is a complete and approved training program.

**T3) What past experience do you have that demonstrates your ability to execute the training activities you described above? (200 word limit)**

PCG has trained over 42,000 Medicaid providers via PCG's online computer-based training modules and classroom settings. PCG is a nationally accredited Continuing Education Provider through ACE for internal staff training. PCG can leverage that training experience and expertise when conducting New Jersey contact tracing training.

But more directly, PCG has worked with New York's Contact Tracing Program to identify critical training needs and provide key training deliverables to PCG contact tracing staff as well as state and local health department team members involved in the contact tracing effort. PCG has developed six training modules of its own that cover a range of topics including project orientation, customer service best practices, quick start guides for CRM and call center systems, and more detailed system workflow trainings. Additionally, PCG is applying a robust QA approach to meet the specific needs of complex disease investigation activities on this initiative. Our approach includes the supervision of contact tracing functions, performing quality checks on live and recorded calls, escalating issues to state and local health departments, and tracking daily and weekly progress for team members.

**Administration**

**AD1) What strategies and practices would you use to meet the administration requirements described in the Detailed Scope of Work and Requirements? (250 word limit)**

Our staffing firms, under the oversight of PCG, will meet the timesheet and payroll requirements by utilizing their robust electronic timesheet and payroll processing systems. These provide for employee management, scheduling, credentialing, time reporting and payroll processing. These systems are online and allow enhanced efficiency in timesheet submission and approval. They also offer enhanced oversight as it relates to quality assurance and reporting. Moreover, the systems has a facility portal that will allow DOH staff to review timesheets and schedules.

The following is a summary snapshot of the system functionality.

-Scheduling. Online scheduling functionality exists to efficiently articulate schedules for staff with automated schedule distribution, and scheduling oversight to the client.

- Timesheet reporting. Staff will have access to report time online with managers being alerted upon submission processes. Managers will have the ability to efficiently approve all timesheets online, as well as send notifications if corrections are provided.

-Invoicing. Once timesheets are entered, our systems automatically generate invoices ensuring a seamless and accurate process.

-Reporting. Reports are available for the State which can include utilization, total hours worked by staff position, and invoice reporting. We will work to ensure the State has the right information.

Moreover, PCG and Staffing Etc. will work closely with DOH to carry out any program operation tasks as well as maintain policies and procedures in compliance with the RFQ directives. This especially pertains to on-boarding of new staff and off-boarding of terminated staff. We acknowledge our responsibility, for example, for retrieval of computer equipment.

**AD2) What past experience do you have that demonstrates your ability to execute the administration activities you described above? (200 word limit)**

PCG has contracted with two highly experienced staffing firms, Staffing Etc. and The Computer Merchant, that specialize in providing staff augmentation services for state and local government agencies. Since 1980, The Computer Merchant has been a premier staffing agency, deploying top talent across the United States. They have built a reputation as a quality staffing agency, ready and able to fill any job for any employer.

Since 2003, Staffing Etc. provides healthcare workers (MDs, Dentists, Pharmacists, RNs, LPNs, CNAs, Social Workers, and Allied Health Professionals) and administrative staff to private hospitals, government agencies, school systems, correctional institutions, and health centers. Staffing Etc. has staffed over one million total hours of service and provided quality care professionals to dozens of organizations throughout the nation. Staffing Etc. brings highly skilled professionals that bring more than 75 years of combined experience and education to the organization.

PCG is confident managing both Staffing Etc. and TCM because PCG generates 250,000 W-2s itself. Given the combined experience of our firms, we will be able to seamlessly onboard, manage, payroll, and perform the necessary administrative services, including transitioning staff off this effort. In fact, our goal is to operate these functions behind the scenes without notice.

## **Management and Deployment**

**M1) What strategies and practices would you use to coordinate with DOH operation leads to ensure that contact tracers are effective and efficiently deployed to support State and LHD contact tracing operations? (250 work limit)**

One strategy is PCG's project management approach which is based upon Project Management Body of Knowledge (PMBOK) standards. Drawing from PMBOK standard practice, PCG will establish a communication plan and RACI matrix to optimize coordination with DOH and LHD.

Another strategy is to ensure constant communication, as much through informal means as formal, between DOH and LHD leadership and PCG management. Given the new normal associated with the pandemic, we rely on technology (e.g., Microsoft Teams) as well as picking up the cell phone to talk or text.

Finally, by enhancing the digital capabilities of the existing portal and creating and maintaining our own data repository, PCG believes it will be able to identify and evaluate trends and opportunities. The PCG Team will measure quality assurance and performance against benchmarks to ensure high performance. Internal controls will include: monitoring a statistically valid random sample of cases/contacts; a project-specific scoring tool, establishing pass/fail thresholds; and individual corrective action plans when contact tracing activities do not meet established standards.

The PCG Team will run scheduled reports to ensure that each unit is meeting all requirements and that the quality of each investigator/contact tracer is acceptable and within scope. These reports will provide transparency at each unit level as well as the Contact Tracing Workforce as a whole. Coordinators and Supervisors will have access to run and view these reports as well for their teams, to ensure quality standards are met.

**M2) How would you overcome cultural barriers in communities that typically don't give personal information over the phone or internet? How would you overcome cultural barriers in communities that are fearful of giving personal information to anyone because of fear of legal retaliation? (250 word limit)**

Training is crucial as the contact tracer is that direct link to the public. Our protocols will include details about what contact tracers can and cannot ask, how they can contact someone, and how information will be used (to ensure individuals do not withhold information out of fear). Also, PCG will supplement the DOH curriculum by requiring all contact tracers take the Association of State and Territorial Health Officers (ASTHO) online course that highlights the importance of being able to work with disparate groups and to employ cultural humility in executing contact tracing.

Establishing credible community connections in advance is another strategy. Trusted messengers from trusted community groups (see R2) can more easily break down barriers and overcome fears. By hiring from within the community, you can educate the community about the controls that are in place to protect privacy and prevent misuse of information for purposes the community fears (e.g., legal retaliation).

Houses of worship and their leaders – like Rev. Dr. Darrell Armstrong of Shiloh Baptist in Trenton, Rev. Melvin Wilson of St. Matthew AME in Orange, or Rabbi Aharon Kotler of Beth Medrash Govoha in Lakewood – provide a great example. A local faith leader may post online about contact tracing recruiting efforts within their community. When a congregant sees that post and then receives a call from a contact tracer, the tracer's affiliation with their house of worship will instill greater trust.

**M3) Please describe how you would launch your proposed activities, including details regarding the timeline that you anticipate to stand up operations and deploy staff (200 word limit):**

The quicker PCG can support the demand for tracers, the quicker all stakeholders can feel confident in re-opening the economy. PCG takes this responsibility seriously and our implementation plan reflects that urgency. Given the information shared in the RFQ and from Governor Murphy's daily press conferences, PCG is confident we can stand up operations and deploy staff within 10 days of contract award. Our 10-day implementation plan is not theoretical either – it is based on actual contact tracing project stand-up experience. Shared necessity and urgency brings clarity and efficiency. While others may be consumed with learning in those first ten days, we won't. We have learned how to generate true productivity in contact tracing projects and can avoid the "spinning your wheels," the "false starts," and the seemingly endless effort put into tracking down answers to questions when a common purpose is missing.

PCG has smoothed out the wrinkles and can immediately apply lessons learned just weeks ago, by going through this in a neighboring state with similar demographics and a similar Covid-19 experience. To accomplish this, PCG will develop a detailed project plan and work break down structure (WBS) that maps out exactly how your goals will be accomplished and your needs met. It will clearly outline dependencies and where there is slack, if any, in the schedule. We will deploy a dedicated team of project management professionals to launch the program to ensure its success.

**M4) How would you track and report performance? What success metrics would you propose using? (150 word limit)**

Measuring performance on Contact Tracing efforts will be critical to ensure the goals and objectives of this important effort in slowing down the spread of COVID-19 are achieved. PCG will work with DOH and the LHDs to establish proper metrics to measure performance. PCG is actively working in the State of New York leveraging the CommCare application to develop reports to track performance in an automated fashion. Given our direct experience, PCG has a significant advantage to quickly work with DOH to articulate the performance metrics that are available within the system and what other measures should be considered to improve upon the lessons learned from New York. Example measures that should be tracked include but not limited to: percent of case investigations performed within twenty four hours, number of patients interviewed/number of case investigations, number of contacts self-quarantined as a



result of contact tracing, number of follow-up calls, etc.

**M5) What past experience do you have that demonstrates your ability to execute the management and deployment activities you described above? (200 word limit)**

The top two states with Covid-19 cases are New York and New Jersey. Not surprisingly as the two states share similar characteristics: transportation hubs where the virus landed from Europe; urban density in several areas; a spectrum of ethnic, lingual, and religious diversity; a socio-economic strata ranging from the richest to the poorest of our nation; state economies that drive the national economy; and Governors who chose to lead based on facts, rather than calibrate the politics first.

PCG is a critical partner to New York in helping to support the local health departments and communities. PCG asks you to consider not only the track record and business case we have presented in this response but also the practical advantages of hiring PCG, which are integral to that business case but very real as well. For example, in New York, we use the same technology – CommCare and Amazon Connect – New Jersey plans to leverage. We face the same issues of privacy and confidentiality as similar communities reside in both states. We encounter and deal with similar stakeholder group concerns. And we partner with state personnel just like you, working long hours, confronting and resolving problem after problem.

**Terms and Conditions**

**TC1)** As part of the State contracting process, the State requires potential vendors to agree to Standard Terms and Conditions, and submit a series of forms and certifications. They include, but are not limited to, those listed in the [State of New Jersey COVID-19 Procurement Checklist](#). Please note that the State strongly prefers proposals that indicate that the respondent will agree to all applicable standard terms and conditions:

**If selected, are you willing to agree to the terms and conditions, related supplements, and submit the required forms and certifications detailed in the [State of New Jersey COVID-19 Procurement Checklist](#)? If not, please explain.**

**TC1) If selected, are you willing to agree to the terms and conditions, related supplements, and submit the required forms and certifications detailed in the State of New Jersey COVID-19 Procurement Checklist? If not, please explain.**

PCG would like to negotiate changes to the prompt pay standard terms and conditions. Specifically, we would ask that payment be made by the State within 14 calendar days of receipt and approval of our invoices for the Contact tracer positions.



**STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY**

**33 WEST STATE STREET, P.O. BOX 230  
TRENTON, NEW JERSEY 08625-0230**

**State of New Jersey Standard Terms and Conditions**

(Rev: 10/21/19)

**1. STANDARD TERMS AND CONDITIONS APPLICABLE TO THE CONTRACT**

Unless the bidder/offeror is specifically instructed otherwise in the Request for Proposals (RFP), the following terms and conditions shall apply to all contracts or purchase agreements made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in the RFP and should be read in conjunction with same unless the RFP specifically indicates otherwise. In the event that the bidder/offeror would like to present terms and conditions that are in conflict with either these terms and conditions or those set forth in the RFP, the bidder/offeror must present those conflicts during the Question and Answer period for the State to consider. Any conflicting terms and conditions that the State is willing to accept will be reflected in an addendum to the RFP. The State's terms and conditions shall prevail over any conflicts set forth in a bidder/offeror's Proposal that were not submitted through the question and answer process and approved by the State. Nothing in these terms and conditions shall prohibit the Director of the Division of Purchase and Property (Director) from amending a contract when the Director determines it is in the best interests of the State.

**1.1 CONTRACT TERMS CROSSWALK**

<b>NJSTART Term</b>	<b>Equivalent Statutory, Regulatory and/or Legacy Term</b>
Bid/Bid Solicitation	Request For Proposal (RFP)/Solicitation
Bid Amendment	Addendum
Change Order	Contract Amendment
Master Blanket Purchase Order (Blanket P.O.)	Contract
Offer and Acceptance Page	Signatory Page
Quote	Proposal
Vendor	Bidder/Contractor

**2. STATE LAW REQUIRING MANDATORY COMPLIANCE BY ALL CONTRACTORS**

The statutes, laws or codes cited herein are available for review at the New Jersey State Library, 185 West State Street, Trenton, New Jersey 08625.

**2.1 BUSINESS REGISTRATION**

Pursuant to N.J.S.A. 52:32-44, the State is prohibited from entering into a contract with an entity unless the bidder and each subcontractor named in the proposal have a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services. A subcontractor named in a bid or other proposal shall provide a copy of its business registration to the bidder who shall provide it to the State.

The contractor shall maintain and submit to the State a list of subcontractors and their addresses that may be updated from time to time with the prior written consent of the Director during the course of contract performance. The contractor shall submit to the State a complete and accurate list of all subcontractors used and their addresses before final payment is made under the contract.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration, 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 business registration copy not properly provided under a contract with a contracting agency.

The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall, during the term of the contract, 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, P.L. 1966, c. 30 (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 Revenue at (609) 292-1730. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

## **2.2 ANTI-DISCRIMINATION**

All parties to any contract with the State agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within N.J.S.A. 10:2-1 through N.J.S.A. 10:2-4, N.J.S.A. 10:5-1 et seq. and N.J.S.A. 10:5-31 through 10:5-38, and all rules and regulations issued thereunder are hereby incorporated by reference. The agreement to abide by the provisions of N.J.S.A. 10:5-31 through 10:5-38 include those provisions indicated for Goods, Professional Service and General Service Contracts (Exhibit A, attached) and Constructions Contracts (Exhibit B and Executive Order 151, August 28, 2009, attached) as appropriate.

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.

## **2.3 PREVAILING WAGE ACT**

The New Jersey Prevailing Wage Act, N.J.S.A. 34: 11-56.25 et seq. is hereby made part of every contract entered into on behalf of the State of New Jersey through the Division of Purchase and Property, except those contracts which are not within the contemplation of the Act. The bidder's signature on [this proposal] is his/her guarantee that neither he/she nor any subcontractors he/she might employ to perform the work covered by [this proposal] has been suspended or debarred by the Commissioner, Department of Labor and Workforce Development for violation of the provisions of the Prevailing Wage Act and/or the Public Works Contractor Registration Acts; the bidder's signature on the proposal is also his/her guarantee that he/she and any subcontractors he/she might employ to perform the work covered by [this proposal] shall comply with the provisions of the Prevailing Wage and Public Works Contractor Registration Acts, where required.

## **2.4 AMERICANS WITH DISABILITIES ACT**

The contractor must comply with all provisions of the Americans with Disabilities Act (ADA), P.L. 101-336, in accordance with 42 U.S.C. 12101, et seq.

## **2.5 MACBRIDE PRINCIPLES**

The bidder must certify pursuant to N.J.S.A. 52:34-12.2 that it either has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein or that it will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.5 and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles.

## **2.6 PAY TO PLAY PROHIBITIONS**

Pursuant to N.J.S.A. 19:44A-20.13 et seq. (P.L. 2005, c. 51), and specifically, N.J.S.A. 19:44A-20.21, it shall be a breach of the terms of the contract for the business entity to:

- A. Make or solicit a contribution in violation of the statute;
- B. Knowingly conceal or misrepresent a contribution given or received;

- C. Make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution;
- D. Make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate or holder of the public office of Governor or Lieutenant Governor, or to any State or county party committee;
- E. Engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation;
- F. Fund contributions made by third parties, including consultants, attorneys, family members, and employees;
- G. Engage in any exchange of contributions to circumvent the intent of the Legislation; or
- H. Directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the Legislation.

## **2.7 POLITICAL CONTRIBUTION DISCLOSURE**

The contractor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to N.J.S.A. 19:44A-20.27 (P.L. 2005, c. 271, §3 as amended) if in a calendar year the contractor receives one (1) or more contracts valued at \$50,000.00 or more. It is the contractor's responsibility to determine if filing is necessary. Failure to file can result in the imposition of penalties by ELEC. Additional information about this requirement is available from ELEC by calling 1(888)313-3532 or on the internet at <http://www.elec.state.nj.us/>.

## **2.8 STANDARDS PROHIBITING CONFLICTS OF INTEREST**

The following prohibitions on contractor activities shall apply to all contracts or purchase agreements made with the State of New Jersey, pursuant to Executive Order No. 189 (1988).

No vendor shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b. and e., in the Department of the Treasury or any other agency with which such vendor transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i., of any such officer or employee, or partnership, firm or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13g;

The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any State vendor shall be reported in writing forthwith by the vendor to the New Jersey Office of the Attorney General and the Executive Commission on Ethical Standards, now known as the State Ethics Commission;

No vendor may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such vendor to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he/she is employed or associated or in which he/she has an interest within the meaning of N.J.S.A. 52:13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, now known as the State Ethics Commission, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest;

No vendor shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee;

No vendor shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his/her official position to secure unwarranted privileges or advantages for the vendor or any other person; and

The provisions cited above in paragraphs 2.8a through 2.8e shall not be construed to prohibit a State officer or employee or Special State officer or employee from receiving gifts from or contracting with vendors under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards, now known as the State Ethics Commission may promulgate under paragraph 3c of Executive Order No. 189.

## **2.9 NOTICE TO ALL CONTRACTORS SET-OFF FOR STATE TAX NOTICE**

Pursuant to N.J.S.A. 54:49-19, effective January 1, 1996, and notwithstanding any provision of the law to the contrary, whenever any taxpayer, partnership or S corporation under contract to provide goods or services or construction projects to the State of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods or services at the same time a taxpayer, partner or shareholder of that entity is indebted for any State tax, the Director of the Division of Taxation shall seek to set off that taxpayer's or shareholder's share of the payment due the taxpayer, partnership, or S corporation. The amount set off shall not allow for the deduction of any expenses or other deductions which might be attributable to the taxpayer, partner or shareholder subject to set-off under this act.

The Director of the Division of Taxation shall give notice to the set-off to the taxpayer and provide an opportunity for a hearing within 30 days of such notice under the procedures for protests established under R.S. 54:49-18. No requests for conference, protest, or subsequent appeal to the Tax Court from any protest under this section shall stay the collection of the indebtedness. Interest that may be payable by the State, pursuant to P.L. 1987, c.184 (c.52:32-32 et seq.), to the taxpayer shall be stayed.

## **2.10 COMPLIANCE - LAWS**

The contractor must comply with all local, State and Federal laws, rules and regulations applicable to this contract and to the goods delivered and/or services performed hereunder.

## **2.11 COMPLIANCE - STATE LAWS**

It is agreed and understood that any contracts and/or orders placed as a result of [this proposal] shall be governed and construed and the rights and obligations of the parties hereto shall be determined in accordance with the laws of the State of New Jersey.

## **2.12 WARRANTY OF NO SOLICITATION ON COMMISSION OR CONTINGENT FEE BASIS**

The contractor warrants that no person or selling agency has been employed or retained to solicit or secure the 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 the contractor for the purpose of securing business. If a breach or violation of this section occurs, the State shall have the right to terminate the contract without liability or in its discretion to deduct from the contract price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

### **3. STATE LAW REQUIRING MANDATORY COMPLIANCE BY CONTRACTORS UNDER CIRCUMSTANCES SET FORTH IN LAW OR BASED ON THE TYPE OF CONTRACT**

#### **3.1 COMPLIANCE - CODES**

The contractor must comply with NJUCC and the latest NEC70, B.O.C.A. Basic Building code, OSHA and all applicable codes for this requirement. The contractor shall be responsible for securing and paying all necessary permits, where applicable.

#### **3.2 PUBLIC WORKS CONTRACTOR REGISTRATION ACT**

The New Jersey Public Works Contractor Registration Act requires all contractors, subcontractors and lower tier subcontractor(s) who engage in any contract for public work as defined in N.J.S.A. 34:11-56.26 be first registered with the New Jersey Department of Labor and Workforce Development pursuant to N.J.S.A. 34:11-56.51. Any questions regarding the registration process should be directed to the Division of Wage and Hour Compliance at (609) 292-9464.

#### **3.3 PUBLIC WORKS CONTRACT - ADDITIONAL AFFIRMATIVE ACTION REQUIREMENTS**

N.J.S.A. 10:2-1 requires that during the performance of this contract, the contractor must agree as follows:

- 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/her behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or 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.

N.J.S.A. 10:5-33 and N.J.A.C. 17:27-3.5 require that during the performance of this contract, the contractor must agree as follows:

- A. The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment

advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause;

- B. 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;
- C. The contractor or subcontractor where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment, N.J.A.C. 17:27-3.7 requires all contractors and subcontractors, if any, to further agree as follows:
  - 1. 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;
  - 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;
  - 3. 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; and
  - 4. 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.

### **3.4 BUILDING SERVICE**

Pursuant to N.J.S.A. 34:11-56.58 et seq., in any contract for building services, as defined in N.J.S.A. 34:11-56.59, the employees of the contractor or subcontractors shall be paid prevailing wage for building services rates, as defined in N.J.S.A. 34:11.56.59. The prevailing wage shall be adjusted annually during the term of the contract.

### **3.5 THE WORKER AND COMMUNITY RIGHT TO KNOW ACT**

The provisions of N.J.S.A. 34:5A-1 et seq. which require the labeling of all containers of hazardous substances are applicable to this contract. Therefore, all goods offered for purchase to the State must be labeled by the contractor in compliance with the provisions of the statute.

### **3.6 SERVICE PERFORMANCE WITHIN U.S.**

Under N.J.S.A. 52:34-13.2, all contracts primarily for services awarded by the Director shall be performed within the United States, except when the Director certifies in writing a finding that a

required service cannot be provided by a contractor or subcontractor within the United States and the certification is approved by the State Treasurer.

A shift to performance of services outside the United States during the term of the contract shall be deemed a breach of contract. If, during the term of the contract, the contractor or subcontractor, proceeds to shift the performance of any of the services outside the United States, the contractor shall be deemed to be in breach of its contract, which contract shall be subject to termination for cause pursuant to Section 5.7(b) (1) of the Standard Terms and Conditions, unless previously approved by the Director and the Treasurer.

### **3.7 BUY AMERICAN**

Pursuant to N.J.S.A. 52:32-1, if manufactured items or farm products will be provided under this contract to be used in a public work, they shall be manufactured or produced in the United States and the contractor shall be required to so certify.

### **3.8 DIANE B. ALLEN EQUAL PAY ACT**

Pursuant to N.J.S.A. 34:11-56.14, a contractor performing “qualifying services” or “public work” to the State or any agency or instrumentality of the State shall provide the Commissioner of Labor and Workforce Development a report regarding the compensation and hours worked by employees categorized by gender, race, ethnicity, and job category. For more information and report templates see <https://nj.gov/labor/equalpay/equalpay.html>.

## **4. INDEMNIFICATION AND INSURANCE**

### **4.1 INDEMNIFICATION**

The contractor’s liability to the State and its employees in third party suits shall be as follows:

- A. Indemnification for Third Party Claims - The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the State of New Jersey and its employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract, including liability of any nature or kind for or on account of the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of this contract;
- B. The contractor’s indemnification and liability under subsection (a) is not limited by, but is in addition to the insurance obligations contained in Section 4.2 of these Terms and Conditions; and
- C. In the event of a patent and copyright claim or suit, the contractor, at its option, may: (1) procure for the State of New Jersey the legal right to continue the use of the product; (2) replace or modify the product to provide a non-infringing product that is the functional equivalent; or (3) refund the purchase price less a reasonable allowance for use that is agreed to by both parties.

### **4.2 INSURANCE**

The contractor shall secure and maintain in force for the term of the contract insurance as provided herein. All required insurance shall be provided by insurance companies with an A-VIII or better rating by A.M. Best & Company. All policies must be endorsed to provide 30 days’ written notice of cancellation or material change to the State of New Jersey at the address shown below. If the contractor’s insurer cannot provide 30 days written notice, then it will become the obligation of the contractor to provide the same. The contractor shall provide the State with current certificates of insurance for all coverages and renewals thereof. Renewal certificates shall be provided within 30 days of the expiration of the insurance. The contractor shall not begin to provide services or goods to the State until evidence of the required insurance is provided. The certificates of insurance shall indicate the contract number or purchase order number and title of the contract in the Description



of Operations box and shall list the State of New Jersey, Department of the Treasury, Division of Purchase & Property, Contract Compliance & Audit Unit, P.O. Box 236, Trenton, New Jersey 08625 in the Certificate Holder box. The certificates and any notice of cancelation shall be emailed to the State at:

[ccau.certificate@treas.nj.gov](mailto:ccau.certificate@treas.nj.gov)

The insurance to be provided by the contractor shall be as follows:

- A. Occurrence Form Commercial General Liability Insurance or its equivalent: The minimum limit of liability shall be \$1,000,000 per occurrence as a combined single limit for bodily injury and property damage. The above required Commercial General Liability Insurance policy or its equivalent shall name the State, its officers, and employees as "Additional Insureds" and include the blanket additional insured endorsement or its equivalent. The coverage to be provided under these policies shall be at least as broad as that provided by the standard basic Commercial General Liability Insurance occurrence coverage forms or its equivalent currently in use in the State of New Jersey, which shall not be circumscribed by any endorsement limiting the breadth of coverage;
- B. Automobile Liability Insurance which shall be written to cover any automobile used by the insured. Limits of liability for bodily injury and property damage shall not be less than \$1,000,000 per occurrence as a combined single limit. The State must be named as an "Additional Insured" and a blanket additional insured endorsement or its equivalent must be provided when the services being procured involve vehicle use on the State's behalf or on State controlled property;
- C. Worker's Compensation Insurance applicable to the laws of the State of New Jersey and Employers Liability Insurance with limits not less than:
  - 1. \$1,000,000 BODILY INJURY, EACH OCCURRENCE;
  - 2. \$1,000,000 DISEASE EACH EMPLOYEE; and
  - 3. \$1,000,000 DISEASE AGGREGATE LIMIT.
  - A. This \$1,000,000 amount may have been raised by the RFP when deemed necessary by the Director; and
  - B. In the case of a contract entered into pursuant to N.J.S.A. 52:32-17 et seq., (small business set asides) the minimum amount of insurance coverage in subsections a., b., and c. above may have been lowered in the RFP for certain commodities when deemed in the best interests of the State by the Director.

## **5. TERMS GOVERNING ALL CONTRACTS**

### **5.1 CONTRACTOR IS INDEPENDENT CONTRACTOR**

The contractor's status shall be that of any independent contractor and not as an employee of the State.

### **5.2 CONTRACT AMOUNT**

The estimated amount of the contract(s), when stated on the RFP form, shall not be construed as either the maximum or minimum amount which the State shall be obliged to order as the result of the RFP or any contract entered into as a result of the RFP.

### **5.3 CONTRACT TERM AND EXTENSION OPTION**

If, in the opinion of the Director, it is in the best interest of the State to extend a contract, the contractor shall be so notified of the Director's Intent at least 30 days prior to the expiration date of the existing contract. The contractor shall have 15 calendar days to respond to the Director's request to extend the term and period of performance of the contract. If the contractor agrees to the

extension, all terms and conditions of the original contract shall apply unless more favorable terms for the State have been negotiated.

#### **5.4 STATE'S OPTION TO REDUCE SCOPE OF WORK**

The State has the option, in its sole discretion, to reduce the scope of work for any deliverable, task or subtask called for under this contract. In such an event, the Director shall provide to the contractor advance written notice of the change in scope of work and what the Director believes should be the corresponding adjusted contract price. Within five (5) business days of receipt of such written notice, if either is applicable:

- A. If the contractor does not agree with the Director's proposed adjusted contract price, the contractor shall submit to the Director any additional information that the contractor believes impacts the adjusted contract price with a request that the Director reconsider the proposed adjusted contract price. The parties shall negotiate the adjusted contract price. If the parties are unable to agree on an adjusted contract price, the Director shall make a prompt decision taking all such information into account, and shall notify the contractor of the final adjusted contract price; and
- B. If the contractor has undertaken any work effort toward a deliverable, task or subtask that is being changed or eliminated such that it would not be compensated under the adjusted contract, the contractor shall be compensated for such work effort according to the applicable portions of its price schedule and the contractor shall submit to the Director an itemization of the work effort already completed by deliverable, task or subtask within the scope of work, and any additional information the Director may request. The Director shall make a prompt decision taking all such information into account, and shall notify the contractor of the compensation to be paid for such work effort.

#### **5.5 CHANGE IN LAW**

If, after award, a change in applicable law or regulation occurs which affects the Contract, the parties may amend the Contract, including pricing, in order to provide equitable relief for the party disadvantaged by the change in law. The parties shall negotiate in good faith, however if agreement is not possible after reasonable efforts, the Director shall make a prompt decision as to an equitable adjustment, taking all relevant information into account, and shall notify the Vendor {Contractor} of the final adjusted contract price.

#### **5.6 SUSPENSION OF WORK**

The State may, for valid reason, issue a stop order directing the contractor to suspend work under the contract for a specific time. The contractor shall be paid for goods ordered, goods delivered, or services requested and performed until the effective date of the stop order. The contractor shall resume work upon the date specified in the stop order, or upon such other date as the State Contract Manager may thereafter direct in writing. The period of suspension shall be deemed added to the contractor's approved schedule of performance. The Director shall make an equitable adjustment, if any is required, to the contract price. The contractor shall provide whatever information that Director may require related to the equitable adjustment.

#### **5.7 TERMINATION OF CONTRACT**

- A. For Convenience:  
Notwithstanding any provision or language in this contract to the contrary, the Director may terminate this contract at any time, in whole or in part, for the convenience of the State, upon no less than 30 days written notice to the contractor;
- B. For Cause:
  - 1. Where a contractor fails to perform or comply with a contract or a portion thereof, and/or fails to comply with the complaints procedure in N.J.A.C. 17:12-4.2 et seq., the Director

may terminate the contract, in whole or in part, upon ten (10) days' notice to the contractor with an opportunity to respond; and

2. Where in the reasonable opinion of the Director, a contractor continues to perform a contract poorly as demonstrated by e.g., formal complaints, late delivery, poor performance of service, short-shipping, so that the Director is required to use the complaints procedure in N.J.A.C. 17:12-4.2 et seq., and there has been a failure on the part of the contractor to make progress towards ameliorating the issue(s) or problem(s) set forth in the complaint, the Director may terminate the contract, in whole or in part, upon ten (10) days' notice to the contractor with an opportunity to respond.
- C. In cases of emergency the Director may shorten the time periods of notification and may dispense with an opportunity to respond; and
- D. In the event of termination under this section, the contractor shall be compensated for work performed in accordance with the contract, up to the date of termination. Such compensation may be subject to adjustments.

#### **5.8 SUBCONTRACTING OR ASSIGNMENT**

- A. Subcontracting: The contractor may not subcontract other than as identified in the contractor's proposal without the prior written consent of the Director. Such consent, if granted in part, shall not relieve the contractor of any of his/her responsibilities under the contract, nor shall it create privity of contract between the State and any subcontractor. If the contractor uses a subcontractor to fulfill any of its obligations, the contractor shall be responsible for the subcontractor's: (a) performance; (b) compliance with all of the terms and conditions of the contract; and (c) compliance with the requirements of all applicable laws; and
- B. Assignment: The contractor may not assign its responsibilities under the contract, in whole or in part, without the prior written consent of the Director.

#### **5.9 NO CONTRACTUAL RELATIONSHIP BETWEEN SUBCONTRACTORS AND STATE**

Nothing contained in any of the contract documents, including the RFP and vendor's bid or proposal shall be construed as creating any contractual relationship between any subcontractor and the State.

#### **5.10 MERGERS, ACQUISITIONS**

If, during the term of this contract, the contractor shall merge with or be acquired by another firm, the contractor shall give notice to the Director as soon as practicable and in no event longer than 30 days after said merger or acquisition. The contractor shall provide such documents as may be requested by the Director, which may include but need not be limited to the following: corporate resolutions prepared by the awarded contractor and new entity ratifying acceptance of the original contract, terms, conditions and prices; updated information including ownership disclosure and Federal Employer Identification Number. The documents must be submitted within 30 days of the request. Failure to do so may result in termination of the contract for cause.

If, at any time during the term of the contract, the contractor's partnership, limited liability company, limited liability partnership, professional corporation, or corporation shall dissolve, the Director must be so notified. All responsible parties of the dissolved business entity must submit to the Director in writing, the names of the parties proposed to perform the contract, and the names of the parties to whom payment should be made. No payment shall be made until all parties to the dissolved business entity submit the required documents to the Director.

#### **5.11 PERFORMANCE GUARANTEE OF CONTRACTOR**

The contractor hereby certifies that:

- a. The equipment offered is standard new equipment, and is the manufacturer's latest model in production, with parts regularly used for the type of equipment offered; that such parts are all in production and not likely to be discontinued; and that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice;
- b. All equipment supplied to the State and operated by electrical current is UL listed where applicable;
- c. All new machines are to be guaranteed as fully operational for the period stated in the contract from time of written acceptance by the State. The contractor shall render prompt service without charge, regardless of geographic location;
- d. Sufficient quantities of parts necessary for proper service to equipment shall be maintained at distribution points and service headquarters;
- e. Trained mechanics are regularly employed to make necessary repairs to equipment in the territory from which the service request might emanate within a 48-hour period or within the time accepted as industry practice;
- f. During the warranty period the contractor shall replace immediately any material which is rejected for failure to meet the requirements of the contract; and
- g. All services rendered to the State shall be performed in strict and full accordance with the specifications stated in the contract. The contract shall not be considered complete until final approval by the State's using agency is rendered.

#### **5.12 DELIVERY REQUIREMENTS**

- A. Deliveries shall be made at such time and in such quantities as ordered in strict accordance with conditions contained in the contract;
- B. The contractor shall be responsible for the delivery of material in first class condition to the State's using agency or the purchaser under this contract and in accordance with good commercial practice;
- C. Items delivered must be strictly in accordance with the contract; and
- D. In the event delivery of goods or services is not made within the number of days stipulated or under the schedule defined in the contract, the using agency shall be authorized to obtain the material or service from any available source, the difference in price, if any, to be paid by the contractor.

#### **5.13 APPLICABLE LAW AND JURISDICTION**

This contract and any and all litigation arising therefrom or related thereto shall be governed by the applicable laws, regulations and rules of evidence of the State of New Jersey without reference to conflict of laws principles and shall be filed in the appropriate Division of the New Jersey Superior Court.

#### **5.14 CONTRACT AMENDMENT**

Except as provided herein, the contract may only be amended by written agreement of the State and the contractor.

### **5.15 MAINTENANCE OF RECORDS**

The contractor shall maintain records for products and/or services delivered against the contract for a period of five (5) years from the date of final payment unless a longer period is required by law. Such records shall be made available to the State, including the Comptroller, for audit and review.

### **5.16 ASSIGNMENT OF ANTITRUST CLAIM(S)**

The contractor recognizes that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the ultimate purchaser. Therefore, and as consideration for executing this contract, the contractor, acting herein by and through its duly authorized agent, hereby conveys, sells, assigns, and transfers to the State of New Jersey, for itself and on behalf of its political subdivisions and public agencies, all right, title and interest to all claims and causes of action it may now or hereafter acquire under the antitrust laws of the United States or the State of New Jersey, relating to the particular goods and services purchased or acquired by the State of New Jersey or any of its political subdivisions or public agencies pursuant to this contract.

In connection with this assignment, the following are the express obligations of the contractor:

- A. It shall take no action that will in any way diminish the value of the rights conveyed or assigned hereunder;
- B. It shall advise the Attorney General of New Jersey:
  - 1. In advance of its intention to commence any action on its own behalf regarding any such claim or cause(s) of action; and
  - 2. Immediately upon becoming aware of the fact that an action has been commenced on its behalf by some other person(s) of the pendency of such action.
- C. It shall notify the defendants in any antitrust suit of the within assignment at the earliest practicable opportunity after the contractor has initiated an action on its own behalf or becomes aware that such an action has been filed on its behalf by another person. A copy of such notice shall be sent to the Attorney General of New Jersey; and
- D. It is understood and agreed that in the event any payment under any such claim or cause of action is made to the contractor, it shall promptly pay over to the State of New Jersey the allotted share thereof, if any, assigned to the State hereunder.

## **6. TERMS RELATING TO PRICE AND PAYMENT**

### **6.1 PRICE FLUCTUATION DURING CONTRACT**

Unless otherwise agreed to in writing by the State, all prices quoted shall be firm through issuance of contract or purchase order and shall not be subject to increase during the period of the contract. In the event of a manufacturer's or contractor's price decrease during the contract period, the State shall receive the full benefit of such price reduction on any undelivered purchase order and on any subsequent order placed during the contract period. The Director must be notified, in writing, of any price reduction within five (5) days of the effective date.

Failure to report price reductions may result in cancellation of contract for cause, pursuant to provision 5.7(b)1.

In an exceptional situation the State may consider a price adjustment. Requests for price adjustments must include justification and documentation.

### **6.2 TAX CHARGES**

The State of New Jersey is exempt from State sales or use taxes and Federal excise taxes. Therefore, price quotations must not include such taxes. The State's Federal Excise Tax Exemption number is 22-75-0050K.

### **6.3 PAYMENT TO VENDORS**

- a. The using agency(ies) is (are) authorized to order and the contractor is authorized to ship only those items covered by the contract resulting from the RFP. If a review of orders placed by the using agency(ies) reveals that goods and/or services other than that covered by the contract have been ordered and delivered, such delivery shall be a violation of the terms of the contract and may be considered by the Director as a basis to terminate the contract and/or not award the contractor a subsequent contract. The Director may take such steps as are necessary to have the items returned by the agency, regardless of the time between the date of delivery and discovery of the violation. In such event, the contractor shall reimburse the State the full purchase price;
- b. The contractor must submit invoices to the using agency with supporting documentation evidencing that work or goods for which payment is sought has been satisfactorily completed or delivered. For commodity contracts, the invoice, together with the original Bill of Lading, express receipt and other related papers must be sent to the State Contract Manager or using agency on the date of each delivery. For contracts featuring services, invoices must reference the tasks or subtasks detailed in the Scope of Work section of the RFP and must be in strict accordance with the firm, fixed prices submitted for each task or subtask on the RFP pricing sheets. When applicable, invoices should reference the appropriate RFP price sheet line number from the contractor's bid proposal. All invoices must be approved by the State Contract Manager or using agency before payment will be authorized;
- c. In all time and materials contracts, the State Contract Manager or designee shall monitor and approve the hours of work and the work accomplished by contractor and shall document both the work and the approval. Payment shall not be made without such documentation. A form of timekeeping record that should be adapted as appropriate for the Scope of Work being performed can be found at [www.nj.gov/treasury/purchase/forms/Vendor\\_Timesheet.xls](http://www.nj.gov/treasury/purchase/forms/Vendor_Timesheet.xls); and
- d. The contractor shall provide, on a monthly and cumulative basis, a breakdown in accordance with the budget submitted, of all monies paid to any small business, minority or woman-owned subcontractor(s). This breakdown shall be sent to the Chief of Operations, Division of Revenue, P.O. Box 628, Trenton, NJ 08646.

### **6.4 OPTIONAL PAYMENT METHOD: P-CARD**

The State offers contractors the opportunity to be paid through the MasterCard procurement card (p-card). A contractor's acceptance and a State agency's use of the p-card are optional. P-card transactions do not require the submission of a contractor invoice; purchasing transactions using the p-card will usually result in payment to a contractor in three (3) days. A contractor should take note that there will be a transaction-processing fee for each p-card transaction. To participate, a contractor must be capable of accepting the MasterCard. Additional information can be obtained from banks or merchant service companies.

### **6.5 NEW JERSEY PROMPT PAYMENT ACT**

The New Jersey Prompt Payment Act, N.J.S.A. 52:32-32 et seq., requires state agencies to pay for goods and services within 60 days of the agency's receipt of a properly executed State Payment Voucher or within 60 days of receipt and acceptance of goods and services, whichever is later. Properly executed performance security, when required, must be received by the State prior to processing any payments for goods and services accepted by state agencies. Interest will be paid on delinquent accounts at a rate established by the State Treasurer. Interest shall not be paid until it exceeds \$5.00 per properly executed invoice.

Cash discounts and other payment terms included as part of the original agreement are not affected by the Prompt Payment Act.

## **6.6 AVAILABILITY OF FUNDS**

The State's obligation to make payment under this contract is contingent upon the availability of appropriated funds and receipt of revenues from which payment for contract purposes can be made. No legal liability on the part of the State for payment of any money shall arise unless and until funds are appropriated each fiscal year to the using agency by the State Legislature and made available through receipt of revenue.

## **7. TERMS RELATING TO ALL CONTRACTS FUNDED, IN WHOLE OR IN PART, BY FEDERAL FUNDS**

The provisions set forth in this Section 7 of the Standard Terms and Conditions apply to all contracts funded, in whole or in part, by Federal funds as required by 2 CFR 200.317.

### **7.1 PROCUREMENT OF RECOVERED MATERIALS**

To the extent that the scope of work or specifications in the contract requires the contractor to provide any of the following items, this Section 7.1 of the Standard Terms and Conditions modifies the terms of the scope of work or specification.

Pursuant to 2 CFR 200.322, the contractor must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$ 10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$ 10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

- A. Designated items are those set forth in 40 CFR 247 subpart B, as may be amended from time to time, including:
  - 1. Paper and paper products listed in 40 C.F.R. 247.10;
  - 2. Certain vehicular products as listed in 40 CFR 247.11;
  - 3. Certain construction products listed in 40 C.F.R. 247.12;
  - 4. Certain transportation products listed in 40 C.F.R. 247.13;
  - 5. Certain park and recreation products, 40 C.F.R. 247.14;
  - 6. Certain landscaping products listed in 40 C.F.R. 247.15;
  - 7. Certain non-paper office products listed in 40 C.F.R. 247.16; and
  - 8. Other miscellaneous products listed in 40 C.F.R. 247.17.
- B. As defined in 40 CFR 247.3, "recovered material" means:
  - 1. waste materials and byproducts which have been recovered or diverted from solid waste, but such term does not include those materials and byproducts generated from, and commonly reused within, an original manufacturing process; and
  - 2. for purposes of purchasing paper and paper products, means waste material and byproducts that have been recovered or diverted from solid waste, but such term does not include those materials and byproducts generated from, and commonly reused within, an original manufacturing process. In the case of paper and paper products, the term recovered materials includes:
    - a. Postconsumer materials such as --
      - i. Paper, paperboard, and fibrous wastes from retail stores, office buildings, homes, and so forth, after they have passed through their end-usage as a consumer item, including: used corrugated boxes; old newspapers; old magazines; mixed waste paper; tabulating cards; and used cordage; and
      - ii. All paper, paperboard, and fibrous wastes that enter and are collected from municipal solid waste, and
    - b. Manufacturing, forest residues, and other wastes such as --

- i. Dry paper and paperboard waste generated after completion of the papermaking process (that is, those manufacturing operations up to and including the cutting and trimming of the paper machine reel in smaller rolls of rough sheets) including: envelope cuttings, bindery trimmings, and other paper and paperboard waste, resulting from printing, cutting, forming, and other converting operations; bag, box, and carton manufacturing wastes; and butt rolls, mill wrappers, and rejected unused stock; and
  - ii. Finished paper and paperboard from obsolete inventories of paper and paperboard manufacturers, merchants, wholesalers, dealers, printers, converters, or others;
  - iii. Fibrous byproducts of harvesting, manufacturing, extractive, or wood-cutting processes, flax, straw, linters, bagasse, slash, and other forest residues;
  - iv. Wastes generated by the conversion of goods made from fibrous material (that is, waste rope from cordage manufacture, textile mill waste, and cuttings); and
  - v. Fibers recovered from waste water which otherwise would enter the waste stream.
- C. For contracts in an amount greater than \$ 100,000, at the beginning of each contract year, contractor shall provide the State estimates of the total percentage of recovered material utilized in the performance of its contract for each of the categories listed in subsection (A). For all contracts subject to this Section 7.1 of the Standard Terms and Conditions, at the conclusion of each contract year, contractor shall certify to the State the minimum recovered material content actually utilized in the prior contract year.

## **7.2 EQUAL EMPLOYMENT OPPORTUNITY**

Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

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

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:  
  - Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor 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 race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about,



discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

- (4) The contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

### **7.3 DAVIS-BACON ACT, 40 U.S.C. 3141-3148, AS AMENDED**

When required by Federal program legislation, all prime construction contracts in excess of \$ 2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

### **7.4 CONTRACT WORK HOURS AND SAFETY STANDARDS ACT, 40 U.S.C. 3701-3708**

Where applicable, all contracts awarded by the non-Federal entity in excess of \$ 100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

### **7.5 RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT**

If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit

Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

**7.6 CLEAN AIR ACT, 42 U.S.C. 7401-7671Q, AND THE FEDERAL WATER POLLUTION CONTROL ACT, 33 U.S.C. 1251-1387, AS AMENDED**

Contracts and subgrants of amounts in excess of \$ 150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**7.7 DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689)**

A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

**7.8 BYRD ANTI-LOBBYING AMENDMENT, 31 U.S.C. 1352**

Contractors that apply or bid for an award exceeding \$ 100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

## 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 et seq.

### GOODS, GENERAL SERVICE AND PROFESSIONAL SERVICES 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; or

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

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase and 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 and Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **N.J.A.C. 17:27-1 et seq.**

## EXHIBIT B

### MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127)

N.J.S.A. 10:5-39 et seq. (P.L. 1983, c. 197)

N.J.A.C. 17:27-1.1 et seq.

### CONSTRUCTION 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, up grading, 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.

N.J.S.A. 10:5-39 et seq. requires contractors, subcontractors, and permitted assignees performing construction, alteration, or repair of any building or public work in excess of \$250,000 to guarantee equal employment opportunity to veterans.

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 or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

When hiring or scheduling workers in each construction trade, the contractor or subcontractor agrees to make good faith efforts to employ minority and women workers in each construction trade consistent with the targeted employment goal prescribed by N.J.A.C. 17:27-7.2; provided, however, that the Dept. of LWD, Construction EEO Monitoring Program may, in its discretion, exempt a contractor or subcontractor from compliance with the good faith procedures prescribed by the following provisions, A, B and C, as long as the Dept. of LWD, Construction EEO Monitoring Program is satisfied that the contractor or subcontractor is employing workers provided by a union which provides evidence, in accordance with standards prescribed by the Dept. of LWD, Construction EEO Monitoring Program, that its percentage of active "card carrying" members who are minority and women workers is equal to or greater than the targeted employment goal established in accordance with N.J.A.C. 17:27-7.2. The contractor or subcontractor agrees that a good faith effort shall include compliance with the following procedures:

- (A) If the contractor or subcontractor has a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor shall, within three business days of the contract award, seek assurances from the union that it will cooperate with the contractor or subcontractor as it fulfills its affirmative action obligations under this contract and in accordance with the rules promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as supplemented and amended from time to time and the Americans with Disabilities Act. If the contractor or subcontractor is unable to obtain said assurances from the construction trade union at least five business days prior to the commencement of construction work, the contractor or subcontractor agrees to afford equal employment opportunities minority and women workers directly, consistent with this chapter. If the contractor's or subcontractor's prior experience with a construction trade union, regardless of whether the union has provided said assurances, indicates a significant possibility that the trade union will not refer sufficient minority and women workers consistent with affording equal employment opportunities as specified in this chapter, the contractor or subcontractor agrees to be prepared to provide such opportunities to minority and women workers directly, consistent with this chapter, by complying with the hiring or scheduling procedures prescribed under (B) below; and the contractor or subcontractor further agrees to take said action immediately if it determines that the union is not referring minority and women workers consistent with the equal employment opportunity goals set forth in this chapter.
- (B) If good faith efforts to meet targeted employment goals have not or cannot be met for each construction trade by adhering to the procedures of (A) above, or if the contractor does not have a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor agrees to take the following actions:
- (1) To notify the public agency compliance officer, the Dept. of LWD, Construction EEO Monitoring Program, and minority and women referral organizations listed by the Division pursuant to N.J.A.C. 17:27-5.3, of its workforce needs, and request referral of minority and women workers;
  - (2) To notify any minority and women workers who have been listed with it as awaiting available vacancies;
  - (3) Prior to commencement of work, to request that the local construction trade union refer minority and women workers to fill job openings, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade;
  - (4) To leave standing requests for additional referral to minority and women workers with the local construction trade union, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, the State Training and Employment Service and other approved referral sources in the area;
  - (5) If it is necessary to lay off some of the workers in a given trade on the construction site, layoffs shall be conducted in compliance with the equal employment opportunity and non-discrimination standards set forth in this regulation, as well as with applicable Federal and State court decisions;
  - (6) To adhere to the following procedure when minority and women workers apply or are referred to the contractor or subcontractor:
    - (i) The contractor or subcontractor shall interview the referred minority or women worker.
    - (ii) If said individuals have never previously received any document or certification signifying a level of qualification lower than that required in order to perform the work of the construction trade, the contractor or subcontractor shall in good faith

determine the qualifications of such individuals. The contractor or subcontractor shall hire or schedule those individuals who satisfy appropriate qualification standards in conformity with the equal employment opportunity and non-discrimination principles set forth in this chapter. However, a contractor or subcontractor shall determine that the individual at least possesses the requisite skills, and experience recognized by a union, apprentice program or a referral agency, provided the referral agency is acceptable to the Dept. of LWD, Construction EEO Monitoring Program. If necessary, the contractor or subcontractor shall hire or schedule minority and women workers who qualify as trainees pursuant to these rules. All of the requirements, however, are limited by the provisions of (C) below.

(iii) The name of any interested women or minority individual shall be maintained on a waiting list, and shall be considered for employment as described in (i) above, whenever vacancies occur. At the request of the Dept. of LWD, Construction EEO Monitoring Program, the contractor or subcontractor shall provide evidence of its good faith efforts to employ women and minorities from the list to fill vacancies.

(iv) If, for any reason, said contractor or subcontractor determines that a minority individual or a woman is not qualified or if the individual qualifies as an advanced trainee or apprentice, the contractor or subcontractor shall inform the individual in writing of the reasons for the determination, maintain a copy of the determination in its files, and send a copy to the public agency compliance officer and to the Dept. of LWD, Construction EEO Monitoring Program.

(7) To keep a complete and accurate record of all requests made for the referral of workers in any trade covered by the contract, on forms made available by the Dept. of LWD, Construction EEO Monitoring Program and submitted promptly to the Dept. of LWD, Construction EEO Monitoring Program upon request.

(C) The contractor or subcontractor agrees that nothing contained in (B) above shall preclude the contractor or subcontractor from complying with the union hiring hall or apprenticeship policies in any applicable collective bargaining agreement or union hiring hall arrangement, and, where required by custom or agreement, it shall send journeymen and trainees to the union for referral, or to the apprenticeship program for admission, pursuant to such agreement or arrangement. However, where the practices of a union or apprenticeship program will result in the exclusion of minorities and women or the failure to refer minorities and women consistent with the targeted county employment goal, the contractor or subcontractor shall consider for employment persons referred pursuant to (B) above without regard to such agreement or arrangement; provided further, however, that the contractor or subcontractor shall not be required to employ women and minority advanced trainees and trainees in numbers which result in the employment of advanced trainees and trainees as a percentage of the total workforce for the construction trade, which percentage significantly exceeds the apprentice to journey worker ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also, the contractor or subcontractor agrees that, in implementing the procedures of (B) above, it shall, where applicable, employ minority and women workers residing within the geographical jurisdiction of the union.

After notification of award, but prior to signing a construction contract, the contractor shall submit to the public agency compliance officer and the Dept. of LWD, Construction EEO Monitoring Program an initial project workforce report (Form AA-201) electronically provided to the public agency by the Dept. of LWD, Construction EEO Monitoring Program, through its website, for distribution to and completion by the contractor, in accordance with N.J.A.C. 17:27-7.



The contractor also agrees to submit a copy of the Monthly Project Workforce Report once a month thereafter for the duration of this contract to the Dept. of LWD, Construction EEO Monitoring Program and to the public agency compliance officer.

The contractor agrees to cooperate with the public agency in the payment of budgeted funds, as is necessary, for on the job and/or off the job programs for outreach and training of minorities and women.

- (D) The contractor and its subcontractors shall furnish such reports or other documents to the Dept. of LWD, Construction EEO Monitoring Program as may be requested by the Dept. of LWD, Construction EEO Monitoring Program 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 Dept. of LWD, Construction EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

## EXECUTIVE ORDER NO. 151 REQUIREMENTS

It is the policy of the Division of Purchase and Property that its contracts should create a workforce that reflects the diversity of the State of New Jersey. Therefore, contractors engaged by the Division of Purchase and Property to perform under a construction contract shall put forth a good faith effort to engage in recruitment and employment practices that further the goal of fostering equal opportunities to minorities and women.

The contractor must demonstrate to the Division of Purchase and Property's satisfaction that a good faith effort was made to ensure that minorities and women have been afforded equal opportunity to gain employment under the Division of Purchase and Property's contract with the contractor. Payment may be withheld from a contractor's contract for failure to comply with these provisions.

Evidence of a "good faith effort" includes, but is not limited to:

1. The Contractor shall recruit prospective employees through the State Job bank website, managed by the Department of Labor and Workforce Development, available online at <http://NJ.gov>/<http://NJ.gov/JobCentralNJ>;
2. The Contractor shall keep specific records of its efforts, including records of all individuals interviewed and hired, including the specific numbers of minorities and women;
3. The Contractor shall actively solicit and shall provide the Division of Purchase and Property with proof of solicitations for employment, including but not limited to advertisements in general circulation media, professional service publications and electronic media; and
4. The Contractor shall provide evidence of efforts described at 2 above to the Division of Purchase and Property no less frequently than once every 12 months.
5. The Contractor shall comply with the requirements set forth at N.J.A.C. 17:27.

This language is in addition to and does not replace good faith efforts requirements for construction contracts required by N.J.A.C. 17:27-3.6, 3.7 and 3.8, also known as Exhibit B.

**State of New Jersey Standard Terms and Conditions**

(Rev: 10/21/19)

**I HEREBY ACCEPT THE TERMS AND CONDITIONS OF  
THIS CONTRACT**



\_\_\_\_\_  
Signature

\_\_\_\_\_  
6/26/20

Date

\_\_\_\_\_  
William S. Mosakowski, President and CEO

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Public Consulting Group, Inc.

\_\_\_\_\_  
Print Name of Contractor

**WAIVERED CONTRACTS SUPPLEMENT TO THE  
STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS**  
(Rev. 6/14/2018)

- A. WAIVERED CONTRACTS SUPPLEMENT TO THE STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS** - This Supplement to the State of New Jersey Standard Terms and Conditions ("Supplement") shall apply to all contracts or purchase agreements made with the State of New Jersey ("State") under N.J.S.A. 52:34-9 or -10 ("Waivered Contracts"). The terms in this Supplement modify the terms of the New Jersey Division of Purchase and Property's Standard Terms and Conditions as may be updated from time to time ("Standard Terms and Conditions"). The combined terms of the Standard Terms and Conditions and this Supplement, in addition to the terms and conditions set forth in the Request for Proposal, Request for Quotation, and/or other agency request ("Solicitation"), if applicable, shall prevail over any conflicts set forth in or incorporated by reference into a contractor's proposal submitted in response to a Solicitation including any standard license, service or other agreement ("Contractor Standard Form Agreement").

The "Contract" shall consist of this Supplement, the Standard Terms and Conditions, the Solicitation, and the proposal submitted by the contractor.

The Standard Terms and Conditions are hereby incorporated by reference. Section numbering of the changes and additions enumerated below continue the number scheme of the Standard Terms and Conditions.

- B. CHANGES/ADDITIONS TO THE STANDARD TERMS AND CONDITIONS FOR ALL GOODS, SERVICES, AND INFORMATION TECHNOLOGY WAIVERED CONTRACTS:**

**2.13 OWNERSHIP DISCLOSURE**

Pursuant to N.J.S.A. 52:25-24.2, in the event the contractor is a corporation, partnership or limited liability company, the contractor must complete an Ownership Disclosure Form.

A current completed Ownership Disclosure Form must be received prior to or accompany the submitted proposal. A contractor's failure to submit the completed and signed form with its proposal will result in the rejection of the proposal as non-responsive and preclude the award of a Contract to said contractor unless the Division has on file a signed and accurate Ownership Disclosure Form dated and received no more than six (6) months prior to the receipt of the proposal. If any ownership change has occurred within the last six (6) months, a new Ownership Disclosure Form must be completed, signed and submitted with the proposal.

In the alternative, to comply with this section, a contractor with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest. N.J.S.A. 52:25-24.2.

**2.14 PROHIBITED INVESTMENT IN IRAN**

Pursuant to N.J.S.A. 52:32-58, the contractor must utilize this Disclosure of Investment Activities in Iran form to certify that neither the contractor, nor one (1) 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 contractor, nor one (1) 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 contractor is unable to so certify, the contractor shall provide a detailed and precise description of such activities as directed on the form.

**WAIVERED CONTRACTS SUPPLEMENT TO THE  
STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS**  
(Rev. 6/14/2018)

**2.15 STATE'S RIGHT TO INSPECT CONTRACTOR'S FACILITIES**

The State reserves the right to inspect the contractor's establishment before making an award, for the purposes of ascertaining whether the contractor has the necessary facilities for performing the Contract.

The State may also consult with clients of the contractor to assist the State in making a contract award that is most advantageous to the State.

**2.16 STATE'S RIGHT TO REQUEST FURTHER INFORMATION**

The Director reserves the right to request all information which may assist him or her in making a contract award, including factors necessary to evaluate the contractor's financial capabilities to perform the Contract. Further, the Director reserves the right to request a contractor to explain, in detail, how the proposal price was determined.

**2.17 DELIVERY TIME AND COSTS**

Unless otherwise noted elsewhere in the Solicitation, all delivery times are 30 calendar days after receipt of order (ARO) and prices for items in proposals shall be submitted Freight On Board (F.O.B.) Destination (30 calendar days ARO/F.O.B.). The contractor shall assume all costs, liability and responsibility for the delivery of merchandise in good condition to the State's Using Agency or designated purchaser. Thirty calendar days ARO/F.O.B. does not cover "spotting" but does include delivery on the receiving platform of the Using Agency at any destination in the State of New Jersey unless otherwise specified.

No additional charges will be allowed for any additional transportation costs resulting from partial shipments made at the contractor's convenience when a single shipment is ordered.

The weights and measures of the State's Using Agency receiving the shipment shall govern.

**2.18 COLLECT ON DELIVERY (C.O.D) TERMS**

C.O.D. terms will not be accepted.

**2.19 CASH DISCOUNTS**

The contractor is encouraged to offer cash discounts based on expedited payment by the State. The State will make efforts to take advantage of discounts.

Should the contractor choose to offer cash discounts the following shall apply:

- A. Discount periods shall be calculated starting from the next business day after the Using Agency has accepted the goods or services, received a properly signed and executed invoice and, when required, a properly executed performance security, whichever is latest; and
- B. The date on the check issued by the State in payment of that invoice shall be deemed the date of the State's response to that invoice.

**2.20 CLAIMS AND REMEDIES**

- A. All claims asserted against the State by the contractor shall be subject to the New Jersey Tort Claims Act, N.J.S.A. 59:1-1, et seq., and/or the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq.

**WAIVERED CONTRACTS SUPPLEMENT TO THE  
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- B. Nothing in this Contract shall be construed to be a waiver by the State of any warranty, expressed or implied, of any remedy at law or equity, except as specifically and expressly stated in a writing executed by the Director.
- C. In the event that the contractor fails to comply with any material Contract requirements, the Director may take steps to terminate this Contract in accordance with the Standard Terms and Conditions, authorize the delivery of contract items by any available means, with the difference between the price paid and the defaulting contractor's price either being deducted from any monies due the defaulting contractor or being an obligation owed the State by the defaulting contractor, as provided for in the State administrative code, or take any other action or seek any other remedies available at law or in equity.

**2.21 NEWS RELEASES & ADVERTISING**

- A. The contractor is not permitted to issue news releases pertaining to any aspect of the services being provided under this Contract without the prior written consent of the Director.
- B. The contractor shall not use the State's name, logos, images, or any data or results arising from this Contract as a part of any commercial advertising without first obtaining the prior written consent of the Director.

**2.22 ORGAN DONATION**

As required by N.J.S.A. 52:32-33.1, the State encourages the contractor to disseminate information relative to organ donation and to notify its employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees should be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. 1320b-8 to serve in this State.

**3.8 PERFORMANCE SECURITY**

If performance security is required, such security must be submitted with the bid in the amount listed in the Solicitation. N.J.A.C. 17:12-2.5. Acceptable forms of performance security are as follows:

- 1. A properly executed individual or annual performance bond issued by an insurance or security company authorized to do business in the State of New Jersey,
- 2. A certified or cashier's check drawn to the order of "Treasurer, State of New Jersey," or
- 3. An irrevocable letter of credit issued by a federally insured financial institution and naming "Treasurer, State of New Jersey," as beneficiary.

The Performance Security must be submitted to the State within 30 days of the effective date of the Contract award and cover the period of the Contract and any extensions thereof. Failure to submit performance security may result in cancellation of the Contract for cause and nonpayment for work performed.

Although the performance bond is required for the full term of the Contract, the Director recognizes that the industry practice of sureties is to issue a one (1) year performance bond for goods and services contracts. Thus, the contractor is permitted to submit a one (1) year performance bond for the amount required under the Contract and, on each succeeding anniversary date of the Contract, provide a continuation or renewal certificate to evidence that the bond is in effect for the next year of the Contract. This procedure will remain in place for each year of the Contract thereafter until the termination of the Contract. Failure to provide such proof on the anniversary date of the Contract shall result in suspension of the Contract, and possibly, termination of the Contract.

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For performance bonds based on a percentage of the total estimated Contract price. On each anniversary of the effective date of the Contract, the amount of the required performance bond, unless otherwise noted, is calculated by applying the established RFQ performance bond percentage to the outstanding balance of the estimated amount of the Contract price to be paid to the contractor.

In the event that the Contract price is increased by a Contract Amendment, the contractor may be required to provide, within 30 calendar days of the effective date of the Contract Amendment, performance bond coverage for the increase in Contract price. The required increase in the performance bond amount is calculated by applying the established bond percentage set forth above to the increase in Contract price. Failure to provide such proof to the Director of this required coverage may result in the suspension of payment to the contractor until such time the contractor complies with this requirement.

**3.9 RETAINAGE**

If retainage is required on the Contract as stated in the Solicitation, the state and/or agency will retain the stated percentage or retainage from each invoice. Payment of retainage will be authorized after satisfactory completion and submission of all services, deliverables or work products by the contractor and acceptance by the agency of all services, deliverables or work products required by the Contract.

For ongoing contracts, the agency will retain the stated percentage of each invoice submitted. At the end of the three (3) month period after payment of each invoice, the agency will review the contractor's performance and if performance has been satisfactory, the agency will release the retainage for the preceding three (3) month period. Following the expiration of the Contract, retained fees will be released to the contractor after certification by the agency's project manager, if any, that all services have been satisfactorily performed.

**3.10 SUBCONTRACTOR UTILIZATION PLAN**

A contractor that will subcontract any of the work or services to be provided under the Contract shall submit to the agency along with its proposal a Subcontractor Utilization Plan located at the following webpage: <http://www.state.nj.us/treasury/purchase/forms/subcontracting.pdf>. See also Section 5.8 of the Standard Terms and Conditions.

**5.17 CONFIDENTIALITY**

- a. The State's obligation to maintain the confidentiality of the contractor's confidential information provided to the State under the Contract 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. By virtue of the Contract, the parties may have access to information that is confidential to one another. The parties agree to disclose only information that is required for the performance of their obligations under the Contract. The 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. The State's Confidential Information shall consist of all information or data in any form whatsoever supplied by the State, any information or data gathered by the contractor in fulfillment of the Contract and any analysis thereof (whether in fulfillment of the Contract or not).
- d. A party's Confidential Information shall not include information that: (a) is or becomes a part of the public domain through no act or omission of the other party, except that if the information is personally identifying to a person or entity regardless of whether it has become part of the public

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domain through other means, the other party must maintain full efforts under the Contract to keep it confidential; (b) was in the other party's lawful possession prior to the disclosure and had not been obtained by the other party either directly or indirectly from the disclosing party; (c) is lawfully disclosed to the other party by a third party without restriction on the disclosure; or (d) is independently developed by the other party.

- e. The parties agree to hold each other's Confidential Information in confidence, using at least the same degree of care in doing so that it uses to protect its own confidential information.
- f. In the event that the State receives a request for Contractor Confidential Information related to the Contract pursuant to a court order, subpoena, lawful document request or other operation of law, the State agrees, if permitted by law, to provide the contractor with as much notice, in writing, as is reasonably practicable and the State's intended response to such request. The contractor shall take any action it deems appropriate to protect its documents and/or information.
- g. In addition, in the event the contractor receives a request for State Confidential Information pursuant to a court order, subpoena, or other operation of law, the contractor shall, if permitted by law, provide the State with as much notice, in writing, as is reasonably practicable and the 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.
- h. Notwithstanding the requirements of nondisclosure described in this Section 5.17, 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, (iii) in the case of the State, if the State determines the documents or information are subject to disclosure and the contractor does not exercise its rights as described in subsection (f), or if the contractor is unsuccessful in defending its rights as described in subsection (f), or (iv) in the case of the contractor, if the contractor determines the documents or information are subject to disclosure and the State does not exercise its rights as described in subsection (g), or if the State is unsuccessful in defending its rights as described in subsection (g).

**C. CHANGES/ADDITIONS TO THE STANDARD TERMS AND CONDITIONS APPLICABLE TO  
SERVICES AND INFORMATION TECHNOLOGY WAIVERED CONTRACTS:**

**4.2 INSURANCE**

The following paragraph D is added to section 4.2 of the Standard Terms and Conditions:

- D. Professional Liability Insurance: When it is common to the contractor's profession to do so, the contractor shall carry Errors and Omissions, Professional Liability Insurance and/or Professional Liability Malpractice Insurance sufficient to protect the contractor from any liability arising out the professional obligations performed pursuant to the requirements of the Contract. The insurance shall be in the amount of not less than \$5,000,000 and in such policy forms as shall be approved by the State. If the contractor has claims-made coverage and subsequently changes carriers during the term of the Contract, it shall obtain from its new Errors and Omissions, Professional Liability Insurance and/or Professional Malpractice Insurance carrier an endorsement for retroactive coverage.

**5.18 OWNERSHIP**

Capitalized terms used but not defined are defined in Subsection D of this Supplement, below.

- a. Contractor Intellectual Property; COTS and Customized Software – The contractor retains ownership of all Contractor Intellectual Property, and any modifications thereto and derivatives thereof, that the contractor supplies to the State pursuant to the Contract. The contractor grants the State a non-exclusive, perpetual royalty-free license to use Contractor Intellectual Property delivered to the State for the purposes contemplated by the Contract.



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- b. Third Party Intellectual Property – Unless otherwise specified in the Solicitation that the State, on its own, will acquire and obtain a license to Third Party Intellectual Property, the contractor shall secure on the State's behalf, in the name of the State and subject to the State's approval, a license to Third Party Intellectual Property sufficient to fulfill the business objectives, requirements and specifications identified in the Contract at no additional cost to the State beyond that in the bid price. Under no circumstances will the State accept a license for Third Party Intellectual Property that contains terms and conditions that conflict with the terms and conditions of the Contract. If the contractor uses Third Party Intellectual Property, the contractor must indemnify the State for infringement claims with respect to the Third Party Intellectual Property. The contractor agrees that its use of Third Party Intellectual Property shall be consistent with the license for the Third Party Intellectual Property, whether supplied by the contractor, secured by the State as required by the Solicitation, or otherwise supplied by the State.
- c. Work Product; Custom Software – The State owns all Custom Software which shall be considered "work made for hire", i.e., the State, not the contractor, subcontractor, or third party, shall have full and complete ownership of all such Custom Software. To the extent that any Custom Software may not, by operation of the law, be a "work made for hire" in accordance with the terms of the Contract, contractor, subcontractor, or third party hereby assigns to the State, or the contractor shall cause to be assigned to the State, all right, title and interest in and to any such Custom Software and any copyright thereof, and the State shall have the right to obtain and hold in its own name any copyrights, registrations and any other proprietary rights that may be available.
- d. Work Product; Services – The State owns all Deliverables developed for the State in the course of providing Services under the Contract, including but not limited to, all data, technical information, materials gathered, originated, developed, prepared, used or obtained in the performance of the Contract, including but not limited to all reports, surveys, plans, charts, literature, brochures, mailings, recordings (video and/or audio), pictures, drawings, analyses, graphic representations, print-outs, notes and memoranda, written procedures and documents, regardless of the state of completion, which are prepared for or are a result of the Services required under the Contract.
- e. State Intellectual Property – Data and Background Information. The State owns all State Intellectual Property and State data and background information provided to the contractor pursuant to the Contract. The State's data and background information shall include, without limitation, all data, technical information, and materials provided to the contractor by the State to facilitate performance of the Contract, including but not limited to all reports, plans, charts, literature, brochures, mailings, recordings (video and/or audio), pictures, drawings, analyses, graphic representations, software computer programs and accompanying documentation and print-outs, notes and memoranda, written procedures and documents. The items described in the preceding sentence shall be delivered or returned to the State of New Jersey upon thirty (30) days' notice by the State or thirty (30) days after the expiration or termination of the Contract. Only to fulfill the purposes of the Contract does the State grant the contractor a non-exclusive, royalty-free, world-wide license to use, copy, display, distribute, transmit and prepare derivative works of State Intellectual Property and State data and background information. Notwithstanding anything to the contrary contained in the Terms and Conditions or this Supplement, no part of the State's data will be disclosed, sold, assigned, leased or otherwise disposed of to any person or entity other than the State unless specifically directed to do so in writing by the Contract Manager. The State's license to the contractor is limited by the term of the Contract and the confidentiality obligations set forth in Section 5.17 of this Supplement.
- f. No Rights – Except as expressly set forth in the Contract, nothing in the Contract shall be construed as granting to or conferring upon the contractor any right, title, or interest in State Intellectual Property or any intellectual property that is now owned or licensed to or subsequently owned by or licensed by the State. Except as expressly set forth in the Contract, nothing in the Contract shall be construed as granting to or conferring upon the State any right, title, or interest in any Contractor Intellectual Property that is now owned or subsequently owned by the contractor. Except as expressly set forth in the Contract, nothing in the Contract shall be construed as granting to or conferring upon the State any right, title, or interest in any Third Party Intellectual Property that is now owned or subsequently owned by a Third Party.

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**D. CHANGES/ADDITIONS TO THE STANDARD TERMS AND CONDITIONS FOR ALL INFORMATION  
TECHNOLOGY WAIVERED CONTRACTS:**

**1.2 DEFINITIONS**

The following definitions shall apply to information technology contracts:

- i. The term "Acceptance" means the written confirmation by an Agency that the contractor has completed a Deliverable according to the specified requirements.
- ii. The term "Contractor Intellectual Property" means any intellectual property that is owned by the contractor and contained in or necessary for the use of the Deliverables or which the contractor makes available for the State to use as part of the work under the Contract. Contractor Intellectual Property includes COTS or Customized Software owned by the contractor, the contractor's technical documentation, and derivative works and compilations of any Contractor Intellectual Property.
- iii. The term Commercial Off the Shelf Software ("COTS") means Software provided by the contractor that is intended for general use.
- iv. The term "Custom Software" means Software and Work Product that is developed by the contractor at the request of the Agency to meet the specific requirements of the Agency and is intended for its use.
- v. The term "Customized Software" means COTS that is adapted by the contractor to meet specific requirements of the Agency that differ from the standard requirements of the base product.
- vi. The term "Deliverable" means the goods, products, Services and Work Product that the contractor is required to deliver to the State under the Contract;
- vii. The terms "goods" and "products" shall be deemed to include, without limitation, Software and Hardware.
- viii. The term "Hardware" shall be deemed to include computer equipment and any Software provided with the Hardware that is necessary for the Hardware to operate.
- ix. The term "Information Technology Contract" shall mean, notwithstanding any definition in New Jersey Statutes, a Contract for one or more of the following: Hardware, Software, Services, telecommunication goods and services, and all related goods.
- x. The terms "Services" shall be deemed to include, without limitation (i) Information Technology ("IT") professional services; (ii) Software and Hardware-related services, including without limitation, installation, configuration, and training and (iii) Software and Hardware maintenance and support and/or Software and Hardware technical support services.
- xi. The term "Software" means, without limitation, computer programs, source codes, routines, or subroutines supplied by the contractor, including operating software, programming aids, application programs, application programming interfaces and software products, and includes COTS, Customized Software and Custom Software, unless the context indicates otherwise.
- xii. The term "State Intellectual Property" means any intellectual property that is owned by the State. State Intellectual Property includes any derivative works and compilations of any State Intellectual Property.
- xiii. The term "Third Party Intellectual Property" means any intellectual property owned by parties other than the State or the contractor and contained in or necessary for the use of the Deliverables. Third Party Intellectual Property includes COTS owned by Third Parties, and derivative works and compilations of any Third Party Intellectual Property.
- xiv. The term "Work Product" means every invention, modification, discovery, design, development, customization, configuration, improvement, process, Software program, work of authorship, documentation, formula, datum, technique, know how, secret, or intellectual property right whatsoever or any interest therein (whether patentable or not patentable or registerable under copyright or similar statutes or subject to analogous protection) that is specifically made, conceived, discovered, or reduced to practice by the contractor or the contractor's subcontractors or a third party engaged by the contractor or its subcontractor pursuant to the Contract. Notwithstanding anything to the contrary in the preceding sentence, Work Product does not include State Intellectual Property, Contractor Intellectual Property or Third Party Intellectual Property.

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**2.10 COMPLIANCE - LAWS**

The following is added to section 2.10 of the Standard Terms and Conditions:

**COMPLIANCE – DATA AND PRIVACY LAWS** – The contractor must comply with all State and Federal data and privacy laws, rules and regulations applicable to both the contractor and the State under the Contract.

**4.1 INDEMNIFICATION**

Section 4.1 of the Standard Terms and Conditions is deleted in its entirety and replaced with the following:

**INDEMNIFICATION AND LIMITATION OF LIABILITY:**

1. INDEMNIFICATION - The contractor's liability to the State and its employees in third party suits shall be as follows:
  - a) The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the State and its officers, agents, servants and employees, from and against any and all third party claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith:
    - i. For or on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or products supplied under the Contract or the order; and
    - ii. For or on account of the use of any patent, copyright, trademark, trade secret or other proprietary right of any copyrighted or uncopied composition, secret process, patented or unpatented invention, article or appliance ("Intellectual Property Rights") furnished or used in the performance of the Contract; and
    - iii. The contractor's indemnification and liability under subsection (a) is not limited by, but is in addition to the insurance obligations contained in these Standard Terms and Conditions.
  - b) In the event of a claim or suit involving third-party Intellectual Property Rights, the contractor, at its option, may: (1) procure for the State the legal right to continue the use of the product; (2) replace or modify the product to provide a non-infringing product that is the functional equivalent; or (3) refund the purchase price less a reasonable allowance for use that is agreed to by both parties. The State will (1) promptly notify the contractor in writing of the claim or suit; (2) the contractor shall have control of the defense and settlement of any claim that is subject to subsection (a); provided, however, that the State must approve any settlement of the alleged claim, which approval shall not be unreasonably withheld. The State may observe the proceedings relating to the alleged claim and confer with the contractor at its expense. Furthermore, neither the contractor nor any attorney engaged by the contractor shall defend the claim in the name of the State of New Jersey or any Agency, nor purport to act as legal representative of the State of New Jersey or any Agency, without having provided notice to the Director of the Division of Law in the Department of Law and Public Safety and to the Director of DPP. The State of New Jersey may, at its election and expense, assume its own defense and settlement.
  - c) Notwithstanding the foregoing, the contractor has no obligation or liability for any claim or suit concerning third-party Intellectual Property Rights arising from: (1) the State's unauthorized combination, operation, or use of a product supplied under the Contract with any product, device, or Software not supplied by the contractor; (2) the State's unauthorized alteration or modification of any product supplied under the Contract; (3) the contractor's compliance with the State's designs, specifications, requests, or instructions, provided that if the State provides the contractor with such designs, specifications, requests, or instructions, the contractor reviews same and advises that such designs, specifications, requests or instructions present potential issues of patent or copyright infringement and the State nonetheless directs the contractor to proceed with one or more designs, specifications, requests or instructions that

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present potential issues of patent or copyright infringement; or (4) the State's failure to promptly implement a required update or modification to the product provided by the contractor.

- d) The contractor will be relieved of its responsibilities under subsection (a)(i) and (ii) for any claims made by an unaffiliated third party that arise solely from the actions or omissions of the State, its officers, employees or agents.
- e) This section states the entire obligation of the contractor and its suppliers, and the exclusive remedy of the State, in respect of any infringement or alleged infringement of any Intellectual Property Rights. This indemnity obligation and remedy are given to the State solely for its benefit and in lieu of, and the contractor disclaims, all warranties, conditions and other terms of non-infringement or title with respect to any product.
- f) The provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in the Contract, nor shall they be construed to relieve the contractor from any liability, nor preclude the State from taking any other actions available to it under any other provisions of the Contract or otherwise at law or equity.
- g) The contractor agrees that any approval by the State or Using Agency of the work performed and/or reports, plans or specifications provided by the contractor shall not operate to limit the obligations of the contractor assumed in the Contract.
- h) The State of New Jersey will not indemnify, defend or hold harmless the contractor. The State will not pay or reimburse for claims absent compliance with Section 4.1(2) of this Supplement and a determination by the State to pay the claim or a final order of a court of competent jurisdiction.

**2. STATE RESPONSIBILITIES**

Subject to the New Jersey Tort Claims Act (N.J.S.A. 59:1-1 et seq.), the New Jersey Contractual Liability Act (N.J.S.A. 59:13-1 et seq.) and the appropriation and availability of funds, the State will be responsible for any cost or damage arising out of actions or inactions of the State, its employees or agents under Section 4.1(1)(a)(i) and (ii) of this Supplement which results in an unaffiliated third party claim. This is the contractor's exclusive remedy for these claims.

**3. LIMITATION OF LIABILITY**

- a) The contractor's liability to the State for actual, direct damages resulting from the contractor's performance or non-performance of, or in any manner related to, the Contract for any and all claims, shall be limited in the aggregate to 200% of the fees paid to the contractor for the products or Services giving rise to such damages, except that such limitation of liability shall not apply to the following:
  - i. The contractor's indemnification obligations as described in Section 4.1(1) of this Supplement; and
  - ii. The contractor's breach of its obligations of confidentiality described in Section 5.17 of this Supplement; and
- b) The contractor shall not be liable for consequential or incidental damages.

**5.11 CONTRACTOR PERFORMANCE WARRANTIES**

Section 5.11 of the Standard Terms and Conditions is deleted in its entirety and replaced with the following:

**1. COTS and Customized Software**

- a. Unless the Contractor Standard Form Agreement provides greater coverage as determined by the State, in its sole discretion, the contractor warrants that COTS and Customized Software products licensed to the State shall operate in all material respects as described in the Solicitation and/or contractor technical documentation for ninety (90) days after Acceptance. The State shall

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notify the contractor of any COTS or Customized Software product deficiency within ninety (90) days after Acceptance. For a Contract requiring the delivery of COTS or Customized Software and Custom Software, a notice within one hundred eighty (180) days that describes a deficiency in functional terms without specifying whether the deficiency is with COTS, Customized Software or Custom Software shall be deemed a notice that triggers the warranty provisions in both Section 5.11(a) and 5.11(b) of this Supplement.

- b. Except for the portion of the contractor's COTS or Customized Software product that intentionally contains one or more of the following for the purpose of anti-virus protection, the contractor warrants that, at the time of delivery and installation of the COTS or Customized Software provided pursuant to the Contract, its product shall be free of what are commonly defined as viruses, backdoors, worms, spyware, malware and other malicious code that will hamper performance of the COTS or Customized Software, collect unlawful personally identifiable information on users, or prevent the COTS or Customized Software from performing as required under the Contract.
- c. In the event of any breach of this warranty, the contractor shall correct the product errors that caused the breach of warranty, or if the contractor cannot substantially correct such breach in a commercially reasonable manner, the State may end its usage and recover the fees paid to the contractor for the license and any unused, prepaid, technical support fees paid. Under no circumstances does this warranty provision limit the contractor's obligation in the event of a breach of confidentiality.
- d. The contractor does not warrant that COTS or Customized Software is error-free or that it will operate uninterrupted.

**2. Custom Software**

- a. Unless the Contractor Standard Form Agreement provides greater coverage, as determined by the State, in its sole discretion, the contractor warrants that Custom Software Deliverables shall operate in all material respects as described in the applicable specification documentation for one hundred and eighty (180) days after Acceptance. The State shall notify the contractor of any Custom Software deficiency within one hundred and eighty (180) days after Acceptance of the Custom Software Deliverable (the "Notice Period"). Where the contractor is providing multiple Custom Software Deliverables over the term of the Contract, the Notice Period shall begin to run after the Acceptance of the final Custom Software Deliverable under the Contract. At that time, the State may assert defect claims relating to any and all of the Custom Software Deliverables provided under the Contract; however, the State may also assert claims earlier, in its discretion, without waiving the Notice Period.
- b. For a Contract requiring the delivery of COTS or Customized Software and Custom Software, a notice within one hundred eighty (180) days that describes a deficiency in functional terms without specifying whether the deficiency is with COTS, Customized Software or Custom Software shall be deemed a notice that triggers the warranty provisions in both Section 5.11(a) and 5.11(b) of this Supplement.
- c. The contractor warrants that, at the time of Acceptance of the Custom Software Deliverable provided pursuant to the Contract, its product shall be free of what are commonly defined as viruses, backdoors, worms, spyware, malware and other malicious code that will hamper performance of the Custom Software, collect unlawful personally identifiable information on users, or prevent the Custom Software from performing as required under the Contract. Under no circumstances does this warranty provision limit the contractor's obligation in the event of a breach of confidentiality.
- d. In the event of any breach of this warranty, the contractor shall correct the Custom Software errors that caused the breach of warranty, or if the contractor cannot substantially correct such breach in a commercially reasonable manner, the State may recover a portion of the fees paid to the contractor for the Custom Software with the uncorrected defect or in the event that the Custom Software is still deemed, by the State in its sole discretion, to be usable by the State even with the uncorrected defect, the State may recover a portion of the fees paid to the

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contractor for the Custom Software (up to the total amount of such charges for such Custom Software) to reflect any reduction in the value of the Custom Software Deliverable as a result of the uncorrected defect. Under no circumstances does this warranty provision limit the contractor's obligations in the event of a breach of confidentiality.

- e. The contractor does not warrant that Custom Software is error-free or that it will operate uninterrupted.

**3. IT Services**

- a. Unless the Contractor Standard Form Agreement provides greater coverage, as determined by the State, in its sole discretion, the contractor warrants that all Services will be provided in a professional manner consistent with industry standards. The State shall notify the contractor of any Services warranty deficiencies within ninety (90) days from performance of the deficient Services.
- b. In the event of any breach of this warranty, the contractor shall re-perform the deficient Services, or if the contractor cannot substantially correct a breach in a commercially reasonable manner, the State may end the relevant Services and recover the fees paid to the contractor for the deficient Services.

**4. Hardware**

- a. Unless the Contractor Standard Form Agreement provides greater coverage, as determined by the State, in its sole discretion, the contractor warrants that the equipment offered is standard new equipment, and is the manufacturer's latest model in production, with parts regularly used for the type of equipment offered; that such parts are all in production and not likely to be discontinued; and that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.
- b. The contractor warrants that all equipment supplied to the State and operated by electrical current is UL listed where applicable.
- c. The contractor warrants that all new machines are to be guaranteed as fully operational for one (1) year from time of Acceptance by the State. For the avoidance of doubt, Acceptance with respect to Hardware in this subsection (d) shall occur no later than sixty (60) days after delivery, as evidenced by a signed delivery receipt. The contractor shall render prompt service without charge, regardless of geographic location.
- d. The contractor warrants that sufficient quantities of parts necessary for proper service to equipment shall be maintained at distribution points and service headquarters.
- e. The contractor warrants that trained mechanics are regularly employed to make necessary repairs to equipment in the territory from which the service request might emanate within a 48-hour period or within the time accepted as industry practice.
- f. The contractor warrants that all Software included with the Hardware shall perform substantially in accordance with specifications, for one (1) year from the time of Acceptance. The contractor warrants that Software media will be free from material defects in materials and workmanship for a period of one (1) year from the date of Acceptance.
- g. In the event of any breach of this warranty, the contractor shall promptly repair, replace or refund the purchase price of product rejected for failure to conform with the contractor's product specifications.

- 5. THE WARRANTIES SET FORTH HEREIN ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, AND THE CONTRACTOR EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE.**

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**5.19 AUDIT NOTICE AND DISPUTE RESOLUTION**

To the extent the contractor's proposal or Standard Form Agreement permits the contractor to conduct periodic audits of the State's usage of the Contractor Intellectual Property provided thereunder, such provision is amended to include the following audit notice and dispute resolution process:

- a. **AUDIT NOTICE** – Notwithstanding anything to the contrary in the contractor's proposal or Standard Form Agreement, in the event that the contractor seeks to exercise a right in its proposal or Standard Form Agreement to audit the State's use of Contractor Intellectual Property, the contractor shall deliver simultaneous written notice, no less than thirty days in advance of the audit start date (unless the contractor's notice provides a longer notice period), to the:
  - i. Director of the New Jersey Department of Treasury, Division of Purchase and Property:  
Procurement Bureau, Technology Unit  
P.O. Box 230  
Trenton, NJ 08625-0230
  - ii. Chief of Staff of the New Jersey Office of Information Technology:  
Office of the Chief Technology Officer  
300 Riverview Plaza  
Trenton, NJ 08625
  - iii. State Contract Manager.

The notice shall reference the specific audit provision(s) in the contractor's proposal or Standard Form Agreement being exercised and include copies of same, specify the means by which the contractor will conduct the audit, and shall require the audit to be conducted in accordance with generally accepted standards in the field of such audits.

- b. **AUDIT DISPUTE RESOLUTION** -- If the State, in good faith, provides the contractor with written notice of an alleged error in the amount of underpaid fees due the contractor as a result of an audit (the "dispute"), then the parties will endeavor to resolve the dispute in accordance with this paragraph. Each party will appoint a Vice President, Assistant Director, or the equivalent (hereinafter referred to as "Representative") to discuss the dispute and no formal proceedings for the judicial resolution of such dispute, except for the seeking of equitable relief or those required to avoid non-compliance with the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq., may begin until either such Representative concludes, after a good faith effort to resolve the dispute, that resolution through continued discussion is unlikely. In addition, the parties shall refrain from exercising any termination right related to the dispute being considered under this paragraph and shall continue to perform their respective obligations under the Contract while they endeavor to resolve the dispute under this paragraph.
- c. **STATE NOT LIABLE FOR AUDIT COSTS** -- Notwithstanding anything to the contrary in the contractor's proposal or Standard Form Agreement, the State will not reimburse the contractor for any costs related to an audit.
- d. **NO AUDIT RIGHT CREATED** -- In the event that the contractor's proposal or Standard Form Agreement does not permit audits of the State's usage of Contractor Intellectual Property, Section 5.19 of this Supplement shall not be interpreted to provide such an audit right.

**WAIVERED CONTRACTS SUPPLEMENT TO THE  
STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS**  
(Rev. 6/14/2018)

**I HEREBY ACCEPT THE TERMS AND CONDITIONS  
OF THIS CONTRACT**



\_\_\_\_\_  
Signature

June 26, 2020

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name of Contractor