



Request for Proposal (RFP)

Date:

JJC Bid #: 2021- HVACR Career Training – Mobile Training Lab and Equipment

For: Purchase of a 28-Foot Mobile Lab and installation of three sets of portable HVACR (Heating, Ventilation, Air Conditioning, and Refrigeration) training equipment at the New Jersey Training School, the Juvenile Medium Security Facility, and within the Mobile Training Lab.

Event	Date	Time
Questions and/or Request for Clarifications Due Date	8/30/21	5:00pm
Answers and/Clarifications will be posted on the JJC website	9/3/21	5:00pm
Mandatory Bidders Conference (Refer to <u>RFP Section VI</u>)	N/A	N/A
Bids Submission Date (Refer to RFP Section VIII)	9/16/21	2:00pm

Dates are subject to change. All changes will be reflected in Addenda to the RFP posted on the Juvenile Justice Commission website <https://www.njoag.gov/about/divisions-and-offices/juvenile-justice-commission-home/jjc-funding-opportunities/>.

RFP Issued By

State of New Jersey
Juvenile Justice Commission
PO Box 107
Trenton, New Jersey 08625-0307

TABLE OF CONTENTS

I.	Purpose and Intent	3
II.	Background.....	3
III.	Definitions.....	4
IV.	Scope of Work.....	4
V.	Mandatory Pre-Proposal Conference/Site Visit	8
VI.	Contract Term and Extension Option	8
VII.	Contract Transition	8
VIII.	Submission of Proposal.....	8
IX.	Forms, Registration and Certificates	9
X.	Questions and/or Request for Clarification	9
XI.	Additional Information.....	10
	1. Right to Waive	
	2. Clarification of Proposal and/or Oral Presentation	
	3. Contents of Proposal	
	4. Price Alternation in Hard Copy Proposals	
	5. Withdraw Bid/Proposals	
	6. Conflicts of Interest	
	7. Joint Venture	
	8. New Jersey Business Ethnic Guide	
	9. Non-Collusion	
	10. Disaster Plan	
	11. Compliance with Federal and State Laws and Regulations and Commission Policies Regarding Confidentiality, Informed Consent and PREA	
	12. Substitution or Addition of Subcontractor(s)	
	13. Precedence of Juvenile Justice Commission Standard Language Document	
	14. Contract Amendment	
	15. Contractor Responsibilities	

- 16. Ownership of Material
- 17. Data Confidentiality
- 18. Contractor's Confidential Information
- 19. Data Security Standards
- 20. News Releases
- 21. Advertising
- 22. Licenses and Permits
- 23. Claims
- 24. Remedies
- 25. Remedies for Failure to Comply with Material Contract Requirements
- 26. Late Delivery
- 27. Additional Work and/or Special Projects
- 28. Contract Activity Report
- 29. Availability of Funds

XII. Exhibits/Attachments 24

- 1. New Jersey Standard Terms and Conditions
- 2. Commission Standard Language Document
- 3. Agency Contract Proposal Annex A
- 4. Contract Information Summary Annex B

I. PURPOSE AND INTENT

This Request for Proposal (RFP) is issued by the New Jersey Juvenile Justice Commission (the Commission). The purpose of this RFP is to award a contract to a bidder for the purchase a 28-Foot Mobile Training Lab, three sets of HVACR (Heating, Ventilation, Air Conditioning, and Refrigeration) equipment (as described below in Section IV. (2) Training Lab Components Specification), and the installation of the HVACR equipment. The HVACR equipment will be installed at the following locations (The addresses of the NJTS and JMSF are included in Section IV. JJC Facilities below):

- 1) In the 28-foot Mobile Training Lab;
- 2) At the New Jersey Training School (NJTS); and
- 3) The Juvenile Medium Security Facility (JMSF).

The intent of this RFP is to award a contract to the responsible bidder(s) whose proposal, conforming to this RFP is most advantageous to the State, price and other factors considered. The State, however, reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the Director to be in the State's best interest. The State of NJ Standard Terms and Conditions will 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 this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

The **Standard Language Document** will apply to all contracts or purchase agreements, made with the Commission. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

II. BACKGROUND

The Juvenile Justice Commission (the Commission) is the single agency of State government with centralized authority for planning, policy development and provision of services in the juvenile justice system. The Commission's three primary responsibilities are the care, custody, and rehabilitation of juvenile offenders committed to the agency by the courts; the support of local efforts to provide services to at risk and court involved youth; and the supervision of youth on juvenile parole.

The Commission is implementing a Heating, Ventilation, Air Conditioning, & Refrigeration (HVACR) program that provides an opportunity for Commission residents, both high school students and post high school students, to earn an EPA 608 Certification and HVACR Technician Certification and to develop industry recognized HVACR skills. These skills and certifications will prepare youth to: 1) be competitive candidates for employment in the HVACR field; 2) create

entrepreneurial/self-employment opportunities for themselves in the HVACR field; and 3) pursue advanced training or a bachelor's degree in the HVACR field. In addition, it will provide residents with the hands-on training needed to be a competitive candidate for employment in the HVACR career field or to create entrepreneurial opportunities for themselves through self-employment in the HVACR career field.

III. DEFINITIONS

For the purposes of this RFP, the following definitions apply:

Bidder- the Individual or Agency submitting a proposal.

Contractor- the Individual or Agency with whom the State of New Jersey has selected to award a contract.

HVACR- Heating, Ventilation, Air Conditioning, and Refrigeration.

NJSTART- Department of Treasury's Procurement System and site for required registration by all vendors conducting business in the State of New Jersey.

Residents - youth residing in a State of New Jersey Juvenile Justice Commission program or facility.

IV. SCOPE OF WORK

The contractor shall provide one mobile training lab with the components outlined below and two portable training lab components also outlined below. Installation of one set of components into the mobile training lab with a locking system to keep components in place during transit. All components will have casters on bottom for easy mobility.

1. Mobile Trailer with the following specifications:

Frame

- Fully Undercoated Perimeter Frame
- All-Tube Walls and Ceiling
- Torsion Axles
- Ez Lube Hubs
- Electric Drum Brakes - All Axles
- Gel Cell Battery Breakaway Kit
- 2-5/16" Adjustable Coupler
- Safety Chains & Hooks
- 2 Speed Manual Jack
- 16" O/C Floor Crossmembers
- 16" O/C ROOF CROSSMEMBERS - 1"X 1.5"
- 16" O/C Wall Supports
- Smooth Alum. Radius Wheel Boxes

- Flat Front Design

Interior

- Advantech or equal Sub Floor with Atp Covering
- Advantech or equal Ramp with Atp Covering
- Advantech or equal Transition Flap with Atp Covering
- White Vinyl Walls with 1" E.P.S. (Styrofoam) Insulation
- 24" High Atp Runners on Both Side Walls
- E-Track Surface Mounted – Single Row – Drivers Side
- White Vinyl Ceiling With 1" E.P.S. (Styrofoam) Insulation
- (4) 5000# D-Rings
- Wire Grommets
- (1) Roof Vent
- Goodyear or equal Spare St235/80r16/Lre Radial Tire on Alcoa Aluminum Wheel
- Interior Wall Spare Tire Mount – Mounted in Gooseneck
- File Cabinet Located in Gooseneck
- Partition Wall - Wood-Framed – In Gooseneck
- 6' X 3' Concession Door with Gas Shocks & Prop Rods
- Ladder To Bunk Bolted to Wall
- (3) Incandescent Dome Lights With (2) Wall Switch – 12v
- (7) 48" Fluorescent Light Non-Recessed - 120v - 1-In Gooseneck, 6-In Belly
- Mount Fluorescent Light At 45 Degrees
- (2) 3-Way Wall Switches – 120v
- (1) Wall Switch for Light in Gooseneck – 120v
- (4) Interior 20 Amp Dedicated Recept - 120v
- (1) Interior 15 Amp Recept - 120v – In Gooseneck
- (1) Interior 30 Amp Recept - 220v – 1 In Front, 1 In Rear
- (1) Exterior 20 Amp Recept on GFCI Protected Circuit - 120v
- (1) 50 Amp Breaker Box - 50 Amps @ 240v; 100 Amps @ 120v
- (1) 55 Amp Converter with Battery Charger
- (1) 12v Deep Cycle (685 Ca, 550 Cca) Battery & Battery Box (Wired)
- (1) Fuse Panel for Battery
- (1) 13,500 Btu A/C (12" Overall Height)
- (1) Heat Strip For A/C
- (1) A/C Thermostat (Mounted to Wall)

Exterior

- 3" Upper Rub Rail Trim
- 3" Lower Rub Rail Trim
- .050 Aluminum Screwless Exterior
- Rivets On Seams
- Polished Front Verticals
- Polished Cast Aluminum Corners with Polished Front Verticals & Top Radius
- Polished Rear Header

- One-Piece Aluminum Roof
- Goodyear or equal St235/80r16lre Radial Tires
- St235/80r16/Lre nn Alcoa Aluminum Wheel W/Ss Lugnuts
- (2) Aluminum Flip-Down Steps
- (2) Fold Out Grab Handle with Grips
- (2) 36" Side Door - 405 Series
- Standard Flush Lock
- Rear Ramp Door
- Standard Hinge w/ Zerks
- 12' X 4' Concession Door with Gas Shocks
- Stainless Steel Rear Paddle Latches
- 7-Way Plug
- Atp Enclosed Front w/ (2) 36" X 24" Baggage Doors
- L.E.D. Clearance Lights
- (1 Pair) Side Mount Turn Signals - Incandescent
- (2) Sets Of L.E.D. Brake Lights
- Single Post 2 Speed Hydraulic Jack
- (1 Pair) Rear Scissor Jacks 5000# Capacity Each
- (1) Exterior Power Inlet (Motorbase)
- (1) 25' Shore Cord
- Custom Vinyl Graphics Package to Cover Front, Rear and Both

Generator

- Insulated Generator Compartment with Galvanized Liner
- 36" X 48" Side Hinged Generator Door - 405 Series
- 10.0 Kw Onan or equal Generator Pkg. - Quiet Diesel (120v/240v) – Remote Start
- Fuel Compartment with Lockable Cast Fuel Door
- 24-Gallon In-Frame Fuel Tank with Fuel Gauge and Electric Fuel Pump
- Heater For Diesel Fuel Tank
- 50 Amp Auto Transfer Switch

Heater

- (1) 35,000 Btu Ducted Lp Furnace
- (2) 20# Lp Tanks
- Lp Quick Disconnect
- Or
- (2) 5,120 Btu Electric Heater

Audio / Video Package

- Nec Vt440 Svga 1100 Lumen Data Video Projector
- Vmb-12 Ceiling Mounting Plate

- 1 ½” Mounting Pipe
- Projector Tray with Quick Release Clamp
- 20’ VGA Video Cable
- Custom Mounting Plate with 15 Pin Video and F Connector
- (2) Speakers
- 26” X 378” X ¼” Dalite Daplex Rear Screen
- (2) Video Communications Ports, 1 Front And 1 Rear

Water Supply and Drainage Package

- ¾” Copper Supply Line with Ball Valves Every 8’ – Drivers Side Wall
- ¾” Copper Drain Line with Ball Valves Every 8’ – Drivers Side Wall
- Both Lines Run Through the Gooseneck Wall for Outdoor Access

Installation of Components and Trailer Delivery

- One set of training components to include locking devices to secure in trailer during transit.
- Components for trailer and trailer to be delivered in one package to:
 - Johnstone Training Campus
279 4th Street
Bordentown, NJ 08505
- One set of components to be delivered to:
 - Johnstone Training Campus
279 4th Street
Bordentown, NJ 08505
- One set of components to be delivered to:
 - NJ Training School
1 North State Home Road
Monroe Township, NJ 08831

2. Training lab components specifications:

A bidder shall provide three sets of the components listed below. These components must include a minimum of one year labor and parts warranty. All three shall be portable and one of the three sets must be secured in the trailer for travel. It is expected that the other two sets of fully functioning components shall be delivered no later than December 1, 2021.

- Three Single Evaporator Training Kit
- Three Heat Pump Trainer Kit with Cabinet
- Three Electricity Trainer Kit
- Three Heath and Electrical Wiring Trainer
- Three Basic Electricity Relay Trainer
- Three Intermediate Electricity Training

- Three Refrigeration System Trainer R-123 w/digital instrument Package

Bidders should anticipate that failure to submit a proposal containing all elements specified in the RFP, will negatively affect the review of their proposal. Proposals that do not contain the mandatory requirements will not be evaluated.

PRICING: Bidders should bid an all-inclusive equipment cost and installation service fee.

JJC FACILITIES:

The two locations for the delivery of the non-mobile components are:

- NJ Training School
1 North State Home Road
Monroe Township, NJ 08831
- Juvenile Medium Security Facility
279 4th Street
Bordentown, NJ 08505

The location for delivery of the fully equipped mobile unit is:

- Johnstone Training Campus
279 4th Street
Bordentown, NJ 08505

V. MANDATORY PRE-PROPOSAL CONFERENCE / SITE VISIT

Site Visits are not mandatory but will be scheduled if requested by the bidder. A mandatory Pre-Proposal Conference is not applicable to this RFP.

VI. CONTRACT TERM AND EXTENSION PERIOD

The term of a contract shall be for a period one (1) year from award date of this RFP. All pricings will remain fixed during this contract period.

VII. CONTRACT TRANSITION

If a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the Contractor to continue the contract under the same terms and conditions until a new contract can be completely operational.

VIII. SUBMISSION OF PROPOSAL

The proposal shall include the attached Commission's Agency Contract Proposal Annex A form and must also include a narrative that is double-spaced using standard 12-point font with 1-inch margins and must not exceed three pages (not including required documents).

The narrative shall describe the Bidder's organization, personnel, and experience, including, but not limited to evidence of the Bidder's qualifications, and capabilities to perform the services required by this RFP. The Bidder must also show experience with contracts of similar size and scope.

Bidders should anticipate that failure to submit a bid containing all elements specified in the RFP, will negatively affect the review of their bid. Bids that do not contain the mandatory requirements will not be evaluated.

Bidders must submit all required documents described throughout the RFP to jjcrfp@jjc.nj.gov no later than **9/16/21** by **2:00 PM**. Please note that any proposals received after this date and time will be automatically rejected. You will receive an email verifying your bid has been received in the jjcrfp@jjc.nj.gov mailbox.

NOTE: The email of all proposal packages may only be 35 mb and must be labeled with the bid proposal number and the RFP submission deadline on the subject line of the email. If your file is too large you may submit multiple emails.

JJC Bid #: 2021 HVAC Career Training – Mobile Training Lab and Equipment

RFP Submission Deadline: 9/16/21 by 2:00 PM

Note: Bidders who are interested in finding out the results can contact Phil Saglembeni at philip.saglembeni@jjc.nj.gov or Roy Hambrecht at roy.hambrecht@jjc.nj.gov after 3:00pm on the Bid due date. Contact by the JJC will only be made with the winning bidder.

PRICING: Bidders should bid an all- inclusive equipment cost and installation service fee. Bidders shall submit a detailed description and price per program in their proposal utilizing the attached Commission's Contract Information Summary Annex B.

REVIEW: Proposals will be evaluated and ranked based upon price, experience, capability/capacity to provide services, and geographic location. Failure to submit a proposal containing all elements specified in the RFP will negatively affect the review of the proposal.

IX. FORMS, REGISTRATIONS, AND CERTIFICATIONS, if selected

All individuals and agencies contracting with the State of New Jersey are required to have a Business Registration Certificate completed, registered and certified pursuant to the State of New Jersey Division of Purchase & Property NJSTART Website and including the completion of the required Treasury form found on the site listed.

Please refer to the following site for registration and all required forms:

<https://www.njstart.gov/bsa/>

<https://www.state.nj.us/treasury/purchase/forms.shtml>

X. QUESTIONS AND/OR REQUESTS FOR CLARIFICATION

Questions and/or requests for clarification must be submitted to JJC.Contract@jjc.nj.gov no later than 8/30/21 by 5:00pm with the subject line 2021 HVAC Career Training – Mobile Training Lab and Equipment.

Revisions to the RFP

If it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP.

All RFP addenda will be issued on the Juvenile Justice Commission's website. To access the addenda, the vendor must select the RFP on the web page at (<https://www.njoag.gov/about/divisions-and-offices/juvenile-justice-commission-home/jjc-funding-opportunities/>).

There are no designated dates for release of addenda. Therefore, interested vendors should check the Commission's website daily from the time of the RFP issuance through the proposal submission deadline. It is the sole responsibility of the vendor to be knowledgeable of all addenda related to this procurement.

XI.ADDITIONAL INFORMATION

1. RIGHT TO WAIVE

The Commission reserves the right to waive minor irregularities. The Commission also reserves the right to waive a mandatory requirement provided that:

- (1) The requirement is not mandated by law;
- (2) All the otherwise responsive proposals failed to meet the mandatory requirement; and
- (3) In the sole discretion of the Commission, the failure to comply with the mandatory requirement does not materially affect the procurement or the State's interests associated with the procurement.

2. CLARIFICATION OF PROPOSAL AND/OR ORAL PRESENTATION

After the submission of proposals, unless requested by the State as noted below, contact with the State is still not permitted.

After the proposals are reviewed, one, some, or all of the Vendors may be asked to clarify certain aspects of their proposals. A request for clarification may be made to resolve minor ambiguities, irregularities, informalities or clerical errors. Clarifications cannot correct any deficiencies or material omissions or revise or modify a proposal, except to the extent that correction of apparent clerical mistakes results in a modification. In evaluating proposals, discrepancies between words and figures will be resolved in favor of words. Discrepancies between unit prices and totals of unit prices will be resolved in favor of unit prices. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated total of multiplied unit prices and units of work and the actual total will be resolved in favor of the actual total. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum of the column of figures. The Commission reserves the right to request a Vendor to explain, in detail, how the proposal price was determined

The Vendor may be required to give an oral presentation to the State concerning its proposal. Vendor may not attend the oral presentations of their competitors. It is within the State's discretion whether to require the Vendor to give an oral presentation or require the Vendor to submit written responses to questions regarding its proposal. Action by the State in this regard should not be construed to imply acceptance or rejection of a proposal. The Commission will be the sole point of contact regarding any request for an oral presentation or clarification.

3. CONTENTS OF PROPOSAL

Your proposal can be released to the public pursuant to the New Jersey Open Public Records Act (“OPRA”), N.J.S.A. 47:1A-1 to -13, or the common law right to know, notwithstanding any disclaimers to the contrary submitted by a bidder, except as may be exempted from public disclosure by OPRA and the common law.

A Bidder may designate specific information as not subject to disclosure pursuant to the exceptions to OPRA found at N.J.S.A. 47:1A-1.1, when the Bidder has a good faith legal and/or factual basis for such assertion. **The location in the proposal of any such designation should be clearly stated in a cover letter.** The Commission reserves the right to make the determination as to what is proprietary or confidential and will advise the Bidder accordingly. Any information deemed proprietary and/or confidential in your proposal by the Commission will be redacted by the Commission. The Commission will not honor any attempt by a Bidder to designate its entire proposal as proprietary, confidential and/or to claim copyright protection for its entire proposal. In the event of any challenge to the Bidder’s assertion of confidentiality with which the Commission does not concur, the Bidder shall be solely responsible for defending its designation.

4. PRICE ALTERATION IN HARD COPY PROPOSALS

Proposal prices must be typed. Any price change (including “white-outs”) must be initialed. Failure to initial price changes shall preclude a contract award from being made to the Bidder.

5. WITHDRAW BID/PROPOSAL

A Bidder may request that its proposal be withdrawn prior to the proposal submission deadline. Such request must be made, in writing, to the Commission. If the request is granted, the Bidder may submit a revised proposal as long as the proposal is received prior to the announced date and time for proposal submission and at the place specified.

6. CONFLICTS OF INTEREST

New Jersey Conflicts of Interest Law prohibits State officers or employees from acting in their official capacity in any matter wherein they have a direct or indirect personal financial interest which might reasonably be expected to impair their objectivity or independence of judgment.

7. JOINT VENTURE

If a joint venture is submitting a proposal, the agreement between the parties relating to such joint venture should be submitted with the joint venture’s proposal. Authorized signatories from each party comprising the joint venture must sign the proposal. A separate Ownership Disclosure Form, Disclosure of Investigations and Actions Involving Bidder form, and Affirmative Action Employee Information Report must be supplied for each

party to a joint venture. NOTE: Each party comprising the joint venture must also possess a valid Business Registration Certificate (“BRC”) issued by the Department of Treasury, Commission of Revenue prior to the award of a contract.

8. NEW JERSEY BUSINESS ETHICS GUIDE

The Treasurer has established a business ethics guide to be followed by State Contractors in their dealings with the State. The guide can be found at: <https://www.state.nj.us/treasury/purchase/pdf/BusinessEthicsGuide.pdf>.

9. NON-COLLUSION

By submitting a proposal, the Bidder certifies as follows:

- a) The price(s) and amount of its proposal have been arrived at independently and without consultation, communication or agreement with any other Contractor, Bidder, or potential Bidder.
- b) Neither the price(s) nor the amount of its proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a Bidder or potential Bidder, and they will not be disclosed before the proposal submission.
- c) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- d) The proposal of the firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- e) The Bidder, its affiliates, subsidiaries, officers, Executive Directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

10. DISASTER PLAN

The Contractor shall follow procedures developed by the Commission for evacuation in the event of a manmade or natural disaster, disturbance, or riot. The Contractor shall ensure that all its employees are familiar with the Commission’s evacuation procedure for each facility.

11. COMPLIANCE WITH FEDERAL AND STATE LAWS AND REGULATIONS AND COMMISSION POLICIES REGARDING CONFIDENTIALITY, INFORMED CONSENT AND PREA

The Contractor shall ensure specific compliance with all applicable State and Federal laws and regulations and Commission policies governing privacy, confidentiality, informed consent, PREA, and medical and legal access/disclosure including, but not limited to, N.J.S.A. 2A:4A-60, and the Health Insurance Portability and Accountability Act (HIPAA). This includes safeguarding the confidentiality of Resident information, and parent/guardian information as relevant, shared and otherwise obtained as a result of the awarding of the contract pursuant to this RFP.

All work products generated as a result of execution on contract activities are the property of the Commission. All reports, records, data, and information shall be maintained in accordance with applicable licensing laws and HIPAA.

12. SUBSTITUTION OR ADDITION OF SUBCONTRACTOR(S)

The Contractor shall forward a written request to substitute or add a Subcontractor or to substitute its own staff for a Subcontractor to the State Contract Manager for consideration. If the State Contract Manager approves the request, the State Contract Manager will forward the request to the Authorized member of the Commission staff for final approval. No substituted or additional Subcontractors are authorized to begin work until the Contractor has received written approval from the Commission and have cleared all required background checks. The qualifications and experience of the replacement(s) must equal or exceed those of similar personnel proposed by the Contractor in its proposal

13. PRECEDENCE OF JUVENILE JUSTICE COMMISSION STANDARD LANGUAGE DOCUMENT

The contract awarded as a result of this RFP shall consist of this RFP, New Jersey Standard Terms and Conditions (attached hereto as Exhibit/Attachments), addenda to this RFP, if any, the Juvenile Justice Commission Standard Language Document, the Bidder's proposal, any best and final offer, and the Division's Notice of Award (collectively, the "Contractual Documents").

In the event of a conflict in the terms and conditions among the documents comprising the Contractual Documents, the below order shall prevail for purposes of the interpretation thereof (listed from highest ranking to lowest ranking):

- 1) New Jersey Standard Terms and Conditions;

- 2) Juvenile Justice Commission Standard Language Document;
- 3) Addenda to the RFP, if any;
- 4) The RFP;
- 5) The bidder's proposal;
- 6) Any best and final offer;
- 7) The Division's Notice of Award.

For the avoidance of doubt, the New Jersey Standard Terms and Conditions shall prevail over any other terms not otherwise amended by written agreement signed by the parties.

14. CONTRACT AMENDMENT

Any changes or modifications to the terms of the contract shall be valid only when they have been reduced to writing and signed by the Contractor and the Executive Director of the Commission.

15. CONTRACTOR RESPONSIBILITIES

The Contractor shall have sole responsibility for the complete effort specified in the contract. Payment will be made only to the Contractor. The Contractor shall have sole responsibility for all payments due any Subcontractor.

The Contractor is responsible for the professional quality, technical accuracy and timely completion and submission of all deliverables, services or commodities required to be provided under the contract. The Contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The approval of deliverables furnished under this contract shall not in any way relieve the Contractor of responsibility for the technical adequacy of its work. The review, approval, acceptance or payment for any of the services shall not be construed as a waiver of any rights that the State may have arising out of the Contractor's performance of this contract.

16. OWNERSHIP OF MATERIAL

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, software computer programs and

accompanying documentation and 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 this contract shall be and remain the property of the State of New Jersey and shall be delivered to the State of New Jersey upon thirty (30) Days' notice by the State. With respect to software computer programs and/or source codes developed for the State, except those modifications or adaptations made to bidder or Contractor's Background IP as defined below, the work shall be considered "work for hire", i.e., the State, not the Contractor or Subcontractor, shall have full and complete ownership of all software computer programs and/or source codes developed. To the extent that any of such materials may not, by operation of the law, be a work made for hire in accordance with the terms of this contract, Contractor or Subcontractor hereby assigns to the State all right, title and interest in and to any such material, and the State shall have the right to obtain and hold in its own name and copyrights, registrations and any other proprietary rights that may be available.

Should the bidder anticipate bringing pre-existing intellectual property into the project, the Intellectual property must be identified in the proposal. Otherwise, the language in the first paragraph of this section prevails. If the bidder identifies such intellectual property ("Background IP") in its proposal, then the Background IP owned by the bidder on the date of the contract, as well as any modifications or adaptations thereto, remain the property of the bidder. Upon contract award, the bidder or Contractor shall grant the State a nonexclusive, perpetual royalty-free license to use any of the bidder/Contractor's Background IP delivered to the State for the purposes contemplated by the contract.

Auditing firm working papers remain the property of the auditing firm in accordance with standards issued by the American Institute of Certified Public Accountants (AICPA). While considered confidential information, the State recognizes that the firm may be requested to make certain working papers available to regulatory agencies pursuant to authority given by law or regulation. In such instances, access to the working papers may be provided to these agencies based upon AICPA standards and under supervision of the firm.

17. DATA CONFIDENTIALITY

All financial, statistical, personnel, customer and/or technical data supplied by the State to the Contractor are confidential (State Confidential Information). The Contractor must secure all data from manipulation, sabotage, theft, or breach of confidentiality. The Contractor is prohibited from releasing any financial, statistical, personnel, customer and/or technical data supplied by the State that is deemed confidential. Any other use, sale, or offering of this data in any form by the Contractor, or any individual or entity in the Contractor's charge or employ, will be considered a violation of this contract and may result

in contract termination and the Contractor's suspension or debarment from State contracting. In addition, such conduct may be reported to the State Attorney General for possible criminal prosecution.

The Contractor shall assume total financial liability incurred by the Contractor associated with any breach of confidentiality. When requested, the Contractor and all project staff including its Subcontractor(s) must complete and sign confidentiality and non-disclosure agreements provided by the State. The Contractor may be required to view yearly security awareness and confidentiality training modules provided by the State. Where required, it shall be the Contractor's responsibility to ensure that any new staff sign the confidentiality agreement and complete the security awareness and confidentiality training modules within one month of the employees' start date.

The State reserves the right to obtain, or require the Contractor to obtain, criminal history background checks from the New Jersey State Police for all Contractor and project staff (to protect the State of New Jersey from losses resulting from Contractor employee theft, fraud or dishonesty). If the State exercises this right, the results of the background check(s) must be made available to the State for consideration before the employee is assigned to work on the State's project. Prospective employees with positive criminal backgrounds for cyber-crimes will not be approved to work on State Projects.

18. CONTRACTOR'S CONFIDENTIAL INFORMATION

a. The obligations of the State under this provision are subject to the New Jersey Open Public Records Act ("OPRA"), N.J.S.A. 47:1A-1 et seq., the New Jersey common law right to know, and any other lawful document request or subpoena.

b. By virtue of this contract, the parties may have access to information that is confidential to one another. The parties agree to disclose to each other only information that is required for the performance of their obligations under this contract. 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 and anything identified in Contractor's proposal as Background IP ("Contractor Confidential Information"). Notwithstanding the previous sentence, the terms and pricing of this contract are subject to disclosure under OPRA, the common law right to know, and any other lawful document request or subpoena.

c. 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; (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.

d. The State agrees to hold Contractor's Confidential Information in confidence, using at least the same degree of care used to protect its own Confidential Information.

e. In the event that the State receives a request for Contractor Confidential Information related to this contract pursuant to a court order, subpoena, or other operation of law, the State agrees, if permitted by law, to provide Contractor with as much notice, in writing, as is reasonably practicable and the State's intended response. Contractor shall take any action it deems appropriate to protect its documents and/or information.

f. In addition, in the event Contractor receives a request for State Confidential Information pursuant to OPRA, a court order, subpoena, or other operation of law, Contractor shall, if permitted by law, immediately notify the State, in writing and provide the Contractor's intended response. The State shall take any action it deems appropriate to protect its documents and/or information.

g. Notwithstanding the requirements of nondisclosure described above, either party may release the other party's Confidential Information (i) if directed to do so by a court order (ii) in the case of the State, if the State determines the documents or information are subject to disclosure and Contractor does not exercise its rights as described in Section (e), or if Contractor is unsuccessful in defending its rights as described in Section (e), or (iii) in the case of Contractor, if Contractor determines the documents or information are subject to disclosure and the State does not exercise its rights described in Section (f), or if the State is unsuccessful in defending its rights as described in Section (f).

19. DATA SECURITY STANDARDS

a. Data Security: The Contractor, at a minimum, shall protect and maintain the security of data in accordance with generally accepted industry practices and to the standards and practices required by NJOIT's Information Security Policy, 18-02-NJOIT (available at https://www.nj.gov/it/docs/ps/18-02-NJOIT_Information_Security_Policy.pdf).

1. Any Personally Identifiable Information must be protected. The Contractor shall adhere to the policies, standards, procedures, and guidelines contained in the "Executive Branch Statewide Information Security Manual," which governs all data use, including classification and disposal (see

https://www.nj.gov/it/docs/ps/NJ_Statewide_Information_Security_Manual.pdf).

2. Data usage, storage, and protection is subject to all applicable federal and state statutory and regulatory requirements, as amended from time to time, including, without limitation, those for Health Insurance Portability and Accountability Act (HIPAA), Personally Identifiable Information (PII), Tax Information Security Guidelines for Federal, State, and Local Agencies (IRS Publication 1075), New Jersey State tax confidentiality statute, N.J.S.A. 54:50-8, New Jersey Identity Theft Prevention Act, N.J.S.A. 56:11-44 et seq., the Federal Drivers' Privacy Protection Act of 1994, 18 U.S.C. 2721 et seq. and the confidentiality requirements of N.J.S.A. 39:2-3.4. Contractor shall also conform to Payment Card Industry (PCI) Data Security Standard.

b. Data Transmission: The Contractor shall only transmit or exchange State of New Jersey data with other parties when expressly requested in writing and permitted by and in accordance with requirements of the State of New Jersey. The Contractor must only transmit or exchange data with the State of New Jersey or other parties through secure means supported by current technologies. The Contractor must encrypt all data defined as personally identifiable or confidential by the State of New Jersey or applicable law, regulation or standard during any transmission or exchange of that data.

c. Data Storage: All data provided by the State of New Jersey or State data obtained by the Contractor in the performance of the contract must be stored, processed, and maintained solely in accordance with a project plan and system topology approved by the State Contract Manager. No State data shall be processed on or transferred to any device or storage medium including portable media, smart devices and/or USB devices, unless that device or storage medium has been approved in advance in writing by the State Contract Manager. The Contractor must encrypt all data at rest defined as personally identifiable information by the State of New Jersey or applicable law, regulation or standard. The Contractor must not store or transfer State of New Jersey data outside of the United States.

d. Data Scope: All provisions applicable to State data include data in any form of transmission or storage, including but not limited to: database files, text files, backup files, log files, XML files, and printed copies of the data.

e. Data Re-Use: All State-provided data must be used expressly and solely for the purposes enumerated in the contract. Data must not be distributed, repurposed or shared across other applications, environments, or business units of the Contractor. No State data of any kind may be transmitted, exchanged, or otherwise passed to other Contractors or interested

parties except on a case-by-case basis as specifically agreed to in writing by the State Contract Manager.

f. Data Breach: Unauthorized Release Notification: The Contractor must comply with all applicable Federal and State laws, including without limitation N.J.S.A. 56:8-161, et seq., that require the notification of individuals in the event of unauthorized release of personally identifiable information or other event requiring notification. In the event of a breach of any of the Contractor's security obligations or other event requiring notification under applicable law ("Notification Event"), the Contractor must assume responsibility for informing the State Contract Manager within twenty-four (24) hours and all such individuals in accordance with applicable law and to indemnify, hold harmless and defend the State of New Jersey, its officials, and employees from, and against, any claims, damages, or other harm related to such Notification Event. All communications must be coordinated with the State of New Jersey.

g. End of Contract Data Handling: Upon termination/expiration of this contract, the Contractor must first return all State data to the State in a usable format as defined in the contract, or in an open standards machine-readable format if not. The Contractor must then erase, destroy, and render unreadable all Contractor copies of State data according to the standards and procedures enumerated in the Statewide_Information_Security_Manual (see *infra* 19(a)(1)) and certify in writing that these actions have been completed within thirty (30) days of the termination/expiration of this contract or within seven (7) days of the request of an agent of the State, whichever shall come first.

20. NEWS RELEASES

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 Executive Director of the Commission.

21. ADVERTISING

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 Executive Director of the Commission.

22. LICENSES AND PERMITS

The Contractor shall obtain and maintain, in full force and effect, all required licenses, permits, and authorizations necessary to perform this contract. The Contractor shall supply

the Commission with evidence of all such licenses, permits and authorizations. This evidence shall be submitted subsequent to the contract award. All costs associated with any such licenses, permits and authorizations must be considered by the bidder in its proposal.

23. CLAIMS

Any contract signed on behalf of the Commission by a State official shall be subject to the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 to 12-3, and/or the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 to -10, and the availability of appropriations.

24. REMEDIES

Nothing in the 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 Executive Director of the Commission.

25. REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS

In the event that the Contractor fails to comply with any material contract requirements, the Executive Director of the Commission may take steps to terminate the contract in accordance with the Juvenile Justice Commission Standard Language Document, 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.

26. LATE DELIVERY

The Contractor must immediately advise the Commission of any circumstance or event that could result in late completion of any task or subtask called for to be completed on a specific date.

27. ADDITIONAL WORK AND/OR SPECIAL PROJECTS

The Contractor shall not begin performing any additional work or special projects without first obtaining written approval from both the State Contract Manager and the Executive Director of the Commission.

In the event of additional work and/or special projects, the Contractor must present a written proposal to perform the additional work to the State Contract Manager. The proposal should provide justification for the necessity of the additional work. The relationship between the additional work and the base contract work must be clearly established by the Contractor in its proposal.

The Contractor's written proposal must provide a detailed description of the work to be performed broken down by task and subtask. The proposal should also contain details on the level of effort, including hours, labor categories, etc., necessary to complete the additional work.

The written proposal must detail the cost necessary to complete the additional work in a manner consistent with the contract. The written price schedule must be based upon the hourly rates, unit costs or other cost elements submitted by the Contractor in the Contractor's original proposal submitted in response to this RFP. Whenever possible, the price schedule should be a firm, fixed price to perform the required work. The firm, fixed price should specifically reference and be tied directly to costs submitted by the Contractor in its original proposal. A payment schedule, tied to successful completion of tasks and subtasks, must be included. Upon receipt and approval of the Contractor's written proposal, the State Contract Manager shall forward same to the Executive Director of the Commission for the Executive Director's written approval. Complete documentation from the Using Agency, confirming the need for the additional work, must be submitted. Documentation forwarded by the State Contract Manager to the Executive Director of the Commission must include all other required State approvals, such as those that may be required from the State of New Jersey's Office of Management and Budget and NJOIT.

No additional work and/or special project may commence without the Commission's written approval. In the event the Contractor proceeds with additional work and/or special projects without the Commission's written approval, it shall be at the Contractor's sole risk. The State shall be under no obligation to pay for work performed without the Commission's written approval.

28. CONTRACT ACTIVITY REPORT

Contractor(s) must provide, on a calendar quarter basis, to the assigned Commission representative, a record of all purchases made under the contract resulting from this RFP. This reporting requirement includes sales to State-using agencies, political sub-divisions thereof and, if permitted under the terms of the contract, sales to counties, municipalities, school districts, volunteer fire departments, first aid squads and rescue squads, independent institutions of higher education, state and county colleges and quasi-State agencies. Quasi-

State agencies include any agency, commission, board, authority or other such governmental entity which is established and is allocated to a State department or any bi-state governmental entity of which the State of New Jersey is a member.

This information must be provided in a tabular format such that an analysis can be made to determine the following:

a. Contractor's total sales volume to each purchaser under the contract, subtotaled by product, including, if applicable, catalog number and description, price list with appropriate page reference and/or contract discount applied; and

b. Total dollars paid to Subcontractors.

Submission of purchase orders, confirmations, and/or invoices do not fulfill this contract requirement for information. Failure to report this mandated information may be a factor in future award decisions.

29. 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.

XII. EXHIBITS/ATTACHMENTS