



**CITY OF JERSEY CITY
REQUEST FOR PROPOSALS**

WEBSITE DESIGN AND MAINTENANCE SERVICES

www.jerseycitynj.gov

**SUBMISSION DEADLINE:
10:00 A.M.
December 20, 2006**

**ADDRESS ALL PROPOSALS TO:
Peter Folgado
Director of Purchasing
1 Journal Square Plaza
Jersey City, New Jersey 07306**

CITY OF JERSEY CITY, NJ

DEPARTMENT: Administration

PURPOSE: Website Design/Maintenance Services

REQUEST FOR PROPOSALS

DIVISION: Information Technology

DUE DATE: 12/20/2006

SECTION 1: GENERAL INFORMATION & SUMMARY

1.1 Organization Requesting Proposal

City of Jersey City - Department of Administration/Division of Information Technology
City Hall
280 Grove Street
Jersey City, NJ 07302

1.2 Contact Person

John Mercer
Assistant Business Administrator
280 Grove St, Room 108
Jersey City, New Jersey 07302
(201) 547-4833 (fax)
jmercerc@jcnj.org

1.3 Procurement Process

This contract will be awarded as an Extraordinary Unspecified Services (EUS) provision of the Local Public Contracts Law (N.J.S.A 40A:11-5 *et seq*) using the “fair and open” process under the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 *et seq*.

Proposals will be evaluated in accordance with the criteria set forth in this Request for Proposals (RFP). The governing body will approve a resolution awarding a contract to the consultant for a sum not to exceed a specified amount.

1.4 Contract Form

If selected to provide services, it is agreed and understood that the successful Respondent shall be bound by the requirements and terms contained in this RFP with regard to services performed, payments, indemnification, insurance, termination, and applicable licensing provisions.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the City arising out of, or by reason of, the work done and materials furnished under this Contract.

1.5 Informational meeting

There will not be an informational meeting for this project. All questions should be directed in writing (fax or e-mail) to the City’s contact person. Answers will be provided as an addendum to this RFP.

1.6 Submission deadline

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Proposals must be submitted to, and be received by the Division of Purchasing, via mail or hand delivery, by 10:00 a.m. prevailing time on December 20, 2006. Proposals will not be accepted by facsimile transmission or e-mail.

1.7 Opening of proposals

Proposals shall be opened in public at 10:00 a.m. prevailing time on December 20, 2006 in the Division of Purchasing Conference Room (2nd floor), 1 Journal Square Plaza, Jersey City, NJ.

1.8 Definitions

The following definitions shall apply to and are used in this Request for Proposal (RFP):

"City" - refers to the City of Jersey City.

"RFP" - refers to this Request for Proposals, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" - refers to the interested persons and/or firm(s) that submit a Proposal.

"Consultant" or "Consultants" - refers to the interested persons and/or firm(s) that submit a Proposal, or to the successful Respondent awarded a contract.

"Vendor" or "Vendors" - refers to the interested persons and/or firm(s) that submit a Proposal, or to the successful Respondent awarded a contract.

1.9 Submission address

All proposals should be sent to:

Peter Folgado
Director of Purchasing
1 Journal Square Plaza
Jersey City, New Jersey 07306

SECTION 2: INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction and Purpose

The City of Jersey City is seeking proposals from qualified Consultants for services as described in Section 4 (Project Objectives) and Section 5 (Scope of Services).

2.2 Fair and open process

This contract will be awarded as an Extraordinary Unspecifiable Service (EUS) agreement pursuant to the Local Public Contracts Law, N.J.S.A. 40A: 11-5 *et seq* using the “fair and open” process of the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 *et seq*.

The City has structured a procurement process that seeks to obtain the desired services, while establishing a competitive environment to assure that each person and/or firm is provided an equal opportunity to submit a proposal in response to the RFP. Proposals will be evaluated in accordance with the criteria set forth in Section 7 of this RFP, which will be applied in the same manner to each proposal received.

2.3 Evaluation Committee

Proposals will be reviewed and evaluated by a committee appointed by the City's Business Administrator. The proposals will be reviewed to determine if the Respondent has met the professional, administrative and subject area requirements described in this RFP.

2.4 Procurement Schedule

The steps involved in the process and the anticipated completion dates are set forth in the Procurement Schedule below. The City reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

Activity	Date
1. Issuance of Request for Proposals	November 20, 2006
2. Receipt of Proposals	December 20, 2006
3. Completion of evaluation of Proposals	January, 2007 *
4. Award of contract	January, 2007 *

* Pending City Clerk's issuance of 2007 Council meeting dates

2.5 Addenda or Amendments to RFP

During the period provided for the preparation of responses to the RFP, the City may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the City and will constitute a part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the Proposal submission date.

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All communications concerning this RFP or the RFP process shall be directed to the City's contact person, in writing, via fax, or via e-mail. Responses to all questions will be forwarded as addenda to all prospective respondents who have provided contact information.

Subsequent to issuance of this RFP, the City (through the issuance of addenda to all persons and/or firms that have received a copy of the RFP) may modify, supplement or amend the provisions of this RFP in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the City.

2.6 Rights of the City

The City reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

- To conduct investigations of any or all of the Respondents, as the City deems necessary or convenient, to clarify the information provided as part of the Proposal and to request additional information to support the information included in any Proposal.
- To suspend or terminate the procurement process described in this RFP at any time (in its sole discretion.) If terminated, the City may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

2.7 Cost of Proposal Preparation

Each Proposal and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the City, its officers, officials, or employees for reimbursement for the payment of costs or expenses incurred in the preparation of the Proposal or other information required by the RFP.

2.8 Proposal evaluation

Proposals will be evaluated solely on the basis of the vendor's written response and sample webpages. There will be no oral presentation to the evaluation committee.

The vendor whose proposal is ranked highest among the greatest number of evaluators will be selected for the project.

2.9 Written Proposal

Prospective vendors must submit a written proposal in a format specified by the City. The required format is detailed in Section 3. Note that the written response must also include a CD containing sample webpages.

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2.10 Oral presentation

There will be no oral presentation for this project.

2.11 Additional requirements

Consultant is required to comply with requirements of P.L. 1975, c. 127, the Law Against Discrimination and with N.J.A.C 17:27-1.1 et seq, the Affirmative Action Rules.

A party responding to this RFP must indicate what type of business organization it is e.g., corporation, partnership, sole proprietorship, or non-profit organization. If a party is a subsidiary or direct or indirect affiliate of any other organization , it must indicate in its proposal the name of the related organization and the relationship. If a party responding to this RFP is a corporation it shall list the names of those stockholders holding 10% or more of the outstanding stock.

Section 8 of this document describes general terms and conditions. Section 9 of this document contains required administrative forms which must accompany all proposals. Exclusion of any required form is grounds for rejection of proposals.

2.12 Disposition of RFP

Upon submission of a Proposal in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Proposal:

- All Proposals shall become the property of the City and will not be returned.
- All Proposals will become public information at the appropriate time, as determined by the City (in the exercise of its sole discretion) in accordance with law.

SECTION 3: WRITTEN PROPOSAL FORMAT

Proposals must address all information requested in this RFP. Proposals which in the judgment of the City fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

3.1 Mandatory content

Each proposal submitted must contain the 10 sections described below:

- Title Page
- Table of Contents
- Executive Summary
- Background
- Project Plan
- Key Dates & Deliverables
- The City of Jersey City Responsibilities/Assumptions
- Staffing
- Timing & Fees
- Sample webpages (printed and CD)

The information requested by the sectional format described above is further defined.

3.1.1 Title Page

The proposal should include a title page, which identifies the project; the Vendor's Firm, name of the Vendor's primary contact, address, telephone number, fax number and email address.

3.1.2 Table of Contents

The Vendor's proposal should include a Table of Contents, which lists the titles and page numbers for each major topic and sub-topic contained in the proposal.

3.1.3 Executive Summary

This section should include a summary of the key points and highlights of the Vendor's response and should discuss the pricing contained in the proposal.

3.1.4 Background

In this section of the proposal, the Vendor should review their understanding of the business drivers behind the City of Jersey City strategy.

3.1.5 Project Plan

A general discussion of the approach the Vendor is proposing should be contained in this section. This should include detail of all assumptions being made to accomplish the desired approach. A discussion of the high level tasks and key milestones should be described in this section and tie directly or be referenced directly to deliverables in the workplan.

Vendors should highlight any risks they deem to be significant enough in nature, which could result in any priority specification within the project that would not be delivered on time, and on budget.

Additionally, the project plan should present a picture of key activities, milestones, key dates, etc. necessary to deliver this project. The City of Jersey City realizes that each Vendor brings its own methodology and work plan.

3.1.6 Key Dates & Deliverables

This section should present a summary of key dates, milestones and associated deliverables found in the work plan. A description of what the City of Jersey City should expect to see and/or receive on the associated date should be described and/or presented as examples. The City expects an initial deliverable (See Appendix B for proposed list of webpages for initial release of redesigned site) within 6 months from the start of the project.

3.1.7 Jersey City Responsibilities/Assumptions

In this section, the Vendor should clearly describe any assumptions relating to the responsibilities and/or commitments the Vendor is expecting of the City of Jersey City throughout the life of this project, as well as any assumptions being made relating to any part of the proposal or project strategy.

3.1.8 Staffing

A discussion of the project team that will be utilized should be contained in this section. The City of Jersey City requests that as part of the discussion here, the Vendor state exactly the role the proposed Vendor team member will assume on each phase and detail the qualifications for the role that the team member possesses.

3.1.9 Timing and Fees

In this section, please describe the timing and associated fees the Vendor is proposing for the implementation. Vendors should be sure to include all expenses associated with delivery, in addition to professional fees. If this section is not included or is incomplete, the City will assume that the vendor will accept a lump sum payment following acceptance of final deliverable.

It is important to note that pursuant to N.J.S.A 40A:5-16, the City is prohibited from paying for goods or services before they have been provided. Therefore, any proposals which specify payment upon contract signing will be deemed unresponsive and rejected.

3.1.10 Sample webpages

Each vendor is required to create and submit three sample web pages. This section must contain printed (color) copies of each page as well as a CD containing the following:

- Home page
- Mayor's page
- Public information page

All vendors must utilize a common set of data (text, graphics, photographs) provided by the City to produce the sample webpages, however vendors are free to include any other design and text elements they deem appropriate to illustrate their designs.

Note that the web pages submitted may or may not be the final design which the City publishes to the web. Nevertheless, submissions should reflect the quality of work which the City can expect from each vendor.

Appendix A contains a list of the text and graphic elements which must be used to create the sample pages. This will allow for an "apples to apples" comparison of submitted designs. The files can be obtained on a CD from the City's Division of Purchasing or downloaded as a compressed (zipped) folder from the City's current website at:
http://www.cityofjerseycity.com/public_contracts/index.html.

Appendix B contains a tentative list of webpages which will make up the initial release of the redesigned website.

Appendix C contains general style guidelines.

Appendix D contains a list of websites from comparably sized US cities.

3.2 Additional Materials

If vendors feel that other materials are necessary (such as promotional literature, white papers, etc) they should provide them in a separate document clearly labeled "Additional Materials" in order to adhere to the 20 page maximum guideline for proposal length. Note that these materials may or may not be reviewed by all evaluators and will not be part of the official evaluation.

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Finally, any out-of-scope services not covered in other sections should be included here. A description of the personnel likely to be involved, and the resources brought to bear (including costs and/or hourly rates) must be provided.

3.3 Required forms

Section 9 contains forms which are required to be submitted with each proposal. These forms are administrative in nature and for the most part, self-explanatory.

SECTION 4: PROJECT OBJECTIVES

The Mayor and the administration of the City of Jersey City seek to acquire website design and maintenance services to better leverage technology to the City's benefit.

4.1 Internet presence

Much of Jersey City's history, progress, and appeal as a first class city have been hidden from the world due to a series of official websites that have not adequately highlighted our achievements or our potential. A major goal of this project is to establish a stronger internet presence for the City which promotes Jersey City as a first class city.

4.2 Interactivity

The website should provide interactive solutions for public convenience including the ability to submit questions/complaints/service requests, obtain forms, and receive customized information. The goal is to reduce incoming phone calls and walk-in traffic while providing uniform and accurate information (i.e., the cliché of "online versus in line").

For example, it will be desirable to provide a place where users can enter their street address and access a variety of data such as block/lot, ward designation, trash pickup schedule, City council contact information, neighborhood information, and voting location.

Note that the City is implementing an interactive constituent service application called "WebQA". Vendors should keep in mind the integration of this application into their page design.

4.3 Content - basic

To present a history, description and/or mission statement for each City Department and/or Division which provide services to the citizens and visitors of Jersey City.

The website should also provide current and accurate information for each City Department, including but not limited to: hours of operation, services provided, phone numbers (business hours and emergency, if applicable), postal addresses, e-mail addresses, and links to WebQA.

4.4 Content - updated

To provide access to constantly updated public information, including but not limited to: meeting agenda/minutes, press releases, and cultural events.

4.5 Design standards/style sheets

To establish a City-wide standard for web pages that presents a positive image by incorporating high usability, attractive and uncluttered design, interesting graphics, a harmonious color scheme, and informative text. Vendor will also be expected to produce Cascading Style Sheets (CSS) for: page layout and formatting instead of HTML tables, however, HTML tables will be permitted for their intended use - tabular data. Ultimately, the website will be maintained by the City's Division of Information Technology, with content provided by various City staff.

4.6 Accessibility

To provide web pages in a format which conforms to Section 508 of the Rehabilitation Act (29 U.S.C. 794d) regarding access to electronic and information technology by people with disabilities. For more information see: <http://www.section508.gov/>. Translation services to languages other than English will be evaluated after the release of the redesigned site, and will likely be performed by third party vendors.

4.7 Usability

To provide intuitive and logical navigation that enables users to find the information they need quickly and efficiently. To quote the experts:

"Users prefer pursuing their own goals to navigating idiosyncratic designs" - Jakob Nielsen

"Don't make me think" - Steve Krug

"It's one thing for a rock band to use mystery meat navigation -- they're legally obligated to be trendy -- but for a non-profit, educational site to use it has to rank among the stupidest things I've seen." - Vincent Flanders

4.8 Performance

Webpages should be designed to load quickly and completely over a variety of connections and browsers (e.g., Internet Explorer and Firefox).

4.9 Awards

Admittedly, winning a Webby award or a Public Technology Institute (PTI) Technology Solutions award are secondary (and future) objectives, but certainly worthwhile ones. The "Government" category was added to the Webby Awards in 2001. Since that time, only a very few municipal websites have been nominated, and only one American city has won in that category - the special purpose San Francisco disaster preparedness site: <http://72hours.org/>.

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This would be a first for a general purpose municipal website, a first for New Jersey, and a first for Jersey City. Of course, the true measure of any website's quality is its content, but solid design and effective navigation facilitate getting that content to users.

4.10 Usage and user preferences

Beyond simple "hit counters", it will be desirable for the City to know which features and content are useful to its citizens and which are not. After the initial release of the redesigned site, this will be accomplished by surveys and other user feedback techniques.

SECTION 5: SCOPE OF SERVICES

5.1 Create website design

The successful vendor will be responsible for producing attractive and informative web pages, featuring logical and intuitive navigation. The initial release of the revised site will consist of approximately 80 pages, utilizing City-provided text and data.

5.2 Develop internal design standards and style sheets

Vendor will be responsible for working with City staff to develop web page standards which will define layout, formatting, and styles for all City-authored web pages. In addition, vendor will create style sheets (CSS) for use by City personnel in the creation and maintenance of web pages.

5.3 Identify web authoring tools

Eventually, the City will assign content managers throughout the various departments/divisions who will be responsible for maintaining fresh content (e.g., events calendars, public information, etc) on their respective pages. These content managers will be neither technical personnel nor design professionals. The successful vendor will recommend and support his/her recommendation of an industry standard tool for web authoring that will allow content managers to focus on content.

Respondents should note that the City's computing platform is, and will continue to be, PC-based, running Windows XP. Proposals for alternate platforms will not be considered. The City will be responsible for acquiring licenses and software for its users as needed.

5.4 Provide limited website maintenance

During the transition to the new design, the City may rely on the selected vendor to provide website maintenance services, and to create new web pages as needed. It is anticipated that this could continue for up to 6 months following the finalization and release of the redesigned site. Vendors should include pricing appropriate to this activity.

5.5 Database integration

A number of proposed website features will require integration with one or more of the City's existing databases, including but not limited to GIS and property tax records. Proposals which demonstrate expertise in working with this type of application will be more favorably reviewed.

5.6 Search engine

The City currently uses Google to search for pages and/or documents within the official website, but recognizes that there are other options available. Respondents are asked to recommend a search engine (Google included), and briefly discuss the merits of their choice.

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5.7 Other activities

Given the state of technology, it should not be necessary for the vendor to maintain a full-time onsite presence, however, the vendor must be available to attend regularly scheduled meetings with City personnel and to make presentations to the project team and/or management when deemed appropriate. Note that the City does not pay or reimburse for travel and lodging expenses.

SECTION 6: PROPOSAL SUBMISSION REQUIREMENTS

To be responsive, Proposals must provide all requested information, and must be in strict conformance with the instructions set forth herein. Proposals and all related information must be bound, and signed and acknowledged by the Respondent.

6.1 Number of copies

Respondents must submit one signed original and at least 3 copies of their proposal of which 1 must be unbound (for photocopying purposes). In addition respondents must submit their sample webpages on CD.

6.2 Proposal media

Proposals forwarded by facsimile or e-mail will not be accepted, however respondents may alternately submit one signed original and 1 softcopy version (Proposal as PDF and sample webpages) on CD.

Please note that the City will not be responsible for CDs or softcopy files which cannot be opened, and that this may be grounds for rejection.

6.3 Proposal format

To facilitate a timely and comprehensive evaluation of all submitted proposals, it is essential that all Vendors adhere to the required response format. The City of Jersey City requires a standard format for all proposals submitted to ensure that clear, concise and complete statements are available from each Vendor in response to requirements. The required format is detailed in Section 3.

The City of Jersey City is not under any obligation to search for clarification through additional or unformatted information submitted as a supplement to the formatted response. Where a proposal contains conflicting information, the City of Jersey City at its option may either request clarification or may consider the information unresponsive.

6.4 Proposal length

The exact presentation and layout of proposals is up to the discretion of the Vendor, however a maximum length of 20 pages (excluding required forms and printed sample webpages) is strongly suggested.

6.5 Submission deadline

Proposals must be received by the City no later than 10:00 a.m. prevailing time on December 20, 2006, and must be mailed or hand-delivered.

SECTION 7: PROPOSAL EVALUATION

The City's objective in soliciting Proposals is to enable it to select a Vendor that will provide high quality and cost effective services to the citizens of Jersey City in the manner described in this RFP.

7.1 Evaluation methodology

Proposals will be evaluated based on the written response and sample webpages. There will not be an oral presentation to the evaluation committee. Each evaluator will score the written proposals and rank the vendors. The vendor scored highest by the most evaluators will be awarded a contract to provide the specified services.

7.2 Written response evaluation - criteria

There will be eight broad criteria by which proposals will be evaluated. Each criterion will bear a certain weight, and the extent to which the criterion is met or exceeded will be determined by the committee.

a. Required Format (10 points)

The committee will determine the extent to which the proposal includes the required sections (Title page, Table of contents, etc). One (1) point will be awarded for each section.

b. Webpage design and performance (45 points)

The committee will evaluate how well the proposed web pages will establish Jersey City's internet presence based on the following:

- Attractive use of color (5 points)
- Uncluttered positioning of page elements (5 points)
- Readability of fonts used (5 points)
- Ease of navigation (5 points)
- Use of graphics/photos (5 points)
- Search engine recommendation (5 points)
- Page loading performance (5 points)
- Section 508 compliance (5 points)
- Use of style sheets (CSS) (5 points)

Note that the web pages submitted may or may not be the final design which the City publishes to the web. Nevertheless, submissions should reflect the quality of work which the City can expect from each vendor.

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c. Web authoring tools recommendation (5 points)

While the City will initially rely on the selected vendor for web authoring, it is the City's desire to eventually create and manage its own webpages. Therefore, vendors should propose an application appropriate for use by staff who are subject matter experts, but who are not web design professionals. Evaluation of this criterion will be based on the proposed solution's applicability to City operations, and the degree to which the vendor supports its choice. The City will be responsible for purchasing or licensing software to be used by its in-house content managers as needed.

d. Prior experience/References (10 points)

Vendors are required to provide complete lists of existing and previous clients. Lists should include at a minimum: Municipality (or Company), Services provided, Contact name, Contact title, Contact phone number and/or e-mail address, Initial implementation date, URL of client websites.

- Public sector client and URL list (5 points)
- Private sector client and URL list (5 points)

e. Cost (10 points)

The winning proposal will not necessarily be that with the lowest cost, but that which provides the greatest value to the city. Proposals which provide detailed breakdowns on the cost components will be viewed more favorably as they will help demonstrate a responsible spending of the taxpayers' money.

- Detailed cost breakdown provided (5 points)
- Cost appropriate to scope of project (5 points)

f. Commitment to diversity (5 points)

Support of, and utilization of Minority and Women Owned Business Enterprises (MBE/WBE), and/or Locally Owned Business Enterprises (LBE) consistent with the City of Jersey City policies, should be described.

g. Timeline (5 points)

It is not the City's desire to engage in an unnecessarily extended process. Consultants should be assured that the City team members will give their respective projects top priority over all other existing efforts. As a result, proposals featuring aggressive but realistic time frames for completion will be viewed more favorably.

h. Personnel assigned (10 points)

Through this project, Jersey City will be reinforcing its reputation as a world class city, and is therefore entitled to expect world class credentials and experience from the vendors which it employs for high profile efforts. Resumes of vendor personnel will be scrutinized to ensure this requirement is met. Proposals which provide detailed accounts of team members' applicable experience and their anticipated roles in this project will be viewed more favorably.

7.3 Written response evaluation - weighting

For each of the written response criteria, the committee will determine the extent to which the requirements are fulfilled. This will be scored from 0 to 2, as follows:

- | | |
|---|----------------------------------|
| 0 | No requirements met |
| 1 | Some or most requirements met |
| 2 | All requirements met or exceeded |

Each criterion will be weighted by the extent to which the requirements are met and the resultant scores totaled.

For example, a Proposal containing no detailed timeline would be scored as:

$$5 \text{ points} \times 0 \text{ (No requirements met)} = 0 \text{ points}$$

A Proposal containing a detailed, aggressive timeline would be scored as:

$$5 \text{ points} \times 2 \text{ (all requirements met or exceeded)} = 10 \text{ points}$$

The highest possible score is 200 and each evaluator will rank the Proposals by total score.

7.4 Oral Presentation Guidelines

There will not be an oral presentation for this project.

7.5 Final evaluation and report of committee

Based on the written response and sample webpages, each evaluator will rank the vendors. The Vendor whose proposal is ranked highest among the greatest number of evaluators will be selected for the project.

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The Committee will prepare a report listing the names of all Consultants who submitted proposals, summarizing each proposal, ranking Consultants in order of evaluation, and recommending the selection of a Consultant, indicating the reasons why the Consultant was selected and detailing the terms, conditions, scope of services, fees and other matters to be incorporated into the contract.

7.6 Contract award

A contract will be awarded pursuant to the Local Public Contracts Law (N.J.S.A 40A:11-5 *et seq*) using a “fair and open” process under the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 *et seq* .

The Municipal Council will vote to accept the proposal of a Consultant within 60 days of the receipt of proposals, except that the proposals of any Consultants who consent thereto, may, at the request of the City, be held for consideration for such longer period as may be agreed.

SECTION 8: GENERAL TERMS AND CONDITIONS

The following are general terms and conditions which may or may not be explained elsewhere in this RFP.

8.1 City's right to reject

The City reserves the right to reject any or all proposals, if necessary, or to waive any informalities in the proposals, and, unless otherwise specified by the Respondent, to accept any item, items or services in the Proposal should it be deemed in the best interest of the City.

8.2 Original/Authorized signatures

Each proposal and all required forms must be signed in ink by a person authorized to do so.

8.3 Delivery of proposals

Proposals may be hand delivered or mailed consistent with the provisions of the legal notice to Respondents. In the case of mailed proposals, the City assumes no responsibility for proposals received after the designated date and time and will return late proposals unopened. Proposals will not be accepted by facsimile or e-mail.

8.4 Equal Employment Opportunity/Affirmative Action requirements

Consultants are required to comply with the provisions of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 et seq. No firm may be issued a contract unless it complies with these affirmative action provisions. The Mandatory Equal Employment Opportunity/Affirmative Action Language for Goods, Professional Services and General Service Contracts summarizes the full required regulatory text.

Goods and Services (including professional services) consultants/contractors 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:

- a. A photo copy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action programs (good for one year from the date of the letter); or
- b. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
- c. A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C 17:27-4.

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The consultant's attention is also called to Section 9 of this document which contains the required information and forms. For information on EEO/AA requirements and forms only, please contact:

Jeana F. Abuan, Affirmative Action Officer, Public Agency Compliance Officer
Department of Administration, Office of Equal Opportunity/Affirmative Action
280 Grove Street Room-103
Jersey City NJ 07302

Tel. #201-547- 4533

Fax# 201-547-5088

E-mail Address: abuanJ@cnj.org

8.5 Business Registration Certificate

P.L. 2004, c. 57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for or entering into a contract with a local contracting agency whose contracting activities are subject to the requirements of the Local Public Contracts Law (N.J.S.A. 40A:11-2).

Consultants are required to comply with the requirements of P.L. 2004, c. 57 (Chapter 57) which include submitting a copy of their Business Registration Certificate (BRC), issued by the NJ Department of the Treasury.

For more information on obtaining a BRC, see Section 9.

8.6 Clarification of RFP

Should any difference arise between the contracting parties as to the intent of this RFP, the City's Business Administrator's decision shall be final and conclusive.

8.7 Indemnification

The Vendor, if awarded the contract, agrees to protect, defend and save harmless the City against damage for payment for the use of any patented material process, article or devise that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and further agrees to indemnify and save harmless the City from suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties by, or from, any of the acts of the contractor, its servants or agents.

CITY OF JERSEY CITY, NJ**DEPARTMENT:** Administration**REQUEST FOR PROPOSALS****DIVISION:** Information Technology**PURPOSE:** Website Design/Maintenance Services **DUE DATE:** 12/20/2006

8.8 Insurance requirements

The consultant shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General and Automobile Liability, and shall be subject to approval for adequacy of protection. Certificates of such insurance shall be provided the City when required. Insurance requirements are as follows:

- Comprehensive General Liability in the amount of \$2,000,000
- Workers Compensation in the statutory amount of \$100,000
- Automobile Liability in the amount of \$1,000,000
- Professional Liability in the amount of \$1,000,000

8.9 Termination

Should a dispute arise, and if, after a good faith effort at resolution, the dispute is not resolved, either party may terminate the contract by providing 30 days written notice to the other party, Regardless, the City reserves the right to cancel the contract by providing 30 days written notice to the consultant.

SECTION 9: REQUIRED ADMINISTRATIVE FORMS

Please place the checklist and the required forms which follow at the front of your proposal to facilitate Purchasing's review.

CITY OF JERSEY CITY

PROJECT: **Website Design and Maintenance Services**

RESPONDENT: _____

RESPONDENT'S CHECKLIST

Item	Respondent Initials	Purchasing Review
A. Non-Collusion Affidavit properly notarized		
B. Public Disclosure Statement		
C. Mandatory Affirmative Action Language		
D. Americans with Disabilities Act		
E. MWBE Questionnaire		
F. Affirmative Action Compliance Notice		
G. Employee Information Report		
H. Business Registration Certificate		
I. Original signature(s) on all required forms.		

NON COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

CITY OF JERSEY CITY ss:

I certify that I am _____

of the firm of _____

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

I further warrant that no person or selling agency has been employed to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by (N.J.S.A.52: 34-25)

(Signature of respondent) _____

SUBSCRIBED AND SWORN TO
BEFORE ME THIS DAY _____ OF 20 _____

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF
MY COMMISSION EXPIRES: 20 .

(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL).

PUBLIC DISCLOSURE INFORMATION

Chapter 33 of the Public Laws of 1977 provides that no Corporation or Partnership shall be awarded any State, City, Municipal or Schools District contracts for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or accompanying the bid of said corporation or partnership there is submitted a public disclosure information statement. The statement shall set forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein.

STOCKHOLDERS:

Name	Address	% owned

SIGNATURE : _____

TITLE: _____

SUBSCRIBED AND SWORN TO
BEFORE ME THIS DAY _____ OF 20 _____

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF
MY COMMISSION EXPIRES: 20 .

**(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED
WITH THIS PROPOSAL).**

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

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 or sex. Except with respect to affectional or sexual orientation, 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 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 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 or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or 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.

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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to 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, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27 (continued)**

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 applicable 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, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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 and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27** .

The undersigned vendor certifies that he/she received, read, and is aware of the commitment to comply with:

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

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

Goods, Professional Services and General Service Contracts

(Mandatory Affirmative Action Language)

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

Representative's Name/Title (Print):_____

Representative's Signature:_____

Name of Company:_____

Tel. No.:_____ **Date:**_____

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the _____ of _____, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. §12101 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract.

In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act.

In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act.

The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation.

The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement.

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability (continued)

Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Representative's Name/Title Print): _____

Representative's Signature: _____

Name of Company: _____

Tel. No.: _____ **Date:** _____.

MINORITY/WOMAN BUSINESS ENTERPRISE (MWBE)

Questionnaire for Bidders

Jersey City Ordinance C-829 establishes a goal of awarding 20% of the dollar amount of total city procurement to minority and woman owned business enterprises.

To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned and/or woman owned business, and return this form with your bid proposal.

Business Name: _____

Address: _____

Telephone No.: _____

Contact Name: _____

Please check applicable category :

_____ Minority Owned

_____ Minority & Woman Owned

_____ Woman Owned

_____ Neither

Definition of Minority Business Enterprise

Minority Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by persons who are African American, Hispanic, Asian American, American Indian or Alaskan native, defined as follows:

African American: a person having origins in any of the black racial groups of Africa

Hispanic: a person of Mexican, Puerto Rican, Central or South American or other non-European Spanish culture or origin regardless of race.

Asian: a person having origins in any of the original peoples of the Far East, South East Asia, Indian subcontinent, Hawaii or the Pacific Islands.

American Indian or Alaskan Native: a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Woman Business Enterprise

Woman Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a woman or women.

AFFIRMATIVE ACTION COMPLIANCE NOTICE

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

GOODS AND SERVICES CONTRACTS

(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

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

COMPANY: _____

SIGNATURE: _____ DATE: _____

PRINT

NAME: _____ TITLE: _____.

AFFIRMATIVE ACTION COMPLIANCE (SAMPLE DOCUMENTS)

Vendor must submit one of the following 3 documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (submitted to NJ State Dept of Treasury)

U.S. Department of Labor

Employment Standards Administration
Office of Federal Contract
Compliance Program

Newark Area Office
134 Evergreen Place, Fourth Floor
East Orange, NJ 07018



February 27, 19__

Reply to the attention of:

President

Dear

Our recent compliance review of your establishment's equal employment opportunity policies and practices was completed on February 27, 19__.

We found no apparent deficiencies or violations of Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973 or of 38 USC 2012 (the Vietnam Era Veterans' Readjustment Assistance Act). Accordingly, your establishment is deemed to be in compliance with these laws based on the material reviewed.

The Office of Federal Contract Compliance Progress sincerely appreciated the cooperation and courtesies extended by you and your staff during the conduct of the compliance review.

Sincerely,

Area Office Director

Certification _____

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

This is to certify that the contractor **Robert DePina** has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of _____.

VOID



State Treasurer

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT (FORM AA302)

IMPORTANT:

Read the following instructions carefully before completing the form. Print or type all information. Failure to properly complete the entire form may delay issuance of your certificate.

If you have a current certificate of employee information report, do not complete this form. Send copy of current certificate to the public agency. Do not complete this form for construction contract awards.

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominant one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code.

ITEM 11 - Enter the appropriate figures on all lines and in all columns.

THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT.

DO NOT list the same employee in more than one job category.

DO NOT attach an EEO-1 Report.

Racial/Ethnic Groups will be defined:

Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Phillippine Islands and Samoa.

Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

The vendor is to complete the employee information report form (AA302) and retain copy for the vendor's own files. The vendor is to submit a copy to the public agency awarding the contract and forward a copy to:

**NJ Department of the Treasury
Division of Contract Compliance & Equal Employment Opportunity
P.O. Box 209
Trenton, New Jersey 08625-0209 Telephone No. (609) 292-5475**

Form: http://nj.gov/treasury/contract_compliance/pdf/aa302.pdf

Instructions: http://nj.gov/treasury/contract_compliance/pdf/aa302ins.pdf

Note that the sample form shown on the following page is for illustrative purposes only and should not be submitted. Use the state website links above to obtain the actual form.

If you have any questions on EEO/AA forms and/or requirements, please contact:

Jeana F. Abuan, Affirmative Action Officer, Public Agency Compliance Officer
Department of Administration, Office of Equal Opportunity/Affirmative Action
280 Grove Street Room-103
Jersey City NJ 07302

Tel. #201-547- 4533

Fax# 201-547-5088

E-mail Address: abuanJ@cnj.org

STATE OF NEW JERSEY
Division of Contract Compliance & Equal Employment Opportunity

EMPLOYEE INFORMATION REPORT

For instructions on completing the form, go to: http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS ☐ 1. MFG ☐ 2. SERVICE ☐ 3. WHOLESALE ☐ 4. RETAIL ☐ 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
4. COMPANY NAME		
5. STREET	CITY	COUNTY STATE ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)		CITY STATE ZIP CODE
7. CHECK ONE: IS THE COMPANY: ☐ SINGLE-ESTABLISHMENT EMPLOYER ☐ MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT		
10. PUBLIC AGENCY AWARDED CONTRACT		CITY COUNTY STATE ZIP CODE

Official Use Only	DATE RECEIVED	INAG. DATE	ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN EEO-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN										
	COL. 1 TOTAL (Cols 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	***** MALE *****					***** FEMALE *****					
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	
Officials/Managers														
Professionals														
Technicians														
Sales Workers														
Office & Clerical														
Craftworkers (Skilled)														
Operatives (Semi-skilled)														
Laborers (Unskilled)														
Service Workers														
TOTAL														
Total employment from previous report (if any)														
Temporary & Part-Time Employees														

The data below shall NOT be included in the figures for the appropriate categories above.

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? ☐ 1. Visual Survey ☐ 2. Employment Record ☐ 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES ☐ 2. NO ☐	15. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR
13. DATES OF PAYROLL PERIOD USED From: To:		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO. DAY YEAR
17. ADDRESS NO. & STREET	CITY	COUNTY STATE ZIP CODE	PHONE (AREA CODE, NO. EXTENSION)

BUSINESS REGISTRATION LANGUAGE AND SAMPLE BRC

Refer to <http://www.state.nj.us/treasury/revenue/busregcert.htm>)

P.L. 2004, c. 57 (N.J.S.A. 52:32-44)

MANDATORY BUSINESS REGISTRATION LANGUAGE

Non Construction Contracts

P.L. 2004, c. 57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for, or entering into a contract with a local contracting agency whose contracting activities are subject to the requirements of the Local Public Contracts Law (N.J.S.A. 40A:11-2).

“New Jersey Business Registration Requirements”

The contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor.

Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section of P.L.2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, 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.”

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

TAXPAYER NAME:
TAX REGISTRATION TEST ACCOUNT

TAXPAYER IDENTIFICATION#:
970-097-382/500

ADDRESS:
847 ROEBLING AVE
TRENTON NJ 08611

EFFECTIVE DATE:
01/01/01

FORM-BRC(08-01)

TRADE NAME:
CLIENT REGISTRATION

SEQUENCE NUMBER:
0107530

ISSUANCE DATE:
07/14/04

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 212
TRENTON, NJ 08646-0212

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

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1095907

Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

APPENDIX A: List of required design elements

Webpage	Item description	File name
Home	City seal	jcseal.tif
Home	WebQA link	n/a - vendor should design a link to this application
Mayor's	Mayor's photo	mayor.jpg
Mayor's	Mayor's message	message.txt
Public information	Planning board agenda	PB01.pdf; PB02.pdf
Public information	Zoning board agenda	ZB01.pdf; ZB02.pdf
Public information	Historic Preservation Commission agenda	HP01.pdf; HP02.pdf
Public information	City Council Agenda	CC01.pdf; CC02.pdf

These elements can be obtained on a CD from the City's Division of Purchasing, or downloaded as a compressed (zipped) folder - "Required webpage elements" - from the City's current website at http://www.cityofjerseycity.com/public_contracts/index.html

Respondents are required to include the above elements in their respective sample webpages, but may also include any other graphic or navigation elements they deem appropriate to display the quality and creativity of their work.



APPENDIX B: Tentative list of website pages for initial release

Category	# pages (est)	Update frequency	Notes
Home	1	Often	
Mayor's	2	Occasionally	Welcome; bio
Council	10	Occasionally	Main; bios
Departments	9	Rarely	Director; mission; contact info
Divisions	46	Rarely	Mission; contact info
Public Info	5	Often	Planning; Zoning; Historic District; Clerk/Council
Public Contracts	1	Occasionally	PDFs
Events	2	Often	Current/Next month calendar
Constituent Services	4	Continually	Top 10 questions; Service requests; Surveys; Other
TOTAL	80		

Note: These are estimates based on pages which currently exist on the City's official website:
www.cityofjerseycity.com

APPENDIX C: General guidelines and information

- A. Resolution: optimize web pages for screen resolution of 1024 x768 pixels
- B. Flash/Other animation: Permissible but not essential. Note that excessive use of animation which affects load times may reduce score. Any animations used must have a clearly marked “Skip” option
- C. For more information on the City’s constituent service tracking application (WebQA):
http://www.webqa.net/sol_gov.htm#
- D. Do not use self-referencing links on any pages
- E. The City does not require web-hosting services
- F. Inspiration:
 - Jakob Nielsen <http://www.useit.com/>
 - Steve Krug <http://www.sensible.com/>
 - Vincent Flanders <http://www.webpagesthatsuck.com/>

Appendix D: Comparable cities websites

City	URL	(+)	(-)
Plano TX	http://www.plano.gov/	uncluttered, simple choices	off-center red/blue on cloud background
Norfolk VA	http://www.norfolk.gov/	city services drop down for “visitors”, “residents”, and “businesses”	too many press releases on home page; press releases not dated; too much vertical scrolling required
Baton Rouge LA	http://brgov.com/	“Access BR” looks promising; road closures link	“Access BR” is a recorded phone message info system; outdated press releases
Hialeah FL	http://www.hialeahfl.gov/	events calendar; all departments and online services listed on home page	outdated media releases on home page; scrolling banner on home page
Greensboro NC	http://www.greensboro-nc.gov/	text size adjustment control	sub-text under “City Government”, “Visitors”, etc are not links (and therefore unnecessary)
Glendale AZ	http://www.ci.glendale.az.us/	“Service Request” link on home page (although could be more prominent)	off center white on red background looks unbalanced; weird logo
Lincoln NE	http://www.ci.lincoln.ne.us/	daily meetings listed; construction projects w/street closings link	cluttered; partners’ logos

City	URL	(+)	(-)
Birmingham AL	http://www.informationbirmingham.com/	clean text appearance; online/other services listed	too much scrolling to get to online services
Rochester NY	http://www.ci.rochester.ny.us/	“I want to...”; “Services by Name”; “Services by Department”	too many cute graphics; cluttered

Note that a (+) does not imply that the specific element should be simply copied from the featured website, only that in the context of that particular website the highlighted feature appears to work well.