

PASSAIC COUNTY BOARD OF SOCIAL SERVICES

80 HAMILTON STREET
PATERSON, NJ 07505

PART I

Request for Qualifications

Fair and Open Process

RFQ#S 03-2024

The Passaic County Board of Social Services is inviting qualified vendors to submit applications for THE POSITION OF GENERAL LEGAL COUNSEL, through a Fair and Open Process in accordance with N.J.S.A 19:44A-l; 19:44A-20,4; 19:44A-22.2; and N.J.S.A. 40A: II-I et. seq.

**Request for Qualifications for
THE POSITION OF GENERAL LEGAL COUNSEL**

Issuance of Request for Qualifications: December 2, 2024

This RFQ proposal is to be received 12/12/2024, at 12:00 p.m. at Passaic County Board of Social Services, located at 80 Hamilton Street, Third Floor Room 301, Paterson, New Jersey 07505.

NO BID PROPOSAL SHALL BE RECEIVED IN PERSON OR BY MAIL AFTER THE HOUR DESIGNATED.

DOCUMENT CHECKLIST

This form is provided for the proposer's use in assuring compliance with all the required documents to be submitted with this proposal. Failure to submit these documents could be cause for rejection of this proposal.

Required By PCBSS	APPLICATION COVER	Read, Signed & Submitted by Proposer
<u>X</u>	Stockholder Disclosure Certification	_____
<u>X</u>	Non-Collusion Affidavit	_____
<u>X</u>	Addenda Notification	_____
<u>X</u>	Last Page Checklist	_____
<u>X</u>	Bid Proposal Forms	_____
<u>X</u>	Affirmative Action Compliance Notice State of NJ Business Registration Certificate	_____
<u>X</u>	Disclosure of Investments in Iran	_____
<u>X</u>	Certificate of Non-Involvement in Prohibited	_____
<u>X</u>	Activities in Russia or Belarus	_____

Business Registration Certificate is required for all proposers, except for non-profit organizations and other government agencies. They must provide proof of non-profit status. Specifications and instructions may be obtained at the Passaic County Board of Social Services: 80 Hamilton Street, Paterson, NJ 07505. Respondents shall comply with the requirements of P.L. 1975 C127 (N.J.S.A.17:27et seq.) A copy of your NJBRC should be included with your proposal.

PASSAIC COUNTY BOARD of SOCIAL SERVICES

NOTICE TO BIDDERS

Fair and Open Process

Notice is hereby given that sealed proposals will be received **December 12, 2024**, at 12:00pm by the Passaic County Board of Social Services, 80 Hamilton Street, Paterson, New Jersey. 07505 (ROOM 301) for the following:

THE POSITION OF GENERAL LEGAL COUNSEL, TO INCLUDE BUT NOT BE LIMITED TO:
LABOR; LITIGATION AND CONFLICT COUNSEL

****PROPOSERS ARE INSTRUCTED TO IDENTIFY FOR WHICH AREA OF PRACTICE THE RFQ IS BEING SUBMITTED AND TO SUBMIT A SEPARATE RFQ FOR EACH OF THE LEGAL AREAS IN WHICH A CONTRACT IS BEING SOUGHT**

CONTRACT PERIOD: December 19, 2024 to December 18, 2025

Proposals and specifications may be obtained either by mail, or pickup at the Passaic County Board of Social Services, located at 80 Hamilton Street, Third Floor (ROOM 301), Paterson, New Jersey 07505 or by contacting the Director's Confidential Secretary at 862-433-2601 during regular business hours (8:30a.m. - 4:30 p.m.). Proposals must be submitted, in a sealed envelope (provided with one (1) BID Package) indicating the title of the RFQ and due date, with an original and 2 copies. For questions or clarification, you may contact the office of the Qualified Purchasing Agent via Email to twheeler@pcbss.org

Proposals must be received either in person at the hour designated in this advertisement, or previous thereto by Delivery, Mail, overnight delivery service to the PASSAIC COUNTY BOARD of SOCIAL SERVICES 80 Hamilton Street, Director's Office, Third Floor, Paterson, New Jersey 07505. The Passaic County Board of Social Services is not responsible for any proposal that is either mailed or overnight delivered not arriving at the deadline time.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-3 [et seq. and N.J.A.C. 17: 27. If awarded a contract, your company/firm shall be required to comply with the requirements of N.J.S.A, 10:5-31 et seq. and N.J.A.C. 17:27.

The proposal must be accompanied by all documents required by the conditions and specifications for submitting a proposal. Bidders are required to comply with the requirements of P.L. 1975, c [27 (N.J.A.C. 17:27-5.2) concerning affirmative action goals.

The Board of Social Services of the County of Passaic reserves (he right to consider the bid proposals for sixty (60) days after the receipt thereof; and Further reserves the right to reject all proposals, waive informalities, and make awards or take actions as may be in the best interest of the PCBSS.

Proposals and copies must be submitted in sealed envelopes addressed as outlined above with the name of the Proposer - on the envelope (which is supplied with this proposal and the application forms,) Proposals not physically received at the Passaic County Board of Social Services by the date and time specified will not be accepted for consideration. Extensions or exceptions cannot be granted, and the Board takes no responsibility for delays in mail or delivery services, Facsimile transmissions will not be accepted.

Talisa Coleman, Executive Director
Tabatha L. Wheeler, PA
Passaic County Board of Social Services
80 Hamilton Street, Paterson, New Jersey 07505

Instructions to Bidders and Statutory Requirements

I. SUBMISSION OF BIDS

- A. Sealed bids for The position of General Counsel to the agency will be received by the Passaic County Board of Social Services, hereinafter referred to as "PCBSS" in accordance with public advertisement as required by law. A copy of the notice is attached and made a part of these specifications.
- B. Sealed bids will be received by Talisa A. Coleman, Director and Tabatha Wheeler, PA, at 12:00pm on **December 12, 2024**, at 80 Hamilton, Street Paterson, NJ in Room 303 - Board Room, as stated in the Notice to Bidders, and at such time and place will be publicly opened and read aloud.
- C. The bid shall be submitted in a sealed envelope: (1) addressed to the owner at 80 Hamilton Street, Paterson, NJ in Room 303 -Board Room, (2) bearing the name and address of the bidder written on the face of the envelope, and (3) clearly marked "BID" with the contract title: General Legal Counsel
- D. It is the bidder's responsibility that bids are presented to the PCBSS at the time and at the place designated. Bids may be hand delivered or mailed; however, the owner bears no responsibility for bids forwarded by regular or overnight mail. If the bid is sent by express mail service, the designation in sub-section C, above, must also appear on the outside of the express mail envelope. Bids received after the designated time and date will not be considered for award.
- E. Sealed bids forwarded to PCBSS prior to the opening of bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, they may remain for a period of sixty (60) calendar days.
- F. All prices and amounts must be written in ink or, preferably machine printed. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for the bid proposal form, attachment of additive information not required by the specifications, or irregularities of any kind may be rejected by the owner. Any changes, whiteouts, strikeouts, etc. must be initialed in ink by the person signing the bid.
- G. Each bid proposal form must give the full business address, business phone, fax, email if available, the contact person of the bidder, and be signed by an authorized representative as follows:
 - Bids by partnerships must provide the full name of all partners and must be signed ill the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing.
 - Bids by corporations must be signed in the legal name of the corporation, followed by the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter.
 - Bids by sole proprietorship shall be signed by the proprietor.
When requested, satisfactory evidence of authority of the officer signing shall be furnished.
- H. Bidder should be aware of the following statutes that represent "Truth in Contracting" laws:
 - N.J.S.A. 2C:2 1-34, et. seq. governs false claims and representations by bidders, it is a serious crime/or the bidder to knowingly submit a false claim and/or knowingly make material misrepresentations
 - N.J.S.A. 2C:27-10 provides that a person commits a crime if said person offers a benefit to a public servant for an official act performed or to be performed by a public servant which is a violation of official duty
 - N.J.S.A. 2C:27-I I provides that a bidder commits a crime if said person, directly or indirectly, confers or agrees to confer any benefit not allowed by law to a public servant

- Bidder should consult the statutes or legal counsel for further information

II. INTERPRETATION AND ADDENDA

- A. The bidder understands and agrees that his/her bid is submitted based on the specifications prepared by the owner and accepts the obligation to become familiar with specifications.
- B. Bidders are expected to examine the specifications and related bid documents with care and observe all requirements. Ambiguities, errors, omissions noted by the bidders should be promptly reported in writing to the Purchasing Agent. Any prospective bidder who wishes to challenge a bid specification shall file such challenge in writing with the contracting agent no less than three business days prior to the opening of the bids. Challenges filed after that time shall be considered void and have no-impact on the contracting unit or the award of the contract pursuant to N.J.S.A. 1-13. In the event the bidder fails to notify the owner of such ambiguities, errors, or omissions, the bidder shall be bound by the requirements of the specifications and the bidder's submitted bid.
- C. No oral interpretation and/or clarification of the meaning of the specifications for any goods and services will be made to any bidder. Such requests shall be in writing addressed to PCBSS' representative stipulated in the bid specification. In order to be given consideration, requests must be received at least seven (7) business days prior to the date fixed for the opening of the bid.

All interpretations, clarifications and any supplemental instructions will be in the form of written addenda to the specifications and will be distributed to all prospective bidders. All addenda so issued shall become part of the specifications and bid documents and shall be acknowledged by the bidder in the bid. The owner's interpretations or corrections thereof shall be final.

When issuing addenda, the owner shall provide required notice prior to the official receipt of bids to any person who has submitted a bid or who has received a bid package pursuant to N.J.S.A. 40A: 11-23c.l.

III. INSURANCE AND INDEMNIFICATION

A. INSURANCE REQUIREMENTS

B. Professional Liability

All bidders must show proof of Professional Liability coverage in an amount of not less than \$2,000,000.00 with a carrier that has an AAA rating by an insurance rating agency such as AM, Best, Fitch, Moody's Investors Service or Standard & Poor's.

1. Indemnification

Bidder shall indemnify and hold harmless the owner from all claims, suits or actions and damages or costs of every name and description to which the owner may be subjected or put by reason of injury to the person or property of another, or the property of the owner, resulting from negligence acts or omissions of the contractor, the contractor's agents, servants, or subcontractors in the delivery of goods and services, or in the performance of the work under the contract.

IV. STATUTORY AND OTHER REQUIREMENTS

A. MANDATORY AFFIRMATIVE ACTION CERTIFICATION

No firm may be issued a contract unless it complies with the affirmative action provisions of N.J.S.A. 10:5-3 1 et seq. and N.J.A.C. 17:27-1 et seq. The following information summarizes the full, required regulatory text, which is included as Exhibit A of this bid specification.

1. Goods and Services (including professional services) Contracts

Each contractor shall submit to the public agency, after notification of award but prior to execution of the contract, one of the following three documents:

- I. 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
- II. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4 or
- III. A photocopy of an Employee Information Report (Form AA 302) provided by the Division and distributed to the public agency by the contractor in accordance with N.J.A.C. 17:24-4.

B. AMERICANS WITH DISABILITIES ACT OF 1990

Discrimination on the basis of disability in contracting for the purchase of goods and services is prohibited. Bidders are required to read Americans with disabilities language that is included as Appendix A of this specification and agree that the provisions of Title II of the Act are made a part of the contract. The contractor is obligated to comply with the Act and to hold the owner harmless.

C. STOCKHOLDER DISCLOSURE

N.J.S.A. 52:25-24.2 provides that no corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless, prior to the receipt of the bid or accompanying the bid of said corporation or partnership. Bidders shall submit a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent or more of its stock of any class, or of all individual partners in the partnership who own a ten percent or greater interest therein. The included Statement of Ownership shall be completed and attached to the bid proposal. This requirement applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships and Subchapter S corporations. Failure to submit a stockholder disclosure document shall result in rejection of the bid.

D. PROOF OF BUSINESS REGISTRATION

N.J.S.A. 52:32-44 requires that each bidder (contractor) submit proof of business registration with the bid proposal. Proof of registration shall be a copy of the bidder's Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/nibgs or by phone at (609) 292-1730. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

- 1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor.
- 2) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used.
- 3) During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax clue pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

Information on the law and its requirements is available by calling (609) 292-1730.

E. NON-COLLUSION AFFIDAVIT

The Affidavit shall be properly executed and submitted with the bid proposal.

F. PAY TO PLAY

Starting in January, 2007, business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20,27 if they receive contracts in excess of \$50,000 from public entities in a calendar year.

Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-3 13-3532 or at www.elec.state.nj.us

V. METHOD OF CONTRACT AWARD

- A. The length of the contract shall be one year beginning **December 19, 2024 – December 18, 2025** The contract will be awarded at the regular meeting of the Board of Commissioners on **December 19, 2024**. Pursuant to requirements of N.J.A.C. 5:30-5.1 et seq., any contract resulting from this bid shall be subject to the availability and appropriation of sufficient funds annually. Please see Section VII, Termination of Contract, Sub-section E, for additional information.

VI. CAUSES FOR REJECTING BIDS

Except for mandatory requirements under the Open Public Contracts Law, the Passaic County Board of Social Services reserves the right to accept or reject any and all Request for Qualifications and may waive informalities at its discretion.

VIII. PAYMENT

- A. No payment will be made unless duly authorized by the PCBSS authorized representative and accompanied by proper documentation.
- B. Payment will be made in accordance with the PCBSS policy and procedures.
- C. Invoices must specify, in detail, the period for which payment is claimed, the services performed during the prescribed period by hour rounded to the nearest tenth of an hour, and the lawyer performing the services.
- D. The owner does not pay penalty or interest on past due bills.
- E. The successful bidder shall complete a W-9 Form and submit it to the Fiscal Department prior to the contract award.

IX. PROPOSAL REQUIREMENTS (see section X)

Qualification Statement and Proposal

Bidders are requested to submit a Qualification Statement and Proposal which shall be no more than three (3) typed, single sided letter size sheets in length. The Qualification Statement and Proposal must contain all the requirements of the RFQ and the following information.

- 1. A statement that your firm is interested in performing the work described in the RFQ. **A SEPARATE RFQ MUST BE SUBMITTED FOR EACH CATEGORY OF LEGAL SERVICES IN WHICH YOU ARE SEEKING A CONTRACT.**
- 2. The address of the office in which the work will be performed.
- 3. The name and title of the individuals who will be assigned to the project.
- 4. A narrative demonstrating your understanding of the work requested. The narrative must detail your firm's particular ability to perform the type of work requested in a professional and cost-effective manner.

X. Request for Qualifications – GENERAL LEGAL COUNSEL

The Passaic County Board of Social Services will accept proposals for the above Legal Services It is the Board's desire to retain General Legal Counsel that will be used to provide professional legal services in the above areas that may arise from time to time, as well as to help with matters that may be assigned by the Board and/or Administration.

Any interested parties must provide evidence that satisfies the minimum requirements set forth in Section 3 and that it otherwise complies with the proposal requirements set forth in these specifications.

(1.) General Counsel Minimum Requirements:

- a. The General Counsel shall be an attorney at law of the State of New Jersey. Will be responsible as the "Corporation Counsel" for all typical agency/municipal attorney functions, including attending all Board meetings, meeting regularly with the Board's Administration and other staff, preparing reports and memorandum on legal affairs; preparing memorandum for matters that will be addressed by the Board in Executive Session; attending other committee or workshop group meetings for the Board – as needed; being available or having staff available to answer time-sensitive legal questions for all Board staff on a daily basis.
- b. The individual/firm selected for this position must also have experience in labor matters. Specifically, the successful candidate must have a minimum of ten (10) years representing as either in house or outside counsel public entities in the area of labor negotiations with collective bargaining agreements and personnel matters dealing with investigative and disciplinary matters. The Attorney(s) shall be admitted and in good standing to practice law before all State of New Jersey Courts and Agencies.
- c. The successful candidate must also be proficient in Litigation and must have a minimum of ten (10) years representing public entities in Matters related to the Tort Claims Act, Employment Discrimination: LAD, NJCRA, CEPA and ADA. The Attorney(s) shall be admitted and in good standing to practice law all Courts in the State of New Jersey, the District Court of New Jersey, and the Court of Appeals for the Third Circuit.

(2.) Scope of Services Overview:

The scope of Legal Services:

- a) Attend monthly meetings of the Board.
- b) Confer and advise the officers and members of the Passaic County Board of Social Services on matters relative to the welfare board, provide legal opinions on changes in the laws, and other matters where the Board/Administration requires representation.
- c) Prepare and or review contracts, legal instruments and documents as may be required by the Passaic County Board of Social Services.
- d) Appear and represent the Board in litigation matters, labor matters, and other assigned matters.
- e) Render legal opinions as directed by the Board.
- f) Assist in collective bargaining negotiations and in the administration of labor agreements between the Board and unions representing employees of the PCBSS.
- g) Represent the Board before Administrative Agencies and Arbitrators in matters involving employee disciplinary appeals.
- h) Appear before Appellate Courts.
- i) Prepare or review lease agreements.
- j) Provide special expertise in matters involving the Public Employment Relations Commission.
- k) Research and report on legal issues as Requested by PCBSS.
- l) Provide special expertise in Civil Service matters.
- m) Handle and/all other matters assigned by the Board/Administration.

(3.) Minimum Qualifications and Responses to this Solicitation

For its proposal to be considered by the PCBSS interested parties must meet minimum requirements for the areas listed above.

In addition to the above, a successful bidder must have: 1) a minimum of ten (10) years of law practice in the State of New Jersey; 2) familiarity with having represented a New Jersey Social Service Agency for at least ten (10) years; familiarity with Passaic County, New Jersey.

All attorneys or firms responding to this proposal must show proof of professional liability coverage in an amount of at least \$200,000.00 with a carrier that has an AAA rating by A.M. Best Company or other insurance rating company.

Attorneys or firms that have represented any adverse party or claims whether administrative, civil, criminal, or otherwise against the PCBSS within the past three (3) years shall not be considered for this solicitation.

(4.) Proposal Requested for Legal Services

The Board is aware that contracts for professional services are an exception to bidding; however, State Codes note there shall be some sort of selection process documented. For this, the Board follows N.J.S.A. 52:34-10.8, et seq.

As such, the Board is requesting a professional fee schedule from the applicants which should include but not be limited to:

- a) Annual retainer: Please outline the requested annual retainer that is being bid, which will include the annual costs to be paid on a monthly basis;
- b) Hourly billing: for items not covered by the annual retainer. Here, please note that the rate for representation of the PCBSS is: \$175.00 per hour. The fee schedule for billing will be governed by the American Bar Association's Billing Standards, and each bill submitted with will be subject to the review and approval of the PCBSS;
- c) Administrative and Secretarial Services/Related Expenses are considered part of the firm's overhead and are built into the hourly rate structure. The Board will not pay for these costs. The Board will consider on a case-by-case basis any extraordinary administrative or secretarial costs, and if agreeable, shall pre-approve such costs as may be applicable.
- d) Billing Invoices: The Board will maintain a log of services for all legal counsel and said log will be compared to the billing invoices submitted by any/all legal firms. The invoice for services shall be submitted to the CFO of the PCBSS, on a monthly basis. Payment will be made after monthly services have been provided by the General Counsel. There shall be no advance payments – whatsoever.

BID PROPOSAL FORM
GENERAL COUNSEL LEGAL SERVICES FOR THE PCBSS
PROFESSIONAL SERVICES

The undersigned proposes to furnish and deliver the above goods/services pursuant to the bid specification and agrees to the PCBSS hourly rate as set forth herein.

Specify which Bid this represents and submit a separate proposal for each that you wish to be considered for:

Labor Counsel

Litigation Counsel

Conflict Counsel

Amount in words

Amount in numbers

Company Name Federal Id. # or Social Security #

Address

Signature of Authorized Agent Type or Print Name

Title Telephone# Date

STANDARD BID DOCUMENT REFERENCE	
	Reference: IV-A
Name of Form:	AFFIRMATIVE ACTION COMPLIANCE NOTICE
Statutory Reference:	N.J.S.A. 10:5-31 (P.L. 1975, c. 127) and N.J.A.C. 17:27-1 seq.
Instructions Reference:	Statutory and Other Requirements VII-A-I
Description:	To assure vendor compliance with State affirmative action requirements.

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

1. 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
2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
3. A photocopy of an Employee Information Report (FOI m 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.

This form provides the bidder guidance on the requirements, It is advisory in nature only and is a non-mandatory, waivable form.

For information on the requirements of the Affirmative Action Law, contact:

Division of Contract Compliance & Equal Employment Opportunity in Public Contracting
 Department of the Treasury
 State of New Jersey
 P.O. Box 209
 Trenton, NJ 08625-0209
 609-292-5473
 E-mail: www.state.nj.us/treasury/contract_compliance/ccmail.shtml
 Agency website: www.state.nj.us/treasury/contract_compliance

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

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

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

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

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

The contractor or subcontractor, 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, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

In conforming with the 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, gender identity

or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA 302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Sub chapter 10 of the Administrative Code at N.J.A.C. 17:27.

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. 10:53 1 and N.J.A.C. 17:27-1 seq.

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 corms 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 Repot-I (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. 10:5-3 1 and N.J.A.C. 17:27. I et seq. 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 rails to comply with the requirements of N.J.S.A. 10:5-3 1 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

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

The contractor and the PASSAIC COUNTY BOARD OF SOCIAL SERVICES. (hereafter "PCBSS") do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42LUSC 9121-01 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 thereto, 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 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 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. 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.

I HEREBY CERTIFY COMPLIANCE WITH THE FOREGOING:

Signed by: _____

PRINT NAME AND OFFICIAL TITLE

ADDRESS: _____

Phone: _____ Email: _____ Federal ID No.: _____

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Bid Submission

Name of Business: _____

_____ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

_____ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

Check the box that represents the type of business organization:

_____ Partnership _____ Corporation _____ Sole Proprietorship
_____ Limited Partnership _____ Limited Liability Corporation _____ Limited Liability Partnership
_____ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn to before me this day of 20____. _____
(Affiant)

(Notary Public) _____
(Print name & title of affiant)

My Commission expires: _____ (Corporate Seal)

STANDARD BID DOCUMENT REFERENCE	
	Reference: IV-D
Name of Form	BUSINESS REGISTRATION CERTIFICATE
Statutory Reference:	N.J.S.A. 52:32-44 (P.L. 2004, c.57)
Instructions Reference:	Statutory and Other Requirements VII-D
Description:	Contractor must provide State Division of Revenue issued Business Registration Certificate with the bid submission.

Detailed information on this requirement is found in Division of Local Government Services Local Finance Notices 2004-17 (8/6/04), 2004-24 (11/1/04), 2005-12 (4/27/05) and on the Division web site at www.nj.gov/dca/lgs/lpc1. These resources and a Frequently Asked Questions resource should be consulted when questions arise.

PASSAIC COUNTY BOARD OF SOCIAL SERVICES

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____ ss:

I, _____ residing in _____
(Name of affiant) (Name of Municipality)

In the County of _____ and State of _____ of
full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(Title or position) (name of firm)

_____ the bidder making this Proposal for the bid entitled Outside
Legal Counsel, Labor Litigation and Conflict Counsel, and that I executed the said proposal with full authority to do
so that said bidder 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 **Passaic County Board of Social Services** 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 or retained 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 _____

Subscribed and sworn to before me this day

_____ 20__

Signature
(Type or print name of affiant under signature)

Notary public of _____

My Commission expires: _____ (SEAL)

STANDARD BID DOCUMENT REFERENCE	
REFERENCE: IV-G	
Name of Form:	FORMS TO BE PROVIDED BY ELEC
Statutory Reference:	N.J.S.A. 19:44A-20.27 (P.L. 2005, c.271, S.3)
Instructions Reference:	Statutory and Other Requirements VII
Description:	Disclosure of Contributions to ELEC

Disclosure of Contributions to New Jersey Election Law Enforcement Commission (ELEC)

N.J.S.A. 19:44A-20.27 establishes a new disclosure requirement for business entities. It requires that, when a business entity has received in any calendar year \$50,000 or more in public contracts with public entities, it must file an annual report with the Election Law Enforcement Commission (ELEC). The report shall disclose any contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind:

- To a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or,
- To a political party committee, legislative leadership committee, political committee or continuing political committee.

The report will include all reportable contributions made by the business entity during the 12 months prior to the reporting deadline. ELEC will be promulgating a form and procedures for filing commencing in January 2007. ELEC can also impose fines for failure to comply with this requirement.

While the local unit has no role in this process, it is recommended that all bid or proposal specifications and contracts should include language notifying business entities of their potential obligation under the law. Such language could read as follows:

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

PASSAIC COUNTY BOARD OF SOCIAL SERVICES

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Dated	Acknowledge Receipt (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ No addenda were received:

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

Disclosure of Investment Activities in Iran

Bidder Name:	
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Part 1: Certification
BIDDERS ARE TO COMPLETE PART 1
BY CHECKING EITHER BOX.

Pursuant to Public Law 20 12, C. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, not' any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review this list prior (o completing the below certification. Failure to complete the certification may render a bidder's proposal non- responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

Check the Appropriate Box

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasurys list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2 — Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN. You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries, or affiliates, engaging in the investment activates in Iran on additional sheets provided by you.

Part 3: Certification

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the <name of contracting unit* is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the reference to contracting unit> to notify the <reference to contracting units> in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the <name of contacting unit> and that the <reference to contracting units> at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (print):	Title:
Signature:	Date:

OUTSIDE LEGAL COUNSEL
LAST PAGE/BID DOCUMENT CHECKLIST*

Required by owner.	Submission Requirement	Initial each required. entry and if required, submit the item.
	Stockholder Disclosure Certification	
	Non-Collusion Affidavit	
	Acknowledgment of Receipt of Addenda	
	Bid Proposal Form	
	References	
	Mandatory Affirmative Action Compliance Notice	
	Mandatory Equal Opportunity Language	
	Americans with Disabilities Act of 1990 Language	
	Proof of Business Registration	
	Disclosure of Investment Activities in Iran	
	Political Disclosure Form	
	Certificate of Professional Liability Insurance	
	Certification of Non-Involvement in Prohibited Activities in Russia or Belarus	

*This form need not be submitted. It is provided for bidder's use in assuring compliance with all required documentation.



CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative

Date

Print Name and Title of Vendor's Authorized Representative

Vendor's FEIN

Vendor's Name

Vendor's Phone Number

Vendor's Address (Street Address)

Vendor's Fax Number

Vendor's Address (City/State/Zip Code)

Vendor's Email Address

¹ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).