



Request for Proposals

External Evaluator Services

RFP No: 03-11-25 EESCEWD

Proposal Due Date:

Friday March 21, 2025

11:30 AM

HUDSON COUNTY COMMUNITY COLLEGE
26 Journal Square, Jersey City New Jersey 07306

REQUEST FOR PROPOSALS

Hudson County Community College (“HCCC” or “College”) hereby seeks proposals from qualified vendors for:

SCC External Evaluator Services

All quotation proposal responses must be submitted in a sealed envelope and delivered to the

HUDSON COUNTY COMMUNITY COLLEGE
Attention: Jeff Roberson, Jr.
Director of Contracts and Procurement
26 Journal Square, 14th Floor
Jersey City, New Jersey 07306

on or before the date and time indicated below. The envelope to bear the following information:

Title: External Evaluator Services

Proposal No. RFP No: 3-11-25 EESCEWD

Name and Address of the Respondent
Attention: Jeff Roberson, Jr.
Director of Contracts and Procurement
26 Journal Square, 14th Floor
Jersey City, New Jersey 07306

Due Date: March 21, 2025

Due Time: **11:30 AM**

Submission of Proposals—US Postal Service/Delivery Service

All potential respondents are encouraged to send their responses through the US Postal Service via certified mail/overnight delivery or other recognized delivery service that provides certification of delivery to the sender.

Jeff Roberson, Jr.
Director of Contracts and Procurement

Introduction:

About Hudson County Community College

Hudson County Community College serves more than 20,000 credit and non-credit students annually. The College offers more than 90 degree and certificate programs, including award-winning English as a Second Language; Science, Technology, Engineering and Mathematics (STEM); Culinary Arts/Hospitality Management; Nursing and Health Professions; and Humanities and Social Sciences. The HCCC Culinary/Hospitality Management program was ranked number six in the U.S. by Best Choice Schools. The College's School of Continuing Education and Workforce Development offers cutting-edge, industry-recognized, stackable credentials in alignment with high-priority workforce needs.

HCCC has partnerships with major four-year colleges and universities in the greater New Jersey-New York area and beyond, accommodating seamless transfer of credits for further undergraduate and graduate education.

The College's commitment to Diversity, Equity, and Inclusion has been recognized with the 2021 Association of Community College Trustees (ACCT) Northeast Region Equity Award; the "INSIGHT Into Diversity" 2021, 2022 and 2023 Higher Education Excellence in Diversity (HEED) Award, this year honoring HCCC as one of six community colleges nationally to be named "Top Colleges for Diversity;" the "INSIGHT Into Diversity" 2022 and 2023 Inspiring Programs in STEM Award, and 2024 Inspiring Programs in Business Award. The College received the 2023 Outstanding Member Institution Award from the Hispanic Association of Colleges and Universities (HACU). HCCC is a finalist in seven categories of this year's American Association of Community Colleges' (AACCC) national "Awards of Excellence."

For the third consecutive year, HCCC was selected as one of 18 community colleges in the United States to be named among the "2024 Most Promising Places to Work in Community Colleges" by the National Institute for Staff and Organizational Development (NISOD) in collaboration with "Diverse: Issues in Higher Education." The College was one of 22 community colleges in the nation, and the only college in New Jersey, to be recognized by ModernThink LLC and the "Chronicle of Higher Education" as a 2022 and 2023 "Great College to Work For®." HCCC is one of two colleges in the United States to be named a Top Ten Finalist in all three program categories for the nationally recognized 2023 Bellwether Awards, and received the 2023 Bellwether Award for the College's cutting-edge "Hudson Scholars" program, which also won the 2024 Bellwether Legacy Award.

The College's exemplary work in advancing student success has been recognized with 2023 "Leader College of Distinction" designation by Achieving the Dream, the national nonprofit organization dedicated to advancing community colleges as catalysts for equity and mobility in their communities. HCCC was also presented the 2023 and 2024 Campus Prevention Network Seal of Prevention for demonstrating leadership in digital prevention programming focused on student safety, well-being, and inclusion.

The College also supports students' educational experiences outside the classroom. The College's Center for Academic and Student Success, award-winning Abigail Douglas Johnson Academic Support Services Center, and Office of Mental Health Counseling and Wellness assist students in outlining their academic, career, and personal journeys.

A leader in workforce development, HCCC hosted The Aspen Institute's Workforce Leadership Academy, which was the first to be offered in partnership with a community college. The Hudson County Workforce Leadership Academy was funded through a combination of public and private donors that included JPMorgan Chase, The Harry and Jeanette Weinberg Foundation, The W.K. Kellogg Foundation, the County of Hudson, the Lefrak Family, and Mack-Cali.

Scope of Services:

As a condition of grant award, grantees are required to procure a developmental evaluator to support them in documenting outcomes, provide real-time feedback to inform the development of the intervention, and identify potential adaptations to the intervention to address systemic barriers and dynamic environments. This includes supporting the grantee in instituting a Good Jobs and Equitable Employment Outcomes data review and analysis process, which must occur at least once annually (as described on pages 9-10 of the FOA).

Grantees must submit a detailed procurement work plan to procure a third-party evaluator for a development evaluation. Grantees must ensure that the procurement plan meets the following requirements (see page 20 of the FOA):

- Consistency with Federal procurement law at 2 CFR 200.320, as well as any applicable college, state, or other procurement regulations. Note that, because the budget limit for the evaluator is no more than five percent of the total grant, the total may be under the Simplified Acquisition Threshold of \$250,000. Such purchases are referred to as “Small Purchases,” with specific rules found at 2 CFR 200.320(a)(2).
- Consistency with institution, state, or other relevant entities’ procurement requirements. Note that, if the institution, state, or other relevant entity has more restrictive rules for the type of procurement planned, the procurement must meet both those requirements and federal requirements.

As part of the grantee orientation and onboarding process, we will send you an **Evaluation Rubric**, which provides guidance on the development of your evaluation design plans and evaluation reports. DOL will use this rubric to assess your evaluation deliverables and provide feedback based on consistency with the rubric. We encourage you to use the rubric to develop your procurement package and to share the rubric with your third-party evaluator (once selected), as you develop your draft evaluation design plan and all future deliverables.

Keep in mind that an important role of the developmental evaluator is to support the grantee in instituting a Good Jobs and Equitable Employment Outcomes data review and analysis process, which must occur at least once annually (as described in Section I.A. under Core Element 2). The grantee's developmental evaluator will also complement the grantee's communication with the national evaluator, for those grantees selected for the national evaluation. See Section I.I. (p.19).

The Role:

Reporting to the Assistant Vice President of Workforce Development for the School of Continuing Education and Workforce Development, the External Evaluator provides a summative evaluation of grant activities occurring within the period of March 31, 2025– April 30, 2027. The Evaluator will work collaboratively with the Gateway to Innovation team, which is composed of the Assistant Vice President of Workforce Development, Director for Gateway to Innovation, Business Developer, Career and Employment Manager, Program Coordinators, and Program Assistant to ensure that the project achieves all key milestones by the end of the project period.

Key Responsibilities:

- The Evaluator will provide objective assessment of project initiation, implementation, and conclusion at the end of the contract period.
- The Evaluator will work with staff to deliver high quality outcomes for all grant activities, monitoring the activities and objectives contained in the grant application and the goals sought by the project.
- The Evaluator will provide formative [1] and summative [2] evaluations and produce annual reports that are transparent, truthful and of high quality for sharing with senior administration and the USDOL.
- The Evaluator will work with the finance team to gather and evaluate fiscal data for monitoring and reporting purposes.
- The Evaluator will monitor advisory/project boards and engage with external stakeholders and employers to gather and evaluate labor market data and intel to assess and recommend project implementation to deliver high quality outcomes.
- The Evaluator will gather and analyze data for the purposes of compliance and reporting, adhering to guidelines.
- The Evaluator will work with Institutional Research to measure and analyze data for all key objectives of the project.
- The Evaluator will also serve in a third-party advisory capacity to provide objective, unbiased advice and assist key personnel with decision making and new strategies as necessary.
- The Evaluator will assess and provide participatory evaluation [3] through close collaboration with the project team, other members of college community, and external stakeholders throughout all phases of the project.
- The Evaluator will convene and record meetings with the project team to review matters related to the grant project and suggest solutions and strategies to address any challenges that may arise.

[1] Formative evaluation—Evaluation undertaken in the initial stages of program operation to inform program development and implementation, exploration of alternative approaches.

[2] Summative evaluation—Evaluation of the overall worth of the program after it is in operation.

[3] Participatory evaluation—Evaluation that involves the stakeholders of a program or policy in the evaluation process.

Required Qualifications:

- Master's degree in Finance/Technology or related field.
- Experience evaluating US Department of Labor grants and contracts.
- Experience in evaluating and using Labor Market Information.
- Experience working with higher education staff.
- Expertise in project evaluation, data collection, and analysis.
- Knowledge of HCCC and its policies, procedures, and aspirations. [1]
- Ability to remain objective and unbiased.

[1] Please see Hudson County Community College 2024-29 Strategic Plan.

<https://www.hccc.edu/abouthccc/vision/strategic-plan.html>

Appendix A

See External Evaluator-Narrative Extract (1)

Project Evaluation

The External Evaluator will be responsible for providing an objective analysis of HCCC's ability to achieve the following project goals during Grant Years 2 through 5 (the period of 03/31/2025 - 04/30/2028).

- **Core Element 1: Sector-Based Career Pathways Programs**

Gateway to Innovation (GTI) will develop career pathways by actively engaging employer partners to align training with industry needs. This includes convening an Employer Advisory Board, collaborating to identify essential skill sets, and partnering with community organizations to enhance career pathways. Additionally, GTI establishes connections with workforce development partners and unions to expand opportunities for participants.

- **Core Element 2: Good Jobs, Equitable Employment Outcomes, and Student Voice**

GTI will ensure participants are trained for high-quality jobs by identifying key job characteristics and aligning training programs accordingly. This involves defining "Good Jobs" elements, assessing employment opportunities, and designing structured educational pathways to meet industry standards. Through data-driven job analysis and collaboration with employers, GTI helps participants secure sustainable and equitable employment.

- **Core Element 3: Strategy Options**

By fostering collaboration between workforce agencies, employers, and educators, GTI will enhance the impact of training programs. This includes hosting advisory meetings, aligning industry needs with educational offerings, and developing strategies for ongoing workforce engagement. These initiatives ensure that training programs remain relevant to economic trends and provide participants with strong career prospects.

- **Core Element 4: Sustainable Systems Change**

GTI will build lasting infrastructure for career pathways by implementing policy updates, expanding funding opportunities, and refining program delivery. The initiative includes developing strategic employer engagement plans, leveraging workforce partnerships, and ensuring long-term program sustainability. These steps create a foundation for ongoing success beyond the grant period.

Each **Core Element** in the document is followed by **strategic actions and implementation steps, milestones, and responsible entities** that detail how these principles will be executed.

Goals, Objectives, and Corresponding Milestones

The following chart details milestones that will serve as performance indicators for attaining each objective and goal. The grant administrators will collaborate with the External Evaluator to ensure accurate and timely progress toward each milestone. Responsible parties and completion dates in the chart below are meant to serve as a guide for activity throughout the life of the SCC4 grant.

Grant Milestones for Evaluation

Work Plan for SCCTG at Hudson County Community College

Core Element 1: Sector-Based Career Pathways Programs

Engage with employer partners to align career pathways

Strategic Actions and Implementation Steps		Milestone(s)
Convene Stakeholder Advisory Board/Employer Subcommittee	Define the goals of the Employer Advisory Board	
Meet w/ Stakeholder Advisory Board/Employer Subcommittee	Collaborate with members to identify skillset priorities within each career pathways;	

Engage with stakeholders to enhance career pathways

Strategic Actions and Implementation Steps		Milestone(s)
Collabrate with community based partners to target the population	Work with community based partners to identify gaps in current pathways in the community and develop collaborative solutions	
Align employer partners with career pathways to provide industry knowledge	Approve an employer partner engagement plan detailing activities, timelines, and responsibilities	
Collabrate with workforce development partners to promote career pathways to the community	Organize and facilitate meetings to share information, and build relationships	
Establishing new relationship with the union and labor management partners to enhance the development of our career pathways	Create a strategy for engaging the union and labor partners including methods of communication and types of engagement activities	

Core Element 2: Good Jobs, Equitable Employment Outcomes, and Student Voice

Identify Educational Supports to Train for Good Jobs

Strategic Actions and Implementation Steps		Milestone(s)
Determine and define Good Jobs elements	Documented list/details	
Assess jobs for Good Job elements	Documented analysis	
Determine educational steps to train for Good Jobs	Written plan	
Formalize training, curricula, credenalis, credit prior learning	Completed curricula, certs	

Identify Employment Options Leading to Good Jobs

Strategic Actions and Implementation Steps		Milestone(s)
Engage with employers to identify experiential learning	Documented list/details;	
Engage with employers to identify and offer Good Jobs	Documented position desc;	
Shape instruction to industry needs	Documented curricula	
Formalize details for sustaining Good Jobs for future	Documented curricula	

Solicit and Support Student/Worker Voice

Strategic Actions and Implementation Steps		Milestone(s)
Convene student/alumni participation in Advisory Board	Initial and ongoing mtgs	
Solicit student/alumni voice in developing educational elements	Document participation	
Solicit student/alumni voice in developing employment elements	Document participation	

Core Element 3: Strategy Options

Group A: Employer Engagement

Strategy Action A.1: Improve process for incorporating employer input

Strategic Actions and Implementation Steps		Milestone(s)
Convene Stakeholder Advisory Board/Employer Subcomm. For subject matter expertise	Reach out to potential partners through emails, phone calls, or in-person visits	
Meet w/ Stakeholder Advisory Board/Employer Subcomm. to gather sector wide input	Quarterly meetings to identify in-demand skills; review and make curriculum recommendations; provide paid work-based learning experiences, mentorships, workshops, and other experiential learning opportunities	
Develop a Stakeholder Advisory Board/Employer Subcomm. feedback system to incorporate subject matter expertise in the program design	Quarterly meetings will include regular surveys to gather data. Maintain transparency and share with employers the impact of their feedback. Develop a culture of open feedback and improvement	

Strategy Action A.2 : Add to existing job development staff

Strategic Actions and Implementation Steps		Milestone(s)
Determine the specific needs and define clear roles for a new hire	Collobrate with program team to create detailed job descriptions outlining responsibilities, qualifications, and expection	
Recruit and hire a qualified candidates for the new position	Submit posting to HR for approval and advertisement. Conduct interview with qualified candidates. Extend an offer to the selected candidates	
Establish new hire with onboarding and training	Create projects such as outreach events and educational workshops, professional development, sector training, etc.	
Monitor the integration and collobration of the new hire with the team	Provide ongoing training, career coaching, and post-employment professional development	

Strategy Action A.4 : Strengthen employer-offered, paid, work-based learning (internships, apprenticeships)

Strategic Actions and Implementation Steps		Milestone(s)
Discuss with Employment Partners the career pathways that are connected to certification programs	Work with partners to align course content and certification programs with industry requirements	
Work with Workforce Development Partners to design programs that meet the needs of the local workforce	Schedule meetings to discuss alignment of mutual goals and areas of collaboration	
Collaborate with Community-based Partners to offer access to college services and participate in community events	Create joint projects and events to communciate with the community; develop workshops to match priorities of the community	

Strategy Action A.6 : Provide leveraged employer resources including instructors, mentors, in-kind

Strategic Actions and Implementation Steps		Milestone(s)
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Develop with Employer Partners engaging our students in mentorship programs based on skills of the mentor	Develop a mentorship program model. Engage the Employer Advisory Board for commitment to develop & participate in the initiative
Expand the network of employers from the Finance and Technology industry to contribute resources, leveraging our stakeholder network	Identify potential employer partners. Schedule meetings with interested employers to discuss collaboration opportunities
Develop a leverage service guideline that align roles and responsibilities with each employer to discuss their leverage services ie mentorship, speaker series, or workshop development	Draft leverage service guidelines that discuss the type of services each employer will provide. Create a partnership framework to include collaboration, including roles and expectations alignment
Utilize in-kind contributions from employers to support the development of the students	Create a potential list of in-kind resources. Identify the needs and match resources. Successfully integrate the resources into the program

Group B: Comprehensive Supports

Strategy Action B.1: Provide career navigation and coaching services

Strategic Actions and Implementation Steps	Milestone(s)
Conduct a comprehensive assessment of the client's skills, interests, values, and goal	Create a program assessment. Implement a career assessment
Initiate building a professional network and finding a mentor for students within the program	Work with career and employment manager to develop workshop series for networking
Provide career coaching to each participant	Implement resume support system. Focus on developing job search plan. Create employment search job posting chatroom. Create a system to support student during their interview process

Strategy Action B.2: Provide wraparound social supports and incentivized advisement

Strategic Actions and Implementation Steps	Milestone(s)
Conduct a lifestyle assessment to provide resources beyond the classroom	Develop and implement a lifestyle assessment
Regularly monitor client progress and adjust the support plan as needed	Create a client monitoring schedule. Implement the client monitoring schedule
Connect participants to Hudson Helps Resource Center and Hudson County community partners	Providing community and college resources to participants

Strategy Action B.4: Collaborate with worker organization or labor union to engage underserved communities

Strategic Actions and Implementation Steps	Milestone(s)
Develop a joint initiative with Union and Labor-Management Partners to support student career pathways	Listen to their perspectives on workforce development, training needs, and career advancement for the workforce. Work with unions to create learning opportunities for the participants

Group C: Academic and training offerings

Strategy Action C.1: Enhance non-credit to credit articulation

Strategic Actions and Implementation Steps	Milestone(s)
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Align non-credit courses with credit-bearing courses, ensuring that learning outcomes match	Certify non-credit courses as equivalent to specific credit courses where appropriate. .
Train staff on the new articulation processes and policies	Conduct training sessions and ensure all relevant personnel are informed and prepared.
Regularly review and refine articulation processes based on feedback and performance data	Establish a cycle of continuous improvement with periodic reviews and updates

Strategy Action C.6: Implement or enhance credit for prior learning

Diverse students are more likely to complete programs with these supports, more likely to be prepared for good jobs, and more likely to be employed, which will reduce equity gaps.

Strategic Actions and Implementation Steps | Milestone(s)

Align non-credit courses with credit-bearing	Conduct a needs assessment to determine demand for credit for prior learning
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Core Element 4: Sustainable Systems Change

Sustainable Systems Change: Stakeholder Relations(Student , Alumni, Employer, Labor, etc.)

Evidence of sustainable systems change achievements | Milestone(s)

Advisory boards will embrace the project with a sense of ownership, with impact on its design and share its achievements; partners will provide aligned resources to continue activities post-grant	Formalize Stakeholder/Project Advisory Boards; engage Students and Alumni on Advisory Boards; engage partners in the design of project elements/curricula
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Sustainable Systems Change: Educational Credentials, Coursework

Evidence of sustainable systems change achievements | Milestone(s)

HCCC will bring practice into alignment with the expanded flexible educational options. Training & credit articulation will continue to grow as more students achieve successful outcomes and gainful employment. HCCC will develop more effective processes and technology to support this type of project work, to increase student enrollment and completion.	Flexible course modalities expansion. Credit for Prior Learning evaluated for all students upon enrollment. Internal articulations for students to obtain credit for workforce programs. Stackable credentials from non-credit to credit are clearly communicated and nested into academic certificates and degrees. Non-credit and credit enrollment standardized to streamline transfers among programs.
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Sustainable Systems Change: Financial Stability (diversified,leveraged funding)

Evidence of sustainable systems change achievements | Milestone(s)

Explore additional funding options, regular strategic planning meetings, trusting and mutually beneficial relationships will engender leveraged resources from stakeholders	Leveraging of resources from all stakeholder partners; diversifying funding sources; drawing upon success to compete for additional grant funding
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Sustainable Systems Change: Employment Opportunitites

Evidence of sustainable systems change achievements | Milestone(s)

USDOL & involvement in the workforce ecosystem will be beneficial tapping into opportunities; HCCC will build upon relationships with employers beyond a transactional nature to provide a pipeline of diverse talent; Integration in the curriculum assessment process	Strengthen relationships with employers who will: participate and lead events to prepare students for the workforce; curriculum review to ensure practical skills training; provide experiential learning opportunities for students to actualize their technical instruction.
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Sustainable Systems Change: Equity gaps (women, Black/African American, Hispanic/Latinx)

Evidence of sustainable systems change achievements | Milestone(s)

Equity gaps will be significantly narrowed; Data collection standards will be in place with detailed analysis to create actionable steps to close the gaps; Expansion of the stakeholder advisory board to create commonality among the HC workforce; stakeholders will be motivated to continue progress.	Credit for prior learning, streamlined enrollment, career advising, wraparound supports, stackable credentials, job placement assistance, job support, rigorous data collection and analysis. Participation in employer DEI initiatives to leverage common work.
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Open Education Resources Content Development and Posting

Strategic Actions and Implementation Steps | Milestone(s)

Select and/or develop high value materials for CC BY licensing and public posting as open educational resources with a specific focus on curriculum and supporting materials that would allow another individual to successfully use the curriculum	List of materials being developed with grant funds submission to the grantee's Federal Project Officer (FPO) and Program Office
Create a plan (OER Plan) that details the process that will be used to mark materials as CC BY and prepare materials for public posting as open educational resources ready for use by others, including the repository you will use for this purpose	OER Plan submission to the grantee's Federal Project Officer (FPO) and Program Office
Implement OER Plan	Posted OER material in publicly accessible online location and submission of posting date and location to the grantee's Federal Project Officer (FPO) and Program Office

Linked Open Data Credentials

Strategic Actions and Implementation Steps | Milestone(s)

Determine credentials to be developed, enhanced, or delivered through grant funding (including but not limited to diplomas, badges, certificates, certifications, apprenticeships, licenses, and degrees of all levels and types)	Linked Open Data Credential plan submission that details the process that will be used to fulfill the credential transparency requirement
Implement Linked Open Data Credential Plan including finalized credential transparency description language specifications complete and in-line with DOL requirements	Linked Open Data Credential requirement completed including finalized credential transparency description language specifications complete and in-line with DOL requirements

Implementation of Career Pathways Program Participant Estimate and Tracking Plan

Enrollment and Screening

Strategic Actions and Implementation Steps | Milestone(s)

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Recruit and enroll	Enrollment documentation
Conduct basic skills assessment (CASAS, Northstar)	Assessments completed
Assess for prior learning	Assessments completed. Credit for prior learning is evaluated for all students upon enrollment.
Participant selects career pathway	Selection documented
Technical Assistance and Experiential Learning	

Strategic Actions and Implementation Steps	Milestone(s)
Academic Plan Development	Plans completed
Participation in educational activities	Participation documented
Employment Search Assistance	

Strategic Actions and Implementation Steps	Milestone(s)
Interview preparation, resume support	Job readiness skills provided to obtain employment
Interviews and applications	Documentation of location applied and interviews scheduled.
Hired with job title and salary data tracked	Documentation completed with metrics to review and analyze
Data collected, analyzed, reported	Review of documentation, tracking of student's journey, and analyze for trends

Developmental Evaluation

Strategic Actions and Implementation Steps	Milestone(s)
Develop a detailed procurement work plan to procure a third-party evaluator for a developmental evaluation.	Detailed procurement work plan submission.
Procure third-party evaluator for a developmental evaluation.	Procured third-party evaluator
Develop a draft Detailed Evaluation Design from the evaluator, using guidance provided by the Department.	Draft Detailed Evaluation Design Submission
Finalize Detailed Evaluation Design in collaboration with developmental evaluator.	Final Detailed Evaluation Submission
Prepare the evaluator's Interim Developmental Evaluation Report to the grantee's Federal Project Officer (FPO) and Program Office using the suggested format or similar layout, provided after grant award.	Interim Developmental Evaluation Report Submission to the grantee's Federal Project Officer (FPO) and Program Office
Prepare the evaluator's Final Developmental Evaluation Report using the suggested format or similar layout.	Final Developmental Evaluation Report using the suggested format or similar layout.

PARTICIPANT TRACKING:

Strategic Actions and Implementation Steps	Milestone(s)
Provide accurate data products and consistent participant data collection	Data Assistant hired or assigned
Pilot data collection system tools	Data collection tools ready for implementation
Intake Participant tracking (at time of Participant enrollment as defined by the project)	Intake data collection completed for each enrollment cycle during the grant period of performance
Quarterly data quality check	Data finalized for quarterly performance reporting

Logic Model (Outcomes)

Outputs - What evidence of service delivery will exist?	Short and Long-term Outcomes - If achieved these activities will lead to the following changes in 1-3 and 4-6 years:	Impact - If accomplished, these activities will lead to the following changes in 7-10 years:
375 participants provided affordable training, easy pathways to degree attainment	Increase stakeholder commitment to Good Jobs Principles, including jobs with benefits, professional development, tuition reimbursement	Over the next decade, a steady talent pipeline will be created, increasing the number of trained professionals in Financial Services and Technology. The program’s success will attract more funding and partnerships, making affordable, high-quality training a permanent fixture. As more participants complete pathways to degree attainment, upward mobility and economic stability will improve for historically underserved groups
Industry recognized certifications – 80% completion rate	Reduction in equity gap for women, Black/African Americans, Hispanic/Latinx individuals with employer data & industry statistics	Certifications will become widely recognized and valued by employers, making program graduates highly competitive in the job market. A strong completion rate will encourage more employers to engage in certification-based hiring and promotion. Over time, this will lead to higher wages and more structured career advancement opportunities.
75% of students completing the program, attain good jobs with benefits	Survey and meet with student/alumni board lending their voice to analyze the program and make modification for long-term success and sustainability	A high job placement rate with benefits will elevate workforce stability, reducing reliance on low-wage, insecure jobs. Employers will recognize the program as a trusted source of skilled talent, strengthening long-term hiring partnerships. As alumni succeed, their presence in the workforce will increase representation in leadership roles, inspiring future generations.
Average entry level wages of students getting good jobs is \$20/hr.	Increase stakeholder commitment to Good Jobs Principles, including jobs with benefits, professional development, tuition reimbursement	Higher starting wages will lift more families out of poverty and increase economic mobility. As program graduates prove their value in the workforce, wage growth and job quality improvements will follow. Over time, competitive pay will set a new standard in the local labor market, improving conditions for all workers in these industries.
Expand employer engagement and participation by 80%	Increase stakeholder commitment to Good Jobs Principles, including jobs with benefits, professional development, tuition	More employers will integrate structured career pathways, internships, and upskilling opportunities into their businesses. This growth will solidify employer partnerships, ensuring long-term sustainability beyond the

	reimbursement	grant period. As participation increases, Hudson County will become a regional hub for workforce innovation.
Ensure that 90% of students take advantage of the screening benefits tool, for wraparound support	Development of required experiential learning opportunities to maximize the student opportunity for good jobs	More students accessing wraparound services will lead to higher retention and program completion rates. This will reduce barriers to employment, ensuring participants can focus on their long-term career goals. Over time, employers and policymakers will see the value of holistic student support and advocate for permanent funding for such programs.
Establish articulation agreements for the financial services and technology training programs.	A comprehensive credit for prior learning system, to bridge educational gaps for students	Stronger articulation agreements will create clearer pathways between non-credit training, certification programs, and degree programs. This will enable more seamless academic and career progression, allowing students to stack credentials over time. Eventually, these agreements will strengthen institutional partnerships and open doors for further educational expansion.

Activity Objectives in Measurable and Realistic Terms

Core Element 1: Sector-Based Career Pathways

Objective: Expand career pathways by increasing employer engagement and developing industry-aligned training programs.

Core Element 2: Good Jobs and Equitable Employment Outcomes

Objective 1: Ensure program graduates obtain full-time employment with benefits.

Objective 2: Increase entry-level wages for program graduates.

Objective 3: Strengthen employer satisfaction with program graduates.

Core Element 3: Strategic Alignment with Workforce and Economic Development

Objective: Strengthen collaboration between educational institutions, workforce agencies, and industry partners to create a sustainable workforce pipeline.

Core Element 4: Sustainable Systems Change

Objective: Develop long-term institutional policies and funding strategies to ensure program sustainability.

Educational & Employment Outputs from Theory of Change

Objective 1: Increase student enrollment and successful program completion to meet workforce demands.

Objective 2: Improve certification completion rates among participants.

Objective 3: Expand employer engagement to strengthen industry partnerships.

Objective 4: Ensure students receive adequate wraparound support services.

Objective 5: Strengthen articulation agreements for seamless educational pathways.

Objective 6: Increase experiential learning opportunities for students.

PROPOSAL EVALUATION

- A. **Submission of Proposals.** All proposals shall include an original and two copies.
- B. **Evaluation Procedure and Criteria.** Hudson County Community College's appropriate staff will review proposals and make recommendations to the Board of Directors for final approval. The College Administration may request a meeting with some qualified Proposers before final selection. Proposals will be reviewed in accordance with the following criteria:
1. The proposed approach to the scope of work.
 2. Level of experience of the individual(s) identified to work on this matter.
 3. The Proposer's experience with similar clients and external evaluations
 4. Cost.
 5. Interviews, if conducted.

Ethics in Purchasing

Statement to Vendors

HUDSON COUNTY COMMUNITY COLLEGE RESPONSIBILITY

Recommendation of Purchases

It is the desire of the College to have all College employees and officials practice exemplary ethical behavior in the procurement of goods, materials, supplies, and services.

College officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon the quality of the items, service, price, delivery, and other applicable factors in full compliance with applicable law.

Solicitation/Receipt of Gifts – Prohibited

College officials and employees are prohibited from soliciting and receiving funds, gifts, materials, goods, services, favors, and any other items of value from vendors doing business with the College or anyone proposing to do business with the College.

VENDOR RESPONSIBILITY

Offer of Gifts, Gratuities -- Prohibited

Any vendor doing business or proposing to do business with the Hudson County Community College shall neither pay, offer to pay, either directly or indirectly, any fee, other things of value, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the College or any member of the official's or employee's immediate family.

Vendor Influence -- Prohibited

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the College, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

VENDOR CERTIFICATION

Vendors or potential vendors will be asked to certify that no official or employee of Hudson County Community College or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the College.

Jeff Roberson, Jr.

Director of Contracts and Procurement

HUDSON COUNTY COMMUNITY COLLEGE

General Conditions and Specifications

1. AFFIRMATIVE ACTION—EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC SCHOOLS

Each company shall submit to the College, after notification of award, but prior to execution of a goods and services contract, one of the following three (3) documents:

- Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program;
- A certificate of Employee Information Report approval issued in accordance with N.J.A.C.17:27-4; or
- The successful bidder (respondent) shall complete an Employee Information Report, Form AA-302, and submit it to the Division of Purchase and Property Contract Compliance and Audit Unit with a check or money order for \$150.00 made payable to the Treasurer, State of NJ and forward a copy of the form and check/money order to the College. Upon submission and review by the Division, the Report shall constitute evidence of compliance with the regulations.

Please note: A completed and signed Affirmative Action Questionnaire is requested with submission of bid/proposal. However, the College will accept in lieu of the Questionnaire, Affirmative Action Evidence in the form of a current Certificate of Employee Information Report submitted with the bid/proposal.

If awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq., and the terms and conditions of the Mandatory Equal Employment Opportunity Language—Exhibit A.

All respondents are requested to submit with their response, a copy of their firm's Certificate of Employee Information Report. Failure to submit the Certificate or other required documents prior to the execution or award of contract may result in the rejection of the bid/proposal.

2. AMERICANS WITH DISABILITIES ACT

The contractor must comply with all provisions of the Americans with Disabilities Act (ADA), P.L 101-336, in accordance with 42 U.S.C. S121 01 et seq.

3. AMERICAN GOODS

The College intends to purchase, wherever available, and practical, goods and materials manufactured in the United States

4. ANTI-DISCRIMINATION PROVISIONS—N.J.S.A. 10:2-1

N.J.S.A. 10:2-1. Anti-discrimination provisions. Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract

hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent Hudson County Community College from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (C.18A:18A-51 et seq.).

5. BUSINESS REGISTRATION CERTIFICATE (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:32-44, the College is prohibited from entering into a contract with an entity unless the proposer has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Request of the College

All companies providing responses for this proposal are **requested to submit** with their response package a copy of their "New Jersey Business Registration Certificate" as issued by the Department of Treasury of the State of New Jersey.

The College reminds all respondents that failure to submit the New Jersey Business Registration Certificate prior to the award of the contract may result in the rejection of the proposal.

During the course of contract performance:

- The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with valid proof of business registration.
- The contractor shall maintain and submit to the College a list of subcontractors and their addresses that may be updated from time to time.

- The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400.

Before final payment is made under the contract, the contractor shall submit to Hudson County Community College a complete and accurate list of all subcontractors used and their addresses.

N.J.S.A. 54:49-4.1: Violations of Registration Requirements; Penalties.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 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 information of business registration 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 or under a casino service industry enterprise contract.

6. OFFICE OF THE NEW JERSEY STATE COMPTROLLER – Records Access/Retention

Contractors/vendors doing business with the College are reminded of the following legal requirements pertaining to the Office of the New Jersey State Comptroller:

- **Access to Relevant Documents and Information—N.J.S.A. 52:15C-14 (d)**

Private vendors or other persons contracting with or receiving funds from a unit in the Executive branch of State government, including an entity exercising executive branch authority, independent State authority, public institution of higher education, or unit of local government or Hudson County Community College shall upon request by the State Comptroller provide the State Comptroller with prompt access to all relevant documents and information as a condition of the contract and receipt of public monies. The State Comptroller shall not disclose any document or information to which access is provided that is confidential or proprietary. If the State Comptroller finds that any person receiving funds from a unit in the Executive branch of State government, including an entity exercising executive branch authority, independent State authority, public institution of higher education, or unit of local government or Hudson County Community College refuses to provide information upon the request of the State Comptroller, or otherwise impedes or fails to cooperate with any audit or performance review, the State Comptroller may recommend to the contracting unit that the person be subject to termination of their contract, or temporarily or permanently debarred from contracting with the contracting unit.

- **Maintenance of Contract Records—N.J.A.C. 17:44-2.2**

Relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by OSC pursuant to N.J.S.A. 52:15C-14(d). The contractor/vendor to whom a contract has been awarded shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

- **College Requirement**

In addition to, and independent of, the requirements of N.J.S.A. 52:15C-14 (d) and N.J.A.C. 17:44-2.2, the contractor shall also maintain and make any or all books and records related to products transactions or services rendered under this contract, available to the College upon request.

7. DEBARMENT, SUSPENSION, OR DISQUALIFICATION – N.J.A.C. 17:19-1.1 et seq.

The College will not enter into a contract for work with any person, company or firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report (www.state.nj.us/treasury/debarred). Pursuant to N.J.S.A. 52:32-44.1 (a), any person that is debarred at the federal level from contracting with a federal government agency shall be debarred from contracting for any public work in this State.

The Hudson County Community College will verify the certification by consulting

- New Jersey Department of Treasury – Consolidated Debarment Report
- NJ Department of Labor and Workforce Development– Prevailing Wage Debarment List
- Federal Debarred Vendor List—System for Award Management (SAM.gov/exclusion)

8. DOCUMENTS TO BE SUBMITTED

All participants in this quotation process must submit the following documents within the time required by law:

- Affirmative Action Evidence;
- Assurance of Compliance;
- Contractor Vendor Questionnaire/Certification;
- Statement of Ownership Disclosure
- Non-Collusion Affidavit
- Quotation Proposal Form
- Disclosure of Investment Activities in Iran
- Disclosure of Investment Activities in Russia and Belarus

9. EQUAL PRICES

Pursuant to N.J.S.A. 18A:64A-25.20 when two or more contractors submit equal prices and the prices are the lowest responsible quotes, the College may award the contract to the vendor whose response, at the discretion of the College, is the most advantageous, price and other factors considered.

10. INSURANCE AND INDEMNIFICATION

The vendor or contractor to whom the contract is awarded for any service work or construction work shall secure, pay the premiums for and keep in force until the contract expires, insurance of the types and amounts listed below:

- **Commercial General Liability** with a \$3,000,000 and \$5,000,000 General Aggregate per each occurrence for Bodily Injury, Personal and Advertising Injury, Property Damage and Products Liability.

- **Automobile Liability** with a \$1,000,000 Combined Single Limit of Liability for Bodily Injury and Property Damage per accident. Automobile liability insurance shall be included to cover any vehicle used by the insured.
- **Cyber Security and Privacy Liability** with a \$1,000,000 per occurrence or claim.

Other Insurance Coverage

\$ 100,000	Pollution Cleanup
\$ 50,000	Fire Damage
\$ 5,000	Medical Expense
\$4,000,000	Excess Umbrella Liability
\$1,000,000	Sexual Harassment, Abuse or Molestation

Insurance Certificate – When Required

The vendor/contractor must present to the College an insurance certificate in the above types and amounts before any work or service begins. The certificate holder shall be as follows:

HUDSON COUNTY COMMUNITY COLLEGE
 c/o Director of Contracts and Procurement
 26 Journal Square, 14th Floor
 Jersey City, New Jersey 07306

Additional Insured Claim – The policies shall be endorsed to name Hudson County Community College as an Additional Insured. The vendor/contractor shall include the following clause on the insurance certificate.

“HUDSON COUNTY COMMUNITY COLLEGE is named as an additional insured”

WORKERS COMPENSATION Evidence of adequate Workers Compensation Insurance as required by the laws of the State of New Jersey and the United States must be available for perusal. The minimum limits are the following unless a greater amount is required by law:

Bodily Injury by Accident	\$1,000,000 Each Accident
Bodily Injury by Disease	\$1,000,000 Policy Limit
Bodily Injury by Disease	\$1,000,000 Each Employee
Contract Liability	Same as General Liability

Indemnification

The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the College and its agents, representatives, employees, trustees, and members, from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses (including, but not limited to, attorney’s fees) in connection therewith on account of the loss of life or property or injury or damage to any person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract and the performance by contractor of services under the contract or by a party for whom the

contractor is liable. This indemnification obligation is not limited by but is in addition to, the insurance obligations contained in this agreement.

The Contractor is to assume all liability of every sort incident to the work, including property damage caused by him or his men or by any subcontractor employed by him or any of the subcontractor's men.

11. INSURANCE; PROFESSIONAL LIABILITY – X Required Not Required

Including the Commercial Liability, Automobile Liability, Sexual Harassment, Abuse or Molestation coverage, the successful respondent to whom the contract is awarded shall secure, pay the premiums for and keep in force until the contract expires, insurance of the types and amounts listed below:

Professional Liability Insurance Certificate with the following limits:

\$1,000,000 Errors & Omissions Insurance or Professional Liability
\$3,000,000 Aggregate

Other insurance coverage required when providing medical services:

Medical Malpractice--\$1,000,000

The successful respondent shall provide to the College an insurance certificate with the name as to the certificate holder shall be as follows:

HUDSON COUNTY COMMUNITY COLLEGE
c/o The Purchasing Department
26 Journal Square, 14th Floor
Jersey City, New Jersey 07306

12. IRAN DISCLOSURE OF INVESTMENT ACTIVITIES-

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or **proposal** or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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.

If the College determines that a person or entity has submitted a false certification concerning its engagement in investment activities in Iran under section 4 of P.L.2012, c.25 (C.52:32-58), the College shall report to the New Jersey Attorney General the name of that person or entity, and the Attorney General shall determine whether to bring a civil action against the person to collect the penalty prescribed in paragraph (1) of subsection a. of section 5 of P.L.2012, c.25 (C.52:32-59).

In addition, proposers 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 activities in Iran outlined above by completing the boxes on the lower portion of the enclosed form.

The College has provided within the specifications, a Disclosure of Investments Activities certification form for all persons or entities, that plan to submit a bid, respond to a proposal, or renew a contract with the College, to complete, sign and submit with the proposal.

The Disclosure of Investment Activities in Iran Form is to be completed, certified and submitted prior to the award of the contract.

13. NON-COLLUSION AFFIDAVIT

A notarized Non-Collusion Affidavit shall be submitted with the proposal. The respondent has to certify that they have not directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential proposers, or otherwise taken any action in restraint of free, competitive bidding in connection with the above-named bid and that all statements contained in the said proposal and this affidavit are true and correct, and made with full knowledge that the College 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 bid.

The respondent has to 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 of bona fide established commercial or selling agencies maintained by the respondent.

The College has provided a Non-Collusion Affidavit form here within the specifications package. All respondents are to complete, sign, have the signature notarized and submit the form with the proposal response.

Failure to submit the Non-Collusion Affidavit with the proposal may be cause for the disqualification of the proposal.

14. NOTICE (AUTHORIZATION) TO PROCEED

The contractor shall not perform any work, or provide any services, materials, or supplies until a Notice (Authorization) to Proceed is received from the College. The College only recognizes the receipt by the vendor of an approved signed purchase order as a Notice to Proceed along with a formal award letter from the Director of Contracts & Procurement. No word of mouth, phone, fax, e-mail, letter or other forms of communication to proceed is a valid Notice.

15. PAYMENTS

Every effort will be made to pay vendors and contractors within thirty (30) to sixty (60) days provided the Hudson County Community College receives the appropriate documentation including but not limited to:

- Signed voucher by the vendor
- Packing slips, and
- Invoices and

Payment will be rendered upon completion of services or delivery of full order to the satisfaction of the College unless otherwise agreed to by written contract or mandated by State Law. The College may, at its discretion make partial payments. All payments are subject to approval by the College at a public meeting. Payment may be delayed from time to time depending on the College's meeting schedule.

16. QUOTATION PROPOSAL FORM

All quotations are to be written in by typewriter or ink in a legible manner on the Quotation Proposal Form. Any quotation price showing any erasure alteration must be initialed by the contractor in ink. Failure to initial any erasure alteration will be cause to disqualify that particular quotation price.

The Quotation Proposal Form must be duly signed by the authorized representative of the company. If the Quotation Proposal Form contains more than one sheet, the contractors are requested to affix the company name and address on each additional sheet. The College requires all documents to be signed with original signatures. The College will not accept facsimile, electronic or rubber-stamped signatures.

The Hudson County Community College will not consider any quotation on which there is any alteration or departure from the quotation specifications. Contractors are not to make any changes to the Quotation Proposal Form. If contractors do make changes to the quotation proposal form it will be cause to disqualify that particular quotation. The College will not accept more than one quotation per item.

17. RIGHT TO KNOW LAW

All potentially hazardous materials or substances must be properly labeled in full accordance with the New Jersey Worker and Community Right to Know Law - N.J.S.A. 34:5A-1 et seq. All contractors or vendors who need additional information about the New Jersey Right to Know Law are to contact the:

New Jersey Department of Health
Workplace Health and Safety
Right to Know Unit, CN 368
Trenton, New Jersey 08625-0368

18. STATEMENT OF OWNERSHIP (N.J.S.A. 52:25-24.2)

Statement of Ownership

No business organization, regardless of the form of ownership, 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 business organization proposers shall submit a statement setting forth the names and addresses of all persons and entities that own ten (10%) percent or more of its stock or interest of any type at all levels of ownership.

The included Statement of Ownership shall be completed and attached to the proposal. This requirement applies to all forms of business organizations, including, but not limited to, corporations and partnerships, publicly-owned corporations, limited partnerships, limited liability corporations, limited liability partnerships, sole proprietorship, and Subchapter S corporations. **Failure to submit a disclosure document may result in the rejection of the proposal.**

19. SUBCONTRACTING; PERMISSION NEEDED

The contractor, with whom the College has awarded the contract, shall not subcontract any part of any work of the project to any vendor, company, contractor, etc., without first requesting and then receiving written approval from the appropriate official of the College.

It is the responsibility of the prime contractor to ensure that no subcontractor who has received written permission to do work for the College, subcontracts any of its/their work without first receiving written approval from the prime contractor and the appropriate official of the College.

The prime contractor assumes all responsibility for work performed by subcontractors. The prime contractor must also provide to the College the following documents secured from all approved subcontractors. It is requested the following documents be submitted with the quotation response

Subcontractor Document Submissions (When applicable)

- New Jersey Business Registration Certificate
- Insurance Certificate as outlined in the bid specifications;
- Affirmative Action Evidence as outlined in the bid specifications;

Penalties

The College shall deduct the amount of \$1,000.00 (one thousand dollars) per day as a penalty, for each day a prime contractor uses a subcontractor without first receiving written permission from the appropriate official of the College.

20. TAXES; CONTRACTOR'S USE OF COLLEGE'S TAX-EXEMPT STATUS

As a New Jersey governmental entity, the College is exempt from the requirements under New Jersey state sales and use tax (N.J.S.A. 54:32B-1 et seq.), and does not pay any sales or use taxes. Proposers should note that they are expected to comply with the provisions of the said statute and the rules and regulations promulgated thereto to qualify them for examinations and reference to any and all labor, services, materials and supplies furnished to the Hudson County Community College. Contractors may not use the College's tax identification number to purchase supplies, materials, services or equipment, for this project.

A contractor may qualify for a New Jersey Sales Tax Exemption on the purchase of materials, supplies and services when these purchases are used exclusively to fulfill the terms and conditions of the contract with the Hudson County Community College. All contractors are referred to the New Jersey Division of Taxation—**Tax Bulletin S&U-3** for guidance. Again, contractors are not permitted to use the College's tax identification number to purchase supplies, materials, services or equipment.

21. DOCUMENTS, MISSING/ILLEGIBLE

The respondent shall familiarize himself with all forms* provided by the College that are to be returned with the proposal. If there are any forms either missing or illegible, it is the responsibility of the respondent to contact the School Business Administrator/College Secretary for duplicate copies of the forms. This must be done before the proposal opening date and time. The College accepts no responsibility for duplicate forms that were not received by the respondent in time for the respondent to submit with his proposal.

22. DOCUMENT SIGNATURES – ORIGINAL; BLUE INK

All documents returned to the College shall be signed with an original signature in ink (blue). Failure to sign and return all required documents with the proposal package may be cause for disqualification and for the proposal to be rejected pursuant to N.J.S.A. 18A:18A-2(y) (non-responsive). Facsimile, rubber-stamped, electronic or digital signatures are not acceptable.

*Forms provided by the College that must be returned with proposal.

- Acknowledgment of Addenda
- Affirmative Action Questionnaire or Certificate of Employee Information Report
- Non-Collusion Affidavit
- Proposal Form
- Statement of Ownership Disclosure

23. EXAMINATION OF SPECIFICATIONS, ACKNOWLEDGEMENT

The respondent, by submitting a proposal, acknowledges that he has carefully examined the proposal specifications, documents, addenda (if any), and the site; and that from his investigation, he has satisfied himself as to the nature and location of the work, the general and local conditions and all matters which may in any way affect the work or its performance, and that as a result of such examination, he fully understands the intent and purpose thereof, his obligations thereunder, and that he will not make any claim for, or have any right to damages, because of the lack of any information.

Each respondent submitting a proposal for a service contract shall include in his proposal price all labor, materials, equipment, services, and other requirements necessary, or incidental to, the completion of the work, and other pertinent work as hereinafter described, in accordance with the proposal specifications and documents.

24. FALSE MATERIAL REPRESENTATION – N.J.S.A. 2C:21-34-97(b)/TRUTH IN CONTRACTING

A person commits a crime if the person knowingly makes a material representation that is false in connection with the negotiation, award or performance of a government contract. If the contract amount is for \$25,000.00 or above, the offender is guilty of a crime of the second degree. If the contract amount exceeds \$2,500.00 but is less than \$25,000.00, the offender is guilty of a crime of the third degree. If the contract amount is \$2,500.00 or less, the offender is guilty of a crime of the fourth degree.

Respondent should be aware of the following statutes that represent “Truth in Contracting” laws:

- N.J.S.A. 2C:21-34, et seq. governs false claims and representations by bidders. It is a serious crime for the bidder to knowingly submit a false claim and/or knowingly make a material misrepresentation.
- 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:27-11 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.
- Bidders/respondents should consult the statutes or legal counsel for further information.

25. FORCE MAJEURE

Neither party shall be liable in damages for any failure, hindrance or delay in the performance of any obligation under this Agreement if such delay, hindrance or failure to perform is caused by conditions beyond the control of either party, including, but not limited to, Acts of God, flood, fire, war or the public enemy, explosion, government regulations whether or not valid (including the denial or cancellation of any export or other necessary license), court order, state funding, or other unavoidable causes beyond the reasonable control of the party whose performance is affected which cannot be overcome by due diligence.

Vendors, and/or contractors who have a contract with the College to provide goods or services cannot unilaterally claim an increase in the cost of the contract because of Force Majeure.

26. GENERAL CONDITIONS

- **Authorization to Proceed -- Successful Vendor/Contractor**

No service shall be rendered by the successful contractor unless the vendor/contractor receives an approved purchase order authorizing the vendor/contractor to render the service.

- **Award of Contract**

It is the intention of the College to award the contract to the respondent(s) whose response is the most advantageous to the College, price and other factors considered, and who will provide the highest quality service at fair and competitive prices. The College reserves the right to award contracts to multiple contractors when it is in the best interests of the College. The College also reserves the right to conduct interviews with any proposer.

- **Return of Contract Documents—when required**

Upon notification of award of contract by the College, the contractor may be required to sign and execute a formal contract with the College that will incorporate the terms and conditions of this RFP.

- **Purchase Order—considered to be a contract. N.J.S.A. 18A:18A-2 (n)**

If a formal contract is not required by the College, an approved and signed College Purchase Order will constitute a contractual agreement.

When a formal contract is required, the contractor shall sign and execute said contracts and return the contracts with other required documents to the Office of the School Business Administrator/College Secretary. Failure to execute the contract and return said contract and related documents within the prescribed time may be cause for a delay in payment for services rendered or products received or the annulment of the award by the College with any financial security becoming the property of the College. The Contract shall incorporate the terms and conditions of this RFP. The College reserves the right to accept the proposal of the next lowest responsible respondent.

- **Term of Contract**

The successful respondent, to whom the contract is awarded, will be required to do and perform the work/services and to provide and furnish the materials in connection therewith in accordance with the plans and specifications on or before the date listed in the Technical Specifications.

- **Purchase Order Required; Notice to Proceed**

No contractor or vendor shall commence any project or deliver any goods until he is in receipt of an approved purchase order authorizing work to begin or goods to be delivered.

- The College reserves the right to waive any informalities in any proposal as may be permitted by law.
- In addition to the other indemnification provisions set forth herein, the successful proposer should also be prepared to indemnify the College for intellectual property infringement and similar claims (including those set forth in item 27, below).
- The College may rank higher any proposal that does not limit the types and amounts of damages available to the College.
- The contract between the College and the Successful Proposer shall be governed by New Jersey law without regard to New Jersey's conflicts of laws rules or principles. The College will not consent to the law of any other state or jurisdiction.
- All disputes between the College and the Successful Proposer arising out of, or relating to this RFP, the contract between the College and the Successful Proposer, or the services provider thereunder, shall be subject to the exclusive jurisdiction of the Superior Court of New Jersey, venued in Hudson County, New Jersey. The College will not consent to jurisdiction in any other State or jurisdiction.
- The College will not agree to any contract provision that entitles the Successful Proposer to attorney's fees, collection costs, or other related costs or fees. The College will consider contract provisions that include a penalty (not to exceed 1% per month) for failure to timely pay undisputed fees.
- The contract between the College and the Successful Proposer shall include a provision to allow the College to dispute any fees charged by the Successful Proposer.
- Proposers are advised that HCCC is a New Jersey public entity and is bound by certain laws and rules relating to the disclosure of documents, including, without limitation, New Jersey's Open Public Records Act. The College cannot agree to any confidentiality provision that is in contravention to OPRA or the College's obligations in connection with the disclosure of records or other documents.
- Proposers are advised that HCCC cannot agree to any contract term that involves an automatic renewal or extension. Any contract entered into as a result of this RFP shall expire upon the end of its term.
- Proposers are also advised that pursuant to law, in the event of a multi-year contract, each subsequent year shall be subject to the appropriation, annually, of sufficient funds by the College to meet the extended obligation.

27. LIABILITY – COPYRIGHT

The contractor (vendor) shall hold and save the College, its officials and employees, harmless from liability of any nature or kind for or on account of the use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of his contract.

28. PRESENTATION AND INTERVIEWS—Negotiations Not Permitted

The College may at its option, require providers of its choice to attend interviews and make presentations to College officials. This process may only take place after proposals have been opened and reviewed and prior to the completion of the evaluation. Under no circumstances shall the provisions of the proposal be subject to negotiation.

29. TERMINATION OF CONTRACT

If the College determines that the contractor has failed to comply with the terms and conditions of the proposal upon which the issuance of the contract is based or that the contractor has failed to perform said service, duties and or responsibilities in a timely, proper, professional and/or efficient manner, then the College shall have the authority to terminate the contract upon written notice setting forth the reason for termination and effective date of termination.

Termination by the College of the contract does not absolve the contractor from potential liability for damages caused by the College by the contractor's breach of this agreement. The College may withhold payment due the contractor and apply the same towards damages once established. The College will act diligently in accordance with governing statutes to mitigate damages. Damages may include the additional cost of procuring said services or goods from other sources.

The contractor further agrees to indemnify and hold the College harmless from any liability to subcontractors or suppliers concerning work performed or goods provided arising out of the lawful termination of this agreement.

30. WITHDRAWAL OF PROPOSALS

- Before The Proposal Opening

The School Business Administrator may consider a written request from a respondent to withdraw a proposal if the written request is received by the School Business Administrator before the advertised time of the proposal opening. Any respondent who has been granted permission by the School Business Administrator to have his/her proposal withdrawn cannot re-submit a proposal for the same advertised proposal project. That respondent shall also be disqualified from future proposals on the same project if the project is re-advertised.

- After The Proposal Opening

The College may consider a written request from a respondent to withdraw a proposal, if the written request is received by the School Business Administrator within five (5) business days after the proposal opening. A request to withdraw a proposal after the specified number of days will not be honored.

The contractor/vendor who wishes to withdraw a proposal must provide a certification supported by written factual evidence that an error or omission was made by the contractor and that the error or omission was a substantial computational error or an unintentional omission or both.

The request to withdraw a proposal after the proposal opening may be reviewed by the School Business Administrator, the Director of Facilities, other interested administrators' and the Architect of Record for the project (if necessary) and/or the College Attorney and a recommendation will be made to the College. If the College grants permission to have the proposal withdrawn the contractor/vendor shall be disqualified from quoting on the same project if the project is re-advertised. If the contractor/vendor fails to meet the burden of proof to have the proposal withdrawn, the request to withdraw the proposal will be denied and if the contractor/vendor fails to execute the contract the bid guarantee will be forfeited and become the property of the College.



Request for Proposal RFP

PROPOSAL DOCUMENTS REQUIRED DOCUMENTATION

All documents in this section shall be completed, signed and submitted with the proposal package. Failure to submit the proposal documents and other documents so specified may be cause to reject the proposal for being non-responsive (N.J.S.A. 18A:18A-2(y)).



ACKNOWLEDGEMENT OF ADDENDA

The Respondent acknowledges receipt of the hereinafter enumerated Addenda which has been issued during the period of bidding and agrees that said Addenda shall become a part of this contract. The respondent shall list below the numbers and issuing dates of the Addenda.

ADDENDA NO.	ISSUING DATES

NO ADDENDA RECEIVED

Name of Company _____

Address _____ P.O. Box _____

City, State, Zip Code _____

Name of Authorized Representative _____

Signature _____ Title _____

AFFIRMATIVE ACTION QUESTIONNAIRE

This form is to be completed and returned with the proposal. However, the College will accept in lieu of this Questionnaire, an Affirmative Action Evidence Certificate of Employee Information Report.

1. Our company has a Federal Affirmative Action Plan approval. Yes No
If yes, please attach a copy of the plan to this questionnaire.

2. Our company has an N.J. State Certificate of Employee Information Report Yes No
If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered “NO” to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance:

[NJ Department of the Treasury Contract Compliance \(state.nj.us\)](http://state.nj.us)

Click on “AA 302 Employee Information Report”
Complete and submit the form with the appropriate payment to:

Department of Treasury
Division of Purchase and Property
Contract Compliance and Audit Unit

The complete mailing address may be found on the Instructions page of Form AA-302.
All fees for this application are to be paid directly to the State of New Jersey. A copy of the Employee Information Report and a copy of the check shall be submitted to the College prior to the execution or award of the contract.

I certify that the above information is correct to the best of my knowledge.

Name: _____

Signature _____

Title _____ Date _____

Name of Company _____

City, State, Zip _____

HUDSON COUNTY COMMUNITY COLLEGE

Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity

Part 1: Certification

COMPLETE PART 1 BY CHECKING **ONE OF THE THREE BOXES BELOW**

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>
www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

CONTRACT AWARDS AND RENEWALS

I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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. (Skip Part 2 and sign and complete the Certification below.)

CONTRACT AMENDMENTS AND EXTENSIONS

I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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. (Skip Part 2 and sign and complete the Certification below.)

IF UNABLE TO CERTIFY

I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

Part 2: Additional Information

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

BID SOLICITATION/PROPOSAL TITLE _____
VENDOR/BIDDER NAME _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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 N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR



I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities _____
 Relationship to Vendor/ Bidder _____
 Description of Activities _____

 Duration of Engagement _____
 Anticipated Cessation Date _____

Attach Additional Sheets If Necessary

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title

Version REV. 2.1 2021

This form is to be completed, certified and submitted prior to the award of contract.

NON-COLLUSION AFFIDAVIT

Title of Proposal

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

I am _____ of the _____
Position in Company Name of Company

and the respondent making the Proposal for the above names contract, and that I executed the said Proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named bid, and that all statements contained in said Proposal and this affidavit are true and correct, and made with full knowledge that the College 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 proposal.

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 of bona fide established commercial or selling agencies maintained by

(Print Name of Contractor/Vendor)

Subscribed and sworn to: _____
(SIGNATURE OF CONTRACTOR/VENDOR)

before me this _____ day of _____, _____.
Month Year

NOTARY PUBLIC SIGNATURE

Print Name of Notary Public

My commission expires _____, _____.
Month Day Year

SEAL

STAMP

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

City, State, ZIP: _____

Part I Check the box that represents the type of business organization:

Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

For-Profit Corporation (any type) Limited Liability Company (LLC)

Partnership Limited Partnership Limited Liability Partnership (LLP)

Other (be specific): _____

Part II Check the appropriate box

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **HUDSON COUNTY COMMUNITY COLLEGE** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **College** to notify the **College** in writing of any changes to the information contained herein; 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 am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **College** to declare any contract(s) resulting from this certification void and unenforceable.

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

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

CONTRACTOR/VENDOR QUESTIONNAIRE CERTIFICATION

Title of Proposal

Name of Company _____
Address _____ PO Box _____
City, State, Zip _____
Business Phone Number (____) _____ Ext. _____
Emergency Phone Number (____) _____ FAX No. (____) _____
E-Mail _____ FEIN No. _____
DUNS Code (if applicable) _____ CAGE Code (if applicable) _____

References – Work previously done for Public Entities and Colleges in New Jersey

	<u>Name of College</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Vendor Certifications

Direct/Indirect Interests

I declare and certify that no member of the HUDSON COUNTY COMMUNITY COLLEGE, nor any officer or employee or person whose salary is payable in whole or in part by said College or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a College member, employee, officer of the College has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other things of value to any school official, College member or employee of the HUDSON COUNTY COMMUNITY COLLEGE.

Vendor Certifications

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a) (1-4) concerning vendor contributions to school College members.

I certify that my company is not debarred from doing business with any public entity in New Jersey or the United States of America. N.J.S.A. 52:32-44.1 (a), N.J.A.C. 17:19-1.1 et seq.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

President or Authorized Agent

SIGNATURE

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 ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

- Letter of Federal Affirmative Action Plan Approval;
- Certificate of Employee Information Report; or

- Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: [http:// www.state.nj.us/treasury/contract_compliance/](http://www.state.nj.us/treasury/contract_compliance/)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

(Revised: January, 2016)

AMERICANS WITH DISABILITIES ACT

Equal Opportunity for Individuals with Disability

The contractor must comply with all provisions of the Americans with Disabilities Act (ADA), P.L 101-336, in accordance with 42 U.S.C. S121 01 et seq.

The contractor and the College (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. S121 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 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. 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.

Company History and Vendor Qualifications

Vendors should provide company history information and supplier qualifications with the proposed software. Please provide, at minimum, the following information:

1. Company history
2. Demonstrated commitment to Higher Education
3. Financial Stability
4. Experience of staff that will help with long-term success
5. Awards, recognitions, etc.

Pricing Proposal Form

The following must be completed and returned with the proposal:

HUDSON COUNTY COMMUNITY COLLEGE

26 Journal Square, 14th Floor, Jersey City, New Jersey 07360

RFQ No.
3-11-25 EES CEWD

Title:
External Evaluator

Due Date
March 21, 2025

Pursuant to public advertisement, we the undersigned hereby declare that we have carefully examined the attached proposal, specifications and instructions.

The undersigned does hereby agree to furnish, deliver, and install, as applicable, at Hudson County Community College the product(s) and/or service(s) described in the attached specifications for the price indicated below. Prices for individual items, where appropriate, are indicated on the attached sheets. The total bid amount is listed below. The College may award contracts for individual items, or the entire group. All items are to be shipped Prepaid F.O.B. Destination, with inside delivery if applicable.

The following must be completed and returned with the proposal:

Legal Business Name _____ Federal Tax ID _____

Address _____

Representative Signature _____ Printed Name _____

Telephone Number _____ Fax Number _____

Email _____

Monthly Rate \$ _____ Total monthly amount in words _____

Total Annual Rate \$ _____ Total Annual Amount in words _____

The proposal amount will be determined by multiplying the monthly rate times 12 months.

The Bidder hereby certifies that all the figures, computations and additions used in compiling the bid herein have been carefully checked and are accurate in all respects and no claims shall be made as a basis for withdrawal of this bid after opening on these grounds.

The Bidder also certifies, by signature below, that he is an authorized dealer or distributor of the quoted products, and documentation from the applicable manufacturer(s) is available on request.

Dated this _____ day of _____ 20_____.

Name of Bidder

Print Name and Title

Address of Bidder

By (Signature)

Check List

- Proposal Form
- Non-Collusion Affidavit
- Statement of Ownership
- Equal Opportunity Statement
- Business Registration Form/Certificate
- Investment Disclosure form
- Specification Price Sheet (if required)

References

For this evaluation, vendors should provide evidence of customer satisfaction, including:

1. Three customers using the proposed service(s) in a like institution (two year, public)
2. How many Higher Education customers are using your services?