

COUNTY OF MORRIS, NEW JERSEY



COMPETITIVE CONTRACT - REQUEST FOR PROPOSALS
APPLICATIONS FOR YEAR 2020
AREA PLAN GRANT CONTRACT SERVICES
#CC19-102APC

SUBMISSION DEADLINE DATE AND TIME:

Friday, June 28, 2019

10:00 AM

REQUESTING AGENCY:

County of Morris
Department of Human Services

CONTACT PERSON:

Renée Klose, QPA
Office of Purchasing
Fax#: 973-829-0304

Submitting Company Name: _____

Address: _____

COUNTY OF MORRIS
LEGAL NOTICE
APPLICATIONS FOR YEAR 2020 AREA PLAN GRANT CONTRACT SERVICES
CC#19-102APC

Separate sealed proposals will be received by the Purchasing Agent of the County of Morris on **Friday, June 28, 2019, at 10:00 A.M.** Eastern Standard prevailing time in the Office of Purchasing, Room 517, 5th Floor, Administration & Records Building, Court Street, Morristown, New Jersey for the respective project as follows:

AREA PLAN - Grant Request for Proposals (RFP's), pursuant to N.J.S.A 40A:11-4 et seq. for county residents age 60 and over and/or adult family caregivers of individuals age 60 and over and/or adult family caregivers of elderly individuals at any age due to Alzheimer disease or related disorders for the 12-month period commencing January 1, 2020 to December 31, 2020. The County reserves the option to exercise one (1) twelve (12) month renewal at the discretion of the County subject to the availability of funds and to the continuing satisfactory performance by the provider.

Funds are available for the following services:

Access Services:

(Outreach, Care Management, Transportation, Assisted Transportation, Public Awareness, Information and Assistance).

Home Support Services:

(Certified Home Health Aide; Housekeeping, Residential Maintenance, Telephone Reassurance; Friendly Visiting; Visiting Nurse, Hospice Care, Emergency, Homesharing/Matching, Housing Assistance)

Community Support:

(Adult Protective Services, Money Management; Education-Health Promotion and/or Evidence Programs; Physical Health, Physical Activity, Legal Assistance, Mental Health Counseling; Adult Day Care Medical/Social, Personal Care, Oral Health, Socialization/Recreation)

National Family Caregiver Support Program:

(Information & Assistance, Outreach, Care Management, Public Awareness/Information, Transportation, Assisted Transportation, Residential Maintenance, Housekeeping, Certified Home Health Aide, Visiting Nurse, Respite Care, Hospice Care, Emergency, Housing Assistance, Adult Day Care Medical/Social, Legal Assistance, Physical Health, Socialization/Recreation, Support Group, Group Education, Caregiver Mental Health Counseling, Professional In-Home Education and Support, Trained Volunteer Assistance, Wander Safety System)

Nutrition Services:

(Congregate Nutrition, Home Delivery Nutrition, State Weekend Home Delivery Meals, Nutrition Education, Nutrition Counseling)

Morris County will host a provider information session on the application process. The **INFORMATION SESSION**, will be held on **June 7, 2019, 9:30 a.m. to 11:30 a.m.** at the Morris County Public Safety Academy, Auditorium, 500 West Hanover Avenue, Morristown, NJ. While this session is **not mandatory, potential applicants are strongly encouraged** to attend in order to be fully informed of the application requirements and service priorities. RSVP to mrosario@co.morris.nj.us.

Proposals are available for downloading from <http://www.morriscountynj.gov/hs/>, or may be picked up on or after **Wednesday, May 29, 2019** the Morris County Purchasing Division at the address below during regular business hours.

RFP's must be enclosed in a sealed envelope bearing the name and address of the bidder, and the **RFP number and title** spelled out on the outermost packaging, addressed to the Purchasing Agent of the County of Morris.

Proposals shall be delivered to the Purchasing Agent either in person at the hour designated, or previous thereto, by delivery or mail, at the

Purchasing Agent
County of Morris
Administration & Records Building
Room 517, 5th Floor,
PO Box 900

**10 Court Street
Morristown, New Jersey, 07963 0900.**

No proposals shall be accepted after the designated time, and Morris County will not assume responsibility for bids forwarded by mail or delivery service, nor any other conveyance.

Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

Proposal requests herein are solicited through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.

Renée Klose
Purchasing Agent
The County of Morris

1T 5/24/19

**COUNTY OF MORRIS
INVITATION TO SUBMIT PROPOSAL**

MEMORANDUM

To: Interested Service Providers

From: Sharon Yoo, Director, Department of Human Services

Date: May 29, 2019

Re: Invitation for Requests for Proposal - **2020 Area Plan Contract Funding**

Please be advised that funding applications are available through the Morris County Department of Human Services. Anticipated 2020 funding is intended for the provision of services identified within Morris County planning documents.

A Request for Funding Proposal (RFP) must be submitted to be considered for 2020 funding for:

Area Plan Contract Funding – designated to provide services in Access, Home and Community support for people age 60 years and their caregivers

The RFP application package for the above funding sources is now available and can be accessed online at <https://hs.morriscountynj.gov>.

All agencies must submit **one (1) signed original and one (1) copy** of the completed application and any supporting documentation.

Proposals shall be delivered to the Purchasing Agent either in person at the hour designated, or previous thereto, by delivery or mail, at the

**Purchasing Agent
County of Morris
Administration & Records Building
Room 517, 5th Floor,
PO Box 900
10 Court Street
Morristown, New Jersey, 07963 0900**

For CY 2020, Morris County will be hosting a provider information session on the county funding process. This session will be held on Friday, June 7th from 9:30 to 11:30 a.m. at the Morris County Public Safety Academy. While this session is not mandatory, providers are highly encouraged to attend. Further information about this session, including RSVP information can be found on the enclosed invitation.

Thank you for your interest in serving Morris County residents.

**COUNTY OF MORRIS
GENERAL INSTRUCTIONS**

1. SUBMISSION OF PROPOSALS

- A. Sealed proposals shall be received in accordance with public advertisement as required by law, a copy of said notice being attached hereto and made a part of these specifications.
- B. Each RFP/RFQ shall be submitted on the proposal forms attached, **NOT DOUBLE SIDED**, in a sealed envelope:
 - (1) addressed to the Purchasing Agent
 - (2) bearing the name and address of the Respondent on the outside
 - (3) clearly marked "SEALED RFP/RFQ" with the RFP/RFQ number and title noted.
- C. It is the Respondent's responsibility to see that proposals are presented to the Purchasing Agent on the hour and at the place designated. Proposals may be mailed; however, the County of Morris disclaims any responsibility for proposals forwarded by regular or express mail. If the RFP/RFQ is sent by express mail, the designation in B. above must also appear on the outside of the express company envelope. Proposals received after the designated time and date will be returned unopened.
- D. The County reserves the right to postpone the date for presentation and opening of proposals and will give written notice of any such postponement to each prospective Respondent as required by law.

In the event Morris County Offices are **closed**, proposals will be accepted **on the next business day** that offices are opened, at the same location and the same time

- E. All prices and amounts must be written in ink or preferably machine-printed. Proposals containing any conditions, omissions, unexplained erasures or alterations, items not called for in the RFP/RFQ proposal form, attachments of additive information not required by the specifications, or irregularities of any kind, may be cause for rejection by the owner in accordance with applicable law. Any changes, whiteouts, strikeouts, etc. in the RFP/RFQ must be initialed in ink by the person signing the document.

2. QUOTATIONS, PROPOSALS AND FORMS

- A. The County of Morris is exempt from any local, state or federal sales, use or excise tax. The County will not pay service charges such as interest and late fees. The County or any of its offices and divisions will not complete credit applications as a result of contract(s) resulting from award based on these specifications.
- B. Proposals must be signed in ink by the respondent; all quotations shall be made with a typewriter/computer or pen and ink. Any quotation showing any erasure alteration must be initialed by the respondent in ink. Unit prices and totals are to be inserted in spaces provided.
- C. Failure to sign and give all information in the bid may result in the bid being rejected.
- D. Estimated Quantities: The right is reserved to decrease or increase the quantities specified in the specifications pursuant to Statute.
- E. Any respondent may withdraw his proposal at any time before the time set for receipt of proposals.
- F. All forms shall be completed and attached to the bid proposal. **RESPONDENT IS ALERTED TO THE CHECK LIST PAGE.**

3. INTERPRETATIONS AND QUESTIONS

- A. The respondent understands and agrees that its bid is submitted on the basis of the specifications prepared by the County. The respondent accepts the obligation to become familiar with these

specifications.

- B. Respondents are expected to examine the specifications and related documents with care and observe all their requirements. Ambiguities, errors or omissions noted by respondents should be promptly reported in writing to the Purchasing Agent. In the event the respondent fails to notify the County of such ambiguities, errors or omissions, the respondent shall be bound by the bid.
- C. No oral interpretation of the meaning of the specifications will be made to any respondent. Every request for an interpretation shall be in writing, addressed to the Purchasing Agent via email at rklose@co.morris.nj.us or via fax to (973) 829-0304. In order to be given consideration, written requests for interpretation must be received **at least ten (10) days prior** to the date fixed for the opening of the proposals. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective respondents of written addenda to the specifications, and will be distributed to all prospective respondents, pursuant to N.J.S.A. 40A: 11-13. All addenda so issued shall become part of the contract documents, and shall be acknowledged by the respondent in the bid. The County's interpretations or corrections thereof shall be final.

4. AWARD OF CONTRACT

- A. The Morris County Board of Chosen Freeholders shall award a contract or reject proposals within sixty (60) days, except that the proposals of any Respondents who consent thereto may, at the request of the County, be held for consideration for such longer period as may be agreed.
- B. The County reserves the right to accept or reject any or all proposals, to waive identified irregularities and technicalities, and to award in whole or in part to the lowest responsible respondent, if it is in the best interest of the County to do so. Without limiting the generality of the foregoing, any proposal which is incomplete, obscure, or irregular may be rejected.
- B. The County further reserves the right to award a contract to the most responsible respondent meeting the specifications in the awarding authorities' opinion and is in the best interest of the County.
- C. Should the respondent, to whom the contract is awarded, fail to enter into a contract, the County may then, at its option, accept the second best responsible respondent.
- D. The effective period of this **contract will be one (1) year OR** as noted in the specifications. Continuation of the terms of this contract beyond the fiscal year is contingent on availability of funds in the following year's budget. In the event of unavailability of such funds, the County reserves the right to cancel this contract.
- E. Government entities are not private business/consumer clients; therefore, separate company agreements are not honored. Terms of the specifications prevail unless otherwise noted by the vendor as exceptions.
- F. The form of contract which shall be signed by the successful respondent shall be that as furnished by County Counsel, a copy of which is on file with the Morris County Purchasing Division and may be inspected upon request

5. NEW JERSEY ANTI-DISCRIMINATION

The contract for this bid shall require that the contractor agrees nor to discriminate in employment and agrees to abide by all anti-discrimination laws including but not limited to N.J.S.A. 10:2-1 as included in this document.

6. MANDATORY AFFIRMATIVE ACTION CERTIFICATION

No firm may be issued a contract unless it complies with the affirmative action provision of N.J.S.A. 10:5-31 et seq. and N.J.S.A. 17:27-1 et seq. as administered by the Division of Purchase & Property Contract Compliance and audit unit (Division) and provided below. The contract will include the language included as Attachment A in this specification.

A. Goods, Professional Services and General Service Contracts

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

1. A Letter of Federal Approval indicating that the vendor is under an existing federally approved or sanctioned affirmative action program. A copy of the approved letter must be provided by the vendor to the Public Agency and the Division. This approval letter is valid for one year from the date of issuance.
2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27 et seq. The vendor must provide a copy of the Certificate to the Public agency as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division.
3. The successful respondent shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with a check or money order for \$150.00 made payable to "Treasurer, state of NJ" and forward a copy of the Form to the Public Agency. Upon submission and review by the Division, the Report shall constitute evidence of compliance with the regulation.

7. **WORKER AND COMMUNITY RIGHT TO KNOW ACT**

The manufacturer or supplier of chemical substances or mixtures shall label them in accordance with the N.J. Worker and Community Right to Know Law (N.J.S.A. 34: 51 et seq., and N.J.A.C 5:89-5 et seq.). All direct use containers shall bear a label indicating the chemical name(s) and Chemical Abstracts Service number(s) of all hazardous substances in the container, and all other substances which are among the five most predominant substances in the container, or their trade secret registry number(s). (N.J.A.C. 8:59-5) or adhere to the requirements of The Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and the U.S. Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) as outlined in the Federal Register / Vol. 77, No. 58 / Monday, March 26, 2012 / Rules and Regulations as adopted in final rule by DEPARTMENT OF LABOR, Occupational Safety and Health Administration, 29 CFR Parts 1910, 1915, and 1926, [Docket No. OSHA-H022K-2006-0062, (formerly Docket No. H022K)], RIN 1218-AC20, Hazard Communication. Further, all applicable documentation must be furnished.

8. **STATEMENT OF OWNERSHIP DISCLOSURE**

In accordance with N.J.S.A. 52:25-24.2, no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, shall be awarded a contract, unless prior to the receipt of the bid or accompanying the bid of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship, there is submitted to the County of Morris a statement setting forth the names and addresses of all stockholders who own 10% or more of the stock, of any class or of all individual partners who own a 10% or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder and individual partner, exceeding the 10% ownership criteria established in this act has been listed. This form shall be signed and submitted with the bid/proposal whether or not a stockholder or partner owns less than 10% of the business submitting the bid. Failure to comply requires mandatory rejection of the bid/proposal.

9. **ACQUISITION, MERGE, SALE AND/OR TRANSFER OF BUSINESS, ETC.**

It is understood by all parties that if, during the life of the contract, the contractor disposes of his/her business concern by acquisition, merger, sale and/or transfer or by any means convey his/her interest(s) to another party, all obligations are transferred to that new party. In this event, the new owner(s) will be required to submit, when required, a performance bond in the amount of the open balance of the contract.

10. INSURANCE REQUIREMENTS

The Contractor, prior to commencing work, shall provide at his own cost and expense, the following insurance to the County of Morris with insurance companies licensed to provide insurance in the State of New Jersey. The Contractor will ensure that policies are underwritten by companies with a current A.M. Best rating of A- with a Financial Size Category of VII or better. Insurance shall be evidenced by Certificates and/or Policies as determined and approved by the County of Morris, Division of Risk Management. Each Certificate or Policy shall require that thirty (30) days prior to cancellation or material change in the policies, notice thereof shall be given to the Purchasing Agent, County of Morris, by registered mail, return receipt requested and for all of the following stated insurance policies. All such notices shall name the Contractor and identify the contract number. The Contractor shall submit an updated Certificate of Insurance to demonstrate continued renewal of insurance. During any period when the required insurance is not in effect, the County of Morris may suspend the work. The County may refuse to make payments due under this contract or any other contracts with the County until the required insurance coverage is in effect. The County may use monies withheld to renew the insurance for the periods and amounts referred to above.

A. Worker’s Compensation and Employer’s Liability Insurance

This insurance shall be maintained in full force during the life of this contract by the respondent covering all employees engaged in performance of this contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6. Minimum Employer’s Liability \$500,000.00.

B. General Liability Insurance

The Contractor shall provide Comprehensive General Liability insurance with a combined single limit of \$1,000,000/\$2,000,000 aggregate for bodily injury and property damage. A “claims made” policy is not acceptable.

The Contractor shall provide Comprehensive General Liability insurance with a combined single limit of \$1,000,000/\$3,000,000 aggregate for bodily injury and property damage. A “claims made” policy is not acceptable.

C. Professional Liability The Contractor shall provide a copy of a certificate verifying coverage of professional liability insurance applicable to services to be rendered under this agreement with limits of \$1,000,000/\$3,000,000.

D. Owners Contractors Protective Liability

The Contractor shall provide Owners Contractor Protective Liability Insurance with a limit of \$1,000,000.00 for General Work for the sole protection of the County of Morris. The County of Morris must be named as the first insured on this policy.

E. Automobile Liability Insurance

Automobile liability insurance, with a combined single limit of liability per occurrence of \$1,000,000 for bodily injury, property damage. This insurance shall include bodily injury and property damage with the following coverage, for owned automobiles, hired automobiles and non-owned automobiles.

F. “ADDITIONAL INSURED”

All Certificates of Insurance shall state that the County of Morris is carried as “an additional insured” for the purposes of the contract, and shall include **Form CG 20100704 & CG20370704 attached, or their equivalent, as determined solely by the Morris County Risk Manager.**

Self-insured contractors shall submit an affidavit attesting to their self-insured coverage and shall name the OWNER as an additional insured.

11. INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless, the County of Morris, the Board of Chosen Freeholders, their Employees, Agents, Representatives and Servants (collectively the "County") from and against any and all losses, penalties, claims, damages, settlements, judgments, verdicts, costs, charges, professional fees (including attorneys' fees and other expenses or liabilities including, but not limited to, the investigation and defense of any claims, arising out of or resulting from the performance of the Contractor's work or the completed operations provided that any such claim, damage, loss, or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property including the loss of the use resulting therefrom, and (b) is caused in whole or in part by any negligent act or omission of the Contractor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable (including a claim by an employee of the Contractor) regardless of whether it is caused in part by a party indemnified hereunder, and (c) is caused in whole or in part by the Contractor's breach of any term evidencing an agreement between the Contractor and the County of Morris or anyone directly or indirectly employed by the Contractor for whose acts the Contractor may be liable.

In any and all claims against the County of Morris, the Board of Chosen Freeholders, their Employees, Agents and Servants, by any employees of the Contractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor under workers compensation acts, disability benefit acts or other employee benefit acts.

12. PAYMENT

Payment will be made after a properly executed County of Morris voucher has been received and formally approved on the voucher list by the Board of Chosen Freeholders of the County of Morris at its subsequent regular meeting. The voucher will be certified correct by the department/division head who received the goods or services.

Pursuant to N.J.S.A. 34:11-56.25 et seq., contractors on projects for public work shall adhere to all requirements of the New Jersey Prevailing Wage Act. The contractor **shall be required to submit a certified payroll record to the owner within ten (10) days of the payment of the wages.**

13. TERMINATION

If, through any cause, the successful Respondent shall fail to fulfill in a timely and proper manner any of the obligations under this contract or if the Contractor shall violate any of the requirements of this contract, the County shall thereupon have the right to terminate this contract by giving sixty (60) days written notice to the Contractor of such termination and specifying the effective date of termination. Such termination shall relieve the County of any obligation for balances to the Contractor of any sum or sums set forth in the contract.

Notwithstanding the above, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the contract by the Contractor and the County may withhold any payments to the Contractor for the purpose of compensation until such time as the exact amount of the damage due the County from the Contractor is determined.

In case of default by the respondent, the County reserves the right to purchase services on the open market and hold the respondent responsible for any losses resulting from the respondent's default.

The Contractor agrees to indemnify and hold the County harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the contract by the County under this provision.

Each fiscal year payment obligation of the County is conditioned upon the availability of funds appropriated or allocated for the payment of such an obligation. If funds are not allocated and available for the continuance of any services performed by the County hereunder, whether in whole or in part, the County at the end of any particular fiscal year may terminate such services. The County will notify the Contractor in writing immediately of any services that will be affected by a shortage of appropriated funds.

This provision shall not be construed so as to permit the County to terminate this Agreement during the term, or any service hereunder, merely in order to acquire identical services from a third party contractor.

Vendor's literature and/or pricing sheets will not be accepted in lieu of completing the proposal blank(s) set forth in these specifications.

Respondents shall not write in margins or alter the official content or requirements of the County bid documents.

14. OWNERSHIP OF MATERIAL

The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the contractor for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract. Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The contractor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the owner. All information supplied to the owner may be required to be supplied on CD-ROM media compatible with the owner's computer operating system, windows based, Microsoft Office Suite 2000.

Reasonable efforts will be taken by Morris County to keep information of a confidential or proprietary nature confidential during and after the procurement process as permitted by law, when such information is properly identified by the Proposer.

15. Respondent should be aware of the following statutes that represent "Truth in Contracting" laws:

1. N.J.S.A. 2C:21-34, et seq. governs false claims and representations by respondent. It is a serious crime for the respondent to knowingly submit a false claim and/or knowingly make material misrepresentation.
2. N.J.S.A. 2C:27-10 provides that a public servant commits a crime if said public servant solicits or receives a benefit directly or indirectly, for an official act performed or to be performed by a public servant, which is a violation of official duty.
3. N.J.S.A. 2C: 27-11 provides that a respondent commits a crime if said person, directly or indirectly, confers or agrees any benefit not allowed by law to a public servant.
4. Respondent should consult the statutes or legal counsel for further information.

16. N.J. BUSINESS REGISTRATION PROGRAM

Certificate required pursuant to C57, PL2004; failure to be registered by time of contract award may be cause for rejection. Entities or individuals that need to file for a certificate may do so on-line through the NJ Division of Local Government Services at the following link:

<http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

17. "PAY TO PLAY" – NOTICE OF DISCLOSURE REQUIREMENT – P.L. 2005, Chapter 271, Section 3 Reporting (N.J.S.A. 19:44A – 20.27)

1. Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year is required to file an annual disclosure report with ELEC. The instructions and form are available on the ELEC website.
2. Annual Disclosures require submission by March 30th of each year covering contracts and contributions for the prior calendar year.
3. At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC's website at www.elec.state.nj.us.

4. If you have any questions, please contact ELEC at: 1-888-313-ELEC (3532) (toll free in NJ) or 609-292-8700.

18. NON-PAYMENT OF PENALTIES AND INTEREST ON OVERDUE BILLS

Public funds may be used to pay only for goods delivered or services rendered. County of Morris will not pay penalties and/or interest on overdue bills. No employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the County to pay additional fees.

19. FIRM FIXED CONTRACT

This is a firm fixed contract, prices firm, FOB County locations. No price escalation. The vendor shall void the contract and permit the County to solicit open market pricing should any price increase or surcharge be imposed.

20. W-9

Successful respondent/respondent shall complete W-9 Form and submit to Purchasing prior to contract award. The form is available at the following link: www.irs.gov/pub/irs-pdf/fw9.pdf

21. PUBLIC EMERGENCY

In the event of a Public Emergency declared at the Local, State or Federal Level, if the County of Morris opts to extend terms and conditions of this bid, the contractor agrees to extend the terms and conditions of this bid, whether existing, expiring or expired no longer than six months, for goods and/or services for the duration of the emergency. In the event the original contractor cannot meet this requirement, the County may solicit the goods and/or services from any respondent on this contract.

22. SOURCE OF SPECIFICATIONS PACKAGES

Official County of Morris bid packages for routine goods and services are available from www.morriscountybidsystem.com at no cost to the vendor, or may be picked up at the Morris County Administration & Records Building, Purchasing Division, Room 517, 5th Floor, PO Box 900, Morristown, New Jersey, 07963 0900.

Potential respondents are cautioned that they are bidding at their own risk if a third party supplied the specifications that may or may not be complete. The County of Morris is not responsible for third party supplied specifications

23. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

P.L. 2012, c.25 prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran.

24. SPECIFICATIONS AS PART OF THE CONTRACT

Respondent understands that **the specifications herein are incorporated into and are fully part of any contract as may be awarded** as result of this proposal submittal.

**COUNTY OF MORRIS
CHECKLIST FOR PROPOSAL SUBMISSION**

Required With Bid		Read, Signed & Submitted Respondents Initial
A.	FAILURE TO SUBMIT ANY OF THESE ITEMS IS <u>MANDATORY</u> CAUSE FOR REJECTION:	
<input checked="" type="checkbox"/>	Proposal Form(s) / Signature Page	_____
<input checked="" type="checkbox"/>	Application for Year 2020 Area Plan Grant (pages 14 to 19)	_____
<input checked="" type="checkbox"/>	Statement of Ownership Disclosure OR written verification of FOR PROFIT ENTITY OR A NOT-FOR PROFIT ENTITY (Title 15A of NJ Statute (N.J.S.A. 10:5-31 et seq.)	_____
<input checked="" type="checkbox"/>	Corporate Disclosure Statement	_____
<input checked="" type="checkbox"/>	Acknowledgement of Receipt of Addenda (To be Completed if Addenda are Issued)	_____
<input checked="" type="checkbox"/>	Disclosure of Investment Activities in Iran	_____
<input checked="" type="checkbox"/>	Non Collusion Affidavit	_____
<input checked="" type="checkbox"/>	Required Evidence EEO/Affirmative Action Regulations Questionnaire	_____
<input checked="" type="checkbox"/>	Business Registration Certificate –, (Preferred with response, but effective at contract award)	_____
<input checked="" type="checkbox"/>	W9 (Preferred with response, but prior to contract award)	_____
<input checked="" type="checkbox"/>	License(s) or Certification(s) Required by the Specifications	_____
<input checked="" type="checkbox"/>	Americans With Disability Act of 1990 Language (Preferred with response but prior to award of contract)	_____
<input checked="" type="checkbox"/>	NJ Anti-Discrimination Provisions (Preferred with response but prior to award of contract)	_____
	<u>FORMS TO BE PROVIDED BY RESPONDENT:</u>	
<input checked="" type="checkbox"/>	Documentation confirming a nonprofit grantee’s current Charitable Registration (if applicable)	_____
<input checked="" type="checkbox"/>	Written policies addressing Conflicts of Interest	_____
<input checked="" type="checkbox"/>	Written policies addressing Sexual Harassment in the Workplace	_____

Please provide: one (1) original and one (1) copy

Respondent Signature:

COUNTY OF MORRIS
RFP/RFQ PROPOSAL FORM / SIGNATURE PAGE

DATE: _____

TO THE COUNTY OF MORRIS

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the bid and agrees, if this bid is accepted, to furnish and deliver services per the following:

APPLICATIONS FOR YEAR 2020
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Contracts for the above mentioned RFP may be issued to the respondent based on the Evaluation Criteria, considering cost and other factors, as determined to be in the best interest of the County of Morris.

Respondent understands that the specifications herein are incorporated into and fully part of any contract as may be awarded as result of this proposal submittal.

The undersigned is a (Corporation) _____ having its
(Partnership) _____
(Individual) _____
Principal office at _____

Company

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Title of Authorized Agent

Date

Telephone Number

Email Address

Fax Number

Type of Program
Check ALL that apply

- New (not currently funded by Morris County)
- Currently Funded by Morris County
- Expansion of Existing Program (currently funded by Morris County)

Service Type
Check ALL that apply

Access Services:

(Outreach, Care Management, Transportation, Assisted Transportation, Public Awareness, Information and Assistance).

Home Support Services:

(Certified Home Health Aide; Housekeeping, Residential Maintenance, Telephone Reassurance; Friendly Visiting; Visiting Nurse, Hospice Care, Emergency, Homesharing/Matching, Housing Assistance)

Community Support:

(Adult Protective Services, Money Management; Education-Health Promotion and/or Evidence Programs; Physical Health, Physical Activity, Legal Assistance, Mental Health, Counseling; Adult Day Care Medical/Social, Personal Care, Oral Health, Socialization/Recreation)

National Family Caregiver Support Program:

(Information & Assistance, Outreach, Care Management, Public Awareness/Information, Transportation, Assisted Transportation, Residential Maintenance, Housekeeping, Certified Home Health Aide, Visiting Nurse, Respite Care, Hospice Care, Emergency, Housing Assistance, Adult Day Care Medical/Social, Legal Assistance, Physical Health, Socialization/Recreation, Support Group, Group Education, Caregiver Mental Health Counseling, Professional In-Home Education and Support , Trained Volunteer Assistance, Wander Safety System)

Nutrition Services:

(Congregate Nutrition, Home Delivery Nutrition, State Weekend Home Delivery Meals, Nutrition Education, Nutrition Counseling)

Section I – Agency Description

- A. Provide a brief summary of the agency's history and describe the services and programs currently provided.
- B. Is your agency involved or exploring collaborative efforts with other Morris County non-profit agencies? If yes, please describe.

Section II – Proposed Program Information

- Provide a detailed description of the proposed program, service or specific activities to be funded. Include information regarding the target population to be served, the geographic area to be served, where the service will be provided, hours/days of operation and transportation options.

- Outline a client's progression through the program. Include point of access, client intake, anticipated service delivery time frames, development of service plan, reassessment, discharge procedure and follow-up.

- Describe how the program will provide reasonable accommodations for individuals with specific needs; such as, but not limited to:
 - Language barriers
 - Mental illness
 - Disabilities
 - HIV/AIDS

Section IV – Program Outcome Measurement

- A. The County of Morris requires all funded programs and services to have a process that measures effectiveness. Please complete the following outcome measurement tool as it pertains to your program.

Service Provided	Expected Outcomes	Activities	Activity Measurement
What is the service being provided?	What are the participants expected to gain from service activities?	What activities will the program provide to achieve the expected outcomes?	What indicators will be used to measure these expected outcomes?

- B. If this program is currently operational, please provide specific outcome data to justify the effectiveness of this program using the measurements cited above.

Service Provided	Outcomes	Activities	Activity Measurement Indicators

Section V – Funding Specifications

- A. Define each unit of service for the proposed program. Be specific and discrete. (e.g., bed day, counseling hour, education session)
- B. Indicate the total funding request, based on the unit cost and level of service (LOS):
1. Specify the cost per unit of service (unit cost) for the proposed program. How was this cost determined?
 2. What is the anticipated level of service (LOS) for 2020 for this program?
 3. Unit Cost X LOS = **TOTAL FUNDING REQUEST**
- C. For each quarter, list the anticipated unduplicated clients to be served by the proposed program.
- TOTAL ANNUAL CLIENTS:** _____
- D. What percentage of the total program cost will the requested funding support?
- E. If a funding match is required, please list the sources and amounts.
- F. Does the program accept monetary or in-kind donations to offset program costs? If so, explain.
- G. Does the program use a sliding scale fee? If so, please describe.

COUNTY OF MORRIS
STOCKHOLDER DISCLOSURE CERTIFICATION
N.J.S.A. 52:25-24.2 (P.L. 1977 c.33)

**FAILURE OF THE BIDDER TO SUBMIT THE REQUIRED
INFORMATION IS CAUSE FOR AUTOMATIC REJECTION**

CHECK ONE:

- I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
- I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Legal Name of Bidder Business: _____

Check which business entity applies:

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

Complete if the bidder/respondent is one of the 3 types of Corporations:

Date Incorporated: _____ Where Incorporated: _____

Business Address:

STREET ADDRESS	CITY	STATE	ZIP
TELEPHONE #	FAX #	EMAIL	

Listed below are the names and addresses of all stockholders, partners or individuals who own 10% or more of its stock of any classes, or who own 10% or greater interest therein.

NAME	HOME ADDRESS
------	--------------

NAME	HOME ADDRESS
------	--------------

CONTINUE ON ADDITIONAL SHEETS IF NECESSARY: Yes No

Signature: _____ Date: _____

Printed Name and Title: _____

COUNTY OF MORRIS
CORPORATE DISCLOSURE STATEMENT

The undersigned is an: INDIVIDUAL | PARTNERSHIP | CORPORATION
(Please circle above designation to indicate organization type)

Under the laws of the State of _____

having principal offices at _____

RESPECTFULLY SUBMITTED BY _____

(Name of Corporation, Partnership or Individual)

WITNESS: ADDRESS _____

TELEPHONE: _____

S/ _____

SIGNATURE: _____

POSITION: _____

POSITION: _____

SSAN (If Individual): _____

FED ID# (IF Incorporated): _____

DATE: _____

DATE: _____

NOTE: If Contractor is a **CORPORATION**, this proposal must be executed by its president, attested to by its secretary or assistant secretary, with the corporate seal affixed thereto. This proposal may be executed and attested to by other than the aforesaid corporate officers if they have been duly authorized to so act in behalf of the Contractor, pursuant to a resolution of the Corporate Board of Directors, or other authorization equivalent thereto. In that event, a certified copy of said resolution or authorization shall be attached to this proposal.

If Respondent is a **PARTNERSHIP**, then this proposal must be signed by at least one partner.

If Respondent is an **INDIVIDUAL**, please indicate Social Security Number in space provided above.

COUNTY OF MORRIS

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>ADDENDUM NUMBER</u>	<u>DATE</u>	<u>ACKNOWLEDGE RECEIPT</u> (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

REQUIRED ONLY IF ADDENDA IS ISSUED

COUNTY OF MORRIS
Disclosure of Investment Activities in Iran

Respondent Name: _____

Part 1: Certification

RESPONDENTS ARE TO COMPLETE PART 1 BY CHECKING **EITHER BOX**.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Respondents must review this list prior to completing the below certification. Failure to complete the certification may render a respondent's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX:

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

OR

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

Part 2: Additional Information

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

Part 3: Certification

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

Full Name (Print): _____ Title: _____

Signature: _____ Date: _____

**COUNTY OF MORRIS
NON-COLLUSION AFFIDAVIT**

State of New Jersey
County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)

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

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

_____ the respondent making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so; that said respondent has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full

knowledge that the _____ relies upon the truth of
(name of contracting unit)

the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by __.
(name of firm)

Subscribed and sworn to before me this day, _____, 2____:

Signature of affiant

Type or print name of affiant

Notary public of

My Commission expires _____

(Seal)

Exhibit A
EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

All successful respondents are required to submit evidence of appropriate affirmative action compliance to the County of Morris and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the County of Morris files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the County of Morris, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the County of Morris and the Division. This approval letter is valid for one year from the date of issuance.

Do you have a federally-approved or sanctioned EEO/AA program? Yes No
If yes, please submit a photostatic copy of such approval.

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the County of Morris as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval? Yes No
If yes, please submit a photostatic copy of such approval.

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the County of Morris. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

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

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

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

(REVISED 4/10)

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

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at ww.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 **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

COUNTY OF MORRIS
New Jersey Business Registration Requirements

Pursuant to N.J.S.A. 52:32-44, the County of Morris is prohibited from entering into a contract with an entity unless the respondent/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or proposal shall provide proof of business registration to the respondent, who in turn, shall provide it to the Contracting Agency prior to the time of contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) The contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) 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 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 in the State. Any questions in this regard can be directed to the Division of Taxation at (609) 292-6400. Form NJ-REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml.

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

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	<small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
------------------	----------------------------------	--------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

COUNTY OF MORRIS

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

The Contractor and the Owner, do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. § 12101 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

Signature

Type or print name

COUNTY OF MORRIS
NEW JERSEY ANTI-DISCRIMINATION PROVISIONS
N.J.S.A. 10:2-1 ET SEQ.

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, 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.

Signature

Type or print name

(For County of Morris use only)

Morris County
Department of Human Services
CC#19-102APC - 2020 Funding Request Evaluation

Name of Provider: _____

Program Name: _____

Date: _____

Category	Score 1-10	Value Factor	Category Total Score (Score x Value Factor)	Total Possible Score
Program Summary and description of proposed services				
Personnel and Program Implementation				
Funding Specifications				
Agency Performance/Outcome Measurements				
Complete application submitted on time				
Accessibility:				
Service reaches targeted populations				
		Total Score		100

Program Summary and description of proposed services: Includes collaboration with other community agencies, addresses identified priorities, detailed description of proposed program.

Personnel and Program Implementation: Describes staffing plan for program and whether staff is in place or needs to be hired. Includes description of training and staff development.

Funding Specifications: Proposed budget in relation to level of service and individuals served. Cost efficiency.

Agency Performance/Outcome Measurements: Outcome measurement tool that identifies specific activities and indicators to measure program effectiveness. Agency has a successful track record in providing services in the community.

Complete application submitted on time: All sections completed to required standards.

Accessibility: Geographic service area, transportation options, point of access, reasonable accommodations for persons with disabilities.

Service reaches targeted populations: Aligns with identified priority population.

Evaluator: _____

(Initials)

Date of Evaluation: _____