

Hudson Regional Health Commission  
595 County Avenue, Building 1  
Secaucus, New Jersey 07094

## REQUEST FOR PROPOSALS (RFP)

for

MANAGEMENT INFORMATION SYSTEMS  
& RELATED TELECOMMUNICATION SYSTEMS  
ADMINISTRATION

ISSUE DATE: March 14, 2023

DUE DATE: April 12, 2023

Carrie Nawrocki, Executive Director  
Marisol Leguizamon, QPA

Hudson Regional Health Commission  
595 County Avenue, Building 1  
Secaucus, New Jersey 07094

REQUEST FOR PROPOSALS  
MANAGEMENT INFORMATION SYSTEMS  
& RELATED TELECOMMUNICATION SYSTEMS  
ADMINISTRATION

I. OVERVIEW & GENERAL INFORMATION

The Hudson Regional Health Commission (“Commission”) is requesting proposals from experienced vendors (minimum of five (5) years’ experience by the firm or by key firm employees in the operation of a government data facility) to operate, maintain, and manage the Commission’s Information Systems and Telecommunications Network. The Commission requires 24 hour/7-day support. Due to the nature of the Commission's operations, the vendor's staff must be available during normal working hours (weekdays, 9:00 a.m. - 4:00 p.m.), but no less than 30 hours per week/120 hours per month. In addition, the respondent must be available in the event of an emergency outside of normal business hours and be available to provide 24-hour coverage and support by telephone, cell phone, e-mail or virtual conferencing. The Commission requires a minimum FTE (full time equivalent) staffing level of one (1) to maintain this account. The Commission will provide office space for respondent as deemed necessary. Transportation required to support the Commission's multi-site operations is the sole responsibility of the respondent.

The Commission is a small-scale government organization with approximately 30 employees including several departments that operate on a 24-hour basis, such as public health and hazardous materials emergency response. It is imperative that the successful vendor have the necessary experience in managing such critical facilities along with the ability to provide the necessary tools to keep these operations functional at all times. The successful vendor shall thoroughly demonstrate its previous management and technical experience in the full-time supervision and operation of a New Jersey municipal or county government management information and telecommunications systems environment, specifically the administration of voice, video, and data systems spanning multi-site operations.

The successful vendor and all subcontractors performing work on behalf of the vendor shall comply with any and all Commission policies and procedures establishing requirements for vendor staff. These may include but are not limited to: site orientation and safety requirements, documentation of required immunizations, vaccinations, and/or infectious

disease testing, compliance with onsite PPE requirements (if any), and other policies deemed necessary by the Commission's Executive Director or her designee.

Please refer to the enclosed Table of Organization (Exhibit A) to see the breadth and depth of offices to be supported, as well as to the reporting structure for the Department of Information Technology Systems.

## II. PROCEDURE AND SCHEDULE OF EVENTS

The proposals will be evaluated in accordance with the Competitive Contracting (N.J.S.A.40A:11-4.1 et seq.) procedures of the Local Public Contracts Law.

The Commission shall not be responsible for any costs or expenses associated with the preparation of any proposal submitted in response to this Request for Proposals. The Commission reserves the right, in accordance with the Local Public Contracts Law, to supplement, amend, or otherwise request additional information from Respondents.

The Commission reserves the right to reject any or all proposals, to change the procurement process or schedule at any time, or to abandon the project for any reason. Any information submitted which has been determined to be false will constitute immediate disqualification and rejection of the proposal.

The Commission reserves the right to investigate, contact, or otherwise inquire as to the accuracy and completeness of any and all information furnished by the respondent. The respondent shall be fully liable for any inaccuracies, omissions, and misstatements in its supporting documentation.

No proposal shall be deemed accepted or a contract awarded until the public adoption of a resolution to that effect by the Board of Commissioners of the Commission.

### A. Questions / Inquiries

Any questions or inquiries regarding this Request for Proposal must be made in writing no later than 4:00 p.m. on April 3, 2023 to the Hudson Regional Health Commission Qualified Purchasing Agent, 595 County Avenue, Building 1, Secaucus NJ 07094 or to the following email address: [inforequest@hudsonregional.gov](mailto:inforequest@hudsonregional.gov). Please make sure to include the title of the Request for Proposal in the subject line of the email. After 4:00 p.m. on April 3, 2023 no additional questions or inquiries regarding this Request for Proposal will be entertained. Kindly collate all questions into one document to submit to the Qualified Purchasing Agent. Multiple submissions by one respondent may not be answered.

## B. Proposal Response

One hard copy and one digital copy of the response to this Request for Proposals must be provided to the Hudson Regional Health Commission Qualified Purchasing Agent at 595 County Avenue, Building 1, Secaucus NJ 07094, no later than 11:00 a.m. on April 12.

Proposals must be submitted in sealed envelopes with the title of the Request for Proposal clearly marked on the outside. Late submissions will not be accepted. The Commission accepts no responsibility for delays. It is the respondent's responsibility to ensure that its proposal is received prior to the deadline. Proposals will not be accepted by facsimile or e-mail.

## **Evaluation Criteria**

The award of the contract shall be at the sole discretion of the Commission. Pursuant to N.J.S.A. 40A:11-4.4(b) and N.J.A.C. 5:34-4.2, the award of this competitive contract shall be based on an evaluation of the proposals as to technical, management, substantive, responsibility and cost-related criteria. The Commission reserves the right to enter into any contract deemed to be in the best interest of the Commission. The Commission shall weigh various factors including experience, capability, skill, quality of the proposal, and price. Each proposal submission will be independently evaluated, and selection will be made using the criteria listed below.

- 1) Responsiveness: This area of the evaluation criteria examines all of the forms and certificates the Commission asks the respondent to submit (e.g., The Business Registration Certificate; the Stockholder Disclosure Form). The Commission will review these submissions. If an item has been deemed mandatory and it is not submitted by the respondent, then that respondent's submission shall be deemed non-responsive. The omission of an item that is not designated as mandatory may be curable. If so, the respondent shall be notified of any deficiencies, and provided with a date-certain by which the item may be cured. These items shall be reviewed by the Commission's legal counsel. Only after this review is done will the fully-responsive submissions be given to the Evaluation Committee members for their review and scoring.
- 2) Responsibility and Experience Criteria: This portion of the evaluation criteria shall examine the respondent's industry or progress experience.

The vendor's documentation of experience in performing similar work and ability to meet the Commission's timeline.

- 3) Cost Criteria: This portion of the evaluation criteria will examine the respondent's submitted cost proposal. Note: This is not a bid, and the Commission is not obligated to award a contract to the respondent who submits the lowest price.

#### C. Duration of Contract and Contract Termination

The term of the contract to be awarded pursuant to this Request for Proposal shall be for one year. The Commission may terminate the agreement upon written notice given thirty (30) days prior to termination.

In the event services are scheduled to end either by contract expiration or by termination, it shall be incumbent upon the respondent to continue the services or accept reauthorized services, if requested by the Commission, until new services can be completely operational. This transitional period may extend for up to 180 days beyond the expiration date of the existing contract. The respondent will be reimbursed for this service at the rate in effect when the Commission invoked this transitional period clause. The successful vendor shall comply with all applicable federal, state, county and local statutes, rules and regulations. Failure to comply will be cause for termination.

### III. GENERAL SCOPE OF SERVICES

- 1) The successful vendor is expected to provide routine, emergency and remote support as necessary to all Commission departments 24/7/365.
- 2) Provide all Commission users the ability to request technical assistance and/or service via telephone, e-mail, and self-service portal. Commission users should have the ability to make service requests and track the progress of those requests.
- 3) Provide detailed explanation as to resolutions on all closed service tickets so it can be documented in order to prevent the same issues from happening in the future.
- 4) Plan any work that could result in disruption of Commission services off-hours and with the input of those offices with 24/7 work schedules.
- 5) Have the ability to remotely connect to Commission users, whether virtual or on the Commission network, to diagnose and address any technical issues.

- 6) Have the ability to remotely connect to off-site users to diagnose and address any technical issues regarding secure connection methods provided.
- 7) Have knowledge and at least five (5) years of experience in the management of VOIP telephone systems.
- 8) Assist Commission Departments in determining telephone systems that will best meet their needs including meeting with potential vendors.
- 9) Act as a liaison on behalf of the Commission for the renewal or addition of local telephone/long distance telephone service contracts. This also includes payphone service contracts, PRI's, inmate telephone and management systems, video link service contracts (secure video conferencing- i.e. Zoom, Webex, etc.) where any voice service type contracts are involved with outside vendors.
- 10) Enter line repairs into Spectrotel support system/Verizon support system and monitor the repair status.
- 11) Support the Commission's connection to the Internet by working with Comcast, the Commission's current Internet Service Provider. Respondent will be responsible to also work with any other vendors as necessitated by changes in Commission Contracts.
- 12) Troubleshoot and coordinate the repair of Internet related link issues, specific web-page loading problems, virus detection and removal, etc. Install and maintain robust Firewalls to prevent network intrusion, malware and ransomware.
- 13) Expand and maintain the Commission's disaster recovery site and systems for all Commission data, records, and images. This includes the utilization of computer virus protection systems, and the repair and maintenance of corrupted files should the system fail for any reason. Respondent will be required to assist the Commission leadership in the development or the update of a comprehensive disaster recovery plan. Respondent will also be required to manage all aspects of the implementation of that plan.
- 14) Assist in the management of records, both paper and non-paper, for the purposes of retention/retrieval of information throughout the Commission for the Archives and Records Management System.
- 15) Assist with all technical aspects of the preparation of any specifications required for new equipment purchases and/or bids.
- 16) Support all mobile technologies (i.e. smart phones, tablets) and the Internet of Things (IOT). Educate staff about data security issues as they relate to the use of personal or Commission-issued mobile devices and support automation and security measures for the use of these devices.

- 17) Review all purchases that are related to Telecommunications/Data Communications and provide quotes for compliance to Commission standards.
- 18) Assist Departments with asset management and re-purposing or disposal of end-of-life equipment.
- 19) Develop, train and provide support for various software applications as requested by Commission staff.
- 20) Keep current on new technological innovations as they arise and be prepared to develop and maintain all future technologies as requested.
- 21) Supply services and oversight necessary to support the Commission's complex communications network.
- 22) Work closely with Commission personnel to maintain quality communication and data integrity in all of the Commission facilities.
- 23) Support the Commission ID Card System.
- 24) Provide outside vendors with secure connection methods to maintain department specific applications.
- 25) Advise and consult each Commission Department on software and hardware purchased.
- 26) Maintain warranty, support, and End of Life (EOL) information for infrastructure, operating system, and end-user equipment, workstations, servers, software subscriptions and licenses, etc.
- 27) Provide a customized support online web-portal for tracking Commission service requests and support incidents.
- 28) Provide remote support software for interactive screen sharing and screen control for end user support.
- 29) Monitor for intrusions, malware compromises, security breaches, and enforce Commission password policy.
- 30) Support Commission Secure Video Conferencing Applications (i.e. Webex, Zoom, etc.).
- 31) Manage and support active directory structure including role-based access for employees and the deployment and management of group policies, as necessary.
- 32) Manage and support email and Microsoft Teams via Office 365.
- 33) Provide technical support to employees regarding Email, active directory, antivirus, software deployments, data protection, and network related issues.
- 34) Prioritize and delegate support requests regarding the above.

## Department-Specific Services Necessary

### 1) Information Technology

- i. Perform all office duties necessary to operate the office efficiently as described in the Administrative Code. This includes application help-desk support, ordering supplies, preparing requisitions, and determining Departmental budgetary requirements.
- ii. Support all communication links connecting Commission facilities to the Network.
- iii. Design and coordinate the installation of new data centers at all newly constructed or renovated facilities.
- iv. Provide technical consulting and support for any voice, video, or data issues that may arise, and participate in Commission strategic planning sessions.
- v. Upload, as requested, any documents to the Commission Website.
- vi. Integrate data from disparate systems for internal, OPRA, or other reporting.
- viii. Responsible for: budgeting, placing orders for equipment/services via Commission requisition system, providing letters of justification for said purchases, following up on all Purchase Orders issued and send to vendors for processing, processing paperwork for vendor payment.
- ix. Attend Commission and other meetings, as requested.

### 2) Finance/Budget

- i Attend meetings, as requested, and provide status on all active projects.
- ii Support Quickbooks.

### 3) Legal Records

- i. Assist in the implementation of a Digital Archive retrieval and storage application.
- ii. Assist in locating and providing specified emails and documents for any Open Public Records (“OPRA”) requests County-wide.

### 4) List of Current Technologies: (See Exhibit B)



#### IV. RFP RESPONSE FORMAT

All responses shall be submitted in the following format. Each section must be tabbed and labeled.

##### 1) Letter of Introduction

- a. The letter of introduction shall include a company profile and your market as it relates to this Request for Proposal. The letter of introduction shall include a history of the company, detailing the number of years it has been in business under its present name and the number of years the company has been under the current management.
- b. Provide a description of the business organization (i.e., corporation, partnership, business venture, etc.) of your firm and its ownership. Provide the names and business addresses of all Principals of the firm submitting the Request for Proposal. For purposes of this Request for Proposal, "Principals" mean persons possessing an ownership interest in the respondent. If the respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the respondent and every stockholder having an ownership interest of 10 % or more in the organization.
- c. If the organization is a partially owned or a wholly-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parent company's approval rights over the activities of the firm submitting the Request for Proposal.
- d. If the respondent is a partnership or similar organization, provide comparable information as required above for each member of the partnership or similar organization.

##### 2) Professional & Company Information

- a. All proposals shall include resumes of all employees to be assigned to this Commission contract, setting forth their education, qualifications, experience, and training. All referred certifications and licenses in employees' resumes shall be provided. Resumes shall include employees' length of service with respondent. Employees shall have demonstrable experience in supporting the work described herein.
- b. The respondent shall provide a current table of organization.
- c. The respondent shall provide a client list of its current and recent (within the last five years) projects, facilities, agencies, etc. which your firm is now

serving with a description and scope of work of each project. The client list must include company name and address, company subdivision, department or office, contract starting and ending time periods, contact name(s), their phone and fax numbers.

- d. The submission shall include a list of all current and recent (within last five years) governmental agency clients within the State of New Jersey with a description and scope of work of each project. The government agency client list must include agency name and address, agency subdivision, department or office, contract starting and ending time periods, contact name(s), their phone and fax numbers.
- e. Provide the Commission with a list of three (3) professional references that are not clients. The professional references must include company name and address, company subdivision, department or office, contact name(s), their phone and fax numbers.
- f. The respondent shall list all immediate relatives of its Principal(s) who are Hudson County employees or elected officials or employees of the Commission. For purposes of the above, “immediate relative” means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation. If the Principal(s) have no immediate relatives employed or elected, it must be stated as so.
- g. The respondent shall provide a complete history of any legal filings or litigation your company is or has been involved in. Please include the caption, docket number, nature of the allegation, or, in cases that were settled, the amount and nature of the settlement. This list shall include litigation related to your company and/or its principals. Please disclose any past or current proceedings, actions, orders or other stipulations against the responding contractors by federal or state regulatory agencies. Please disclose any material judgments, decrees, stipulations, arbitrations, investigations, labor disputes, other administrative proceedings or claims threatened against or affecting your business, its financial condition or its assets which may alter the terms and conditions of your proposal to the Commission.
- h. The successful respondent shall undergo a criminal background check encompassing all four levels of government, including federal, state, county and municipal.

3) Profile of Services

A profile of the services and approach to management of this project must be set forth in this section. This must include a detailed description of your experience as it relates to the scope of services. The profile of services and management approach to this contract shall be supplied in a manner that allows the Commission to understand your firm's offerings, your approach to management, and should support your letter of introduction.

4) Pricing Designation

The Commission requires the vendor to be available during regular business hours, but no less than thirty (30) hours per week, one-hundred twenty (120) hours per month.

5) Required Documents & Forms: (refer to Exhibit C)

**A. PROPOSAL DOCUMENT SUBMISSION CHECKLIST**

Respondent shall complete and sign the Proposal Document Submission Checklist and include it in the submission.

**B. ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

Respondent shall complete and sign the Acknowledgment of Receipt of Addenda and include it in the submission.

**C. PROPOSAL FORM**

Respondent shall complete and sign the Proposal Form and include it in the submission.

**D. STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 provides that no business organization, regardless of 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, bidders shall submit a statement setting forth the names and addresses of all persons and entities that own ten percent or more of its stock or interest of any type at all levels of ownership. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the ten percent ownership, has been listed.

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 shall result in rejection of the proposal as it cannot be remedied after proposals have been opened.

Not-for-profit entities should fill in their name, check the not-for-profit box, and certify the form. No other information is necessary.

#### **E. NEW JERSEY BUSINESS REGISTRATION CERTIFICATE**

Pursuant to N.J.S.A. 52:32-44, the Hudson Regional Health Commission is prohibited from entering into a contract with an entity unless the proposer and each subcontractor that is required by law to be named in a 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 Hudson Regional Health Commission with its proof of business registration and that of any subcontractor(s). Subcontractors named in a bid or other proposal shall provide proof of business registration to the respondent, who in turn, shall provide it to the Contracting Agency prior to the time a 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 shall 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 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. Form NJ-REG can be filed online at [www.state.nj.us/treasury/revenue/busregcert.shtml](http://www.state.nj.us/treasury/revenue/busregcert.shtml).

Before final payment is made under the contract, the contractor shall submit to the Hudson Regional Health Commission 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.

#### **F. NON-COLLUSION AFFIDAVIT**

To ensure that the respondent has not participated in any collusion, directly or indirectly, with any other respondent or public entity representative, or otherwise taken any action in restraint of free and competitive contracting, all respondents shall properly execute and submit the attached Non-Collusion Affidavit with the proposal. The Affidavit required shall be executed on behalf of the applicable person or entity by an authorized officer or representative of the person or entity.

#### **G. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

N.J.S.A. 52:32-55 prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. Respondents shall indicate if they comply with the law by certifying on the attached form. Pursuant to N.J.S.A. 40A:11-2.1 Commission is required to notify the New Jersey Attorney General if it determines a false certification has been submitted.

The certification required shall be executed on behalf of the applicable person or entity by an authorized officer or representative of the person or entity.

#### **H. CERTIFIED SWORN STATEMENT ON NON-DISBARMENT / DISQUALIFICATION / SUSPENSION**

Respondent shall complete and sign the Certified Sworn Statement on Non-Disbarment / Disqualification / Suspension and include it in the submission.

#### **I. MANDATORY EEO/AFFIRMATIVE ACTION EVIDENCE**

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

The successful respondent 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:

- i. A 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 shall 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.
- ii. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1 et seq. The vendor shall 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.
- iii. 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 regulations

#### **J. AMERICANS WITH DISABILITIES ACT**

Discrimination based on disability in contracting for the purchase of goods or services is prohibited. If awarded the contract, the respondent is required to comply with requirements related to the Americans with Disabilities Act as provided in this specification

#### **K. INSURANCE REQUIREMENTS**

During the life of this Contract, the vendor and its subcontractors shall maintain the following insurance coverages:

1. Professional Liability Practice Policy, including Errors and Omissions, with limits of \$2,000,000 per claim and \$3,000,000 aggregate; and
2. Commercial General Liability Insurance with limits of \$1,000,000 per occurrence and \$3,000,000 aggregate. The Commission and its staff shall be named as additional insured; and
3. Workers Compensation Insurance at statutory limits; and

4. Automobile Liability Insurance with limit of \$1,000,000 per occurrence combined single limit; and
5. Non-Owned Automobile Liability Insurance, including coverage for hired and leased vehicles, with limits of \$1,000,000 per occurrence.

#### **L. INDEMNIFICATION**

The vendor shall indemnify and save harmless, the Commission and the Commission's agents, and employees, from and against all losses and claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recovered against them by reasons of any act or omission by them, their subcontractors, their agents, or their employees, in the execution of the work or in guiding same. Proof of coverage shall be provided prior to execution of Agreement with the Commission.

# Exhibit A





## **Exhibit B**

### **LIST OF CURRENT TECHNOLOGIES**

Current number of PCs supported – 65

#### **Voice / Data:**

- Incredible PBX 2021
- Asterisk PBX
- Grandstream Phones (47 total)
- Twilio Elastic SIP Trunking
- Fax Machines
- High Speed Internet – Comcast
- OpenVPN (Certs, keys, revoked list, MFA)
- Wireless Cell Phones (35 smartphones)
- APC Smart-UPS Battery Backup (3)
- Printers (24 total, HP Laser jet Printers & Xerox Large Scale Multi-Function Printers)

#### **Servers (6 physical, 25 virtual, & 8 cloud: 39 total):**

- Dell PowerEdge Series Servers
- VMware vSphere Essentials Plus
- VEEAM Backup and Replication
- AWS GovCloud (EC2, RDS)

#### **Network Storage Arrays:**

- Dell/EMC AX100
- Dell EqualLogic PS4000
- TrueNAS 12.0-U5.1

#### **Networking:**

- Dell PowerConnect Switches
- Ubiquiti EdgeSwitches
- Ubiquiti WiFi Access Points
- Netgear/Linksys Router with FreshTomato based firmware

**Juneau Center Vaccine Site and Remote Vaccine Sites:**

MCC BRUTE ADVANCED WiFi Units  
MOBILE COMMAND CENTER MINI WiFi Units (2)  
iPads  
Dell Vostro Laptops  
Xerox Printers

**Software Development:**

Microsoft Access/Visual Basic for Applications:

Registration & Compliance  
Complaints & Investigations  
Childhood Lead Exposure Prevention  
OPRA

TALL(Tailwind, Apline.JS, Laravel, Livewire) Stack Development:

Covid Vaccination  
Mosquito Control  
Tech Support Ticket/ID  
Website

Vue Application Development:

Time and Attendance/LeaveTime Application

Python Development:

Radiation Monitoring  
TimeClock

Raspberry Pi Development

Chlorine Detection System

**Software/Systems:**

Microsoft Teams  
Microsoft Office Exchange Plan  
Microsoft Office Pro  
Microsoft Office 365 Suite  
Microsoft Windows 10  
Microsoft Windows Server 2008  
Microsoft Windows Server 2019  
Directory Multi-Domain Forest  
Active Directory ADSync  
Adobe Creative Cloud  
Adobe Acrobat Pro DC

Adobe Acrobat Reader  
Symantec Endpoint Protection  
CentOS  
SuSE Linux  
Ubuntu  
LDAP  
Apache  
MySQL  
PHP  
JavaScript  
Python  
Virtualmin Server  
Aware Radiation System  
Radiation Detectors ( 15 )  
SpamAssassin - Spam Management  
MailArchiva - Archiving Management  
Syncthing - Backup Solutions  
Cardpresso ID Cards Design and Printing  
Quickbooks  
Papervision  
Nuance PaperPort  
Citrix Receiver  
Citrix Workspace  
Chrome  
Firefox  
Zoom

## **Exhibit C**

### **Required Documents and Forms**

## **PROPOSAL DOCUMENT SUBMISSION CHECKLIST**

\_\_\_\_\_ Acknowledgment of Receipt of Addenda

\_\_\_\_\_ Proposal Form

\_\_\_\_\_ Statement of Ownership Disclosure

\_\_\_\_\_ New Jersey Business Registration Certificate

\_\_\_\_\_ Non-Collusion Affidavit

\_\_\_\_\_ Disclosure of Investment Activities in Iran

\_\_\_\_\_ Certified Sworn Statement on Non-  
Disbarment/Disqualification/Suspension

\_\_\_\_\_ Affirmative Action Requirements

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

HUDSON REGIONAL HEALTH COMMISSION

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

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

☐ No addenda were received:

Acknowledged for: \_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**PROPOSAL FORM**

**REQUEST FOR PROPOSAL FOR OPERATION, MANAGEMENT AND  
ADMINISTRATION OF THE COMMISSION'S MANAGEMENT INFORMATION  
SYSTEMS AND RELATED TELECOMMUNICATION SERVICE FOR THE  
COMMISSION**

To: The Hudson Regional Health Commission  
595 County Ave, Building 1  
Secaucus, NJ 07094

The undersigned do(es) declare that he(they) is/are the only person(s) interested in this proposal, that it is made without collusion with any person, firm or corporation making another bid for the same Contract, that the bid is in all respects fair and that no officer of the Commission or any person in the employ of said County is directly or indirectly interested in this bid or in the supplies or work to which is related, or in the profits or any portion thereof.

The undersigned also declare(s) that he (they) carefully examined and fully understand(s) the General Conditions and Instructions to Respondents, specifications and all other contract documents herein referred to and propose(s) to furnish and deliver all necessary material specified, and in the manner and time prescribed, and further understand that all services are to be furnished at the following price(s);

**HOURLY CHARGES FOR SERVICES**

Regular Time (9:00 a.m. - 4:00 p.m.) \$ \_\_\_\_\_ per hour, \_\_\_\_\_ DOLLARS  
(Price in Writing)

Overtime \$ \_\_\_\_\_ per hour, \_\_\_\_\_ DOLLARS  
(Price in Writing)

Saturday, Sunday, Holiday \$ \_\_\_\_\_ per hour, \_\_\_\_\_ DOLLARS  
(Price in Writing)

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Company:

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Address:

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Telephone #:

---

Federal ID #:

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Email Address:

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## **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:** \_\_\_\_\_

**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**

☐ 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)**

(Please attach additional sheets if more space is needed):

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 noncorporate 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 Regional Health Commission 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 Hudson Regional Health Commission to notify the Commission 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 Commission, permitting the Commission to declare any contract(s) resulting from this certification void and unenforceable.

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

## NON-COLLUSION AFFIDAVIT

State of New Jersey

County of \_\_\_\_\_

SS:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_  
of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the  
bid entitled \_\_\_\_\_, and that I executed the said  
(title of bid proposal)

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

(name of contracting unit)

relies upon the truth of the statements contained in said Proposal and in the statements  
contained in this affidavit in awarding the contract for the said project.

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

\_\_\_\_\_.

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2\_\_\_\_

\_\_\_\_\_  
(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)

***To be completed, signed and returned with proposal.***

**HUDSON REGIONAL HEALTH COMMISSION**

**STATE OF NEW JERSEY – DIVISION OF PURCHASE AND PROPERTY**

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**PART 1: CERTIFICATION**

**BIDDERS MUST 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 <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

**PLEASE CHECK THE APPROPRIATE BOX:**

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the 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 bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2: 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 outlined above by completing the boxes below.

**EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.**

**PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION.**

Name: _____	Relationship to Bidder/Offeror _____
Description of Activities _____	
Duration of Engagement _____	Anticipated Cessation Date _____
Bidder/Offeror Contact Name _____	Contact Phone Number _____

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; that the State of New Jersey and the Hudson Regional Health Commission are 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 State and Hudson Regional Health Commission to notify the State and the Hudson Regional Health Commission 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 State and/or the Hudson Regional Health Commission, permitting the State and/or the Hudson Regional Health Commission to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

**CERTIFIED SWORN STATEMENT ON  
NON-DISBARMANT / DISQUALIFICATION / SUSPENSION**

I, \_\_\_\_\_ of the \_\_\_\_\_ of in the county  
of \_\_\_\_\_ State of \_\_\_\_\_ of full age, being duly sworn  
according to law on my oath depose and say that: I am \_\_\_\_\_ of the firm of

\_\_\_\_\_, the bidder making the Proposal for the above  
named project, and that I executed the said Proposal with full authority to do so; and that said  
contractor so swears at this time that it is not included in the State of New Jersey's or the Federal  
Government's list of Debarred, Suspended or Disqualified Bidders. I furthermore understand that  
the Commission shall immediately notify the State and the Unit of Fiscal Integrity in writing  
whenever it appears that a bidder is on the State Treasurer's or the Federal Government's List.  
The State reserves the right in such circumstances to take such actions as are deemed appropriate  
pursuant to N.J.A.C. 17:19-4 et seq. or any applicable law or

\_\_\_\_\_  
(also type or print name of affiant under signature)

Subscribed and sworn to before me

this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Seal) Notary Public of New Jersey

My Commission Expires \_\_\_\_\_

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**  
**N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this 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, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color,

national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

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



**AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS**  
**(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

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

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

OR

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

OR

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

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

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

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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

The contractor and the \_\_\_\_\_ of \_\_\_\_\_, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. 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.