

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR PROPOSAL

FY 2011-2012 SOUTH JERSEY TRAVEL DEMAND MODEL (SJTDM) IMPROVEMENTS

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

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**DANIEL BEYEL, CHAIRMAN
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I. INTRODUCTION

A. General

The South Jersey Transportation Planning Organization (SJTPPO) is soliciting proposals from qualified firms, or groups of firms, to carry out FY 2011-2012 SOUTH JERSEY TRAVEL DEMAND MODEL (SJTDM) IMPROVEMENTS. Technical proposals must be prepared and submitted in accordance with the requirements, format, and guidelines presented in this RFP document.

The SJTPPO is the designated Metropolitan Planning Organization for Atlantic, Cape May, Cumberland, and Salem Counties. As such, the SJTPPO has responsibility or oversight for all federally funded surface transportation planning activities in the region.

B. Submission

Interested firms must submit five hard copies of their technical and cost proposals, and one electronic copy of the technical proposal, no later than 5:00 P.M., prevailing time, on **Monday, June 7, 2010**. The SJTPPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

David S. Heller, P.P., AICP, Senior Transportation Planner
South Jersey Transportation Planning Organization
782 S. Brewster Road, Unit B-6
Vineland, New Jersey 08361

The SJTPPO reserves the right to reject any submission for failure to adhere to these requirements or to accept any submission, which in its judgment will best serve its interest. All submitting firms grant to the SJTPPO a non-exclusive right to use, or cause others to use, the contents of the submission for any purpose. All submissions will become the sole property of the SJTPPO. Sub-consultants, subcontractors, and joint ventures are permitted for the purposes of this submission.

C. Interpretations and Addenda

All questions, requests for interpretations and comments must be submitted in writing on or before May 21, 2010 and submitted to David S. Heller at the above address. Faxes and e-mails are acceptable. Interpretations or clarifications in response to questions or comments received by prospective proposers will be posted on the SJTPPO website. Only written clarifications from SJTPPO will be binding; oral and other interpretations or clarifications will be without legal effect.

PLEASE CHECK THE SJTPPO WEBSITE DURING THE RFP RESPONSE PERIOD FOR ADDENDA TO THE RFP, AND QUESTIONS AND ANSWERS.

D. Anticipated Consultant Selection Schedule

Proposal Due Date: **June 7, 2010**
Policy Board Action: **June 28, 2010**
Notice to Proceed: **On or about July 6, 2010**

E. Contracting

The contract with SJTPO will be executed via the South Jersey Transportation Authority (SJTA), the administrative host of the SJTPO. All provisions and requirements of the SJTA pertaining to contractual matters will be in effect. This project is funded by the Federal Highway Administration of the United States Department of Transportation.

II. SCOPE OF WORK

A. Background

The FY 2011-FY 2012 SJTPO MODEL IMPROVEMENT INITIATIVE is a major project to migrate and enhance the South Jersey Travel Demand Model (SJTDM) to a new, commercial modeling package. The project is designed to span two years, starting at the beginning of FY 2011- July 1, 2010, and continuing on through the duration of FY 2012 (June 30, 2012). The original South Jersey Travel Demand Model, (SJTDM), which came on line in mid-2000 after a protracted period of development and testing, currently runs modules in TP Plus/MINUTP, with external FORTRAN programs for specific steps of the modeling stream, all operating under a single proprietary software package known as CENTRAL. Enhancements to the model were made during FY 2003 by integrating SJTPO's Household Travel Survey data into the SJTDM and improving the park-and-ride component of the mode-choice model. Further refinements were undertaken by NJDOT in 2006, which also yielded a program of recommended further improvements.

Phase I consists of migrating the existing TP Plus/MINUTP model to a new model platform (CUBE Voyager), as well as performing a model review to ensure the migrated model produces similar results to the existing model for immediate applications. Phase II consists of updating the model to a new base year and making changes to the network structure and model parameters. The recommendations will be developed by SJTPO staff and a peer review group, and will potentially include improvement and enhancement of selected modules as well as the incorporation of recently completed on-board transit ridership surveys, household travel survey results and recent traffic counts. A calibration/validation procedure for the updated model will be required to verify the accuracy of the improvements and enhancements.

B. Content

Phase I:

Services to be provided by the selected contractor will include the following:

I. A. Oversee installation of the new modeling software, which SJTPO has decided is CUBE Voyager, at the SJTPO, and migration of the existing SJTDM components from TP Plus/MINUTP platform to the new modeling software

- Migrate existing transportation infrastructure network and model parameters into the new modeling software. This will probably include at least one day on-site to perform the installation at SJTPO offices in Vineland.
- Test to ensure smooth operation of existing SJTDM 4-step model utilizing the new modeling software
- Perform test runs of the model in the new software and validate that the new model is producing similar results to the existing model to develop confidence in the migration
- Provide at least two days of on-site training on mutually agreed upon dates to ensure SJTPO staff can run the migrated SJTDM model and interpret results independent of outside assistance. It is anticipated that the first day would be to provide a general overview of the model and its operation under the new CUBE Voyager platform. The second day, to be held after SJTPO staff members and interested users have had time to practice using the model, would serve primarily to address additional challenges and/or questions that may have arisen since the initial training.

I. B. Conduct additional traffic counts and turning movement counts as deemed necessary by SJTPO Project Manager

- As directed by SJTPO Project Manager and Peer Reviewer, conduct additional traffic counts and turning movement counts to be used in model validation using standard traffic count procedures

While this is a two-year contract, Phase I must be completed by **March 6, 2011**.

Phase II: Phase II should commence following the successful completion of Phase I.

Services to be provided by the selected contractor will include the following:

II. A. Perform enhancements and improvements to the model

- Using a list of specific improvements that will be provided to the contractor by the SJTPO prior to the Notice to Proceed, the contractor will perform improvements focusing on:

(1) Transportation Network Improvements that will center on removing extraneous roadways, updating the traffic analysis zone structure and verifying the transit stop routes and stop locations. This task might also include adjusting the number and/or placement of centroid connectors to ensure a reasonable assignment.

(2) Enhancements to specific modules; i.e., trip generation, trip distribution, mode split, traffic assignment, and adjustments to the temporal model—(i.e. adequate representation of beach and casino trips). These enhancements to the model will be performed using the traffic and turning movement counts, results of the household travel survey, on-board transit ridership surveys and other types of surveys, as described in the Transportation Research Board's (TRB's) On-line Travel Survey Manual. Additionally, it is assumed that the Census 2010 data and other data products, such as updated versions of the American Community Survey (ACS) and the Census Transportation Planning Package (CTPP) will be used, should they become available within this time frame, and will be required to ensure the model meets current socio-economic conditions.

II.B. Perform a complete Model Calibration and Validation Review (to a given pre-determined base year)

- Perform tests recommended in the Model Validation and Reasonableness and Checking Manual developed for the Travel Model Improvement Program and the Federal Highway Administration by Barton-Aschman Associates, Inc. and Cambridge Systematics, Inc. February 1997. The calibration/validation exercise will include the following:

(1) Review base year roadway and transit network to ensure adequate representation of the transportation system for base year validation.

(2) Develop a listing of representative tests that can be used to perform the validation and verify these tests with the SJTPO Project Manager

(3) Conduct the validation tests identified above and generate summary validation statistics.

(4) Validate model outputs using existing traffic volumes from the SJTPO's existing traffic count data, transit ridership surveys as well as data available from other sources, including the subregions and the State.

(5) Compare Output from Model to Acceptable Errors in accordance with accepted model validation procedures

(6) Ensure functionality of existing SJTDM to perform routine SJTPO regional modeling tasks, including the ability to model changes in infrastructure and socio-economic data with a focus on air quality conformity

II.C. Provide additional training to SJTPO staff and interested subregions to ensure their knowledge and familiarity with model improvements and enhancements

- This additional training may include webinars at significant milestones to apprise SJTPO staff members and other interested parties.

- Upon conclusion of model development, prepare User's Guide that assumes basic knowledge of travel demand modeling.

- In conjunction with release of User's Guide, provide at least one day of on-site training on a mutually agreed upon date to explain model enhancements to SJTPO staff and interested subregions. The training should also include a demonstration of how to create customized scenarios—(e.g., fixed transportation infrastructure investment and constant population growth, the impacts of extending Route 55 to the Shore, and others). These scenarios will be a hallmark of the 2040 Regional Transportation Update.

In order to meet SJTPO's internal deadlines for the next RTP update, we need a calibrated and validated model that is capable of performing scenarios (as described above) **by October 31, 2011**. As calibration and validation could, in theory, last much longer than the six months allocated in this scope of work, as calibration and validation are ongoing processes, this round of validation and calibration should produce a workable model to do routine modeling tasks, such as air quality conformity, and be capable of running customized scenarios, as described above, for the 2040 Regional Transportation Plan Update. Following this date and up through the contract conclusion date, (given below), the contractor should be

available on an on-call basis to assist SJTPO staff in formulating and running SJTDM scenarios and other technical issues that may arise.

C. Schedule

We anticipate a Notice to Proceed on or about **Tuesday, July 6, 2010**, and the entire project must be completed by **June 30, 2012**. This also includes the furnishing of all model files in electronic format, as well as any additional customized software programs, by the contractor to the SJTPO staff.

III. CONSULTANT SELECTION

A review committee will evaluate each proposal and may recommend firms to present additional information and appear for interviews. Or, the proposal may be the sole basis for the selection.

Negotiations and award of the contract will be to the firms that provide the most advantageous proposals. The SJTPO reserves the right to reject any and all proposals.

LATE PROPOSALS WILL NOT BE EVALUATED.

The submission should be stapled or bound with no loose pages. The following criteria have been established to guide the evaluation of each consultant proposal with each criterion weighted as indicated below. The proposal must contain the following information:

A. Technical Proposal

1. Technical Approach (Criterion weight: 30 percent): A narrative describing the understanding of the effort and products required, including descriptions of the specific tasks and subtasks to be undertaken.
 - a. The issues or problems and a detailed approach to completing the work program. List and description of deliverables.
 - b. A project schedule indicating project milestones, deliverables, and key meetings using a Notice to Proceed as “Day 0”. The schedule should anticipate review time by other agencies and committees, but time allotments for work under the control of the consultant will be regarded as a commitment.
2. Firm Qualifications (Criterion weight: 25 percent): Qualifications of the firm and any subcontractors:
 - a. A list of similar work, including the name and telephone number of the clients, and a full description of the services provided by the firm. An organizational chart and description of the firm.
 - b. A description of the firm's facilities, number of offices and employees in each office, any special equipment and other factors, (knowledge, skills, etc.) which may affect the delivery of the required services.

3. Staff Qualifications (Criterion weight: 30 percent): Qualifications, experience and office address of firm's and any subcontractor's staff:
 - a. Resumes of the professional staff.
 - b. Location of office that will be performing the work on this project.
4. DBE/ESBE Utilization (Criterion weight: 15 percent)

Federal and State requirements that must be addressed is the mandated DBE/ESBE participation. See Section IV for definition of DBE/ESBE firms. This section must identify any proposed DBE/ESBE firms and the proposed percentage participation in the total contract. Do not site a dollar amount, as that must be provided in the separate Fee Proposal. **SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (for FY 2009) which is 15.7 percent.**

The highest ranking firms may be invited, at the option of SJTPO, to an interview to present relevant details of their proposals and introduce key staff.

B. Cost Proposal

The Technical Proposals must be accompanied by same number of proposals of a Cost Proposal in a separate, sealed envelope. The cost proposals must include a price and level of effort for the Scope of Work. All other charges, such as fringe benefit, overhead, profit, etc., must be identified, yielding a total project cost. **Note that the cost of modeling software should NOT be included in this cost proposal. This will be purchased by SJTPO separately.** Please also include a list of key personnel arranged by title and level with hourly rates. If an acceptable contract cannot be negotiated with the selected firm, negotiations will be terminated and SJTPO will initiate discussions with the second ranked firm. The consultant selection and negotiated contract are subject to approval by the U.S. Department of Transportation in accordance with its policies and procedures. The dollar and percentage participation of DBE/ESBE firms must be separately itemized in the cost proposal.

IV. DISADVANTAGED BUSINESS ENTERPRISE (DBE) AND EMERGING SMALL BUSINES PARTICIPATION (ESBE)

A. General

Regulations of the Department of Transportation relative to Non-Discrimination in Federally assisted projects of the Department of Transportation (49 CFR Part 21), is made part of the Agreement. In order to ensure The State of New Jersey Department of Transportation (NJDOT) achieves its federally mandated statewide DBE goal, SJTPO encourages the participation of Disadvantaged Business Enterprise (DBE) or Emerging Small Business Enterprise (ESBE), as defined below, in the performance of consultant contracts financed in whole or in part with federal funds.

A Disadvantaged Business Enterprise (DBE) is defined in 49 CFR Part 26, as "a small business concern (from Section 3 of the Small Business Act), which is:

1. At least 51 percent owned by one or more 'socially and economically disadvantaged' individuals, or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more 'socially and economically disadvantaged' individuals:
and

2. Whose management and daily business operations are controlled by one or more of the 'socially and economically disadvantaged' individuals who own it.

'Socially and economically disadvantaged' is defined as individuals who are citizens of the United States (or lawfully permanent residents) and who are: "Black Americans," "Hispanic Americans", "Native Americans," "Asian-Pacific Americans", "Asian-Indian Americans", "Women" (regardless of race, ethnicity, or origin); or "Other" disadvantaged pursuant to Section 8 of the Small Business Act).

Emerging Small Business Enterprise: The Emerging Small Business Enterprise (ESBE) referred to herein is defined as a firm that has met the following criteria and obtained small business certification as an ESBE by The State of New Jersey Department of Transportation:

1. A firm must meet the criteria for a small business as defined by the Small Business Administration in 13 CFR Part 121, which includes annual receipts from all revenues, including affiliate receipts which equates to the annual arithmetic average over the last 3 completed tax years, or by the number of employees.
2. The small business must be owned by individuals who do not exceed the personal net worth criteria established in 49 CFR Part 26 which is \$750,000. All appropriately certified DBEs fall into this definition due to their size.

B. Policy

The CONTRACTOR agrees that DBE/ESBE firms shall have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this Agreement, the CONTRACTOR and its subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of USDOT-assisted contracts in accordance with 49 CFR Part 21. DBE requirements of 49 CFR Part 23 applies to this agreement. The SJTPO strongly encourages the use of DBE/ESBEs in all of its contractual efforts.

C. Certified DBE/ESBE Firms

A list of certified ESBE firms is compiled and is effective for contracts on a per calendar year basis. The current list of certified ESBE firms is available on the website of the New Jersey Department of Transportation (<http://www.state.nj.us/transportation/business/civilrights/pdf/esbedirectory.pdf>). Firms who wish to be considered for DBE/ESBE certification are encouraged to contact Ms. Linda Errico at the NJDOT Office of Civil Rights directly for information on the certification process. Once a firm is certified, the federal portion of the dollar value of the contract or subcontract awarded to the DBE/ESBE is generally counted toward the applicable DBE/ESBE goal. If state matching and/or non-matching funds are also awarded to an DBE/ESBE, the total dollar value of the DBE/ESBE contract or subcontract may also be counted toward the applicable DBE/ESBE goal.

D. Consultant Documentation

If applicable, the Consultant must demonstrate sufficient reasonable efforts to meet the DBE/ESBE contract goals. Additionally, SJTPO has a long-standing commitment to maximize business opportunities available to disadvantaged and DBE/ESBE firms. The consultant's contract is subject to all federal, state, and local laws, rules, and regulations, including but not limited to, non-discrimination

in employment and affirmative action for equal employment opportunity. The consultant's contract obligates the consultant to aggressively pursue DBE/ESBEs for participation in the performance of contracts and subcontracts financed in whole or in part with Federal funds. The consultant cannot discriminate on the basis of race, color, national origin, or sex in the award and performance of federally assisted contracts. The consultant contract specifies the DBE/ESBE goal and the DBE/ESBE participation rate for that contract, if applicable. The prime consultant contract must document, in writing, all of the steps that led to any selection of the DBE/ESBE firm(s). Prior to the award of a consultant contract, the consultant must demonstrate sufficient reasonable efforts to utilize DBE/ESBE firms. **SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (for FY 2009) which is 15.7 percent.**

If, at any time you intend to subcontract or modify any portion of the work already under contract, or intend to purchase material or lease equipment not contemplated during the original preparation of your cost proposal, you must notify SJTPO in writing. If, as a result of any subcontract, modification, purchase order, or lease, the actual DBE/ESBE or participation rate for the consultant's contract is in danger of falling below the agreed upon DBE/ESBE participation, then a request must be made for an DBE/ESBE Goal Exemption Modification through SJTPO.

V. EQUAL EMPLOYMENT OPPORTUNITY PROVISION

- A.** Consultant and their subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.
- B.** All potential Consultants must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity. The potential Consultant must insure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment opportunity because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The Consultant must uphold and operate in compliance with Executive Order 11246 and as amended in Executive Order 11375, Titles VI and VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, and the Fair Employment Practices Act.
- C.** In response to this Request for Qualifications/Request for Proposals, the Consultant should furnish a detailed statement relative to its Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subconsultants.

VI. INSURANCE REQUIREMENTS

- A.** The Consultant shall carry and maintain in full force and effect for the duration of this contract, and any supplement thereto, appropriate insurance. The Consultant shall submit to the SJTPO, a Certificate of Insurance indicating the existence of the coverage required. Policies shall be issued by an insurance company authorized to do business in the State of New Jersey; and approved by the SJTA.

B. Insurance similar to that required by the Consultant shall be provided by or on behalf of all subconsultants to cover its operation(s) performed under this contract, and include in all subcontracts. The Consultant shall not be issued the Notice to Proceed until evidence of the insurance coverage required has been received, reviewed, and accepted by the SJTPO.

C. The insurance coverage under such policy or policies shall not be less than specified herein.

1. Worker's Compensation and Employer's Liability:
 - a) Each Accident \$ 100,000
 - b) Disease-Each Employer \$ 100,000
 - c) Disease Policy Limit \$ 500,000

2. Comprehensive General Liability:
 - a) Bodily Injury
 - Each Person \$ 250,000
 - Each Occurrence \$1,000,000
 - b) Property Damage
 - Each Person \$1,000,000
 - Aggregate \$2,000,000

3. Comprehensive Automobile Liability:
 - a) Bodily Injury
 - Each Person \$ 500,000
 - Each Occurrence \$1,000,000

 - b) Property Damage
 - Each Occurrence \$ 250,000

4. Professional Liability Insurance:
 - a) Claims made/aggregate \$1,000,000

EXHIBIT A

P.L. 1975, C. 127 (N.J.A.C. 17:27) MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICES 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, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. 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, sex, affectional or sexual orientation;

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 the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including 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, sex, affectional or sexual orientation, 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.

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, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purpose of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code (NJAC 17:27)**.

EXHIBIT B

NOTICE TO ALL BIDDERS **SET-OFF FOR STATE TAX**

Please be advised that, pursuant to P.L. 1995, c.159, effective January 1, 1996, and notwithstanding any provision of the law to the contrary, whenever any taxpayer, partnership or S corporation under contract to provide goods or services or construction projects to the State of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods or services at the same time a taxpayer, partner or shareholder of that entity is indebted for any State tax, the Director of the Division of Taxation shall seek to set off that taxpayer's or shareholder's share of the payment due the taxpayer, partnership or S corporation. The amount set off shall not allow for the deduction of any expenses or other deductions which might be attributable to the taxpayer, partner or shareholder subject to set-off under this act.

The Director of the Division of Taxation shall give notice of the set-off to the taxpayer and provide an opportunity for a hearing within 30 days of such notice under the procedures for protests established under R.S. 54:49-18. No requests for conference, protest, or subsequent appeal to the Tax Court from any protest under this section shall stay the collection of the indebtedness. Interest that may be payable by the State, pursuant to P.L. 1987, c.184 (c.52:32-32 et seq.), to the taxpayer shall be stayed.

EXHIBIT C

**REQUIRED AFFIRMATIVE ACTION EVIDENCE FOR
PROCUREMENT, PROFESSIONAL AND SERVICES CONTRACTS**

All successful vendors must submit one of the following within seven (**7**) days of the notice of intent to award:

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval.
- OR
2. A photo copy of their Certificate of Employee Information Report.
- OR
3. A completed Affirmative Action Employee Information Report (AA302).

PLEASE COMPLETE THE FOLLOWING QUESTIONNAIRE AS PART OF THE BID PACKAGE IN THE EVENT THAT YOU OR YOUR FIRM IS AWARDED THIS CONTRACT.

1. Our company has a Federal Letter of Affirmative Action Plan Approval.
Yes_____ No_____

2. Our company has a Certificate of Employee Information Report.
Yes_____ No_____

3. Our company has neither of the above. Please send Form #AA302
(AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT). _____Check here

NOTE: This form will be sent only if your company is awarded the bid.

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

NAME _____
(Please type or print)

SIGNATURE _____

TITLE _____

DATE _____

PHONE _____

FAX _____