

May 13, 2010

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
REQUEST FOR PROPOSAL
YEAR 2040 DEMOGRAPHIC FORECASTS

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION
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SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR PROPOSALS

YEAR 2040 DEMOGRAPHIC FORECASTS

I. INTRODUCTION

A. General

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to prepare population, household, and employment forecasts through the year 2040. This work is included in the SJTPO FY 2011 Unified Planning Work Program. Technical proposals must be prepared and submitted in accordance with the requirements, format, and guidelines presented in this RFP document.

The SJTPO is the designated Metropolitan Planning Organization for Atlantic, Cape May, Cumberland, and Salem Counties. As such, the SJTPO 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 **Thursday June 10, 2010**. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

William Schiavi, CPA, AICP
South Jersey Transportation Planning Organization
782 S. Brewster Road, Unit 6
Vineland, New Jersey 08361

The SJTPO 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 SJTPO 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 SJTPO. Subconsultants, 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 **Thursday May 27, 2010** and submitted to **William Schiavi** 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 SJTPO website. Only written clarifications from SJTPO will be binding; oral and other interpretations or clarifications will be without legal effect.

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

D. Anticipated Consultant Selection Schedule

Proposal Due Date – Thursday, June 10, 2010
Policy Board Action – Monday, June 28, 2010
Notice to Proceed – On or about Thursday, July 1, 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

This project seeks a number of tasks related to the development of the SJTPO Regional Transportation Plan (RTP), South Jersey Travel Demand Model (SJTDM), and Environmental Justice (EJ) Analysis, to be performed as a PART A and PART B of the project. PART A includes in general, a preparation of the required data at the SJTPO Region, County, and Municipal levels. This data must include historic data (1990, 1995, 2000, and 2005), the base year (2010), and future projections (2015, 2020, 2025, 2030, 2035, and 2040). PART B then seeks to disaggregate a portion of this data to the Traffic Analysis Zone (TAZ) level as well as to the Census Tract (2010 data only).

A. PART A, Tasks:

The consultant must conduct a number of tasks, including data collection, forecasting, reporting, mapping, and scenario building. These components must be received by the SJTPO no later than 5:00 P.M., prevailing time, on **Friday, October 1, 2011**.

- 1. Core Data Requirements:** Unless otherwise stated all data collected, forecasted, reported, mapped, or otherwise analyzed, shall include, at minimum the following:
 - a) Time:** Shall include historic data (1990, 1995, 2000, and 2005), the base year (2010), and future projections (2015, 2020, 2025, 2030, 2035, and 2040).
 - b) Geography:** Shall include all data, by Municipality, County, and at the SJTPO Regional Level.
 - c) Non-Summer Demographics:** Must include a standard set of demographic data, which reflect data comparable in character to a census count, which must include all of the data below:
 - **Total Employment**
 - Industrial Employment
 - Retail Employment
 - Office Employment
 - Other Employment
 - Unemployment rate

- **Total Population**
 - Population by five-year cohort
 - Population, 65+
 - Group-quarter population
 - Total Household population
 - Single-family
 - Multi-family
 - Zero-Vehicle Household Population
 - Median Personal Income
 - Population, One Race
 - White
 - Black or African American
 - American Indian & Alaska Native
 - Asian
 - Native Hawaiian & Other Pac. Islander
 - Some other race
 - Population, Two or more races
 - Population, Hispanic or Latino (of any race)
 - Limited English Proficient (LEP) Population

- **Total Households**
 - Single-family Households
 - Multi-family Households
 - Median Household Income
 - Household size
 - Single-family
 - Multi-family
 - Low-Income Households
 - Zero-Vehicle Households

- **Total Housing Units**
 - Occupied Housing Units
 - Owner-Occupied Units
 - Renter-Occupied

 - Vacant Housing Units
 - Summer Season
 - Off Season
 - Housing starts

d) **Summer Demographics:** The census-like data, indicated above, typically do not represent summer residential patterns, which are considered to represent information that is very important to the SJTPO region. Therefore, selected data must **ALSO** be collected and projected that represent Summer Weekday (*SWD*) and Summer Weekend (*SWE*) figures. These data are identical to the list of data to be disaggregated to the TAZ level.

- **Total Employment**
 - Industrial Employment
 - Retail Employment
 - Office Employment
 - Other Employment

- **Total Population**
 - Median Personal Income
- **Total Households**
 - Median Household Income

2. Data Collection Component: Compile and analyze data in order to develop accurate and defensible growth forecasts.

- Meet with SJTPO staff to completely understand project objectives, product responsibilities, and the data that will be included in the final product.
- Compile, collect, and document data for all *time, geography, summer demographic, and non-summer demographic* features indicated within the **Core Demographic Requirements** section (II. A. 1.).
- Compare data for the SJTPO region to the statewide data set for population, households, and employment.

3. Forecasting Component: Prepare forecasts in report format detailing the results of the data analysis to include the methodology for major findings along with the components of each.

- Prepare forecasts for all *time, geography, summer demographic, and non-summer demographic* features indicated within the **Core Demographic Requirements** section (II. A. 1.). Acknowledge any trends in interregional, statewide, and national growth that emerge.
- The consultant must prepare a technical report, which explains and summarizes all assumptions and forecast methodology. All references to any outside source(s) must include a live link(s) to that source(s), where appropriate, within the report. The source material must be available either, on a reliable, accessible third party site(s), or the source(s) must be provided to the SJTPO for inclusion on the SJTPO's website, with link(s) thereto provided within the report.
- The consultant must provide the SJTPO with a spreadsheet, which automatically generates projected figures for 2015, 2020, 2025, 2030, 2035, and 2040 when 2010 figures are provided as an input. The data shall include those listed in the data collection component. The intent is that although the consultant is responsible to project the base year 2010 numbers and each year thereafter, when 2010 Census data is available, the SJTPO will be able to replace the projected 2010 base year data and all future projections will be automatically generated.

4. Reporting Component: Generate a comprehensive regional profile report for demographic data and trends for the SJTPO Region.

- The profile report shall reflect data for all *time, geography, summer demographic, and non-summer demographic* features indicated within the **Core Demographic Requirements** section (II. A. 1.).

- The consultant must be prepared to present the results of the final report to the Technical Advisory Committee (TAC) as well as to the SJTPO Policy Board. These presentations should include visual aids and the Consultant must be prepared to address questions and comments from the public at the open Policy Board meeting.
- It is the sole responsibility of the consultant to ensure that all efforts comply with existing and pending federal, state, local and SJTPO rules, regulations, and laws applicable to any and all facets of this project.

5. Mapping Component: Provide SJTPO staff with all data for use in geospatial analysis.

- All geospatial files must be provided as shapefiles, compatible with ESRI ArcGIS 9.x and all data will be provided to SJTPO staff upon completion of work.
- Shapefile data shall include populated fields representing each piece of data for all *time*, *geography*, *summer demographic*, and *non-summer demographic* features indicated within the **Core Demographic Requirements** section (II. A. 1.).
- It is encouraged to utilize visualization techniques, including but not limited to maps, charts, and graphs that communicate major trends.

6. Scenario Building Component: Develop estimates based on low-growth, most likely, and high-growth scenarios for the region, based on the municipal level, and displayed at the municipal, county, and regional levels.

- The three scenarios shall be technically defensible, with each set of criteria clearly articulated in text (technical report) and graphical form. Data should be readily converted for use in display boards.
- The scenario that the data and forecasting suggests is the most likely to occur shall be discussed first along with its reasoning. The remaining two scenarios need only be reported and displayed by municipality, county, and for the region, and are not included in the PART B disaggregation effort.
- The FHWA website (www.fhwa.dot.gov/planning/scenplan/index.htm) should be reviewed with respect to scenario planning prior to responding to this portion of the Request for Proposal. The SJTPO will utilize scenario planning in developing the next Regional Transportation Plan.

B. PART B: Disaggregation

A selected dataset must be further disaggregated by the consultant, and must be received by the SJTPO no later than 5:00 P.M., prevailing time, on **Friday, April 1, 2011**.

1. Disaggregation to the TAZ Level:

- **Geography:** The SJTPO is currently in the process of updating the Traffic Analysis Zones (TAZs), based on 2000 Census Tracts, for the South Jersey Travel Demand Model (SJTDM) and will provide these zones to the consultant on or about **October 4, 2010**.
- **Time:** The data to be disaggregated to the TAZ level, must include historic data (1990, 1995, 2000, and 2005), the base year (2010), and future projections (2015, 2020, 2025, 2030, 2035, and 2040).
- **Demographics:** The data to be disaggregated to the TAZ level must include the data indicated below. This shall include data representing all three categories of seasonal time as discussed in the **Core Demographic Requirements** section (II. A. 1.) including: the census-like non-seasonal data, the Summer Weekday (*SWD*) data, and the Summer Weekend (*SWE*) data.
 - **Total Employment**
 - Industrial Employment
 - Retail Employment
 - Office Employment
 - Other Employment
 - **Total Population**
 - Median Personal Income
 - **Total Households**
 - Median Household Income

2. Disaggregation to the 2000 Census Tract Level

- **Geography:** The SJTPO is beginning the process of updating the Regional Transportation Plan (RTP). This effort requires an analysis of the SJTPO region through the lens of Environmental Justice (EJ) issues. To satisfy this requirement, the SJTPO requires data at the 2000 Census Tract level.
- **Time:** The data to be disaggregated to the 2000 Census Tract level is limited to the (projected) base year 2010 and the horizon year 2040 data.
- **Demographics:** The data to be disaggregated to the 2000 Census Tract level must include the following data, shown both as numbers and as a percentage of the **Total Population** or **Total Households** of the Census Tract. This data need only include the census-like non-seasonal data as discussed in the **Core Demographic Requirements** section (II. A. 1.)
 - **Total Population**
 - Population, One Race - White
 - Total of all other Racial Populations
 - Population, Hispanic or Latino (of any race)
 - Limited English Proficient (LEP) Population
 - Population, 65+

- **Total Households**
 - Low-Income Households
 - Zero-Vehicle Households

C. Deliverables

Project deliverables must include, at a minimum:

1. **Draft Report(s)** – Drafts must be submitted (for edits and/or approval) to the SJTPO digitally in PDF format or as an editable format, such as the 2007 Microsoft Office Suite or another program(s) as approved by SJTPO Staff.
2. **Final Report** – Must be submitted to the SJTPO as a hard copy and digitally in PDF format as well as an editable format, such as the 2007 Microsoft Office Suite or another program(s) as approved by SJTPO Staff. All reports, which reference outside source(s), must include a live link(s) to that source(s), where appropriate, within the report. Either the source material must be available on a reliable, accessible third party site or the source must be provided to the SJTPO for inclusion on the SJTPO’s website, with links thereto provided within the report. A report will not be considered Final until all edits by SJTPO staff are included and the report is approved by SJTPO staff and the SJTPO Policy Board.
3. **Technical Report** – Must be submitted to the SJTPO as a hard copy and digitally in PDF format as well as an editable format, such as the 2007 Microsoft Office Suite or another program(s) as approved by SJTPO Staff. The consultant must prepare a technical report, which explains and summarizes all assumptions and forecast methodology. All references to any outside source(s) must include a live link(s) to that source(s), where appropriate, within the report. The source material must be available either, on a reliable, accessible third party site(s), or the source(s) must be provided to the SJTPO for inclusion on the SJTPO’s website, with link(s) thereto provided within the report.
4. **Handout materials** – In addition to hard copies, any and all handout materials must also be submitted to the SJTPO digitally in PDF format.
5. **Meeting minutes and summaries** – Must be submitted to the SJTPO as a hard copy and digitally in PDF format.
6. **Display boards and/or other presentation materials** – Presentation materials are a necessary component to display trends in the report to the audiences at the two required presentations (TAC and Policy Board). Digital presentation materials will be necessary as well as physical display boards, unless otherwise specified by SJTPO staff. All materials produced for meetings, must also be submitted to the SJTPO digitally in PDF format.
7. **Spreadsheet to recalculate future projections based on new 2010 inputs** – This spreadsheet is thoroughly described in PART A, in the Forecasting component (final bullet). This must be submitted to the SJTPO digitally, in formats compatible with programs accessible to SJTPO staff, such as the 2007 Microsoft Office Suite (Excel), or another program(s) as approved by SJTPO Staff.

8. **CD(s) or DVD(s) containing all required digital materials** – Must include all required deliverables indicated in 1-7 above and must be separate from data disc(s).
9. **All data used throughout these efforts** – Must be submitted to the SJTPO digitally, in formats compatible with programs accessible to SJTPO staff, such as the 2007 Microsoft Office Suite, ESRI ArcGIS 9.x, or another program(s) as approved by SJTPO Staff. The data should be submitted to the SJTPO on CD(s) or DVD(s) separate from all reports, handout materials, and meeting minutes.

D. Schedule

We anticipate a Notice to Proceed on or about **July 1, 2010**, and the project must be completed as follows: PART A must be received by the SJTPO no later than 5:00 P.M., prevailing time, on **Friday, October 1, 2010**; PART B must be received by the SJTPO no later than 5:00 P.M., prevailing time, on **Friday, April 1, 2011**. SJTPO staff will provide the consultant with the updated TAZ boundaries for PART B on or about **Monday, October 4, 2010**.

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.

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 _____