

REQUEST FOR PROPOSALS:

MULTILINGUAL OUTREACH SERVICES

Tuesday, August 20, 2019



SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

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****NOTICE****

As some of our proposal requirements have changed, please read the entire Request for Proposals prior to submitting a project proposal. Proposals that have not addressed each requirement may be disqualified at the discretion of SJTPO.

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**REQUEST FOR PROPOSALS****MULTILINGUAL OUTREACH SERVICES**

(To see a list of upcoming RFPs at SJTPO, go to <http://sjtpo.org/RFP/#upcoming>.)

I. INTRODUCTION**A. General**

The South Jersey Transportation Planning Organization (SJTPO) is soliciting proposals from qualified firms, or groups of firms, to assist SJTPO in its multilingual outreach services. This work is included in the SJTPO FY 2019 Unified Planning Work Program (www.sjtpo.org/UPWP). Technical proposals must be prepared and submitted in accordance with the goals, requirements, format, and guidelines presented in this RFP document.

Please note that as this project does not relate to a direct Planning or Engineering element, this project is not subject to the Brooks Act, as such we have added consideration for value and cost to ensure that public dollars are being utilized in the wisest manner possible. Information related to cost can be considered during review of proposals. Please see Section III for more information about scoring criteria for this project.

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

Proposals are to be received no later than **5:00 P.M.**, prevailing time, on **Thursday, September 19, 2019**. The SJTPO shall not be held responsible for timeliness of mail or messenger delivery. Submittals should be addressed to:

Alan Huff, Program Manager – Safety Initiatives & Public Outreach
South Jersey Transportation Planning Organization
782 South Brewster Road, Unit B6
Vineland, New Jersey 08361

Elements required in submission include:

1. **Signed Cover Letter** that indicates review and acceptance of SJTPO Standard Contract Agreement boilerplate, or enumerates proposed changes thereto. (see Section I.E) <https://www.sjtpo.org/wp-content/uploads/2016/07/BOILERPLATE-Revised-08-15-19.pdf>
2. **Technical Proposal** (*five (5) hard copies and one (1) electronic copy*)
 - a. **Narrative** that reflects the requirements of the Scope of Work (see Section II)

- A detailed approach to completing the work program
 - List and description of deliverables
 - Any issues or problems with requirements of the Scope
- b. Staffing Plan** (see Exhibit D) with dollar values (a detailed description of the work team key staff and estimated hours required on the project), including:
- Staff name (if appropriate, see Exhibit D)
 - Company/organization
 - Job title
 - Person-hour requirements by task
 - Hourly rates
 - It should be clear which staff/firm(s) count towards the DBE/ESBE goal (see Section IV). In addition, the DBE/ESBE percentage should be clearly stated within this section.
- c. Project Schedule** – Indicating project milestones, deliverables, and key meetings using a Notice to Proceed as “Day 0.” 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.
- d. Total Costs** of each task detailed in the scope of work.
- e. Breakdown of All Other Charges**, such as fringe benefit, overhead, profit, etc., yielding a total project cost.
- f. Organizational Chart** of firm or firms with brief description of their role in the project
- g. Firm Profile** – Description of the firm's facilities, number of offices, employees in each office, any special equipment, and other factors, (knowledge, skills, etc.) that may affect the delivery of the required services.
- h. Work History** – List of similar work, including name and telephone number of the clients, and a full description of the services provided by the firm.
- i. Resumes** of key professional staff included in the Staffing Plan, organized by firm
- j. DBE/ESBE Certificates** (see Section IV)
- k. Equal Employment Opportunity Statement** (see Section V)
- l. Proposers’ NJ Business Registration Certificate** (see Exhibit E)
- m. South Jersey Transportation Authority Disclosure of Investment Activities in Iran** (see Exhibit F)
- n. Proposer’s completed W-9** (see Exhibit G)

The SJTPO reserves the right to reject any submission for failure to adhere to these goals and 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 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 and received on or before Thursday, September 5, 2019 and submitted to Alan Huff at the above address. Faxes (856-794-2549) and e-mails (ahuff@sjtpo.org) 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

1. Questions about RFP Due	Thursday, September 5, 2019
2. Answers about RFP Published	Tuesday, September 10, 2019
3. Proposal Due Date	Thursday, September 19, 2019 by 5:00 pm
4. Consultant Interviews*	Week of Monday, October 21, 2019
5. Policy Board Action	Monday, November 25, 2019
6. Notice to Proceed	Early December 2019
7. Project Completion Due	Friday, May 29, 2020

** (We may need to conduct interviews during the selection process. Please keep this week available. Consultants will be notified of in-person interviews no later than Friday, October 11, 2019.)*

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. All proposals must include a signed cover letter that indicates review and acceptance of SJTPO Standard Contract Agreement boilerplate, or enumerates proposed changes thereto:

<https://www.sjtpo.org/wp-content/uploads/2016/07/BOILERPLATE-Revised-08-15-19.pdf>

II. SCOPE OF WORK

Proposals should explicitly address the full scope of the project as described within this section. SJTPO cannot ask firms for clarification if questions remain prior to scoring. Proposals, however, should detail any concerns that impact successful completion of the project as described herein or if additional innovations or alternative tasks are recommend enhancing the intended project scope.

Proposals should include their cost proposal together with the technical proposal, not separately, as is typical of SJTPO planning and engineering work. Proposals should include the cost of addressing all of the needs expressed in this scope, regardless of the cost, and if needed, the final scope and cost

can be negotiated. Proposals are encouraged to read and understand the needs communicated in this proposal and demonstrate added value and show the firm's unique expertise and understanding of the needs and issues through their proposal.

A. Background

SJTPO is the federally-designated metropolitan planning organization (MPO) that serves Atlantic, Cape May, Cumberland, and Salem Counties in Southern New Jersey. As the MPO, SJTPO is tasked with providing access to federal transportation funds in the region in a manner that is consistent with federal laws and guidance. SJTPO had identified that an area of improvement was in outreach to underserved populations, including, but not limited to low-income, racial minority, Limited English Proficient, visually-impaired, and hearing-impaired populations (hereafter referred to simply as underserved populations). This area of improvement was supported by the recent quadrennial federal certification review conducted by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). SJTPO will need to develop a Limited English Proficiency (LEP) Plan, a Title VI Compliance Plan, an enhanced Environmental Justice Plan, and ultimately an all-encompassing Equity Plan. These Plans will assess the SJTPO region, transportation planning and outreach practices, assess project impacts, and identify where processes, organizations, and projects need to improve to equitably address the needs of these underserved populations in South Jersey.

Federal guidance associated with Title VI of the Civil Rights Act of 1964 requires that SJTPO accommodate Limited-English Proficient (LEP) populations by defining our Vital Documents and making them available in multiple languages. These languages are based on Census data and include any linguistic population of 1,000 or more who speaks English "less than very well." This data reveals that SJTPO currently has four linguistic groups that meet these criteria: Spanish (34,711), Chinese (2,495) (of which, Mandarin is most common), Gujarati (1,711), and Vietnamese (2,329).

The effort for this technical study is not for the direct development of any of these plans but is to assist SJTPO through consultant services to enhance SJTPO's outreach processes to better incorporate these underserved populations and others. This effort falls within two parts, each part will need to be identified separately in technical proposals, cost proposals, and in all billing throughout. Each of these two tasks are further defined below.

- **Part A** is funded through Task 19/403 of SJTPO's FY 2019 UPWP and will enhance SJTPO's process and capabilities for outreach related to underserved populations as well as some translation of documents and interpreter services at public events.
- **Part B** is funded through funds received by SJTPO from the New Jersey Division of Highway Traffic Safety (NJ DHTS) and will enhance SJTPO's Traffic Safety Outreach and Education programs and presentations and create and print handouts and other items to be used at public events SJTPO conducts to promote traffic safety.

B. Content

Part A: Enhancing SJTPO Outreach to Underserved Populations

This portion of the project is funded through Task 19/403: Multilingual Outreach Services in SJTPO's FY 2019 UPWP, with a cost not to exceed \$65,815. SJTPO needs to enhance its ability

to reach underserved populations. Part A of this effort seeks consultant assistance in building SJTPO's capabilities in this area as well as providing translation and interpreter services.

1. Coordination

In cooperation with SJTPO staff, the selected consultant shall be responsible for conducting meetings with key stakeholders, which will include a kick-off meeting at a minimum. The consultant shall be responsible for the preparation of minutes for all meetings.

Brief status updates shall be provided every two weeks to SJTPO via email. The status updates should describe tasks completed in the past two weeks, upcoming tasks for the next four weeks, any delays that affect the schedule of the project, and any assistance that will be needed from SJTPO or other stakeholders in the coming weeks. Updates should also note the status of DBE/ESBE firm in achieving its goal and highlight any concerns about achieving that goal as soon as it becomes apparent.

Deliverable A.1.a. Bi-weekly emails: The firm will provide an email to SJTPO's project manager on a bi-weekly basis as described above.

2. Document Translation

SJTPO needs to translate its Vital Documents, listed below, based on federal guidance associated with Title VI of the Civil Rights Act of 1964. Proposals should document the costs to translate each of these documents into Spanish, which is the most prominent language spoken by residents in the region, other than English. Proposals should indicate any dialect chosen, if relevant, and the reasoning for this decision. The cost estimate should note actual costs where content of the document is complete and available for review and use a per page cost approach to calculate a total cost for products whose content is not yet complete and available for review.

- **Citizen's Guide:** SJTPO intends to add a 2-page spread to the existing guide (www.sjtpo.org/citizensguide) on the LEP, Title VI, EJ, and equity issues/plans. (Content will be finalized by project kick-off.)
- **Transportation Improvement Program (TIP) Executive Summary:** not yet created, not to exceed 20 pages. The TIP is available at www.sjtpo.org/tip if you would like to learn more about the content. (Content will be finalized by project kick-off.)
- **Regional Transportation Plan (RTP) Executive Summary:** not yet created, not to exceed 20 pages. The RTP is available at www.sjtpo.org/rtp if you would like to learn more about the content. (Content is anticipated to be finalized by May 1, 2020.)
- **Unified Planning Work Program (UPWP) Executive Summary:** not yet created, not to exceed 20 pages. The UPWP is available at www.sjtpo.org/upwp if you would like to learn more about the content. (Content will be finalized by project kick-off.)
- **Public Involvement Plan (PIP) Executive Summary:** not created yet, not to exceed 15 pages. The PIP content is available at www.sjtpo.org/PIP if you would

like to learn more about the content. (Content will be finalized by project kick-off.)

- **Limited English Proficiency (LEP) Plan:** not yet created, not to exceed 25 pages. (Content is anticipated to be finalized by May 1, 2020, based on outreach activity that comes from this effort.)
- **Title VI Complaint Procedure section of the Title VI Website, the Title VI Complaint Form and Title VI Notice** (www.sjtpo.org/TitleVI)

Deliverable A.2.a. Translated Vital Documents

Translated versions of SJTPO vital documents into Spanish:

- Citizen's Guide
- TIP Executive Summary
- RTP Executive Summary
- UPWP Executive Summary
- PIP Executive Summary
- LEP Plan
- Title VI Complaint Procedure section of the Title VI Website, Title VI Complaint Form, and Title VI Notice

3. Assessment of Automated Translation Services

In addition to Spanish, the same federal guidance associated with Title VI of the Civil Rights Act of 1964 requires SJTPO to accommodate Chinese (Mandarin), Gujarati, and Vietnamese language speakers and may require other languages after the decennial census is complete. As manual translation of SJTPO Vital Documents, as well as other documents in the future, into multiple languages would likely be unsustainable, SJTPO is asking firms to assess automated translation tools (paid or free) such as Google Translate and others to determine if SJTPO can communicate the necessary content with these tools. Google Translate is only noted because it is behind the free DocTranslator tool (www.onlinedoctranslator.com/en/) that SJTPO used to translate our current RTP into Spanish, Simplified Chinese Mandarin, and Vietnamese. SJTPO does not prefer firms to focus on one tool over others but asks tools to be selected based on the firms understanding that they provide the best alternatives. Aside from identifying errors, SJTPO is seeking to understand if the gist of a document is communicated using any automated translation tool. Firms may accomplish this in a variety of different ways, to be identified in the proposal. This could include translating one document or sample thereof into Simplified or Traditional Chinese Mandarin, Gujarati, and Vietnamese and reviewing for errors and readability, and assemblage of research done by reliable third parties, a combination of methods, or any other method. Proposals should indicate whether to use Simplified or Traditional Chinese Mandarin and the reasoning for this decision.

Deliverable A.3.a. Technical memo of assessment of automated translation services

Draft and final technical memo, including a detailed assessment of translation tools identified, advantages/disadvantages, costs, accuracy, and overall assessment of if the tool produced a translation (Chinese Mandarin, Gujarati, and Vietnamese) that communicate the gist of the information in the document.

4. Identify Methods to Improve and Sustain Outreach Equity in the SJTPO Region

Proposers are not expected to commit to attaining statistically equitable outreach in the SJTPO region. Firms are asked to help SJTPO identify and secure tools, identify methods, identify and help make connections with media outlets and partners/groups, etc., to help SJTPO make notable improvements in its ability to bring information to and solicit input from underserved populations, including making accommodations at public meetings/events, such as interpreters or other services for hearing impaired, visually impaired, or Limited English Proficient populations. **SJTPO is seeking proposals that will help SJTPO to make substantive improvements to the equity of our outreach process.** SJTPO is seeking with this effort to improve outreach to all underserved populations. Proposals should be clear, to the greatest extent possible, about how they will help SJTPO in this regard. (This effort will require knowledge of the SJTPO region or the ability to quickly learn about the SJTPO region – the underserved populations in the region and the groups that serve them, and they belong to.) These groups may include, but are not limited to non-profits, government or government funded entities, faith-based groups, educational groups, English as a Second Language (ESL) classes, etc. Part A, Task 5 discusses support at meetings that will be held; this Task will support Task 5 in identifying groups and assisting in reaching out to groups that can participate in those meetings.

Below is a high-level view of some of the diversity that exists in the SJTPO region, which is generally underrepresented in SJTPO public input.

	Atlantic County	Cape May County	Cumberland County	Salem County	SJTPO Region
Total Population	272,926	94,549	154,952	63,776	586,203
White***	182,673	86,283	102,628	51,434	423,018
Black or African American***	41,259	4,298	29,732	8,473	83,762
Hispanic / Latino (any race)***	50,510	6,954	45,966	5,276	108,706
People in Poverty**	15.3%	10.6%	18.8%	14.2%	15.3%
LEP Spanish*	16,288	2,175	14,396	1,852	34,711
LEP Chinese*	2,244	54	156	41	2,495
LEP Gujarati	1,580	44	93	14	1,731
LEP Vietnamese*	2,294	27	8	0	2,329

***ACS 2017 5-Year Estimates. Table DP05

**ACS 2017 5-Year Estimates. Table DP03

*ACS 2015 5-Year Estimates. Table B16001 (Speaks English less than “very well”)

SJTPO is a small organization without any multilingual staff, so identifying methods to sustain translation/interpreter needs through tools, partnerships, etc. at minimal annual expense will be essential. Annual contracts to solicit consultant services are not possible. In addition to multilingual needs, needs regarding hearing- or visually-impaired residents will also need to be addressed.

The degree to which firms can offer insights and value to SJTPO in this task will be a major factor in reviewing proposals.

Deliverable A.4.a. Documentation of Methods to Improve and Sustain Outreach Equity in the SJTPO Region
 Draft and final document, including a detailed assessment of tools identified and secured, methods identified and recommended, partners and media outlets identified, as well as how SJTPO can make accommodations at public meetings/events.

5. Interpreter Services at Public Meetings

The Limited English Proficiency (LEP) Plan is a federal requirement that SJTPO will develop within the next year. This Plan evaluates the LEP needs of the region and lays out accommodations SJTPO will make to better enable equitable inclusion of Limited English Proficient populations in the SJTPO process. SJTPO will hold a series of four public meetings, one in each county to hear from underserved populations, including LEP populations on how to better accommodate their needs and reach them in SJTPO’s public outreach. These meetings are anticipated to take place in February 2020.

SJTPO is currently updating its Regional Transportation Plan (RTP), which lays out the long-term vision for transportation in the region through the year 2050. The draft Plan will be released in early 2020 and SJTPO will hold a series of four public meetings, one in each county to collect feedback on the draft Plan. These meetings are anticipated to take place in March or April 2020.

The firm will provide a Spanish language interpreter at all eight (8) of the meetings described above, as well as a Chinese Mandarin, Gujarati, and Vietnamese interpreter at the two (2) meetings that take place in Atlantic County. Meetings are not anticipated to be held on the same days. Notes will need to be provided to SJTPO that summarize all exchanges and feedback received.

Deliverable A.5.a. Attendance at meetings
 Spanish interpreter to attend eight (8) meetings as described above as well as Chinese Mandarin, Gujarati, and Vietnamese interpreters to attend two (2) meetings.

Deliverable A.5.b. Interpreter Notes
 Notes that summarize all exchanges and feedback received at events.

Part B: Enhancing SJTPO Traffic Safety Outreach and Education Program

This portion of the project is funded through a grant from the New Jersey Division of Highway Traffic safety (NJ DHTS), with a cost not to exceed \$15,000. Part B services are in support of SJTPO’s Traffic Safety Outreach and Education programs. Proposers are encouraged to familiarize themselves with the programs at www.sjtpo.org/education. As is communicated on the website, the programs are tailored to elementary, middle, and high school students as well as adults and senior citizens and cover a wide range of safety topics tailored to a variety of contexts. SJTPO’s safety programs have grown over the years and now include fourteen (14) different programs delivered to thousands of people around and beyond the region each year. This high visibility necessitates a professional, polished series of products to promote and encase the material. In addition to review and approval by SJTPO staff, NJ DHTS staff are anticipated to review and provide comment.

1. Creation of Handout Materials

The firm will need to produce and print a bi-fold (letter size) or tri-fold (legal size) menu of programs. 1,000 copies will need to be color printed edge-to-edge, double sided on glossy paper. Palm cards will need to be produced that present brief information about the program, to be determined at a later time. 1,000 copies will need to be color printed double-sided, edge-to-edge on heavy duty card stock. These products will be designed to be released to school staff, and other members of the community who may be interested in requesting on or more of SJTPO’s programs.

Deliverable B.1.a.	<p>Menu of Programs</p> <ul style="list-style-type: none"> • Drafts of bi-fold or tri-fold menu of programs • Final file of bi-fold or tri-fold menu of programs (PDF and original editable file in Adobe suite product or agreed upon format) • 1,000 printed copies of bi-fold (letter) or tri-fold (legal) menu of programs color printed, double sided, edge-to-edge on glossy paper
Deliverable B.1.b.	<p>Palm Cards</p> <ul style="list-style-type: none"> • Drafts of palm cards • Final file of palm card (PDF and original editable file in Adobe suite product or agreed upon format) • 1,000 printed copies of palm cards color printed, double-sided, edge-to-edge on heavy duty card stock

2. Creation of Banners and Signs

The firm will need to design and produce/order a number of banners. These include an approximate 3 x 10-foot banner with the SJTPO name and logo, which will be hung from a pop-up canopy/tent. In addition, the firm will need to design and order an indoor pull-up banner, as well as two sandwich boards and another pair of eye-catching banners such as razor sail flag signs. These items will be used at safety events or when attending community events to promote safety programs. The firm can propose alternatives but needs to budget for the design and production/ordering of such materials.

Deliverable B.2.a.	SJTPO Banner
Deliverable B.2.b.	Indoor Pull-Up Banner
Deliverable B.2.c.	Sandwich Boards Reusable sandwich board frame with insertable weather-resistant content
Deliverable B.2.d.	Eye-Catching Banners/Flags Format to be discussed and determined by SJTPO and firm.

For Deliverables B.2.a-d., firms will need to provide drafts for comment by SJTPO (and NJ DHTS) and after edits are made provide the final product, which must include digital files (PDF and original editable file in Adobe suite product or agreed upon format) as well as the physical product, as noted above.

3. Photography or Image Purchase

The firm will need to take professional, high quality pictures of SJTPO staff at events to enable SJTPO to promote these events. In addition, the firm will need to either take or purchase professional, high-quality pictures to represent the topics in the presentations and on the banners, palm cards, and brochures. All images will need to be owned by SJTPO to allow free use of images by SJTPO without attribution or watermark.

Deliverable B.3.a.	Photography or Image Purchase <ul style="list-style-type: none"> • Digital images in quality and resolution adequate for use in banners and signs • Documentation that all images may be used freely by SJTPO without attribution or watermark
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C. Schedule

We anticipate a Notice to Proceed in early December 2019 and the entire project must be completed by Friday, May 29, 2020.

III. CONSULTANT SELECTION

SJTPO’s consultant selection is a quality-driven selection process. This is based primarily on an assessment of the technical qualifications of responding firms. However, as a project that does not relate to a direct Planning or Engineering element, we have added consideration for value and cost to ensure that public dollars are being utilized in the wisest manner possible. 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.

Upon selection, SJTPO will negotiate a final price with the selected firm. Negotiations and award of the contract will be to the firms that provide the most advantageous proposals. If we cannot negotiate

an acceptable contract with the selected firm, negotiations will be terminated and SJTPO will initiate discussions with the second ranked firm.

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.

A. Technical Approach (Criterion weight: 30 percent)

1. Demonstrate a clear understanding of the effort and products required.
2. Explicit consideration of the features listed in Section II, *Scope of Work*.
3. Innovations or efficiencies to be used in completing the project with descriptions of how they add value to the project.
4. Demonstrate an ability to perform needed tasks and meet stated completion date.
5. Quality, clarity, thoroughness in addressing required tasks and submission guidelines.
6. Demonstrate the ability to complete project within the schedule stated in this document.

B. Value Given Stated Cost (Criterion weight: 30 percent)

1. Thoroughly addresses the full scope of the project as described within the RFP and includes cost.
2. Demonstrates a reasonable cost, particularly when evaluated against all of the elements included in the technical scope, demonstrating a great overall value to SJTPO.
3. Innovations proposed that add value for SJTPO or add efficiencies to the project can enhance this evaluation.

C. Firm/Staff Qualifications (Criterion weight: 30 percent)

1. Demonstrate successful experience of the firm or team (particularly recent) on similar projects.
2. Demonstrate expertise in specialized areas required for this project.
3. Firm(s) references submitted with proposal.
4. Availability of resources needed to successfully complete the project.
5. Staffing Plan demonstrates staff (particularly Project Manager) ability to successfully complete project.
6. Resumes demonstrate staff (particularly Project Manager) experience successfully implementing similar projects.

D. DBE/ESBE Utilization (Criterion weight: 10 percent)

1. DBE/ESBE firm must be explicitly identified. If a specific DBE/ESBE firm is not identified, a zero percent DBE/ESBE commitment will be assumed.
2. Staffing Plan clearly states the hours and specific tasks of DBE/ESBE staff as well as dollar figures or each and percent of total budget to be dedicated to DBE/ESBE firm(s).

Federal and State goals for DBE/ESBE participation must be addressed explicitly in the proposal. This is satisfied by stating the percentage of total project cost devoted to

DBE/ESBE firm involvement in the Technical Proposal. See Section IV for definition of DBE/ESBE firms. Note: SJTPO utilizes the most recent NJDOT federally approved DBE/ESBE goal (effective 10/1/2019), which is anticipated to be 13.23 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.

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. Proposals and costs should address the full scope of the project as described within the RFP. Proposals, however, should detail any concerns which impact successful completion of the project as described herein or if additional innovations or alternative tasks are recommended to enhance the intended project scope. Cost proposals must include all tasks or alternatives discussed within the technical proposal. If applicable, multiple costs scenarios are acceptable.

IV. DISADVANTAGED BUSINESS ENTERPRISE (DBE) AND EMERGING SMALL BUSINESS 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.

- 1. 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:
 - a.** 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
 - b.** 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).

- 2. Emerging Small Business Enterprise (ESBE)** 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:

- a. 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.
- b. 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. Current guidance on DBE/ESBE is available on the website of the New Jersey Department of Transportation (www.state.nj.us/transportation/business/civilrights). Firms who wish to be considered for DBE/ESBE certification are encouraged to contact 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 a DBE/ESBE, the total dollar value of the DBE/ESBE contract or subcontract may also be counted toward the applicable DBE/ESBE goal.

There are only two lists that count towards meeting this DBE/ESBE goal. Firms should check these sites PRIOR TO submitting a proposal.

1. New Jersey ESBE: <http://www.nj.gov/transportation/business/civilrights/pdf/ESBEDirectory.pdf>
2. New Jersey DBE: <https://njucp.dbesystem.com/>

There are some certifications that have similar requirements, such as MBE, SBE, or any similar certifications in another state – THESE DO NOT COUNT for this 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 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 (effective 10/1/2019), which is anticipated to be 13.23 percent.

If, at any time a firm intends to subcontract or modify any portion of the work already under contract or intends to purchase material or lease equipment not contemplated during the original preparation of the cost proposal, the firm 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 a DBE/ESBE Goal Exemption Modification through SJTPO.

V. EQUAL EMPLOYMENT OPPORTUNITY PROVISION

- A.** "SJTPO in accordance with the provisions of Title VI of the Civil rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."
- 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

VII. CONSULTANT CHECK OFF LIST

THE FOLLOWING ITEMS, AS CHECKED BELOW, MUST BE SUBMITTED WITH YOUR PROPOSAL PACKAGE ALONG WITH THE CHECKLIST ITSELF:

If Checked, required by SJTPO

Check if Read, Signed & Submitted

X	1.	CHECK LIST	
X	2.	SIGNED COVER LETTER ACCEPTING SJTPO STANDARD CONTRACT AGREEMENT OR PROPOSING CHANGES THERETO	
X	3.	MANDATORY AFFIRMATIVE ACTION LANGUAGE "EXHIBIT A"	
X	4.	SET OFF FOR STATE TAX "EXHIBIT B"	
X	5.	REQUIRED AFFIRMATIVE ACTION EVIDENCE FOR PROCUREMENT, PROFESSIONAL, AND SERVICES CONTRACTS "EXHIBIT C"	
X	6.	SAMPLE STAFFING PLANS "EXHIBIT D"	
X	7.	NJ BUSINESS REGISTRATION CERTIFICATE "EXHIBIT E"	
X	8.	DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN "EXHIBIT F"	
X	9.	W-9 FORM "EXHIBIT G"	
X	10.	INSURANCE ACKNOWLEDGMENT "EXHIBIT F"	

PLEASE NOTE: IF THE ITEMS CHECKED ABOVE ARE NOT INCLUDED IN YOUR PROPOSAL PACKAGE, IT MAY BE CAUSE FOR REJECTION.

(Company)

(Title)

(Signature)

(Date)

(Name - Print or Type)

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; and

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 photocopy of their Federal Letter of Affirmative Action Plan Approval; OR
2. A photocopy 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 _____

EXHIBIT D

SAMPLE STAFFING PLAN IN PROPOSAL

Staff Name	Title	Hours per Task								Billable Rate	Total Hours	Total Cost
		First task	Second task	Third task	Fourth task	Fifth task	Sixth task	Seventh task	Eighth task			
		1	2	3	4	5	6	7	8			
Company 1												
[Name]*	Project Manager	25	0	20	0	15	0	41	0	\$100	70	\$7,000
[Name]*	Planner 1	5	0	4	0	2	3	1	4	\$50	19	\$950
Company 1 Subtotal		30	0	24	0	17	3	42	4		89	\$7,950
Company 2 (DBE Firm)												
[Name]*	Technician 1	0	8	0	2	0	0	0	0	\$75	10	\$750
[Name]*	Technician 2	0	6	0	4	0	0	0	0	\$75	10	\$750
Company 2 Subtotal		0	14	0	6	0	0	0	0		20	\$1,500
Sub-Total Hours		30	14	24	6	17	3	42	4		119	\$9,450

* Staff Name should generally be included; however, staff title may be substituted, where appropriate

Note: All titles, numbers, number of companies, etc. used in this table are illustrative only. The table is only used to show the types of information required in each Staffing Plan. Format may differ from the table shown above as long as it includes, at a minimum, the information shown above.

EXHIBIT E

NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

“Pursuant to the terms of N.J.S.A. 52:32-44, all bidders/proposers are required to submit proof of valid business registration issued by the Division of Revenue in the Department of the Treasury. The South Jersey Transportation Authority shall enter into no contract unless the contractor first provides proof of valid business registration. In addition, the successful bidder/proposer is required to receive from any subcontractor it uses for services under this contract, proof of valid business registration with the Division of Revenue. No Subcontract shall be entered into by any contractor under this or any contract with the South Jersey Transportation Authority unless the subcontractor first provides proof of valid business registration.”

If you are already registered go to https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp to obtain a copy of your Business Registration Certificate. Information for registering your business with the New Jersey Division of Revenue can be obtained by visiting <https://www.njportal.com/DOR/BusinessRegistration/>.

All questions regarding this requirement should be referred to the Division of Revenue hotline at (609) 292-9292.

PLEASE NOTE FAILURE TO BE REGISTERED WITH THE STATE OF NEW JERSEY AT THE TIME OF YOUR SUBMISSION WILL BE AN AUTOMATIC CAUSE FOR REJECTION

PLEASE ATTACH COPY OF YOUR NJ BUSINESS REGISTRATION CERTIFICATE

(Name of Company)

(Signature of Representative)

(DATE)

SAMPLE BUSINESS REGISTRATION CERTIFICATE
(For illustrative purposes only)

Taxpayer Identification# 99-9999999/000

Dear Business Representative:

Recently enacted State law (Public Law 2001, c.134) requires all contractors and subcontractors with State, county and municipal agencies to provide proof of their registration with the Department of the Treasury, Division of Revenue. The law became effective September 1, 2001.

Our records indicate that you are currently registered with the Division of Revenue, and accordingly, we have attached a Proof of Registration Certificate for your use. If you are currently under contract or entering into a contract with a State, county or local agency, you must provide a copy of the certificate to the contracting agency.


Please note that the law sets forth penalties for non-compliance with the provisions above. See N.J.S.A. 54:52-20.

Finally, please note that the new law amended Section 92 of the Casino Control Act, which deals with the casino service industry.

Should you have any questions or require more information about the attached certificate, or are involved with the casino service industry, call (609) 292-1730.

Thank you in advance for your consideration and cooperation.

Sincerely,



Patricia A. Chiacchio
Director, Division of Revenue


STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 612 TRENTON, NJ 08646-5012
TAXPAYER NAME: ABC Corporation	TRADE NAME: ABC Corporation	
TAXPAYER IDENTIFICATION# 99-9999999/000	CONTRACTOR CERTIFICATION# 777777	
ADDRESS 123 Main Street Your City, NJ 00000	ISSUANCE DATE: 09/13/01	
EFFECTIVE DATE: 10/01/99	 Director, Division of Revenue	
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at all times.	

EXHIBIT F

**SOUTH JERSEY TRANSPORTATION AUTHORITY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

NAME OF CONTRACTOR /BIDDER: _____

PART 1; CERTIFICATION

**CONTRACTORS/BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.
*FAILURE TO CHECK ONE OF THE BOXES SHALL RENDER THE
PROPOSAL NON-RESPONSIVE.***

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 follows this certification and can also be found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Contractors/Bidders **must** review this list prior to completing the below certification. **FAILURE TO COMPLETE THE CERTIFICATION WILL RENDER A CONTRACTOR'S/BIDDER'S PROPOSAL NON-RESPONSIVE.** If the Authority finds a person or entity to be in violation of law, it 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 contractor/bidder listed above nor any of the contractor's/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 I 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 contractor/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 a 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 requested information below. Please provide thorough answers to each question. If you need to make additional entries, provide the requested information on a separate sheet.

Name _____ Relationship to Contractor/Bidder _____

Description of Activities

Duration of Engagement _____ Anticipated Cessation Date _____

Contractor/Bidder Contact Name _____ Contact Phone Number _____

**CERTIFICATION
MUST BE SIGNED BY BIDDER**

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

FULL NAME (print): _____ **SIGNATURE** _____

TITLE: _____ **DATE:** _____



State of New Jersey

DEPARTMENT OF THE TREASURY
 DIVISION OF PURCHASE AND PROPERTY
 OFFICE OF THE DIRECTOR
 33 WEST STATE STREET
 P. O. BOX 039
 TRENTON, NEW JERSEY 08625-0039
<https://www.njstart.gov>

PHILIP D. MURPHY
Governor

ELIZABETH MAHER MUOIO
State Treasurer

SHEILA Y. OLIVER
Lt. Governor

MAURICE A. GRIFFIN
Acting Director

Telephone (609) 292-4886 / Facsimile (609) 984-2575

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 (“Chapter 25”):

1.	Amona
2.	Bank Markazi Iran (Central Bank of Iran)
3.	Bank Mellat
4.	Bank Melli Iran
5.	Bank Saderat PLC
6.	Bank Sepah
7.	Bank Tejarat
8.	Belaz
9.	Belneftekhim (Belorusneft)
10.	China International United Petroleum & Chemicals Co., Ltd. (Unipet)
11.	China National Offshore Oil Corporation (CNOOC)
12.	China National Petroleum Corporation (CNPC)
13.	China National United Oil Corporation (ChinaOil)
14.	China Petroleum & Chemical Corporation (Sinopec)
15.	China Precision Machinery Import-Export Corp. (CPMIEC)
16.	Grimley Smith Associates

17.	Indian Oil Corporation
18.	Kingdram PLC
19.	Naftiran Intertrade Company (NICO)
20.	National Iranian Tanker Company (NITC)
21.	Oil and Natural Gas Corporation (ONGC)
22.	Oil India Limited
23.	Persia International Bank
24.	Petroleos de Venezuela (PDVSA Petróleo, SA)
25.	PetroChina Company, Ltd.
26.	Sameh Afzar Tajak Co. (SATCO)
27.	Shandong Fin Cnc Machine Company, Ltd.
28.	Sinohydro Co., Ltd.
29.	SKS Ventures
30.	Som Petrol AS
31.	Zhuhai Zhenrong Company

List Date: July 31, 2018

EXHIBIT G

SAMPLE W-9

<p>Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p>	<p>Give Form to the requester. Do not send to the IRS.</p>	
<p>Print or type See Specific Instructions on page 2.</p>	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>Samuel Smith</p>		
	<p>2 Business name/disregarded entity name, if different from above</p> <p>Smith's Garage LLC</p>		
	<p>3 Check appropriate box for federal tax classification; check only one of the following seven boxes:</p> <p><input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____</p> <p>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>		
	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>		
	<p>5 Address (number, street, and apt. or suite no.)</p> <p>123 Main Street</p>	<p>Requester's name and address (optional)</p>	
	<p>6 City, state, and ZIP code</p> <p>Anytown, NJ 08800</p>		
	<p>7 List account number(s) here (optional)</p>		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
9	9	9	-	9	9	-	9	9	9
or									
Employer identification number									
			-						

EXHIBIT H

REQUIRED INSURANCE ACKNOWLEDGMENT

I acknowledge that I have fully read and understand the insurance requirements as detailed within Section VI of this RFP.

Further, I acknowledge that if awarded a contract, I will provide a certificate of insurance in accordance with the requirements as specified within Section VI of this RFP.

(Name of Company)

(Signature of Representative)

(Date)