



Request for Proposals:
Managed Network Services
20-03

Office of Campus Operations
Dennis Florentine
Dean of Administration

Warren County Community College
475 Route 57 West
Washington, N.J. 07882

**WARREN COUNTY COMMUNITY COLLEGE
475 ROUTE 57 WEST
WASHINGTON, NJ 07882-9605**

REQUEST FOR PROPOSALS: MANAGED NETWORK SERVICES

Key Dates

Request for Proposal Available: April 5, 2019

Key Dates for Proposers:

Any Clarification Questions on the RFP, or
a request to visit the campus to inspect IT facilities
must be received by the College in writing by: April 19, 2019

College will respond to all potential firms
With answers to clarifying questions by: April 24, 2019

Proposals must be received by the College
By 1:00 pm on: May 2, 2019
This includes all Form A, B, C, D and E Submissions

Tentative Interview and Decision Dates:

Possible Phone Interview with Board Operations Committee: May 14, 2016

Contract Awarded by Board of Trustees: May 18, 2019

Contact Information for questions:

Barbara Pratt, Vice President Finance and Operations
E-Mail: pratt@warren.edu

**WARREN COUNTY COMMUNITY COLLEGE
475 ROUTE 57 WEST
WASHINGTON, NJ 07882-9605**

REQUEST FOR PROPOSALS: IT MANAGED SERVICES PROVIDER

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4/5/19

REQUEST FOR PROPOSALS-IT MANAGED SERVICES PROVIDER

1.0 OVERVIEW

Warren County Community College (hereafter WCCC or “College”) is seeking an information technology Managed Services Provider (hereafter “Proposer” or “Contractor”) to oversee its data center and to provide various levels of information technology support to its campus community. These services include optional services to develop and manage a new college website.

2.0 BACKGROUND ON WARREN COUNTY COMMUNITY COLLEGE

Warren County Community College (WCCC) is a two-year public college serving residents of Warren County, New Jersey. The College’s main campus is located in Washington, NJ and an additional facility in Phillipsburg, NJ. The college offers 32 credit programs serving approximately 1,500 on-campus students annually. WCCC also offers a number of non-credit career and personal development programs through its Continuing Education division. The College’s operating budget for FY19 is just \$9 million.

WCCC’s current IT infrastructure currently consists of approximately 700 computers (workstations, laptops, macs, thin clients). Most are located in labs or public areas (example, library). In addition, the college has ceiling mounted projectors or smartboards in most classrooms and several computer carts for rooms with moveable walls.

3.0. SCOPE OF SERVICES

3.1 Base Services

The contractor will be responsible for all on-campus and virtual servers at the College. In addition, the contractor will provide assistance to College employees on various IT matters. The base level support required from the Contractor includes:

- 3.1.1 – Provide two full time Level 1 Support Technicians. One technician shall be based out of the Washington campus full time, while the other technician shall split their time between the Washington and Phillipsburg campuses. Normal support availability at the Washington campus shall be 8:00 am until 7 pm Monday-Thursday and 9:00-5:00 pm on Friday. However, there may be a few instances per year where coverage may be adjusted for Friday

evening or Saturday morning needs.

3.1.2 – Provision of Level 2 Support. Level 2 technical support shall be provided from both onsite and remote personnel. This shall include monitoring and preventative maintenance of College systems, including the following:

- Connectivity to all internal and internet facing equipment
- Connectivity, CPU, disk space, memory and process monitoring of all servers
- Exchange Server health monitoring
- FTP and Web server health monitoring
- SQL server health monitoring
- VMware Server health monitoring
- VMware farm wide system loads
- SPAM protection and e-mail continuity for all College e-mail addresses

3.1.3– Proactive Maintenance. Contractor shall provide the following Proactive Maintenance measures:

- After-hours scheduled patching
- Weekly monitoring and documentation of all backup jobs
- Bi-annual review of backup jobs to conform to Symantec Backup Exec Best Practices for Disaster Recovery
- Monthly test restore of critical data
- Bi-annual firmware and drive updates for all servers, network equipment and storage arrays
- Quarterly defragmentation of servers
- Annual lab image updates with the latest updates and software configurations
- Weekly off-site transportation of backup tapes between Phillipsburg and Washington campus

3.1.4 – Special Support in Case of Emergencies – In the event of an emergency, the contractor shall provide additional support resources as required. There will be no additional charge for these additional resources provided that the total amount of time spent on the emergency situation is not more than 10% of the allocated monthly allowance of on-site support time.

3.1.5 – Level 3 Procurement and Budgeting Support.

- a) The Contractor shall provide support to the College in the procurement of various hardware and software items on an as needed basis. This shall include providing assistance in determining hardware compatibility and recommending the replacement/upgrade of technology in the server room, classrooms, laboratories and offices, including the selection of equipment in the new building addition.
- b) The Contractor shall provide assistance to the VP for Finance and Operations in the preparation of annual technology budgets for the College as required.
- c) The Contractor shall prepare an annual summary report of network enhancements for the annual financial audit of the College.

3.1.6 -- IT Planning/Disaster Recovery

- a) The Contractor shall assist the College in documenting and updating the College's disaster recovery or business continuity plans.
- b) The Contractor shall work with the College to develop off-site replication capability for all systems (exclusive of the AS 400) in case complete system disruption occurs.
- c) The Contractor shall provide, or shall assist in the acquisition of facilities for the College's Disaster Recovery VMware image replication, as well as sufficient hardware to run the College's operations out of in the event of a disaster.

3.1.7 -- Mandatory Certifications

- a) The Contractor must be a Microsoft Partner so that WCCC can access emergency server support on a 24/7 basis.
- b) Contractor's on-site technician must be a Blackboard Certified GUI administrator or equivalent. If on-site technician does not possess this qualification, then the Contractor must obtain the training for its on-site technician through its own resources.
- c) Contractor must be a VMware Enterprise Partner and have at least two VMware Certified Professionals on staff to support the College's VMware vSphere infrastructure.

3.1.8 – Website Management

The Contractor shall provide continued maintenance on the College's externally hosted website. Maintenance shall include minor updates to the current site www.warren.edu. Currently, College staff update content but the contractor is responsible for the minor revisions (e.g., insertion of pictures, new pages and the development of links to external sites).

3.1.9 Virus protection and network management software

Contractor is expected to include any pricing for software to manage network activities, including virus protection, remote desktop repair and the installation of updates and patches in the base bid.

4.0 **TERM OF THE CONTRACT AND PAYMENTS**

4.1 **Contract Term and Possible Extension**

The Contract shall be awarded for a one-year basis, effective July 1, 2019 through June 30, 2020 (FY20), with the possibility of an extension for up to an additional two years. Therefore, please provide pricing for FY20, FY21 and FY22 on Form D.

4.2 **Contract Payments**

Contractor shall be paid 1/12 of the annual contract amount on a monthly basis. The College shall pay invoices on a net 30 basis, upon the receipt of such invoice.

Any additional expenses above and beyond the scope of the contract must be approved by the College President prior to the commencement of services. Such arrangement may also require the approval of the College's Board of Trustees, in accordance with the County College Contract law. The College shall not be held liable for any unapproved expenses.

5.0 **KEY DATES**

- 5.1 Any requests for information or clarifying questions from prospective proposers must be submitted to the College by **April 19, 2019**.

Questions shall be directed in writing (**via e-mail only**) to the following individual:

Ms. Barbara Pratt
Vice President Finance and Operations
Warren County Community College
475 Route 57 West
Washington, NJ 07882
pratt@warren.edu

Responses by the College will be e-mailed to Contractors that picked up the RFP no later than **April 24, 2019**, by end of business day.

- 5.2 The Proposer may elect to schedule a site visit inspect the IT facilities. Any requests to visit the campus should be submitted in writing to Ms. Pratt (see contact information on 5.1) on or before **April 17, 2019**. Ms. Pratt will then schedule a visit for the Proposer at a mutually convenient time.
- 5.3 Proposals must be received by the College no later than **May 2, 2019 at 1:00 pm**. Proposals shall be delivered to Ms.Pratt's office at the above address.
- 5.4 The Board of Trustees' Operation Committee may elect to have a meeting with one or more Proposers via a conference call on **May 14, 2019 at 5:30 pm**. Proposers will be notified if such a meeting is necessary based on the directions of the Board Committee.
- 5.5 The Contract for Managed Service Provider is scheduled to be award by the Board of Trustees on **May 18, 2019**.
- 5.5 The Contract for Managed Services Provider shall begin on **July 1, 2019**. Note that the timetable above may be adjusted upon mutual agreement between the successful Proposer and the College, depending on whether there are transition issues in order to effect a seamless transition of services.

6.0 RFP SUBMISSION REQUIREMENTS

6.1 Proposed Staffing Qualifications

Proposer shall provide a resume or qualifications information for the on-site support engineer and other employees who will be responsible for the WCCC account. Be sure to include relevant application and equipment experience.

Some software and equipment currently used by the College includes: Microsoft Office, VMWare; Backup Exec, PowerFAIDS, Netpartner, Medisoft, N-Central, Microsoft WAIK, Cisco 6500 Series Switches, Cisco ASA Firewalls. Please highlight any experience or expertise with these products.

6.2 Certification Sheet for Managed Network Services

Please submit a signed **Proposer Pricing and Certification Sheet (Form D)** indicating that the Proposer is able to complete the base level services as specified within this RFP

6.3 Fee Quotation for Services

6.3.1 On the **Proposer Pricing and Certification Sheet Form D** please indicate the proposed pricing for three years of services.

6.3.2 All proposers must submit pricing for at least Base Level Service (3.1). Optional pricing may be provided for the website maintenance (3.2) and virus protection/network management software (3.3).

6.4 Other Submission Requirements

6.4.1 In addition to information regarding your firm, please submit forms A, B and C (enclosed at the back of this proposal). These forms may be re-typed or re-formatted, as long as they contain the information required through these forms.

6.4.2 A NJ Business Registration form (unless one is already on file at WCCC).

6.5 References

Please submit the contact person, company names and phone numbers of **three current or recent clients** that the College may contact.

7.0 AWARD OF THE CONTRACT

The awarding of the contract to the successful Contractor will be predicated on the proposal most advantageous to the College, taking into consideration the following factors (not necessarily in the following priority order):

- Proposer's ability to meet the base needs of the contract
- Proposer's ability to deliver managed network services, including web development and maintenance services to the College
- Contractor's qualifications and expertise of on-site specialist
- Experience in an educational/higher education environment and/or understanding of such an environment
- Proposal Cost
- References
- Completeness of the Proposal
- Additional services proposed by the Contractor (assuming that all other factors are equivalent among proposers)

8.0 GENERAL TERMS AND CONDITIONS

8.1 Indemnification

The successful Contractor shall be solely responsible for and shall keep, save, and hold harmless the College and its employees from and against any and all claims, demands, suits, actions, recoveries, judgments, and cost and expenses in connections therewith on account of the loss of life, property, or injury or damage to the person, body, or property of any person, agency, corporation, or government entity, which shall arise from or result directly or indirectly from the work and/or materials supplied by or arising out of the performance of this contract. The Contractor's liability under this contract shall continue after the termination of the contract with respect to any liability, loss, expense, or damage resulting from acts occurring prior to termination. This indemnification obligation is not limited by, but is in addition to, the insurance obligation contained in this agreement.

8.2 Insurance Requirements

8.2.1 The Contractor shall assume all responsibility for its actions and those of anyone else working for it while engaged in or traveling to or from any activity connected with this engagement. The Contractor shall carry sufficient insurance to protect it and the College from any property damage or bodily injury claims arising out of the contracted work.

Evidence of current insurance coverage shall be provided in the form of a certificate which shall be submitted no later than ten (10) days after receipt of notice of intent to award contract.

- (A) Worker's Compensation Insurance applicable to the laws of the State of New Jersey and Employer's Liability Insurance as required by applicable State and Federal laws. The required limit is \$1,000,000 with employer liability limits of \$100,000 for each accident; \$100,000 disease policy limit per each employee, and \$500,000 dismemberment policy limit.
- (B) Comprehensive General Liability policy as broad as the standard coverage form currently in use in the State of New Jersey which shall not be circumscribed by any endorsements limiting the breadth of coverage. The policy shall include an endorsement (broad form) for contractual liability and shall include the College as an additional insured. Limits of liability shall be a combined single limit of \$1,000,000.

- (C) Comprehensive Automobile policy covering owned, non-owned, and hired vehicles with minimum limits of \$1,000,000 combined single limit.
 - (D) Professional liability coverage with \$1,000,000 limit.
- 8.2.2 All required insurance coverages must be in effect not later 12:01 a.m. at the start of the day of the contract and remain in effect for the duration of the contract, including any extensions.
- 8.2.3 Liability insurance must remain in effect for the duration of the contract, including any extensions, and for ninety (90) days following termination of all work.
- 8.2.4 The successful Contractor should list name of insurance firm from which it intends to purchase the above insurances and a person to contact at this firm.
- 8.2.5 The Contractor may, if it so desires, include with its bid the applicable certificate of insurance. This will expedite the contract award process for the successful Contractor.
- 8.2.6 The certificate of insurance should be forwarded to:

Mr. Dennis Florentine, Dean of Campus Operations
Warren County Community College
475 Route 57 West
Washington, NJ 07882-9605

- 8.2.7 Each policy of insurance should contain an endorsement as follows:

“It is understood and agreed that _____ Insurance Company shall notify in writing the Dean of Campus Operations, Warren County Community College, thirty (30) days in advance of the effective date of any reduction in or cancellation of this policy.”

8.3 Transitional Period

- 8.3.1 In the event that services are terminated by the Contractor, written notice must be provided ninety (90) days in advance of termination date. It will be incumbent upon the Contractor to continue the service until new services are operational. At no time will this period exceed ninety (90) days from termination date. The Contractor will be responsible for any additional costs incurred to the College.

- 8.3.2 In the event that services are terminated by the College, written notice will be provided thirty (30) days in advance of termination date. It will be incumbent upon the Contractor to continue the service until new services are operational. At no time will this period exceed ninety (90) days from termination date.
- 8.3.3 It is understood by all parties that if, during the life of the contract, the contractor disposes of his business by sale, transfer, or by means to another party, all obligations are transferred to such purchaser.

8.4 Procedural Requirements and Amendments

- 8.4.1 The Contractor will comply with all procedural instructions that may be issued from time-to-time by the President or his designee.
- 8.4.2 During the contract period, no change is permitted in any of its conditions and specifications unless the Contractor receives written approval from the President of the College or his designee.
- 8.4.3 Should the Contractor find at any time that existing conditions make modification in requirements desirable, he shall promptly report such matter to the President of the College or his designee.
- 8.4.4 During the period of the contract or any extension thereof, the College reserves the right to add or delete specific services. The Contractor will be given thirty (30) days' notice to effect requested changes.
- 8.4.5 The Contractor's manager may be required to meet periodically with the President or his representatives, to discuss services.

8.5 Conditions of Proposal

- 8.5.1 All conditions printed in this RFP are hereby made a part of the conditions under which the proposal is submitted. The contents of the proposal of the successful Contractor will become part of any contract awarded as a result of these specifications.
- 8.5.2 All materials submitted by the Contractor in response to this RFP become the exclusive property of the College.
- 8.5.3 By submitting a proposal, the Contractor covenants and agrees that it is satisfied, through its own investigation of the conditions to be met, that it fully understands its obligations; and that it will not make any claim for, or have right to, cancellation or relief without penalty because of any misunderstanding or lack of information.

8.6 Affirmative Action

Warren County Community College is committed to affirmative action and equal opportunity in all areas of operation. **Proposals are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 as shown in Exhibit A below.**

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising

the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a

compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

8.8 Sales Taxes

N.J.S.A. 54:32 B-1 et seq. exempts all services and materials sold to county colleges from sales or use taxes. Do not include them when calculating price.

8.9 Compliance with Governing Laws

The firm must comply with all local, State, and Federal laws, rules, and regulations applicable to this contract and to the work to be done hereunder.

NON-COLLUSION AFFIDAVIT

Form A

STATE OF NEW JERSEY

COUNTY OF (Warren)

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

I am _____ of the firm of _____, the Proposer making the Proposal for the above-named project, and that I executed the said Proposal with full authority so to do; that said Proposer has not, directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action, in restraint of free, competition in connection with the above named action, in restraint of free, competition in connection with the above named project; and that all statements contained in said Proposal and in this Warren County Community College relies upon the truth of the statements contained in said Proposal, and this affidavit and in any statements contained in the Proposal, in this affidavit and in any statements requested by the College showing evidence of qualifications in awarding the contract for the said project.

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

(Name of Proposer)

Subscribed and sworn to
Before me this _____ day
of _____, 2019

(Also type or print name of affiant under signature)

NOTARY PUBLIC OF
MY COMMISSION EXPIRES .

STOCKHOLDERS DISCLOSURE FORM

NAME OF FIRM _____

ADDRESS _____

CITY & STATE _____

In the space provided, list the names and addresses of all owners, partners, directors, officers, and indirect owners owning 10% or more interest in the bidder's firm. If corporate owner, list in the space provided stockholders or corporation whose ownership through the corporation is 10% or more of the bidder. Complete affidavit at the bottom of form. If this has already been submitted to the Warren County Community College, use the form for any changes and complete the affidavit.

Name	Address	Street	City/Twp.	County	State	Zip
President of the firm (type or print name)						
	Phone					

- I certify that:
- List of stockholders names and addresses has been submitted to the Warren County Community College and it is current to the best of my knowledge, with exceptions as listed above.
 - The list of stockholders above is current and correct to the best of my knowledge.
 - There are no stockholders holding 10% or more interest in this corporation or firm to the best of my knowledge.

Signature of Authorized Representative of firm:

Type or Print Name _____

Title _____

Witnessed by _____ Date _____

PLEASE COMPLETE AND SIGN THIS FORM AND RETURN IT WITH YOUR PROPOSAL.

AFFIRMATIVE ACTION EVIDENCE

Procurement and Service Contracts

“Bidders are required to comply with the requirements of P.L. 1975 c. 127”

A. All Contracts

1. Within seven (7) days after receipt of the notification of intent to award this contract or receipt of the contract, whichever is sooner a procurement contractor should present one of the following to Warren County Community College.
 - a. An existing federally approved or sanctioned affirmative action program.
 - b. A Certificate of Employee Information Report Approval.
 - c. If the contractor cannot present “a” or “b”, the contractor is required to submit a completed employee Information Report (Form AA302). This form will be made available to the contracts by the Warren County Community College

The following questions must be answered by all prospective bidders:

1. Do you have a federally approved sanctioned Affirmative Action Program?

 YES NO
 - a. **If yes, please submit a photocopy of such approval.**
2. Do you have a State of New Jersey certificate of Employee Information Report approval?
 - a. **If yes, please submit.**

Proposer Pricing and Certification Sheet
RFP For Managed Network Services

Name of Company: _____

Authorized Representative Submitting Quote: _____

<u>Fiscal Year</u>	<u>Period</u>	<u>Monthly Cost</u>	<u>Annual Cost</u>
FY20	July 1, 2019-June 30, 2020		
FY21	July 1, 2020-June 30, 2021		
FY22	July 1, 2021-June 30, 2022		

Note: Nothing herein in this form will prevent the proposer from submitting an alternate price structure for this proposal that the Proposer believes would be a more effective pricing structure for the College for the specified services.

Proposer Pricing and Certification Sheet
RFP For Managed Network Services (p. 2)

D. Certification

I certify that my firm has the ability to undertake the services as requested in this proposal for Warren County Community College. I agree that all statements made in this proposal are factual and the proposer will comply with the specifications in this RFP.

Proposal Submitted by:

Name

Date

Title

Firm

Please include this form or a like form as the signature page in your submission to the College.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Bidder/Offeror: _____

**PART 1: CERTIFICATION
 BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.
 FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE**

Pursuant to N.J.S.A. 18A: 64A-25.43, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in Investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders, **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to N.J.S.A. 18A: 64A-25.43 ("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 bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

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

Name	Relationship to Bidder/Offeror
Description of Activities	

Duration of Engagement	Anticipated Cessation Date
Bidder/Offeror Contact Name WCCC	Contact Phone Number

Certification: 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 State of New Jersey 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 State to notify the State 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 agreements with the WCCC and that the WCCC at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):

Signature:

Title:

Date:
