

AGENDA

7:30 p.m. Wednesday, September 17, 2014

Call to order

Salute to the flag

Open Public Meetings Statement

Roll Call

Changes to the Agenda

Approval of the regular meeting minutes from September 3, 2014

Public portion on agenda items only (time limit of five (5) minutes per person, per public portion)

DEPARTMENT OF ADMINISTRATION

**DIRECTOR DAMMINGER
FREEHOLDER CHILA**

A-1 RESOLUTION AUTHORIZING APPROVAL OF THE BILL LISTS FOR THE MONTH OF SEPTEMBER 2014.

The Treasurer of Gloucester County submits the bill list for September for Freeholder approval, including ratification of payments made to cover emergency payments made by the Division of Social Services. Upon approval, the Treasurer is then authorized to render payment to vendors appearing on the list. Checks will be mailed September 18, 2014.

A-2 RESOLUTION AUTHORIZING THE COUNTY TO ENTER INTO ADDENDUM NO. 8 TO MASTER SERVICE AGREEMENT H-001, BETWEEN THE COUNTY AND THE STATE OF NEW JERSEY REGARDING TELEPHONE SERVICES PROVIDED TO THE SUPERIOR COURT BY THE COUNTY.

This Resolution authorizes the County to enter into Addendum No. 8 to Master Service Agreement H-001 which will enable the County to receive payment from the State for telephone services that the County provides to the Courts which are now the responsibility of the State from July 1, 2014 to June 30, 2015.

A-3 RESOLUTION TO PURCHASE THE HARDWARE, SOFTWARE, SUPPORT AND LICENSING FROM COMM SOLUTIONS COMPANY TO UPGRADE THE STORAGE AREA NETWORK AT THE CLAYTON COMPLEX FOR THE TOTAL AMOUNT OF \$119,743.07.

This Resolution authorizes a Contract with Comm Solutions Company, 140 Quaker Lane, Malvern, Pennsylvania 19355, to acquire the hardware, software, licensing and support for the upgrade to the storage area network at the Clayton Complex pursuant to their response to PD# 014-036 in the amount of \$119,743.07.

**DEPARTMENT OF PUBLIC SAFETY,
VETERANS AFFAIRS & ELECTIONS**

**FREEHOLDER CHILA
FREEHOLDER SIMMONS**

B-1 RESOLUTION AUTHORIZING A ONE (1) YEAR EXTENSION TO CONTRACTS FOR THE PURCHASE OF MEDICAL SUPPLIES AND PRODUCTS FOR EMS, AS PER BID PD 013-047, FROM OCTOBER 4, 2014 TO OCTOBER 3, 2015 WITH 1) V.E. RALPH & SON, INC., IN AN AMOUNT NOT TO EXCEED \$20,000.00; 2) BOUND TREE MEDICAL, LLC, IN AN AMOUNT NOT TO EXCEED \$25,000.00; 3) COMMON CENTS EMS, IN AN AMOUNT NOT TO EXCEED \$15,000.00; 4) QUADMED, IN AN AMOUNT NOT TO EXCEED \$15,000.00.

This Resolution authorizes one year extensions to contracts awarded pursuant to PD#13-047 for the purchase of medical supplies and products for EMS, from October 4, 2014 to October 3, 2015 with 1) V.E. Ralph & Son, Inc., in an amount not to exceed \$20,000.00; 2) Bound Tree Medical, LLC, in an amount not to exceed \$25,000.00; 3) Common Cents EMS, in an amount not to exceed \$15,000.00; 4) QuadMed, in an amount not to exceed \$15,000.00.

B-2 RESOLUTION AUTHORIZING A CONTRACT WITH DM MEDICAL BILLINGS TO PROVIDE THIRD-PARTY EMS BILLING SERVICES, IN AN AMOUNT NOT TO EXCEED \$185,000.00, FROM SEPTEMBER 18, 2014 TO SEPTEMBER 17, 2015.

GCEMS bills insurance carriers for Basic Life Support services and requires the services of a billing company to manage the billing and collection process, and solicited proposals via RFP-14-034. DM Medical Billings (DM), located at 88 South Lakeview Drive, Bldg. 2, Gibbsboro, NJ is the recommended

vendor. DM is an experienced vendor who currently performs this function for GCEMS. DM will receive 4.25% of revenue collected. DM's current rate is 4.65%. In 2014, GCEMS is projected to realize \$3.6 million in insurance reimbursement revenue.

B-3 RESOLUTION AUTHORIZING AN EASEMENT AND USE AGREEMENT BETWEEN THE COUNTY OF GLOUCESTER AND THE COUNTY OF CAMDEN FOR THE INSTALLATION OF PUBLIC SAFETY COMMUNICATIONS ANTENNA AND RELATED NECESSARY EQUIPMENT AT THE TELECOMMUNICATIONS TOWER SITE, CAMDEN COUNTY COLLEGE, BLACKWOOD CAMPUS.

The County of Gloucester has a need for the installation of public safety communications antennas and related necessary equipment at Camden County's telecommunications tower site located at the Camden County College, Blackwood Campus, New Jersey. The County of Gloucester will be installing the public safety communications antennas and necessary equipment at said location. In order to formalize the above installation and services the County of Gloucester and the County of Camden shall enter into an Easement and Use Agreement.

B-4 RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE SFY 14 STATE AID ANNUAL APPROPRIATIONS FROM THE NEW JERSEY OFFICE OF HOMELAND SECURITY AND PREPAREDNESS IN THE AMOUNT OF \$100,000.00 WITH A FUNDING PERIOD FROM JULY 1, 2014 TO AUGUST 31, 2016 WHICH WILL PROVIDE FUNDS FOR BUILDING AND SUSTAINING NATIONAL PREPAREDNESS

Resolution authorizing the acceptance of the SFY 14 State Aid Annual Appropriations in the amount of \$100,000.00. The main purpose of this funding is to purchase and install weather monitoring stations in Gloucester County.

**DEPARTMENT OF ECONOMIC DEVELOPMENT
& PUBLIC WORKS**

**FREEHOLDER SIMMONS
FREEHOLDER CHRISTY**

C-1 RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH ROWAN COLLEGE AT GLOUCESTER COUNTY TO PROVIDE WORKPLACE LITERACY PROGRAMS FROM JULY 1, 2014 TO JUNE 30, 2015, IN AN AMOUNT NOT TO EXCEED \$35,000.00.

This Resolution will allow the Workforce Investment Board to establish a Shared Services Agreement with Rowan College at Gloucester County. The agreement is from July 1, 2014 to June 30, 2015 and shall not exceed \$35,000.00. These Literacy funds will be used to support two (2) sites which will offer GED prep, ESL and computer literacy training. These sites include: Rowan College at Gloucester County and Gloucester County/Thorofare One Stop. As in previous years, Rowan College at Gloucester County will assist in the coordination of Literacy Services and will deliver those services at the Gloucester County One-Stop (Workforce Learning Link – WLL). Adult Literacy Services include GED prep, computer literacy and adult basic education. If needed, adults are referred to ESL that is provided under a separate grant that the college receives.

C-2 RESOLUTION AUTHORIZING THE EXECUTION OF HUD FORM (7015.15) FOR THE DEMOLITION OF A DILAPIDATED COMMERCIAL STRUCTURE IN THE CITY OF WOODBURY.

The Department of Public Works-Planning Division is requesting a Resolution authorizing the execution of HUD Forms 7015.15 entitled Request for Release of Funds and Certification and any other related documents relevant to the project for to the City of Woodbury for the demolition of a dilapidated commercial structure to eliminate blighted conditions. CDBG funds in the amount of \$14,000.00 have been allocated toward the demolition activity.

C-3 RESOLUTION APPROVING CONTRACT CHANGE ORDER INCREASE #02-FINAL WITH R.E. PIERSON CONSTRUCTION COMPANY, INC. IN THE AMOUNT OF \$85,403.20 RESULTING IN A TOTAL CONTRACT AMOUNT OF \$2,702,371.92.

This Resolution will approve and authorize Contract Change Order Increase #02-Final, with R.E. Pierson Construction Company, Inc., (P.O. Box 430, Woodstown, NJ 08098/426 Swedesboro Road, Pilesgrove, NJ 08098) in the amount of \$85,403.20 based on final as-built quantities and items needed to address unforeseen conditions within the culvert that required concrete repairs and epoxy coating; poor sub-soils replaced prior to armoring the embankment; to reduce seepage through the top of the culvert; and to implement changes in the spillway outlet area as directed by NJDEP Dam Safety for the project "Rehabilitation of Wilson Lake Dam, East Academy Street (County Route 610) over Scotland Run, County Bridge 8-L-1 in the Borough of Clayton and Township of Franklin, Gloucester County, New Jersey," Engineering Project #02-06, which rehabilitated the dam spillway, embankment, roadway and associated roadway improvements at the County owned Scotland Run Park at Wilson Lake. This project is 100% State Aid funded.

DEPARTMENT OF EDUCATION

**FREEHOLDER BARNES
FREEHOLDER TALIAFERRO**

**DEPARTMENT OF HEALTH &
HUMAN SERVICES**

**FREEHOLDER TALIAFERRO
FREEHOLDER BARNES**

E-1 RESOLUTION APPROVING AN AMENDMENT TO A CONTRACT WITH MARYVILLE, INC. TO INCREASE THE CONTRACT IN THE AMOUNT OF \$8,815.00 RESULTING IN A TOTAL AMOUNT NOT TO EXCEED \$211,515.00.

This Resolution authorizes an amendment to the County's contract with Maryville, Inc. for various addiction services for the year 2014. The amendment increases the contract in the amount of \$8,815.00 resulting in a total amount not to exceed \$211,515.00. The funds are State grant funds. The amendment is necessary to provide residential and outpatient treatment.

E-2 RESOLUTION AUTHORIZING THE EXECUTION OF ANY DOCUMENTS NECESSARY TO APPLY FOR THE WOMEN, INFANTS AND CHILDREN (WIC) GRANT FROM OCTOBER 1, 2014 TO SEPTEMBER 30, 2015 IN AN AMOUNT NOT TO EXCEED \$745,853.00.

This Resolution authorizes the execution of any documents necessary to apply for the Women, Infants and Children (WIC) Grant in an amount not to exceed \$745,853.00, from October 1, 2014 to September 30, 2015. The Grant would provide nutrition education, and also vouchers redeemable for nutritious food, to lactating women, infants and children.

E-3 RESOLUTION ENDORSING THE YOUTH SERVICES COMMISSION 2015-2017 COMPREHENSIVE PLAN AND AUTHORIZING THE COUNTY OF GLOUCESTER TO APPLY TO THE STATE OF NEW JERSEY JUVENILE JUSTICE COMMISSION FOR STATE/COMMUNITY PARTNERSHIP AND FAMILY COURT GRANT FUNDS TOTALING \$557,805.00.

The Gloucester County Youth Services Commission 2015-2017 Comprehensive Plan is required by the State of New Jersey and is the mechanism for providing services to youths under the auspices of Family Court and other youth at risk. This resolution authorizes application to the NJ Juvenile Justice Commission for CY14 grant funding in the total amount of \$557,805. The grant funding will be utilized to contract with qualified agencies to provide services identified by the comprehensive plan.

This includes:

- State/Community Partnership Grant (\$279,282). This grant provides programs for Family Court involved youth and includes eight funded services in prevention, diversion, disposition, and administrative funding.
- Family Court Grant (\$141,848). This grant provides programs for Family Court involved youth and includes four funded prevention and disposition services.
- The Family Crisis Intervention Unit funding (\$136,675) will provide Family Crisis Intervention Unit (FCIU) services to Gloucester, Salem and Cumberland Counties. The Gloucester County funding will be transferred to the Department of Children and Families (DCF) by the Grantor, the New Jersey Juvenile Justice Commission (JJJ), the funding will be combined with DCF funding for the Mobile Response and Stabilization Services (MRSS) and contracted to Robin's Nest for vicinage-wide services, pursuant to the Memorandum of Understanding entered into on November 16, 2005.

**DEPARTMENT OF PARKS &
LAND PRESERVATION**

**FREEHOLDER DIMARCO
FREEHOLDER CHILA**

F-1 RESOLUTION TO PURCHASE ONE (1) TORO WORKMAN HDX-D MULTIPURPOSE UTILITY VEHICLE FROM TURF EQUIPMENT & SUPPLY CO. FOR THE TOTAL AMOUNT OF \$22,724.49.

This Resolution authorizes the purchase of a Toro Workman HDX-D Model 07385 multipurpose utility vehicle from Turf Equipment & Supply Co., as per PD-014-034 for use at the Pitman Golf Course for turf maintenance and upkeep including to operate the Turfco 1530 wide spin top dresser.

**DEPARTMENT OF BUILDINGS &
GOVERNMENT SERVICES**

**FREEHOLDER CHRISTY
FREEHOLDER DIMARCO**

G-1 RESOLUTION AUTHORIZING EXECUTION OF ANY DOCUMENTS NECESSARY TO APPLY FOR THE GOOD NEIGHBOR CITIZENSHIP GRANT FROM STATE FARM INSURANCE COMPANY FROM JANUARY 1, 2015 TO DECEMBER 31, 2015 IN THE AMOUNT OF \$12,500.00.

This Resolution authorizes the execution of all documents necessary to apply for a Good Neighbor Citizenship Grant from State Farm Insurance Company from January 1, 2015 to December 31, 2015, in the amount of \$12,500.00. The purpose of the grant for the Sheriff's Department to educate the public about the importance of child safety seats and to provide child safety seats to those in need.

G-2 RESOLUTION AUTHORIZING EXECUTION OF RENEWAL OF TITLE IV-D, NJKIDS REIMBURSEMENT AGREEMENT WITH THE STATE DIVISION OF FAMILY DEVELOPMENT FOR THE COUNTY SHERIFF FROM OCTOBER 1, 2014 TO SEPTEMBER 30, 2015.

This Resolution authorizes the execution of all documents necessary for the renewal of the Title IV-D, NJKiDS Program Reimbursement Agreement with the State Division of Family Development (DFD) for FFY 2015. The agreement is for the DFD to renew the already established procedure with the Sheriff's Office for arrests in those cases where a warrant has been issued pertaining to child support or paternity matters. The amount of the award is based upon employee salaries, the number of individuals arrested, and the amount of child support collected by the courts. This is a statewide agreement available to all twenty-one County Sheriffs. The term of the Agreement is from October 1, 2014 to September 30, 2015, in an amount not to exceed \$643,562.00.

G-3 RESOLUTION APPROVING AND AUTHORIZING AN AMENDMENT TO A CONTRACT WITH JOSEPH PORRETTA BUILDERS, INC., FOR ADDITIONAL CONSTRUCTION WORK IN THE AMOUNT OF \$3,228.69 RESULTING IN THE REVISED CONTRACT AMOUNT OF \$100,914.69.

On April, 16, 2014, a contract was awarded to Joseph Porretta Builders, Inc., for the construction of a pole barn at the Clayton Animal Shelter Complex for a Spay and Neuter Clinic. This Resolution will approve and authorize execution of an Amendment to a Contract with Joseph Porretta Builders, Inc. (551 Anderson Avenue, Hammonton, NJ 08037). The Contractor encountered an unforeseen concrete obstruction during pole excavation for the barn. The need to break and remove this concrete necessitated this Amendment. The Amendment results in a Contract increase of \$3,228.69, bringing the revised Contract total for this project to \$100,941.69.

G-4 RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT TO ADAMS, REHMANN & HEGGAN ASSOCIATES, INC., FOR A TOTAL CONTRACT AMOUNT OF \$64,175.00 FROM SEPTEMBER 17, 2014 TO SEPTEMBER 16, 2015.

This Resolution authorizes the award of a professional services contract as per RFP 014-033 with Adams, Rehmann & Heggan Associates, Inc., located at 850 South White Horse Pike, Hammonton, NJ 08037 for the provision of a qualified consultant and licensed site remediation professionals for the remediation of the County Mosquito Control Building located at 239 Delsea Drive, Sewell, NJ, for a total contract amount of \$64,175.00 from September 17, 2014 to September 16, 2015.

Old Business

New Business

Public Portion (time limit of five (5) minutes per person)

Adjournment

MINUTES

7:30 p.m. Wednesday, September 3, 2014

Call to order

Salute to the flag

Open Public Meetings Statement

Roll Call

	Present	Absent
Chila	X	
Barnes	X	
Christy	X	
DiMarco	X	
Simmons	X	
Taliaferro	X	
Damminger	X	

Also in attendance: Administrator Bruner, Deputy Administrator White, Clerk of the Board DiLella, Chief Counsel Lyons

Changes to the Agenda

Approval of the regular meeting minutes from August 20, 2014

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Taliaferro			X		
Damminger			X		

Comments: N/A

Public portion on agenda items only (time limit of five (5) minutes per person, per public portion)

OPEN

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Taliaferro			X		
Damminger			X		

Comments: N/A

CLOSE

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Taliaferro			X		
Damminger			X		

Comments: N/A

DEPARTMENT OF ADMINISTRATION

**DIRECTOR DAMMINGER
FREEHOLDER CHILA**

48632 RESOLUTION AUTHORIZING AND CONFIRMING SETTLEMENT OF STATE TAX COURT TAX APPEAL COMPLAINTS OF PLAINTIFFS, BOSCOV'S/MACERICH DEPTFORD II, LLC VS. DEPTFORD TOWNSHIP, DOCKET NUMBERS 010144-2012, 000163-2013, 000974-2014; MACY'S EAST INC. V. DEPTFORD TOWNSHIP, DOCKET NUMBERS 006856-2012, 000322-2013, 000965-2014; SEARS, ROEBUCK & CO. VS. DEPTFORD TOWNSHIP, DOCKET NUMBERS 006857-2012, 000323-2013, 000967-2014; J.C. PENNEY CO., INC. V. DEPTFORD TOWNSHIP, DOCKET NUMBERS 004423-2012, 000324-2013, 000833-2014.

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Taliaferro			X		
Damminger			X		

Comments: N/A

48633 RESOLUTION PROVIDING FOR THE INSERTION OF SPECIAL ITEMS OF REVENUE INTO THE 2014 BUDGET PURSUANT TO N.J.S.A. 40A:4-87.

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Taliaferro			X		
Damminger			X		

Comments: N/A

**DEPARTMENT OF PUBLIC SAFETY,
VETERANS AFFAIRS & ELECTIONS**

**FREEHOLDER CHILA
FREEHOLDER SIMMONS**

48634 RESOLUTION AUTHORIZING THE PURCHASE OF COMPUTER SOFTWARE FROM DELL MARKETING, L.P., THROUGH STATE CONTRACT #A77003, FOR A TOTAL AMOUNT OF \$8,367.09.

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Taliaferro			X		
Damminger			X		

Comments: N/A

48635 RESOLUTION AUTHORIZING THE PURCHASE OF COMPUTER HARDWARE FROM DELL – SLG SALES, THROUGH STATE CONTRACT #A70256, FOR A TOTAL AMOUNT OF \$139,368.87.

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Taliaferro			X		
Damminger			X		

Comments: N/A

48636 RESOLUTION AUTHORIZING CONTRACT WITH SCHNEIDER ELECTRIC IT USA, INC., FOR REPLACEMENT BATTERIES AND A ONE YEAR ADVANTAGE ULTRA SERVICE PLAN, FOR A TOTAL CONTRACT AMOUNT OF \$27,417.94 FROM SEPTEMBER 3, 2014 TO SEPTEMBER 2, 2015.

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Taliaferro			X		
Damminger			X		

Comments: N/A

**DEPARTMENT OF ECONOMIC DEVELOPMENT
& PUBLIC WORKS**

**FREEHOLDER SIMMONS
FREEHOLDER CHRISTY**

48637 RESOLUTION RECOGNIZING NOVEMBER 29, 2014 AS “SHOP LOCAL SATURDAY” TO SUPPORT AND PROMOTE SMALL BUSINESSES.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes			X		
Christy		X	X		
DiMarco			X		
Simmons	X		X		
Taliaferro			X		
Damminger			X		

Comments: N/A

48638 RESOLUTION AUTHORIZING THE EXECUTION OF HUD FORM (7015.15) FOR THE RECONSTRUCTION OF ADA ACCESS FROM THE PARKING LOT TO BOROUGH HALL IN THE BOROUGH OF PAULSBORO.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes			X		
Christy		X	X		
DiMarco			X		
Simmons	X		X		
Taliaferro			X		
Damminger			X		

Comments: N/A

48639 RESOLUTION TO CONTRACT WITH THE NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT FOR EMPLOYMENT AND TRAINING SERVICES IN THE AMOUNT OF \$4,105,029.00 FROM JULY 1, 2014 TO JUNE 30, 2015.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes			X		
Christy		X	X		
DiMarco			X		
Simmons	X		X		
Taliaferro			X		
Damminger			X		

Comments: N/A

48640 RESOLUTION EXTENDING THE CONTRACT WITH THE GCIT FOR THE YOUTH ONE-STOP PROGRAM UNTIL SEPTEMBER 30, 2014 WITH NO ADDITIONAL FUNDING.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes			X		
Christy		X	X		
DiMarco			X		
Simmons	X		X		
Taliaferro			X		
Damminger			X		

Comments: N/A

48641 RESOLUTION TO PURCHASE A 2014 CHEVROLET EXPRESS 1500 CARGO VAN FROM MALL CHEVROLET FOR THE TOTAL AMOUNT OF \$17,793.00 THROUGH STATE CONTRACT #A83174.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes			X		
Christy		X	X		
DiMarco			X		
Simmons	X		X		
Taliaferro			X		
Damminger			X		

Comments: N/A

48642 RESOLUTION TO CONTRACT WITH OCEANPORT, LLC TO SUPPLY AND DELIVER ROCK SALT FROM NOVEMBER 1, 2014 TO OCTOBER 31, 2015 IN AN AMOUNT NOT TO EXCEED \$1,500,000.00.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes			X		
Christy		X	X		
DiMarco			X		
Simmons	X		X		
Taliaferro			X		
Damminger			X		

Comments: N/A

48643 RESOLUTION CONCURRING WITH A LOGAN TOWNSHIP RESOLUTION TO RELOCATE A SPECIFIC NEW JERSEY TRANSIT BUS STOP ON CENTER SQUARE ROAD.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes					X
Christy		X	X		
DiMarco			X		
Simmons	X		X		
Taliaferro			X		
Damminger			X		

Comments: N/A

48644 RESOLUTION CONSENTING TO THE PROPOSED WATER QUALITY MANAGEMENT (WQM) PLAN AMENDMENT ENTITLED: PINNACLE PLACE DEVELOPMENT, BLOCK 48, LOT 2, 3, 4, AND 13; WASHINGTON TOWNSHIP, GLOUCESTER COUNTY UTILITIES AUTHORITY WASTEWATER MANAGEMENT PLAN (WMP), PROPOSED AMENDMENT TO THE TRI-COUNTY WATER QUALITY MANAGEMENT PLAN (WQMP).

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes			X		
Christy		X	X		
DiMarco			X		
Simmons	X		X		
Taliaferro			X		
Damminger			X		

Comments: N/A

48645 RESOLUTION GRANTING A UTILITY EASEMENT TO ATLANTIC CITY ELECTRIC ACROSS A PART OF BLOCK 193, LOT 6.06 ALONG EGG HARBOR ROAD IN THE TOWNSHIP OF WASHINGTON FOR THE RELOCATION AND MAINTENANCE OF TWO UTILITY POLES.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes			X		
Christy		X	X		
DiMarco			X		
Simmons	X		X		
Taliaferro			X		
Damminger			X		

Comments: N/A

DEPARTMENT OF EDUCATION

**FREEHOLDER BARNES
FREEHOLDER TALIAFERRO**

**DEPARTMENT OF HEALTH &
HUMAN SERVICES**

**FREEHOLDER TALIAFERRO
FREEHOLDER BARNES**

**DEPARTMENT OF PARKS &
LAND PRESERVATION**

**FREEHOLDER DIMARCO
FREEHOLDER CHILA**

48646 RESOLUTION AUTHORIZING THE EXECUTION OF SHARED SERVICES AGREEMENTS BETWEEN THE COUNTY AND WOODBURY AND WOOLWICH FOR THE PROVISION OF LANDSCAPE DESIGN SERVICES.

	Motion	Second	Yes	No	Abstain
Chila		X	X		
Barnes			X		
Christy			X		
DiMarco	X		X		
Simmons			X		
Taliaferro			X		
Damminger			X		

Comments: N/A

**DEPARTMENT OF BUILDINGS &
GOVERNMENT SERVICES**

**FREEHOLDER CHRISTY
FREEHOLDER DIMARCO**

48647 RESOLUTION AUTHORIZING THE EMERGENCY PURCHASE OF PARTS AND LABOR FROM ATLANTIC SWITCH AND GENERATOR, LLC, TO REPAIR THE 350KW PORTABLE GENERATOR ON TRI-AXLE IN THE TOTAL AMOUNT OF \$15,800.00.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes			X		
Christy	X		X		
DiMarco		X	X		
Simmons			X		
Taliaferro			X		
Damminger			X		

Comments: N/A

48648 RESOLUTION AUTHORIZING THE EXECUTION OF ALL DOCUMENTS RELATIVE TO THE APPLICATION FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG), MULTI-JURISDICTIONAL GANG, GUN, AND NARCOTICS TASK FORCES, JAG-1-8TF-13 THROUGH THE NJ DIVISION OF CRIMINAL JUSTICE IN AN AMOUNT OF \$75,914.00 FROM JULY 1, 2014 TO JUNE 30, 2015.

	Motion	Second	Yes	No	Abstain
Chila			X		
Barnes			X		
Christy	X		X		
DiMarco		X	X		
Simmons			X		
Taliaferro			X		
Damminger			X		

Comments: N/A

Old Business

New Business

Public Portion (time limit of five (5) minutes per person)

OPEN

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Taliaferro			X		
Damminger			X		

Comments: Lee Lucas, Gibbstown, made comments regarding the Sheriff's contract. He said the Freeholders did a good job on it.

CLOSE

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Taliaferro			X		
Damminger			X		

Comments: N/A

Adjournment 7:44 PM

	Motion	Second	Yes	No	Abstain
Chila	X		X		
Barnes			X		
Christy			X		
DiMarco			X		
Simmons		X	X		
Taliaferro			X		
Damminger			X		

Comments: N/A



ROBERT N. DILELLA, CLERK

A-1

**RESOLUTION AUTHORIZING APPROVAL OF THE
BILL LISTS FOR THE MONTH OF SEPTEMBER 2014**

WHEREAS, the Board of Chosen Freeholders of the County of Gloucester has received and reviewed the Bill List for the County as prepared, reviewed and approved by the County Treasurer for the monthly period ending September 12, 2014; and

WHEREAS, the County Treasurer has received and reviewed the Bill List for the Division of Social Services, including daily payments made by the Division and Administrative payments to be issued, which List has been reviewed and approved by the Division of Social Services Finance Officer, the Division of Social Services Director and the County Treasurer, for the monthly period ending September 12, 2014.

NOW, THEREFORE, BE IT RESOLVED that the County's Bill List for the period ending September 12, 2014, as prepared, reviewed and approved by the County Treasurer is hereby approved by the Gloucester County Board of Chosen Freeholders, and said Treasurer is authorized to render payment to each vendor appearing on said list.

BE IT FURTHER RESOLVED that the Division of Social Services' Bill List for the period ending September 12, 2014, as prepared, reviewed and approved by the Social Services Finance Officer, the Social Services Director and the County Treasurer, which List includes ratification of prior emergency payments made, is hereby approved and said Treasurer is authorized to render payment to each vendor appearing on said list.

ADOPTED at a meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, September 17, 2014 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK

A-2

**RESOLUTION AUTHORIZING THE COUNTY TO ENTER INTO ADDENDUM NO. 8
TO MASTER SERVICE AGREEMENT H-001, BETWEEN THE COUNTY AND
THE STATE OF NEW JERSEY REGARDING TELEPHONE SERVICES PROVIDED
TO THE SUPERIOR COURT BY THE COUNTY**

WHEREAS, the County of Gloucester (hereinafter "County") and the State of New Jersey (hereinafter "State") previously entered into a Master Service Agreement regarding telephone services provided to the Superior Court by the County, and

WHEREAS, the County and the State seek to execute an addendum to said Agreement providing for compensation in the provision of telephone services to the Superior Court, for the time period July 1, 2014 through June 30, 2015; and

WHEREAS, the State shall compensate the County in an amount not to exceed \$158,000.00 for providing said services, which involves the actual cost, including but not limited to employee time and materials, for any service provided such as wiring, relocation, etc., and the proportional share of phone bills, Avaya software and hardware maintenance costs in connection with the court system during the time period stated above.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that the Freeholder Director and Clerk of the Board are hereby authorized to execute Master Service Agreement Addendum No.8 to Master Service Agreement No. H-001, and any other documents necessary to effectuate the purposes set forth herein in the provision of telephone services for the period July 1, 2014 through June 30, 2015, in an amount not to exceed \$158,000.00.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, State of New Jersey held on Wednesday, September 17, 2014, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK

A-2

MASTER SERVICE AGREEMENT ADDENDUM

Addendum No. 8 to

Master Service Agreement No. H-001

1. TERM

a. The method and amount of compensation specified herein shall cover the period from 07/01/14 to 06/30/15, *for the provision of telephone equipment and services* by the County to the State of New Jersey, Superior Courts on behalf of the New Jersey Judiciary, Administrative Office of the Courts ("AOC"), Gloucester Vicinage, and the AOC's reimbursement to the County for said services.

b. If, prior to the expiration of this Addendum, the parties are unable to negotiate pricing for the period from 07/01/15 to 06/30/16, the AOC may, in its sole discretion, determine to extend the term of this Addendum for an additional period that will not exceed thirty days. The AOC shall notify the County, in writing, of its intention to extend the term of this Addendum for the additional period. During the extension period, the County shall continue to provide the services described in the above-referenced Master Service Agreement No. H-001, and the AOC shall pay for these services in accordance with the terms of this Addendum.

2. COMPENSATION

a. All prices quoted herein shall be firm and not subject to increase during the term of this Addendum. In the event that the actual costs incurred by the County during the period of this Addendum are less than the costs reflected in the compensation set forth below, the County shall reduce compensation due the AOC by the dollar amount of the actual cost reduction.

b. As provided in Section 1 of the above referenced Master Service Agreement, the compensation to be paid by the AOC to the County shall be as follows:

- Provide labor and materials needed to maintain connectivity for the States Voice and Data networks. This service includes but is not limited to installing, repairing and troubleshooting problems for the data wiring and voice wiring to the desktop including the phone terminal at a fixed rate of \$8,858.34 per month.
- Proportional share of Verizon phone lines and usage for shared building.
- Avaya software & hardware maintenance cost shared by County and State.
- Not to exceed \$158,000.00.

3. MODIFICATIONS TO THE MASTER SERVICE AGREEMENT

a. The terms and conditions of the above referenced Master Service Agreement remain unchanged and in full force and effect, except as expressly modified below:

Master Agreement No. H-001
Addendum No. 8
County of Gloucester

Page 2 of 2

In Witness Whereof, the parties have caused this Master Service Agreement Addendum to be executed by their duly authorized representatives.

State of New Jersey
Vicinity of Cumberland, Gloucester & Salem Counties

County of Gloucester

By: _____
Assignment Judge

By: _____
Robert M. Damminger
Freeholder Director

Date: _____

Date: _____

State of New Jersey
Administrative Office of the Courts

By: _____
Shelley R. Webster, Director
Office of Management and Administrative Services

Date: _____

A-3

RESOLUTION TO PURCHASE THE HARDWARE, SOFTWARE, SUPPORT AND LICENSING FROM COMM SOLUTIONS COMPANY TO UPGRADE THE STORAGE AREA NETWORK AT THE CLAYTON COMPLEX FOR THE TOTAL AMOUNT OF \$119,743.07

WHEREAS, the County of Gloucester's (hereinafter the "County") Department of Information of Technology has the need to upgrade the storage area network at the Clayton Complex, including all fees and licensing to be utilized by the IT Department; and

WHEREAS, after due notice and advertisement, the County received sealed bids on August 19, 2014, and after following the appropriate public bidding procedures, it was determined that Comm,Solutions Company with an address of 140 Quaker Lane, Malvern, Pennsylvania 19355, was the lowest responsive and responsible bidder to provide the equipment pursuant to the bid specifications set forth in PD #014-036; and

WHEREAS, the Purchasing Agent of the County has certified the availability of funds in the amount of \$119,743.07, pursuant to CAF# 14-07299 which amount shall be charged against budget line item C-04-14-017-140-17203.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Chosen Freeholders of the County of Gloucester approves the purchase of all hardware, software, support and licensing to upgrade the storage area network at the Clayton Complex pursuant to and in accordance with the bid submitted by Comm Solutions Company, and the specifications promulgated by the County in PD #014-036; and

BE IT FURTHER RESOLVED, the Freeholder Director be and is hereby authorized and directed to execute and the Clerk of the Board to attest to all documents necessary upon approval of the original budget for the aforementioned purpose on behalf of the County.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, held on Wednesday, September 17, 2014, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK

A-3

**CONTRACT
BETWEEN
COUNTY OF GLOUCESTER
AND
COMM SOLUTIONS COMPANY**

THIS CONTRACT is made effective this 17th day of September, 2014, by and between **THE COUNTY OF GLOUCESTER**, a body politic and corporate, with offices at 2 South Broad Street Woodbury, New Jersey 08096 hereinafter referred to as "**County**", and **COMM SOLUTIONS COMPANY** with offices at 140 Quaker Lane, Malvern, Pennsylvania 19355, hereinafter referred to as "**Contractor**".

RECITALS

WHEREAS, the County of Gloucester seeks to purchase a Storage Area Network Upgrade for the Clayton Complex, including all fees and licensing to be utilized by the Information Technology Department; and

WHEREAS, Contractor represents that it is ready, willing and able to perform said services pursuant to the terms and provisions of this Contract.

NOW, THEREFORE, in consideration of the mutual promises, agreements and other considerations made by and between the parties, the County and the Contractor do hereby agree as follows:

TERMS OF AGREEMENT

1. **COMMENCEMENT OF SERVICES**. Contractor shall commence services upon the County issuing the notice to proceed.

2. **COMPENSATION**. Vendor shall be compensated pursuant to and subject to all terms and provisions of the specifications identified as PD 014-036, for a total contract amount of \$119,743.07.

Contractor shall be paid in accordance with this Contract document upon receipt of an invoice and a properly executed voucher. Each invoice shall contain an itemized, detailed description of all work performed during the billing period. Failure to provide sufficient specificity shall be cause for rejection of the invoice until the necessary details are provided. After approval by County, the payment voucher shall be placed in line for prompt payment.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the County arising out of, or by reason of, the work done and materials furnished under this Contract.

3. **DUTIES OF CONTRACTOR**. The specific duties of the Contractor shall be as set forth in the specifications identified as PD 014-036, which are incorporated herein and made a part hereof by

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BETWEEN
COUNTY OF GLOUCESTER
AND
COMM SOLUTIONS COMPANY**

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3. **DUTIES OF CONTRACTOR.** The specific duties of the Contractor shall be as set forth in the specifications identified as PD 014-036, which are incorporated herein and made a part hereof by

reference. Should there occur a conflict between this form of contract and the bid documents, the bid documents shall prevail.

Contractor agrees that it has or will comply with, and where applicable shall continue throughout the period of this Contract to comply with, all of the requirements of the bid documents.

4. **FURTHER OBLIGATIONS OF THE PARTIES.** During the performance of this Contract, the Vendor agrees as follows:

The Vendor 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 vendor 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 Vendor 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 Vendor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the vendor, 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 Vendor 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 Vendor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Vendor 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 Vendor 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.

5. **LICENSING AND PERMITTING.** If the Contractor or any of its agents is required to maintain a license, or to maintain in force and effect any permits issued by any governmental or quasi-governmental entity in order to perform the services which are the subject of this Contract, then prior to the effective date of this Contract, and as a condition precedent to its taking effect, Contractor shall provide to County a copy of its current license and permits required to operate in the State of New Jersey, which license and permits shall be in good standing and shall not be subject to any current action to

revoke or suspend, and shall remain so throughout the term of this Contract.

Contractor shall notify County immediately in the event of suspension, revocation or any change in status (or in the event of the initiation of any action to accomplish such suspension, revocation and/or change in status) of license or certification held by Contractor or its agents.

6. **TERMINATION.** This Contract may be terminated as follows:

A. Pursuant to the termination provisions set forth in the Bid Specifications identified as PD 014-036, which are specifically referred to and incorporated herein by reference.

B. If Contractor is required to be licensed in order to perform the services which are the subject of this Contract, then this Contract may be terminated by County in the event that the appropriate governmental entity with jurisdiction has instituted an action to have the Contractor's license suspended, or in the event that such entity has revoked or suspended said license. Notice of termination pursuant to this subparagraph shall be effective immediately upon the giving of said notice.

C. If, through any cause, the Contractor or subcontractor, where applicable, shall fail to fulfill in timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the County shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under this Contract, shall be forthwith delivered to the County.

D. The County may terminate this Contract for public convenience at any time by a notice in writing from the County to the Contractor. If the Contract is terminated by the County as provided herein, the Contractor will be paid for the services rendered to the time of termination.

E. Notwithstanding the above, the Contractor or subcontractor, where applicable, shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Contract by the Contractor, and the County may withhold any payments to the Contractor for the purpose of set off until such time as the exact amount of damages due the County from the Contractor is determined.

F. Termination shall not operate to affect the validity of the indemnification provisions of this Contract, nor to prevent the County from pursuing any other relief or damages to which it may be entitled, either at law or in equity.

7. **NO ASSIGNMENT OR SUBCONTRACT.** This Contract may not be assigned nor subcontracted by the Contractor, except as otherwise agreed in writing by both parties. Any attempted assignment or subcontract without such written consent shall be void with respect to the County and no obligation on the County's part to the assignee shall arise, unless the County shall elect to accept and to consent to such assignment or subcontract.

8. **INDEMNIFICATION.** The Contractor or subcontractor, where applicable, shall be responsible for, shall keep, save and hold the County harmless from, and shall indemnify and shall defend the County against any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of the Contractor's services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the Contractor's failure to provide for the safety and protection of its employees, or from Contractor's performance or failure to perform pursuant to the terms and provisions of this Contract. The Contractor's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

9. **INSURANCE.** Contractor shall, if applicable to the services to be provided, maintain general liability, automobile liability, business operations, builder's insurance, and Workers' Compensation insurance in amounts, for the coverages, and with carriers deemed satisfactory by County, and which shall be in compliance with any applicable requirements of the State of New Jersey. Contractor shall, simultaneously with the execution of this Contract, deliver certifications of said insurance to County, naming County as an additional insured.

If Contractor is a member of a profession that is subject to suit for professional malpractice, then Contractor shall maintain and continue in full force and effect an insurance policy for professional liability/malpractice with limits of liability acceptable to the County. Contractor shall, simultaneously with the execution of this Contract, and as a condition precedent to its taking effect, provide to County a copy of a certificate of insurance, verifying that said insurance is and will be in effect during the term of this Contract. The County shall review the certificate for sufficiency and compliance with this paragraph, and approval of said certificate and policy shall be necessary prior to this Contract taking effect. Contractor also hereby agrees to continue said policy in force and effect for the period of the applicable statute of limitations following the termination of this Contract and shall provide the County with copies of certificates of insurance as the certificates may be renewed during that period of time.

10. **SET-OFF.** Should Contractor either refuse or neglect to perform the service that Contractor is required to perform in accordance with the terms of this Contract, and if expense is incurred by County by reason of Contractor's failure to perform, then and in that event, such expense shall be deducted from any payment due to Contractor. Exercise of such set-off shall not operate to prevent County from pursuing any other remedy to which it may be entitled.

11. **PREVENTION OF PERFORMANCE BY COUNTY.** In the event that the County is prevented from performing this Contract by circumstances beyond its control, then any obligations owing by the County to the Contractor shall be suspended without liability for the period during which the County is so prevented.

12. **METHODS OF WORK.** Contractor agrees that in performing its work, it shall employ such methods or means as will not cause any interruption or interference with the operations of County or infringe on the rights of the public.

13. **NON-WAIVER.** The failure by the County to enforce any particular provision of this Contract, or to act upon a breach of this Contract by Contractor, shall not operate as or be construed as a waiver of any subsequent breach, nor a bar to any subsequent enforcement.
15. **PARTIAL INVALIDITY.** In the event that any provision of this Contract shall be or become invalid under any law or applicable regulation, such invalidity shall not affect the validity or enforceability of any other provision of this Contract.
16. **CHANGES.** This Contract may be modified by approved change orders, consistent with applicable laws, rules and regulations. The County, without invalidating this Contract, may order changes consisting of additions, deletions, and/or modifications, and the contract sum shall be adjusted accordingly. This Contract and the contract terms may be changed only by change order. The cost or credit to the County from change in this Contract shall be determined by mutual agreement before executing the change involved.
17. **NOTICES.** Notices required by this Contract shall be effective upon mailing of notice by regular and certified mail to the addresses set forth above, or by personal service, or if such notice cannot be delivered or personally served, then by any procedure for notice pursuant to the Rules of Court of the State of New Jersey.
18. **COMPLIANCE WITH APPLICABLE LAW.** Contractor shall at all times during the course of the effective period of this Contract comply with and be subject to all applicable laws, rules and regulations of the State of New Jersey and of any other entity having jurisdiction pertaining to the performance of Contractor's services.
19. **INDEPENDENT CONTRACTOR STATUS.** The parties acknowledge that Contractor is an independent contractor and is not an agent of the County.
20. **CONFIDENTIALITY.** Contractor agrees not to divulge or release any information, reports, or recommendations developed or obtained in connection with the performance of this Contract, during the term of this Contract, except to authorized County personnel or upon prior approval of the County.
21. **BINDING EFFECT.** This Contract shall be binding on the undersigned and their successors and assigns.
22. **CONTRACT PARTS.** This Contract consists of this Contract document and the specifications identified as PD 014-036, and the bidder's bid package, all of which are referred to and incorporated herein. Should there occur a conflict between this form of contract and the specifications, then this Contract shall prevail. If there should occur a conflict between either this form of Contract or the specifications and the bid package, then this Contract and the specifications shall prevail.

THIS CONTRACT is effective as of this 17th day of September, 2014.

IN WITNESS WHEREOF, the County has caused this instrument to be signed by its Director, attested by its Clerk, and its corporate seal affixed hereunto, pursuant to a Resolution of the said party of the first part passed for that purpose, and Contractor has caused this instrument to be signed by its properly authorized representative and its corporate seal affixed the day and year first above written.

ATTEST:

COUNTY OF GLOUCESTER

ROBERT N. DILELLA, CLERK

BY: _____
ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

COMM SOLUTIONS COMPANY

BY: _____
DAVID BARNES, ACCOUNT EXECUTIVE

COUNTY OF GLOUCESTER

CERTIFICATE OF AVAILABILITY OF FUNDS

PURCHASE ORDER # 14-07299 DATE 8/21/2014

BUDGET NUMBER C-04-14-017-140-17203

AMOUNT OF CERTIFICATION \$ 119,743.07

DEPARTMENT I.T

COUNTY COUNSEL Emmett Primas

DESCRIPTION OF PRODUCT OR SERVICE
Storage Area Network upgrades
for the Clayton Complex
Bid # PD 014-036

VENDOR NAME Comm Solutions

ADDRESS 140 Quaker Lane

CITY/STATE/ZIP Malvern PA 19355

DEPARTMENT HEAD APPROVAL William R. Jay

PURCHASING AGENT [Signature] DATE 8-22-14

FREEHOLDER MEETING DATE 9/19/2014

WHITE: CLERK OF THE BOARD
YELLOW: USING DEPARTMENT

PINK: PURCHASING DEPARTMENT
GOLD: COUNTY COUNSEL

2014 AGENDA REQUEST FORM

FREEHOLDER MEETING 9/17/14 **DATE EMAILED TO LEGAL** _____
Department I.T Division Head Bill Taylor
Phone Number 3374 Amy Department Head Approval YES NO

AWARDED BY BID

Bid Number PD-14-036 Date Opened 8/19/14
 New Resolution & Contract (Over \$17,500.00)
Contract Term 9/17/14 - Extensions 0 Contract Amount \$ 119,743.07

Extension of Term (Resolution Only)
Extended Contract Term _____ Extensions Left _____ Contract Amount \$ _____
Original Resolution Date _____ Original Contract Term _____

Amendment - Increase / Decrease of Contract Amount (One Page Amendment)
Original Amount \$ _____ Original Resolution Date _____
Amount of Increase \$ _____ Original Contract Term _____
Total Contract Amount \$ _____ Extensions _____

Reason for Amendment _____

Vendor Information

Name: Comm Solutions Company
Address 140 Quaker Lane, Malvern, PA 19355
Contact Person William F. Duckalew

Brief description of services/items to be provided by Vendor or Contractor:
Storage Area Network Upgrade for the Clayton Complex
Including all fees & Licensing

Amount not to exceed (Open Ended - No CAF Needed) _____
CAF # 14-07299 Account # C-04-14-017-140-17203

Necessary Documents Included

Bid Summary sheet CAF form, signed by Purchasing.

Previous Contract Information

Purchasing Director Signature [Signature] Date 8-26-14

A3

David Barnes
Account Executive
610-644-5155
610-889-0484
dbarnes@commsolutions.com



140 Quaker Lane
Malvern, PA 19355
800-795-7559

QUOTE

Date	Quote #
08/14/14	CSCQ61122-02

Bill To: COUNTY OF GLOUCESTER
 GEORGE GRASSO
 115 BUDD BLVD
 WOODBURY, NJ 08096

Phone: (856)853-6694
 Fax:

Ship To: COUNTY OF GLOUCESTER
 GEORGE GRASSO
 1 NORTH BROAD STREET
 WOODBURY, NJ 08096

Phone: 856-307-6694
 Fax:

Terms	Rep	P.O. Number	Ship Via
Net 30	David Barnes		FEDEX

Ln #	Qty	Description	Unit Price	Ext. Price
1		HDWR & SOFTWARE		
2	1	CS260 36TB Raw, 25-50TB Usable, 1.2TB Flash Cache, 6x1GlgE, High Perf Ctr	\$69871.79	\$69871.79
3	1	ES1-H45 30TB RAW, 23-45TB USABLE, 300GB FLASH CACHE, HYB EXP SHELF, 2X1M QUAL SAS CABLE	\$32051.28	\$32051.28
4	1	SW-NOS-DEFAULT Ship with current GA release	\$0.00	\$0.00
5	4	SP-PCORD-US US Power Cord	\$0.00	\$0.00
6	4	SP-PWR-C13-C14-0 C13 to C14 Power Cable for PDU connectivity (as part of Storage Array purchase)	\$0.00	\$0.00
7		SubTotal		\$101923.07
8		SUPPORT		
9	1	SLA-CS260-4HR-1YR 4Hr Parts Del, SW Sup & InfoSight - 260, 1YR	\$8720.00	\$8720.00
10	1	SLA-ES1-H45-4HR-1YR 4Hr Parts Del, SW Sup & InfoSight - ES1-H45, 1YR	\$3250.00	\$3250.00

Ln #	Qty	Description	Unit Price	Ext. Price
11		SubTotal		\$11970.00
12		PROFESSIONAL SERVICES		
13	1	SERVICE-GLOUCESTER Comm Solutions Professional Services	\$5600.00	\$5600.00
14	1	SHIPPING Ground	\$250.00	\$250.00
Please reference this quote number and send your purchase orders to "orders@commsolutions.com" or Fax: (610) 514-9630..			SubTotal	\$119,743.07
Please send your quote requests to "quotes@commsolutions.com".			Sales Tax	\$0.00
			Shipping	TBD
			Total	\$119,743.07

peer reviewed pls 8/14/14

Comm Solutions does not accept any returns. We pass through manufacturers return policies where applicable. Be aware that not all manufacturers accept returns.

This quote is good for 30 days from the date specified on this quote. Our standard terms and conditions apply to this quote. Please review them at www.commsolutions.com.

6. DETAILED SPECIFICATIONS:

Performance (Response / Disaster Recovery / Security)

- The product must offer a hybrid flash and disk solution, providing both capacity and performance
- Minimum 6x 1GbE connections per controller
- Minimum 45TB effective/usable space scalable without downtime or migration
- Array must be able to survive 2 hard disk failures without data loss, with hot spare and quick rebuild capabilities built in
- Dynamic load balancing to eliminate performance hot-spots
- Flash-Based Dynamic Caching
- Application-Tuned Block Size (Exchange, SQL server, and Vmware)
- Write-optimized Data Layout

Integration

- Seamless integration with CommVault, ExaGrid, and Veeam - no additional licenses
- Ability to integrate with existing CommVault functions such as IntelliSnap feature in Simpana to reduce snapshot management burden on administrators
- Must support VMWare, vMotion and Exchange with high IOPS for performance (Minimum 20K IOPS- Ability to increase IOPS and/or storage capacity independently.)
- VMWare integration, and built in synchronization with VMWare APIs to capture consistent snapshots
- Ability to be managed from within existing VMWare vCenter administrator console
- Built in synchronization with Microsoft VSS to capture consistent snapshots

Scalability (to enterprise-class capacity)

- Backward compatibility if want to go to 10G speed
- Ability to increase IOPS and/or storage capacity INDEPENDENTLY
 - Scale performance independent of capacity by upgrading controllers, without the need for data migration or forklift upgrades
 - Scale capacity non-disruptively by adding drive shelves
 - Can non-disruptively increase the size of the Read Cache by hot-swapping SSD's for larger capacity models.
- Ability to efficiently replicate data over a WAN to disaster recovery site.

Storage

- All data must be permanently stored / protected on the hard disk drives, and never migrated to the SSDs for permanent storage or protection.

- Array must not use flash/SSD as a tier of disk, but using it as a cache would be acceptable
- Any data stored on the flash/SSD cache must only be a copy of the data.
- Redundant controllers must share the same caching and storage, without specific allocation of storage to specific controllers.
- Minimum requirement 45TB.
- Minimum requirement 1TB Flash Memory.
- Support for 1000 maximum number of snapshots per volume.
- Support for 10,000 maximum number of volumes per storage array.
- In-Line Compression - support in-line compression of application data to maximize usable space with little or no impact to performance - should provide at least 30% compression.
- Caching in SSD (No Tiering).
- Ability to specify block size on a per volume basis, supporting 4K, 8K, 16K and 32K
- Zero copy cloning - for file-level recovery or use as independent exact-copy of underlying volume for independent use.
- Ability to take advantage of space saving features such as block level snapshots which adjust to accommodate changed blocks only.
- Ability to take Point-in-Time snapshots and Zero-copy clones for instant backups and restores.
- Snapshots must not consume space from within the allocated volume or LUN.
- Setting capacity aside for snapshots must not be a requirement, but optional.

Footprint

- Maximum 3U rack space.
- Minimize need for additional hardware devices
- Define rack and/or other space requirements

Administration, Support and Migration

- Include installation, and conversion of all existing SAN data, setup, migration and all licensing.
- Support to Include 1 year parts and labor with 7/24 service with 4 hour response.
- Non-Disruptive Upgrades / During upgrades, reconfiguration, hardware refreshes or controller failovers, there should be no down time - 5-9's of availability
- Hot-Swappable Disks and Controllers
- Training onsite of all best practices and system requirements/knowledge transfer
- Administrative software (automatic capacity threshold / % utilization / security notification, and other features) - ease of use
- Migration specs

- Migrate the following from LeftHand P4300 NSMs / Software Version 8.1.00.0047.0 (4 Total NSMs -2 Active/Passive 1Gb connections per NSM)
- VMWare (vSphere 4 advanced) - 2 Physical Hosts Shared Storage/ Virtual Server- Vmotion
- Current iSCSI SAN Network uses 2 Cisco 3750-24T-S Switches
- 6 Physical Servers (Server 2003/2008) iScsi / 3 TB raw data / 6 TB Consumed Raid10 / + Snap Shots.
- 5 VM Servers (Server 2008) / 6 TB raw data/ 12 TB Consumed Raid10 / + Snap Shots

Cost (including licensing)

- For comprehensive solution addressing all above requirements.

A3

<p>PD 014-036 Bid Opening 8/19/2014 10:00am SPECIFICATIONS AND PROPOSAL FOR THE PURCHASE OF A STORAGE AREA NETWORK FOR THE GLOUCESTER COUNTY DEPARTMENT OF INFORMATION TECHNOLOGY AND EXISTING UNITS WITHIN THE COUNTY AS ALLOWED THROUGH THE COUNTY CONTRACT PURCHASING SYSTEM NUMBERS CK-01-GC & 16GLCP</p>		<p>VENDOR: Comm Solutions Company 140 Quaker Lane Malvern, PA 19355 William F. Buckalew 610 644-5155 610 889-0884 Fax</p>	<p>VENDOR: SHI International Corp. 290 Davidson Ave. Somerset, NJ 08873 Natalie Slowik 888 764-8888 888 764-8889 Fax</p>	<p>VENDOR: Nimble Storage 2740 Zanker Rd. San Jose, CA 95134 Jeanine Delaney 609 828-9644</p>
DESCRIPTION	Storage Area Network	\$119,743.07	\$88,973.25	\$156,123.00
DELIVERY ARO	7 Business days		21 Days	10 Business Days From Order Date
Variations: (if any)	NONE		NONE	No migration services are included in this price
Will you extend your prices to local government entities within the County	YES			BID IS REJECTED FOR BEING NON-RESPONSE INCOMPLETE SUBMISSION
Bid specifications sent to:	Prime Vendor ASJ System Integration Rakhi Patel Infinium Technologies Great Lakes SAN Eos Systems Inc. USA Corp. Abundant Industries	Clarity Technologies Group DBIT Consulting Oracle Corp. Computer Integrated Ser. CJS Group LLC EMC2 Cybernetics	Verizon Enterprise Sol. DINI Communications Group VION AT&T Global DISYS Avaya Construction Journal	
Based upon the bids received, I recommend Comm Solutions Corp. be awarded a contract as the lowest responsive, responsible bidder.				
				Sincerely,
				Robert J. McErlane Purchasing

B-1

RESOLUTION AUTHORIZING A ONE (1) YEAR EXTENSION TO CONTRACTS FOR THE PURCHASE OF MEDICAL SUPPLIES AND PRODUCTS FOR EMS, AS PER BID PD 013-047, FROM OCTOBER 4, 2014 TO OCTOBER 3, 2015 WITH 1) V.E. RALPH & SON, INC., IN AN AMOUNT NOT TO EXCEED \$20,000.00; 2) BOUND TREE MEDICAL, LLC, IN AN AMOUNT NOT TO EXCEED \$25,000.00; 3) COMMON CENTS EMS, IN AN AMOUNT NOT TO EXCEED \$15,000.00; 4) QUADMED, IN AN AMOUNT NOT TO EXCEED \$15,000.00

WHEREAS, the County advertised for the receipt of public bids for the purchase of medical supplies and products in regard to Emergency Medical Services (EMS) provided within the County, pursuant to PD-013-047; and

WHEREAS, the contracts were awarded on November 6, 2013 and the specifications provided the County of Gloucester with the option to extend for two (2) one year terms or one (1) two year term; and

WHEREAS, the Purchasing Director has recommended that the option to extend be exercised for the first of two additional years, extending the term of the Contracts for one (1) year term through October 3, 2015; and

WHEREAS, a contract was awarded to V.E. Ralph & Son, Inc., with offices at 320 Schuyler Avenue, Kearny, New Jersey 07032, for items 1 through 22, in an amount not to exceed \$20,000.00; and

WHEREAS, a contract was awarded to Bound Tree Medical, LLC, with offices at 5000 Turtle Crossing Boulevard, Dublin, Ohio 43016, for items 23 through 122, in an amount not to exceed \$25,000.00; and

WHEREAS, a contract was awarded to Common Cents EMS, with a mailing address of P.O. Box 535, Old Saybrook, Connecticut 06475, for items 123 through 166, in an amount not to exceed \$15,000.00; and

WHEREAS, a contract was awarded to QuadMed, with offices at 11210-1 Philips Industrial Boulevard, Jacksonville, Florida 32256, for items 167 through 194, in an amount not to exceed \$15,000.00; and

WHEREAS, the contract extensions shall be for a term of one year, from October 4, 2014 to October 3, 2015, pursuant to the bids submitted by the Vendors, therefore this contracts are open ended, which does not obligate the County of Gloucester to make any purchase; and, therefore, no Certificate of Availability of Funds is required at this time; and

WHEREAS, a Certificate of Availability of Funds has not been issued at this time and prior to any purchase being made or service rendered pursuant to the within award, a Certificate of Availability shall be obtained from the Treasurer of the County of Gloucester certifying that sufficient monies are available at that time for that particular purpose and identifying the line item of the County budget from which said funds will be paid.

NOW, THEREFORE BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Gloucester does hereby exercise its option to extend the contracts, pursuant to PD-013-047, with V.E. Ralph & Son, Inc., Bound Tree Medical, LLC, Common Cents EMS, and QuadMed, each for a period of one year, from October 4, 2014 to October 3, 2014; and

BE IT FURTHER RESOLVED, before any purchase be made of service rendered pursuant to the within award, a certification must be obtained from the Purchasing Agent of the County of Gloucester certifying that sufficient funds are available at that time for that particular purpose and identifying the line item of the County budget from which said funds will be paid.

ADOPTED at a regular meeting of the Gloucester County Board of Chosen Freeholders held on Wednesday, September 17, 2014 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK

8

PD 013267 Bid Opening 9/2/2013 10:00am SPECIFICATIONS AND PROPOSAL FORM FOR EMS CONSUMABLES									
ITEM DESCRIPTION	VENDOR:	VENDOR:	VENDOR:	VENDOR:	VENDOR:	VENDOR:	VENDOR:	VENDOR:	VENDOR:
EMS Consumables									
Adult BVM	VE Ralph & Son 334 Schuyler Ave Keweenaw, MI 49783 800 935-1186 800 774-7283 FAX	Common Centis EMS 304 Boston Post Rd. Oxford, CT 06457 John Dutillo 860 388-4899 860 318-4899 Fax	Kennon Health Care PO Box 120 Springfield, TN 37172 Meri Sudarasingam 815 384-0572 815 384-0572 FAX	11210-1 Phillips Industrial Blvd. Jacksonville, FL 32216 Aaron Pratt 904 816-2323 904 864-2303 Fax	Bound Tree Medical 5000 Tuttle Crossing Dublin, OH 43016 Justis Stein 800 583-0523 877 311-2437 Fax	Ever Ready First Aid 107-91 Foster Ave Brooklyn, NY 11236 Miri Walker 718 495-4608 718 495-5608 Fax	Emergency Medical Prod. 5235 International Dr ste. B Cudahy, WI 53110 Bradley Smith 909 558-8270 909 558-1551 Fax	Moore Medical LLC 1600 New Britain Ave, 17409 Lafayette Dr. Farmington CT 06032 Bonnie Samuel 800 234-1464 888 540-3232	Midwest Medical Supp. 17409 Lafayette Dr. Farmington, CT 06032 Bonnie Samuel 800 234-1464 888 540-3232
Pediatric BVM	\$0.65	\$9.42	NO BID	\$10.88	\$8.95	\$10.90	\$9.80	\$9.32	\$11.18
Neonatal BVM	\$12.75	\$12.46	NO BID	\$15.94	\$10.50	\$13.90	NO BID	\$14.53	\$14.03
On Board O2 Flowmeter (0-15 LPM)	\$18.00	\$107.37	\$21.99	\$19.47	\$104.40	\$25.00	NO BID	\$104.65	\$102.33
1/8 Inch NPT Adapter for above	\$12.15	\$11.40	NO BID	\$11.70	\$19.27	\$24.00	NO BID	\$3.27	\$12.72
Oxygen Nipples	\$0.34	\$0.46	\$28.00 (60)	\$0.59	\$0.44	\$0.54	NO BID	NO BID	\$0.36
Oxygen Gaskets	\$9.47	\$0.08	\$6.40 (10)	\$0.77	\$0.65	\$0.60	NO BID	NO BID	\$0.49
Oxygen Cylinder Storage Rack	\$135.00	\$208.62	\$269.00	\$255.54	\$53.80	\$18.00	NO BID	NO BID	\$257.87
Oxygen Cylinder Wrench	\$2.45	\$2.55	\$3.39	\$2.90	\$2.43	\$1.50	NO BID	NO BID	\$2.06
Adult Partial Non-rebreather Mask	\$0.70	\$0.73	\$0.65	\$0.48	\$2.03	\$1.00	NO BID	\$0.51	\$0.74
Pediatric Partial Non-rebreather Mask	\$1.14	\$1.29	NO BID	\$1.24	\$0.94	\$0.85	\$1.12	\$0.99	\$1.05
Pediatric Nasal Cannula	\$0.40	\$0.37	NO BID	\$0.54	\$0.35	\$0.40	\$0.45	\$0.41	\$0.35
Pediatric Nasal Cannula	\$1.65	\$1.49	NO BID	\$1.57	\$1.35	\$1.02	\$1.45	\$1.20	\$1.48
O2 Supply Tubing	\$1.78	\$1.11	NO BID	\$1.46	\$0.39	\$1.04	NO BID	NO BID	\$1.22
Adult Trach Collar	\$1.49	\$0.31	NO BID	\$1.27	\$0.85	\$0.85	\$1.69	\$0.34	\$0.73
Pediatric Trach Collar	\$1.22	\$1.12	NO BID	\$1.01	\$1.22	\$0.50	\$1.87	\$1.87	\$1.89
Nasal Airways: (Rubberized style)	\$1.63	\$1.60	\$39.69 (50)	\$1.10	\$1.25	\$1.25	\$2.85	\$2.85	\$0.67
12 ft	\$25.50	\$20.52	\$16.50	\$16.50	\$1.42	\$24.00	\$2.35	\$2.08	\$2.19
14 ft	\$25.50	\$20.52	\$16.50	\$16.50	\$1.42	\$24.00	\$2.35	\$2.08	\$2.19
16 ft	\$25.50	\$20.52	\$16.50	\$16.50	\$1.42	\$24.00	\$2.35	\$2.08	\$2.19
18 ft	\$25.50	\$20.52	\$16.50	\$16.50	\$1.42	\$24.00	\$2.35	\$2.08	\$2.19
20 ft	\$25.50	\$20.52	\$16.50	\$16.50	\$1.42	\$24.00	\$2.35	\$2.08	\$2.19
22 ft	\$25.50	\$20.52	\$16.50	\$16.50	\$1.42	\$24.00	\$2.35	\$2.08	\$2.19
24 ft	\$25.50	\$20.52	\$16.50	\$16.50	\$1.42	\$24.00	\$2.35	\$2.08	\$2.19
26 ft	\$25.50	\$20.52	\$16.50	\$16.50	\$1.42	\$24.00	\$2.35	\$2.08	\$2.19
28 ft	\$25.50	\$20.52	\$16.50	\$16.50	\$1.42	\$24.00	\$2.35	\$2.08	\$2.19
30 ft	\$25.50	\$20.52	\$16.50	\$16.50	\$1.42	\$24.00	\$2.35	\$2.08	\$2.19
32 ft	\$25.50	\$20.52	\$16.50	\$16.50	\$1.42	\$24.00	\$2.35	\$2.08	\$2.19
36 ft	\$25.50	\$20.52	\$16.50	\$16.50	\$1.42	\$24.00	\$2.35	\$2.08	\$2.19
Sterile Lubricating Jelly (for above)	\$5.98	\$7.59	\$7.00	\$5.84	\$7.20	\$6.90	\$8.40	\$4.61	\$0.0402
Nasal Airway Kit (Boxes)	\$15.19	\$38.77	\$10.49	\$9.54	\$19.80	\$21.00	NO BID	\$13.26	\$25.51
Oral Airways: (Color Coded, Berman style)	\$18.25	\$11.54	\$7.75	\$10.50	\$0.14	\$8.36	\$0.15	\$0.22	\$0.14
80 (60 mm)	\$18.25	\$11.54	\$7.75	\$10.50	\$0.14	\$8.36	\$0.15	\$0.22	\$0.14
81 (60 mm)	\$18.25	\$11.54	\$7.75	\$10.50	\$0.14	\$8.36	\$0.15	\$0.22	\$0.14
82 (70 mm)	\$18.25	\$11.54	\$7.75	\$10.50	\$0.14	\$8.36	\$0.15	\$0.22	\$0.14
83 (80 mm)	\$18.25	\$11.54	\$7.75	\$10.50	\$0.14	\$8.36	\$0.15	\$0.22	\$0.14
84 (90 mm)	\$18.25	\$11.54	\$7.75	\$10.50	\$0.14	\$8.36	\$0.15	\$0.22	\$0.14
85 (100 mm)	\$18.25	\$11.54	\$7.75	\$10.50	\$0.14	\$8.36	\$0.15	\$0.22	\$0.14
86 (110 mm)	\$18.25	\$11.54	\$7.75	\$10.50	\$0.14	\$8.36	\$0.15	\$0.22	\$0.14
Oral Airway Kit (Boxes)	\$18.25	\$11.54	\$7.75	\$10.50	\$0.14	\$8.36	\$0.15	\$0.22	\$0.14
Suction Canisters:	\$2.05	\$10.06	\$1.75	\$1.49	\$7.94	\$12.00	\$6.90	NO BID	\$1.64
On-Board (Scoop)	\$145.78	\$159.78	\$163.52	\$135.92	\$2.56	\$140.00	\$5.00	NO BID	\$2.83
Portable	\$245.88	\$256.40	NO BID	\$250.70	\$15.46	\$450.00	\$13.23	NO BID	NO BID
Portable Tubing & Cudator	\$51.15	\$35.91	NO BID	\$32.95	\$3.24	\$54	NO BID	NO BID	NO BID
Replacement Canister for Quickdraw	\$245.88	\$246.40	NO BID	\$236.20	\$15.46	\$450.00	\$13.23	NO BID	NO BID

Safety Glasses	NO BID	\$1.39	\$1.81	\$1.18	\$1.00	\$1.56	\$4.19
Vivox Towelens	NO BID	\$9.40	\$9.00	\$9.00	\$9.00	\$7.29	\$6.77
Vivox Liquid Soap, floz	NO BID	\$110.76	\$8.46	\$125.90	\$8.92	\$87.12	\$98.28
Vivox No-Rinse Gel	NO BID	\$96.60	\$3.53	\$96.30	\$5.62	\$70.80	\$70.80
Hypo-Allergenic Bleach Pad	NO BID	\$60.31	NO BID	NO BID	NO BID	NO BID	\$58.10
Endoprim Disinfection Wipes	NO BID	\$75.10	\$6.03	\$79.90	\$6.28	\$65.52	\$5.76
Antimicrobial Hand Wipes	NO BID	\$57.04	\$8.40	\$70.00	NO BID	NO BID	\$4.86
QR Pocket Mask	NO BID	\$66.50	\$7.49	\$46.50	\$5.59	NO BID	\$3.25
Disinfectant Spray	NO BID	\$95.62	\$7.36	\$116.90	\$5.30	\$80.76	\$7.63
Spray Cleaner	NO BID	\$47.88	\$6.74	NO BID	NO BID	NO BID	NO BID
Ice Packs 5 X 9 (foam)	NO BID	\$0.42	\$0.66	\$0.60	\$0.60	\$0.39	\$0.39
Hot Packs 5 X 9 (foam)	NO BID	\$0.46	\$0.45	\$0.54	\$0.68	\$0.66	\$0.66
Adult BP Cuff	NO BID	\$6.78	\$4.83	\$9.00	\$7.91	\$8.72	\$5.79
Osse BP Cuff	NO BID	\$11.05	\$5.99	\$9.90	\$10.12	\$12.78	\$5.79
Child BP Cuff	NO BID	\$6.65	\$4.74	\$9.60	\$9.72	\$9.72	\$5.79
Infant BP Cuff	NO BID	\$6.78	\$4.74	\$9.60	\$9.91	NO BID	\$5.79
Stethoscope (Spartan Rappaport)	NO BID	\$7.45	\$5.35	\$6.50	\$7.09	\$5.65	\$5.09
AED Electrodes (LP-12 Compatible)	NO BID	\$19.45	\$16.24	\$22.00	\$20.88	\$16.82	\$19.18
Safety Razors	NO BID	\$0.33	\$0.32	\$0.40	\$0.37	\$0.33	\$7.28
Ring Cutter	NO BID	\$3.71	\$5.49	\$5.00	\$5.47	\$1.55	\$1.55
Tweezers	NO BID	\$0.57	\$0.68	\$0.42	\$0.81	\$1.01	\$1.01
Pen Lights	NO BID	\$4.15	\$3.60	\$0.90	\$4.92	\$2.87	\$0.80
EMS Shears (Medicaid 7 1/4")	NO BID	\$0.74	\$0.81	\$1.50	\$0.70	\$1.50	\$0.87
Convenience Bags	NO BID	\$252.64	\$18.40	\$360.00	NO BID	\$10.54	\$264.00
Alcohol Prep Pads	NO BID	\$0.92	\$1.27	\$1.00	\$0.92	\$0.68	\$1.30
Bre Stiffing/Medicine Swabs	NO BID	\$1.98	\$3.76	\$1.80	\$2.87	\$1.97	\$3.00
Ammonia Inhalants	NO BID	\$15.08	\$2.96	\$1.30	\$7.00	\$4.10	\$1.53
Oral Glucose	NO BID	\$11.15	\$11.50	\$12.72	\$17.82	\$10.32	\$4.32
Compartment Seals	NO BID	\$16.90	NO BID	\$5.60	\$16.57	NO BID	\$10.80
"AAA" Batteries	NO BID	\$7.45	\$0.42	\$12.00	\$0.36	\$7.28	\$0.30
9 Volt Batteries	NO BID	\$11.99	\$2.16	\$14.00	\$0.39	\$7.75	\$0.30
OB Kit (N/A OEMS Approved)	NO BID	\$13.95	\$18.12	\$19.08	\$1.35	\$12.81	\$1.02
Baby Banding	NO BID	\$24.00	\$4.29	\$21.00	NO BID	\$6.14	\$13.72
Emergency Blankets	NO BID	\$74.00	\$216.80	\$238.60	\$3.37	\$0.80	\$4.37
Refr Bags small (24 X 24)	NO BID	\$144.00	\$1.80	\$24.00	\$4.11	\$0.80	\$3.73
Refr Bags large (30 X 44)	NO BID	\$76.30	\$62.57	\$90.00	\$7.24	\$4.42	\$0.11
Sacor Quickdraw Replacement Battery	NO BID	\$6.45	\$3.31	\$64.00	\$8.11	\$8.11	NO BID
Sacor DX2 Replacement Batteries	NO BID	\$11.00	\$21.35	\$35.00	\$22.15	\$21.41	NO BID
Sacor EVX Replacement Batteries	NO BID	\$37.75	\$36.95	NO BID	\$36.87	NO BID	NO BID
Minitor V Batteries	NO BID	\$37.75	\$36.95	NO BID	\$39.87	NO BID	NO BID
Fingert Thermometer	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID
Genival Collars:	NO BID	\$46.24	\$43.09	\$36.00	NO BID	NO BID	\$22.50
Stimack Select Adult	NO BID	\$5.16	\$4.58	\$5.00	\$5.37	\$5.28	\$10.51
Stimack Select Pediatric	NO BID	\$5.16	\$4.58	\$5.00	\$5.37	\$5.28	\$10.51
Stimack Pediatric	NO BID	\$4.75	\$5.19	\$8.00	\$5.33	\$4.70	\$4.81
Stimack Baby No Neck	NO BID	\$4.75	\$5.05	\$8.00	\$5.32	\$4.70	\$4.81
Philly - Child	NO BID	\$12.49	\$7.87	\$6.00	NO BID	NO BID	\$3.94
Philly - Small	NO BID	\$12.49	\$7.87	\$6.00	NO BID	NO BID	\$6.17
Philly - Medium	NO BID	\$12.49	\$7.87	\$6.00	NO BID	NO BID	\$6.17
Philly - Large	NO BID	\$12.49	\$7.87	\$6.00	NO BID	NO BID	\$6.17
Philly - XL aprn	NO BID	\$12.49	\$7.87	\$6.00	NO BID	NO BID	\$6.17
Cardinal Collar Bag	NO BID	\$26.65	\$28.24	\$24.00	\$16.46	\$24.00	\$32.58
Disposable Longboard Strops	NO BID	\$265.90	\$742.55	NO BID	\$4.81	NO BID	\$5.20
Sunr Spirit	NO BID	\$7.80	\$4.07	\$3.00	\$7.27	\$6.43	\$3.37
Bin Box (Pacifi Tray)	NO BID	\$21.64	NO BID				
Small (2 1/4 X 11 X 4 3/4)	NO BID	\$32.50	NO BID				
Medium (4 1/4 X 11 X 4 3/4)	NO BID	\$39.75	NO BID				
Large (6 1/4 X 11 X 4 3/4)	NO BID	\$47.25	NO BID				
Patient Pillow	NO BID	\$79.95	\$42.00	\$45.00	NO BID	\$102.08	\$1.27
Disposable Pillow Case	NO BID	\$26.30	\$21.92	\$29.90	\$26.22	\$21.53	\$0.27
Phillips AED Pad Cartridge	NO BID	\$40.95	\$48.17	\$47.00	\$41.35	\$35.39	\$77.36
Phillips AED Pad Cartridge - Pouch	NO BID	\$65.15	\$64.03	\$77.00	\$66.38	\$66.85	\$126.00
Phillips AED Battery	NO BID	\$103.00	\$114.35	\$120.00	\$103.79	\$89.29	\$155.23

B-2

RESOLUTION AUTHORIZING A CONTRACT WITH DM MEDICAL BILLINGS TO PROVIDE THIRD-PARTY EMS BILLING SERVICES, IN AN AMOUNT NOT TO EXCEED \$185,000.00, FROM SEPTEMBER 18, 2014 TO SEPTEMBER 17, 2015

WHEREAS, the County provides Emergency Medical Services (EMS) to area residents of Gloucester County and the County has recognized the need for third-party EMS billing services; and

WHEREAS, the County requested proposals, via RFP-14-034, from interested providers and evaluated those proposals consistent with the County's fair and open procurement process; and

WHEREAS, the evaluation, based on the established criteria, concluded that DM Medical Billings, with offices at 88 South Lakeview Drive, Bldg. #2, Gibbsboro, New Jersey 08026, made the most advantageous proposal; and

WHEREAS, compensation for the aforesaid services shall be in accordance with their proposal submitted, *i.e.*, to bill the County at the rate of 4.25% of the amount collected for EMS Services (Option 1 of Proposed Fees), in an amount not to exceed \$185,000.00; and

WHEREAS, the contract shall be for estimated units of service, on an as-needed basis, in an amount not to exceed \$185,000.00 from September 18, 2014 to September 17, 2015; therefore, this contract is open ended, which does not obligate the County of Gloucester to make any purchase; thereby, no Certificate of Availability of Funds is required at this time, and continuation of the contract beyond December 31, 2014 is conditioned upon the approval of the 2014 Gloucester County Budget; and

WHEREAS, a Certificate of Availability of Funds has not been issued at this time and prior to any purchase being made or service rendered pursuant to the within award, a Certificate of Availability shall be obtained from the Treasurer of the County of Gloucester certifying that sufficient monies are available at that time for that particular purpose and identifying the line item of the County budget from which said funds will be paid.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester, that the Director of the Board, is hereby authorized and directed to execute and the Clerk of the Board is authorized to attest to the execution of the contract with DM Medical Billings for the provision of third-party billing services, from September 18, 2014 to September 17, 2015, in an amount not to exceed \$185,000.00.

BE IT FURTHER RESOLVED, before any purchase be made or service rendered pursuant to the within award, a certification must be obtained from the Purchasing Agent of the County of Gloucester certifying that sufficient funds are available at that time for that particular purpose and identifying the line item of the County budget from which said funds will be paid.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester and State of New Jersey held on September 17, 2014 in Woodbury, New Jersey.



COUNTY OF GLOUCSTER

ATTEST:

ROBERT N. DILELLA, CLERK

ROBERT M. DAMMINGER, DIRECTOR

BZ

**CONTRACT BETWEEN
DM MEDICAL BILLINGS
AND
COUNTY OF GLOUCESTER**

THIS CONTRACT is made effective the 17th day of **September, 2014**, by and between the **COUNTY OF GLOUCESTER**, a body politic and corporate, with offices in Woodbury, New Jersey, hereinafter referred to as "County", and **DM MEDICAL BILLINGS** of 88 South Lakeview Drive, Bldg. #2, Gibbsboro, New Jersey 08026 hereinafter referred to as "Vendor".

RECITALS

WHEREAS, there exists a need for the County of Gloucester to contract for the provision of third party billing in regard to Emergency Medical Services (EMS) to provided by Gloucester County, as more particularly set forth in **RFP-14-034**; and

WHEREAS, this contract is awarded pursuant to and consistent with Gloucester County's fair and open procurement process and the terms and provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the Vendor represents that it is qualified to perform said services and desires to so perform pursuant to the terms and provisions of this contract.

NOW THEREFORE, in consideration of the mutual promises, agreements and other considerations made by and between the parties, the County and the Vendor do hereby agree as follows:

TERMS OF AGREEMENT

1. **TERM.** This Contract shall be effective for a period of one (1) year, from September 18, 2014 to September 17, 2015.
2. **COMPENSATION.** Contract shall be for estimated units of services, in an amount not to exceed \$185,000.00. Services shall be billed at the rate of 4.25%, Option 1 of Proposed Fees, pursuant to the proposal submitted by the Vendor, therefore this contract is open ended, which does not obligate the County of Gloucester to make any purchase.

Vendor shall be paid in accordance with this Contract document upon receipt of an invoice and a properly executed voucher. After approval by County, the payment voucher shall be placed in line for prompt payment.

Each invoice shall contain an itemized, detailed description of all products shipped. Failure to provide sufficient specificity shall be cause for rejection of the invoice until the necessary details are provided.

It is also agreed and understood that the acceptance of the final payment by Vendor shall

be considered a release in full of all claims against the County arising out of, or by reason of, the work done and materials furnished under this Contract.

3. **DUTIES OF CONTRACTOR.** The specific duties of the Vendor shall be in the County's RFP-14-034, and Vendor's responsive proposal, which are incorporated in their entirety by reference and made a part of this Contract. Should there occur a conflict between this form of contract and RFP-14-034, this contract shall prevail.

Vendor agrees that it has or will comply with, and where applicable shall continue throughout the period of this Contract to comply with, all of the requirements of the bid documents.

4. **FURTHER OBLIGATIONS OF THE PARTIES.** During the performance of this Contract, the Vendor agrees as follows:

The Vendor 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 Vendor 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 Vendor 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 Vendor or Subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, 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 Vendor 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 Vendor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Vendor 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 Vendor 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.

5. **LICENSING AND PERMITTING.** If the Vendor or any of its agents is required to maintain a license, or to maintain in force and effect any permits issued by any governmental or quasi-governmental entity in order to perform the services which are the subject of this Contract, then prior to the effective date of this Contract, and as a condition precedent to its taking effect, Vendor shall provide to County a copy of its current license and permits required to operate in the State of New Jersey, which license and permits shall be in good standing and shall not be subject to any current action to revoke or suspend, and shall remain so throughout the term of this Contract.

Vendor shall notify County immediately in the event of suspension, revocation or any change in status (or in the event of the initiation of any action to accomplish such suspension, revocation and/or change in status) of license or certification held by Vendor or its agents.

6. **TERMINATION.** This Contract may be terminated as follows:

A. Pursuant to the termination provisions set forth in the Bid Specifications or in the Request for Proposals, if any, as the case may be, which are specifically referred to and incorporated herein by reference.

B. If Vendor is required to be licensed in order to perform the services which are the subject of this Contract, then this Contract may be terminated by County in the event that the appropriate governmental entity with jurisdiction has instituted an action to have the Contractor's license suspended, or in the event that such entity has revoked or suspended said license. Notice of termination pursuant to this subparagraph shall be effective immediately upon the giving of said notice.

C. If, through any cause, the Vendor or subcontractor, where applicable, shall fail to fulfill in timely and proper manner his obligations under this Contract, or if the Vendor shall violate any of the covenants, agreements, or stipulations of this Contract, the County shall thereupon have the right to terminate this Contract by giving written notice to the Vendor of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Vendor under this Contract, shall be forthwith delivered to the County.

D. The County may terminate this Contract for public convenience at any time by a notice in writing from the County to the Vendor. If the Contract is terminated by the County as provided herein, the Vendor will be paid for the services rendered to the time of termination.

E. In the event the Principals of Vendor change during the term of the contract, the County, may consider such change to be a default/substantial modification and terminate this contract. The parties acknowledge that the County has relied upon the anticipated participation in the performance of the contract by the Principals who were a part of the Vendor at the time of the evaluation of the Vendor's proposal.

F. Notwithstanding the above, the Vendor or subcontractor, where applicable, shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Contract by the Vendor, and the County may withhold any payments to the Vendor for the purpose of set off until such time as the exact amount of damages due the County from the Vendor is determined.

G. Termination shall not operate to affect the validity of the indemnification provisions of this Contract, nor to prevent the County from pursuing any other relief or damages to which it may be entitled, either at law or in equity.

7. **PROPERTY OF THE COUNTY.** All materials developed, prepared, completed, or acquired by Vendor during the performance of the services specified by this Contract, including, but not limited to, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports, shall become the property of the County, except as may otherwise be stipulated in a written statement by the County.

8. **NO ASSIGNMENT OR SUBCONTRACT.** This Contract may not be assigned nor subcontracted by the Vendor, except as otherwise agreed in writing by both parties. Any attempted assignment or subcontract without such written consent shall be void with respect to the County and no obligation on the County's part to the assignee shall arise, unless the County shall elect to accept and to consent to such assignment or subcontract.

9. **INDEMNIFICATION.** The Vendor or Subcontractor, where applicable, shall be responsible for, shall keep, save and hold the County of Gloucester harmless from, shall indemnify and shall defend the County of Gloucester against any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of the Contractor's services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the Contractor's failure to provide for the safety and protection of its employees, or from Contractor's performance or failure to perform pursuant to the terms and provisions of this Contract. The Contractor's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

10. **INSURANCE.** Vendor shall, if applicable to the services to be provided, maintain general liability, automobile liability, business operations, builder's insurance, and Workers' Compensation insurance in amounts, for the coverages, and with companies deemed satisfactory by County, and which shall be in compliance with any applicable requirements of the State of New Jersey. Vendor shall, simultaneously with the execution of this Contract, deliver certifications of said insurance to County, naming County as an additional insured.

If Vendor is a member of a profession that is subject to suit for professional malpractice, then Vendor shall maintain and continue in full force and effect an insurance policy for

professional liability/malpractice with limits of liability acceptable to the County. Vendor shall, simultaneously with the execution of this Contract, and as a condition precedent to its taking effect, provide to County a copy of a certificate of insurance, verifying that said insurance is and will be in effect during the term of this Contract. The County shall review the certificate for sufficiency and compliance with this paragraph, and approval of said certificate and policy shall be necessary prior to this Contract taking effect. Vendor also hereby agrees to continue said policy in force and effect for the period of the applicable statute of limitations following the termination of this Contract and shall provide the County with copies of certificates of insurance as the certificates may be renewed during that period of time.

11. **SET-OFF.** Should Vendor either refuse or neglect to perform the service that Vendor is required to perform in accordance with the terms of this Contract, and if expense is incurred by County by reason of Vendor's failure to perform, then and in that event, such expense shall be deducted from any payment due to Vendor. Exercise of such set-off shall not operate to prevent County from pursuing any other remedy to which it may be entitled.

12. **PREVENTION OF PERFORMANCE BY COUNTY.** In the event that the County is prevented from performing this Contract by circumstances beyond its control, then any obligations owing by the County to the Vendor shall be suspended without liability for the period during which the County is so prevented.

13. **METHODS OF WORK.** Vendor agrees that in performing its work, it shall employ such methods or means as will not cause any interruption or interference with the operations of County or infringe on the rights of the public.

14. **NON-WAIVER.** The failure by the County to enforce any particular provision of this Contract, or to act upon a breach of this Contract by Vendor, shall not operate as or be construed as a waiver of any subsequent breach, nor a bar to any subsequent enforcement.

15. **PARTIAL INVALIDITY.** In the event that any provision of this Contract shall be or become invalid under any law or applicable regulation, such invalidity shall not affect the validity or enforceability of any other provision of this Contract.

16. **CHANGES.** This Contract may be modified by approved change orders, consistent with applicable laws, rules and regulations. The County, without invalidating this Contract, may order changes consisting of additions, deletions, and/or modifications, and the contract sum shall be adjusted accordingly. This Contract and the contract terms may be changed only by change order. The cost or credit to the County from change in this Contract shall be determined by mutual agreement before executing the change involved.

17. **NOTICES.** Notices required by this Contract shall be effective upon mailing of notice by regular and certified mail to the addresses set forth above, or by personal service, or if such notice cannot be delivered or personally served, then by any procedure for notice pursuant to the Rules of Court of the State of New Jersey.

18. **APPLICABLE LAW.** The terms and provisions of this Contract shall be construed

pursuant to the laws of the State of New Jersey and, where applicable, the laws of the United States of America.

19. **INDEPENDENT CONTRACTOR STATUS.** The parties acknowledge that Vendor is an independent Vendor and is not an agent of the County.

20. **CONFLICT OF INTEREST.** Vendor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services pursuant to this Contract. The Company further covenants that in the performance of this Contract, no person having any such interest shall be employed.

21. **CONFIDENTIALITY.** Vendor agrees not to divulge or release any information, reports, or recommendations developed or obtained in connection with the performance of this Contract, during the term of this Contract, except to authorized County personnel or upon prior approval of the County.

22. **BINDING EFFECT.** This Contract shall be binding on the undersigned and their successors and assigns.

23. **CONTRACT PARTS.** This Contract consists of this Contract document, RFP-14-034 issued by the County of Gloucester and Vendor's responsive proposal dated, which are incorporated in their entirety by reference and made a part of this Contract. Should there occur a conflict between this form of contract and RFP-14-034, then this contract shall prevail. If there should occur a conflict between this Contract or RFP-14-034 and Vendor's responsive proposal, then this Contract or the RFP, as the case may be, shall prevail.

THIS CONTRACT is made effective the 17th of September, 2014.

IN WITNESS WHEREOF, the County has caused this instrument to be signed by its Director, attested by its Clerk, and its corporate seal affixed hereunto, pursuant to a Resolution of the said party of the first part passed for that purpose, and Vendor has caused this instrument to be signed by its properly authorized representative and its corporate seal affixed the day and year first above written.

ATTEST:

COUNTY OF GLOUCESTER

ROBERT N. DILELLA, CLERK

ROBERT M. DAMMINGER, DIRECTOR

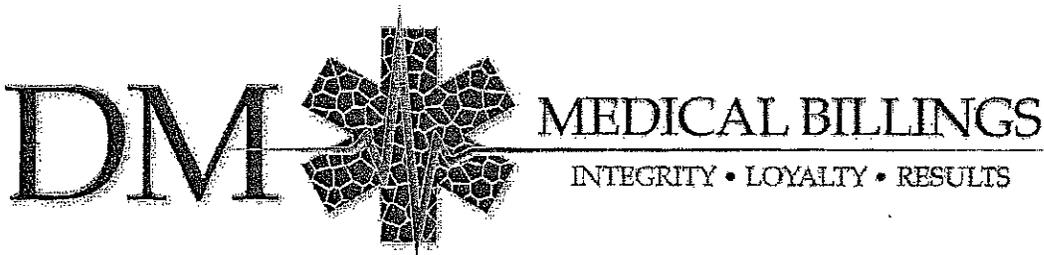
ATTEST:

DM MEDICAL BILLINGS

By:
Title:

B-2

August 21, 2014



Proposed Fees

Fees for Service

DM Medical Billings would like to present to Gloucester County with two options for consideration. The first option is for billing services only. The second option allows for the hardware and connectivity that the county may want to install and utilize in their vehicles.

Option 1 - Gloucester County billing services only. DM Medical Billings will complete solely, all of the third party billing requirements as identified in the request without computer hardware for proposal based on four point two five percent (4.25%) of cash collected for one year.

Option 2 – DM Medical Billings will provide Gloucester County with 33 Motion F5t Tablet PC with Intel Core i7v Pro processor (with 2.4GHz, 4gb RAM, 64gb hard drive SSD with Windows 7 Professional and Intel Centrino Advanced-N 6235 IEEE 802.11 a/b/g/n/ Wi-Fi that meets minimal expectations of E-PCR systems and ProPhoenix CAD with providing third party billing services for seven point nine five percent (7.95%) of cash collected for one year.

COUNTY OF GLOUCESTER RFP#14-034

For
**RFP for Billing Services for
Regionalized EMS**



Submitted/Due On:
Thursday, August 21, 2014 10:00AM



88 S LAKEVIEW DR BLDG #2
GIBBSBORO, NJ 08026

Prepared by: Dina Mueller, President
dmueller@DMMedicalBillings.com
Phone - (800) 975-3715, ext 124
Fax- (856) 782-3707
www.DMMedicalBillings.com



August 21, 2014

Pete Mercanti, Director Purchasing Department
County of Gloucester
Two South Broad Street
Woodbury, New Jersey 08096

Dear Mr. Mercanti:

It is an honor once again for DM Medical Billings to submit our proposal to the County of Gloucester for the continuation of services for the Regionalized EMS third party billing services.

With the impending transition by the state of New Jersey to a new E-PCR charting vendor, it is important to have a billing company that can offer the expertise needed for timely claim processing. Our experience with various E-PCR vendors will ensure that the County maintains an uninterrupted cash flow. DM Medical Billings, at no additional cost to the County, will continue to house, maintain, and access all previous emsCharts records, allowing Gloucester County to satisfy their legal obligation for the retention of records, as set forth by the State of New Jersey.

If selecting DM Medical Billings, Gloucester County can be certain they have selected a vendor in which it can have the utmost confidence. The following facts are what set us apart from our competition. DM Medical Billings is audited by the highest standard set, and each year has an annual SSAE16 audit performed. Our insurance coverage exceeds those of most other vendors. DM Medical Billings employs over fifty highly trained, experienced staff members, many of whom reside in Gloucester County. Our team members have established relationships with many of the patients and, County residents which gives them confidence in their time of need. DM Medical Billings has electronic access into the hospital databases to which to which Gloucester County patients are transported. Our results are proven and have been relied on as clients have chosen DM Medical over lower priced bidders knowing the net revenue would be higher with DM. There would be no negative financial impact with the continuation of our great working relationship.

As we would like to continue our working relationship, DM Medical Billings would like to offer additional added services in the next contract. This would allow Gloucester County EMS to utilize state of the art technology to enhance the delivery of EMS services to your residents. DM Medical Billings is proposing several options to provide mobile technology to each ambulance that would give mobile connectivity to the EMS crews for charting and CAD integration, while optimizing global positioning services (GPS) and automated vehicle location (AVL) capabilities. This connectivity can streamline many EMS devices, practices, and processes.

Our professional services have allowed DM Medical Billings to continue to thrive as the leader in EMS reimbursement in New Jersey maximizing our clients' cash flow. We have

DM Medical Billings - 88 South Lakeview Drive - Bldg #2 - Gibbsboro - New Jersey - 08026

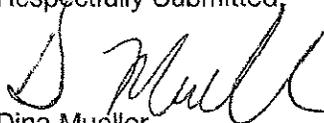
Phone: 856-784-3715

Facsimile: 856-782-3707

Visit us at www.DMMedicalBillings.com

provided an updated comprehensive review of DM Medical Billings with all of our services, and have provided you not only with all of the requirements as specified in your request for proposal, but also pertinent information that may be helpful to you in determining DM Medical's unmatched ability to perform the specifications of this contract. We look forward to continuing an excellent working relationship with the County of Gloucester and the Regionalized EMS Department.

Respectfully Submitted,



Dina Mueller
President

DM Medical Billings - 88 South Lakeview Drive - Bldg #2 - Gibbsboro - New Jersey - 08026

Phone: 856-784-3715

Facsimile: 856-782-3707

Visit us at www.DMMedicalBillings.com

B-3

RESOLUTION AUTHORIZING AN EASEMENT AND USE AGREEMENT BETWEEN THE COUNTY OF GLOUCESTER AND THE COUNTY OF CAMDEN FOR THE INSTALLATION OF PUBLIC SAFETY COMMUNICATIONS ANTENNA AND RELATED NECESSARY EQUIPMENT AT THE TELECOMMUNICATIONS TOWER SITE, CAMDEN COUNTY COLLEGE, BLACKWOOD CAMPUS

WHEREAS, the County of Gloucester has a need for the installation of public safety communications antennas and related necessary equipment at Camden County's telecommunications tower site located at the Camden County College, Blackwood Campus, New Jersey; and

WHEREAS, the County of Gloucester will be installing the public safety communications antennas and necessary equipment at said location; and

WHEREAS, in order to formalize the above installation and services the County of Gloucester and the County of Camden shall enter into an Easement and Use Agreement; and

WHEREAS, the execution of this Easement and Use Agreement is in the best interest of the residents of Gloucester County to better service and communicate public safety communications for a more readily response to emergency situations; and

WHEREAS, the County of Camden has passed a resolution authorizing the Easement and Use Agreement and said resolution was approved on June 19, 2014.

NOW, THEREFORE BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Gloucester, that the Director of the Board, is hereby authorized and directed to execute and the Clerk of the Board is authorized to attest to the execution of an Easement and Use Agreement to promote the installation of public safety communications, antennas, and related equipment at the telecommunications tower site, Camden County College, Blackwood Campus.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, held on Wednesday, September 17, 2014, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK

EASEMENT AND USE AGREEMENT BETWEEN THE COUNTY OF GLOUCESTER AND THE COUNTY OF CAMDEN TO PERMIT THE COUNTY OF GLOUCESTER TO INSTALL AND USE PUBLIC SAFETY COMMUNICATIONS ANTENNA AND RELATED NECESSARY EQUIPMENT AT THE TELECOMMUNICATIONS TOWER SITE, CAMDEN COUNTY COLLEGE, BLACKWOOD CAMPUS

WHEREAS, the County of Gloucester has a need for the installation of public safety communications antennas and related necessary equipment at Camden County's telecommunications tower site located at the Camden County College, Blackwood Campus, New Jersey; and

WHEREAS, the County of Gloucester will be installing the public safety communications antennas and necessary equipment at said location; and

WHEREAS, in order to formalize the above installation and services the County of Gloucester and the County of Camden shall enter into an Easement and Use Agreement; and

WHEREAS, the execution of this Easement and Use Agreement is in the best interest of the residents of Gloucester County to better service and communicate public safety communications for a more readily response to emergency situations; and

WHEREAS, the County of Camden has passed a resolution authorizing the Easement and Use Agreement and said resolution was approved on June 19, 2014.

NOW, THEREFORE BE IT AGREED by the Board of Chosen Freeholders of the County of Gloucester as follows:

1. The County of Camden is the owner of a certain parcel of land known as Camden County College, Blackwood Campus.
2. The County of Camden has agreed to authorize an Easement and Use Agreement between the County of Gloucester and the County of Camden to install and use public safety communications antennas and related necessary equipment at Camden County's telecommunication tower site located at Camden County College, Blackwood Campus, New Jersey.
3. *Use of Access Area* – The County of Gloucester shall have ingress and egress rights granted by the County of Camden and the County of Camden hereby grants exclusive and unlimited access to the County of Gloucester and its' respective employees, contractors, necessary for the installation, maintenance, and use of the public safety communications antennas.
4. *Utility Easement* – The County of Camden hereby grants and conveys to Gloucester County a non-exclusive right and easement to install, maintain, repair, replace, use and public safety communications antennas and related equipment and tie in any

necessary utility lines to make the communication equipment viable at the telecommunications tower site located at the Camden County College, Blackwood Campus, New Jersey.

5. The County of Gloucester shall maintain, repair and replace the public safety communications antenna and any necessary equipment used by the County of Gloucester and ownership shall remain in Gloucester County.
6. **Insurance** – The County of Camden shall maintain insurance for liability, in the minimum amount of \$1 million dollars for the telecommunications tower site and the County of Gloucester shall maintain for liability, in the minimum amount of \$1 million dollars for its antenna and equipment. This agreement shall not be intended to create any agency relationship and each party shall be responsible for its own insurance coverage for its respective equipment.
7. **Workers Compensation Insurance** – Any employees working for the County of Gloucester and/or contractors and vendors hired by the County of Gloucester shall be responsible for the insurance coverage and/or Workers Compensation Insurance by any employee. Likewise, the County of Camden should be responsible for any vendors, contractors and Workers Compensation Insurance for any of its employees that work at the Camden County College and at the communications tower.
8. **Compliance** – The County of Gloucester and the County of Camden hereby warrant to each other that they have complied with any Federal, State, and Local Laws and Regulations including permits or other local authorizations or approvals as are required for telecommunications equipment.
9. This agreement shall remain in effect and shall run with the land as long as the County of Camden maintains the tower site and the County of Gloucester is in need of public safety communication, antenna related equipment. In the event that the acceptable antenna practice or use of telecommunications antennas and related equipment becomes obsolete, a new agreement shall be drawn between the parties if necessary.
10. This agreement shall be construed as not only an Easement Agreement for access to the site but also as a Use Agreement for the County of Gloucester to have the antennas on the site and related telecommunications equipment.

11. This agreement shall be construed and shall be interrupted under New Jersey Law.

ATTEST:

COUNTY OF GLOUCESTER

ROBERT N. DILELLA, CLERK

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

COUNTY OF CAMDEN

LOUIS CAPPELLI, JR., DIRECTOR

B-4

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE SFY 14 STATE AID ANNUAL APPROPRIATIONS FROM THE NEW JERSEY OFFICE OF HOMELAND SECURITY AND PREPAREDNESS IN THE AMOUNT OF \$100,000.00 WITH A FUNDING PERIOD FROM JULY 1, 2014 TO AUGUST 31, 2016 WHICH WILL PROVIDE FUNDS FOR BUILDING AND SUSTAINING NATIONAL PREPAREDNESS

WHEREAS, the mission of the U.S. Department of Homeland Security and Preparedness is to enhance the ability of State, local and tribal governments to prepare, prevent and respond to terrorist attacks and other disasters; and

WHEREAS, the Homeland Security Grant Program is a primary funding mechanism for building and sustaining national preparedness capabilities; and

WHEREAS, Homeland Security funding would enhance Gloucester County's ability to prevent, detect, deter, respond to, and recover from threats and acts of terrorism; and

WHEREAS, the County of Gloucester is permitted to utilize a Government Service Administration Contract (GSA) when utilizing Homeland Security Funds; and

WHEREAS, the acceptance will be for a total amount of \$100,000.00 in SFY 14 State Aid Annual Appropriations, from July 1, 2014 to August 31, 2016; and

WHEREAS, extension for funding period will be on a case to case basis.

NOW, THEREFORE BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Gloucester, that the Director of the Board, is hereby authorized and directed to execute and the Clerk of the Board is authorized to attest to the execution of the grant agreement and any and all necessary documents with the New Jersey Office of Homeland Security and Preparedness to accept the SFY 14 State Aid Annual Appropriations in the total amount of \$100,000.00, from July 1, 2014 to August 31, 2016.

BE IT FURTHER RESOLVED that the County of Gloucester is permitted to purchase from the Government Services Administration Contract (GSA) when spending said funds.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester and State of New Jersey held on Wednesday, September 17, 2014 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK



B-4

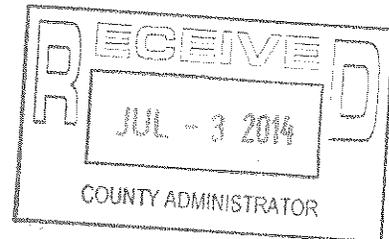
CHRIS CHRISTIE
GOVERNOR

KIM GUADAGNO
LT. GOVERNOR

State of New Jersey
Office of Homeland Security and Preparedness
PO Box 091
TRENTON, NJ 08625-0091

EDWARD DICKSON
DIRECTOR

June 18, 2014



Mr. Chad M. Bruner
Gloucester County Administrator
Courthouse, P.O. Box 337
Woodbury, NJ 08096

RE: SFY14 State Aid Grant Program (SAGP)

Dear County Administrator Bruner:

The New Jersey Office of Homeland Security and Preparedness (OHSP) is pleased to advise you that Gloucester County has been awarded \$100,000.00 for the Joint Delaware River Region Rail Project. The main purpose of this funding is to purchase and install weather monitoring stations along the Penns Grove, Conrail line from the Pavonia Yard in Camden City, south through Camden, Gloucester and Salem counties, ending in Carney's Point Twp. In addition, Burlington, Cumberland and Mercer counties will install 3 weather stations in the vicinity of rail yards in each of their respective counties.

The total, \$100,000.00, will be available to the county for its allowable expenditures upon the completion of the requirements listed below. The additional \$50,000 needed, will be issued sometime in September after OHSP receives the official FY14 Homeland Security Grant Program award from FEMA.

- 1.) Return of a signed SFY14 Grant Agreement and required attachments by July 18, 2014, to Mr. Steven Talpas, Grant and Program Management Bureau Chief, OHSP, at the above address.
- 2.) Population of budget items in OHSP's Grant Tracking System (GTS) within 21 days of the date of this award letter in accordance with the approved Spending Plan Template and Annexes.

Once these requirements are satisfied, spending authority will be granted and a fully executed Grant Agreement will be returned for your records. Failure to complete these requirements within the prescribed time frames may cause this award to be rescinded and any expenditure will be ineligible for reimbursement.

The attached Grant Agreement sets forth the certifications, terms, conditions and assurances required of the county before OHSP will authorize the county to make program expenditures eligible for reimbursement. **Please review the Grant Agreement carefully.**

Mr. Chad M. Bruner
Page 2
June 18, 2014

It is important that the Grant Agreement and required federal certifications are completed and returned to OHSP by July 18, 2014. It is extremely important to implement the activities in the approved Spending Plan Template and Annex in a timely manner to avoid reprogramming of any awarded funds.

The SFY14 SAGP grant program has a twenty-six (26) month period of performance (July 1, 2014 to August 31, 2016). On or about September 1, 2015, OHSP will conduct a mid-term financial and programmatic review to determine progress in meeting stated objectives/goals and expenditure activity (at least 50% of these funds should be legally/contractually obligated). As referenced within the Grant Agreement, please note that 100% of these funds should be legally/contractually obligated by February 2, 2016. On or about March 2, 2016, OHSP will begin the process to reprogram unobligated award dollars. Final reimbursement packages are to be completed and forwarded to OHSP by July 31, 2016. Reimbursement request packages are to be submitted to OHSP on a quarterly basis, reference Section VII, A in the attached Grant Agreement.

OHSP recognizes there may be extraordinary circumstances that necessitate an extension on a case-by-case basis. This office will only approve extensions based upon compelling legal, policy or operation challenges. Therefore, it is critical to observe the above provided performance dates.

During the period of performance for this grant, any intended changes must be submitted to OHSP using the Spending Plan Template and Annex. Once the revised Spending Plan Template and Annex has been reviewed and approved, spending authority for the documented changes will be granted.

If you have any questions regarding this agreement please contact Steven Talpas, Grant and Program Management Bureau Chief, at 609-584-4811. Thank you for your support as we continue working collectively to ensure the safety of our citizens.

Sincerely,



Edward Dickson, Director
Office of Homeland Security and Preparedness

ED/RR:bdj
Enclosures

- c. Steven Talpas, Grant and Program Management Bureau Chief, OHSP
- William Kelly, Fiscal Manager, OHSP
- Bessie D. Jones, SAGP Grant Coordinator, OHSP
- Joseph Dolina, County Liaison, OHSP
- J. Thomas Butts, County Working Group Chair
- John DeAngelo, Domestic Preparedness Planner
- Robert M. Damming, Freeholder Director
- Sean F. Dalton, Gloucester County Prosecutor
- William Donovan, Critical Infrastructure Coordinator

STATE OF NEW JERSEY STATE GRANT AGREEMENT

Office of Homeland Security and Preparedness and

Gloucester County (Grantee)

GENERAL

- I. Grant Agreement Data
- II. Compliance with Existing Laws
- III. Bonding and Insurance
- IV. Indemnification

PRE-AWARD REQUIREMENTS

- V. Special Grant Conditions

POST-AWARD REQUIREMENTS

- VI. Financial Management System
- VII. Method of Reimbursement
- VIII. Allowable Costs
- IX. Period of Performance
- X. Matching and Cost Sharing
- XI. Program Income
- XII. Budget Revisions and Modifications
- XIII. Property Management and Disposition Standards
- XIV. Procurement Standards
- XV. Monitoring of Program Performance
- XVI. Financial and Performance Reporting
- XVII. Access to Records
- XVIII. Record Retention
- IXX. Enforcement
- XX. Termination and Suspension

POST-AWARD REQUIREMENTS

- XXI. Grant Close Out Procedures

ATTACHMENTS

- A. Non-Supplanting Certification Form
- B. State Aid Grant Program (SAGP) Extension Request Form

STATE OF NEW JERSEY
NEW JERSEY OFFICE OF HOMELAND SECURITY AND PREPAREDNESS
STATE AID GRANT AGREEMENT

I. Grant Agreement Data.

This agreement is between the **County of Gloucester**, (hereinafter "Grantee") and the **New Jersey Office of Homeland Security and Preparedness** (hereinafter the "SAA" or "State Administrative Agency"). The agreement is undertaken pursuant to the authority of the SAA under Executive Order No. 5 (Corzine 3/16/06) to plan, oversee and distribute discretionary state homeland security and preparedness funding. The Grantee is being awarded **\$100,000.00** to provide funding for the Joint Delaware River Region Rail Project, under the **SFY 14 State Aid Annual Appropriations**.

II. Compliance With Existing Laws.

- A. The Grantee, in order to permit the SAA to award this grant, agrees to comply with all state and municipal laws, rules, regulations and requirements generally applicable to the activities in which the Grantee is engaged in the performance of this grant.
- B. These laws, rules, regulations and requirements include, but are not limited to the following.
 - 1. New Jersey Department of the Treasury, Office of Management and Budget documents.
 - a. Circular Letters 04-04-OMB, Single Audit Policy for Recipients of State Grants and State Aid: <http://www.state.nj.us/infobank/circular/cir0404b.htm>
 - b. State Grant Compliance Supplement:
<http://www.state.nj.us/treasury/omb/publications/grant/index.shtml>
 - c. Department of Treasury Fixed Assets, Circular No. 11-18-OMB Capital Assets:
<http://www.state.nj.us/infobank/circular/cir1118b.pdf>
 - d. Department of Treasury Equipment Inventory Process, Circular No. 11-19-OMB Asset Inventory Requirements: <http://www.state.nj.us/infobank/circular/cir1119b.pdf>
 - e. Uniform Administrative Requirements for Grant and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofits Organization, Circular A-110: <http://www.whitehouse.gov/omb/circulars-a110>

2. State Affirmative Action Requirements.

The Grantee agrees to require its contractors to comply with the requirements of N.J.A.C. 17:27, applicable provisions of N.J.S.A. 10:5, et al, and P.L. 1975, C127 and all implementing regulations.

C. The Grantee is in compliance with all requirements of Executive Order No. 5 (Corzine 3/16/06) and all federal NIMS compliance requirements, to include NIMSCAST reporting requirements, Homeland Security Presidential Directive No. 5: www.fas.org/IRP/offdocs/NSPD/HSPD-5.html and NIMS objectives: <http://www.fema.gov/pdf/emergency/nims/FY2009NIMSImplementationChart/pdf>. Additional information on NIMS compliance is available at: <http://www.fema.gov/emergency/nims/ImplementationGuidanceStakeholders.shtm>.

D. Failure to comply with the laws, rules and regulations shall be grounds to terminate this grant.

III. Bonding and Insurance.

It is the responsibility of the Grantee to ensure all bonding and insurance requirements consistent with the business/not-for-profit entity are executed to include the purposes and intent of this grant agreement.

IV. Indemnification.

The Subgrantee shall be solely responsible for any and all claims, loss, liability, expenses or damages resulting from any or all mental or physical injuries or disabilities, including death, to its employees or recipients of the Subgrantee's services or any other persons, or from any damage to any property sustained in connection with the delivery of the Subgrantee's services that results from any acts or omissions, including negligence or malpractice, or any of its officers, directors, employees, agents, servants or independent contractors, or from the Subgrantee's failure to provide for the safety and protection of its employees, whether or not due to negligence, fault or default of the Subgrantee to the extent provided in the New Jersey Tort Claims Act, N.J.S.A. 59:1-1, et seq., or other applicable law. The Subgrantee's responsibility shall also include all legal fees and costs that may arise from these actions. The Subgrantee's liability under this Grant Agreement shall continue after the termination of this Grant Agreement with respect to any liability, loss, expenses or damages resulting from acts occurring prior to termination.

V. Special Grant Conditions.

A. Grantee may be considered "high risk" if OHSP determines that a Grantee meets any of the following criteria.

1. Has a history of unsatisfactory performance.
2. Is not financially stable.

3. Has a financial management system which does not meet the standards set forth in section VIII of this agreement.
 4. Has not complied with terms and conditions of a previous award.
- B. If a Grantee shall be deemed to be a high risk by OHSP, but in its discretion, OHSP determines that an award will be made, special conditions and/or restrictions shall correspond to the high risk condition and shall be included in the award. Special conditions/restrictions may include, but may not be limited to, any of the following activities.
1. Withholding authority to proceed until evidence of acceptable performance within a given funding period is observed.
 2. Requiring additional, more detailed financial reports.
 3. Additional project monitoring.
 4. Requiring the Grantee to obtain technical or management assistance.
 5. Establishing additional prior approvals.
- C. If OHSP imposes such conditions, the OHSP Grant and Program Management Bureau Chief shall prepare written notification, as soon as possible, providing the following information.
1. The nature of the special conditions/restrictions.
 2. The reason(s) for imposing the special conditions.
 3. The corrective actions that must be taken before the special conditions will be removed by OHSP and the time allowed for completing the corrective actions.
 4. The method of requesting reconsideration of the conditions/restrictions imposed.
- D. The Grantee agrees to maintain, at its own expense, all of the equipment purchased with grant funds.
- E. The Grantee will identify a project manager and/or a Point of Contact (POC) for ensuring that all tasks, services and products, quality of deliverables and timeliness of all services are satisfied within the contract requirements and reviewing all contract packing slips and billing invoices assuring that the contractor is paid only for services rendered and goods delivered to the projects.
- F. OHSP has designated an OHSP liaison staff or POC who will be responsible for programmatic and financial monitoring of this project.

- G. The Grantee will absorb costs beyond funding awarded and/or adding of projects not included in the original scope of work.
- H. The Grantee will ensure sustainability by assuming all responsibility of operating, maintaining and incurring future costs associated with the equipment and services purchased.
- I. The Grantee agrees to sign the Non-Supplanting Certification Form (Attachment A).

VI. Financial Management System.

A. The Grantee shall be responsible for maintaining a financial management system (see paragraph B below) and will immediately notify OHSP when the Grantee cannot comply with the requirements established in this section of the grant.

B. The Grantee's financial management system shall include the following components.

1. Financial Reporting.

Accurate, current and complete disclosure of the financial results of each grant in conformity with generally accepted principles of accounting, and reporting in a format that is in accordance with the financial report requirements of the grant.

2. Accounting Records.

Records that adequately identify the source and application of funds for OHSP supported activities. These records must contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures and income.

3. Internal Control.

Effective internal and accounting controls over all funds, property and other assets. The Grantee shall adequately safeguard all such assets and assure that they are used solely for authorized purposes.

4. Budget Control.

Comparison of actual expenditures or outlays with budgeted amounts for each grant. Also, the relationship of the financial information with performance or productivity data, including the development of unit cost information required by OHSP.

5. Allowable Costs.

Procedures for determining reasonableness, allowability and allocability of costs generally consistent with the grant proposal upon which this grant agreement is made and consistent with the provisions of state and/or federal cost principles.

6. Source Document.

Accounting records that are supported by source documents.

- C. OHSP may review the adequacy of the financial management system of any applicant for financial assistance as part of a pre-award review or at any time subsequent to the issuance of the grant agreement. If OHSP determines that the Grantee's accounting system does not meet the standards described in paragraph B above, additional information to monitor the grant may be required by OHSP upon written notice to the Grantee, until such time as the system meets with OHSP's approval.

VII. Method of Reimbursement.

- A. Reimbursements made to the Grantee shall be in the form of electronic transfer by OHSP, upon receipt by OHSP of a properly executed payment voucher/purchase order and approved invoice, which will be properly uploaded within the OHSP administered Grant Tracking System (hereinafter GTS). Reimbursement requests must be submitted to OHSP with a properly completed Request for Reimbursement form, to include the signature of the agency's treasurer or fiscal officer. (Electronic submissions, including an electronic signature, are permissible.) Grantee reimbursement requests must be submitted to OHSP on a quarterly calendar basis for costs incurred during the quarter for approved goods/services and/or for any approved salary/fringe benefit costs. Quarterly reimbursement requests must be submitted to OHSP within ten (10) business days after the close of each quarter. *The OHSP will not take any action on or process any reimbursement request that is more than twelve (12) months past the documented date the Grantee paid their vendor for the good or service for which the Grantee is seeking reimbursement.*

NOTE: If a Grantee is not registered to receive electronic fund transfers from New Jersey, they must contact William Kelly, Fiscal Manager, OHSP.

- B. No expenditures made prior to the commencement of this agreement shall be eligible for reimbursement from the Grantee's allocation.
- C. Agencies seeking reimbursement for an approved acquisition shall follow the reimbursement example posted on the OHSP Website at NJhomelandsecurity.gov.
- D. Any salary/fringe reimbursement will only be processed after OHSP has received and reviewed the required periodic time and activity "Certification Form" available on the OHSP website.

VIII. Allowable Costs.

- A. The Grantee acknowledges and agrees that expenditures by the Grantee shall be solely for the purposes of implementing the projects set forth in the Grantee's approved Spending Plan Template and Annex.

- B. Grant funds must be used for allowable costs consistent with the provision of state and federal cost principles.
- C. The Grantee understands and agrees that, in compliance with the Corruption of Public Resources Act, N.J.S.A. 2C:27-12, it cannot knowingly misuse state grant funds for an unauthorized purpose, and violations under this act could result in a prison term of up to 20 years, and, under N.J.S.A. 2C:30-8, subject to a fine of up to \$500,000.

IX. Period of Performance.

- A. Each Homeland Security Grant Program (Federal and State) has a period of performance established by the granting authority. The period of performance sets the starting date and the closing date in which grant funds may be expended.
- B. OHSP will seek a grant extension for a Grantee only if compelling written justification for the delay in procurement is provided along with a fiscal plan that demonstrates how the unspent grant funds will be expended within the extension (usually six (6) months).
- C. Attached, as Attachment B to this Grant Agreement, is the State Aid Grant Program (SAGP) Extension Request Form with directions. Grantees may submit an extension request within the last ninety (90) days of the original period of performance.

X. Matching and Cost Sharing.

The Grantee shall be required to account to the satisfaction of OHSP matching and cost sharing requirements (if applicable) of the grant in accordance with state and/or federal requirements.

XI. Program Income.

- A. Program income shall be defined as gross income earned by the Grantee from federal grant-supported activities. Such earnings include, but will not be limited to, income from service fees, sale of commodities, usage or rental fees and royalties on patents and copyrights. The following pertains to cash advances that are issued by OHSP to local units of government, nonprofit, commercial and non-governmental organizations.
- B. All local units of government (political subdivisions of a state, including cities, towns, counties and special districts created by state law) shall account for interest earned on federal funds. Local units of government may keep interest earned on federal grant funds up to \$100 PER FEDERAL FISCAL YEAR. This maximum limit is not per award; it is inclusive of all interest earned as a result of all federal grant program funds received per year.
- C. Nonprofit, commercial and non-governmental organizations shall account for interest earned on federal funds. These types of organizations may keep interest earned on federal grant funds up to \$250 PER FEDERAL FISCAL YEAR. This maximum limit is not per award; it is inclusive of all interest earned as a result of all federal grant program funds received per year.

- D. All other program income earned during the grant period shall be retained by the Grantee and used in accordance with the original intent of the grant agreement.
- E. Interest earned, in excess of the amounts stated above, must be remitted to the United States Department of Health and Human Services, Division of Payment Management Services, P.O. Box 6021, Rockville, MD 20852.

XII. Budget Revisions and Modifications.

- A. Budget revisions and modifications must be requested by the Grantee and approved by OHSP in writing (via GTS, see section XVIII.C.) before they become effective. (In the case where OHSP assumes the GTS data entry responsibility, a budget revision notification must be made in writing to OHSP.) A revised Annex to the Spending Plan will be required.
- B. OHSP may also, at its option, establish policy to restrict reprogramming of funds among direct cost categories and must require Grantees to comply with applicable state requirements concerning prior approval for certain budget changes.
- C. If the Grantee is making program expenditures or providing grant services at a rate, which in the judgment of OHSP will result in substantial failure to expend the grant amount or provide grant services, OHSP may so notify the Grantee. If, after consultation, the Grantee is unable to develop, to the satisfaction of OHSP, a plan to rectify its low level of program expenditures or grant services, OHSP may, upon thirty (30) days notice to the Grantee, reduce the grant amount by a sum so that the revised grant amount fairly projects program expenditures over the grant period. This reduction shall take into account the Grantee's fixed costs and shall establish the committed level of service for each program element of grant services at the reduced grant amount. If such a determination is made by OHSP subsequent to the awarding of the grant and the funds have already been received by the Grantee, the reduced amount will be remitted to OHSP.

XIII. Property Management and Disposition Standards.

- A. Property furnished by OHSP or acquired in whole or in part with OHSP funds and/or federal funds or whose cost was charged to a project supported by OHSP funds and/or federal funds shall be utilized and disposed of in a manner consistent with state requirements.
- B. Executive level state agencies are required to comply with state OMB CL#11-18 and OMB CL#11-19 and OMB State Fiscal Year End Guidelines for reporting of Capital and Fixed Assets, as more specifically set forth in Paragraph D below. Non-executive state departments (i.e. colleges and universities, New Jersey Transit agencies, Port Authority agencies, local units of government, nonprofit organizations, etc.) must adhere to and follow their respective inventory and fixed inventory policies and procedures. Nonprofit organization requirements/standards are more specifically set forth in Paragraph E below.
- C. Resources purchased with HSGP funds (that meet the entry requirements) shall be entered into the New Jersey Office of Emergency Management's Resource Directory Database (RDDDB). A copy of the RDDDB entry will be included with each request for reimbursement when applicable.

D. Requirements for State Agencies.

1. To meet the minimum requirements for the establishment and maintenance of agency equipment inventory records per New Jersey Treasury Circular No. 91-32-OMB Equipment Inventory Process. An inventory system is necessary.
 - a. To fix stewardship responsibility for particular equipment.
 - b. To provide a means of control to determine that state equipment is not stolen or misappropriated.
 - c. To obtain optimum insurance coverage levels and provide important proof-of-loss evidence when insurance claims are filed.
 - d. To locate excess or surplus items that can be made available to other agencies or to be sold at public auction.
 - e. To permit the development of depreciation and cost services information for possible reimbursement through federal grant programs.
 - f. To maintain a schedule of acquisitions financed by federal funds.
2. For the purpose set forth in New Jersey Treasury Circular No. 91-32-OMB, those items of equipment with an original cost of \$1,000.00 or more and an expected useful life of three (3) years or more must be maintained on an equipment inventory record. Examples of such equipment are vehicles, furniture, files, fixtures and office equipment (computers, copiers, fax machines, calculators, typewrites, etc.).
3. This policy is intended to be applied to individual items only. In cases of group purchases, although the aggregate cost may exceed the limit, if the cost of the individual items is below \$1,000.00, the items are not required to be included on the inventory record. Agencies have the option to maintain items costing less than \$1,000.00 on the inventory record.
4. Subsidiary records for equipment should include the following information.
 - a. Description of equipment (type of item, brand name, serial number, etc.).
 - b. Acquisition date.
 - c. Cost (purchase price).
 - d. Inventory number (decal, stencil or sequentially numbered tags for control).
 - e. Location (address of building, building name, etc.).

- f. Organization unit charged with custody.
 - g. Source of the monies from which equipment was acquired (General State Funds, Federal Grants, Special Revenue Funds, etc.).
5. Executive level state agencies must meet the minimum requirements for the establishment and maintenance of agency equipment inventory records per New Jersey Treasury Circular No. 01-07-OMB "Fixed Assets". This Circular Letter prescribes policies to account for fixed assets in accordance with generally accepted accounting principals. Assets that meet the following criteria must be recorded in the Revised Fixed Assets System (RFAS), currently known as the Land and Building Asset Management system (LBAM).
- a. An asset that is classified as land, land improvements, buildings, building improvements or equipment.
 - b. An asset with an original unit cost of at least \$25,000.00 for land improvements, \$30,000.00 for motor vehicles, \$20,000.00 for all other equipment and \$100,000.00 for building improvements, which result in the replacement of the original components. All land must be capitalized. All buildings are to be capitalized except those structures that are temporary in nature and that are under \$20,000.00 in value.
 - c. An asset with a useful life of one year or greater.
6. Reporting Responsibilities.
- a. All building construction, renovation or demolition of buildings or the purchase and/or sale of property that is not coordinated through the Office of Design and Construction or the Office of Property and Lease Management, is the responsibility of the applicable agency and therefore must be reported by that agency.
 - b. The acquisition of an asset through a series of regular contract payments, i.e., installment purchases of qualifying assets, as well as an asset acquired through Certificates of Participation or "Master Lease" financing, should be reported the same as a purchase of an asset.
7. Documentation Requirements.
- a. System definitions and instructions for asset additions and/or retirements are available on-line via the HELP screen in the LBAM.
 - b. Agencies are required to maintain supporting documents for all fixed asset transactions that meet the capitalization criteria.
 - c. The source of funding, or combination of sources of funding, must be identified.

- d. Each asset must be identified and entered into the LBAM by a unique individual number. The number may be a tag number issued by OMB, a license number in the case of a vehicle or another number approved by OMB.
8. Agency Reporting Responsibilities.
- a. Each agency will designate a unit and personnel responsible for updating LBAM.
 - b. Each agency is required to maintain an internal system that is capable of utilizing the LBAM program.
 - c. Each agency will submit a diskette to OMB, which will identify all assets added or retired as entered on the agency's version of the LBAM Program.
 - d. Each agency will also be responsible for conducting an annual physical inventory of fixed assets, which must be reconciled to the LBAM Program. A preliminary inventory including the first six months of transactions should be submitted to OMB by May 31 of each year. A complete physical inventory listing as of June 30 must be submitted to OMB prior to July 31 of each year.
- E. Requirements Non-State Agencies (Including Nonprofits, Counties, Municipalities, Corporations, etc.) Grants.
- 1. The recipient's property management standards for equipment acquired with Federal funds and federally owned equipment shall include all of the following.
 - a. Equipment records shall be maintained accurately and shall include the following information.
 - 1) A description of the equipment.
 - 2) Manufacturer's serial number, model number, federal stock number, national stock number or other identification number.
 - 3) Source of the equipment, including the award number.
 - 4) Whether title vests in the recipient or the Federal Government.
 - 5) Acquisition date (or date received, if the equipment was furnished by the Federal Government) and cost.
 - 6) Information from which one can calculate the percentage of Federal participation in the cost of the equipment (not applicable to equipment furnished by the Federal Government).

- 7) Location and condition of the equipment and the date the information was reported.
- 8) Unit acquisition cost.
- 9) Ultimate disposition data, including date of disposal and sales price or the method used to determine current fair market value where a recipient compensates the federal awarding agency for its share.

- b. Equipment owned by the Federal Government shall be identified to indicate federal ownership.
- c. A physical inventory of equipment shall be taken and the results reconciled with the equipment records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the difference. The recipient shall, in connection with the inventory, verify the existence, current utilization and continued need for the equipment.

F. Disposition of Property.

When original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment will be made as follows.

1. Items of equipment with a current per unit fair market value of less than \$5,000.00 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency (i.e., FEMA).
2. Items of equipment with a current per unit fair market value in excess of \$5,000.00 may be retained or sold and the awarding agency (FEMA) shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

XIV. Procurement Standards.

- A. Purchasing equipment, goods and services under this grant is the responsibility of the Grantee, unless other arrangements have been authorized in writing.
- B. Procurement of supplies, equipment and other services with funds provided by this grant shall be accomplished in a manner generally consistent with state requirements. Local units of government and non-governmental organizations must follow their respective policies and procedures governing procurement.
- C. Adherence to the standards contained in the applicable state laws and regulations does not relieve the Grantee of the contractual responsibilities arising under its procurements. The Grantee is the

responsible authority, without recourse to OHSP, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurement entered in support of a grant.

- D. Should a Grantee purchase authorized equipment for another agency (public or private), or should the Grantee reimburse another agency for acquired authorized equipment utilizing HSGP funds in the amount of \$5,000.00 or greater, a memorandum of understanding (MOU) shall be formally prepared and signed by all participating parties indicating use, maintenance and disposition of said equipment.

XV. Monitoring of Program Performance.

- A. Grantee monitoring must cover each program, function or activity to monitor performance under grant supported activities to assure time schedules and objectives are being met, projected work units by time periods are being accomplished and other performance goals are being achieved as applicable.

- B. The Grantee shall inform OHSP of the following types of conditions which affect program objectives and performance as soon as they become known.

1. Problems, delays or adverse conditions which will materially impair the ability to attain program objectives, prevent meeting time schedules and goals or preclude the attainment of project work units by establishing time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any OHSP assistance required to resolve the situation.

2. Favorable developments or events which enable meeting time schedules and goals sooner than anticipated, at a lower than anticipated cost or produces a greater benefit than originally planned.

3. Any excess funds will be returned to OHSP.

4. Based on a review of a Grantee's programmatic/financial performance, OHSP reserves the right to partially reduce and/or rescind a Grantee's project funding. Examples include, but are not limited to, failure to demonstrate in the Grants Tracking System (GTS) and/or the New Jersey Comprehensive Financial System that the majority of project funding has been legally obligated within 12 months of execution of subgrant award; failure to account for funding in GTS; and failure to provide adequate supporting reimbursement documentation. Any action taken to reduce or rescind funding will be communicated by OHSP via electronic mail and written correspondence to the Grantee.

- C. OHSP may, upon reasonable notice, make site visits for any of the following purposes.

1. To review program accomplishments and management control systems.

2. To provide such technical assistance as may be required.

3. To perform fiscal reviews to ensure grant funds are being properly expended in a timely manner.

XVI. Financial and Performance Reporting.

- A. Your agency will be required to provide biannual strategy implementation reports (BSIR) designed to outline how this grant funding is being used to meet the goals and objectives outlined in the state and urban area homeland security strategies. The awarding of these funds is conditioned upon your agency's full participation with our Grants Tracking System (GTS). Your grant coordinator will be contacted by our grant liaison once the system is ready to accept entries for your approved projects.
- B. The grant budget as used in this section means the approved Spending Plan Template and Annex or Vulnerability Reduction Purchasing Plan (VRPP-which pertain to federal BZPP funding only). The Spending Plan Template and Annex or VRPP represents the project or program planned expenditures as approved during the grant application and award processes.
- C. The Grantee (except in the case where OHSP assumes the responsibility of GTS data entry) shall utilize OHSP's GTS in addition to the Grantee's financial management accounting system.
 1. The GTS is a web-based application developed to assist with the grant management process.
 2. The Grantee agrees to maintain on its staff at least one person experienced in the proper input of data into the GTS system. Training is available through OHSP and will be provided by Ms. Melissa Barnes (609-584-4088), OHSP GTS Administrator.
 3. Grantee will use GTS to budget all items, input purchase orders and record the dates grant items are invoiced and reimbursed.
 4. No expenditures shall be eligible for reimbursement until the Grantee populates the GTS with all anticipated expenditures as reflected in the approved Spending Plan Template and Annex.
 5. Once the approved Spending Plan Template and Annex data is entered into the GTS, the Grantee may not revise without first entering the change into the GTS and receiving approval from their OHSP liaison. Charges incurred without proper approval may be ineligible for reimbursement.
 6. Grantee shall maintain GTS with the most current planning, procurement and expenditure information.
 7. Any request by a third party for a GTS report printout shall be handled in accordance with the following procedure.
 - a. The GTS is operated by the NJ OHSP and, as such, it is subject to various

protections by Executive Order No. 5 (Corzine).

- b. Grantee shall not disseminate reports generated from GTS to any third party absent OHSP approval, this includes media, press, OPRA requests and the like. In the event there is a request for any GTS printouts, Grantee shall refer the requesting party to OHSP. OHSP will make any and all appropriate disseminations of GTS reports.
 - c. Information that is not in GTS form, but was generated wholly by a Grantee may be disseminated at the discretion of the Grantee. In disseminating grant related information, Grantee should reasonably believe that the release of such information will not have any adverse impact on the health and/or safety of their citizenry or first responders.
- D. The Grantee shall promptly respond to requests by OHSP for programmatic, budgetary, fiscal and other information or data related to the administration of this grant.
- E. The Grantee may be required to submit a final programmatic report at the conclusion of the grant as prescribed by OHSP.

XVII. Access to Records.

- A. The Grantee in accepting this grant agrees to make available to OHSP pertinent accounting records, books, documents and papers as may be necessary to monitor and audit the Grantee's operations.
- B. As a general rule for all visitations, inspections and audits, including visits and requests for documentation in discharge of OHSP's responsibilities, OHSP shall provide prior notice when reasonable and practical to do so. However, OHSP retains the right to make unannounced visits, inspections and audits as it deems necessary.
- C. OHSP reserves the right to seek and Grantee agrees to provide access to records of the Grantee associated with this grant.
- D. OHSP reserves the right to have access to all documentation produced in connection with audits made by the Grantee or independent certified public accountants, registered municipal accountants or licensed public accounts hired by the Grantee to perform such audits.

XVIII. Record Retention.

- A. Except as otherwise provided, financial and programmatic records, support documents, statistical records and all other records pertinent to the grant shall be retained for a period of seven (7) years, unless directed to extend the retention by OHSP.
 - 1. If any litigation, claim, negotiation, action or audit involving the records is started before the expiration of the seven (7) year period, the records must be retained until completion

of the action and resolution of all issues and appeals which arise from it, or until the end of the regular seven (7) year period, whichever is later, unless otherwise directed by OHSP.

2. Records for non-expendable property acquired with OHSP funds shall be retained for seven (7) years after its final disposition, unless otherwise provided by OHSP.
 3. The general retention period for all records starts from the date of the final subject close out letter.
- B. OHSP may request transfer of certain records to its custody from the Grantee when it determines that the records possess long-term retention value and will make arrangements with the Grantee to retain any records that are continuously needed for joint use.

XIX. Enforcement.

If a Grantee materially fails to comply with the term of an award, whether stated in a state or federal statute/ regulation, an assurance, in a state plan or application, a notice of award or elsewhere, OHSP may take one or more of the following actions.

- A. Temporarily withhold reimbursements pending correction of the deficiency by the Grantee.
- B. Disallow all or part of the costs of the activity or action not in compliance.
- C. Wholly or partly suspend or terminate the current award for the Grantee's program.
- D. Withhold further awards for the program.
- E. Request the balance of grant funds to be returned and/or seek reimbursement for funds expended that were not in compliance with the terms and conditions of the grant agreement.

XX. Termination and Suspension.

- A. The following definitions shall apply for the purposes of this section.
 1. *Termination* of a grant means the cancellation of assistance, in whole or in part, under a grant at any time prior to the date of completion.
 2. *Suspension* of a grant is an action which temporarily ceases assistance under the grant pending corrective action by the Grantee or pending a decision to terminate the grant.
 3. *Disallowed costs* are those charges to the grant which OHSP or its representatives shall determine to be beyond the scope of the grant, excessive or otherwise unallowable.
- B. If the Grantee fails to comply with grant award stipulations, standards or conditions, OHSP may suspend the grant and withhold further reimbursements; prohibit the Grantee from incurring

terminate the grant in accordance with paragraph C below. OHSP shall allow all necessary and proper costs, which the Grantee could not reasonably avoid during the period of suspension, provided they meet state requirements.

- C. OHSP will provide the Grantee with thirty (30) days from written notice of default to cure the breach before terminating the grant. OHSP may terminate the grant, in whole or in part, whenever it is determined that the Grantee has failed to cure the breach and, therefore, does not comply with the conditions of the grant. OHSP shall promptly notify the Grantee in writing of the determination and the reasons for the termination together with the effective date. Reimbursements made to the Grantee or recoveries by OHSP under the grant terminated for cause shall be in accord with the legal right and liability of the parties.
- D. The parties may terminate the grant in whole, or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and in case of partial terminations, the portion to be terminated. The Grantee shall not incur new obligations for the terminated portion after the effective date of the termination and shall cancel as many outstanding obligations as possible.
- E. The grant close-out procedure in section XXI of the grant shall apply in all cases of termination.

XXI. Grant Close Out Procedures.

- A. The following definitions shall apply for the purpose of this section.
 - 1. The *closeout* of a grant is the process by which OHSP determines that all applicable administrative actions and all required work of the grant have been completed by the Grantee.
 - 2. *Date of completion* refers to the date when all activities under the grant are completed or the expiration date in the award document, or any supplement or amendment thereto.
- B. OHSP may permit extensions when requested in writing by the Grantee.
- C. The Grantee will, together with the submission of the final report, refund to OHSP any unexpected funds or unobligated (unencumbered) cash advanced, except such sums that have been otherwise authorized in writing by OHSP to be retained.
- D. In the event an audit has not been performed prior to the close out of the grant, OHSP retains the right to recover any disallowable costs identified in the final audit report.

The effective date of this agreement shall be _____, 2014, and it shall expire at midnight

August 16, 2016.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as follows:

FOR THE GRANTEE:

WITNESS:

COUNTY OF GLOUCESTER

Date: _____

Date: _____

**FOR THE OFFICE OF HOMELAND
SECURITY AND PREPAREDNESS:**

WITNESS:

Edward Dickson
Director

Date: _____

Date: _____

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as follows:

FOR THE GRANTEE:

WITNESS:

COUNTY OF GLOUCESTER

Date: _____

Date: _____

**FOR THE OFFICE OF HOMELAND
SECURITY AND PREPAREDNESS:**

WITNESS:

Edward Dickson
Director

Date: _____

Date: _____

ATTACHMENT A

**New Jersey Office of Homeland Security and Preparedness
Non-Supplanting Certification**

Non-Supplanting Certification: This certification which is a required component of the grant agreement, affirms that OHSP State Aid and/or Federal Homeland Security grants funds will be used to **supplement** (add to) existing funds, and will not **supplant** (replace) funds that have been appropriated for the same purpose.

Certification Statement:

I certify that any funds awarded under this grant agreement will be used to supplement existing funds for program activities, and will not replace (supplant) non-Federal Funds.

NAME (Authorizing Official)

SIGNATURE

DATE: _____



**Homeland Security Grant Program (HSGP)
Obligation/PoP Extension Form**



GUIDELINES

A request to extend the obligation deadline and/or period of performance (PoP) deadline may be considered but must be supported by adequate justification in order to be reviewed. The justification request must include a written explanation, on a project-by-project basis, the reasons for the delay in meeting the obligation deadline and/or period of performance deadline. The justification request must demonstrate there was a clear, compelling, extraordinary, or extreme circumstance that significantly impaired the subgrantee's ability to meet already prescribed deadlines.

PROCESS

Subgrantees will complete the "Homeland Security Grant Program" (HSGP) Obligation/PoP Extension Request Form. The extension request will require a cover letter authored by responsible parties as follows:

- requests from any county shall be submitted to OHSP via a joint letter from the CWG chair and county purchasing agent
- requests from any municipality shall be submitted to OHSP via a letter from their business administrator
- requests from any state agency shall be submitted to OHSP via a letter from their Chief Administrative Officer
- requests from any Non-Governmental Organization shall be submitted to OHSP via a letter from their Chief Financial Officer or Chief Operating Officer

TYPE OF EXTENSION: Obligation Period _____ PoP _____

Date: Extension Request# (for this project):

Grant: Fiscal Year:

Sub-Grantee Name:

Project Title:

Total Dollar Amount of Project:

Total Dollars Requiring Extension:

Project Manager Details:

Name: Phone Number:

Email:

Requested New Obligation Date:

Requested New PoP Date:

1. Include all supporting documents to include current GTS print out, purchasing documentation, etc.

Add additional pages for each of the following sections as required:

2. Provide a justification for the obligation or PoP extension

3. Plan for completion

Print Name, Title and Agency:

Date:

Authorized Signature (see guidelines)

To be completed by OHSP:

Approved

Denied

New Grant End Date:

Liaison Signature:

Date:

Deputy Bureau Chief Signature:

Date:

Bureau Chief Signature:

Date:

EXTENSION REQUEST GUIDELINES

EXTENSION REQUEST GUIDELINES

Requests for time extensions will be considered, but will not be granted automatically and **MUST** be supported by adequate justification in order to be processed. The justification must be a written explanation of the reasons for the delay; an outline of the remaining project funds available to support the extended period of performance; and a description of performance measures necessary to complete the project. Without the justification, the extension requests will not be considered.

PROCESS

Subgrantees will complete the "Homeland Security Grant Program" (HSGP) Extension Request Form. The Extension Request will require a cover letter authored by responsible parties as follows:

- extension requests from any county shall be submitted to OHSP via a joint letter from the CWG chair and county purchasing agent
- extension requests from municipalities/towns from their business administrators
- extension letters from state agencies from their CAOs
- Non Governmental organizations from their CFOs/CAOs

HSGP Extension Request Form completion will require the following information:

1. REQUEST: (NOTE: CURRENT GTS REPORTS and supporting purchase documents must be attached)
 - a. The request must be submitted **90 days** prior to the expiration date of the period of performance.
2. JUSTIFICATION FOR THE EXTENSION:
 - a. Identify the project by Investment and Project Name. Identify the status of the project.
 - b. Give a brief description of the reason for the delay in completion of the project within the period of performance. Identify the circumstances (ie. EHP review, lack of match, construction delays, etc.) and why the circumstances caused the delay.
 - c. List the approved period of performance termination date and the new project completion date.

Attachment M

3. BUDGET:

- a. Identify the remaining funds, both FEMA and match, available for the extended period.
- b. Outline how the remaining funds will be used.
- c. Identify the sources for additional funding, if FEMA funds will not support the extension.
- d. Timeline outlining revised timing of expenditures.

4. PLAN FOR COMPLETION:

- a. Identify the objectives necessary to complete the project.
- b. Identify completion dates for each of the objectives.
- c. List the position/person responsible for oversight of the completion of the project.

5. PROJECT COMPLETION DATE:

- a. Identify the projected completion date for the grant award.
- b. Identify the initial grant award period of performance and previous extensions.

6. SCOPE OF WORK:

- a. Provide a certification that the project will be completed within the extended period of performance without modification to the approved scope of work.
- b. If a programmatic change is requested, the subgrantee must submit a revised Spending Plan and Annex for review/approval.

C-1

RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH ROWAN COLLEGE AT GLOUCESTER COUNTY TO PROVIDE WORKPLACE LITERACY PROGRAMS FROM JULY 1, 2014 TO JUNE 30, 2015, IN AN AMOUNT NOT TO EXCEED \$35,000.00

WHEREAS, Rowan College at Gloucester County, provides adult literacy/GED services to the residents of the County; and

WHEREAS, the County of Gloucester recognizes the need to enter into an agreement with Rowan College at Gloucester County in order to continue these services; and

WHEREAS, the term of this Agreement shall be from July 1, 2014 to June 30, 2015, in an amount not to exceed \$35,000.00; and

WHEREAS, N.J.S.A. 40A:65-1 et seq. specifically authorizes local government units, to enter into agreement for the provision of shared services; and

WHEREAS, the a Certificate of Availability of Funds has not been issued at this time as this is an open-ended agreement, which does not obligate the County of Gloucester to make any purchase, and prior to any purchase being made or service rendered pursuant to the within award, a Certificate of Availability shall be obtained from the Treasurer of the County of Gloucester certifying that sufficient monies are available at that time for that particular purpose and identifying the line item of the County budget from which said funds will be paid.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that the Freeholder Director is hereby authorized to execute and the Clerk of the Board is hereby authorized to attest to a Shared Services Agreement with Rowan College at Gloucester County to effectuate the hereinabove purposes, in an amount not to exceed \$35,000.00 from July 1, 2014 to June 30, 2015.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, September 17, 2014 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK

C-1

SHARED SERVICES AGREEMENT

By and Between the

COUNTY OF GLOUCESTER

and

**ROWAN COLLEGE AT GLOUCESTER COUNTY
AS THE OPERATING AGENCY OF
THE ONE-STOP LEARNING LINK & ADULT LITERACY PROGRAMS**

Dated: July 1, 2014

SHARED SERVICES AGREEMENT

THIS SHARED SERVICES AGREEMENT, dated July 1, 2014, by and between the **COUNTY OF GLOUCESTER**, a body politic and corporate of the State of New Jersey (referred to as "County") and the **ROWAN COLLEGE AT GLOUCESTER COUNTY** (referred to as "Local Unit"); and

RECITALS

1. The County of Gloucester ("County") is a body politic and corporate of the State of New Jersey with main offices located at 2 S. Broad Street, Woodbury, NJ 08096;
2. The Rowan College at Gloucester County ("Local Unit") is a corporation of the State of New Jersey with office located at 1400 Tanyard Road, Sewell, New Jersey, 08080;
3. The County through the Department of Economic Development – Workforce Investment Board is aware of the need to serve adults with low literacy, adult basic educational needs or require a New Jersey High School Diploma (HSE);
4. The Local Unit has the capability of serving as the Operating Agency of the Learning Link facility at the Gloucester County One-Stop Career Center and the Learning Link at Rowan College at Gloucester County to pay Local Unit for expenditures related to the development and implementation of said Learning Links;
5. N.J.S.A. 40:A.65-1 et sq. specifically provides a mechanism through which counties and municipalities may enter into an agreement for the provision of shared services.

NOW, THEREFORE, in consideration of the mutual promises, agreements and other considerations made by and between the parties, the County and the Local Unit do hereby agree as follows:

AGREEMENT

A. DESCRIPTION OF THE PROJECT.

The Project for purposes of this Agreement shall consist of the provision of services at Rowan College at Gloucester County and the Thorofare One-Stop Career Center for adult literacy services within the County of Gloucester.

B. LOCAL UNIT RESPONSIBILITIES.

The Local Unit will:

1. Serve as the Operating Agency of the Workforce Learning Links located at the One-Stop Career Center and Rowan College at Gloucester County.
2. Comply with all requirements, terms, and conditions as set forth in Attachments A through annexed hereto.

3. Meet the minimum expected performance outcomes as described in **Attachment A, Article VI**, goals/performance criteria.
4. Meet the expected level of service of 40 adults.

C. PAYMENT.

County agrees to compensate the Local Unit in the amount not to exceed **\$35,000.00** for continuation of the workplace literacy programs to assist adults to obtain basic education, pre-employment and New Jersey High School Diploma. The Local Unit must submit monthly expenditures by the 10th of each month. Said expenditures shall be accompanied by **Attachment C**. Present and future funding is contingent upon funding availability from NJ/US Department of Labor, and Local Unit meeting the minimum expected performance outcomes as described in **Attachment A**.

D. DURATION OF AGREEMENT.

This Agreement shall be effective July 1, 2014 - June 30, 2015.

Upon 30 days written notice, either party may terminate this agreement without cause. The Local Unit shall be entitled to compensation for all work performed prior to such termination.

E. LIMITATION OF DELEGATION.

To the extent that this Agreement constitutes a delegation of authority by the County to the Local Unit, this Agreement shall not be construed to delegate any authority other than the authority to perform the services described in this Agreement.

Neither County nor any Local Unit intends by this Agreement to create any agency relationship other than that which may be specifically required by the Shared Services Agreement Act for the limited purpose of performing the obligations of the County pursuant to the Agreement.

The parties recognize that currently there may be certain legal relationships existing between the parties with regard to other activities of the parties, and nothing in this Agreement shall be construed to be in derogation of those relationships.

F. INDEMNIFICATION OF COUNTY.

- (a) During the Term of this Shared Services Agreement, the Local Unit shall indemnify and shall hold the County, the members of the Board and its officers, agents and employees harmless against, and the Local Unit shall pay any and all, liability, loss, cost, damage, claims, judgment or expense, of any and all kinds or nature, which shall be imposed by law, which the County, the members of the Board or its officers, agents and employees may sustain or may be subject to or may be caused to incur by reason of any claim, suit or action which is based upon personal injury, death, or damage to property, whether real, personal or both, or upon or arising out of any services performed by County in connection with the work described in this Agreement. The Local Unit shall be responsible for the performance of these promises to indemnify and defend only with regard to claims asserted in connection with the performance of services by the County for the Local Unit.

(b) The Local Unit at its own cost and expense, shall defend any and all such claims, suits and actions which may be brought or asserted against the County, the members of the Board or its officers, agents or employees; provided, however, that this provision shall not be deemed to relieve any insurance company which has issued a policy of insurance of its obligation to defend the County, the Local Unit and any other insured party which may be named in such policy or insurance in connection with any claims, suits or actions which are covered by the terms of such policy.

(c) The County and Local Unit agree as follows:

(i) The County shall give an authorized Local Unit representative prompt written notice of the filing of each such claim and the institution of each such suit or action, and the Local Unit shall give an authorized County representative prompt written notice of the filing of each such claim and the institution of each such suit or action;

(ii) The County shall not, without the prior written consent of the Local Unit, adjust, settle or compromise any such claim, suit or action with respect to the Project, and the Local Unit shall not, without the prior written consent of the County, adjust, settle or compromise any such claim, suit or action with respect to the Project; and

G. COMPLIANCE WITH LAWS AND REGULATIONS.

Each party to this Agreement shall at its own cost and expense promptly comply with, or cause to be complied with, all laws, rules, regulations, and other governmental requirements, which may be applicable to the performance of the services, described in this Agreement. Specifically, the County will, in performing its services, comply with all applicable laws, rules, and regulations concerning the conduct of such soliciting, interviewing, and related services concerning consideration of employees for hire.

H. NO ADDITIONAL WAIVER IMPLIED BY ONE WAIVER.

In the event that any agreement which is contained in this Shared Services Agreement should be breached by either party and thereafter such breach shall be waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be a waiver of any other breach hereunder.

I. NO PERSONAL LIABILITY. No covenant, condition or agreement contained in this Shared Services Agreement shall be deemed to be the covenant, condition or agreement of any past, present or future officer, agent or employee of the Local Unit or County, in his or her individual capacity, and neither the officers, agents or employees of the Local Unit or County nor any official executing this Shared Services Agreement shall be liable personally on this Shared Services Agreement by reason of the execution hereof by such person or arising out of any transaction or activity relating to this Shared Services Agreement.

J. MISCELLANEOUS.

1. **Amendment.** This Shared Services Agreement may not be amended or modified for any reason without the express prior written consent of the parties hereto.

2. **Successors and Assigns.** This Shared Services Agreement shall inure to the benefit of and shall be binding upon the County, the Local Unit and their respective successors and assigns.

3. **Severability.** In the event that any provision of this Shared Services Agreement shall be held to be invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

4. **Counterparts.** This Shared Services Agreement may be simultaneously executed in several counterparts, each of which shall constitute an original document and all of which shall constitute but one and the same instrument.

5. **Entire Agreement.** This Shared Services Agreement sets forth all the promises, covenants, agreements, conditions and undertakings between the parties hereto with respect to the subject matter hereof, and supersedes all prior or contemporaneous agreements and undertakings, inducements, or conditions, express or implied, oral or written between the parties hereto.

6. **Further Assurances and Corrective Instruments.** The Local Unit and the County shall execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for correcting any inadequate or incorrect description of the Project or to correct any inconsistent or ambiguous term hereof.

7. **Headings.** The Article and Section headings in this Shared Services Agreement are included herein for convenience of reference only and are not intended to define or limit the scope of any provision of this Shared Services Agreement.

8. **Non-Waiver.** It is understood and agreed that nothing which is contained in this Shared Services Agreement shall be construed as a waiver on the part of the parties, or any of them, of any right which is not explicitly waived in this Shared Services Agreement.

9. **Governing Law.** The terms of this Shared Services Agreement shall be governed by and construed, interpreted and enforced in accordance with the laws of the State applicable to agreements made and to be performed entirely within such State, including all matters of enforcement, validity and performance.

K. **EFFECTIVE DATE.** This Agreement shall be effective as of July 1, 2014, which shall be considered the commencement date of this Agreement.

ATTEST:

COUNTY OF GLOUCESTER

ROBERT N. DILELLA, CLERK

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROWAN COLLEGE AT GLOUCESTER COUNTY

By: **FREDERICK KEATING**
Title: **PRESIDENT**

STATEMENT OF WORK

Rowan College at Gloucester County (RC@GC) will assist in the coordination of literacy services and will deliver services to the One-Stop Learning Link and the Learning Link at the College. The College presently receives funding from the Department of Labor and Workforce Development WIA Title IIA and Gloucester County Economic Development - Workforce Investment Board. RC@GC will provide ABE, ESL, TASC (was GED) and computer literacy activities to WIA participants, and residents who are eligible under the LWD Workforce Learning Link (WLL) guidelines. RC@GC subcontracts, through the Title II grant funding, with Literacy Volunteers of America, local school districts and faith-based organizations to facilitate the outreach and provide services for participants with low literacy or in need of ESL. Satellite literacy sites, to include Glassboro Public Library and St. Matthew's in Williamstown, that were once funded under the WLL will continue to function as part of Title II deliverables.

TASC testing services, funded in part by the State to the WIB, will occur at least 4 (four) times per year with retest dates to be determined. On an as needed basis, the Gloucester County Institute of Technology along with the Thorofare One-Stop Career Center will conduct TASC testing. In order to evaluate TASC test participants, names and social security numbers of all those tested will be sent to the One-Stop MIS Coordinator on a monthly basis.

Those consumers who have completed the TASC test or other agreed upon benchmarks, will be contacted by the WLL Counselor or One-Stop designee, to verify passing test and/or achieved benchmarks in order to re-evaluate employment/career goals. (See Administrative Instructions)

ADMINISTRATIVE INSTRUCTIONS

I. PURPOSE

The purpose of the Workforce Learning Link Administrative Instructions is to transmit policy, procedures, and reporting guidelines for serving customers in the Workforce Learning Link (WLL).

II. BACKGROUND

The WLL was established in July 2001 as a "Second Chance System" to ensure that every New Jersey resident has the ability to upgrade the basic skills needed to enter the workforce. The law redirects a portion of the employer and employee contribution from the Unemployment Compensation Fund to the Supplemental Workforce Administrative Fund for Basic Skills. The funds will be used to upgrade basic skills at centers for Workforce Literacy operated through the One-Stop Career Center (OSCC) and administered by the Workforce Investment Board.

III. STATEMENT OF GOALS

The primary goal of the WLL is to assist eligible customers to secure or improve employment, attain a level of self-sufficiency, and ultimately enrich their lives through career advancement and life-long learning.

- ▶ The WLL Program will follow the National Reporting System for Adult Education (NRS) measures and provide appropriate educational functioning level services in:
 - Low Intermediate Basic Education and above including Reading, Math, and Communications (Attachment 1)
 - Basic HSE preparation
 - Basic computer literacy
 - High intermediate English as a Second Language and above (Attachment 1)
 - Skill upgrade

- ▶ The program will provide overall readiness to:
 - Enter the workforce
 - Further career opportunities
 - Advance to higher education
 - Enhance already acquired skills

IV. CUSTOMER FLOW

In order for customers to receive appropriate services, it is recommended that all participating agencies adhere to the procedures outlined below to ensure that the WLL is used as a tool to enhance all eligible customers' opportunities of securing or improving employment opportunities.

CUSTOMER ELIGIBILITY REQUIREMENTS

- ▶ All WLL customers:
 - Must be legally eligible to work in the United States
 - Must demonstrate a need for basic skills enhancement
 - Must identify an attainable goal and/or outcome
 - Must have minimum of a 4th grade reading level
 - Should be able to perform learning tasks within a 3 to 6 month timeframe
 - Should attend a minimum of 15 hours per week for ABE and HSE
 - Should attend a minimum of 10 hours per week for basic computer literacy

- ▶ Prior to enrollment, a WLL customer should register for a Career Beacon Workshop or other pre-employment workshop/class, if applicable, and must:
 - Attend a group or one-on-one orientation (i.e. Reemployment, TANF, GA, etc.)
 - Have an appropriate WLL Referral Form from the referring agency (Attachment 3)
 - Meet with a WLL Counselor for a full needs assessment, Employability Plan (EP) and Employment Counseling Statement
 - Supply TABE or BEST Plus scores (if less than 6 months) or register for testing
 - Register with On Ramp on www.jobs4jersey.com
 - Complete a WLL Enrollment Form (Attachment D)
 - Complete the recommended Statement of Goals Form (Attachment D)
 - Read and sign the WLL Agreement (Attachment D)

REFERRALS OF CUSTOMERS

- ▶ Outreach and referrals made to the WLL may come from the following:
 - One-Stop Career Center
 - Work First Group Job Search Workshop

- County Welfare Agencies (CWA)
- Career Beacon Workshops
- Trade Readjustment Act (TRA)
- Project Reemployment Opportunity Systems (PROS)
- Community colleges
- Corrections and probation programs
- Housing authorities
- Community and faith-based organizations
- Division of Vocational Rehabilitation Services (DVRS)
- County Libraries
- Other county and local entities

ASSESSMENT

- ▶ Each customer must meet with a WLL Counselor for a full needs assessment and development of an Employability Plan (EP). The WLL Counselor must complete an Employment Counseling Statement or its equivalent and determine customer eligibility.
- ▶ The following factors should be used to conduct the assessment:
 - Goal(s)
 - Level of education
 - Test Scores: reading and math
 - Computer literacy
 - Self-assessment
 - Work history
 - Work readiness

EMPLOYABILITY PLAN

- ▶ The EP or its equivalent Individual Responsibility Plan (IRP) or Individual Service Strategy (ISS), together with the Client Intake Form, is a formal agreement between the customer and the counselor to assist the individual to maximize his/her employment opportunities. The EP should be reviewed and updated periodically to reflect changes in the customer's interests and goals. An electronic and paper copy should be maintained.
- ▶ The EP should include the following:
 - Personal background data
 - Short and long term attainable employment and educational goals
 - Barriers to reaching goals
 - Service Strategy Plan outlining an appropriate course of action
 - Test scores
 - Financial aid sources
 - Log of contacts and follow-up activities
- ▶ Upon completion, the customer must sign the EP indicating awareness of his/her responsibilities. Non-adherence to the EP may result in termination of WLL services and may adversely affect Public Assistance or Unemployment Insurance (UI) benefits.
- ▶ After completion, the WLL Counselor must enter and Individual Employment (IEP) activity on America's One-Stop Operating System (AOSOS).

V. TESTING

All customers must be tested prior to acceptance into the WLL Program. Referring agencies should make every effort to ensure customers are tested prior to referral. All test scores administered through referring agencies will be accepted provided testing was completed within the past 6 months. It is the responsibility of the WLL Counselor to review test scores, update records on AOSOS, schedule literacy testing, and make referrals to the WLL or other cooperating agencies.

To assess learning gains, each customer should be re-tested after 4 weeks or 100 hours of attendance or at the discretion of WLL staff. Once the test scores are obtained, the WLL Counselor must meet with the customer to review the test results and overall progress. Modifications to the EP and Employment Counseling Statement should be made accordingly. If test scores are too low, the customer must be referred out for more intensive literacy assistance. The test results and summary of the progress meeting will become part of the customer file.

- ▶ The following tests have been approved:

	CUSTOMERS WITHOUT LANGUAGE BARRIERS	CUSTOMERS WITH LANGUAGE BARRIERS
Pre & Post	TABE PC 9/10	BEST Plus TABE CLAS-e

Note: Customers pre-tested on other versions of the TABE will be re-tested on TABE PC 9/10 after completing 100 hours of participation or at the discretion of WLL staff.

VI. PERFORMANCE MEASURES

It is important for customers in the WLL to raise their educational levels and work towards an increase of one NRS Level per 100 hours of instruction; however, a positive outcome or success in the WLL will require entering employment, vocational training, or further education. A positive outcome for employed participants would be a promotion or wage increase.

The proposed prescribed local goals and objectives are as follows:

Local Goal 1: To enable adults to acquire the skills necessary to improve their literacy skill levels in reading, writing, and speaking the English language, numeracy, computing, problem-solving, English language acquisition, and other literacy skills. Applicants must serve clients in the following literacy levels by addressing the following objectives.

Local Objective 1.1: By June 2015, at least **35% or more** of Low Intermediate ABE enrollees will acquire (validated by standardized assessment) the level of basic skills necessary to complete the educational functioning level.

Local Objective 1.2: By June 2015, at least **34% or more** of High Intermediate ABE enrollees will acquire (validated by standardized assessment) the level of basic skills necessary to complete the educational functioning level.

Local Objective 1.3: By June 2015, at least **39% or more** of High Intermediate ESL enrollees will acquire (validated by standardized assessment) the level of English language skills (speaking, listening, reading and writing) needed to complete the level.

Local Objective 1.4: By June 2015, at least **34% or more** of Advanced ESL enrollees will acquire (validated by standardized assessment) the level of English language skills (speaking, listening, reading and writing) needed to complete the level.

Local Objective 1.5: By June 2015, at least **40% or more** of Low Adult Secondary Education enrollees will acquire (validated by standardized assessment) the level of basic skills needed to complete the level.

Local Goal 2: To provide adults with sufficient basic education to enable them to benefit from placement in, retention in, or completion of, post-secondary education, training, unsubsidized employment, or career advancement. Programs must address each objective.

Local Objective 2.1: By June 2015, at least **30% or more** of adult learners with a goal of advanced education will enroll in post-secondary education or training.

Local Objective 2.2: By June 2015, at least **40% or more** of relevant adult learners not employed at enrollment (and in the workforce) will obtain unsubsidized employment.

Local Objective 2.3: By June 2015, at least **59% or more** of the relevant adult enrollment will retain unsubsidized employment in the third quarter after the program exit quarter.

Note: Relevant adult enrollment is defined as:

- a. Those enrolled adults employed at program entry with a job retention goal.
- b. Those enrolled adults employed at program entry with an employment goal who obtained employment by the end of the first quarter after exit quarter.

Local Goal 3: To provide adults with educational opportunities so they may receive a secondary school diploma or its recognized equivalent. Programs must address this objective.

Local Objective 3.1: By June 2015, at least **31% or more** of adults with a high school completion goal will earn a high school diploma or recognized equivalent.

VII. ADMINISTRATIVE PROCEDURES

ENROLLMENT REQUIREMENTS

- ▶ Prior to referral to the WLL, the **WLL Counselor** must verify that the customer registered for a Career Beacon Workshop or other pre-employment workshop/class, if applicable, and has
 - Attended a group or one-on-one orientation (i.e. Reemployment, TANF, GA, etc.)
 - Met with the WLL Counselor for a full needs assessment, EP and Employment Counseling Statement or its equivalent
 - Supplied TABE or BEST Plus scores (less than 6 months) or registered for testing
 - Registered with America's Job Exchange on www.wnjpin.net
 - Completed a WLL Enrollment Form
 - Completed the recommended Statement of Goals Form
 - Received an overview of the WLL Program
 - Read and signed a copy of the WLL Agreement
- ▶ Once the customer reports to the WLL, the **WLL Instructor** must:
 - Provide an overview of the WLL Program
 - Ensure that Client Intake Form was completed

- Review the customers goals, educational levels, and work history
- Assess the level of computer literacy
- Discuss any barriers to successful program completion
- Provide a computer and software program demonstration
- Explain WLL procedures including rules, hours, and attendance
- Develop a schedule and program based on the customers' needs

CUSTOMER FILES

- ▶ Each Customer in the WLL must have an individual file folder, which will include his/her records. Both the WLL Counselor and WLL Instructor are responsible for maintaining up-to-date records and files.
- ▶ Each WLL customer file must include the following:

WLL COUNSELOR	WLL INSTRUCTOR
<ul style="list-style-type: none"> ▪ Referral forms from cooperating agencies ▪ Employment Counseling Statement ▪ EP ▪ WLL Enrollment Form ▪ Statement of Goals ▪ Signed WLL Agreement ▪ Test Scores ▪ TANF, GA and FS Records ▪ Job referrals ▪ Return to work information ▪ Training and school information ▪ UI Form: WD-24 (See page 16 for details) 	<ul style="list-style-type: none"> ▪ WLL Client Intake Form ▪ Statement of Goals ▪ Signed WLL Agreement ▪ Test Scores ▪ Progress Reports ▪ Attendance Records ▪ Job Referrals ▪ Return to work information ▪ Training and school information

DATA ENTRY REQUIREMENTS

- ▶ All WLL customers must be registered in AOSOS. Work First customers must be entered after the first day of attendance and all other customers must be entered by the third day. The enrollment date entered is the first day of attendance in the WLL Program. NOTE: The WLL Counselor is responsible for entering enrollment data, unless the one-Stop Operator has established alternatives for ensuring data entry.
- ▶ Although a record may already exist in AOSOS, it is important to verify the accuracy of the information and update as needed.
- ▶ WLL staff must provide WLL customers with continuing activities. These activities must be entered into AOSOS on the date provided. Important: The implementation of Common Measures has reinforced the need for all WLL customers to receive a reportable service and/or activity, in addition to WLL, at least every 90 days. Without a reportable service, and/or activity, a WLL customer will be exited from AOSOS for Common Measures reporting purposes. The WLL counselor must ensure that a reportable service, and/or activity is provided and recorded in AOSOS for all customers continuing in the WLL program.

Continuing activities may include:

- Counseling

- Job Search Workshop
 - Specific Labor Market Information
 - Career Guidance
 - Job Search Planning
 - Resume Preparation Assistance
- ▶ All entries into AOSOS must be quality controlled to ensure data is valid and reliable. The information entered is used to generate monthly AOSOS status reports. These reports are reviewed by New Jersey Department of Labor and Workforce Development (LWD) Administrative Staff and are used to evaluate program success and future funding. It is imperative that entered data and generated reports are checked periodically for accuracy.
 - ▶ Access to AOSOS is restricted. To protect the confidentiality of customers served, only staff with appropriate clearance by LWD may enter information into the database.

DAILY ACTIVITY

- ▶ Hours of operation should be consistent with the hours of operation of the OSCC/ WLL. Nights and/or weekend hours are appropriate if the site has that flexibility. It is recommended that all customers spend a minimum of 3 hours per day in the WLL in order to achieve planned goals. Daily activities will be governed by the software packages used in each site as well as the individual's needs.
- ▶ **Hours of Operation:**
 - Monday through Friday 8:30 am to 4:00 pm at RC@GC and One-Stop Career Center.
- ▶ **Hours of Instruction:**
 - ABE and HSE: Minimum of 15 hours of instruction per week
 - Basic Computer Literacy: Minimum of 10 hours of instruction per week
- ▶ **Lunch Hour:**
 - WLL sites must remain open
 - Staff coverage must be provided
- ▶ **Holidays**
 - The OSCC business calendar should be followed for observance of State and Federal holidays.

TRACKING AND ATTENDANCE

- ▶ Regular attendance is vital to the success of the WLL customer. It is the responsibility of the WLL Instructor to make sure all customers complete daily attendance logs and to closely monitor customer participation. If a customer has 3 unexcused absences, he/she should be referred to the WLL Counselor for reassessment. The WLL Counselor must address the attendance issue and recommend continuation or removal from the WLL Program.

JOB PLACEMENT

- ▶ The ultimate goal of the WLL is to assist the customer in securing employment or to improve current employment. It is vital for the customer to work towards that goal. All staff assigned to the WLL should make every effort to assist WLL customers in reaching their goal.
- ▶ WLL staff should assist the WLL customer by:
 - Providing updated job postings
 - Informing WLL customers of upcoming positive recruitments and job fairs
 - Providing assistance with resume, cover letter, and interview preparation
 - Instructing WLL customers on networking and Internet job search techniques
- ▶ As soon as a customer obtains employment, full- or part-time, WLL staff must:
 - Obtain employment information including the name, address, and telephone number of the employer, job title, start date, hours, salary and contact person
 - Document the WLL customer's paper file
 - Enter the employment data into AOSOS:
 - If full-time: Exit and terminate the WLL customer
 - If part-time: Allow the WLL customer to continue with the program and enter data after program completion
- ▶ Important: Employment information will not be posted or credited correctly in the WLL-001 Report until an EXIT date and reason are recorded in AOSOS. WLL staff has 180 days from program end date to obtain and enter employment data.

ADDITIONAL TRAINING

- ▶ The WLL Program will assist the customer to improve their educational level. Customers may be referred to the WLL Program to achieve the skill level required for entry into certification, vocational or higher education programs. All staff assigned to the WLL should make every effort to assist these WLL customers in reaching their educational goals.
- ▶ As soon as a customer enters an educational program WLL staff must:
 - Obtain training data including the name, address and telephone number of the school, course of study, start date, end date, hours, and contact person.
 - Document the WLL customer's paper file
 - Enter the training data into AOSOS:
 - If full or part-time: Exit and terminate the WLL customer
- ▶ Important: Educational data will not be posted or credited correctly in the WLL-001 Report until an **EXIT** date and reason are recorded in AOSOS. WLL staff has 180 days from program end date to obtain and enter educational data.

FOLLOW-UP

- ▶ The implementation of Common Measures has reinforced the need for all WLL customers to receive a reportable service and/or activity, in addition to WLL, at least every 90 days. Without a reportable service and/or activity, a WLL customer will be exited from AOSOS for Common Measures reporting purposes. The WLL counselor must ensure that a reportable service and/or activity is provided and recorded in AOSOS for all customers continuing in the WLL program.

Follow-up activities may include:

- Discusses employment barriers and establishes attainable goals
- Explains program objectives, rules and procedures
- Collaborates with program instructors and referring agencies
- Evaluates progress to ensure customer goals are being met
- Assists with resume, cover letter and interviewing preparation
- Develops positive job leads
- Makes referrals to cooperating agencies
- Ensures follow-up activities are provided and recorded in AOSOS

IX. GENERAL PRACTICES

LEARNING LINK SET-UP

- ▶ Effective July 1, 2005 all software applications installed on WLL computers must be tested and approved by the New Jersey Department of Labor & Workforce Development – Division of Information and Technology (DIT). All unauthorized software programs are subject to removal.

COMPUTER SET-UP

- ▶ While the design of the room will depend upon its own shape and size, and the number of computers, it is recommended that all future WLL sites be setup in a U-shaped formation with computers around the outside of the room. This configuration allows the instructor to see all computer monitors and provides ample space in the center of the room to place a table for group study.

WORKSPACE

- ▶ Ideally, there should be a minimum of 36 inches for each workspace to allow room for the computer, speakers, and mouse. A keyboard tray with mouse holder helps with ergonomics and allows the remaining desk space to be utilized for customer workbooks. Cubicles allow for some privacy, but may seem claustrophobic if not large enough. Chairs should be adjustable for height. Each customer should have headphones for working on the self-paced programs. Sufficient lighting, proper room temperature, and cleanliness all add to the comfort of the site. **Food and drink are not allowed in the WLL. A sign reflecting this policy must be posted.** Motivational and educational poster, pictures, and WLL rules and guidelines should be posted on the walls.
- ▶ Special accommodations for customers with disabilities should be made to provide equal access to all customers. This includes wider aisles, larger monitors, adaptive software (JAWS/Zoom Text), and adjustable tables.

ADDITIONAL EQUIPMENT

- ▶ In addition to computers, workstations, and chairs, the following materials may also be necessary:

▪ Printer	▪ White/black board	▪ Worktable
▪ Fax/scanner	▪ Telephone	▪ Bookcase
▪ Bulletin board	▪ Television	▪ Secured file cabinet
▪ Easel & flip chart	▪ VCR/DVD combo	▪ Resource books

RESOURCE MATERIALS

- ▶ While workbooks are available for the Workplace Essentials Skills and HSE, other resource materials may be provided as well. These may include:
 - New Jersey Occupational Outlook Handbook
 - Resume writing books
 - Economic outlook handbooks
 - Self-help guides
 - Newspapers

TIMES AND LOCATIONS OF PROGRAM OPERATION

Site Location	Day or Evening	Program	Time	Days	Hrs. Per Week	Weeks Per Year
RC@GC	Day	ABE (TANF ABE)	8:30 am - 4:00 pm	Mon – Friday	35	51
RC@GC	Day	TASC (TANF)	8:30 am - 4:00 pm	Mon – Friday	35	51
RC@GC	Day	ESL (TANF)	9 am - 2:30 pm	Mon – Thurs	20	51
GCIT	Evening	ABE	6:00 - 9:00 pm	Mon– Thurs	12	36
GCIT	Evening	HSE	6:00 - 9:00 pm	Mon– Thurs	12	36
GCIT	Evening	ESL	6:00 - 9:00 pm	Tues & Thurs	12	36
St. Matthews	Day	ABE/HSE	9 am – 2:30 pm	Mon – Thurs	20	51
Thorofare	Day	ABE/HSE	8:30 am - 4:00 pm	Mon – Friday	35	51
Glassboro Library	Day	ABE/HSE	10:00 am 3:00 pm	Tues & Wed.	10	51
Williamstown Middle School	Evening	ESL	6:00 – 9:00 pm	Tues & Thurs Or Mon/Wed	6	28

WLL Budget - 7/1/13 - 6/30/14		
Salary & Fringe		
Barbara Walker	(1827 hrs. /yr. x 26.42/hr.)*30%	14,480.80
Fica	7.65%	1,107.78
Worker's Comp	0.285%	41.27
Pension	3.55%	514.07
Health Benefits - NJ Direct 15 MS	(1450.84 x 6)=(1595.92est. x 6) x 30%	5,484.17
Dental - 83.27 per month	(83.27 x 12)x30%	299.77
Sub-Total Salary & Fringe - Walker		21,927.86
Part-time Instructor-Glassboro	\$25/hr. x 10 hrs. /wk. x 40 wks.)	10,000.00
Fica	7.65%	765.00
Worker's Comp	0.285%	28.50
Sub-Total Salary & Fringe - P/T		10,793.50
Total Salary & Fringe		32,721.36
Supplies		
Educational /HSE Testing Supplies		3,035.84
Computers		2,942.80
Office Supplies		300.00
Total Supplies		6,278.64
Total		39,000.00

GLOUCESTER COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT

Sub-Grantee Monthly Report

Sub-Grantee: _____ Report for Month Ending _____

 Period of Agreement _____
 Agreement No: _____ Type of Report: Interim _____ Final _____

Cumulative Funds received \$ _____ Clients Served to date _____
 Adjustments \$ _____ Clients Served this month _____
 Total \$ _____ Cumulative Served _____

<u>Expenditures</u>	<u>Approved Budget</u>	<u>Expenditures This Month</u>	<u>Cumulative Expend To Date</u>	<u>Balance</u>
<u>PROGRAM COSTS</u>				
Salaries	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
Fringe Benefits	\$ _____	\$ _____	\$ _____	\$ _____
Equip & Supplies	\$ _____	\$ _____	\$ _____	\$ _____
Operating Exp.	\$ _____	\$ _____	\$ _____	\$ _____
Other Costs	\$ _____	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Agency Name: _____

Instructor: _____

WIA Title II/WLL Project Student Enrollment Data

Date enrolled: / /

Last Name _____ First Name _____ Middle Initial _____

Social Security # _____ Phone # _____ Alt. # _____

Address _____ City _____ State _____ Zip _____

Do you have a H.S. diploma or its equivalent? Yes No

Program: Adult Ed

ABE ESL HSE

KEYWORD = WLL

Date of Birth: ____/____/____ Age _____

Gender M F

*Please answer *both* the Ethnicity *and* the Race questions below.

Ethnicity: choose only one

Race: choose one or more

No, Hispanic/Latino

American Indian or Alaskan Native

Native Hawaiian or Pacific Islander

Yes, Hispanic/Latino

Black or African American

Asian

White

Status on Entry:

Employed – full time

Public assistance

Immigrant

Certificate of Non-Enrollment

Employed – part time

Homeless

U.S. Citizen

(Ages 16-21)

Unemployed

Low income

U.S. Veteran

Parental Consent

Not looking for work

Dislocated Worker

F1 Visa

(Under Age 18)

Unavailable for work

Displaced Homemaker

Disabled

Retired

Single Parent or Guardian

Learning Disability

ESL students:

Entered Country on ____/____/____

Would you like to:

Improve Writing

Learn Culture

Do you plan to stay in the USA?

Improve Speaking

Have you studied English before?

Improve Reading

U.S. Citizenship Preparation?

Improve Listening

What is your Primary Goal? (check only one)

To get a job*

To obtain a H.S. diploma*

To retain a job*

To enter college*

To obtain a HSE*

To enter other training*

What is your Secondary Goal? (if applicable, check one)

To get a job*

To obtain a H.S. diploma*

Increase involvement in your child's education

To retain a job*

To enter college*

Increase involvement in your community

To obtain a HSE*

To enter other training*

Leave public assistance

Assessment: (staff use only)

Test _____ Test Date ____/____/____ Form _____ Level _____

Scores _____

Entered into MIS ____/____/____ Initials _____

Basic Computer Literacy Skills Assessment

Name _____

Pre- Assessment Date		Post Assessment Date	
Yes	No	Yes	No

Computer Skills

Identify computer hardware (monitor, keyboard, mouse, printer)
 Turn on/off computer, monitor, printer
 Use a mouse
 Use a keyboard
 Identify parts of a window (title bar, icon, name, sizing buttons)
 Identify menu/tool bar
 Use the mouse to select menu/tool bar items
 Name and rename a document
 Resize windows
 Recognize floppy & CD-ROM disks
 Change drives from hard to floppy to CD-ROM
 Know meaning of hourglass
 Open a desktop (icon)software program
 Open a program using START menu
 Use a software program and navigate menus
 Successfully exit a program
 Minimize/maximize open programs
 Select appropriate software for a task
 Understand the difference between a program and a document
 Use help screens in software programs

Word Processing Skills

Create/save/save as a new document
 Open/close a document
 Use drop down menus and tool bars
 Use undo and redo functions
 Use mouse/arrow keys to navigate on a page
 Correct errors using backspace and delete
 Select text
 Cut/paste
 Change font size and color
 Format text (bold, italics, justify, etc.)
 Set margins
 Use spell check/grammar check
 Print document

Internet Skills

Practice responsible use of technology
 (societal, ethical, cultural)
 Recognize a URL

Type a URL in address box
Use back/forward buttons
Locate and click on links on a web page
Use a search engine (e.g. google, yahoo, altavista)
Scroll through "hits" and search
Print a Web page
Access and utilize WNJPIN
Understand e-mail
Send/receive e-mail

Introducing

Rowan College
 at GLOUCESTER COUNTY
Adult Education Program Evaluation

Name of Teacher _____ Site _____

Each of the items below deals with a characteristic of instructors, which students feel to be important. Indicate your rating of your instructor by circling the appropriate number on the scale. The exact point at which you rate is less important than the general impression. Write in after the question any additional comments that you wish to make. Give examples wherever possible. (Circle your choice.)

1. Is she/he actively helping when students have difficulty?

1 2 3 4 5
 Not helpful Actively helpful
 Example or comments:

6. Is his/her speech adequate for teaching?

1 2 3 4 5
 Unintelligible Good
 Example or comments: (Volume, Tone, Enunciation, Rate, Vocabulary, etc.)

2. Does he/she appear sensitive to students feelings or problems?

1 2 3 4 5
 Unaware Responsive
 Example or comments:

7. Does she/he respect students?

1 2 3 4 5
 Does not respect Respects
 Example or comments:

3. Is she/he flexible?

1 2 3 4 5
 Rigid Flexible
 Example or Comments:

8. Does he/she actively involve students directly in the teaching/learning process?

1 2 3 4 5
 Never Frequently
 Example or comments:

4. Does he/she make students feel free to ask questions, disagree, express their ideas, etc.?

1 2 3 4 5
 Unfair Fair
 Example or comments:

9. Does she/he appear to be enthusiastic about the subject?

1 2 3 4 5
 Unenthusiastic Enthusiastic
 Example or comments

5. Is she/he fair and impartial in her/his dealings with the students?

10. Does he/she use enough examples or illustrations to clarify the material?

**New Jersey Department of Labor and Workforce Development
Workforce Learning Link**

**FY 15 - BUDGET NARRATIVE
Gloucester County**

Thorofare – America’s Job Center (a.k.a. One-Stop Career Center)
Rowan College at Gloucester County (was GCC)
and Glassboro Library

Work: _____

Project Dates: July 1, 2014 to June 30, 2015

Salaries/Fringe Benefits	Cost Basis
Staff Salaries <p align="center">See attached Budget</p>	
Staff Fringe Benefits	
Non Personnel Services (NPS)	Cost Basis
Occupancy Cost	
Travel	
Conference and Training	
Other	
Participant Cost	Cost Basis
Contracted Services \$35,000	
Other Participant Costs	
Other	

**New Jersey Department of Labor and Workforce Development
Workforce Learning Link**

**FY 15 - BUDGET NARRATIVE
Gloucester County**

Thorofare – America’s Job Center (a.k.a. One-Stop Career Center)
Rowan College at Gloucester County (was GCC)
and Glassboro Library

Work: _____

Project Dates: July 1, 2014 to June 30, 2015

Background: The Workforce Investment Board is the administrative entity for the Workforce Learning Link. The Gloucester County Board of Chosen Freeholders appointed Rowan College at Gloucester County (RC@GC was GCC) as the educational coordinating agency for ALL adult literacy and high school equivalency testing programs within the county. Rowan College at Gloucester County administers the TASC for the State Issued High School Diploma. RC@GC will coordinate teachers and supplies for the sites which include America’s Job Center, and RC@GC Continuing Education Building. (The site at St. Matthew’s Community Center, and the Glassboro Library, which was originally part of the WLL, will be funded under WIA Title II). In addition, TASC Testing will be conducted at RC@GC, and America’s Job Center (aka the Gloucester County/Thorofare One-Stop Career Center).

Objective: The objective of the Gloucester County Workforce Investment Board is to offer youth and adult residents, a “second chance” educational system, through the provision of literacy services, which includes the TASC and Adult Basic Education.

Goals of the Program:

- To decrease the percentage of persons with Level I and Level II literacy in the County.
- To increase employment rates of those previously unemployable due to literacy problems.
- To achieve a higher retention rate of those in literacy programs
- To increase the percentage of those moving into the next stage of the educational career ladder: (enrollment in college, trade school, or apprenticeship programs).

Projected Outcome/Performance:

Rowan College @ Gloucester County’s goal/outcome is to serve 30 participants of which:

- Seventy five percent (75%) will successfully gain two grade levels per 100 hours of Basic Skills instruction and demonstrate competencies that will allow them to enter occupational training.
- Eighty percent (80%) of the students enrolled in the high school equivalency instruction will achieve mastery of skills to sit for the TASC and 70% of this population will obtain the TASC.
- Seventy percent (70 %) of enrolled participants will demonstrate computer literacy. These participants will be able to operate a computer and access the WEB along with basic computer operations.

All Workforce Learning Link participants will meet with the Workforce Counselor. The Counselor, with the WLL customer, will develop a plan to include employment goals that will be comprised of an “occupation” as well as a “career-ladder” in order to obtain the customers’ occupational goals. The Workforce Counselor along with the WLL instructor will provide information on apprenticeship and training opportunities. RC@GC is contracted to conduct all the Adult Literacy Programs in Gloucester County and is responsible for the WLL site at America’s Job Center in Thorofare. Collaboration will continue with all partnering agencies in order to develop clear career pathways for the WLL customer.

The amount allocated for program Staff / Salaries is \$26,137.96. This amount will only partially cover the cost of one full time instructor at the WLL at the Gloucester County (Thorofare) America’s Job Center (aka One-Stop Career Center).

The remainder of the allocation \$8,862.04 will be used to purchase TABE testing materials and other educational resources for the WLL at the One-Stop Career Center and Rowan College at Gloucester County.

**New Jersey Department of Labor and Workforce Development
Workforce Learning Link**

**FY 15 - BUDGET NARRATIVE
Gloucester County**

Thorofare – America’s Job Center (a.k.a. One-Stop Career Center)
Rowan College at Gloucester County (was GCC)
and Glassboro Library

Work: _____

Project Dates: July 1, 2014 to June 30, 2015

In-Kind

In-kind contributions include \$250,000 from Rowan College @ Gloucester County, which consists of facility costs and other supportive staff expenses.

In addition to the non-monetary contributions by Rowan College at Gloucester County College, the Gloucester County Freeholder Board as well as the Executive Board of the Gloucester County Workforce Investment Board had elected to allocate \$195,800.00 of direct funding from the Work First New Jersey (ITA) funds to help support the Workforce Learning Link at the Thorofare One-Stop Career Center and Rowan College. Though the funding parameters as well as the outcome requirements are different, this additional funding has been done in previous years. Rowan College at Gloucester County has experience with the Work First New Jersey population and the County Administration along with the WIB Executive Board is confident in the college’s ability to perform the various outcomes.

CR

**RESOLUTION AUTHORIZING THE EXECUTION OF HUD FORM (7015.15)
FOR THE DEMOLITION OF DILAPIDATED COMMERCIAL STRUCTURE IN THE
CITY OF WOODBURY**

WHEREAS, the County of Gloucester manages and coordinates the implementation of certain Department of Housing and Urban Development (HUD) programs to benefit County residents of including the Community Development Block Program (CDBG); and

WHEREAS, the demolition of a dilapidated commercial structure in the City of Woodbury will eliminate blighting influences; and

WHEREAS, in accordance with federal regulations specific forms must be executed prior to HUD evaluating the request for release of funding for this project as well as all other HUD requirements being met.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that the Freeholder Director is hereby authorized to execute and the Clerk of the Board attest to HUD Forms 7015.15 (Request for Release of Funds and Certification) and any other necessary documentation related to the project activities cited above.

ADOPTED, at a regular meeting of the Board of Chosen Freeholders, County of Gloucester and State of New Jersey held on Wednesday, September 17, 2014 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK

Request for Release of Funds and Certification

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB No. 2506-0087
(exp. 11/30/2004)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

1. Program Title(s) FY2014 CDBG Program Annual Action Plan	2. HUD/State Identification Number B-14-UC-34-0109	3. Recipient Identification Number (optional)
4. OMB Catalog Number(s) 14-218	5. Name and address of responsible entity County of Gloucester Office of Government Services Division of Planning 1200 N. Delsea Drive Clayton, NJ 08312	
6. For information about this request, contact (name & phone number) Christina Velazquez, Senior Program Analyst, Planning Division (856-307-6664)		
8. HUD or State Agency and office unit to receive request Newark Area Office US Dept of Housing & Urban Development	7. Name and address of recipient (if different than responsible entity)	

The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following

9. Program Activity(ies)/Project Name(s) 2014 Public Facilities: City of Woodbury – Demolition of 661 Green Street \$14,000	10. Location (Street address, city, county, State) Gloucester County - Countywide
---	--

11. Program Activity/Project Description

2014 Public Facilities: City of Woodbury – Demolition of 661 Green Street

The balance of the activities listed below as proposed by the County of Gloucester in the FY 2014 CDBG Annual Action Plan are either Exempt, Categorically Excluded Not Subject to NEPA or were previously Noticed as having No Adverse Impact on the Environment and underwent Release of Funds as multi-year activities

A. EXEMPT ACTIVITIES

- 2014-1a Administration: General Administration
- 2014-1b Administration: Project Delivery
- 2014-1c Washington Township General Administration
- 2014-4a Public Services: Youth Services – Gloucester County Boys and Girls Club
- 2014-4b Public Services: Educational Services – Gateway Community Action Program
- 2014-4c Public Services: Nutritional Services – Food Bank of South Jersey
- 2014-4d Public Services: Community Services – Newfield Terrace Community Center
- 2014-4e Public Services: Center for Family Services/ Together Youth Shelter
- 2014-4f Public Services: Robin's Nest

B. CATEGORICALLY EXCLUDED SUBJECT TO 58.5 (Revert to Exempt)

- 2014-5a Public Facilities: Borough of Clayton – Road Reconstruction
- 2014-5b Public Facilities: Deptford Township – Road Reconstruction (Trilby)
- 2014-5c Public Facilities: Deptford Township – Road Reconstruction (Niland Lane)
- 2014-5d Public Facilities: Franklin Township – Road Reconstruction
- 2014-5k Public Facilities: Monroe Township – Road Reconstruction
- 2014 – 5 Public Facilities: South Harrison – ADA Improvements
- 2014-5m Public Facilities: Washington Township – Street reconstruction & ADA
- 2014 – 5 Public Facilities: Woodbury Heights: ADA Improvements (Water Cooler)
- 2014 – 5 Public Facilities: Woodbury Heights: ADA Improvements (Sidewalks)
- 2014 – Public Facilities: 5 Woodbury: Street Reconstruction
- 2014 – Public Facilities: Glassboro – Street Reconstruction

Part 2. Environmental Certification (to be completed by responsible entity)

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. The responsible entity has assumed responsibility for and complied with and will continue to comply with, Section 106 of the National Historic Preservation Act, and its implementing regulations 36 CFR 800, including consultation with the State Historic Preservation Officer, Indian tribes and Native Hawaiian organizations, and the public.
4. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal did did not require the preparation and dissemination of an environmental impact statement.
5. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
6. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
7. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

8. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
9. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity

Title of Certifying Officer

Freeholder Director

Date signed

September 17, 2014

Robert M. Damminger

Address of Certifying Officer

County of Gloucester

County Complex, 115 Budd Blvd.

West Deptford, NJ 08096

Part 3. To be completed when the Recipient is not the Responsible Entity

The recipient requests the release of funds for the programs and activities identified in Part I and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient

Title of Authorized Officer

Date signed

X

Warning: HUD will prosecute false claims and statements. Convictions may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

C-3

**RESOLUTION APPROVING CONTRACT CHANGE ORDER
INCREASE #02-FINAL WITH R.E. PIERSON CONSTRUCTION COMPANY, INC.
IN THE AMOUNT OF \$85,403.20 RESULTING IN A TOTAL CONTRACT AMOUNT
OF \$2,702,371.92**

WHEREAS, the County of Gloucester (hereinafter the "County") previously received public bids for the construction of the County's roadway improvement project known as "Rehabilitation of Wilson Lake Dam, East Academy Street (County Route 610) over Scotland Run, County Bridge 8-L-1 in the Borough of Clayton and Township of Franklin, Gloucester County, New Jersey," Engineering Project #02-06 (hereinafter the "Project"); and

WHEREAS, a contract for the Project was awarded by the County by Resolution on September 4, 2013 to R.E. Pierson Construction Company, Inc. (hereinafter "Pierson"), with an office address at 426 Swedesboro Road, Pilesgrove, NJ 08098 and a contract executed in the amount of \$2,399,539.36 (hereinafter the "Contract"); and

WHEREAS, the Contract was previously revised on May 07, 2014 by Resolution of the Board of Chosen Freeholders approving Change Order #01-Increase in the amount of \$217,429.36, resulting in a new total contract amount of \$2,616,968.72; and

WHEREAS, Vincent M. Voltaggio, P.E., County Engineer, has recommended Change Order Increase #02-Final, which will increase the total amount of the Contract with Pierson by \$85,403.20, resulting in a new total contract amount of \$2,702,371.92; and

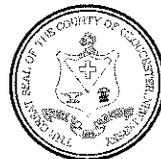
WHEREAS, the said change order is based on final as-built quantities and items needed to address unforeseen conditions within the culvert that required concrete repairs and epoxy coating, poor sub-soils replaced prior to armoring the embankment to reduce seepage through the top of the culvert and to implement changes in the spillway outlet area as directed by NJDEP Dam Safety; and

WHEREAS, the Purchasing Agent for the County has certified the availability of funds for Change Order Increase #02-Final, with Pierson in the amount of \$85,403.20, pursuant to C.A.F. #14-07605, which amount shall be charged against budget line item C-04-13-013-165-16207.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Gloucester, as follows:

1. The hereinabove referenced Change Order Increase #02-Final to increase the County's Contract with Pierson for the Project in the amount of \$85,403.20, resulting in a new total adjusted contract amount of \$2,702,371.92 is approved; and
2. The Director of the Board be and is hereby authorized and directed to execute and the Clerk of the Board to attest to the said Change Order for the aforementioned purposes on behalf of the County.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, held on Wednesday, September 17, 2014, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ATTEST:

ROBERT M. DAMMINGER, DIRECTOR

ROBERT N. DILELLA, CLERK

C-3

**COUNTY OF GLOUCESTER
CHANGE ORDER FORM**

- 1. Name & Address of Vendor: R.E. Pierson Construction Co., Inc.
P.O. Box 430, Woodstown, NJ 08098
- 2. Description of Project or Contract: Rehabilitation of Wilson Lake Dam
- 3. Date of Original Contract: September 4, 2013
- 4. P.O. Number: 13-07542
- 5. Amount of Original Contract: \$2,399,539.36
- 6. Amount of Previously Authorized Change Order \$217,429.36
- 7. Amount of this Change Order: \$85,403.20
- 8. New Total Amount of Contact \$2,702,371.92
(Total of Numbers 5, 6 & 7 Above)

9. Need or Purpose of this Change Order:
 This change is needed to address unforeseen conditions within the culvert that require concrete repairs and epoxy coating; poor subsoils that must be replaced prior to armoring the embankment; to reduce seepage through the top of the culvert, and to implement changes in the spillway outlet area as directed by NJDEP Dam Safety.

This change order requested by  on 9-5-14
 (Department Head) (Date)

Accepted by  on 8/19/14
 (Vendor) (Date)

Approved by the Board of Chosen Freeholders, County of Gloucester

Attest:

 Robert N. DiLella, Clerk

By: _____
 Robert M. Damminger, Director

TO ALL VENDORS:
 THIS CHANGE ORDER IS NOT OFFICIAL NOR AUTHORIZED UNTIL SUCH TIME AS THIS CHANGE ORDER IS ACCEPTED BY THE BOARD OF CHOSEN FREEHOLDERS, COUNTY OF GLOUCESTER WITH APPROPRIATE RESOLUTION.

NEW JERSEY DEPARTMENT OF TRANSPORTATION
 COUNTY AID PROJECT
 CHANGE ORDER NUMBER 2 Final

02-06

PROJECT	02-06	Rehabilitation of Wilson Lake Dam, CR. 610, East Academy St. over Scotland Run, Clayton & Franklin
MUNICIPALITY		Clayton & Franklin
COUNTY		Gloucester
CONTRACTOR		R.E. Pierson Construction Company, Inc.

In accordance with the project Supplementary Specification the following are changes in the contract.

The extras are adjustments in the contract quantities for work needed to rehabilitate the culvert, to address unforeseen debris, and improve protection of the new concrete. Reductions are for quantities not used.

Supplemental items are required to comply with NJDEP direction, and to replace poor subsoils, and to improve durability of culvert.

<u>Item #</u>	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Prices</u>	<u>Amount</u>
EXTRAS					
4	Drums	Unit	10	\$0.01	\$0.10
5	Construction Signs	SF	256	\$15.00	\$3,840.00
9	Roadway Excavation, Unclassified	C.Y.	657	\$30.00	\$19,710.00
23	Hot Mix Asphalt 12.5 M64 Surface Course, 2" Thick	TON	76	\$80.00	\$6,080.00
36	Reinforcement Steel in Structures Epoxy Coated	L.B.S	27729	\$3.00	\$83,187.00
38	Concrete Repair	S.F.	10	\$250.00	\$2,500.00
39	Epoxy Waterproofing Seal Coat	S.F.	133	\$2.75	\$365.75
41	18" Reinforced Concrete Culvert Pipe	L.F.	10	\$61.00	\$610.00
44	Concrete Sidewalk, 4" Thick	S.Y.	145	\$48.00	\$6,960.00
45	Beam Guiderail	L.F.	34	\$37.00	\$1,258.00
62	Traffic Markings Thermoplastic Lines	SF	98	\$18.00	\$1,764.00
63	Traffic Stripes Long Life Epoxy Resin	LF	804	\$0.45	\$361.80
Extras					\$126,636.65

SUPPLEMENTAL ITEMS

S9	Steel Sheeting return/disposal of unused quantity	SF	1446	\$11.27	\$16,296.42
S10	9"x18" Concrete Vertical Curb	LF	50	\$35.00	\$1,750.00
S11	Replace inlet castings & curb pieces	Unit	2	\$1,412.00	\$2,824.00
S12	Clearing upstream embankment	LS	1	\$6,846.00	\$6,846.00
S13	Milling HMA Surface, 0-2" thick	SY	400	\$7.53	\$3,012.00
S14	Bridge Plaque	Unit	1	\$2,370.75	\$2,370.75
S15	Warning Signs	S.F.	47.5	\$35.05	\$1,664.88
S16	HMA Patching	L.S.	1	\$4,321.61	\$4,321.61
Supplemental Items					\$39,085.66

Amount of Original Contract	\$2,399,639.36	Extras	\$126,636.65
Amount of Original Contract + Change Order No. 1 & 2	\$2,702,371.92	Supplemental	\$39,085.66
		Reduction	-\$80,319.11
		Total Change	\$85,403.20

% Change in Contract 12.6 % Increase

[Signature] 8/17/14 Approved: _____

(Engineer) Date
[Signature] 9-5-14
 Vince Voltaggio, County Engineer

(District Engineer) Date
 (Local Highway Design)

[Signature] 9/19/14
 (Contractor) Date

Robert M. Damminger, Freeholder Director

COUNTY OF GLOUCESTER
P. O. Box 337
Woodbury, N. J. 08096

Certificate of Availability of Funds

TREASURER'S NO. 14-07605 DATE August 28, 2014

C-04-13-013-165-16207 (\$85,403.20)

BUDGET NUMBER - CURRENT YR _____ B _____ DEPARTMENT Engineering

AMOUNT OF CERTIFICATION \$85,403.20 COUNTY COUNSEL Emmett E. Primas, Esq.

DESCRIPTION:

Contract Change Order Increase #02-Final, based on final as-built quantities and items needed to address unforeseen conditions within the culvert that required concrete repairs and epoxy coating; poor sub-soils replaced prior to armoring the embankment; to reduce seepage through the top of the culvert; and to implement changes in the spillway outlet area as directed by NJDEP Dam Safety, in association with the project "Rehabilitation of Wilson Lake Dam, East Academy Street (County Route 610) over Scotland Run, County Bridge 8-L-1 in the Borough of Clayton and Township of Franklin, Gloucester County, New Jersey," Eng. Project #02-06

VENDOR: R.E. Pierson Construction Company, Inc.

ADDRESS: P.O. Box 430, Woodstown, NJ 08098

426 Swedesboro Road, Pilesgrove, NJ 08098

 9-5-14
DEPARTMENT HEAD APPROVAL

Vincent M. Voltaggio, P.E.,
County Engineer

APPROVED

PURCHASING AGENT

RETURNED TO DEPARTMENT
NOT APPROVED

DATE PROCESSED _____

Meeting Date: September 17, 2014

E-1

RESOLUTION APPROVING AN AMENDMENT TO A CONTRACT WITH MARYVILLE, INC. TO INCREASE THE CONTRACT IN AN AMOUNT OF \$8,815.00, RESULTING IN A TOTAL AMOUNT NOT TO EXCEED \$211,515.00.

WHEREAS, there is presently in effect a contract with Maryville, Inc., for the period January 1, 2014 to December 31, 2014, for various addiction services such as addiction treatment, inpatient detoxification, outpatient treatment, assessments and evaluations, and Sober Living housing; and

WHEREAS, it has become necessary to amend the contract in order to further provide for residential and outpatient treatment; and

WHEREAS, the contract will be increased by an amount of \$8,815.00, resulting in an amount not to exceed \$211,515.00; and

WHEREAS, all other terms and provisions of the original contract that have not been amended herein shall remain in full force and effect; and

WHEREAS, the additional funds are State grant funds; and

WHEREAS, the Purchasing Agent for the County has certified the availability of funds in the total amount of \$8,815.00, pursuant to C.A.F. #14-07301, which amount shall be charged against budget line item G-02-14-386-331-20299.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that the Freeholder Director be and is hereby authorized to sign, and Clerk of the Board be and is hereby authorized to attest to an Amendment to the contract between the County and Maryville, Inc., to increase the maximum contract by an amount of \$8,815.00, resulting in an amount not to exceed \$211,515.00, from January 1, 2014 to December 31, 2014, to further provide for residential and outpatient treatment.

ADOPTED at a regular meeting of the Board of Chosen Freeholders, County of Gloucester and State of New Jersey held on Wednesday, September 17, 2014 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK

5-1

**AMENDMENT TO CONTRACT
BETWEEN
MARYVILLE, INC.
AND
THE COUNTY OF GLOUCESTER**

THIS is an amendment to a contract entered into on the 16th day of February, 2011 (per RFP#11-009) by and between **Maryville, Inc.** hereinafter referred to as "**Contractor**", and the **County of Gloucester**, hereinafter referred to as "**County**".

In further consideration for the mutual promises made by and between Contractor and County in the above-described contract, Contractor and County hereby agree to amend the contract as follows:

The Contract is amended to provide for an increase in funds for the period January 1, 2014 to December 31, 2014, due to need for additional addiction services in the form of residential and outpatient treatment. This amendment will increase the contract amount by \$8,815.00, resulting in a total contract amount not to exceed \$211,515.00.

The Purchasing Agent for the County has certified the availability of funds in the total amount of \$8,815.00, pursuant to C.A.F. #14-07301, which amount shall be charged against budget line item G-02-14-386-331-20299.

All other terms and provisions of the contract and conditions set forth therein that are consistent with this Addendum and State requirements, shall remain in full force and effect.

THIS AMENDMENT is effective as of the 17th day of September, 2014.

ATTEST:

COUNTY OF GLOUCESTER

ROBERT N. DILELLA, CLERK

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

MARYVILLE, INC.

BY: KENDRA MCWILLIAMS, CEO

COUNTY OF GLOUCESTER
P. O. Box 337
Woodbury, N. J. 08096

el

Certificate of Availability of Funds

TREASURER'S NO. 14-07301

DATE 8/22/14

BUDGET NUMBER - CURRENT YR _____ B _____ DEPARTMENT Disability Services
0-02-14-386-331-20299

AMOUNT OF CERTIFICATION \$8,815.00 COUNTY COUNSEL Anthony Fiola

DESCRIPTION: Increase to the 2014 contract under RFP # 11-009. Maryville, INC. will provide residential & out-patient treatment for a period of one year - 1/1/14 - 12/31/14

VENDOR: Maryville, INC.

ADDRESS: 1903 Grant Ave.

Williamstown, N.J. 08094

Attn: Kendra McWilliams,
Exec. Dir.

[Signature]
DEPARTMENT HEAD APPROVAL

APPROVED [Signature]
PURCHASING AGENT

RETURNED TO DEPARTMENT
 NOT APPROVED

DATE PROCESSED 8-25-14

ER

**RESOLUTION AUTHORIZING THE EXECUTION OF ANY DOCUMENTS
NECESSARY TO APPLY FOR THE WOMEN, INFANTS AND CHILDREN (WIC)
GRANT FROM OCTOBER 1, 2014 TO SEPTEMBER 30, 2015
FOR AN AMOUNT NOT TO EXCEED \$745,853.00**

WHEREAS, the County wishes to apply for a Women, Infants and Children (WIC) grant, which it is eligible to receive through the County Department Of Health, Disability and Senior Services, for the period October 1, 2014 to September 30, 2015; and

WHEREAS, the purpose of the grant is to provide for nutrition education and also vouchers redeemable for nutritious food for lactating women, infants and children in Gloucester County; and

WHEREAS, the total funding of the grant is for an amount not to exceed \$745,853.00; and

WHEREAS, the Board of Chosen Freeholders deems this to be beneficial to the citizens of the County; and

WHEREAS, the County's Department of Health, Senior and Disability Services has reviewed all data supplied or to be supplied in the application and in its attachments, and certifies to the Board of Chosen Freeholders of the County that all data contained in the application and in its attachments is true and correct; and

WHEREAS, the County Department of Health, Senior and Disability Services has submitted the grant application to the County Department of Human Services for review, and said agency has approved said application, and the Board of Chosen Freeholders of the County understands and agrees that any grant received as a result of the application will be subject to the grant conditions and other policies, regulations and rules issued by the New Jersey Department of Health and Senior Services for the administration of grant projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that the Director of the Board be and is hereby authorized to execute and the Clerk of the Board be and is hereby authorized to attest to any documents necessary to apply to the New Jersey Department of Health and Senior Services for the grant entitled WIC to provide nutrition, education and vouchers redeemable for nutritious food to lactating women, infants and children in Gloucester County; and

BE IT FURTHER RESOLVED that the Board of Chosen Freeholders hereby confirms that it shall comply with all applicable regulations of the granting authority as referred to above and shall provide any necessary additional assurances as may be required.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, September 17, 2014 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK

5-2

BUDGET AMENDMENT FORM

INCLUDE GRANT AGREEMENT AND/OR COMMITMENT LETTER, ATTACH (AMENDED) BUDGET PAGE WITH COUNTY BUDGET EXPENEDITURE EXPLANATIONS (C-2 FORM) AND CODE NUMBER (PER BUDGET MANUAL).

DATE: 08/28/2014

- 1. GRANT TITLE: WIC
- 2. DEPARTMENT: Health, Senior and Disability Services
- 3. GRANT ID NUMBER: STATE: FY 2015 HSG Application-WIC
FEDERAL: _____
- 4. FUNDING AGENCY CONTACT PERSON: Sylvia Dellas
- 5. FUNDING AGENCY PHONE NUMBER: 609/292-9560
- 6. GRANT AMOUNT: 745,853
- 7. A. CASH MATCH AMOUNT: _____
(Attach mandated documentation)
- B. IN-KIND MATCH: _____
- C. MODIFICATION AMOUNT: _____
- D. NEW TOTAL: 745,853
- 8. CONTRACT PERIOD: FROM: 10/01/14 TO: 09/30/15
- 9. HOW DOES COUNTY RECEIVE PAYMENT: ADVANCE: _____
REIMBURSEMENT: MONTHLY: X
QUARTERLY: _____
END OF CONTRACT: _____
OTHER (EXPLAIN) _____
- 10. ARE EXPENDITURE REPORTS DUE TO GRANTOR? YES X NO _____
ARE THEY MONTHLY X QUARTERLY _____ END OF CONTRACT _____
LIST DATES REPORTS ARE DUE: 10 Day Following calendar quarter

GRANT REQUEST FORM

INCLUDE THE GRANT APPLICATION AND COMPLETED PROPOSAL. IF THE GRANT PROVIDES FOR OUTSIDE CONTRACTING, INCLUDE AN EXPLANATION OF YOUR SELECTION PROCEDURES FOR SUB-GRANTEES. ALSO INCLUDE BUDGET WITH COUNTY ACCOUNT NUMBERS.

DATE: 8/28/2014

1. TYPE OF GRANT
 NEW GRANT
 RENEWAL/CONTINUATION-PREVIOUS YR. BUDGET NUMBER 325
2. GRANT TITLE: WIC
3. GRANT TERM: FROM: 10/1/14 TO: 9/30/15
4. COUNTY DEPARTMENT: Health Senior and Disability Services
5. DEPT. CONTACT PERSON & PHONE NUMBER: Karen Christina 218-4134
6. NAME OF FUNDING AGENCY: NJDHSS
7. BRIEF DESCRIPTION OF GRANT PROGRAM (TO BE USED FOR CLERK OF BOARD): The Department of Health and Senior Services request authorization to submit an application in the amount of \$745,853 to provide nutrition education and vouchers redeemable for nutritious food to lactating women, infants and children(WIC).
8. PERSONNEL-EMPLOYEE NAME & AMOUNT OF SALARY FUNDED THROUGH PROPOSED GRANT PROGRAM (INDICATE A NEW HIRE WITH AN ASTERISK " * "):

NAME	AMOUNT	NAME	AMOUNT
<u>K.Mahmoud</u>	<u>\$89,364</u>	<u>D.Moita-Robels</u>	<u>\$55,693</u>
<u>A. Wentz</u>	<u>\$68,679</u>	<u>B.Locantore</u>	<u>\$55,349</u>
<u>J. Suter</u>	<u>\$56,952</u>	<u>J. Benjamin</u>	<u>\$48,136</u>
<u>P. Lenowski</u>	<u>\$27,734</u>		
<u>R. Becker</u>	<u>\$70,712</u>	<u>B.Pizzuto</u>	<u>\$12,613</u>
9. TOTAL SALARY CHARGED TO GRANT: \$ 485,232
10. INDIRECT COST (IC) RATE: 33.17 %
11. IC CHARGED TO GRANT \$ N/A
12. FRINGE BENEFIT RATE CHARGED TO GRANT: 43 %
13. DATE APPLICATION DUE TO GRANTOR August 30, 2014

**2014 GLOUCESTER COUNTY BUDGET
OTHER EXPENSE REQUEST EXPLANATIONS**

217 Professional Services- Cost of Breastfeeding Consultant	18,200
410 Office Supplies-Cost of actual office supplies per historical cost. Stickers, reminder cards staples,paper,pens, folders and etc	2,163
450 Medical Supplies-Cost to purchase all medical supplies including but not limited to: Gloves, Band-Aides, Vital, Tubes and Trays. Cost equal to prior year.	7,721
930 Cost to send Peer Counseling to State mandated training and general training of WIC employees	2075
970 Travel - Estimated Cost of Director to attend out of town meetings and staff members who travel to more than one location in a day. Cost equal to prior year	2,045
999 Other/Reserve- Cost of Peer Counselor Consultant	18,704
Total	50,908

Form C-2

Department Code__ G-02-14-325

Submission Date__ 8/28/2014

Department__ Health_____

Revision Date_____



State of New Jersey
DEPARTMENT OF HEALTH
 DIVISION OF FAMILY HEALTH SERVICES
 PO BOX 364
 TRENTON, N.J. 08625-0364

CHRIS CHRISTIE
 Governor

KIM GUADAGNO
 Lt. Governor

July 31, 2014

www.nj.gov/health

MARY E. O'DOWD, M.P.H.
 Commissioner

Ms. Tamarisk Jones
 Director
 Gloucester County Health Department
 204 East Holly Avenue
 Sewell, NJ 08080

SUBJECT: FFY 2015 Health Service Grant (HSG) Application
Due: August 19, 2014

Dear Ms. Jones:

For Federal Fiscal Year 2015, NJ WIC Services is recommending that you submit a HSG application for USDA funding as follows:

USDA FUNDING

(October 1, 2014 - September 30, 2015)	\$705,200
Target USDA Breastfeeding Funding	\$19,700
Breastfeeding Peer Counseling	\$20,953
Total Funding	\$745,853

The recommended funding is subject to the availability of funds.

The HSG application must be planned and written to support a full fiscal year of WIC service delivery with the funds listed above. It is important to note that if you do not adhere with this directive you are still obligated to provide WIC services through September 30, 2015.

Please remember that the purchases of space, renovations and all personnel matters need prior New Jersey WIC Services approval.

Breastfeeding funds must be used to sustain a peer counseling program consistent with program guidance set forth in *Loving Support Through Peer Counseling: a Journey Together for WIC Managers*, the *Loving Support Through Peer Counseling: a Journey Together for Training WIC Peer Counselors*, and the State's implementation plan.

USDA Target and Breastfeeding Peer Counseling funds are included in this grant. These funds may not be comingled and the allowable costs are different for these two funding sources. Follow Policy and Procedure 5.19, "Breastfeeding Promotion and Support Expenditures," when preparing the budgets for these two grants.

Page 2
July 31, 2014
Ms. Tamarisk Jones

We strongly recommend that government agencies use the WIC Peer Counselor (title code 09051) and WIC Lactation Consultant (title code 09055) Civil Service Commission titles, since the job specifications include the federal and state required education and experience. If your agency chooses not to use these titles, the individuals hired must meet the minimum requirements of the Civil Service job descriptions for the WIC Peer Counselor and WIC Lactation Consultant titles.

The breastfeeding staff positions should be in place for October 1, 2014. It is imperative that you notify the State Agency with any issues regarding the hiring of Breastfeeding staff as soon as possible.

Please remember to attach these forms into the SAGE grant as required by the Cost Controlling Initiatives:

Most recent Annual Audit
Tax Clearance Certificate

Other requested documents are:

A Salary and Fringe Worksheet in Excel in Miscellaneous Attachments

If there are vacant positions please use and attach in Miscellaneous Attachments the VACANCIES Excel worksheet sent in the funding email. Place funds for vacant positions in Reserve. SAGE does not allow vacant positions in Schedule A.

Please note that any grant received without the above attachments will be returned.

If you have any questions, please contact Fran Rizzo at (609) 292-9560.

Sincerely,



Sylvia Dellas, MPH, RDN
Acting Director
WIC Services

c Kathleen Mahmoud
Karen Christina

**RESOLUTION ENDORSING THE YOUTH SERVICES COMMISSION 2015-2017
COMPREHENSIVE PLAN AND AUTHORIZING THE COUNTY OF GLOUCESTER
TO APPLY TO THE STATE OF NEW JERSEY JUVENILE JUSTICE COMMISSION
FOR STATE/COMMUNITY PARTNERSHIP, AND FAMILY COURT FUNDS
TOTALING \$557,805.00**

WHEREAS, it is desired by the County of Gloucester Board of Chosen Freeholders to accept and endorse the Youth Services Commission 2015-2017 Comprehensive Plan and authorize the County of Gloucester to apply to the State of New Jersey Juvenile Justice Commission for State/Community Partnership and Family Court Funds; and

WHEREAS, the State/Community Partnership and Family Court Grants shall be for a total amount of \$557,805.00, from January 1, 2015 to December 31, 2015; and

WHEREAS, it is desired by the County of Gloucester Board of Chosen Freeholders to participate in the Juvenile Justice Commission Comprehensive County Funding Program beginning January 1, 2015 through December 31, 2015; and

WHEREAS, the funding will provide delinquency prevention, diversion, detention and disposition services for family court-involved and at-risk youth as well as the administration of these programs; and

WHEREAS, the following is a breakdown of Gloucester County's Comprehensive Funding Allocation:

State/Community Partnership	
Program Services Funds	\$223,732.00
Program Management Funds	\$ 55,550.00
Family Court Services	
Program Services	\$141,848.00
Family Crisis Intervention Unit	\$136,675.00

WHEREAS, the Family Crisis Intervention Unit funding will provide Family Crisis Intervention Unit (FCIU) services to Gloucester, Salem and Cumberland Counties. The Gloucester County funding will be transferred to the Department of Children and Families (DCF) by the Grantor, the New Jersey Juvenile Justice Commission (JJC), the funding will be combined with DCF funding for the Mobile Response and Stabilization Services (MRSS) and contracted to Robin's Nest for vicinage-wide services, pursuant to the Memorandum of Understanding entered into on November 16, 2005.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that the Director of the Board of Chosen Freeholders is hereby authorized to sign any and all documents endorsing the YSC Comprehensive Plan 2015-2017 and making application to the State of New Jersey Juvenile Justice Commission for the 2015 State/Community Partnership and Family Court grants for a total amount \$557,805.00, from January 1, 2015 to December 31, 2015; and

BE IT FURTHER RESOLVED that the County of Gloucester, Department of Human Services is responsible for grant implementation; and

BE IT FURTHER RESOLVED that the County of Gloucester will submit to the Juvenile Justice Commission a Comprehensive Youth Services plan and application for funding including a spending plan and that the County model the program to its requirements is hereby adopted.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester and the State of New Jersey held on Wednesday, September 17, 2014 in Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ATTEST:

ROBERT N. DILELLA, CLERK

ROBERT M. DAMMINGER, DIRECTOR

9-11

**RESOLUTION TO PURCHASE ONE (1) TORO WORKMAN HDX-D
MULTIPURPOSE UTILITY VEHICLE FROM TURF EQUIPMENT & SUPPLY CO.
FOR THE TOTAL AMOUNT OF \$22,724.49**

WHEREAS, the County of Gloucester's (hereinafter the "County") Pitman Golf Course, has the need for a multipurpose utility vehicle and solicited bids to purchase a Toro Workman HDX-D, 2WD, Model 07385; and

WHEREAS, after due notice and advertisement, the County received sealed bids on August 15, 2014, and after following the appropriate public bidding procedures, it was determined that Turf Equipment & Supply Co. with an address of 8015 Dorsey Run Road, Jessup, Maryland 20794, was the lowest responsive and responsible bidder to provide the equipment pursuant to the bid specifications set forth in PD #014-034; and

WHEREAS, the Purchasing Agent of the County has certified the availability of funds in the amount of \$22,724.49, pursuant to CAF# 14-07343 which amount shall be charged against budget line item C-04-14-019-315-19401.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Chosen Freeholders of the County of Gloucester approves the purchase of a Toro Workman HDX-D, 2WD, Model 07385, to be utilized by the Pitman Golf Course pursuant to and in accordance with the bid submitted by Turf Equipment & Supply Co., and the specifications promulgated by the County PD #014-034.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, held on Wednesday, September 17, 2014, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK

COUNTY OF GLOUCESTER
P. O. Box 337
Woodbury, N. J. 08096

A1

Certificate of Availability of Funds

TREASURER'S NO. 14-01343 DATE 8-26-14

BUDGET NUMBER - CURRENT YR C-04-14-019-315-19401 HEAVY Equipment
B _____ DEPARTMENT Golf Course

AMOUNT OF CERTIFICATION \$22,724.49 COUNTY COUNSEL Emmett Primas

DESCRIPTION: Equipment, Delivery of a work man HDX-D ZWD
Model # 07385 utility vehicle for use at
Pitman Golf Course,

VENDOR: Turf Equipment and Supply Company

ADDRESS: 8015 Dorsey Run Road
Jessup, MD 20794

Cherie Healy
DEPARTMENT HEAD APPROVAL
asst. Mgr

APPROVED [Signature]
PURCHASING AGENT

RETURNED TO DEPARTMENT
 NOT APPROVED

DATE PROCESSED 8-27-14

9/17/14
Meeting

R

<p>PD 014-034 Bid Opening 8/15/2014 10:00am SPECIFICATIONS AND PROPOSAL FORM FOR THE DELIVERY OF A WORKMAN HDX-D 2WD FOR THE COUNTY OF GLOUCESTER AND EXISTING UNITS WITHIN THE COUNTY AS ALLOWED THROUGH THE COUNTY CONTRACT PURCHASING SYSTEM NUMBERS CK-01-GC & 16GLCP</p>		<p>VENDOR: Turf Equipment & Supply Co. 8015 Dorsey Run Rd. Jessup, MD, 20794 Brian Parco 410 799-3982 866 243-0280 Fax</p>	
<p>DESCRIPTION</p>	<p>Lump Sum</p>		
<p>Workman HDX-D</p>	<p>\$22,724.49</p>		
<p>Make & Model Offered</p>	<p>Toro Workman HDX-D Model # 07385</p>		
<p>DELIVERY ARO</p>	<p>35 Days from date of PO</p>		
<p>Variations: (if any)</p>	<p>NONE</p>		
<p>Will you extend your prices to local government entities within the County</p>	<p>YES</p>		
<p>Bid specifications sent to:</p>	<p>Prime Vendor H.A. Dehart & Sons</p>	<p>Cherry Valley Tractor</p>	
<p>Based upon the bids received, I recommend Turf Equipment and Supply Company be awarded the contract as the lowest responsive, responsible bidder.</p>			
		<p>Sincerely,</p>	
		<p>Robert J. McElane</p>	
		<p>Purchasing</p>	

G-1

**RESOLUTION AUTHORIZING EXECUTION OF ANY DOCUMENTS
NECESSARY TO APPLY FOR THE GOOD NEIGHBOR CITIZENSHIP
GRANT FROM STATE FARM INSURANCE COMPANY FROM JANUARY 1, 2015
TO DECEMBER 31, 2015 IN THE AMOUNT OF \$12,500.00**

WHEREAS, the County of Gloucester, through the Gloucester County Sheriff, wishes to apply for and obtain funding for the education of the use of car seats and to provide car seats to those in need; and

WHEREAS, the Board of Chosen Freeholders of the County of Gloucester deems this to be beneficial to the citizens of the County of Gloucester; and

WHEREAS, the purpose of the grant is for the Sheriff's Department to educate the public about the importance of child safety seats and to provide child safety seats to those in need; and

WHEREAS, the Gloucester County Sheriff has reviewed all data supplied or to be supplied in the application and in its attachments, and certifies to the Board of Chosen Freeholders of the County of Gloucester that all data contained in the application and in its attachments is true and correct; and

WHEREAS, the Sheriff's Department has submitted the grant application to the Gloucester County Treasurer for review, and the Treasurer has approved said application, and the Board of Chosen Freeholders of the County of Gloucester understands and agrees that any grant received as a result of the application will be subject to the grant conditions and other policies, regulations and rules issued by the National Park Service.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that the Director of the Board be and is hereby authorized to execute and the Clerk of the Board be and is hereby authorized to attest to the to any documents to apply to State Farm from January 1, 2015 to December 31, 2015 in the amount of \$12,500.00; and

BE IT FURTHER RESOLVED that the Board of Chosen Freeholders hereby confirms that it shall comply with all applicable regulations of the granting authority as referred to above and shall provide any necessary additional assurances as may be required.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, held on Wednesday, September 17, 2014 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK

GRANT REQUEST FORM

INCLUDE THE GRANT APPLICATION AND COMPLETED PROPOSAL. IF THE GRANT PROVIDES FOR OUTSIDE CONTRACTING, INCLUDE AN EXPLANATION OF YOUR SELECTION PROCEDURES FOR SUB-GRANTEES. ALSO INCLUDE BUDGET WITH COUNTY ACCOUNT NUMBERS.

DATE: Sept 3, 2014

1. TYPE OF GRANT
 NEW GRANT
X RENEWAL/CONTINUATION-PREVIOUS YR. BUDGET NUMBER

2. GRANT TITLE: Good Neighbor Citizenship Grant

3. GRANT TERM: FROM: January 1, 2015 TO: December 31, 2015

4. COUNTY DEPARTMENT: Sheriff's Office
856-384-4638

5. DEPT. CONTACT PERSON & PHONE NUMBER: Donna Speakman

6. NAME OF FUNDING AGENCY: State Farm Insurance

7. BRIEF DESCRIPTION OF GRANT PROGRAM (TO BE USED FOR CLERK OF BOARD): The intention is to get the message to parents and caregivers of infants and children the importance of the use of child safety seats. Also to provide child passenger seats to those who cannot afford to purchase one.

8. PERSONNEL-EMPLOYEE NAME & AMOUNT OF SALARY FUNDED THROUGH PROPOSED GRANT PROGRAM (INDICATE A NEW HIRE WITH AN ASTERISK "*"):

NAME	AMOUNT	NAME	AMOUNT
<u>Steve Allen</u>	<u>\$1300.00</u>	<u>Tim Tobin</u>	<u>\$1300.00</u>
<u>Kim Reichert</u>	<u>\$1300.00</u>	<u>Jeremy Tyers</u>	<u>\$1300.00</u>
<u>Douglas Daniels</u>	<u>\$1300.00</u>	<u>Anthony Cassabron</u>	<u>\$1300.00</u>
<u>Christian Jackson</u>	<u>\$1300.00</u>	<u>Kristy SAUSAGE</u>	<u>\$1300.00</u>

9. TOTAL SALARY CHARGED TO GRANT: \$ 10,400.00 -Based on overtime Reimbursement

10. INDIRECT COST (IC) RATE: 0 %

11. IC CHARGED TO GRANT \$ 0

12. FRINGE BENEFIT RATE CHARGED TO GRANT: 0 %

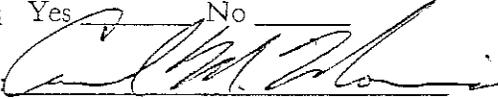
13. DATE APPLICATION DUE TO GRANTOR 10/31/14

14. FINANCIAL:	<u>REQUESTED</u>	<u>MANDATED</u>
GRANT FUNDS	<u>\$12,500.00</u>	
CASH MATCH		_____
		(Attach Documentation)
IN-KIND MATCH	_____	_____
TOTAL PROGRAM BUDGET: \$	_____	

15. DID YOU READ THE GRANT/CONTRACT AND UNDERSTAND ITS TERMS?
 YES X NO _____

16. HAS THE DESCRIPTION BEEN E-MAILED TO THE COUNTY GRANTS COORDINATOR, WHO WILL FORWARD IT TO THE CLERK OF THE BOARD. lcerny@co.gloucester.nj.us Yes _____ No _____

DEPARTMENT HEAD: _____


Signature

DATE: 9/4/14

.....
 Departmental Use Only

DATE RECEIVED BY GRANTS DIVISION: _____

DATE RECEIVED BY BUDGET OFFICE: _____

REVIEWED:

DEPARTMENT OF HUMAN SERVICES, GRANTS DIVISION:

1. _____
Signature

2. _____
Signature

2015 GLOUCESTER COUNTY BUDGET

Acct#	Description	
G-02-15-224-000-10101	Salaries	\$10,400.00
G-02-15-224-000-20299	Other Expenses	\$ 2,100.00
	Child Safety Seats	
	Total.....	\$12,500.00

Items to be purchased will be the following:

34 Convertible Child Safety Seats @\$61.77	\$2,100.00
--	------------

Review Your Application

Please review your proposal information. If you are not ready to submit your proposal at this time, click the "Save Only" button. The proposal will then be available to edit from the Welcome page. Clicking the Submit button will immediately send the application to State Farm and you will then be unable to perform further editing.

Contact Information

Title Secretarial Assistant

* Prefix Mrs.

* First Name DONNA

* Last Name SPEAKMAN

* Street Address 2 S BROAD STREET

Address 2

* City Woodbury

* State or Province New Jersey

* Postal Code 08096

* Telephone 856-384-4638

Extension

* E-mail Address dspeakma@co.gloucester.nj.us

Organization Information

* Legal Name County Of Gloucester

* Street Address 2 South Broad Street

Address 2

* City Woodbury

* State or Province New Jersey

* Postal Code 08096

Tax ID 216000664

* Phone Number 856-384-4638

Fax Number 856-384-4679

* E-mail Address dspeakma@co.gloucester.nj.us

Website Address Gloucestercounty.nj.gov

Social Media Website Address(es)

Proposal Objectives

* Program Title Child Passenger Safety

* Program Start Date 01/01/2015

* Program End Date 12/31/2015

* Summary Our hopes are to continue with the progress that our office has achieved to date. We have (8) fully trained C.P.S. Technicians, with the hopes of having more certified this year. The C.P.S. Techs instruct and educate the parents, grandparents and caregivers on the proper fitting and installations of the booster seats, child passenger seats and the use of seat belts. Educate on the importance of every time a child is placed in a motor vehicle that a child passenger seat be used.

Our office also provides child passenger seats to those who otherwise due to financial hardship would go without using one.

* Intended Outcomes The intention of this program is to get the message across to the parents and caregivers that the safety of their children must come first. For the caregiver to make sure that every time they enter their

vehicle their children are properly belted into their prospective seat, whether it be a booster seat with a seat belt or a full child passenger seat.

* **Purpose and Objectives** Decrease the statistics among child passengers who have suffered major injuries and death due to not being in a child passenger seat. Increase the awareness of using a child passenger seat every time a child is placed in a motor vehicle. Replacement of ill fitting, expired or recalled child passenger seats.

* **Program Established** 2007

* **Demonstrated Success** The (NHTSA) National Highway Traffic Safety Administration statistics is reflecting a reduction every year in the fatalities in Gloucester County, by the increased use of child passenger seats.

* **Program Activities** We hold a fitting and checking station at the Deptford Mall every first and third Saturday of every month. Along with this event we also schedule events at local stores, schools and community events.

At these events if a parent or caregiver is in need of a child passenger seat it is provided to them at no cost.

* **State Farm Connection** Our main concern is child safety while traveling in motor vehicles. While recognition is a wonderful aspect being a Government Agency we are governed by certain practices. The recognition that the county provides is a Resolution presented by The County Freeholders.

* **Elected Officials and/or Community Leaders** Carmel M. Morina, Sheriff of Gloucester County. The Sheriff oversees the Department along with the activities of this program.

* **Communicate Results** Our office communicates through government officials by invitation to attend our events, email notifications and flyers advising of our scheduled activities at schools and community events

* **Semi-annual and Final Results** Yes

Budget

* **Requested Amount** \$12,500.00

* **Charitable Amount** \$12,500.00

* **Non-Charitable Amount** 0.00

* **Overall Funding** National Highway Traffic Administration (Child Passenger Safety of New Jersey) \$12,000.00 (2014)

* **Program Budget** Salaries: 208 hours @50.00 per hour=
10,400.00
(34) child passenger seats @\$61.77 \$2,100.00

* **Other Program Funding** National Highway Traffic Safety Administration (child passenger safety) from the State of New Jersey \$12,000.00

* **Previous Funding** Yes

Additional Funding Justification The Grant from the State of New Jersey is funding the Child Passenger Seats. As this program grows the requests from the community grows. Without such funding we would not be able to accommodate all the incoming requests for the Child Passenger Education.

Geographical Data

* **Geographical Area Served** New Jersey

- * **Specific Area** Clayton
- Deptford
- East Greenwich
- Glassboro
- Greenwich
- Harrison
- South Harrison
- Franklin
- Newfield
- Woolwich

West Deptford
Woodbury
Westville
Paulsboro
Swedesboro
Mantua
Washington Twp
Logan
Woodbury Heights
National Park
Elk Twp
Gloucester County
Monroe

* Schools or School Districts Impacted Gloucester County Schools

Clayton
Deptford
East Greenwich
Glassboro
Greenwich
Harrison
South Harrison
Franklin
Newfield
Woolwich
Woodbury
Woodbury Heights
Westville
Monroe
Paulsboro
Swedesboro
Mantua
Logan
National Park
Elk Twp

Demographics

Demographics

- * Participants Impacted 288,288
- * Ethnicity Served 100% Not Specific
- * Age Group Served

50% 0-4 yrs Infants \ Toddlers
50% 5-12 yrs Children

* Gender Served 100% All

* Population Served 100% Low Income

Communication Strategy

- * **Communication Plan** The Gloucester County Sheriff will continue to communicate and educate throughout the county by the way of community events, local law enforcement, media, emails and flyers distributed to local schools.
- * **Program Communication** The Gloucester County Sheriff will communicate and distribute our information through schools, media, community events, local law enforcement. We also use emails and flyers.
- * **Use of Media** The Gloucester County communicates through local law enforcement and our county store. We also advertise by use of the local media, flyers and emails.
- * **State Farm Recognition** Recognition would be presented in the form of a Resolution presented by the Gloucester County Board of Chosen Freeholders.

Attachments

Attachments

- 20140904085157069.statefam.pdf (176.3 K), uploaded by Donna Speakman on 09/04/2014

Need Support?

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**RESOLUTION AUTHORIZING EXECUTION OF RENEWAL OF TITLE IV-D,
NJKIDS REIMBURSEMENT AGREEMENT WITH THE STATE DIVISION OF
FAMILY DEVELOPMENT FOR THE COUNTY SHERIFF FROM OCTOBER 1, 2014
TO SEPTEMBER 30, 2015**

WHEREAS, the County of Gloucester has previously entered into Title IV-D Reimbursement Agreements with the New Jersey Division of Family Development (NJDFD) setting forth performance standards and reimbursement procedures for the Sheriff's Department for arrest services where bench warrants have been issued pertaining to child support or paternity matters; and

WHEREAS, the NJDFD has extended a Reimbursement Agreement with the County for reimbursement to the County for an amount not to exceed \$643,562.00, of which the amount of the award is based upon employee salaries, the number of individuals arrested, and the amount of child support collected by the courts. This is a statewide agreement available to all twenty-one County Sheriffs; and

WHEREAS, the Reimbursement Agreement has been reviewed by Sheriff's Department and County Counsel and both have recommended approval and execution of the Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that the Director of the Board be and is hereby authorized to execute and the Clerk of the Board be and is hereby authorized to attest to renewal of the Title IV-D, NJKIDS Reimbursement Agreement for the period October 1, 2014 to September 30, 2015, in an amount not to exceed \$643,562.00.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, September 17, 2014, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK

WRITTEN AGREEMENT FACT SHEET

621

CHECK ONE:

CHECK ONE:

NEW
 RENEWAL
 AMENDMENT

CONTRACT
 INTERAGENCY/AGREEMENT
 GRANT/WAIVER APPLICATION

* * * * *

DESCRIPTIVE TITLE:

XXX COUNTY TITLE IV-D
REIMBURSEMENT AGREEMENT

PARTIES TO CONTACT:

THE COUNTY OF XXX
THE SHERIFF'S OFFICE OF XXX COUNTY
AND NEW JERSEY DFD

SIGNATORIES:

JEANETTE PAGE-HAWKINS, DIRECTOR
DIVISION OF FAMILY DEVELOPMENT
XXX, FREEHOLDER ADMINISTRATOR
XXX, COUNTY SHERIFF

SIGNATURE DEADLINE:

NON SPECIFIED

TERMS OF CONTRACTS:

OCTOBER 1, 2014 THRU SEPTEMBER 30, 2015

COSTS:

\$XXX

FUNDING SOURCE(S):

ADMINISTRATIVE ACCOUNT
100-054-7550-173-6110

A. Introduction

This Agreement is entered into between the New Jersey Department of Human Services (herein after called "DHS"), Division of Family Development (herein after called "DFD") and the County of XXX (herein after called the County) and the Sheriff's Office of XXX County (herein after called the Sheriff's Office). All parties to this Agreement will comply with Part D of Title IV of the Federal Social Security Act, implementing current regulations, and any other applicable Federal Regulations and requirements.

Effective September 1, 2009, the DFD implemented a new child support enforcement and case management computer system, NJKiDS. NJKiDS is the federally recognized state case registry for the New Jersey child support program, pursuant to Title IV-D regulations. NJKiDS is utilized by the DFD, the New Jersey Judiciary, County Welfare Agencies and County Sheriff Departments. Warrants on Title IV-D cases are now issued electronically by the New Jersey Superior Court through NJKiDS, provided that the judiciary electronic signature is in effect. Each county sheriff department, or the designated entity with legal authority to serve these warrants, will receive court issued electronic warrants via NJKiDS and utilize NJKiDS for various data entry and inquiry functions as described herein. Relevant information is also provided to authorized Sheriffs' users via the NJKiDS agency web portal.

NJKiDS is not a law enforcement warrant database. NJKiDS does not supplant the use of or interface with the New Jersey Wanted Persons (N JWPS), National Crime Information Center (NCIC) and/or other designated warrant law enforcement systems recognized by the law enforcement community. Each designated sheriff department, or the designated entity with legal authority to serve warrants, shall continue to utilize NJWPS, NCIC, and/or other systems, in accordance with standard local, state and federal regulations and guidelines.

B. Purpose

The purpose of this Agreement is for the DFD to establish a set of performance standards and reimbursement procedures with the Sheriff's Office for arrest services in those IV-D cases where a bench warrant pertaining to child support and/or paternity matters has been issued by a court of competent jurisdiction for the purposes including, but not limited to, establishing paternity and support obligations, including health insurance coverage, failure to appear before a court of competent jurisdiction and for payment of arrearages owed.

C. Definitions

For purposes of this contract the following terms will be defined thus:

ARREST SERVICES - will include all reasonable attempts to apprehend the individual identified in the bench warrant and produce that individual before a judge or other specified officer of the court within 72 hours of his or her arrest

ARREST - will refer to the physical act of taking into custody the individual identified in the bench warrant. Such term shall not apply to voluntary surrender to the court or in instances where warrants are vacated.

BENCH WARRANT STATUS:

- ACTIVE: A bench warrant was issued and remains outstanding.
- EXECUTED: The subject of the bench warrant was arrested. The SQCR Sheriff Reimbursement Report only contains qualifying child support collections as a result of executed warrants.
- DETAINED: The subject of the bench warrant is incarcerated for another alleged crime and is being held on the child support warrant. Warrant status will be updated to 'Executed' once the subject has been released to the custody of the sheriff's office for arrest on the child support warrant.
- DISCHARGED: Bench warrant has been recalled and is no longer valid.

CORRECTIVE ACTION PLAN - a plan of action to correct deficiencies in the performance as identified by the DFD. Such a plan must describe the methods and plans for correcting said deficiencies, and the time frames for doing so.

DIVISION OF FAMILY DEVELOPMENT - the single state agency established to supervise the New Jersey State Plan under Title IV-D of the Social Security Act (42 U.S.C. 654 *et seq.*) which creates the Child Support and Paternity Program and empowers the State DFD to promulgate rules and regulations required to administer that program effectively. N.J.A.C. 10:80-1.2(b)4.

GOOD CAUSE - circumstances beyond the control of the county which affect work load or personnel such as worker strike, lay off, act of God, fire or any other circumstances determined to be good cause after review by the DFD.

NJKIDS - the automated child support enforcement and case management computer system which is the federally recognized state case registry for the New Jersey child support program, pursuant to Title IV-D regulations at 45 C.F.R. 302.85.

D. Duties to be Performed

Upon entering into this contract both the Sheriff's Office and the DFD will have certain functions and duties to perform as outlined in this Cooperative Agreement and in accordance with performance standards as described in Section III of this Agreement and herein.

I. Duties and Functions of the Sheriff's Office:

1. The Sheriff's Office will receive warrants on Title IV-D cases which emanate manually or electronically, from various courts throughout New Jersey.

2. The Sheriff's Office will receive warrants on Title IV-D cases which emanate manually or electronically, from courts in other counties, and have procedures to execute these warrants in accordance to local, state and federal regulations and guidelines.
3. The Sheriff's Office shall have written procedures for receipting warrants, which are date and time stamped, on Title IV-D cases issued electronically, or manually, by a New Jersey court through the NJKiDS computer system.
4. Pursuant to constitutional authority designated to the county sheriff, all pertinent information shall be submitted to authorized personnel and entered onto the NCIC and/or other designated law enforcement systems recognized by the law enforcement community.
5. The Sheriff's Office shall have a case file establishment and assignment process.
6. The Sheriff's Office shall have access to and utilize NJKiDS for purposes of: receiving and printing warrants on Title IV-D cases, data entry purposes of executing warrants and making case notes, receiving and printing the Sheriff Quarterly Report, and inquiry access to child support case information to cross reference data before and after attempts to execute warrants for locate and warrant status information.
7. The Sheriff's Office shall designate adequate staff to receive authorized access to NJKiDS and/or agency web portal, provided by the DFD, to ensure continuity of operations. NJKiDS is a web-based application and authorized sheriff staff can access NJKiDS through their local computers via a DHS secured server. The NJKiDS agency web portal is an online tool to be used in a secure setting only when NJKiDS is not available.
8. The Sheriff's Office shall have staff with access to NJKiDS or an agency web portal to participate in trainings provided by DFD. Trainings provided by DFD shall be solely relative to duties and functions as described within this Agreement.
9. The sheriff staff shall attempt services upon the individual at all locations and addresses provided in the warrant and follow up, as necessary, on additional information as it becomes available. All service attempts should be documented in case file and NJKiDS.
10. Sheriff staff shall make follow-up attempts to serve the warrant until such time as the individual is apprehended, the bench warrant is vacated by judicial order or warrant is deemed no longer valid in accordance with other State regulations recognized by the law enforcement community.
11. Once the Sheriff's Officer locates the non-custodial parent, that individual shall be taken into custody immediately.
12. The Sheriff's Officer shall bring the individual before a judge or other specified officer of the court as soon as is practicable following the apprehension of the non-custodial parent.
13. The Sheriff's Office shall participate in statewide coordinated raids and/or amnesty initiatives.

14. The Sheriff's Office shall submit detailed reports pertaining to arrest services on a quarterly basis in order to obtain payment for services; and payment for services shall be based on the collection performance standards specified in Attachment B. All County Expense Reports will be submitted in accordance with the procedures identified in Attachment B1, Procedures for the Submittal of Sheriff's Quarterly Expense Reports.
15. The Sheriff's Office agrees to retain all records and other relevant information for 6 (six) years after the final payment, in accordance with Attachments A and B to this Agreement. However, if any investigation, claim, financial management and review, or audit is started before the expiration of the 6-year period, the record shall be retained until they are resolved and final action taken. Representatives of the DHS, the DFD, and the New Jersey Treasurer, as well as any appropriate federal entities shall have full access to the above mentioned records and documents during this period.
16. The Sheriff's Office agrees that all staff accessing or handling child support data from any source shall sign the "State of New Jersey IV-D Agency Child Support Data user and Confidentiality Agreement" and adhere to its terms and conditions.
17. The Sheriff's Office agrees to comply with all child support data security provisions, namely the IRS Disclosure Awareness Video and Incident Reporting protocol in accordance with the requirements set forth in Action Transmittal 14-11, Data Security Policy: Incident Reporting Protocol, Data User and Confidentiality Agreement and IRS Disclosure Awareness Video, and all required data security trainings provided by the DFD.
18. The Sheriff's Office agrees to permit the DHS and the DFD to monitor Title IV-D activities carried on by the Sheriff's Office upon presentation to the county or Sheriff's Office of proper credentials of identification.
19. If a performance deficiency is identified through the monitoring process, the county shall provide a Corrective Action Plan to the DFD. The plan shall provide a clear explanation of what corrective actions are being proposed to bring each respective performance standard into future compliance, including a time frame for implementing these actions. Once the Corrective Action Plan is approved by DFD, all corrective measures must be integrated into the regular business practice within ninety (90) calendar days of the approval date.

II. Duties and Functions of the DFD:

1. The DFD shall provide sheriff staff the necessary account credentials to access NJKiDS and/or the agency web portal.
2. The DFD shall provide trainings to sheriff staff with access to NJKiDS and/or agency web portal. Trainings provided by DFD shall be solely relative to duties and functions as described within this Agreement.

3. The DFD shall review the County Expense Reports, which are submitted in accordance with Attachment B and Attachment B1, Procedures for the Submittal of Sheriff's Quarterly Expense Reports, and verify the accuracy of the information contained in the reports utilizing NJKiDS or where appropriate, field visits.
4. Accounting, Auditing and Purchasing will calculate the percentage of the reimbursement due to the County, according to the collection performance standards outlined in Attachment B.
5. Once the appropriate percentage has been determined, a check will be prepared for the calculated amount and mailed to the county in a timely manner.
6. If a county is found to have been reimbursed for a collection that should not have been claimed, the DFD will process the overpayment as follows:
 - a. The DFD will request in writing that the sheriff's office resubmit the quarterly report in which the overpayment was made, deducting the collection(s) which should not have been claimed.
 - b. The DFD will review the corrected report and ensure the inappropriate collection has been deducted; forwarding the correct report to Accounting, Auditing and Purchasing.
 - c. Accounting, Auditing and Purchasing will receive the corrected report and recalculate the cost/benefit ratio. The appropriate reimbursement rate will be determined by matching the cost/benefit ratio to the rate schedule on Attachment B, page 2 of the Sheriff's Cooperative Agreement (attached). Using the appropriate reimbursement rate Accounting, Auditing and Purchasing personnel will compute the reimbursable expenditure amount. The overpayment will be calculated by subtracting the reimbursable expenditure amount from the amount actually paid to the county for that quarter. Accounting, Auditing and Purchasing will inform appropriate DFD staff of the amount of the overpayment.
 - d. Accounting, Auditing and Purchasing will deduct the amount of the overpayment from the reimbursable expenditure amount from the next quarterly report submitted.
 - e. The DFD will send a letter to the County Sheriff's Office informing them that the amount of overpayment will be deducted from the reimbursement amount of their next quarterly report submitted.
7. The DFD will conduct a triennial on-site technical program review. A statistically valid sample of the IV-D cases will be reviewed to determine if appropriate action has been taken on 75% of the cases. Appropriate action is defined as the timely implementation of the requirements specified in Sections I and III of this Agreement, which address both specific duties and performance.

8. The DFD will notify the Sheriff's Office in writing of the findings of the above review. If a Corrective Action Plan is required by the Sheriff's Office as a result of problems identified in the review, this plan must address those problems and provide steps to be taken for corrective action. If a Corrective Action Plan is required, the elements will be so stated.
9. The DFD must approve the acceptability of any Corrective Action Plan deemed necessary within 15 working days. Upon DFD approval of said plan, the Sheriff's Office shall take immediate steps (not to exceed 90 calendar days) to correct the identified problem(s).
10. The DFD will retain all records and documents relevant to this Agreement for six (6) years after final payment. However, if any investigation, claim, financial management review, or audit is started before the expiration of the 6-year period, the records shall be retained until they are resolved and final action taken.
11. DFD will provide the Sheriff's Office with necessary materials required to execute the annual "State of New Jersey IV-D Agency Data User and Confidentiality Agreement" in accordance with Action Transmittal 14-11.

III. Performance Standards

Sheriff's Office Shall:

1. Utilize NJKiDS daily, for warrants on Title IV-D cases including, but not limited to, the following purposes:
 - A. Retrieve and print electronic warrants signed and issued by the NJ Superior Court;
 - B. Review child support demographic and warrant case information;
 - C. Monitor the change in warrant status (active, negotiated settlement, executed, detained, and discharged);
 - D. Enter data in required fields and making case notes as referenced in agreement;
 - E. Access and print the Sheriff Quarterly Report.
2. Have written procedures for receipting warrants on Title IV-D cases that are issued electronically via NJKiDS, or manually, by the NJ Superior Court. Procedures shall include, but not limited to the following:
 - A. A date and time stamp; (staff may utilize free form text on NJKiDS to denote receipt on a warrant case, however, this will not result in an automated receipt date on the physical warrant printed from NJKiDS).
 - B. Warrants shall be receipted, hard copy, dated and time stamped, within seven (7) business days of the warrant issue date on NJKiDS. Business day is defined as a Monday through Friday, excluding holidays (used hereafter).
 - C. Exceptions to meeting this timeframe must be submitted in writing to the DFD and approved by the DFD. If exception has been DFD approved, the warrants shall be receipted in a reasonable timeframe and conducive to managing case volume of said county.
 - D. For purposes of establishing a case file under this Agreement, a warrant will not be deemed in sheriff receipt unless specified with a date and time stamped.
3. Monitor NJKiDS daily for WRKL alert notifications of warrants issued by the NJ Superior Court on Title IV-D cases and enter the warrant information on to the NCIC and/or other designated law enforcement system recognized by the law enforcement community within five (5) business days of the receipt of the warrant.
4. Once information is entered onto NCIC, update NJKiDS BWLT screen with the date the warrant was entered on NCIC within one (1) business day.
5. All new cases shall have a hard copy case file created and be assigned to a sheriff staff person within two (2) business days of warrant stamped receipt date.
6. Monitor NJKiDS daily for alert notification of changes to the Title IV-D warrant status. For any warrant that has been discharged or vacated by the New Jersey Superior Court, record the discharge of the warrant on to the NJWPS, NCIC and/or other designated law

enforcement system recognized by the law enforcement community within one (1) business day of the alert notification. Once completed, update NJKiDS with the date the warrant was discharged or vacated on NJWPS or NCIC within one (1) business day.

7. Initiate action to execute the warrant within fifteen (15) business days of case assignment. Utilize NJKiDS to verify warrant status and warrant case information, prior to any attempts to execute a warrant. Record the findings of initial attempt in the case file and on the BWLT and NOTE screen in NJKiDS.
8. Attempt execution of the warrant one or more days each month for three consecutive months, if the initial execution of a warrant is unsuccessful and no sufficient location information is available. Document all attempts on the NOTE screen in NJKiDS.
9. If further attempts to execute the warrant are unsuccessful, the Sheriff's Officer must attempt service at least once within a 12 month period, until the individual is apprehended or the Sheriff's Office is notified the bench warrant is vacated. Documentation should be retained in case file and on NJKiDS NOTE Screen.
10. Follow-up on the execution of the warrant by attempting service within five (5) business days of receiving new information. Retain documentation of attempted service and/or any new information obtained in case file and on NJKiDS NOTE screen. If new information is received from a source other than child support, a Note to File Action Alert should be sent to the Probation caseworker through the NOTE screen in NJKiDS.
11. Inform appropriate source of invalid address on warrant within three (3) business days of attempted service. Findings shall be documented in case file and a Note to File Action Alert should be sent to the Probation caseworker through the NOTE screen in NJKiDS.
12. All Title IV-D warrants shall be executed in NJKiDS the same day as arrest. Arrests that occur during night time hours, weekends and/or holidays must be executed in NJKiDS on the next business day. Exceptions to meeting this timeframe must be submitted in writing to the DFD and approved by the DFD. All documentation must be recorded in the case file and NJKiDS BWLT screen.
13. Participate in at least two (2) statewide coordinated raids and/or amnesty initiatives per Agreement year.
14. Maintain time and attendance records for individuals performing child support functions.
15. Submit a quarterly expense report to the DFD, within twenty (20) calendar days of the end of the quarter, in accordance with the elements in Attachment B.
16. Maintain a cost/benefit ratio of at least \$1: \$1.60.
17. Complete all necessary/appropriate action as provided under this Agreement on a minimum of 75% of the sample cases, unless good cause is determined for not doing so. Where this standard is not met and good cause is not demonstrated, a Corrective Action Plan addressing this problem shall be developed.

18. Provide the DFD with a Corrective Action Plan within thirty (30) calendar days after receiving a written notification from the DFD specifying a deficiency.
19. Provide the DFD with the name and telephone number of a contact person and an alternate within the agency.

The DFD shall:

1. Review county expense reports on a quarterly basis.
2. Mail the Sheriff's Office a check for reimbursable expenditures within thirty (30) calendar days of receipt of an approved expense report.
3. Conduct a triennial on-site audit.
4. Notify the Sheriff's Office in writing within thirty (30) calendar days of the findings resulting from the triennial audit.
5. Respond to the acceptability of a Corrective Action Plan within fifteen (15) calendar days when such a plan is necessary.

IV. Special Provisions

1. This Agreement is conditioned upon the availability of Federal Financial Participation from the DFD to reimburse the county fees in connection with arrest services in administering the State's Title IV-D laws within the county.
2. This Agreement may be amended by mutual consent of the parties. Any amendment shall be reduced to writing, executed in the same manner as this Agreement, and incorporated into this Agreement.
3. Raids and /or Amnesty programs may not be initiated without prior written approval of the DFD.
4. The DFD reserves the right to refuse to reimburse the county, or in the alternative, to terminate this Agreement entirely upon thirty (30) calendar days written notice, if the Sheriff's Office fails to provide services consistent with the State IV-D Plan or this Agreement. The DFD may refuse reimbursement of the following reasons:
 - a. Failure to perform (without good cause) within the parameters of the performance standards of this Agreement.
 - b. Failure to present Corrective Action Plan(s) as required by this Agreement.
 - c. Failure to provide correct and full reports as required by this Agreement.
5. The DFD may exercise its right to terminate the contract for the following reasons:
 - a. Violation of Federal and/or State Law.

- b. Failure to take appropriate corrective action.
 - c. Repeated failure to perform (without good cause) within the parameters of the performance standards, as outlined in Section III of this Agreement.
6. This Agreement shall be terminated upon the decision of any court of competent jurisdiction to the effect that this Agreement is in violation of Federal or State law in its entirety. However, if any particular provision of this Agreement is found to be invalid, the remainder of this Agreement shall continue to be in effect, unless to do so would contravene the purpose of this Agreement.
 7. This Agreement may be terminated upon thirty (30) days' written notice by either party based upon the occurrence of a change in applicable Federal law(s) or regulation(s) that would result in the unavailability of Federal funds for services to be provided under this Agreement.
 8. In the event the Sheriff's Office is unable to perform under the conditions of this Agreement, the County and Sheriff's Office may terminate this Agreement upon thirty (30) days' written notice to the DFD.

ATTACHMENT A

The Sheriff's Office shall maintain individual case records sufficient to permit evaluation of progress on each case record. A record must be kept in a format that would allow for easy review as to the progress of the case. The following information must be included in the case file:

1. Complainant's name
2. Name and address of non-custodial parent
3. Date of birth of non-custodial parent
4. Social Security number of non-custodial parent
5. Name and address of employer
6. Arrears
7. Copy of the Warrant
8. Docket #
9. CS#
10. Action taken on case (1st, 2nd, 3rd attempts and at least once within a 12 month period thereafter)
11. Outcome of action
12. Special provisions - an example of a special provision would be if a wage execution were signed.
13. Officer's name
14. Other relevant information
 - a. NJKiDS inquiries
 - b. NCIC entry documentation
 - c. Any other source

ATTACHMENT B
Fiscal System and Reports

This Attachment is applicable to the Sheriff's Office and is provided to ensure uniformity in the maintenance of a fiscal system and preparation of appropriate reports.

1. Total Sheriff's Officers' costs of arrest services, for the period October 1, 2014 through September 30, 2015, performed pursuant to this Agreement, shall not exceed \$XXX which shall include not more than \$XXX in salaries and \$XXX in fringe benefits for the officer assigned to the serving of warrants.
2. Appropriations for Sheriff's Officers shall constitute in whole or in part the non-federal share of each fee for service to satisfy the Federal requirement of State financial participation.
3. The DFD shall make payments to the county for the Federal share of allocated fees for service provided by the Sheriff's Office within the limits set forth in Items 1 and 6 of this Attachment to the extent that such payment does not exceed actual expenditures. Allowable expenditures are limited to salaries and fringe benefits.
4. In order to receive payment, the Sheriff's Office shall file a Quarterly Budget Report identifying those services performed by the Sheriff's Office in a case-specific format as well as the actual expense incurred by the Sheriff's Office in performing those activities. The Quarterly Budget Report contains the following: the SQCR Sheriff Quarterly Collection Report and the Summary of Federally Reimbursable Expenditures form.
5. The Quarterly Budget Report shall be filed within twenty (20) calendar days of the end of the quarter. Late submission of these reports may result in a delay, penalty or reduction in the rate of reimbursement.
6. The DFD will make a payment at the end of the quarter for a federal share of all approved fees, based upon the required reports filed with the DFD for the quarter. All funds collected, as the result of a warrant action will be counted as follows:
 - a. The value of lump sum collections on arrears as a result of the warrant arrest and received within five (5) calendar days of the date of arrest and additional payments made up until ninety (90) calendar days of the date of arrest. Payments are recorded within the Quarter reviewed.
 - b. Any regular payment whether consecutive or not made by the obligor which includes the following receipt sources from NJKiDS--EW (employer wage); RE (regular pymt); PM (release amount); QR (QDRO/EDRO) and VL (voluntary payment).
 - c. Excludes payments resulting from enforcement actions initiated by any other entity, independent of information received as a result of the Sheriff's Office action.
 - d. The value of all new orders paid within the quarter.

- e. The value of an upward modification to an existing support order paid within the quarter.
- f. Support collected by one county at the request of another county will be treated as having been collected in full by each county.

ATTACHMENT B Cont'd.

The reimbursement rate shall be in accordance with the following schedule:

COLLECTION PERFORMANCE STANDARDS

<u>Quarterly Collections</u>	<u>Reimbursement Rate</u>
\$1: \$4.00	Maximum FFP rate: 66%
\$1: \$3.80	63%
\$1: \$3.60	60%
\$1: \$3.40	55%
\$1: \$3.20	50%
\$1: \$3.00	45%
\$1: \$2.80	40%
\$1: \$2.60	35%
\$1: \$2.40	30%
\$1: \$2.20	25%
\$1: \$2.00	20%
\$1: \$1.80	15%
\$1: \$1.60	10%

ATTACHMENT B Cont'd.

	SALARIES	FRINGE	TOTAL
STAFF PERSON			

ATTACHMENT B1
PROCEDURES FOR THE SUBMITTAL OF SHERIFF'S
QUARTERLY EXPENSE REPORTS

1. Utilization of Standardized Reports: In order to report collections/payments and expenses and to be reimbursed according to the signed Cooperative Agreement, the following two approved DFD documents must be submitted on a quarterly basis:
 - NJKiDS SQCR Sheriff Quarterly Report: an automated report accessed via the SQCR screen of NJKiDS. There is no manual data entry necessary. Staff can access and print this report at the close of each Federal Fiscal Quarter.
 - Summary of Federally Reimbursable Expenditures form: a form created via an Excel spreadsheet. This form requires minimal manual data entry.
2. Required Data Entry on NJKiDS and Sheriff Quarterly Reports: Sheriff staff is required to enter certain data elements on the NJKiDS BWLT Screen (bench warrant screen) upon execution of a Title IV-D child support warrant. By doing so, NJKiDS is programmed to auto-populate the SQCR Sheriff Quarterly Report with collection information as set forth in the collection criteria listed in *Attachment B.6, Fiscal System and Reports*.
3. Automated Calculation and Recording of Collections: If sheriff staff does not utilize NJKiDS to execute warrants, NJKiDS will not record the collection on the SQCR Sheriff Quarterly Report and it will not be included in the calculations associated to the county for reimbursement.
4. Daily time reports should be retained on file for audit purposes.
5. All required reports shall be submitted on a quarterly basis no later than twenty (20) calendar days after the end of the quarter to:

Attention: **Tikonblah Moore**, Child Support Specialist 3
Department of Human Services
Office of Child Support Services
PO Box 716
Trenton, New Jersey
(609) 631-2758

Late submission may result in a delay, penalty, or reduction in the reimbursement, pursuant to the Sheriff's Cooperative Agreement Addendum.

6. Federal Fiscal Year (FFY) 2015 quarterly reporting due dates are:

First quarter:	10/01/14 to 12/31/14; Due by: 01/21/15
Second quarter:	01/01/15 to 03/31/15; Due by: 04/22/15
Third Quarter:	04/01/15 to 06/30/15; Due by: 07/22/15
Fourth Quarter:	07/01/15 to 09/30/15; Due by: 10/21/15

ATTACHMENT C

Disclosure of information

1. Any staff that performs IV-D functions, or accesses NJKiDS must sign a Confidentiality Agreement annually, as stated in the requirements of the New Jersey Privacy and Confidentiality Manual. This manual is accessible on the New Jersey Child Support website, njchildsupport.org.
2. Any staff that performs IV-D functions, or accesses NJKiDS must view, on an annual basis, the IRS webinar video as stated in the requirements of the New Jersey Privacy and Confidentiality Manual. These videos and /or the text for the videos are accessible on the New Jersey Child Support website, njchildsupport.org.
3. Disclosure of information concerning Title IV-D clients shall be limited to the administration of Title IV-D Program as it relates to the establishment of paternity and collection of child support.
4. Information applicable to this program may be provided to appropriate staff of the Probation Division, State and local prosecutors, the DHS staff, the State and county IV-D staff, and the State Attorney General's Office.
5. Nothing in this Agreement shall be construed to conflict with the regulations of safeguarding information as stated in the requirements set forth in the Title IV-D Confidentiality Agreement, provided by DFD.

STATE OF NEW JERSEY
DIVISION OF FAMILY DEVELOPMENT

DATE: _____ BY: _____
Jeanette Page-Hawkins, Director

COUNTY OF XXX

DATE: _____ BY: _____
XXX, County Freeholder

DATE: _____ BY: _____
XXX, County Sheriff

63

RESOLUTION APPROVING AND AUTHORIZING AN AMENDMENT TO A CONTRACT WITH JOSEPH PORRETTA BUILDERS, INC., FOR ADDITIONAL CONSTRUCTION WORK IN THE AMOUNT OF \$3,228.69 RESULTING IN THE REVISED CONTRACT AMOUNT OF \$100,914.69

WHEREAS, a contract for the construction of a pole barn for a Spay and Neuter Clinic at the County Animal Shelter Complex in Clayton was awarded to Joseph Porretta Builders, Inc., with offices at 551 Anderson Avenue, Hammonton, NJ 08037, on April 14, 2014, in the amount of \$97,686.00; and

WHEREAS, Joseph Porretta Builders, Inc., encountered unforeseen obstructions during the pole excavation, requiring additional labor and equipment to break through and remove burned concrete discovered at this site; and

WHEREAS, Peter Scirrotto, Superintendent of the Department of Buildings and Grounds, has recommended a Contract Amendment which will increase the contract by \$3,228.69 with Joseph Porretta Builders, Inc., resulting in a revised contract amount of \$100,914.69; and

WHEREAS, the Purchasing Agent has certified the availability of funds in the amount of \$3,228.69 pursuant to CAF#14-06731, which amount shall be charged against budget line item T-03-08-536-340-20244.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Gloucester as follows:

1. That the Board of Chosen Freeholders of the County of Gloucester hereby approves the above described Contract Amendment; and
2. That the Director of the Board be and is hereby authorized to execute and the Clerk of the Board be and is hereby authorized to attest to said Contract Amendment for the aforementioned purpose on behalf of the County of Gloucester.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, held on Wednesday, September 17, 2014, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK

63

**AMENDMENT TO CONTRACT
BETWEEN
JOSEPH PORRETTA BUILDERS, INC.
AND
THE COUNTY OF GLOUCESTER**

THIS is an amendment to a certain contract dated April 16, 2014, by and between **Joseph Porretta Builders, Inc.**, with offices at 551 Anderson Avenue, Hammonton, New Jersey 08037, hereinafter referred to as "**Contractor**", and the **County of Gloucester**, hereinafter referred to as "**County.**"

In further consideration of the mutual promises made by and between Contractor and County in the above-described contract for the construction of a pole barn at the Animal Shelter in Clayton, Contractor and County hereby agree to amend the contract as follows:

The Contract is amended due to unforeseen obstructions encountered by the Contractor during excavation for the pole barn, requiring additional labor and equipment to break through and remove burned concrete discovered at this site.

The Contract is amended to provide that the total contract amount is increased by an amount of \$3,228.69 and results in a revised contract amount of \$100,914.69.

All other terms and provisions of the contract that are consistent with this Addendum shall remain in full force and effect.

THIS AMENDMENT is effective as of the 17th day of September, 2014.

ATTEST:

COUNTY OF GLOUCESTER

ROBERT N. DILELLA, CLERK

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

JOSEPH PORRETTA BUILDERS, INC.

(Please Print Name)

COUNTY OF GLOUCESTER
P. O. Box 337
Woodbury, N. J. 08096

Certificate of Availability of Funds

TREASURER'S NO. 14-06731

DATE 3-5-14

1-03-01-536-340-20244

BUDGET NUMBER - CURRENT YR _____ B _____ DEPARTMENT Buildings & Grounds

AMOUNT OF CERTIFICATION \$3,228.69 COUNTY COUNSEL Lynn McClintock

DESCRIPTION:
~~purchase order~~ ^{Amendment} #1 to contract with Porretta Builders inc, in the amount of \$3,228.69 bringing new contract total to \$100,914.69 on PS 014-011

VENDOR: Joseph Porretta Builders inc

551 Anderson Ave

ADDRESS: Hammonton NJ 08037

DEPARTMENT HEAD APPROVAL

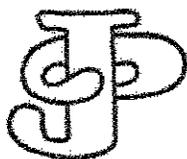
APPROVED 
PURCHASING AGENT

RETURNED TO DEPARTMENT
 NOT APPROVED

DATE PROCESSED _____

63

PD-14-011



JOSEPH PORRETTA BUILDERS EST. 1970

Joseph Porretta Builders, Inc.
551 Anderson Ave.
Hammonton, NJ 08037

Attn: Pete Scirotto
Gloucester Twp Buildings & Grounds
Shady Lane Complex
254 County House Rd.
Clarksboro, NJ 08020

Request For
Change Order #1

RE: REQUEST FOR CHANGE ORDER #1
ANIMAL SHELTER

Description	Amount
* Encountered burned concrete during pole excavation	
* Needed extra time to break through burned concrete	
LABOR	
1 carpenter foreman 8 hrs.	\$760.00
2 carpenters 8 hrs each	\$1,440.00
EQUIPMENT	
Hammer Rental	\$342.40
General Conditions	\$253.00
Supervision	no charge
Subtotal	\$2,795.40
x 10% overhead	<u>\$279.54</u>
Subtotal	\$3,074.94
x 5% profit	<u>\$153.75</u>
Subtotal	\$3,228.69
TOTAL ADDITIONAL	\$3,228.69
TOTAL ADDITIONAL	\$3,228.69

** This Change will ADD TWO (2) days to the contract **

Approved by:

Pete Scirotto

Date

6-4

RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT TO ADAMS, REHMANN & HEGGAN ASSOCIATES, INC., FOR A TOTAL CONTRACT AMOUNT OF \$64,175.00 FROM SEPTEMBER 17, 2014 TO SEPTEMBER 16, 2015

WHEREAS, there exists a need for a consultant and licensed site remediation professionals for the remediation of the County Mosquito Building located at 239 Delsea Drive, Sewell, NJ; and

WHEREAS, the County requested proposals as to the aforementioned services via **RFP 014-033**, from interested providers and evaluated those proposals consistent with the County's fair and open procurement process and consistent with the terms and provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the evaluation, based on the established criteria, concluded that Adams, Rehmann & Heggan Associates, Inc., with offices at 850 South White Horse Pike, Hammonton, New Jersey 08037, made the most advantageous proposal; and

WHEREAS, the contract shall be for a total contract amount of \$64,175.00 from September 17, 2014 to September 16, 2015; and

WHEREAS, the Purchasing Agent for the County has certified the availability of funds in the total amount of \$64,175.00, pursuant to C.A.F. #14-07641, which amount shall be charged against budget line item 04-01-35-470-001-20201; and

WHEREAS, this contract may be awarded without public advertising for bids pursuant to the provisions of the Local Public Contracts Law of the State of New Jersey in that the subject matter of the contract is the provision of professional services for which competitive bids could not be received.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Gloucester that the Director be and is hereby authorized to execute and the Clerk of the Board be and is hereby authorized to attest to the contract with Adams, Rehmann & Heggan Associates, Inc., for the total contract amount of \$64,175.00 from September 17, 2014 to September 16, 2015; and

BE IT FURTHER RESOLVED, that a brief notice stating the nature, duration, service and amount of the contract, if applicable, and a copy of this Resolution, are on file and available for public inspection in the office of the Clerk of Gloucester County, and shall be published once in the South Jersey Times pursuant to the requirements of the local Public Contracts Law.

ADOPTED at a regular meeting of the Board of Chosen Freeholders, County of Gloucester and State of New Jersey held on Wednesday, September 17, 2014 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK

**PROFESSIONAL SERVICES CONTRACT BETWEEN
ADAMS, REHMANN & HEGGAN ASSOCIATES, INC.
AND
THE COUNTY OF GLOUCESTER**

THIS CONTRACT is made effective the 17th day of September, 2014, by and between **THE COUNTY OF GLOUCESTER**, a body politic and corporate, with offices in Woodbury, New Jersey, hereinafter referred to as "**County**", and **ADAMS, REHMANN & HEGGAN ASSOCIATES, INC.**, with offices located at 850 South White Horse Pike, Hammonton, New Jersey 08037, hereinafter referred to as "**Vendor**".

RECITALS

WHEREAS, there exists a need for a consultant and licensed site remediation professional for the remediation of the County Mosquito Building located at 239 Delsea Drive, Sewell, NJ; and

WHEREAS, this contract is awarded pursuant to and consistent with Gloucester County's fair and open procurement process and the terms and provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the Vendor represents that it is qualified to perform said services and desires to so perform pursuant to the terms and provisions of this contract.

NOW THEREFORE, in consideration of the mutual promises, agreements and other considerations made by and between the parties, the County and the Vendor do hereby agree as follows:

TERMS OF AGREEMENT

1. **TERM.** This Contract shall be effective for the period commencing September 17, 2014 to September 16, 2015.
2. **COMPENSATION.** Contract shall be in the total contract amount of \$64,175.00, as per Vendor's response to RFP #014-033 submitted by Vendor titled "Gloucester County Response to RFP #014-033 Qualified Consultants/Licensed Site Remediation Professionals (LSRPs) for the Remediation of the County Mosquito Building located at 239 Delsea Drive in Sewell, NJ".

Vendor shall be paid in accordance with this Contract document upon receipt of an invoice and a properly executed voucher. After approval by County, the payment voucher shall be placed in line for prompt payment.

Each invoice shall contain an itemized, detailed description of all work performed during the billing period. Failure to provide sufficient specificity shall be cause for rejection of the invoice until the necessary details are provided.

It is also agreed and understood that the acceptance of the final payment by Vendor shall be considered a release in full of all claims against the County arising out of, or by reason of, the work done and materials furnished under this Contract.

3. **DUTIES OF VENDOR.** The specific duties of the Vendor shall be as set forth in the County's RFP #014-033, and Vendor's responsive proposal titled "Gloucester County Response to RFP #014-033 Qualified Consultants/Licensed Site Remediation Professionals (LSRPs) for the Remediation of the County Mosquito Building located at 239 Delsea Drive in Sewell, NJ", which are incorporated by reference in their entirety and made part of this Contract.

Vendor agrees that it has or will comply with, and where applicable shall continue throughout the period of this Contract to comply with, all of the requirements set out in RFP #014-033.

4. **FURTHER OBLIGATIONS OF THE PARTIES.** During the performance of this Contract, the parties agree as follows, where applicable:

Contractor acknowledges that the County must be bound by and comply with, and itself agrees to abide and to be bound by, the requirements of 49 CFR 18.36 (i)(1) to (13); including:

1. Specifically reserving the right to exercise administrative, contractual, or legal remedies in the event Contractor or subcontractor(s) violates or breaches agreed upon contract terms.
2. Termination of this contract for cause or convenience including the manner by which it will be effected and the basis for settlement.
3. Compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR 60).
4. Compliance with the Copeland "Anti-Kickback Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR 3).
5. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented in Department of Labor regulations (29 CFR 5).
6. Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act 40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR 5).
7. Notice of awarding agency requirements and regulations pertaining to reporting.
8. Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under this contract.
9. Awarding agency requirements and regulations pertaining to copyrights and rights in data.

10. Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
11. Retention of all required records for three (3) years after final payments and all other pending matters are closed.
12. Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations.
13. Act in accordance with standards and policies relating to energy efficiency contained in the New Jersey State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act.

In the event that any provisions in the remainder of this Contract are inconsistent with the foregoing section, the foregoing section controls, with the understanding that this does not mean that the procedure, notification provisions, etc., set forth in the corresponding provisions in the remainder of the contract are not in full force and effect (i.e. termination provision of subparagraph (3) above shall read in the context of, and in pari materia with, the termination provision and procedure set forth in the Contract at paragraph 6.

5. LICENSING AND PERMITTING. If the Vendor or any of its agents is required to maintain a license, or to maintain in force and effect any permits issued by any governmental or quasi-governmental entity in order to perform the services which are the subject of this Contract, then prior to the effective date of this Contract, and as a condition precedent to its taking effect, Vendor shall provide to County a copy of its current license and permits required to operate in the State of New Jersey, which license and permits shall be in good standing and shall not be subject to any current action to revoke or suspend, and shall remain so throughout the term of this Contract.

Vendor shall notify County immediately in the event of suspension, revocation or any change in status (or in the event of the initiation of any action to accomplish such suspension, revocation and/or change in status) of license or certification held by Contractor or its agents.

6. TERMINATION. This Contract may be terminated as follows:

A. Pursuant to the termination provisions set forth in the RFP #014-033, which are specifically referred to and incorporated herein by reference.

B. If Vendor is required to be licensed in order to perform the services which are the subject of this Contract, then this Contract may be terminated by County in the event that the appropriate governmental entity with jurisdiction has instituted an action to have the Vendor's license suspended, or in the event that such entity has revoked or suspended said license. Notice of termination pursuant to this subparagraph shall be effective immediately upon the giving of said notice.

C. If, through any cause, the Vendor or subcontractor, where applicable, shall fail to fulfill in timely and proper manner his obligations under this Contract, or if the Vendor shall violate any of the covenants, agreements, or stipulations of this Contract, the County shall thereupon have the right to terminate this Contract by giving written notice to the Vendor of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Vendor under this Contract, shall be forthwith delivered to the County.

D. The County may terminate this Contract for public convenience at any time by a notice in writing from the County to the Vendor. If the Contract is terminated by the County as provided herein, the Vendor will be paid for the services rendered to the time of termination.

E. Notwithstanding the above, the Vendor or subcontractor, where applicable, shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Contract by the Vendor, and the County may withhold any payments to the Vendor for the purpose of set off until such time as the exact amount of damages due the County from the Vendor is determined.

F. Termination shall not operate to affect the validity of the indemnification provisions of this Contract, nor to prevent the County from pursuing any other relief or damages to which it may be entitled, either at law or in equity.

7. **NO ASSIGNMENT OR SUBCONTRACT.** This Contract may not be assigned nor subcontracted by the Vendor, except as otherwise agreed in writing by both parties. Any attempted assignment or subcontract without such written consent shall be void with respect to the County and no obligation on the County's part to the assignee shall arise, unless the County shall elect to accept and to consent to such assignment or subcontract.

8. **INDEMNIFICATION.** The Vendor or subcontractor, where applicable, shall be responsible for, shall keep, save and hold the County of Gloucester harmless from, shall indemnify and shall defend the County of Gloucester against any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of the Vendor's services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the Vendor's failure to provide for the safety and protection of its employees, or from Vendor's performance or failure to perform pursuant to the terms and provisions of this Contract. The Vendor's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

9. **INSURANCE.** Vendor shall, if applicable to the services to be provided, maintain general liability, automobile liability, business operations, builder's insurance, and Workers' Compensation insurance in amounts, for the coverages, and with companies deemed satisfactory by County, and which shall be in compliance with any applicable requirements of the State of New Jersey. Vendor shall, simultaneously with the execution of this Contract, deliver certifications of said insurance to County, naming County as an additional insured.

If Vendor is a member of a profession that is subject to suit for professional malpractice, then Vendor shall maintain and continue in full force and effect an insurance policy for professional liability/malpractice with limits of liability acceptable to the County. Vendor shall, simultaneously with the execution of this Contract, and as a condition precedent to its taking effect, provide to County a copy of a certificate of insurance, verifying that said insurance is and will be in effect during the term of this Contract.

The County shall review the certificate for sufficiency and compliance with this paragraph, and approval of said certificate and policy shall be necessary prior to this Contract taking effect. Vendor also hereby agrees to continue said policy in force and effect for the period of the applicable statute of limitations following the termination of this Contract and shall provide the County with copies of certificates of insurance as the certificates may be renewed during that period of time.

10. SET-OFF. Should Vendor either refuse or neglect to perform the service that Vendor is required to perform in accordance with the terms of this Contract, and if expense is incurred by County by reason of Vendor's failure to perform, then and in that event, such expense shall be deducted from any payment due to Vendor. Exercise of such set-off shall not operate to prevent County from pursuing any other remedy to which it may be entitled.

11. PREVENTION OF PERFORMANCE BY COUNTY. In the event that the County is prevented from performing this Contract by circumstances beyond its control, then any obligations owing by the County to the Vendor shall be suspended without liability for the period during which the County is so prevented.

12. METHODS OF WORK. Vendor agrees that in performing its work, it shall employ such methods or means as will not cause any interruption or interference with the operations of County or infringe on the rights of the public.

13. NONWAIVER. The failure by the County to enforce any particular provision of this Contract, or to act upon a breach of this Contract by Vendor, shall not operate as or be construed as a waiver of any subsequent breach, nor a bar to any subsequent enforcement.

14. PARTIAL INVALIDITY. In the event that any provision of this Contract shall be or become invalid under any law or applicable regulation, such invalidity shall not affect the validity or enforceability of any other provision of this Contract.

15. CHANGES. This Contract may be modified by approved change orders, consistent with applicable laws, rules and regulations. The County, without invalidating this Contract, may order changes consisting of additions, deletions, and/or modifications, and the contract sum shall be adjusted accordingly. This Contract and the contract terms may be changed only by change order. The cost or credit to the County from change in this Contract shall be determined by mutual agreement before executing the change involved.

16. NOTICES. Notices required by this Contract shall be effective upon mailing of notice by regular and certified mail to the addresses set forth above, or by personal service, or if such notice cannot be delivered or personally served, then by any procedure for notice pursuant to the Rules of Court of the State of New Jersey.

17. **COMPLIANCE WITH APPLICABLE LAW.** Vendor shall at all times during the course of the effective period of this contract comply with and be subject to all applicable laws, rules and regulations of the State of New Jersey and of any other entity having jurisdiction pertaining to the performance of Vendor's services.

18. **INDEPENDENT CONTRACTOR STATUS.** The parties acknowledge that Vendor is an independent Vendor and is not an agent of the County.

19. **CONFIDENTIALITY.** Vendor agrees not to divulge or release any information, reports, or recommendations developed or obtained in connection with the performance of this Contract, during the term of this Contract, except to authorized County personnel or upon prior approval of the County.

20. **BINDING EFFECT.** This Contract shall be binding on the undersigned and their successors and assigns.

21. **CONTRACT PARTS.** This Contract consists of this Contract document, RFP #014-033 issued by the County of Gloucester and Vendor's responsive proposal titled "Gloucester County Response to RFP #014-033 Qualified Consultants/Licensed Site Remediation Professionals (LSRPs) for the Remediation of the County Mosquito Building located at 239 Delsea Drive in Sewell, NJ". Should there occur a conflict between this form of contract and the County's RFP #014-033, then this Contract shall prevail. If there should occur a conflict between this Contract or RFP #014-033 issued by the County of Gloucester and the Vendor's responsive proposal titled "Gloucester County Response to RFP #014-033 Qualified Consultants/Licensed Site Remediation Professionals (LSRPs) for the Remediation of the County Mosquito Building located at 239 Delsea Drive in Sewell, NJ", then this Contract or the RFP, as the case may be, shall prevail.

THIS CONTRACT is made effective the 17th day of September, 2014.

IN WITNESS WHEREOF, the County has caused this instrument to be signed by its Director, attested by its Clerk, and its corporate seal affixed hereunto, pursuant to a Resolution of the said party of the first part passed for that purpose, and Vendor has caused this instrument to be signed by its properly authorized representative.

ATTEST:

COUNTY OF GLOUCESTER

ROBERT N. DILELLA, CLERK

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

**ADAMS, REHMANN & HEGGAN
ASSOCIATES, INC.**

RICHARD REHMANN, VICE PRESIDENT

6-4

COUNTY OF GLOUCESTER

CERTIFICATE OF AVAILABILITY OF FUNDS

PURCHASE ORDER # 14-07641 DATE 9/5/14

BUDGET NUMBER 4 01 35 470 001 20201

AMOUNT OF CERTIFICATION \$ \$64,175.00

DEPARTMENT Bldgs + Grnds

COUNTY COUNSEL Lynn McClintock

DESCRIPTION OF PRODUCT OR SERVICE

For the provision of qualified consultants +
licensed site remediation professionals for
the remediation of the County Mosquito Bldg,
located at 239 Delsea Drive, Sewell, NJ

VENDOR NAME Adams, Behmann, Heggan Assoc., Inc.

ADDRESS 850 South White Horse Pike

CITY/STATE/ZIP Hammonton, NJ 08037

DEPARTMENT HEAD APPROVAL

PURCHASING AGENT [Signature] DATE 9-5-14

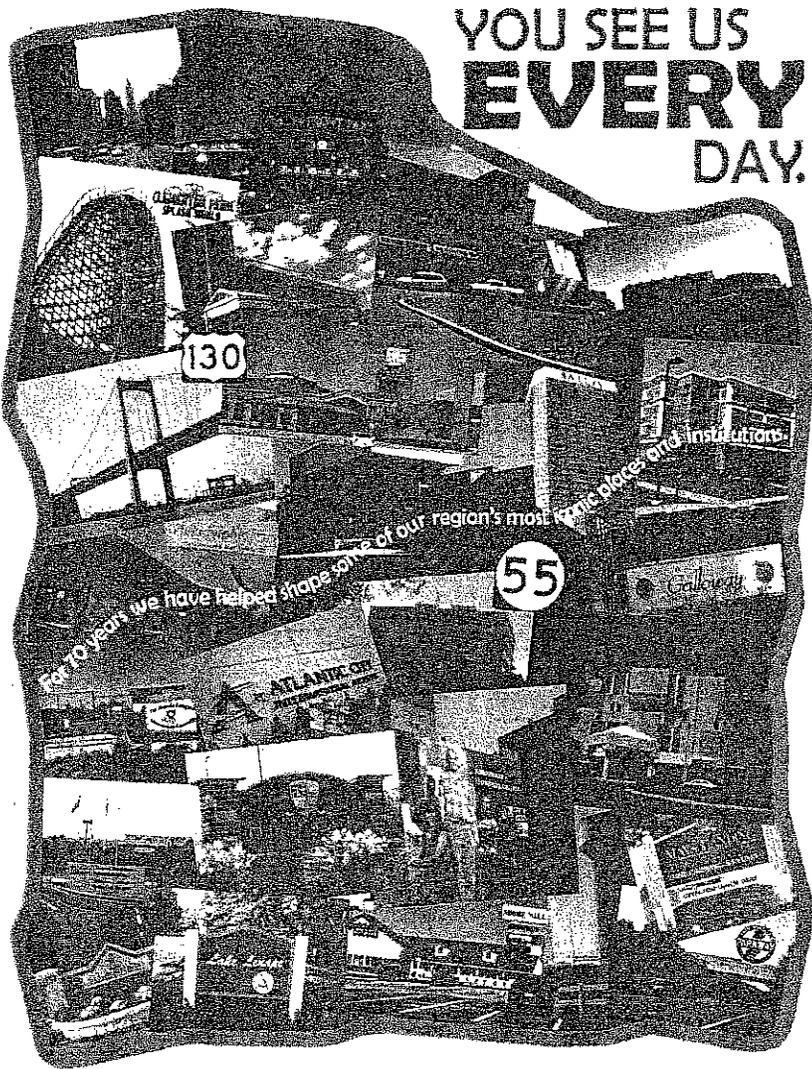
FREEHOLDER MEETING DATE Sept. 17, 2014

WHITE: CLERK OF THE BOARD
YELLOW: USING DEPARTMENT

PINK: PURCHASING DEPARTMENT
GOLD: COUNTY COUNSEL

YOU SEE US
EVERY
DAY.

arh



- Wait Whitman Bridge
- Atlantic City International Airport
- Philadelphia International Airport
- Gloucester County Justice Complex, Woodbury, NJ
- Mercer County Justice Complex, Trenton, NJ
- Princeton University Stadium, Princeton, NJ
- Waterfront Park, Trenton, NJ
- Hahnemann Hospital
- Temple University
- Garden State Parkway
- McGuire Air Force Base, Hanover, NJ
- Lincoln Park Airport
- NE Philadelphia Airport
- New Jersey Turnpike
- Millville Motor Sports, Millville, NJ
- Fox Chase Cancer Center
- Camden-Trenton River-LINE
- Atlantic City Race Course
- Caesar's Palace, Atlantic City Casino
- Lehigh Valley Hospital Muhlenberg Campus, PA
- Blue Heron Pines Golf Course, Galloway, NJ
- 12th and Filbert Parking Garage, Philadelphia PA
- Bally's Hotel and Casino, Atlantic City
- Horizon Business Park, Hamilton, NJ
- Merrill Lynch Corporate Campus, Hopewell, NJ
- New Jersey Manufactures Insurance Company, Ewing, NJ
- Philadelphia Park Casino and Race Track
- Ritz Carlton Residence, Philadelphia
- University of the Arts, College of Performing Arts, PA
- Showboat Casino and Hotel, Atlantic City
- Sovereign Center Arena, Reading PA
- City Hall, Atlantic City, NJ
- Richard Stockton College of New Jersey
- College of New Jersey Athletic Complex, Ewing, NJ
- Miracle League Field of Dreams, Sewell, NJ
- Pine Barrens Golf Club, Jackson, NJ
- FAA William J Hughes Technical Center, Pomona, NJ

It is nearly impossible to travel through the region and not see the work that has been done by ARH through the years. Whether driving on a road we designed, flying off an airport runway that we surveyed, or seeing a site we designed, you are often witnessing a part of the ARH legacy.

adams, rehmann & heggan
associates, inc.

Gloucester County Response to RFP #014-033

Qualified Consultants/Licensed Site Remediation Professionals (LSRPs) for the Remediation of the County Mosquito Building located at 239 Delsea Drive in Sewell, NJ.

Business Contact: George Scott, Director of Marketing, Email: gscot@arh-us.com

Technical Contact: Henry Weigel, PE, LSRP, Email: hweig@arh-us.com

Phone: (609) 561-0482 Fax: (609) 704-8011

ORIGINAL DOCUMENT

1.A: Standard Requirements of Technical Proposal

Pursuant to the County's solicitation of proposals for Construction Management & Inspection, and in accordance with the County's Standard Requirements of Technical Proposal, ARH has provided the following:

- A. Name of proposers, the principal in place of business and, if different the place where services will be provided.

Name of the Firm: Adams Rehmann and Heggan Associates (ARH)
Address of Firm: ARH Corporate Headquarters
 850 South White Horse Pike
 Hammonton, NJ 08037

The services outlined in this response to Gloucester County's will be provided at our Corporate Headquarters.

- B. The age of the proposer's firm and average number of employees over the past three years.

Age of Firm: ARH has been in operation for over 75 years
 Number of Employees: 80

ARH traces its origins from the 1930's to the eventual merger of two (2) engineering and land surveying companies in the early 1970's. Civil Solutions, established in 1993, offers a technical staff with expertise spanning over fifty (50) years of project related insights. ARH has maintained a total work force averaging over seventy (70) individuals over the last three (3) years with about fifteen (15) employees dedicated to Civil Solutions. The following is a list of the New Jersey licenses and certifications currently held by ARH personnel:

<u>License or Certification</u>	<u>Number</u>
Professional Engineer	8
Certified Municipal Engineer	4
Professional Planner	8
Professional Land Surveyor	6
Professional Landscape Architect	2
NJDEP UST Certificates	2
OSHA Certificates	7
Certified Floodplain Manager	2
Geographic Information Systems Professional	2

- C. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles.

ARH has provided this information in Section 3:C which provides the resumes for all persons working on the project.

- D. A listing of all other engagements where services of the types being proposed were provided in the past ten years. This should include other County governments and other levels of government. Contact information for the recipients of the similar services must be provided.

