HOUSING AUTHORITY
OF THE
BOROUGH OF CLEMENTON
REQUEST FOR PROPOSALS
HEARING OFFICER SERVICES

PROPOSALS DUE:
FRIDAY, JUNE 30, 2017 @ 12:00 P.M
REQUEST FOR PROPOSALS

For

Hearing Officer Services

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- Proposal Cover Page
- Section 3 Business Certification
- Attachment #1 - Section 8 Administrative Plan for the Clementon Housing Authority Housing, Section 18 – Informal Reviews/Hearings
- Attachment #2 – Admissions & Continued Occupancy Policy, Section 5.5
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- Attachment #4 – Affirmative Action Affidavit
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Clementon Housing Authority
Request for Proposals
Hearing Officer Services

A. INTRODUCTION

1) **General:** The Clementon Housing Authority (CHA) is seeking proposals from qualified firms and/or individuals interested in serving as Hearing Officer. The selected firm or individual will preside at informal hearings as set forth in CHA’s “Section 8 Administrative Plan for the Clementon Housing Authority Housing, Section 18 – Informal Reviews/Hearings” and for grievances submitted by applicants who appeal the denial of admission to Wooster Towers in accordance with the CHA’s “Admissions & Continued Occupancy Policy” (see attached copies of each policy).

The purpose of this Request for Proposals (RFP) is to select the most qualified firm or individual who will have at a minimum, qualifications and experience necessary to perform the scope of work as described herein, will sign an On-Call Contract for these Services and shall be able to provide the services described in this RFP within a time frame required by CHA.

The initial term of the contract shall be for three years. At CHA’s option, a Change Order may be executed extending each On-Call Contract for up to two additional one-year periods, along with appropriate adjustments in compensation. In submitting a response to this RFP, the firm/individual understands that there is no guarantee of any dollar amount under the contract resulting from this RFP if no grievances are filed during the term.

2) **Clementon Housing Authority Background:** CHA is an independent municipal corporation that provides affordable housing to about 115 low-income households in Clementon. CHA owns and operates a 70-unit public housing development for senior citizens called Wooster Towers. CHA also administers 45 HUD-subsidized Housing Choice Vouchers (also known as Section 8), which enable low income disabled persons and families to rent privately-owned units in Clementon or adjacent municipalities.

The CHA was established by the Borough of Clementon under State of New Jersey enabling legislation in 1937. CHA is governed by a seven-member Board of Commissioners. One member is appointed by the Mayor, five members are appointed by the Borough Council and one member is by the Governor. The Executive Director is appointed by, and reports to, the Board and is responsible for daily operations. CHA has five employees, one of whom is a part-time Section 8 Coordinator.

B. SCOPE OF WORK

The selected firms or individuals shall have the qualifications and experience to perform the tasks related to this RFP as described below.

1) **Description of Work:** Qualified firms/individuals selected for the CHA’s Hearing Officer will be required to:
   - Conduct informal hearings at Wooster Towers, 22 Gibbsboro Road, Clementon, New Jersey, when notified of a request for a hearing by the Executive Director.
• Within ten business days after the conclusion of the hearing, prepare a written decision together with the reasons therefore based solely upon information presented at the hearing. The written decision shall present the issues and an analysis of the rules to the issues and conclusion.
• Submit an original hard copy of the written decision to the CHA Board of Commissioners.

2) **Detailed Work Requirements:** The Hearing Officer shall preside at the hearing and conduct the hearings pursuant to either the “Section 8 Administrative Plan for the Clementon Housing Authority Housing, Section 18 – Informal Reviews/Hearings” or the CHA’s Admissions & Continued Occupancy Policy,” as required.

**C. INFORMATION TO BE PROVIDED**

To be considered responsive to this RFP and to facilitate evaluations, submittals should address and be organized in the order of the outline given below and include the following information. Please refer to Section E.2) of this RFP for information on Required Number of Copies.

**Proposal Contents:** The Proposal must:

- Provide proof of the training and experience as a Hearing Officer listed in Section C, Sub-Section 1) a) below. Proposals will not be reviewed without proof of such training and experience.
- Include a cover letter
- Address each of the evaluation criteria noted in Section D
- Provide resume(s) for person(s) to provide Hearing Officer Services.
- Include a list of three references

Submittals should be limited to a total of 3 pages in not less than 11 point type (Proposal Cover Page, Cover Letter, Resume(s), proof of training and experience, and Section 3 forms are not included in the page limitation.)

1) **Firm’s / Individual’s Experience, Qualifications and Knowledge** (relates to Evaluation Criterion 1)
   a) Outline relevant experience of personnel who will serve as Hearing Officers. To be qualified to respond, each individual to be assigned as a Hearing Officer must possess proof of training and experience as a Hearing Officer for one or more Public housing Authorities which administers a Housing Choice Voucher Program.
   b) Outline additional experience which could include experience presiding over, or as an advocate in contested administrative proceedings, arbitration, mediation, or other relevant proceedings or at least. three years experience with landlord/tenant matters.
   c) Outline relevant knowledge of personnel who will serve as Hearing Officers. To be qualified to respond, firms/individuals must have knowledge of State of New Jersey Landlord/tenant law.
   d) Provide a brief professional resume for each person who will serve as Hearing Officer indicating the extent of his/her experience on related work.

2) **Availability/Project Timeline** (relates to Evaluation Criterion 2)
   a) Describe your ability to perform the required services on an on-call basis, often under very short deadlines, as required by CHA.

3) **Proposed Hourly Rate** (relates to Evaluation Criterion 3)
   a) Submit your “All-Inclusive Hourly Rate”* for Hearing Officer Services. The
minimum payment is for a one hour proceeding. When hearings last longer than one hour, then the time is billed in half-hour increments and rounded up to the half hour. In the event of a No-Show by the party requesting the hearing or if the hearing is cancelled with less than a 24-hour notice, the Hearing Officer will be compensated for one hour.

b) If CHA requests the Hearing Officer to attend training sessions on topics such as the role of the hearing officer, the conduct of hearings or the preparation of hearing decisions, the Section 8 Hearing Officer will be compensated for the time spent in such training.

* The “All-Inclusive Hourly Rate” shall include anticipated costs for your base rate, overhead and/or fringe benefits, profit and any anticipated administrative and/or non-salary direct costs for performing these services.

4) References (references may be checked for those individuals found qualified)
   a) Provide three recent references (agency or business name, contact person, address, telephone number and e-mail address if available) who may be contacted concerning your performance on this type of service.

D. CONSULTANT EVALUATION CRITERIA

Submittals will be evaluated based on the criteria listed in this section. In preparing your proposal to CHA, it is important to clearly demonstrate expertise in the areas described in this document.

You are encouraged to identify and clearly label in your proposal how each criterion is being fully addressed. Evaluation of responses to this RFP will be based on the information provided in the proposal, and if applicable, interviews, and reference responses. CHA reserves the right to request additional information or documentation from you regarding your submittal documents, personnel, financial viability, or other items in order to complete the selection process. If you choose to provide additional materials beyond those requested, those materials should be included in a separate section of the proposal. In submitting, you agree that any costs or prices proposed shall be valid for a minimum of 60 days from the date of the proposal.

The following criteria with a point system of relative importance with an aggregate total of one hundred points will be utilized to evaluate each proposal:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weighting (Max. Points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Relavent Experience, Qualifications and Knowledge of personnel who will serve as Hearing Officers</td>
<td>50</td>
</tr>
<tr>
<td>2 Availability / Project Timeline: Ability to perform the required services on an on-call basis, often under very short deadlines, as required by CHA</td>
<td>25</td>
</tr>
<tr>
<td>3 Proposed All-Inclusive Hourly Rate</td>
<td>25</td>
</tr>
</tbody>
</table>

| Maximum Total Points | 100 |

E. SUBMISSION REQUIREMENTS

1) Due Date and Place for Submission of Proposals: Proposals are due June 30, 2017, by 12:00 PM at the CHA office. Proposals will be evaluated, based on the evaluation criteria contained herein, as time allows.
All Proposals should be clearly marked when delivered or mailed. *NOTE: A faxed or e-mailed Proposal is not acceptable.*

Upon receipt of each proposal, CHA will date-stamp it to show the exact time and date of receipt. Upon request, CHA will provide the proposer with an acknowledgment of receipt. All proposals received will become the property of the Clementon Housing Authority and will not be returned to the firm.

2) **Required Number of Copies:** Sealed proposals (one original and one copy) must be received at CHA’s address below. All Proposals should be clearly marked when delivered or mailed. Faxed or e-mailed submittals will not be accepted.

Clementon Housing Authority  
Attention: William Harris  
22 Gibbsboro Road  
Clementon, New Jersey 08021

3) **Rights Reserved by CHA:** CHA reserves the right to waive as an informality any irregularities in submittals and/or to reject any or all proposals.

**F. SELECTION PROCESS**

All responses to this RFP that are received will be screened for eligibility. As time permits, an evaluation panel will rate eligible proposals, according to the criteria listed in Section D. above, and may conduct reference checks as part of the process. If there is insufficient information, CHA reserves the right to request additional information, and to interview firms to discuss their proposal.

Based on its evaluation, the panel will make a recommendation to CHA’s Board of Commissioners to award a contract to the most qualified individuals/firms. As work assignments arise, CHA’s Executive Director will notify the selected Hearing Officer by way of a Purchase Order or by letter to prepare for the hearing.

**G. ADMINISTRATIVE INFORMATION**

1) **Basic Eligibility:** The successful firm / individual must be licensed to do business in the State of New Jersey by providing a copy of the firm / individual’s Business Registration Certificate with the proposal. In addition, the successful firms / individuals must not be debarred, suspended, or otherwise ineligible to contract with CHA, and must not be included on the General Services Administration’s “List of Parties Excluded From Federal Procurement and Non-procurement Programs” or the Department of Housing and Urban Development’s “Limited Denial of Participation” list.

2) **Payment Requirements:** Firms / individuals should be aware that CHA will only make payments on the Work Orders issued under this RFP after the work being billed has been completed. No advance payments will be made to the firms / individuals, who must have the capacity to meet all project expenses in advance of payments by CHA.

3) **Utilization of Selected Firms / Individuals:** CHA does not guarantee utilization of contracts resulting from this RFP. Actual utilization will be based upon demand for services or other factors deemed important to CHA. Any work under this Contract will be by purchase Order.
4) **Documents Produced:** All documents and products created by the firm / individual under any Work Order assignment shall become the exclusive property of CHA.

5) **Contract Requirements:** Firms / individuals may review CHA’s standard contract language that will form the basis for any contract executed based on this RFP by reviewing the attached Forms HUD 5369-B, Instructions to Offerors-Non-Construction, HUD 5369-C, Certifications and Representations of Offerors-Non-Construction Contract, HUD 53701-C General Conditions for Non-Construction Contract
Request for Proposals (RFP) Cover Page
For Clementon Housing Authority’s

Hearing Officer Services

<table>
<thead>
<tr>
<th>Firm Name:</th>
<th>Firm Address:</th>
<th>Contact Person:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone Number:</th>
<th>Fax Number</th>
<th>E-mail address:</th>
</tr>
</thead>
<tbody>
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</table>

Proposals are due no later than June 30, 2017, at 12:00 PM, at the Clementon Housing Authority Office, 22 Gibbsboro Road, Clementon, New Jersey 08021
Clementon Housing Authority
Request for Proposals
Hearing Officer Services

TABLE OF CONTENTS

Section
1 Cover Page
2 Cover Letter
3 Proposal

Attachments:

- Resumes
- References
- Section 3 Business Certification (in Original Copy only)

NOTE: Use this Cover Page as a cover for your submittal. Proposals are limited to a total of 3 pages in not less than 11 point type. This cover page, cover letter, resumes and attachments listed on the RFP Table of Contents are not included in this page limit. Proposals are to be stapled in the top left corner with no other bindings or binders.
Section 3 Business Criteria: Your business is eligible for Section 3 Certification if it meets any one of the following criteria. If your business meets one or more of these criteria, please circle the applicable criteria.

1. Fifty-one percent or more of your business is owned and managed by a Section 3 qualified person or persons. (See qualification guidelines below)

2. Thirty percent or more of your permanent, full time employees are Section 3 qualified persons.

3. You can provide evidence of a commitment to subcontract in excess of 25 percent of the amount of all subcontracts to Section 3 certified businesses.

Section 3 Person Criteria: A Section 3 qualified person must:

A. Live in the Borough of Clementon.
B. Earn no more than the following amounts:

<table>
<thead>
<tr>
<th>Family Size:</th>
<th>1 Person</th>
<th>2 Persons</th>
<th>3 Persons</th>
<th>4 Persons</th>
<th>5 Persons</th>
<th>6 Persons</th>
<th>7 Persons</th>
<th>8 Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>$28,150</td>
<td>$32,150</td>
<td>$36,150</td>
<td>$40,150</td>
<td>$43,400</td>
<td>$46,600</td>
<td>$49,800</td>
<td>$53,000</td>
</tr>
</tbody>
</table>

- Section 3 Statement: Please check the appropriate box below.

☐ My business is a Section 3 business in accordance with the criteria circled above under Section 3 Business Criteria.

☐ My business is not a Section 3 business.

☐ My Business has been certified as a Section 3 Business by:
  (Name of agency) ____________________________ (Date of certification) ____________

Signature: ____________________________ Date Signed: ____________________________

Name: ____________________________ Title: ____________________________

Company Name: ____________________________

Address: ____________________________

Telephone Number: ____________________________

Note: If you certify above that your business is a Section 3 business, and you qualify for award of the contract based on the preferences given to Section 3 businesses and described in the solicitation, CHA will request documentation and additional information as may be reasonably required to certify whether your business qualifies as a Section 3 business.
Attachment 1

Section 8 Administrative Plan for the Clementon Housing Authority
Section 18 – Informal Reviews/Hearings
18. INFORMAL REVIEWS/HEARINGS

A. GENERAL POLICY

The Authority will require that complaints other than HQS violations be put in writing. A complaint regarding physical condition of the units may be reported by phone to the Section 8 Department.

B. INFORMAL REVIEW PROCEDURES FOR APPLICANTS

Families must be notified in writing of their right to an Informal Review in most circumstances in which the Authority makes a decision affecting their eligibility or assistance. The Authority will provide families with the opportunity for an Informal Review of decisions denying:

- Listing on the waiting list;
- Issuance of a Section 8 Housing Voucher; or
- Participation in the program
- Informal Reviews **ARE NOT** required for established policies and procedures such as:
  - Determination of the family unit size or the Voucher under the Authority’s Subsidy standards;
  - Rejection of a unit that does not meet Housing Quality Standards;
  - Disapproval of the owner’s form of lease;
  - Refusal to extend the term of the Voucher;
  - Discretionary administrative determinations by the Authority;
  - General policy issues or class grievances.

The Authority will give the family a written notice of the determination that will describe:
- The reasons for the decision;
  - The procedures for requesting a review if the family does not agree with the determination; and
- The time frame for requesting a review;

C. INFORMAL HEARING PROCEDURES FOR PARTICIPANTS

Appeals by participants of the Authority’s Section 8 Housing Program shall be handled as outlined in the HUD regulations for Informal Hearings. Participants are families who have an effective lease and HAP Contract.
Families must be notified of their right to an Informal Hearing in most circumstances in which it affects their eligibility or assistance.

The Authority must provide program participants with the opportunity for an Informal Hearing for decisions related to:

- Calculation of the Total Tenant Payment, Tenant Rent and/or HAP amount;
- Denial or termination of assistance;
- A determination of the appropriate utility allowance for tenant-paid utilities from the Housing Authority utility allowance schedule;
- Determination of the family unit size under the Authority’s Subsidy Standards;
- A determination to terminate assistance for a participant family because of the family’s action or failure to act;
- A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under the Housing Authority policy and HUD rules;
- Denial of a hardship exemption to the minimum rent requirement.

Informal Hearings ARE NOT required for a family when the Authority:

- Fails a unit for Housing Quality Standards violations;
- Refuses to extend the term of the Voucher for a participant family who wished to move with continued assistance;
- Imposes sanctions against an owner who is not in compliance with Program requirements;
- General policy issues or class grievances; or
- Takes other actions based upon the Authority discretionary administrative procedures or HUD policies and procedures.

The Authority will give the family a written notice of the determination that will describe:

- The reasons for the decision;
- The procedures for requesting a hearing if the family does not agree with the determination; and
- The time frame for requesting a hearing.

D. FAMILY REVIEW/HEARING PROCEDURES

All requests for Informal Hearings/Reviews must be made in writing within ten days from the date of the notification letter.

The Informal Hearing/Review shall be conducted by the Hearing Officer or Panel who is a person or persons appointed by the Authority and who is neither the person who made or approved of the decision under review nor a subordinate of such person.

The family will be given the option of presenting oral or written objections to the decision in question. The family has a right to legal counsel, at their own expense. The Hearing Officer or Panel will regulate the conduct of the hearing. Both the Authority and the family must have the opportunity to present evidence and/or witnesses.
The Hearing Officer or Panel will make a determination on how the rule or regulation was correctly or incorrectly applied to their information submitted at the hearing/review. A Notice of the Findings shall be provided in writing to the Authority with a copy to the family within 14 days and shall include a brief explanation of the reasons for the final decision.

All requests for a hearing, supporting documentation, and a copy of the final decision will be retained in the family’s file.

E. AUTHORITY REVIEW/HEARING PROCEDURES

The request for review or hearing will be reviewed by the Section 8 Department.

For decisions regarding termination of assistance, the Authority will conduct the hearing prior to terminating assistance.

An Informal Review of Hearing will be scheduled with the designated Hearing Officer. Families will be notified of the Review/Hearing in writing within ten days of the receipt of the Review/Hearing request. The notice will specify:

The reasons for the decision;

- The procedures for requesting a hearing if the family does not agree with the determination; and
- The time frame for requesting a hearing.

If a family does not appear at a scheduled Review/Hearing and has not rescheduled the Review/Hearing in advance, the family must contact the Section 8 Department within 48 hours (excluding weekends). The Authority will reschedule the hearing only upon a showing of good cause for the family’s absence as previously defined. The Hearing will be rescheduled, in this event, only one time. Failure to reschedule, or if the family does not appear at the rescheduled review/hearing, the Authority will take appropriate steps as outlined in the No

Families have the right to:

- Review any and all relevant documents which may used in the hearing. If these documents are not made available for review, they may not be used in the hearing. Any fees for copying or procuring the documents shall be at the expense of the requesting party;
- Present all information pertinent to the issue of the Review/Hearing;

- Request that Section 8 staff be available or present at the Review/Hearing to answer questions pertinent to the case;
- Be represented by legal counsel or other designated representative at their own expense with notice to the Authority of the designated person.

In addition to the other requirements contained in this Section 8 Administrative Plan and HUD regulations, the Authority has a right to:

- Present evidence and all information pertinent to the issue of the Review/Hearing;
Review any and all relevant documents which may used in the hearing. If these documents are not made available for review, they may not be used in the hearing. Any fees for copying or procuring the documents shall be at the expense of the requesting party;

- Be notified if the family intends to be represented by legal counsel or another party;
- Have its attorney present; and
- Have the staff person familiar with the case present.

The Informal Review/Hearing shall concern only the issues for which the families have been notified. Evidence presented at the Hearing may be considered without regard to admissibility under the Rules of Evidence applicable to judicial proceedings.

Families shall be notified of the results of the Hearing as follows:

- A written notice of the decision will be sent to the family within 14 calendar days of the decision.

The notice of the decision will contain the following:

- A summary of the decision and reasons for the decision;
- If the decision is based on money owed, the amount owed shall be stated;
- The date the decision goes into effect.

The Authority is not bound by hearing decisions:

- Concerning matters in which the Authority is not required to provide an opportunity for a hearing;
- Contrary to HUD regulations or requirements;
- Contrary to Federal, State or local laws;
- That exceed the authority of the person conducting the hearing.

The Authority shall send a letter to the participant if it determines the Authority is not bound by the Hearing Officer’s determination within 14 calendar days. The letter shall include the Authority’s reasons for the decision.
Attachment #2

Clementon Housing Authority

Admissions & Continued Occupancy Policy

Section 5.5 – Informal Reviews/Hearings
5.5 Informal Review

A. If the Authority determines that an applicant does not meet the criteria for receiving public housing assistance, the Authority will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision and state that the applicant may request an informal review of the decision within 10 days of the denial.

Within 15 business days of the receipt of a request for an informal review, the Authority shall notify the ineligible applicant of the date and time of the review. The applicant has the right to a reasonable opportunity to examine any documents related to the determination of ineligibility.

The informal review is to be conducted by an impartial review panel who had no part in the ineligibility determination, appointed by the Executive Director. The applicant must be given the opportunity to present written or oral objections to the Authority's decision. The Authority must notify the applicant in writing of the final decision within 10 business days after the informal review, including a brief statement of the reasons for the final decision. A copy of the written decision will be retained in the applicant’s file.

Any applicant determined eligible after going through the informal review shall be placed on the waiting list(s) according to the date of the original application.

B. For nationals or noncitizens, the applicant family may request that the Authority provide for an Informal Hearing after the family has notification of an INS decision on their citizenship status on appeal, or in lieu of request of appeal to the INS. The participant family must make this request within 30 business days of receipt of the Notice of Denial or Termination of Assistance, or within 30 business days of receipt of the INS appeal decision.

For the applicant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 business days of receipt of the Notice of Denial or Termination of Assistance, or of the INS appeal decision.
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE
CONTRACTS

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

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

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

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers’ representative of the contractor’s commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.
The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division pursuant to N.J.A.C. 17:27-5.2.

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

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

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

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.
STATE OF NEW JERSEY

COUNTY OF ____________________

Re:Clementon Housing Authority
Hearing Officer Services

I., of _________________________, in the State of New Jersey, being of full age, duly sworn, and duly authorized, hereby duly swear according to law, on my oath depose and say:

1. I am employed by ________________________________ ("Contractor"), the successful bidder for the construction of a telecommunications facility (cell tower and related improvements at ________________________________, New Jersey. 2. This Affidavit is submitted in support of and as part of the contract with ________________________________.

3. During the performance of the contract, the Contractor agrees to the terms and conditions set forth herein.

4. The Contractor will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The Contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer;
recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to pose in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Office setting forth provisions of this nondiscrimination clause.

5. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

6. The Contractor will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers’ representative of the Contractor’s commitments under this Act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

7. The Contractor agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

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

9. The Contractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

11. The Contractor agrees to review all procedures relating to transfer, upgrading, downgrading, and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and confirm with the applicable employment goals, consistent with the statutes, Court decisions of the State of New Jersey, and applicable Federal law and applicable Federal Court decisions.

12. The Contractor shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the Office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a
compliance investigation pursuant to Subchapter 10 of the Administrative Code, (N.J.A.C. 17:27).

By:____________________________________

_____________________________________
Print Name and Title

Sworn and subscribed to before me this ______ day of ________________, 2017.

_____________________________________
Notary Public of __________________
My Commission Expires ____________
The following statement is a list of all stockholders in this corporation or partners in this partnership or owners of this entity with 10% or greater interest therein, as the case may be.

BID ITEM:_______________________________________________________________

NAME OF CORPORATION, LIMITED PARTNERSHIP OR OTHER LEGAL ENTITY:
_________________________________________________________________

DATE OF BID OPENING:
___________________________________________________

Type of Entity (check one)      CORPORATION _____; PARTNERSHIP_____
LIMITED PARTNERSHIP____; _____ OTHER

BIDDER NAME   ADDRESS   PERCENTAGE OF STOCK,
PARTNERSHIP OR OTHER OWNERSHIP INTEREST
IN THE BIDDER

(Supplement with Attachment, If Needed)

The undersigned Bidder certifies to the Clementon Housing Authority that the within document is a true and accurate statement of all persons or entities owning 10% or more of the outstanding stock, partnership or other interests in the Bidder, ________________________________, and in each of the persons or entities having ownership interests in the Bidder.
Bidder: ________________________________

Sworn and subscribed to before me,
By: ________________________________
this ____ day of ____________, 2017            Name:  
Title:                                           

________________________________________
Attachment #6

BID FORM

HEARING OFFICER SERVICES CONTRACT

Name of Firm

or Individual Bidding: __________________________________________

Signature of Officer
of Firm or Individual: ______________________________________

Name of Officer of Firm or Individual:
(Typed or Printed):    _______________________________________

Title: ___________________________________________________

Address: ___________________________________
_______________________________________________________

Telephone Number: ______________

Date: ________________________

BID AMOUNT (Hourly Rate for three years):

$_____________per hour year (Dollars)
State of New Jersey  
County of ____________________________ ss:

I, ________________________________ residing in ___________________________________  
(name of municipality)  
in the County of ____________________________ and State of ____________________________ of full age, being duly sworn according to law on my oath depose and say that:

I am ___________________________________ of the firm of ____________________________  
(title or position)  
(name of firm)

_____________________________________ the bidder making this Proposal for the bid
entitled ________________________________, and that I executed the said proposal with ____________________________  
(title of bid proposal)
full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the ____________________________ relies upon the truth of the statements contained in said Proposal  
(name of contracting unit)
and in the statements contained in this affidavit in awarding the contract for the said project.

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

Subscribed and sworn to

before me this day ____________________________  
Signature