

## BRIGANTINE BOARD OF EDUCATION

301 East Evans Boulevard  
Brigantine, New Jersey 08302

### REQUEST FOR PROPOSALS INFORMATION TECHNOLOGY SERVICES (AS NEEDED)

Notice is hereby given that in accordance with N.J.S.A. 19:44A-20.4 et seq., the Brigantine Board of Education, located at 301 East Evans Boulevard, Brigantine, NJ 08302, is seeking proposals for Information Technology Services to be provided to the Brigantine Board of Education for the period July 1, 2017 to June 30, 2019, with the possibility of three one (1) year extensions at the discretion of the Brigantine Board of Education.

All proposals must be received by the Business Administrator at the Brigantine Board of Education no later than 10:00 a.m. prevailing time on Tuesday, June 6, 2017 at the board office located at 301 East Evans Boulevard, Brigantine, NJ 08302. All questions concerning this notice should be addressed in writing to Jonathan Houdart, Business Administrator, to the address above or emailed to [jhoudart@brigantineschools.org](mailto:jhoudart@brigantineschools.org).

#### A. SCOPE OF SERVICES

The Brigantine Board of Education ("Board") is seeking an Information Technology Services firm ("Contractor") to provide IT network operations maintenance, support, and troubleshooting for the District. The selected Contractor shall at a minimum be capable of providing the following services to the Board:

##### General

1. Provide server management, server rollout, data recovery, backup, security vulnerability and compliance testing, and onsite, remote, and emergency security services.
2. Be available by email, telephone, or in-person to address unexpected and/or unplanned IT issues and to answer any questions that may arise throughout the course of the year.
3. The Contractor is expected to work as a strategic partner with the central administration of the District. In order to ensure this, the respondent will produce a report of activities conducted, status of projects, and analysis of equipment that may need to be repaired or replaced when requested by the District technical contact and/or the Superintendent of Schools.

##### Staff

4. Identify the types of employees that are considered key and include those personnel by name and experience respective to their specific duties. Indicate the responsibilities that each individual will have and how long they have been with the respondent company. Identify by name any subcontractors you intend to use and the services they will perform.
5. The Contractor will be required to provide a staff listing that must have at least three (3) years of experience working with or supporting a New Jersey public school district or local business. The Contractor must provide the resumes of personnel within this proposal submittal.
6. Contracted staff is expected to understand the operations of Brigantine Public Schools, adhere to all security protocols of the District, and maintain themselves in a professional manner.
7. The Contractor will assume responsibility for any sub-contracted employees as if they were the Contractor's own employees in respect to adherence to all aspects of this RFP. No portion of the contract may be subcontracted without express prior written approval of the Board.

## Technical

8. Maintenance of a knowledge center that allows for easy access by the District's administrative personnel to have access to all pertinent information, passwords, and protocols to maintain the District's resources if the Contractor is no longer associated with Brigantine Public Schools. Nothing maintained on behalf of the District and nothing stored on the District's equipment may be considered proprietary by the Contractor. The District administrative personnel must have access to all materials at all times.
9. Network support for entire network in all buildings, including support, configuration (if needed), and troubleshooting of:
  - a. Hyper-V
  - b. Anti-virus solution
  - c. Network switches
  - d. Microsoft Server 2003, 2008, 2012, etc.
  - e. Microsoft Active Directory and Network Management
  - f. Firewall suite
  - g. Domain controller management
  - h. Backup solution
10. Maintenance of adequate backups of documents, applications, databases, etc. to ensure the continuity of operations within the resources allotted by the District. Recommendations on improvements in this area.
11. Assessment of usage, manipulation, and storage of various data, as needed.
12. Critical data and devices will be identified and incorporated into the overall disaster emergency response and recovery plan of Brigantine Public Schools.
13. Remote, off-site electronic storage and access via fileserver hosted on the managed service company data center. Various forms of access for users must be arranged.
14. Mirror failovers to prevent service interruption.
15. Monitoring of on-site electronic backup solutions.
16. Data will be stored in both a primary data center and a secondary remote data center.
17. Assist in support for servers, core network devices, switches, and services, including NOC Operations, as needed.
18. Extended hours user support, specifics of hours must be included, if needed.
19. Provide a methodology for hourly billing, if any should be needed, of both end user support and network support in a traditional time & materials format. Provide hourly billing structures in both time spent and per-incident formats. Also provide pricing for pre-purchased blocks of support hours.
20. If required, incidents will be escalated to expert staff. Maintenance of communications with end-user and a timely resolution of the incident will be expected in all cases.

21. Management services will include analysis of data recorded by support staff to determine common causes of outages and incidents affecting a large numbers of users, and the management of a process of identification of the root cause of the problem and elimination of the error from the infrastructure.
22. Develop a set of processes, the aim of which is to ensure any interruptions to normal service by District users is kept to a minimum and that conditions are returned to normal operations as soon as possible. In the event of delays, the incident management processes must ensure appropriate escalation of incidents to staff for a timely resolution.
23. It is expected that the Contractor will provide users with information as needed during times of outages, delays that affect numerous users, or during time of maintenance that affects the use of District systems.
24. Determine the efficiency of the current system, understanding long-term need, relating investments, throughput, collecting and analyzing performance data, network health, determining trends that indicate capacity, and determining reliability issues.

**B. MINIMUM QUALIFICATIONS**

1. The Contractor shall have at least three (3) years of experience representing New Jersey public schools.
2. The Contractor shall designate one (1) professional within the firm who will be assigned to represent the interest of the Board. This individual shall have been admitted and/or licensed in his/her profession and be in good standing.
3. The Contractor and individuals assigned to work with the District shall be well versed in all aspects of the District's operations.

**C. RESTRICTIONS OF CONTACT**

Respondents must communicate only through Mr. Jonathan Houdart, School Business Administrator. All questions for clarification or requests for additional information must be directed to Mr. Houdart in writing, sent by mail, email, or fax.

There shall be only one prime contact person per respondent and that contact needs to be clearly identified in all documentation submitted.

Respondents should forward all questions to Mr. Houdart with adequate time for analysis before expecting an answer. Any answers furnished through any correspondence or conversation with Mr. Houdart will not be official until they have been provided in writing as follow up and the answers can be provided to all Respondents. Periodic and timely emails will be sent to all Respondents concerning all questions forwarded to assure equal consideration to all.

Each respondent will be provided updates via the communication information provided by them. It is the responsibility of the Respondent solely to monitor updates made available to them by the District. The Board shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFP or formally issued as an addendum.

Any violation of the conditions of the Restrictions of Contact covenant will cause the Board to reject the offending Respondent's proposal. If it is later discovered that a Respondent has violated the terms of this covenant, the offending Respondent's proposal will be rejected or a contract award may be rescinded. Respondents must agree not to distribute any part of their proposals beyond the Brigantine Board of Education. Any violator of this term will be disqualified.

#### D. PROPOSALS

To be considered, Respondents should submit a complete response to this RFP to the Brigantine Board of Education. The Respondent shall make no other distribution of its proposal in any capacity to anyone other than the individual and issuing agency listed within this RFP. Each proposal page should be numbered for ease of reference. An official authorized to bind the Respondent to its provisions must sign the proposal. The proposal must remain valid for sixty (60) days or until a contract is fully executed.

Each Respondent that submits a proposal specifically waives any right to withdraw or modify it, except that the Respondent may withdraw its proposal by written notice received at the District administrative offices prior to the exact hour and date set for proposal receipt, provided the withdrawing agent provide appropriate identification and signs for the proposal. A Respondent may modify its submitted proposal prior to the exact hour and date set for proposal receipt only by submitting a new sealed proposal or sealed modification which complies with the RFP requirements.

#### E. REQUIRED DOCUMENTATION

All proposals for information technology services shall include the following information:

1. Description of the firm, including history, experience, etc.
2. Identify the primary person in the firm that will provide services to the Board and provide a description of his or her experience, including a resume.
3. Identify additional people in the firm that will provide services to the Board and provide descriptions of their experience, including resumes.
4. Listing of all New Jersey public school district clients and contacts.
5. Listing of three (3) references, preferably from New Jersey public school districts.
6. New Jersey Business Registration Certificate.
7. Professional liability insurance of \$1,000,000, with the Brigantine BOE listed as an additional insured.
8. Stockholder Disclosure Certification.
9. Non-Collusion Affidavit.
10. Disclosure of Investment Activities in Iran.
11. Chapter 271 Political Contribution Disclosure Form.
12. Exhibit A – Mandatory Equal Employment Opportunity Language.
13. Affirmative Action Questionnaire (with evidence of appropriate Affirmative Action Compliance).
14. Vendor Questionnaire/Certification.
15. Cost proposal.

#### F. EVALUATION OF PROPOSALS

The Brigantine Board of Education intends to award a contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq. The proposals will be evaluated by a committee of staff members and board members based upon the following criteria:

1. Responsiveness of proposal.
2. Ability to meet all minimum qualifications.
3. Overall knowledge and familiarity with the information technology needs of the Brigantine School District.
4. Experience of the Contractor in providing similar services to other public school districts, with a special emphasis on experience in New Jersey.
5. Qualifications and experience of the professionals.
6. Qualifications and experience of the other members of the professional's firm.
7. Cost proposal.

G. LENGTH OF CONTRACT

The District is seeking proposals under competitive contracting, which allows of a maximum of five (5) years. The initial period will be for a two (2) year term, with the option to renew of three one (1) year terms, subject to the availability of funds and the discretion of the Board.

H. TERMINATION OF CONTRACT

The District may terminate the contract with thirty (30) day notice to the Contractor.

I. EXTENSION OF CONTRACT

Any extensions of this contract will be done at the New Jersey Department of Communities Affairs index rate for public contracts increase amount for the immediately preceding time period.

J. SUBMISSION

Please submit six (6) copies of the proposal to:

Jonathan Houdart, Business Administrator  
Brigantine Board of Education  
301 East Evans Boulevard  
Brigantine, NJ 08302

Proposals must be mailed or hand delivered by Thursday, April 13, 2017 at 10:00 a.m. prevailing time.

No proposal will be considered, regardless of postmark, unless it is in the hands of the Business Administrator prior to the time set for the opening of the proposals. Proposals may be delivered to the "INFORMATION TECHNOLOGY SERVICES" and the envelope containing the proposal shall be endorsed on its face with the name of the person, firm, or corporation making such proposal. The Brigantine Board of Education will not be responsible for the premature opening of any proposal not so marked.

The Board reserves the right to reject any or all proposals and to waive immaterial informalities, or to accept any proposal, which in the opinion of the Board of Education will be in the best interest of the District. Any deviation from the materials and/or supplies of this proposal will be deemed a breach of contract, unless prior written consent is obtained by the Contractor from the Brigantine Board of Education.

**STOCKHOLDER DISCLOSURE CERTIFICATION**

**Name of Business** \_\_\_\_\_

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

**Check the box that represents the type of business organization:**

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_.

\_\_\_\_\_  
(Affiant)

(Notary Public)  
My Commission expires:

\_\_\_\_\_  
(Print name & title of affiant)(Corporate Seal)

**NON-COLLUSION AFFIDAVIT**

Re: Proposal for the BRIGANTINE BOARD OF EDUCATION.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ of the City of \_\_\_\_\_

in the County of \_\_\_\_\_ and the State of \_\_\_\_\_

of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of

Position in Company

the firm of \_\_\_\_\_ and the bidder making the Proposal for the above names contract, and that I executed the said Proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named bid, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Board of Education of Brigantine relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said bid.

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 of bona fide established commercial or selling agencies maintained by

\_\_\_\_\_  
(Print Name of Contractor/Vendor)

Subscribed and sworn to: \_\_\_\_\_  
(SIGNATURE OF CONTRACTOR/VENDOR)

before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
Month Year

\_\_\_\_\_  
**NOTARY PUBLIC SIGNATURE**

\_\_\_\_\_  
Print Name of Notary Public

My commission expires \_\_\_\_\_, \_\_\_\_\_ - Seal -  
Month Day Year

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**Quote Number:** \_\_\_\_\_ **Bidder/Offeror:** \_\_\_\_\_

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

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

**PLEASE CHECK THE APPROPRIATE BOX:**

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

**OR**

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

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

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

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

Name _____	Relationship to Bidder/Offeror _____	<input type="button" value="Delete"/>
Description of Activities _____ _____		
Duration of Engagement _____ Anticipated Cessation Date _____		
Bidder/Offeror Contact Name _____ Contact Phone Number _____		

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



# EXHIBIT A

## MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127) N.J.A.C. 17:27 et seq.

### GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

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

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

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

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

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

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

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

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

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

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

- Letter of Federal Affirmative Action Plan Approval;
- Certificate of Employee Information Report; or
- Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: [http://www.state.nj.us/treasury/contract\\_compliance/](http://www.state.nj.us/treasury/contract_compliance/)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

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Signature

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Date

## AFFIRMATIVE ACTION QUESTIONNAIRE

This form is to be completed and returned with the proposal.

1. Our company has a federal Affirmative Action Plan approval.  Yes  No

*If yes*, please attach a copy of the plan to this questionnaire.

2. Our company has a N.J. State Certificate of Employee Information Report  Yes  No

*If yes*, please attach a copy of the certificate to this questionnaire.

3. If you answered “**NO**” to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance: [www.state.nj.us/treasury/contract/compliance/](http://www.state.nj.us/treasury/contract/compliance/)

- Click on “Employee Information Report”
- Complete and submit the form with the appropriate payment to:

Department of Treasury  
Division of Public Contracts/EEO Compliance  
P.O. Box 209  
Trenton, NJ 08625-0002

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

# VENDOR QUESTIONNAIRE/CERTIFICATION

Name of Company \_\_\_\_\_

Street Address \_\_\_\_\_ PO Box \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Business Phone Number (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Emergency Phone Number (\_\_\_\_) \_\_\_\_\_

FAX No. (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

FEIN No. \_\_\_\_\_

Years in Business \_\_\_\_\_ Number of Employees \_\_\_\_\_

## References – Work previously done for School Systems in New Jersey

<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

## Vendor Certification

### Direct/Indirect Interests

I declare and certify that no member of the Brigantine Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

### Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Brigantine Board of Education.

### Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a1-4) concerning vendor contributions to school board members.

I certify that I am not an official or employee of the Brigantine Board of Education.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

\_\_\_\_\_  
President or Authorized Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# COST PROPOSAL

Please submit hourly rates for the following levels of service:

Design Engineer                    \$ \_\_\_\_\_

Senior Engineer                    \$ \_\_\_\_\_

Junior Engineer                    \$ \_\_\_\_\_

Helpdesk Technician                \$ \_\_\_\_\_

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
President or Authorized Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date