

Cover Letter

September 19, 2023

The City of Brigantine
Albert Stanley
1417 West Brigantine Avenue
Brigantine, New Jersey 08203

Re. Information Technology Consulting & Management Services

Ocean Computer Group Inc. has prepared the following IT Services proposal for The City of Brigantine. Based on the IT Managed Services we currently provide to NJ Municipalities and Divisions throughout the State of New Jersey, Ocean Computer Group, Inc. is confident in its abilities in providing the required service.

To satisfy and exceed the mandatory requirements as listed on the RFP, Ocean Computer Group, Inc. is proposing our **OceanWATCH Managed IT Services**.

OceanWATCH is staffed 24x7 by Ocean Computer Group, Inc. employees to address any critical situations that may arise.

Charges for the OceanWATCH service is determined by the number end user computers i.e. desktops, laptops, MDT and Windows tablet.

Support for other core services such as Operating systems, Antivirus, Servers, Virtualization, switches, Printers, Backup and Firewalls are included at no extra charge.

OceanWATCH is an **includes all of the services outlined in this proposal** with **onsite support** as needed for the proposed price. Our service provides **proactive, value-added services** that a traditional reactive only hourly support cannot satisfy.

OceanWATCH meets or exceeds the Scope of Services starting on page 2 of the RFP.

1. IT Consultant and Management Services (on-site or remote) for an average of 8 hours a week. This includes assisting users with operational issues and /or emergency response (i.e., servers, email access, public safety software) within a (2) hour maximum response time.
Our solution is not time specific each week, but rather a proactive approach that works to ensure that your IT environment is always up to date and running as efficiently as possible. Our vCIO, TAM and the entire MSP team are always working with you as both an IT consultant as well to assist with any operation or emergency needs that arise. You can also view response times on page 18 of this document.
2. Provide proactive system maintenance for all network devices (i.e., warranty, network, and asset status), including routine maintenance, monthly reviews, and security management to prevent cyber-attacks. The proposer must demonstrate successful experience in supporting Edmunds Govtech applications, as well as other municipal software applications, as appropriate.
Our OceanWATCH offering includes a wide range of tools that help Ocean Computer Group proactively maintain our clients' network devices. As outlined on page 14 of this document, you can see a snapshot of those tools and see exactly how each is used to help keep your

environment as safe and up to date as possible. You can also take a look at the various public entities served on page 22 and view several client success stories on pages 23 and 24 of this document.

3. Provide preventative maintenance, including LAN\WAN troubleshooting, network server/workstation maintenance, updates, installations, configurations and troubleshooting of all software and hardware for approximately 80 workstations and 4 servers, located at various locations.

Ocean Computer Group takes pride in our OceanWATCH MSP solution and the steps we have taken to build out a solution that encompasses your entire IT environment. On page 17 of this document, we outline two sets of milestones: the first 90 days and the first 12 months. These are the goals we have set in place to make sure we cover every aspect of your network and review those goals over time. Secondly, on pages 18 and 19, we have provided a very detailed outline of the OceanWATCH deliverables that you will get with this MSP solution, and the frequency they are provided. We also provide an example of the standard reporting we will provide periodically.

4. Recommend new workstation equipment and software, when necessary, as well as set up and install acquired items.

With the OceanWATCH MSP solution, you'll gain access to both a Virtual Chief Information Officer (vCIO) and a Technical Account Manager (TAM). The vCIO plays a key role in continuous consultation with site managers, aiding in the development of MEL/JIF compliance, offering technology recommendations, and contributing to strategic IT planning. Meanwhile, the TAM collaborates closely with manager and staff-level employees, providing ongoing consultation and serving as the primary point of contact for monitoring OceanWATCH trends, offering guidance, and soliciting feedback. Additionally, they conduct regularly scheduled onsite visits to engage with stakeholders. More information about these roles is available on page 13 of this document.

5. Provide structured system protection and maintenance, including but not limited to firewall, backup system, anti-virus software and confirm system maintenance checks are being performed.

Please refer to question 3. Detailed deliverables can be found on page 18 and 19 of this document.

6. Support and maintain data backup and recovery and email archiving.

Your Backups and email archiving are continually monitored, and we will act upon any issues, failures or changes. Periodic test restores are also tested to ensure the data is accessible in the event it is needed.

7. Troubleshoot (either remotely or on-site) hardware and software problems.

In addition to your dedicated vCIO and TAM, the Ocean Computer Group team of IT professionals are a part of the OceanWATCH helpdesk and support engineering team ready to help with any issue that arises in your environment. Regardless of if the issue is found by our team, or if you call into our helpdesk, we have a team of employees ready to help.

8. Maintain hardware/software inventory and license documentation.

Hardware, software and license information is stored by ITGLUE, a secure documentation application. This repository will also include any information needed to support our clients, for example, application support contacts, ISP information and pictures.

9. Perform the repairs and necessary maintenance of the City's network.
Please refer to question 3. Detailed deliverables can be found on page 19 and 20 of this document.
10. Provide system file backup for PC operations, which includes rebuilding various databases in case of system malfunction.
Please refer to question 6. A detailed description of the backup deliverables can be found on 20 of this document under Backup and Disaster Recovery.
11. Monitor network security usage and perform necessary system "housekeeping"
Our OceanWATCH solution maintains constant vigilance over your network, overseeing tasks such as firewall log inspections, server permission management, SSO and MFA maintenance, and DarkWeb monitoring—all included in the package at no additional expense. Additionally, we handle user provisioning, which encompasses login constraints, password management, security measures, and application setup. We also provide support during the onboarding and offboarding processes, aiding in the establishment of new directories, sharing configurations, and security groups. Our services extend to the creation of new accounts, deactivation or removal of old accounts, and the administration of account policies. For more comprehensive information, please refer to page 20 of this document within the Security section.

Document information system processes and procedures, and assist with network security.
Please refer to questions 8 and 11.

12. Strategic planning for future upgrades.
This is part of the services provided by your vCIO and a TAM. These two dedicated team members will be your primary OceanWATCH account team members and will assist in both the short term and long-term strategic goals. They will participate in building technology roadmaps to comply with MEL/JIF requirements and assist in budget creation. More details about the vCIO and TAM can be found on page 11 of this document.

We are confident that our 36 years of experience working directly with NJ Public entities and Commercial accounts, our IT staff's collective experience (with several staff members employed over 30 years), demonstrates our ability to deliver the services required by the City of Brigantine.

We affirm that the proposal and cost schedule shall be valid, and binding for ninety days and will become part of the contract that is negotiated with the City of Brigantine.

The contents of the request are accurate, factual, and completed to the best of our knowledge and belief, and that the request is submitted in good faith upon express understanding that any false statement may result in the disqualification of Ocean Computer Group, Inc.

We thank you for your consideration.



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Information Technology Consulting & Management Services

**Prepared for:
The City of Brigantine**

Dated: September 19th, 2023

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Table of Contents

SECTION	PAGE
COVER LETTER.....	1
SERVICE PROVIDER COMPARISON CHART.....	6
8 REASONS WHY.....	7
CLIENT BILL OF RIGHTS.....	8

OCEANWATCH IT MANAGED SERVICES DETAILS

CYBER SECURITY PRIORITY

CYBER INSURANCE NETWORK COMPLIANCE.....	9
15-POINT NIST CYBER SECURITY APPROACH.....	10
HARDWARE AND SOFTWARE PARTNERSHIPS.....	11

OCEANWATCH IT SERVICES AND SUPPORT TOOLS

CORE OCG STAFF.....	12
THE VCIO AND TECHNICAL ACCOUNT MANAGER.....	13
MSP AUTOMATION / SUPPORT TOOLS.....	14
DEDICATED MSP PROCESS.....	15

OCEANWATCH IT SERVICES ONBOARDING PROCESS AND MILESTONES

ONBOARDING & ASSESSMENT.....	16
ONBOARDING MILESTONES.....	17

ADDITIONAL DETAILS AND REPORTING

RESPONSE TIMES AND RESOLUTION.....	18
OCEANWATCH DELIVERABLES.....	19
STANDARD REPORTS.....	21
PUBLIC SECTOR ENTITIES SERVED.....	22
CLIENT SUCCESSES	23
FAQ	25

OCEANWATCH PRICING DETAILS

OCEANWATCH PRICING PROPOSAL.....	26
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Service Provider Comparison Chart

See How We Compare	Company A	Company B	Company C	
Do they specialize in working with local government and law enforcement?				✓
Are they deeply familiar with (and support) the tools and applications you use?				✓
Will they prevent surprise bills and communicate work that needs to be done?				✓
Have they set your backups to prevent lost work due to corruption, accidental overwrites, or malware?				✓
Do they have a documented response time and escalation process?				✓
Are they familiar with the requirements of MEL/JIF and the modifications from year - year?				✓
Do they have full errors and omissions, liability and workers comp insurance to protect YOU?				✓
Do they complete projects on time and on budget?				✓
Do they insist on monitoring your network 24/7/365 to PREVENT problems?				✓
Do they provide reports so you know for sure that your systems are secure and backed up?				✓
Do they provide you with full written network documentation?				✓
Do they have other technicians on staff who are familiar with your network in case your regular guy is sick, on vacation or leaves?				✓
Is their "all-inclusive" support plan TRULY all-inclusive, or is there small print?				✓
Do they insist on monitoring onsite AND offsite backups (cloud-based)?				✓
Do they insist on doing periodic test restores of your backups to ensure they are working?				✓
Do they insist on backing up your network BEFORE performing any type of project or upgrade?				✓
Have they provided (do they provide) written disaster recovery plans?				✓
Do their technicians maintain industry certifications and participate in ongoing training?				✓
Do their technicians arrive on time and dressed properly? Are they <i>always</i> polite and professional?				✓
Do they take time to explain their suggestions in plain English or do they GEEK out on you?				✓
When something goes wrong, do they own the problem through to completion?				✓
Your Choice:				✓

8 Reasons Why You'll Want To Outsource Your IT Support To Ocean Computer Group, Inc.

1. We are a **financially stable company** with the same owner since inception in January 1985. You can count on us to be here long-term and stand by all of our work. To date, over 1000 municipalities, companies and educational organizations throughout New Jersey have trusted us to upgrade, maintain, and fix their computer network and we have a stellar reputation throughout the state.
2. **We GUARANTEE 1-hour response time.** When your computer network goes down, you need it fixed **immediately** so you can get back to running your business. We guarantee to respond to crisis within 1 hour of your call if not sooner.
3. **We can schedule system upgrades and fixes after normal business hours so as not to interrupt your business.** System upgrades and installations can bring down your system for several hours. That's why we can schedule these types of upgrades during the evening or weekends so as not to interrupt your 9-5 business.
4. We are **far less expensive** than hiring full-time computer support staff. By outsourcing your computer support to us, we can save you thousands on hiring, salary, and benefits.
5. **We are big enough to handle any computer job and small enough to still provide you the individual attention you deserve.** As a customer, you will have direct access to me, the owner, to handle any problems, concerns, questions, or issues you may have.
6. **We are trained in the MEL/JIF tiers to perfect your security requirements as mandated by your insurance carrier.** Work with a provider that specializes in the security of your network and the productivity of your town.
7. **Our team of seasoned IT industry veterans** work with you to implement and maintain a comprehensive managed services plan that will enable operational efficiency, business continuity, MEL/JIF compliancy and disaster recovery, while reducing the overall cost of maintaining your network.
8. **Municipalities cannot afford** failures in the service delivery model, a security event, excessive costs, vendor disruption or a realization that the small consultant or service delivery partner is insufficient to meet their needs.

Client Bill of Rights

We are committed to providing our clients with the absolute best IT services and support possible. To that end, we pledge to deliver the following rights to all our clients and would suggest you DEMAND this same level of service, honesty, and integrity from any IT vendor you choose.

You have the right to expect fast response and resolution on any IT-related problem you are experiencing. We pledge to respond to your request for help within 60 minutes or less during the workweek, and within 2 hours on weekends and evenings. We also pledge to show up to our scheduled appointments on time, and to give you as much advance notice as possible when we cannot be there as promised due to circumstances beyond our control.

You have the right to get answers to your questions in PLAIN ENGLISH. We pledge to never use “geek speak” or talk down to our clients regarding an IT-related topic.

You have the right to expect exceptional services from friendly people who appreciate you as a client. We pledge to always treat you and your team with the utmost level of courtesy, professionalism, and respect always.

You have the right to expect us to lead the way in looking for new and innovative technologies to improve your profitability and productivity, and to protect your business assets. We pledge to stay on the cutting edge of telecommunications, cloud technologies, cybersecurity, and office productivity tools so you are always presented with the best-in-class options.

You have the right to individual attention and to know who is touching your computer network and data. We pledge to never outsource your support to a third-party company. You will always have a dedicated account manager and support team who know you, your organization, and your preferences.

You have the right to understand every aspect of your IT assets. We pledge to provide full and complete documentation of all hardware and software assets, data, and systems,

You have the right to receive accurate invoices.

You have the right to be protected against our mistakes and failures. We pledge to maintain error and omissions insurance, as well as workers' compensation and business liability, in the unprecedented event of a mistake on our part.

You have the right to know the status of your account and support requests, no matter what time of day or night. We pledge to provide secure access to status reports via our ConnectWise Portal 24 hours a day, seven days a week, and to communicate the progress of resolving any issue. You will never have to manage us or remind us of promises we've made.

A large part of our business comes from referrals from happy, satisfied clients. We want you to recommend us, and we know that will only happen if you are thrilled with our service. That is why we work so hard to go above and beyond the call of duty. The establishment of our Client Bill of Rights, along with our continual and substantial investment in people, processes and technology, clearly demonstrates our commitment to our clients.

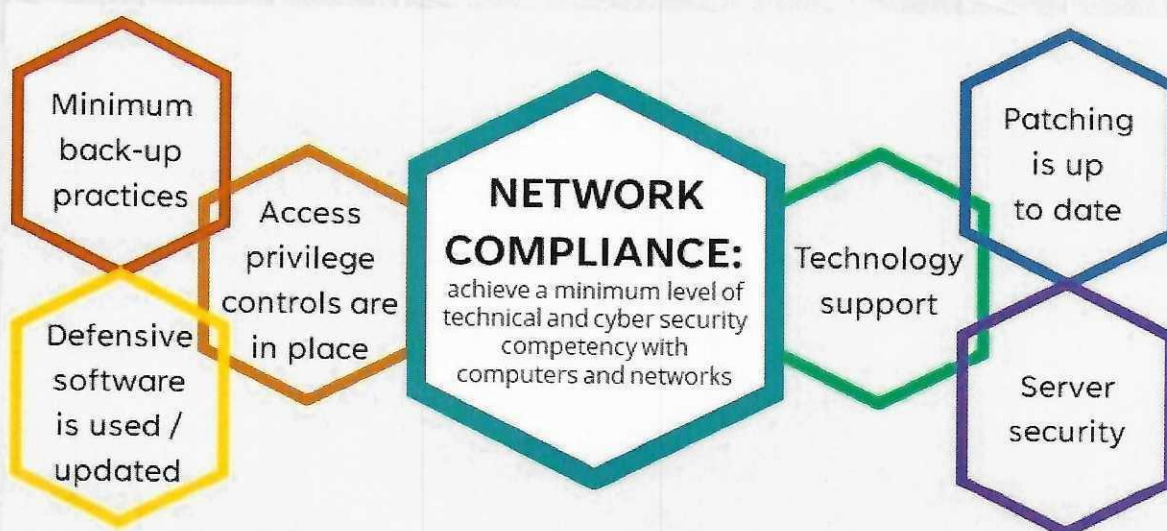
NJ MEL JIF Cyber Risk Management Program

The NJ Municipal Excess Liability (MEL) - Joint Insurance Fund (JIF) Cyber Risk Management Program establishes a minimum set of technology proficiency standards.

The Ocean Computer Group Technical staff will work alongside our existing Public Municipalities and Divisions throughout the State of New Jersey to assist compliance with the checks and balances set forth in the Minimum Technological Proficiency Standards, which include:

- Understand the risks
- Spend the time and attention to develop a plan to address the risks
- Appropriate funds to meet the needs, if necessary
- Manage the implementation
- Establish an ongoing process to review technology

The Program goals fall into three categories:



15-POINT NIST Cyber Security Approach

The NIST Framework assists in determining which areas are most important to focus on to manage and minimize cyber security risk, protect critical infrastructure, and protect your assets. It also helps prioritize investments and maximize the impact of each dollar spent on cybersecurity.

OceanWATCH uses a risk-based approach to protecting our clients from a cyberattack to help you determine what cybersecurity investments are adding value to your organization.



There are 15 core areas that if not correctly addressed, present a risk / vulnerability to your organization. We leverage leading processes and solutions which will increase your protection and reduce your risk.

1 Advanced Endpoint Detection & Response

Protect your computers data from malware, viruses, and cyber-attacks with advanced endpoint security. Today's latest technology (which replaces your outdated anti-virus solution) protects against file-less and script-based threats and can even rollback a ransomware attack.

2 Backup

Backup local. Backup to the cloud. Have an affine backup for each month of the year. Test your backups often.

3 Dark Web Research

Knowing in real-time what passwords and accounts have been posted on the Dark Web will allow you to be proactive in preventing a data breach. We scan the Dark Web and take action to protect your business from stolen credentials that have been posted for sale.

4 Encryption

Whenever possible, the goal is to encrypt files at rest, in motion (think email) and especially on mobile devices.

5 Firewall (Edge Security)

Leverage cloud sandboxing, DPI/SSL Inspection and IDS/IPS features. Turn on Intrusion Detection and Intrusion Prevention features. Send the log files to a managed SIEM.

6 Mobile Device Security

Today's cyber criminals attempt to steal data or access your network by way of your employees' phones and tablets. They are counting on you to neglect this piece of the puzzle. Mobile device security closes this gap.

7 Multi-Factor Authentication

It adds an additional layer of protection to ensure that even if your password does get stolen, your data stays protected.

8 Passwords

Apply security policies on your network. Examples: Deny or limit USB file storage access, enable enhanced password policies, set user screen timeouts, and limit user access.

9 Security Assessment

It is important to establish a baseline and close existing vulnerabilities.

10 Security Awareness

Train your users - often! Teach them about data security, email attacks, and your policies and procedures. We offer a web-based training solution and "done for you" security policies.

11 SIEM/Log Management

(Security Incident & Event Management) Uses big data engines to review all event and security logs from all covered devices to protect against advanced threats and to meet compliance requirements.

12 Spam & Malware Protection

Secure your email. Leverage next generation anti-virus tools to secure your email. Most attacks originate in your email.

13 Updates & Patching

Keep Microsoft, Adobe, and Java products updated for better security. We provide a "critical update" service via automation to protect your computers from the latest known attacks.

14 Web Gateway Security

Internet security is a race against time. Cloud based security detects web and email threats as they emerge on the internet and blocks them on your network.

15 Cyber Security Insurance

Used to protect your business and individual users from Internet-based risks, and more generally from risks relating to information technology infrastructure and activities.

Hardware and Software Partnerships

Ocean Computer Group's strategic alliances and partnerships enable us to offer the top technologies in the industry.

After completing a project, we continue to provide post-sales support and consulting services as needed with our team of experienced senior consultants, architects, and engineers.

Clients count on us to stay up to date on the newest technology trends as they come on the market, and we are constantly exploring and evaluating new solutions to expand our portfolio of best-in-class solutions. Regulatory compliance is important to us, and our clients and we ensure that our teams are trained in regulations affecting government, municipalities, education, higher education, and commercial businesses.

DELL EMC

 Barracuda

SONICWALL

datto



vmware

IBM



Microsoft

SOPHOS



AGENT

Life Is On

APC
by Schneider Electric



PERCH



CISCO



Hewlett Packard
Enterprise

Google

EAT•N

Quest

Secureworks®

SCALE
COMPUTING

iland



amazon



VERTIV™

virtustream

auvik



Verkada



EAGLE EYE
NETWORKS

OCG recognizes that to support rapid growth, we must provide consistent, high quality, and responsive services while maximizing resource utilization and managing costs. OCG accomplishes this, in part, through a formal set of robust Operational Practices aligned with the Information Technology Infrastructure Library (ITIL) Service Management processes. These practices consist of a set of guides, tools, roles, and measurements that enable OCG to effectively manage the delivery of consistent and reliable infrastructure service.

Core - Ocean Computer Group, Inc. Staff

Ocean Computer Group Inc. has a staff of 36 W2 employees. The IT staff has over 200 years of collective experience which includes a host of various technological disciplines and expertise. Several of the IT staff members have been employed for over 30 years. The following staff will be available to work directly with The City of Brigantine including a designated vCIO / Account Manager.

Ocean Computer Group Technical Personnel	Title	Technical Education	Certifications
Director, Professional Services			
John Karpinski	Director, Professional Service	DeVry Technical Institute 30+ yrs. IT industry experience	VMWare, VSP, VTSP
vCIO / Sr. Account Manager*			
Ken Dominguez	vCIO / Sr. Account Manager (MAIN CONTACT)*	30+ yrs. IT industry experience	Dell, SonicWALL, Cisco, VMware, Microsoft, Quest, Veeam, IBM, Trumethods vCIO, Project Management
OceanWATCH Managed IT Services Team Members			
David Bates	Sr. Systems Engineer / MSP Lead	University of South Carolina, Brick Computer Science Institute 30+ yrs. IT industry experience	Dell, Barracuda, CISCO: CCA, CCNA, CCEA, VCP, VMWare, Perch, Quest
Robert Karpinski	MSP System Administrator	Lincoln Technical Institute Network Communication & Information Systems Program	CompTIA A+, EC-Council Certified Ethical Hacker (CEH) Certified
Ryan Caravella	Technical Account Manager (TAM)	Brookdale Community College AS, Computer Networking 2011	Dell, SonicWALL, VMware
OceanWATCH Managed IT Services Systems Engineers			
Werner Philipp	Sr. Systems Engineer	Global Knowledge New Horizons Computer Learning Computer Insight Learning Ctr. 30+ yrs. IT industry experience	Dell, Server Storage, VMWare VCP, IBM, Veeam, Sophos
Chris Lehmann	Sr. Systems Engineer	Brick Computer Science Institute, Cittone Institute 20+ yrs. IT industry experience	MCSE, MCDBA, SonicWALL CCS Barracuda, Microsoft, Sophos
Isaac Matara	Sr. Systems Engineer	NJIT, B.S, Engineering Computer Technology. Passaic County Community College, A.A.S, Computer Info. Systems	MCITP, MCTS, MCSA, MCSE

OceanWatch Helpdesk and Support Engineers add an additional 10 employees to the above list, totaling 18 employees to your MSP team

The Virtual CIO (vCIO)

The City of Brigantine will have the support of a Virtual CIO (vCIO) leveraging the myITprocess tools and methodology to deliver a continual plan of success. The role of the vCIO is to work with City of Brigantine Manager and/or stakeholders to continually deliver value, high level of service and support while assisting to recommend standards, best practices, and long-term planning.



The vCIO's responsibility is to:

- Work with the Manager / Staff
- Ongoing Consultation with the Site Manager
- Assist in developing standards and best practices
- Assist in technology recommendations
- Strategic IT planning
- Technology roadmaps
- Assist in budget creation
- Assist in acquiring additional resources, if needed

The myITprocess methodology provides:

- Comprehensive library of IT standards
- Industry compliance guidelines such as CJIS and HIPPA
- Complete impact assessments
- Helps to identify areas of concern
- Deliver a strategic roadmap

Your assigned Ocean Computer Group vCIO | Sr. Account Manager will be your first point of contact in all matters related to the IT services.

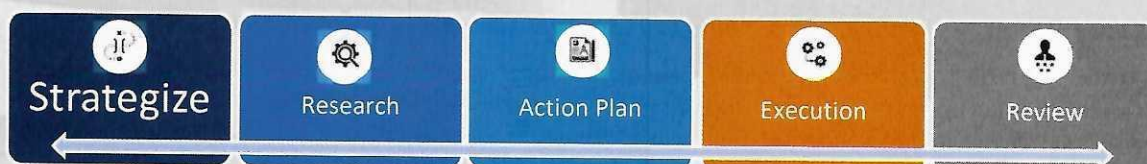
The Technical Account Manager

City of Brigantine will have the support of a Technical Account Manager (TAM) to ensure that our OceanWATCH customers are receiving the full benefits of our OceanWATCH service. As a part of your team the Technical Account Manager is a technology and strategy resource, who serves as liaison between our valued clients and our OceanWATCH team. The TAM not only serves as a technological escalation point but also will work with you to identify areas to improve user productivity and assist as a technical resource with new initiatives. The TAM will serve as an advocate for your needs and represent Ocean Computer Group, Inc. with the utmost integrity.

The TAM is also tasked to perform regularly scheduled onsite visits to meet with your users and address any issues or questions that arise.

The TAM's responsibility is to:

- Work with the Manager / Staff
- Ongoing Consultation
- Regularly scheduled onsite visits to Check-In and Meet with Stakeholders
- Monitor OceanWATCH Trends and Utilization and Provide Guidance
- Provide any Necessary Documentation and Technical Guidance
- Tracks Incidents, Service Requests, and Assists with Trouble Shooting Practices
- Prepare Reports, Presentations as Needed
- Keep MSP and Management Team Well Informed of Account Changes
- Assist in acquiring additional resources, if needed



OceanWATCH

MSP Automation / Support Tools

The foundation of a successful service strategy are the tools used to manage, collect, and disseminate information to our internal team. Ocean Computer Group, Inc. is focused on providing an array of systems engineering tools and associated techniques for designing, controlling, and improving the overall IT health of our customers. Here are some of the best in breed products we use in our portfolio:

- 24x7 System, Security and Network Monitoring
- 24x7 Onsite for Critical Failures
- Critical and Emergency Notifications
- Alert client to critical conditions, failures, patches
- Secure Password Management
- Change Management
- Help Desk and Ticketing
- Infrastructure Management
- Remote support
- Faster time to resolution
- Project planning and management
- Automation
- Patching
- Reporting



ConnectWise is a Professional Services Automation tool (PSA). It allows our MSP customers to receive better, faster service including resource scheduling and on-time project delivery. The ticketing system documents all details of projects, requests, and issue resolutions through the automated helpdesk and customer portal which maintains collaboration and communication across departments and teams.



Kaseya is a market leader in remote monitoring and management (RMM). Kaseya integrates tightly with ConnectWise and provides remote access to devices allowing issues to be remediated quickly, reducing travel to each location. The tool provides automated audit reports at the push of a button, keeping auditors satisfied and systems in compliance. Streamlined IT efficiency enables the entire IT infrastructure to be managed through a single-pane-of-glass view.



Auvik allows Ocean Computer Group to efficiently and effectively manage ethernet networks. Networks are incredibly complex and managing them has traditionally involved many time-intensive manual tasks. Auvik provides real-time mapping of your network, includes automated inventory that creates a profile for every device on a network. We build out your network documentation, showing how everything on the network is connected, provide a list of all the IP addresses in use, and the devices using them.



Dark Web ID helps identify, analyze, and proactively monitor compromised or stolen user credentials and data. It proactively performs identity monitoring for employees and monitors the dark web for compromised credentials and sensitive data notifying you when problems arise.



Rapid Fire is an overall IT assessment tool to discover Domain controllers, applications and operating systems, AD health, server and PC aging, security permissions, etc. It provides complete awareness of the state of the network at any given time.



IT Glue provides simple yet secure password and documentation management. The platform is cloud-based and offers automated password protection and makes storing, managing, and retrieving passwords & client knowledge quick and easy from virtually any connected device.



TruMethods' software, [myITprocess](#), is the industry's first technology success platform that manages your IT standards library, and helps you easily perform alignment reviews and builds an IT roadmap, strategy, and budget.



Capture Advanced
Threat Protection

The SonicWall Capture Cloud Platform tightly integrates security, management, analytics and real-time threat intelligence across the company's portfolio of network, email, mobile and cloud security products. This approach enables our complete portfolio of high-performance hardware, virtual appliances, and clients to harness the power, agility and scalability of the cloud.

Our Framework is a Dedicated MSP Process

Ocean Computer Group has adopted a set of standard principles guidelines for onboarding new customers. As part of our onboarding process, we execute an assessment of your current IT environment and compare it with industry and sector best practices.

The assessment is a mix of tools and a proven standards library that will focus on **'6 critical areas'** of your IT environment covering over **250 questions** in the following areas:

- Cyber Security (15-point & NIST Cyber Security Framework)
- Core Infrastructure
- Server Infrastructure
- Business Continuity
- Software
- Hardware

The results of the assessment will help to identify critical issues that should be addressed right away and assist in creating a long-term strategic IT roadmap within your organization.

Listed below is a sample of the standards library utilized by Ocean Computer Group, Inc. during our onboarding phase:

Type	Name	Question Priority	Question
SECTION - SECURITY			
Category: Physical Security			
Question	Dedicated Room	High	The server room is isolated and not used for any other business-related functions (files, employee office space, etc.)?
Question	Server Room Access	High	Access to the server room is limited to personnel who require such permissions?
Question	Physical Security Protection Mechanisms	High	The appropriate physical security protection mechanisms are in place for the server and its networking components such as locks, card reader access, security guards, or physical intrusion detection systems (cameras, motion sensors)?
Question	Physical Access Availability	High	The door to the server room is locked at all times?
Question	Server Hardware Locking Mechanism	Medium	Servers are physically located in a lockable server rack or cabinet?
Question	Elevated Equipment	High	Equipment is elevated off of the floor?
Category: Password Policy & Procedures			
Question	Organizational Password Policy	High	Is a secure password policy in place?
Question	Password Length	High	Does the password policy require a minimum length of 8 or more characters?
Question	Password Complexity	High	Does the password policy require minimum complexity (capital letters, numbers, symbols)?
Question	Password Aging	High	Does the password policy require passwords be changed after a specified number of days?
Question	Password Reuse	High	Does the password policy prevent passwords to be reused?
Question	Password Security	High	Does the password policy have unencrypted passwords or reversible encryption disabled?
Question	Password Expiration	High	User passwords are set to expire after a specified amount of time?
Question	Password Authority	High	The password policy designates who is allowed to change or reset passwords AND if proof is required before initiating any changes?
Question	Password Lockout Policy	High	The password policy denies future logins for a set period of time after a specific number of failed attempts?
Question	Last Logon	Medium	Last Login is enabled in Group Policy?
Question	Single Sign On	Medium	Single Sign On is enabled with any Active Directory integrated software?
Question	Inactive Session Timeout	High	Inactive user sessions are automatically locked after a designated period of time?
Question	Inactive User Accounts	High	User accounts not used in the last 90 days have been disabled?
Category: Other Policies & Procedures			
Question	Access Controls	High	File access controls are implemented to enforce separation of duty and unauthorized user access?
Question	Data Accessibility	High	A policy is in place to periodically examine the services and information accessible on the server and to determine necessary security requirements?
Category: Antivirus			
Question	Antivirus / Antimalware Management	High	Antivirus and antimalware software is centrally managed?
Question	Antivirus Updates	High	Software updates antivirus definitions every 24 hours?
Question	Active Scanning	High	An active scan is performed at least once per week?
Question	EDR	High	Is there an Endpoint Detection and Response Solution in place?

Onboarding Milestones: Onboarding & Assessment

The Initial onboarding will start with the deployment of tools and assessments that will allow Ocean Computer Group, Inc. to assess the present state of the network, create baseline documentation and lay the groundwork for the first 90 days.

Below are the management tools that will be deployed during the onboarding process of our OceanWATCH program:

CONNECTWISE

ConnectWise is used as our ticketing system to document all details of projects, requests, and issue resolution.

- Automates helpdesk
- Maintains Collaboration and Communication Across Departments and Teams
- Powerful reporting for all your projects

KASEYA

Kaseya is used by our team to perform Remote Management and Monitoring that allows them to perform many tasks as if they were on-site. Some of these may include:

- Access to diagnose and remediate issues
- Install software and administer upgrades
- Patch management for workstations and servers
- Proactively alert impending events

AUVIK

Through Auvik we have a real-time map of your network that proactively notifies us and allows us to remediate items quickly. Capabilities of this application are:

- Automated inventory, that creates a profile for every device on a network.
- Network documentation, showing how everything on a network is connected.
- IP address management, providing a list of all the IP addresses currently in use and which devices are using them.

RAPIDFIRE

A complete set of IT assessment, documentation, and reporting tools. Tools for IT compliance process automation. Tools for insider Cyber threat detection and alerting.

- Network Detective
 - IT Assessments Made Fast & Easy.
 - Run Non-Intrusive IT Assessments On-Site, in less than an hour.
 - Capture Threat Assessment (CTA)
 - The CTA will identify any internet traffic or potential threats that are evading the current firewall implementation. The CTA will also identify internet user behavior that should be addressed.

LIVE OPTICS

- Live Optics is an online software utilized to collect, visualize, and share data about your IT environment and workloads. Live Optics provides data analysis to help us understand our workload performance, so that we can simplify discovery and have a mutual understanding of project requirements.

Onboarding Milestones: First 90 Days / First 12 Months

FIRST 90 DAYS

- Meet with the City of Brigantine Stakeholders
- Evaluate and Document current Backup strategy
- Lock down / change administrative usernames and passwords
- Create and implement patch strategies and schedules
- Create up to date network diagram
- Setup secure password database using Ocular
- Implement Help Desk and ticket resolution escalation
- Setup and Communicate help desk process
- Review and document Antivirus
- Active Directory
 - Determine health
 - Remove or disable inactive accounts
 - Review password policy
 - Review Group policies
 - Validate Admin access
- Equipment labeling and inventory
- Document manufacturer support contracts
- Perimeter Security
 - Capture threat assessment (CTA)
 - Document remote access
 - Document topology and implementation
- Email
 - Evaluate effectiveness of Spam and malware protection
 - Evaluate effectiveness of Advanced threat protection
 - Backup Status
 - Archiving Status
- Meeting with the City of Brigantine to review the findings and discuss recommendations.

FIRST 12 MONTHS

The main objective of the first 12 Months is to work with the Housing Authority of The Township of Weehawken Stakeholders to:

- Successfully complete onboarding and assessments
- Successfully define lines of communication between the City of Brigantine and Ocean Computer Group
- Meet with the City of Brigantine Stakeholders to understand needs and business initiatives.
- Work with and educate the City of Brigantine end users on how to obtain service.
- Plan and implement patching schedule
- Identify any areas where the City of Brigantine IT infrastructure does not meet standards.
- Work with the City of Brigantine Stakeholders to remediate these areas
- Perform vCIO reviews
- Work with the City of Brigantine Stakeholders to define any planned projects
- Work with the City of Brigantine Stakeholders to define projects / business initiatives for the next 12 months

Response Times and Resolution: Trouble Ticketing Process

The following table addresses the response and resolution times for each priority level:

Trouble	Priority	Response time (in hours)	Resolution time (in hours)	Escalation threshold (in hours)
Services Not Available (all users and functions unavailable)	As needed	Within 2 hours	ASAP – Best Effort	2 hours
Significant degradation of service (Large number of users or business critical functions affected)	As needed	Within 4 hours	ASAP – Best Effort	8 hours
Limited degradation of service (limited number of users or functions affected, business process can continue)	Ongoing	Within 24 hours	ASAP – Best Effort	48 hours
Small service degradation (business process can continue, one user affected)	Ongoing	Within 48 hours	ASAP – Best Effort	96 hours
Service not available (all users and functions unavailable) – After Hours	As needed	Within 4 hours	ASAP – Best Effort	8 hours

The response, resolution and escalation times are provided to demonstrate a framework to bring different severity problems to resolution within the least amount of time. It is not intended to show the amount of time before a problem is addressed or escalated.

OceanWATCH Support Tiers - The following details and describes our Support Tier levels:	
Tier 1 Support	All support incidents begin in Tier 1, where the initial trouble ticket is created, the issue is identified, and clearly documented, and basic hardware/software troubleshooting is initiated.
Tier 2 Support	All support incidents that cannot be resolved with Tier 1 Support are escalated to Tier 2, where more complex support on hardware/software issues can be provided by more experienced Engineers.
Tier 3 Support	Support Incidents that cannot be resolved by Tier 2 Support are escalated to Tier 3, where support is provided by the most qualified and experienced Engineers who can collaborate with 3rd Party (Vendor) Support Engineers to resolve the most complex issues.

OceanWATCH Support Flow Process	
INITIAL PROCESS	1. Support Request is received 2. Trouble Ticket is created 3. Issue is identified and documented in Help Desk system 4. Issue is qualified to determine if it can be resolved through Tier 1 Support
Support Level	Description
Tier 1 Level: issue being resolved through Tier 1 Support	1. Level 1 Resolution - issue is worked to successful resolution 2. Quality Control –Issue is verified to be resolved 3. Trouble Ticket is closed, after complete problem resolution details updated in Help Desk system 4. If issue cannot be resolved through Tier 1 Support, escalated to Tier 2
Tier 2 Support: issue being resolved through Tier 2 Support	1. Level 2 Resolution - issue is worked to successful resolution 2. Quality Control –Issue is verified to be resolved 3. Trouble Ticket is closed, after complete problem resolution details updated in Help Desk system 4. If issue cannot be resolved through Tier 1 Support, escalated to Tier 3
Tier 3 Support: issue being resolved through Tier 3 Support	1. Level 3 Resolution - issue is worked to successful resolution 2. Quality Control –Issue is verified to be resolved 3. Trouble Ticket is closed, after complete problem resolution details updated in Help Desk system 4. If issue cannot be resolved through Tier 3 Support, escalated to Onsite Support
Onsite Support: issue being resolved through Tier 3 Support	1. Onsite Resolution - issue is worked to successful resolution 2. Quality Control –Issue is verified to be resolved 3. Trouble Ticket is closed, after complete problem resolution details updated in Help Desk system

NOTE: Support will determine and escalate to subsequent Tiers as the situation merits. For example, Tier 1 support will escalate directly to Tier 3 or onsite.

OceanWATCH

Deliverables

DESCRIPTION	FREQUENCY	INCLUDED
Help Desk and Remote Management		
Access to ConnectWise Ticketing System	Ongoing	Yes
Assign dedicated account manager	Ongoing	Yes
Create, manage, and update technical documentation	Ongoing	Yes
Remote network management	24x7	Yes
Remote server management	24x7	Yes
24x7x365 network monitoring	24x7	Yes
Business Review		
Provide Service History Reports	Annually	Yes
Provide and review technology consulting & Planning services	As Needed	Yes
Provide Trending Reports	As needed	Yes
Recommend areas of improvement for better user experience	Annually	Yes
Servers & Workstations		
Proactively Monitor & Manage Servers for uptime and availability	Ongoing	Yes
Help Desk Support (8:00am – 5:00pm / Monday – Friday)	As needed	Yes
Support Microsoft Supported operating systems	As needed	Yes
Support Microsoft supported office applications	As needed	Yes
Application 3 rd Party Patching	Ongoing	Yes
Lifecycle Management of Devices with ScalePad	As Needed	Yes
Onsite support for issues that cannot be resolved remotely	As needed	Yes
24x7 On-site Emergency Support – Critical Issues	As needed	Yes
Manage Server and Workstation Anti-virus updates	Ongoing	Yes
Manage Active Directory account policies	Ongoing	Yes
Monitor Active Directory replication	Ongoing	Yes
Monitor critical Windows Server Services	Ongoing	Yes
Reboot servers if needed	As needed	Yes
Update Server Hardware Firmware	As needed	Yes
Scheduled off time server maintenance	As needed	Yes
Install supported Operating System Service Packs and Patches – Workstations	Monthly	Yes
Install supported Operating System Service Packs and Patches – Servers	Weekly	Yes
Install Critical Operating System Service Packs and Patches	Ongoing	Yes
Set up/maintain Active Directory groups (accounting, admin, printers, sales, warehouse, etc.)	As needed	Yes
Alert Client to critical conditions, failures, patches	Ongoing	Yes
Monitor Memory Usage to maintain uptime and performance	Ongoing	Yes
Monitor Hard drives for failures that can cause outages	Ongoing	Yes
Monitor and manage Hard drive disk space	Ongoing	Yes
Monitor Server resources for failures or outages	Ongoing	Yes
Mobile Phone Support for email and Microsoft Authenticator	As needed	Yes

OceanWATCH

Deliverables (con't)

DESCRIPTION	FREQUENCY	INCLUDED
Backup & Disaster Recovery		
Monitoring success of daily backup	Ongoing	Yes
Check and validate status of backups procedures	Ongoing	Yes
Manage, optimize and maintain replication	Ongoing	Yes
Targeted test restores of backup data	Annually	Yes
Security		
Performance monitoring/capacity planning	As needed	Yes
Monitor Internet availability	Ongoing	Yes
Check and Manage firewall logs for errors, critical issues, or threats	If applicable	Yes
Remote Firewall Management and updates	Ongoing	Yes
Create new directories, shares and security groups, new accounts, disable/delete old accounts, manage account policies	As needed	Yes
Manage Server Permissions and file system management	Ongoing	Yes
Set up new users, including login restrictions, passwords, security, applications	As needed	Yes
Assist with on-boarding and off-boarding users	As needed	Yes
Manage, maintain, and remediate SSO and MFA	Ongoing	Yes
DarkWeb Monitoring	Ongoing	Yes
Monitoring at no extra cost. This service will help identify, analyze and proactively monitor for compromised or stolen user credentials and data.		
End User Email Security and Awareness Training	Ongoing	Yes
Guards against social-engineering threats with annual simulation and training for employees. Exposing them to the latest attack techniques and teach them to recognize the subtle clues and help stop email fraud, data loss, and brand damage.		
Set up and change security for users	As needed	Yes
Remediation of Viruses and Malware Encryption	As needed	No
Core Network		
WAN / LAN Network Monitoring (Auvik)	Ongoing	Yes
The software provides instant visual insight into the infrastructure networks and automates complex and time-consuming network management tasks.		
Manage network connectivity to firewalls, wireless and related services	Ongoing	Yes
Maintain network connectivity, manage vlans, QoS and manage VPNs.	Ongoing	Yes
vCIO Services		
Conduct a full audit of the client's environment	Ongoing	Yes
Understand business goals and align with IT services	Ongoing	Yes
Identify the challenges they are facing in their key drivers	Ongoing	Yes
Develop a dynamic technology roadmap	Ongoing	Yes
Conduct annual technology and security reviews	Ongoing	Yes

Standard Reports

All our OceanWATCH MSP clients receive detailed reports:

- Dark Web report.
- Alignment report, Phishing report.
- On the web: Firewall reports. (Dependent on Firewall Capabilities)

Sample report:

Alignment Report

Borough of Sample Alignment as of: 01/01/2023 Created: 01/01/2023



Overall alignment score

82%



Alignment overview

Security		93%	Core Infrastructure		84%
Physical Security	100%		Local Area Network	62%	
Password Policy & Procedures	100%		Firewall	94%	
Antivirus	100%		Wide Area Network	100%	
Remote Access	65%		Cabling	100%	
Web Content Filtering	100%		Wireless	71%	
Training	100%				
Environment Infrastructure		79%	Hardware		75%
Virtual Host - Hyper V	84%		Workstations	89%	
Domain Controller	70%		Mobile Data Terminals (MDTs)	33%	
Active Directory - Boro	100%		Printers/Copiers	100%	
Active Directory - PD	100%				
Application Server	100%				
File Server	72%				
Database Server	100%				
Print Server	33%				
Email - Cloud Service - Google Suite	61%				
Business Continuity		81%			
Environmental	83%				
Power Management	58%				

Public Sector Entities Served

Partial list of Public Sector clients where we provide Services and Products:

- Atlantic Cape Community College - since 2014
- Berkeley Township Police - since 2017
- Borough of Englewood Cliffs - since 2021
- Borough of Paramus - since 2012
- Borough of Roselle Park - since 2016
- Borough of Sayreville - since 2013
- Borough of South Plainfield & PD - since 2016
- Borough of South Toms River - since 2018
- Borough of Spotswood - since 2016
- Borough of Washington - since 2017
- City of Atlantic City and PD - since 2017
- City of Margate - since 2022
- City of Northfield - since 2021
- Borough of Netcong City - since 2018
- County of Ocean - since 2012
- Deptford Township Fire District - since 2018
- Glassboro Police Department - since 2018
- Gloucester County Emergency Response - since 2015
- Gloucester Township PD - since 2016
- Hamilton Township & PD - since 2013
- Hillsborough Township - since 2015
- Hudson County Prosecutors Office - since 2017
- Mercer County Prosecutors - since 2014
- Middletown Township - since 2021
- Middletown Township Public Library - since 2013
- Monroe Township Public Library - since 2016
- Morris County Housing Authority - since 2021
- Pennsauken Township PD - since 2015
- Rutgers University - since 2015
- Township of Burlington - since 2018
- Township of Hamilton Mays Landing - since 2015
- Township of Hazlet - since 2021
- Township of Hazlet PD - since 2021
- Township of Manchester - since 2007
- Township of Marlboro - since 2015
- Township of Monroe - since 2016
- Township of Nutley - since 2015
- Wall Township Police - since 2015
- West Windsor Township - since 2016
- Willingboro Township - since 2016

References of NJ Public entities we currently provide the same service offering:

- Support entire organization on-site and remote leveraging OceanWATCH Managed Services.
- Support all aspects of IT services including server, storage, VMware, Firewall, mobile device terminals, backup, disaster recovery, LAN/WAN and software vendors.
- Provide vCIO services to align IT resources to department needs

City of Margate – City and police Department

Ken Mosca – City Business Administrator

Office: (609) 412-3738

Email: kmosca@margate-nj.com

City of Northfield – City and police Department

Mary Canesi – City Municipal Clerk

Office: (609) 641-2832 ext. 1125

Email: mcanesi@cityofnorthfield.org

Lt. Scott Pollak – Police Department Lieutenant

Office: (609) 204-5914

Email: spollak@npsdnj.org

Township of Ocean Waretown – Township and Police Department

Diane Ambrosio – Township Municipal Clerk

Office: (609) 693-3302 ext. 233

Email: clerk@twpoceannj.gov

Michael Rogalski – Police Department Deputy Emergency Management Coordinator

Office: (609) 693-4007

Email: MRogalski@twpoceannj.gov

Client Successes

The City of Atlantic City

Ocean Computer Group, Inc. started working with The City of Atlantic City in May of 2017.

Ocean Computer Group, Inc. captivated Atlantic City with their proposed Hybrid Staffing and On-Site Support Solution while leveraging Ocean Computer Group, Inc's FIPS 140-2 compliant OceanWATCH managed service platform. Along with these resources we deployed on-site support personnel to fulfill the daily responsibilities.

Upon engaging our staff and deploying our tools during the on-boarding, Ocean Computer Group, Inc. was able to quickly assess the current state of the existing environment and was able to prioritize areas of concern. The main items of concern were CJIS related violations with the current networking, the lack of Patching and Firmware updates across critical systems, concerns with the current external and internal security posture and lack of cohesive documentation for most of the networking infrastructure.

Ocean Computer Group, Inc. immediately put an action plan in place with approval of Atlantic City executive manager and began triaging these items short term until which time a long-term plan could be executed. To date, full network documentation has been created, all critical systems have been patched and updated and have been scheduled monthly. Much of the internal Networking for both the City and Police Departments has been modified to eliminate single points of failure and utilize dark fiber that was installed and never used. Also, many of the CJIS related violations have been corrected. As Ocean Computer Group, Inc. and Atlantic City continue to foster our trusted technical relationship there have been several projects facilitated that have further enhanced security, reliability and redundancy of the City and Police Departments infrastructure. In summary, projects include:

South Plainfield Borough and Police Department (BSP)

Ocean Computer Group, Inc. was contacted by the Borough in December 2016 stating that their current I.T. Provider terminated their contract providing only two weeks' notice. They obtained emergency funding to contract us to immediately on come site and collect all the information pertaining to their current I.T. Ocean Computer dispatched the Director of Professional Services and three engineers to begin data collections and forensics on the current state prior to the departure of the current company.

Ocean Computer Group, Inc. was able to create a "Run Book" that documented all aspects of their infrastructure and then began to prioritize critical needs. One aspect was their current contract with their hosted email provider was going to end December 31st, 2016. Ocean Computer Group, Inc. formulated a plan to migrate both the Borough and Police Departments to Office 365 before the termination of the contract, the client was up on Office 365 January 1st with no loss of email or email connectivity.

Ocean Computer Group, Inc. also identified critical systems that lacked no redundancy, specifically Servers that were running with failed drives in their RAID sets or systems that were not getting backed up. We worked with the client to provide parts to correct the failure and added the critical server into the backup routine.

Ocean Computer Group, Inc. was also informed that the Police Department was scheduled for a CJIS audit by the State Police. Ocean Computer Group, Inc. provided Security Consulting to review the current state of the Police Departments I.T and Security posture and provide guidance to remediate issues found during our initial discovery and assessment.

Today both the Borough (OEM, FD, Senior Center, and Public Works) and Police Department are a Managed Services client of Ocean Computer Group, Inc. We are providing I.T. Support for all Borough, Police and Court users. We have fully deployed our Management Tools that monitor their critical systems on a 7x24 basis and provide us the ability to proactively attempt to detect avoidable failures. In addition, Ocean Computer Group, Inc. has provided the Client access to our Help Desk and Ticketing system with gives them additional avenues to request support, review the status of current support tickets and review service trends.

Client Successes (con't)

Mercer County Prosecutors:

Ocean Computer Group, Inc. has been providing services to Mercer County since 2011. Initially we were engaged on projects pertaining to upgrading their existing Firewall, upgrading their Exchange environment and Active Directory. Most recently we were instrumental in the replacement of their Server, Storage Area Network and Backup environments. We implemented a High Availability VMware environment and Dell AppAssure backup solution that enabled them to create virtual Standby servers for rapid restore in the event this became necessary.

In 2016, the Prosecutors office relocated to new office facilities in NJIB NJ and we handled the moving of their I.T hardware from the old facility to the new one. This involved the preparation of the new Data Center (cabling, racks, UPS), testing the newly installed connectivity at the new location and bringing up their I.T. Infrastructure at the new office. Ocean Computer Group, Inc. also provided day two support on the next business day to assure end users did not experience any issues.

Today we are still providing support services to Mercer on a regular basis as the need arises and act as their trusted advisor for all future technology initiatives.

Various Projects Performed throughout the State of New Jersey

- State of New Jersey – Administrative Office of the Courts:
+3000 system PC refresh at 420+ municipal courts throughout the State of New Jersey
- New Jersey Department of Human Services
250 PC Refresh - 2 locations in NJIB and Hamilton
- Department of Human Services
700 PC and Laptop Refresh – 1 Location – NJIB
- Union County Social Services:
500 PC Refresh – 1 Location – Elizabeth
- New Jersey Motor Vehicle Commission
2400 PC Refresh – All Motor Vehicle offices in NJ and the Headquarters in NJIB
- New Jersey Department of Health:
1900 in place Win 10 migration at 4 State of New Jersey Psychiatric Hospitals
- NJ Department of Aging Services:
275 existing PCs and Laptops image upgrade to Win 10. Multiple locations. Includes in place and pick up, image off site, and replace
- NJ Division of Medical Assistance and Health Services:
675 PC and Laptop Refresh – 8 Locations throughout NJ
- NJ Board of Public Utilities:
275 All in One and Laptop PC Refresh – 2 Locations in NJIB.
- NJ Department of Corrections:
Dispatch technician as needed to replace failed UPS at Correctional Facilities throughout NJ

Response Time:

1. Response time for service within business houses remote and in-person?
se
2. Expected response time for in-person support?
Response for in-person support depends on the severity of the issue. For example, if a server is down and cannot be resolved by the help desk remotely, we will dispatch a field technician right away. This would be considered a level 3 incident. Onsite arrival will depend on where they are at the time of dispatch. Engineers are on the road across the state as well as in our offices in Matawan. Level 1 and Level 2 issues that do not affect operations are handled remotely as per the SLA. If an escalation is required, we will dispatch.
3. How can a technician arrive within 20 minutes?
Please see response to question 2
4. Expectations for service outside of business houses for both remote or in-person?
You will be provided with a phone number to use for after-hours / weekend support and the response time is for remote support from the technician on call, who is an Ocean Computer Group employee. If the Level 3 problem cannot be solved remotely by that technician, he will go onsite.
5. Expected response time for in-person support outside of business hours?
The same process applies for afterhours onsite as in question 2
6. What factors distinguish a discrepancy in response time for given issues?
Services not available or a significant degradation of services receive the highest response. This takes priority. Non-production related incidents are handled as a level 1 or 2 event.

Additional Subscription Software:

7. Is there an option to include additional subscriptions not outlined in this proposal with Ocean Computer Group, Inc. for an increased monthly cost?
Typically, after we onboard a new client, we start to manage and invoice the customer for subscriptions and support renewals. The additional cost would be dependent on quantities, support, or subscriptions i.e.: O365 G1, G3 or business apps subscriptions. The manufacturers listed in the bid are meant to demonstrate our relationships and experience with many of the mainstream vendors in the marketplace.

OceanWATCH Pricing Proposal

INFORMATION TECHNOLOGY (IT MANAGED SERVICES)	
DESCRIPTION / AGREEMENT DURATION	MONTHLY RECURRING CHARGE
OceanWATCH Managed Services Notes: Charges for the OceanWATCH service is determined by the number end user computers ie: desktops, laptops, MDT and tablets. Support for other core services such as Operating systems, Antivirus, Servers, Virtualization, switches, Printers, Backup and Firewalls are included at no extra charge. All-inclusive charge includes the services outlined in the proposal such as proactive monitoring, alerting, patching, vCIO, regularly scheduled onsite visit by Technical Account Manager (TAM), remote service, onsite service, when necessary, travel charges, mileage, and tolls. The monthly fee does not include support services for projects, subscriptions software (for example: O365 line of business applications) hardware, adds, moves, changes or low voltage cabling. Pricing will be locked in for the term of the agreement. 80 workstations x \$60 = \$4,800.00	\$4,800.00 Per Month <i>Includes: regularly scheduled onsite visit by Technical Account Manager (TAM)</i>
ON-BOARDING	
Description	Charge
On-boarding fee One-Time Fee as outlined on page 16	\$3,000.00
OPTIONAL Services – Scheduled Onsite Hours	
Description	Charge
<i>PRESCHEDULED ONSITE per Week</i> 4 Hours per Week 16 Hours per Month <i>This is NOT mandatory. Some clients prefer to have scheduled hours per week built into the agreement. Declining this option will NOT impact the level of service or response you will receive A technician will still come onsite if an issue cannot be resolved remotely.</i>	\$2400.00 per month
PROJECT WORK	
Description	Charge
Services outside the scope of the OceanWATCH MSP Agreement Statement of work to be provided and approved prior to start of services Hourly Charge	\$150.00 per hour

**CITY OF BRIGANTINE
RFP DOCUMENT SUBMISSION CHECKLIST**

Required
With
Response

Read, Signed
and Submitted
(Respondent's initials)

A. FAILURE TO SUBMIT ANY OF THESE ITEMS IS MANDATORY CAUSE FOR REJECTION OF RFP

- ☒ Stocker Disclosure Certification
- ☒ Affidavit of Non-Collusion, properly notarized
- ☒ Required Evidence EEO/Affirmative Action Regulations Questionnaire
Submit Copy of State Certificate of Employee Information Report
- ☒ Proposal Cost Form / Signature Page
- ☒ Acknowledgement of Receipt of Addenda (To be completed if Addenda is issued)
- ☒ Disclosure of Investment Activities in Iran – Submit with bid response
- ☐ Other:

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B. MANDATORY ITEMS, REQUIRED NO LATER THAN TIME PERIOD INDICATED

- ☒ Business Registration Certificate – Bidder – Prefer with Bid Response
Required by Law Prior to Award of Contract
- ☒ License(s) or Certificates Required by the Specifications – RFP Response
- ☒ Certificates of the Required Insurance Naming Brigantine Additionally Insured
Required Prior to Award of Contract
- ☒ Evidence of Medical Malpractice or Professional Liability Insurance:
Supply Certificate Prior to Award of Contract

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C. FAILURE TO SUBMIT ANY OF THESE ITEMS AT TIME OF RFP MAY BE CAUSE FOR REJECTION

- ☒ Qualification Statement
- ☒ Key Personnel Information
- ☒ Three (3) references for similar projects
- ☒ CD or USB Flash Drive with PDF of RFP along w/printed Copies
CD or USB Flash Drive must be labeled with respondent's name

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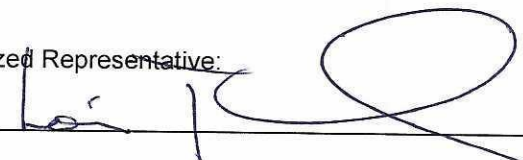
D. READ ONLY

Americans with Disability Act of 1990 Language

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This checklist is provided for bidder's use in assuring compliance with required documentation; however, it does not include all specifications requirements and does not relieve the respondent bidder of the need to read and comply with the specifications.

Name of Respondent: Ocean Computer Group, Inc. Date: 09/13/23

By Authorized Representative:
Signature: 

Print Name & Title: Louis Tsotakos, President Phone: 732-493-1900

**CITY OF BRIGANTINE
PROPOSAL COST FORM / SIGNATURE PAGE**

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services per the attached schedule of fees for the following:

PROFESSIONAL AND LEGAL SERVICES

(Corporate)
The undersigned is a (Partnership) under the laws of the State of New Jersey having
(Individual)

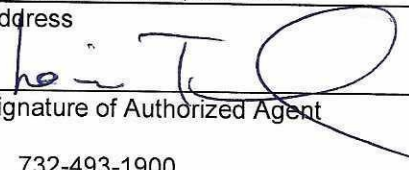
Its principal office at 90 Matawan Rd., Ste 105, Matawan, NJ 07747

Ocean Computer Group, Inc.
Company

22-25-95-133
Federal I.D. # or Social Security #

90 Matawan Rd., Ste 105
Address

Matawan, NJ 07747


Signature of Authorized Agent

Louis Tsotakos
Type or Print Name

732-493-1900
Telephone Number

09/13/23
Date

732-918-2613
Fax Number

ltsotakos@oceancomuter.com
Email Address

**CITY OF BRIGANTINE
OWNERSHIP DISCLOSURE FORM**

LEGAL NAME OF BIDDER: Ocean Computer Group, Inc.

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 | ☐ Other, Please List _____ | |

The list below contains the names and addresses of all stockholders who own ten (10%) percent or more of the above company's stock, and if there are **NO STOCKHOLDERS OF 10% OR MORE**, simply check the **second box below**. If one or more such stockholders or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, must also be listed.

The disclosure shall be continued until names and addresses of every person who is a non-corporate stockholder, or individual partner, exceeding the 10% ownership criteria established in this act, has been listed, in full compliance with Chapter 33 of the New Jersey Public Laws of 1977.

BIDDERS/RESPONDENTS MUST CHECK THE APPROPRIATE BOX:

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

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



Publicly Traded - For publicly traded entities to comply with N.J.S.A. 52:25-24.2 they may submit the name and address of each publicly traded entity, and the name and address of each person holding 10% or more beneficial interest in the publicly traded entity as of the last annual filing with the Security Exchange Commission (SEC), or foreign equivalent

Submit here the Website (URL) providing the last annual Security Exchange Commission (SEC) filing, or foreign equivalent:

Stockholder Name Louis Tsotakos

Address 3416 Waterview Way, Wall, NJ 07719

Percentage of Ownership 100 %

Stockholder Name _____

Address _____

Percentage of Ownership _____ %

Stockholder Name _____

Address _____

Percentage of Ownership _____ %

Louis Tsotakos
(Respondent/Respondent Authorized Signature)

(Note: Attach additional pages if necessary)

09/13/23
(Date)

Louis Tsotakos
(Print name of authorized signatory)

President
(Title)

**CITY OF BRIGANTINE
NON-COLLUSION AFFIDAVIT
(N.J.S.A. 52:34-15)**

State of New Jersey

County of Monmouth

ss:

I, Louis Tsotakos residing in
Wall

(Name of Affiant)

(Name of Municipality)

in the County of Monmouth and State of New Jersey of full
age,

being duly sworn according to law on my oath depose and say that:

I am President of the firm of
Ocean Computer Group, Inc.
(Title or Position)

(Name of Firm/Company)

the Bidder/Respondent making this Proposal for the Bid/RFP entitled
RFP Information Technology Consulting Management Services

(Title of Proposal)

and that I executed the said Proposal with full authority to do so; that said Bidder/Respondent 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 City 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. 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

Ocean Computer Group, Inc.

(Name of Firm/Company)

(Signature of Affiant)

Louis Tsotakos

(Type or Print Name of Affiant)

Subscribed and sworn before me this 13th day of
September, 2023

My Commission expires:

LAURA MARIE GALELLA
NOTARY PUBLIC OF NEW JERSEY
Commission # 2411952
My Commission Expires 09/01/2026

(Witnessed or attested by)

(Seal)

CITY OF BRIGANTINE
EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the City and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the city files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the City, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the City and the Division. This approval letter is valid for one year from the date of issuance.

Do you have a federally approved or sanctioned EEO/AA program?
If yes, please submit a photocopy of such approval.

Yes ☐ No ☒

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the City as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval?
If yes, please submit a photo copy of such approval.

Yes ☒ No ☐

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the City. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

Company: Ocean Computer Group, Inc. Title: President

Print Name: Louis Tostakos Signature: 

Date: 09/13/23

**CITY OF BRIGANTINE
EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-36 et seq. (P.L. 1975, C. 127) and N.J.A.C. 17:27 et seq.
Goods, Professional Service and General Service Contracts**

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

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to meet targeted city employment goals established in accordance with 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, 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.

**CITY OF BRIGANTINE
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
(CONTINUED)**

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;

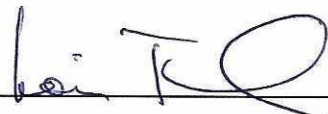
Certificate of Employee Information Report; and

Employee Information Report Form AA302

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 Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Submitted by: Ocean Computer Group, Inc.
(Name of the Firm)

Name: Louis Tsotakos
(Please print or Type)

Signature:  _____

Title: President

Dated: 09/13/23

**CITY OF BRIGANTINE
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Bidder: Ocean Computer Group, Inc.

PART 1: CERTIFICATION

BIDDERS ARE TO COMPLETE PART 1 BY CHECKING EITHER BOX BELOW

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid 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 nonresponsive. If the Director finds a person or entity to be in violation of law, that they 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.

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 New Jersey 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 nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

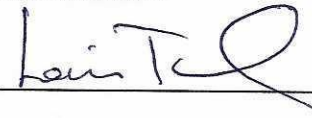
PART 2 – ADDITIONAL INFORMATION

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 on additional sheets provided by you.

PART 3: CERTIFICATION

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

Full Name (Print): Louis Tsotakos

Signature: 

Title: President

Date: 09/13/23

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
CITY OF BRIGANTINE

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the *Ocean Computer Group, Inc.* has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding *October 4, 2023* to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the *City of Brigantine* as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Part II – Ownership Disclosure Certification

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

Check the box that represents the type of business entity:

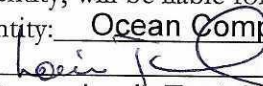
- ☐ Partnership ☐ Corporation ☐ Sole Proprietorship ☒ Subchapter S Corporation
☐ Limited Partnership ☐ Limited Liability Corporation ☐ Limited Liability Partnership

Name of Stock or Shareholder		Home Address
Louis Tsotakos	100%	3416 Waterview Way, Wall, NJ 07719

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

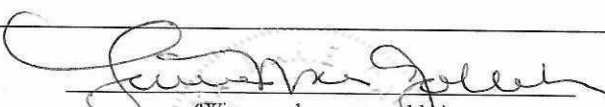
Name of Business Entity: Ocean Computer Group, Inc.

Signature of Affiant:  Title: President

Printed Name of Affiant: Louis Tsotakos Date: 09/13/23

Subscribed and sworn before me this 13th day of September, 2023

My Commission expires:


(Witnessed or attested by)

(Seal)

LAURA MARIE GALELLA
NOTARY PUBLIC OF NEW JERSEY
Commission # 2411952
My Commission Expires 09/01/2026



OCEACOM-01

DEMPSEYH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/19/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Office of America 1451 Route 34, Suite 101 Farmingdale, NJ 07727		CONTACT NAME: PHONE (A/C, No, Ext): (732) 751-2900 FAX (A/C, No): (732) 751-2929 E-MAIL ADDRESS:		
INSURED Ocean Computer Group Inc 90 Matawan Rd., Ste. 105 Matawan, NJ 07747-2624		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Harleysville Insurance Company		23582
		INSURER B : Harleysville Insurance Company of New Jersey		42900
		INSURER C : Continental Casualty Company		20443
		INSURER D :		
		INSURER E :		
INSURER F :				

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY			SPP00000029940S	1/1/2023	1/1/2024	EACH OCCURRENCE	\$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence)				\$ 300,000	
	☒ CG7254/CG7263/SP7103		MED EXP (Any one person)				\$ 15,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:		PERSONAL & ADV INJURY				\$ 1,000,000	
	☐ POLICY ☒ PROJECT ☒ LOC						GENERAL AGGREGATE	\$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$ 2,000,000
B	AUTOMOBILE LIABILITY			BA00000080104A	1/1/2023	1/1/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	☐ ANY AUTO OWNED AUTOS ONLY	☐ SCHEDULED AUTOS	BODILY INJURY (Per person)				\$	
	☒ HIRED AUTOS ONLY	☒ NON-OWNED AUTOS ONLY	BODILY INJURY (Per accident)				\$	
			PROPERTY DAMAGE (Per accident)				\$	
						Hired Phy Dam	\$ 50,000	
A	☒ UMBRELLA LIAB	☒ OCCUR		CMB00000012023S	1/1/2023	1/1/2024	EACH OCCURRENCE	\$ 5,000,000
	☐ EXCESS LIAB	☐ CLAIMS-MADE	AGGREGATE				\$ 5,000,000	
	☐ DED ☒ RETENTION \$	0					\$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC00000079967A - NJ COV	1/1/2023	1/1/2024	☒ PER STATUTE ☐ OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y ☒ N	E.L. EACH ACCIDENT				\$ 1,000,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	E.L. DISEASE - EA EMPLOYEE				\$ 1,000,000	
			E.L. DISEASE - POLICY LIMIT				\$ 1,000,000	
A	Workers Compensation			WC00000038253H NY&TN COV	1/1/2023	1/1/2024	TN & NY Coverage	1,000,000
C	Errors & Omissions			6025194561	4/24/2023	4/24/2024	Aggregate	5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Errors & Omissions Policy #6025194651 Includes Network Security and Privacy Injury liability sublimit of \$1,000,000 with a \$25,000 deductible per form
CNA75021XX 1/22

CERTIFICATE HOLDER

CANCELLATION

The City of Brigantine
1417 West Brigantine Avenue
Brigantine, New Jersey 08203

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:

OCEAN COMPUTER GROUP, INC.

ADDRESS:

90 MATAWAN RD STE 105
MATAWAN NJ 07747

EFFECTIVE DATE:

01/25/85

TRADE NAME:

SEQUENCE NUMBER:

0072885

ISSUANCE DATE:

12/07/07

James J. Pusano

Acting Director
New Jersey Division of Revenue

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Certification 16368

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-APR-2022 to 15-APR-2029

OCEAN COMPUTER GROUP, INC.
90 MATAWAN ROAD, SUITE 105
MATAWAN NJ 07747



A handwritten signature in black ink, appearing to read "Elizabeth Maher Muoio".

ELIZABETH MAHER MUOIO
State Treasurer