



State of New Jersey
William Paterson University
OPEN PUBLIC RECORDS ACT REQUEST FORM
300 Pompton Road, Wayne, NJ 07470
Phone: 973-720-2865 – Fax: 973-720-2059
blountfenneya@wpunj.edu



Important Notice

The second page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name _____ MI _____ Last Name _____
E-mail Address _____
Mailing Address _____
City _____ State NJ Zip _____
Telephone _____ FAX _____
Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____ Fax _____ E-mail ☒
If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
Signature _____ Date 12/4/2017

Payment Information

Maximum Authorization Cost \$ TBD
Select Payment Method
Cash _____ Check _____ Money Order _____
Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) – actual cost of material
Delivery: Delivery / postage fees additional depending upon delivery type.
Extras: Special service charge dependent upon request

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

With regard to the procurement titled: Collection Services / B9339313 that was due on 5/31/2017, I am requesting the following:

1. A copy of the awarded vendors proposals, excluding confidential information.
2. A copy of the signed contract(s)
3. A copy of any documents showing vendors scores or ranks during evaluations, including the pricing(percentage rate) submitted by all vendors
4. A list of companies that requested the RFP and that submitted a proposal.
5. Any reports over any time period related to contract performance. The most recent month, quarter, or year would be preferred.

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____

Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			
Custodian Signature		Date	

Blount-Fenney, Alice

From: Blount-Fenney, Alice
Sent: Friday, December 1, 2017 9:45 AM
To: [REDACTED]
Subject: RE: [REDACTED] Request for Public Records - William Paterson University of New Jersey OPRA 2017-20
Attachments: [REDACTED] OPRA 17-20 [REDACTED]

Good morning [REDACTED]

I have attached responses and supporting documentation for your November 30, 2017 OPRA request.

Best regards,
Alice Blount-Fenney
Custodian of Record

From: [REDACTED]
Sent: Thursday, November 30, 2017 10:32 AM
To: Blount-Fenney, Alice <blountfenneya@wpunj.edu>
Cc: [REDACTED]
Subject: [REDACTED] Request for Public Records - William Paterson University of New Jersey

Good morning:

Pursuant to the state open records law N.J. Stat. Ann. Secs. 47:1-1 to 47:1A-13, I am writing on behalf of [REDACTED] to request copies of William Paterson University of New Jersey's fiscal records concerning unclaimed, undeliverable, overdue and/or outstanding funds, obligations, payments or checks/warrants owed by William Paterson University of New Jersey (including, without limitation, its campuses, colleges, schools, research facilities, medical centers, etc.) to its non-individuals, including, without limitation, its vendors. I am specifically interested in fiscal records that meet the criteria listed below:

1. The outstanding obligation is for an amount greater than \$999.99;
2. The obligation has been outstanding for a period of six months or longer;
3. The payee retains the right to claim the funds (i.e. William Paterson University of New Jersey's obligation to the payee remains);
4. The funds have not been turned over to the State's Unclaimed Property Office; and
5. To the best of your knowledge, the funds are not in the process of being reissued.

Specifically, I am seeking the amount of the outstanding payment, the check or warrant number, the date of issue, the payee's name, and the payee's address. Please provide this information to me in an electronic format, preferably in Excel, CSV, or PDF format in that order, via email at [REDACTED]

[REDACTED] only interested in receiving records pertaining to non-natural persons (businesses). [REDACTED] not seeking any records which could invoke a personal privacy exemption. Please note, none of the information requested by [REDACTED] will be used to solicit owners or third parties.

If you do not maintain these public records, please forward this request to the appropriate custodian(s) and/or provide me with his/her name(s) and email address(es).

Please notify me if there are any fees associated with fulfilling this request.

If you choose to deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Additionally, please provide all segregable portions of otherwise exempt material.

If you have any questions regarding this request, please contact [REDACTED] or by phone [REDACTED]. Thank you for your time and assistance.

Kind regards,

[REDACTED]
Office: [REDACTED]
[REDACTED]
[REDACTED]
Email: [REDACTED]
[REDACTED]

The content of this email is limited to the matters specifically addressed herein and is not intended to address other potential tax consequences or the potential application of tax penalties to this or any other matter.

The information transmitted, including any attachments, is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited, and all liability arising therefrom is disclaimed. If you received this in error, please contact the sender and delete the material from any computer. [REDACTED] or one of its subsidiaries.



State of New Jersey
William Paterson University
OPEN PUBLIC RECORDS ACT REQUEST FORM
300 Pompton Road, Wayne, NJ 07470
Phone: 973-720-2865 – Fax: 973-720-2059
blountfenneya@wpunj.edu



Important Notice

The second page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name _____ Last Name _____
E-mail Address _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone _____ FAX _____
Preferred Delivery: ☐ Pick Up ☐ US Mail ☐ On-Site ☐ Inspect ☐ Fax ☒ E-mail
If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / ~~HAVE NOT~~ been convicted of any indictable offense under the laws of New Jersey, any other state or the United States.
Signature _____ Date 11/9/17

Payment Information

Maximum Authorization Cost \$ 10.00
Select Payment Method
☒ Cash ☐ Check ☐ Money Order
Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) – actual cost of material
Delivery: Delivery / postage fees additional depending upon delivery type.
Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Please provide a listing of all directors + assistant directors in the Administration + Finance division. Please provide the following: Title, Department, current salary and years of service in that position. The listing should be inclusive of the person's title whether it is a Human Resource title or a functional title. If functional title please note as such.

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			

Custodian Signature _____

Date _____

Blount-Fenney, Alice

From: Chabayta, Ramzi
Sent: Wednesday, November 1, 2017 3:20 PM
To: Blount-Fenney, Alice
Subject: FW: OPRA REQUEST

From: [REDACTED]
Sent: Wednesday, November 01, 2017 3:19 PM
To: Chabayta, Ramzi <ChabaytaR@wpunj.edu>
Cc: [REDACTED]
Subject: OPRA REQUEST

To: William Paterson University
Attn: Custodian of Records

Please consider this email an Open Public Records Act (OPRA) Request pursuant to *NJSA* 47:1A-5g for the documents and records listed below:

1. Complete copy of any and all contracts William Paterson University entered into with RFS Commercial, Inc. between January 1, 2016 - present.
2. Complete copy of all documents submitted to the University by RFS Commercial, Inc. between January 1, 2016 – present, related to any and all contracts executed over the period January 1, 2016 – present, including, but not limited to bids, purchase orders, or attestation, certification or representation of prevailing wage.

Please do not delay the production of any portion of the requested documents. We request production via email. We will also accept your production on a rolling basis.

Please advise whether any service charge or costs for production apply to this request.

If there is any reason to deny the request for any of the above documents, kindly list any and all reasons for your denial in your reply to this email OPRA request.

Thank you for your attention and efforts.

Very truly yours,

CONFIDENTIALITY NOTE

Blount-Fenney, Alice

From: [REDACTED]
Sent: Tuesday, October 31, 2017 2:04 PM
To: Blount-Fenney, Alice
Subject: Public Records Request
Attachments: WM.pdf

Hello,

I am writing to you to make a FOIA request. If possible, I am requesting the Names, email addresses, year in school, and major of every student that attends William Paterson University this current Fall 2017 semester, including freshmen.

I am attaching the required form below.

Best,

Ola Jankowska



The second page of this form contains important information related to your rights concerning government records. Please read it carefully.

Maximum Authorization Cost \$		
Select Payment Method		
Cash	Check	Money Order
Fees:	Letter size pages - \$0.05 per page Legal size pages - \$0.07 per page Other materials (CD, DVD, etc) - actual cost of material	
Delivery:	Delivery / postage fees additional depending upon delivery type.	
Extras:	Special service charge dependent upon request.	

Date _____



State of New Jersey
William Paterson University
OPEN PUBLIC RECORDS ACT REQUEST FORM
300 Pompton Road, Wayne, NJ 07470
Phone: 973-720-2865 – Fax: 973-720-2059
blountfennaya@wpunj.edu



Important Notice

The second page of this form contains important information related to your rights concerning government records. Please read it **carefully**.

Requestor Information – Please Print

First Name _____ Mi _____ Last Name _____
E-mail Address _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone _____ FAX _____
Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____ Fax _____ E-mail ☒
If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
Signature _____ Date 10/12/2017

Payment Information

Maximum Authorization Cost \$ 150
Select Payment Method
Cash ☐ ☒ Money Order
Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) – actual cost of material
Delivery: Delivery / postage fees additional depending upon delivery type.
Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Public spending information, including both capital and operating expenditures, for payments made by or on behalf of William Paterson University during fiscal year 2017. Specifically, for any payee other than an employee or student paid a cumulative total amount of more than \$5,000, we see the payee name, address and the cumulative total dollar amount paid to the subject payee over the relevant time period. The \$5,000 threshold was established to minimize reporting for respondents. If a data sort of that type is not available, please supply the requested information for all non-employee payees.

****See attached letter for further details.**

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____

Records Provided

Custodian Signature

Date



October 12, 2017

Ms. Alic Blount-Fenney
Director of Internal Audit
William Paterson University
300 Pompton Road
Wayne, NJ 07470
Sent Via Email: blountfenneva@wpunj.edu

RE: Open Public Records Act Request

Dear Ms. Blount-Fenney:

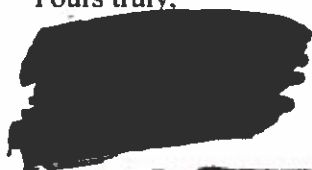
Under the New Jersey Open Public Records Act, we formally request that your office provide us with public spending information, including both capital and operating expenditures, for payments made by or on behalf of William Paterson University during fiscal year 2017. Specifically, for any payee *other than an employee or student* paid a cumulative total amount of more than \$5,000, we seek the payee name, address and the cumulative total dollar amount paid to the subject payee over the relevant time period. The \$5,000 threshold was established to minimize reporting for respondents. If a data sort of that type is not available, please supply the requested information for all non-employee payees.

The information is to be used for research aimed at identifying patterns of spending by public entities. No part of the data will be used as a mailing list and your supplying the information cannot be construed as an endorsement of either your payees or our work.

We are willing to reimburse your office for any reasonable expense incurred in providing the requested information *if an estimate of costs is provided for our approval before the work is performed*. We would prefer to receive the data in CSV, text, PDF document, Excel spreadsheet attached to an email, or via File Transfer Protocol to our secure server.

Should you have questions or need to advise us to redirect this request, we can be reached at  or via e-mail at . Kindly confirm receipt of this letter and contact our office to let us know your time frame for a response. Thank you for your assistance!

Yours truly,



Enclosure William Paterson University Open Public Records Act Request Form

