

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Granicus, LLC	
2 Business name/disregarded entity name, if different from above Granicus	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► P Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) See instructions. 408 Saint Peter Street, Suite 600	Requester's name and address (optional) Remit Payment to Address: Dept CH - Box 19634 Palatine, IL 60055-9634
6 City, state, and ZIP code Saint Paul, MN 55102	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ► **2/27/2020**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Franklin Township

Somerset County
MUNICIPAL CLERK



Municipal Building

475 DeMott Lane
Somerset, NJ 08873-6704
Phone: 732-873-2500
Fax: 732-873-1059

February 26, 2021

Granicus LLC
408 St. Peter Street, Suite 600
St. Paul, MN 55102

Re: Franklin Township Website
Contract# MC-COM-0013-20

Enclosed please find three (3) copies of a Contract between Granicus LLC and the Township of Franklin for Franklin Township Website Services.

Please sign contracts and return two (2) executed copies to our office and retain one (1) for your files.

Sincerely,

A handwritten signature in cursive script, appearing to read "Msiba Holliman".

Msiba Holliman
Deputy Municipal Clerk

Enc.

cc: Kathleen Moody, Chief Finance Officer
Cindy Belanger, Purchasing Agent
Bob McQueen, Director of IT

TOWNSHIP OF FRANKLIN, SOMERSET COUNTY, NEW JERSEY
CONTRACT # MC-COM-0013-20

**Design Hosting, Agenda Software, Board & Commission Software, Encoder Data Migration for the
Franklin Township Website**

THIS AGREEMENT made this 16th day of February, 2021, by and between the TOWNSHIP OF FRANKLIN, SOMERSET COUNTY a public body politic of the State of New Jersey, 475 DeMott Lane Somerset, New Jersey 08873 (hereinafter referred to as "Township") and Granicus LLC, 408 St. Peter Street, Suite 600, St. Paul MN 55102(hereinafter referred to as "Contractor");

WHEREAS, the Chief Financial Officer of Franklin Township has certified in writing the availability of funds for the purposes set forth in this Agreement, such certification on file in the Office of the Clerk of the Township; and

WHEREAS, the Township of Franklin Purchasing Department did advertise for said services on the Township Website and in the newspaper; and

WHEREAS, sealed proposals were received and read for furnishing and delivering Services as Design Hosting, Agenda Software, Board & Commission Software, Encoder Data Migration for the Franklin Township Website in accordance with a Request for Proposal pursuant to N.J.S.A. 40A:11 4.4, et seq.; and

WHEREAS, the Contractor has submitted a proposal to perform the aforesaid services; and

WHEREAS, the governing body, by Resolution # -2021, a copy of which is attached hereto and made a part hereof, has accepted the Contractor's proposal and has agreed to enter into an Agreement with the Contractor to perform all necessary services set forth in the Contractor's proposal;

WITNESSETH, for and in consideration of an amount in accordance with the Fee Schedule on file with the Chief Financial Officer, which amount is in accordance with the Fee Schedule made a part of the proposal submitted by Granicus LLC dated December 1, 2020, a copy of which is attached hereto as Exhibit "A", the Township and the Contractor do hereby agree as follows:

1. The Contractor hereby covenants and agrees to furnish all services and materials, perform all the work and prepare all necessary plans and reports in accordance with its original proposal, specifications, supplementary specifications, plans, as well as the proposal submitted by Granicus LLC dated December 1, 2020, and whatever other instruments are mentioned. All the aforesaid instruments or documents shall be considered a part hereof as if more fully set forth at length herein, and the Consultant agrees to furnish all the services, perform all the work, and to provide all the materials, plans and reports in accordance therewith.

2. The Contractor shall perform said services and work and prepare said plans and/or reports in a Quality manner which will conform to all applicable professional standards and requirements in all phases of service, work presentations, and preparation and submission of reports, plans and/or records. The Contractor shall assume all the duties and responsibilities and pay all the necessary costs and expenses required to provide and furnish the Township with all services, work, material, plans and reports in accordance with the requirements set forth in its proposal.

3. The Contractor shall assign staff as necessary to complete the services in a timely and Professional manner.

4. The contractor agrees to maintain project files under the terms of this Agreement and to allow the Township reasonable access to such files during the term of this Agreement and for five (5) years following the termination of this Agreement.

5. During the performance of this contract, the Contractor agrees as follows:

a. 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 provision of this nondiscrimination clause.

b. 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.

c. 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 office, 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.

d. 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.

e. The Contractor or subcontractor agrees to make good faith efforts to meet targeted Township Employment goals established in accordance with N.J.A.C 17:27-5.2.

f. The Contractor or subcontractor agrees to inform in writing its appropriate recruitment Agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor union, 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.

- g. The Contractor or subcontractor agrees to revise any of its testing procedures, if necessary,

to assure that all personnel testing conforms with the principals 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.

- h. 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, 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.

- i. The Contractor shall submit to the Township, 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
Employee Information Report Form AA302 (electronically provided by Division
And distributed to the public agency through the Division's website at
www.state.nj.us/treasury/contract/compliance)

- j. The Contractor and its subcontractors if applicable, 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.**

6. The Contractor and the Township do hereby agree that the provisions of Title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. §12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided

are made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit or service on behalf of the Township pursuant to

this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees or subcontractors violate or are alleged to have violated the Act during the performance of this Contract, the Contractor shall defend the Township in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect and save harmless the Township, its agents, servants and employees, from and against any and all suits, claims, losses, demands or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative

proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Township's grievance procedure, the Contractor agrees to abide by any decision of the Township which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Township or if the Township incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge

the same at its own expense. The Township shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor, along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Township or any of its agents, servants and employees, the Township shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading or other process received by the Township or its representatives. It is expressly agreed and understood that any approval by the Township of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the Township pursuant to this paragraph.

7. Township assumes no obligation to indemnify, defend or save harmless the Contractor, its

agents, servants, employees and subcontractors, for any claim which may arise out of their performance of this Agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Township from taking any other actions available to it under any other provisions of this Agreement or otherwise at law. Notwithstanding anything to the contrary in this Agreement, the Township agrees that in no event shall Contractor's liability to the Township for direct damages arising under the Agreement (whether in contract, tort, or otherwise) exceed One Million Dollars (US\$1,000,000). Contractor shall not be responsible for any lost profits or other damages, including direct, indirect, incidental, special, consequential or any other damages, however caused.

8. During the performance of this Agreement, the Contractor agrees to carry and keep in force the

Following insurance: worker's compensation insurance, including employer's liability insurance for its employees, at the statutory amount; automobile liability insurance; comprehensive general liability insurance, including coverage for bodily injury, and property damage insurance for a combined single limit

of ONE MILLION (1,000,000.00) DOLLARS.

The required insurance policies shall name the Township of Franklin, its officers, employees and agents, as additional insureds.

The Contractor agrees to provide the Township with certificates of insurance, evidencing the existence of such insurance prior to the commission of work herein mentioned.

9. For the outlined services set forth in this Agreement as well as the proposal submitted by Granicus LLC dated December 1, 2020, and for such additional services as are authorized by the Township.

The Contractor shall not perform any services in excess of those set forth on the Fee Schedule without prior

written authorization by Resolution of the Township.

10. The Township agrees to pay the Contractor within the time states for the actual authorized

services performed, or plans or reports prepared, furnished or delivered to the Township upon the Contractor executing a proper Township Voucher, and, if applicable, stating that all subcontractors and materials shall be paid out of the proceeds received from the Township. The Contractor shall submit invoices or monthly progress reports at the beginning of each calendar month, and payment shall be made by the Township within forty-five (45) days of receipt of the invoice upon proper execution of a Township

Voucher.

11. Neither party shall be responsible for any resulting loss or obligation to fulfill duties as specified in any of the terms or provisions of this Agreement if the fulfillment of any term or provision of this Agreement is delayed or prevented by any revolutions, insurrections, riots, wars, acts of enemies, national emergencies, strikes, floods, fires, acts of God, or by any cause not within the control of the party whose performance is interfered with which by the exercise of reasonable diligence such party is unable to

prevent or in the event the Township of Franklin is unable to obtain funding for the project for which this contract pertains or in the event the source of funding is curtailed by any act of the governmental body.

Additionally, if the fulfillment of any of the terms and provisions of this Agreement is delayed or prevented

by any court order, or action or injunction or other such agreement, this Agreement shall become voidable by either Party by notice to the other party.

12. Term. The term of this contract is for one year with an option to extend for four (4) one-year extensions (Options to extend may be exercised by mutual agreement in accordance with terms of N.J.S.A.

40A:11-4.4 et seq.)

13. Neither the Township nor the Contractor shall assign, sublet, or transfer any rights or interest in this Agreement without the prior written consent of the other party. Unless specifically stated to

the contrary, in writing, prior to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing herein shall be construed to give any rights or benefits to anyone other than the Township and the Contractor.

14. The Township and the Contractor each bind themselves and their successors, executors, administrators, heirs and assigns and legal representatives of the other party respecting all covenants and agreements and obligations of this Agreement.

15. Choice of Law. The terms of this Agreement shall be construed and interpreted, and all respective rights and duties of the parties shall be governed by the laws of the State of New Jersey without

regard to the conflicts of laws or choice of law provisions thereof.

16. The Township has awarded this Contract to Contractor due to the expertise of Contractor in its field. Accordingly, this Contract may not be assigned by Contractor without the Township's prior written consent which shall not be unreasonably withheld.

17. Default/Termination. Notwithstanding anything contained herein or in any general conditions, in the event of the default of the Contractor to provide the Services, the Township may terminate the Contract without penalty on thirty (30) days written notice to Contractor if the Contractor is unable to cure the breach or event of default within the thirty (30) days of receiving written notice of the Township's intent to terminate.

18. Termination. It is understood and agreed to by the Contractor that the Township may cancel this contract at any time by giving prior written notice of said cancellation to the Contractor within sixty (60) days prior to the effective cancellation date.

19. Notices. All notices required or permitted to be given under this Contract shall be in writing and sent by email, certified mail, return receipt requested, or by recognized overnight delivery service, to the parties at the addresses listed below:

CONTRACTOR:

Granicus, LLC
408 St. Peter Street Suite 600
Saint Paul, MN 55102
Attention: Contracts, contracts@granicus.com

TOWNSHIP: Township of Franklin

475 DeMott Lane
Somerset, New Jersey 08873
Attention: Business Administrator

Rainone Coughlin Minchello, LLC
555 U.S. Highway One South
Suite 440
Iselin, New Jersey 08830
Attention: Louis N. Rainone, Esq

20. Severability. If any provisions of this Contract shall be held invalid, its invalidity shall not Affect any other provisions of this Contract that can be given effect without the invalid provisions, and for this purpose the provisions of this Contract are deemed to be severable.

21. No Waiver. No delay or failure by either Party to this Contract to exercise any right under this Contract, and no partial or single exercise of that right, shall constitute a waiver of that or any other right, unless otherwise expressly provided herein.

22. Entire Agreement. This Contract constitutes the entire agreement between the parties hereto. This Contract shall not be altered, amended, supplemented or terminated except by an agreement in writing, signed by both parties hereto.

23. Records Retention. Contractor shall maintain all documentation related to the Services under this contract for a period of five (5) years from the date of final payment. Such records shall be available to the New Jersey Office of the State Comptroller upon request.

IN WITNESS WHEREOF, the Township of Franklin has caused this instrument to be executed by the Mayor pursuant to the Resolution that said Township passed for said purpose, and the Contractor has caused this Agreement to be signed by its proper corporate officers as of the day and year first written above.

Attest:

TOWNSHIP OF FRANKLIN


Township Clerk

By: 

Signed, Sealed & Delivered
in the Presence of

GRANICUS, LLC

By: _____

Insert Response and Resolution



GRANICUS

Granicus Proposal for Franklin (Township, Somerset County), NJ

Granicus Contact

Name: Caroline Dittrich

Phone: (202) 897-4028

Email: caroline.dittrich@granicus.com

Proposal Details

Quote Number: Q-123460

Prepared On: 2/10/2021

Valid Through: 2/28/2021

Pricing

Payment Terms: Net 45 (Payments for subscriptions are due at the beginning of the period of performance.)

Currency: USD

Current Billing Term End Date: 1/14/2021

Period of Performance: The Agreement will begin on date of signature and will continue through the end of the then current billing term, and will continue for an additional 48 months thereafter.

Terminating Subscription(s)

Solution	Billing Frequency	Quantity/Unit	Prior Annual Fee
govAccess for Traditional visionLive	Annual	0 Each	\$7,638.55
govAccess - Maintenance, Hosting, & Licensing Fee - Pulse	Annual	0 Each	\$2,755.15

Upon the signing of this Agreement, annual fees for the terminating subscription(s) shall cease. Any pre-paid fees for the terminating subscription(s) after the signing of this Agreement will be prorated from the signing of this Agreement to the end of the Client's then-current billing term, credited, and such credit applied to the annual fees for new subscriptions.

Client will continue to have access to and use the terminating solution until the new subscription(s) is/are deployed.

TOWNSHIP OF FRANKLIN, COUNTY OF SOMERSET

475 DeMott Lane, Somerset, NJ 08873-6704

MUNICIPAL BUILDING

Somerset, NJ 08873-6704

PURCHASING DEPARTMENT

Cindy Belanger

Purchasing Agent, QPA, RPPO



PHONE: (732) 873-2500 ext. 6239
Email: Cindy.Belanger@franklinnj.gov

NOTICE OF RFP

The Township of Franklin, County of Somerset is soliciting proposals through the competitive contracting process in accordance with N.J.S.A. 40A:11-4.1, et seq.

Design, Hosting, Agenda Software, Board & Commission Software, Encoder, Data Migration for the Franklin Township Website Contract #: MC-COM-0013-20

RFPs shall be delivered in sealed envelopes and addressed to Cindy Belanger, Purchasing Agent, Purchasing Office at the Municipal Building, 475 DeMott Lane, Somerset, NJ 08873, **clearly marked on the outside with the contract name and number, bearing the name and address of the bidder on the outside.** Responses may be submitted by certified mail or overnight delivery addressed to:

Purchasing Agent
Municipal Building
475 DeMott Lane,
Somerset, New Jersey, 08873

Franklin Township has building closures and public access restrictions; therefore, hand delivery of RFP responses will only be permitted on the day of the RFP opening between the hours of 9:00 am and 1 pm. No responses will be accepted after 1:00 p.m. on December 1, 2020.

Specifications and instructions may be downloaded from the website www.franklintwpnj.org.

We are now storing all responses electronically; therefore, submit all pages of the response on a CD or Flash drive in addition to the printed copies.

*All Bid Addenda will be issued on the website at www.franklintwpnj.org. Therefore, all interested respondents should check the website from now through RFP opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

Respondents shall comply with the requirements of P.L. 1975 C127 (N.J.A.C. 17:27et seq.)

Cindy Belanger, QPA, RPPO

Date Posted to Web: November 10, 2020

1. Introduction

This contract is to furnish and deliver Design, Hosting, Agenda Software, Board & Commission Software, Encoder, Data Migration for the Franklin Township Website

2. Administrative Conditions and Requirements

The following items express the conditions and requirements of this RFP. Together with the other RFP sections, they apply to the RFP process, the subsequent contract, and project production. Any proposed change, modification, or exception to these conditions and requirements may be the basis for Franklin Township County of Somerset, hereinafter referred to as owner, to determine the proposal as non-responsive to the RFP and will be a factor in the determination of an award of a contract. The contents of the proposal of the successful respondent, as accepted by the owner, will become part of any contract awarded as a result of this RFP.

2.1 Schedule

The dates established for respondent proposals, proposal review, contractor selection and project initiation are:

Release of RFP	(published in Courier Newspaper and Township website November 10, 2020
Proposal Due Date	December 1, 2020
Evaluation Completed	December 2020
Governing Body Action	December 2020
Contract Execution and Project Initiation	January 2021

2.2 Proposal Submission Information

Submission Date and Time:

DATE, December 1, 2020 at 1:00 PM

One (1) Original five (5) copies and One (1) copy on CD or flash drive

The Township is storing all responses electronically; therefore submit **all pages** of the response on a CD and or flash drive in addition to the printed copies.

Submission Office:

Office of the Purchasing Agent
Municipal Building
475 DeMott Lane
Somerset, N.J. 08873

Clearly mark the submittal package with the title of this solicitation and the name of the responding firm, addressed to the Purchasing Agent. The original proposal shall be marked to distinguish it from the copies.

Only those responses received prior to or on the submission date will be considered. Responses delivered before the submission date and time specified above may be withdrawn upon written application of the respondent who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days.

2.3 Using Department Information

Robert McQueen, Certified Government CIO
Director of Information Technology
475 DeMott Lane
Somerset, NJ 08873

2.4 Township Representative for this Solicitation

Please direct all questions in writing to:

Cindy Belanger, RPPO, QPA
Purchasing Agent
Voice: (732) 873-2500 ext. 6239
Fax: (732) 873-1059
Email: Cindy.Belanger@franklinnj.gov

2.5 Interpretations and Addenda

Respondents are expected to examine the RFP with care and observe all its requirements. All questions about the meaning or intent of this RFP, all interpretations and clarifications considered necessary by the owner's representative in response to such comments and questions will be issued by Addenda posted to website and mailed or delivered to all parties recorded as having received the RFP package. Only comments and questions responded to by formal written Addenda will be binding. Oral interpretations, statements or clarifications are without legal effect.

2.6 Quantities of Estimate

Wherever the estimated quantities of work to be done are shown in any section of this RFP, including the Proposal Cost Form, they are given for use in comparing proposals. The owner especially reserves the right (except as herein otherwise specifically limited) to increase or diminish the quantities as may be deemed reasonably necessary or desirable by the owner to complete the work detailed by the contract. Such increase or diminution shall in no way violate this contract, nor shall any such increase or diminution give cause for claims or liability for damages.

2.7 Cost Liability and Additional Costs

The owner assumes no responsibility and liability for costs incurred by the Respondents prior to the issuance of an agreement. The liability of the owner shall be limited to the terms and conditions of the contract.

Respondents will assume responsibility for all costs not stated in their proposals. All unit rates either stated in the proposal or used as a basis for its pricing are required to be all-inclusive. Additional charges, unless incurred for additional work performed by request of the owner as noted in 2.6, are not to be billed and will not be paid.

2.8 Statutory and Other Requirements

2.8.1 Compliance with Laws

Any contract entered into between the contractor and the owner must be in accordance with and subject to compliance by both parties with the New Jersey Local Public Contracts Law. The contractor must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services there under. The respondent shall sign and acknowledge such forms and certificates as may be required by this section.

2.8.2 Mandatory EEO/Affirmative Action Compliance

No firm shall be issued a contract unless it complies with the EEO/Affirmative Action requirements of P. L. 1975, C. 127 as identified in the documents attached hereto. The form shall be properly executed.

2.8.3 Additional Laws Against Discrimination

Discrimination on the basis of race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, mental or physical disability, or perceived disability in contracting for the delivery of services is prohibited. Respondents are required to read the following laws and agree that the provisions of said laws are made part of, and incorporated into the contract. The contractor is obligated to comply with the laws (and any amendments thereto even if enacted after the date of this contract) and contractor agrees to hold the owner harmless for any claims of discrimination. Such laws include but may not be limited to:

- Americans with Disabilities Act of 1990;
- The Age Discrimination in Employment Act of 1967;
- Title VII of the Civil Rights Act of 1964;
- Genetic Information Nondiscrimination Act;
- New Jersey Equal Pay Act;
- New Jersey Civil Union Act.

2.8.4 Statement of Ownership Disclosure

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods, unless, with receipt of the proposal of said corporation or partnership, there is submitted to the Township a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or greater interest therein. The Respondent shall complete and submit the form of statement that is included in this RFP.

2.8.5 Non-Collusion Affidavit

The Non-Collusion Affidavit, which is part of this RFP, shall be properly executed and submitted with the RFP response.

2.8.6 N.J. BUSINESS REGISTRATION CERTIFICATE P.L. 2009, C.315

Reforms Business Registration Certificate Filing; permits filing prior to award of contracts if not filed with bid. Effective with bids received and contracts awarded after January 18, 2010, this law removes the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-23.2)

that required a bid to be rejected if the respondent failed to include a BRC with their bid, even though it may have been the lowest responsible bid. The law now allows the BRC to be filed any time prior to award of the contract and the bidder had to obtain the BRC prior to receipt of bids. This permits the BRC to be required with a bid, or submitted subsequently. If a BRC is required in a bid, but not submitted with the bid, it would be an immaterial defect; curable by being filed prior to award of the contract. A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609) 292-1730.

**2.8.7 “Pay to Play” – Notice of Disclosure Requirement – P.L. 2005,
Chapter 271, Section 3 Reporting (N.J.S.A. 19:44A – 20.27)**

- (1) Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year is required to file an annual disclosure report with ELEC. The instructions and form are available on the ELEC website.
- (2) Annual Disclosures require submission by March 30th of each year covering contracts and contributions for the prior calendar year.
- (3) At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC's website at www.elec.state.nj.us.
- (4) If you have any questions please contact ELEC at:
1-888-313-ELEC (3532) (toll free in NJ) or 609-292-8700

2.8.8 Assign, Sublet or Transfer Any Rights/Interests

Neither the owner nor the Contractor shall assign, sublet, or transfer any rights or interest in this Agreement without the prior written consent of the other party. Unless specifically stated to the contrary, in writing, prior to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing herein shall be construed to give any rights or benefits to anyone other than the owner and the Contractor.

2.8.9 Insurance and Indemnification

If it becomes necessary for the contractor, either as principal or by agent or employee, to enter upon the premises or property of the owner in order to construct, erect, inspect, make delivery or remove property hereunder, the contractor hereby covenants and agrees to take use, provide and make all proper, necessary and sufficient precautions, safeguards, and protection against the occurrence of happenings of any accident, injuries, damages, or hurt to person or property during the course of the work herein covered and be his/her sole responsibility.

The contractor further covenants and agrees to indemnify and save harmless the owner from the payment of all sums of money or any other consideration(s) by reason of any, or all, such accidents, injuries, damages, or hurt that may happen or occur upon or about such work and all fines, penalties and loss incurred for or by reason of the violation of any owner regulation, ordinance or the laws of the State, or the United States while said work is in progress.

The contractor shall maintain sufficient insurance to protect against all claims under Workers Compensation, General Liability and Automobile and shall be subject to approval for adequacy of protection and certificates of such insurance shall be provided.

A. Insurance Requirements:

Worker's Compensation and Employer's Liability Insurance

This insurance shall be maintained in full force during the life of this contract by the contractor

covering all employees engaged in performance of this contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6. Minimum Employer's Liability \$1,000,000.00.

General Liability Insurance

This insurance shall have limits of not less than \$1,000,000.00 any one person and \$1,000,000.00 any one accident for bodily injury and \$1,000,000.00 aggregate for property damage, and shall be maintained in force during the life of the contract.

Automobile Liability Insurance

This insurance covering contractor for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000.00 any one person and \$1,000,000.00 any one accident for bodily injury and \$1,000,000.00 each accident for property damage, shall be maintained in force during the life of this contract by the contractor.

B. Certificates of the Required Insurance

Certificates shall be submitted along with the contract as evidence covering the above insurances in the amounts set forth above. Such coverage shall be with acceptable insurance companies operating on an admitted basis in the State of New Jersey.

The contractor shall provide the Township with a Certificate of Insurance naming the Township as additional insured, evidencing the existence of required insurance prior to the commission of work. Said insurance must include coverage for complete operations, contractual insurance and independent contractor or subcontractor insurance, where and if applicable.

Self-insured contractors shall submit an affidavit attesting to their self-insured coverage and shall name the owner as an additional insured.

Franklin Township will not accept Mutual Limitation of Liability terms.

C. Indemnification

Successful respondent shall indemnify and hold harmless the owner from all claims, suits or actions and damages or costs of every name and description to which the owner may be subjected or put by reason of injury to the person or property of another, or the property of the owner, resulting from negligent acts or omissions on the part of the respondent, the respondent's agents, servants or subcontractors in the delivery of goods and services, or in the performance of the work under the contract.

Professional Liability, (Errors & Omissions) Insurance Policy

Coverage in the amount of \$1,000,000.00/occurrence, \$1,000,000.00 aggregate and assurance that each such policy for each staff member remains full and in effect while providing services.

2.8.10 HIPAA (If Applicable)

Both parties agree to comply with all requirements of the Federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") as maybe amended from time to time, and the corresponding HIPAA regulations for the confidentiality and security of medical information.

The Contractor shall:

- Not use or disclose protected health information other than as permitted or required by law
- Use appropriate safeguards to protect the confidentiality of the information

- Report any use or disclosure not permitted

The contractor, by execution of the contract, shall thereby indemnify and hold the Township harmless from any and all liabilities, claims, actions, costs and penalties which may be incurred as the result of the failure of the contractor to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) or any other statute or case law protecting the privacy of persons using its services.

2.8.11 Proof of Licensure

Proof of licensure for providing Professional Services in the State of New Jersey, for either the firm or the person responsible for the work, shall be provided as required.

2.8.12 Disclosure of Investment Activities in Iran

P.L. 2012, c.25 prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran.

2.9 Public Emergency

In the event of a Public Emergency declared at the Local, State or Federal Level, if the Township opts to extend terms and conditions of this RFP, the contractor agrees to extend the terms and conditions of this RFP, whether existing, expiring or expired no longer than six months, for goods and/or services for the duration of the emergency. In the event the original contractor cannot meet this requirement, the Township may solicit the goods and/or services from any respondent on this contract.

2.10 Multiple Proposals Not Accepted

More than one proposal from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

2.11 Use of Sub-consultants

Respondent may find it advantageous to include sub-consultants in their proposal. Such an arrangement is acceptable provided that the relationship between firms is clearly defined and the method of maintaining proper project management and oversight is described within the proposal. The use of sub-consultants is left to the discretion of respondent, provided that the criteria of adequate capability in all areas of the scope of work is met. Any sub-consultants must be identified in the same manner as the primary consultant.

2.12 Failure to Enter Contract

Should the respondent, to whom the contract is awarded, fail to enter into a contract within ten (10) days, Sundays and holidays excepted, the owner may then, at its option, accept the proposal of another respondent.

2.13 Commencement of Work

The contractor agrees to commence work after the date of award by the owner and upon notice from the using department.

2.14 Termination of Contract

If, through any cause, the contractor shall fail to fulfill in a timely and proper manner obligations under the Contract or if the contractor violates any requirements of the Contract, the owner shall thereupon have the right to terminate the Contract by giving written notice to the contractor of such termination at least thirty (30) days prior to the proposed effective date of the termination. Such termination shall relieve the owner of any obligation for the balances to the contractor of any sum or sums set forth in the Contract.

The contractor agrees to indemnify and hold the owner harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the Contract by the owner under this provision. In case of default by the contractor, the owner may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.

2.15 Non-Allocation of Funding Termination

Each fiscal year payment obligation of the Owner is conditioned upon the availability of Owner funds appropriated or allocated for the payment of such an obligation. If funds are not allocated and available for the continuance of any services performed by the Contractor hereunder, whether in whole or in part, the Owner at the end of any particular fiscal year may terminate such services. The Owner will notify the Contractor in writing immediately of any services that will be affected by a shortage of appropriated funds. This provision shall not be construed so as to permit the Owner to terminate this Agreement during the term, or any service hereunder, merely in order to acquire identical services from a third party contractor.

2.16 Force Majeure

Neither party shall be responsible for any resulting loss or obligation to fulfill duties as specified in any of the terms or provisions of this Agreement if the fulfillment of any term or provision of this Agreement is delayed or prevented by any revolutions, insurrections, riots, wars, acts of enemies, national emergencies, strikes, floods, fires, acts of God, or by any cause not within the control of the party whose performance is interfered with which by the exercise of reasonable diligence such party is unable to prevent. Additionally, if the fulfillment of any of the terms and provisions of this Agreement is delayed or prevented by any court order, or action or injunction or other such agreement, this Agreement shall become voidable by the owner by notice to each party.

2.16 The owner and the Contractor each bind themselves and their successors, executors, administrators, heirs and assigns and legal representatives of the other party respecting all covenants and agreements and obligations of this contract.

2.17 The terms of this Agreement shall be construed and interpreted, and all respective rights and duties of the parties shall be governed by the laws of the State of New Jersey.

2.18 Challenge of Specifications

Any respondent who wishes to challenge a specification shall file such challenge in writing with the Purchasing Agent no less than three (3) business days prior to the opening of the RFP's. Challenges filed after that time shall be considered void and having no impact on the owner or the award of contract.

2.19 Payment

Invoices shall specify, in detail, the period for which payment is claimed, the services performed during the prescribed period, the amount claimed and correlation between the services claimed and the Proposal Cost Form.

Payment will be made on presentation of owner's voucher duly signed and executed.

The owner may withhold all or partial payments on account of subsequently discovered evidence including but not limited to the following:

- 1 Deliverables not complying with the project specification;
- 2 Claims filed or responsible evidence indicating probability of filing claims;
- 3 A reasonable doubt that the Contract can be completed for the balance then unpaid.

When the above grounds are removed, payment shall be made for amounts withheld because of them.

2.20 Non-payment of Penalties and Interest on Overdue Bills

Public funds may be used to pay only for goods delivered or services rendered. Franklin Township, Somerset County will not pay penalties and/or interest on overdue bills. No employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the Township to pay additional fees.

2.21 Ownership of Material

The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the contractor for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The contractor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the owner. All information supplied to the owner may be required to be supplied on CD-ROM media compatible with the owner's computer operating system, windows based, Microsoft Office Suite 2007 or greater.

2.22 Source of Specifications/RFP Packages

Official Municipal Request for Proposal (RFP) packages for routine goods and services are available from www.franklintwpnj.org at no cost to the prospective respondents. All addenda are posted on this site. Potential respondents are cautioned that they are responding at their own risk if a third party supplied the specifications that may or may not be complete. The owner is not responsible for third party supplied RFP documents.

2.23- 2.24 Future use

2.25 Source of Specifications/RFP Packages

Official Township Request for Proposal (RFP) packages for routine goods and services are available from <http://www.franklintwpnj.org/> at no cost to the prospective respondents. All addenda are posted on this site. Potential respondents are cautioned that they are responding at their own risk if a third party supplied the specifications that may or may not be complete. The Township is not responsible for third party supplied RFP documents.

2.26 Altering Official Document

Respondents shall not write in any margins or alter the official content of Franklin Township RFP document.

2.27 Government entities are not private business/consumer clients; therefore, separate company agreements are not honored. Terms of the specifications/bid package prevail unless otherwise noted by the vendor as exceptions.

2.28 W-9

Successful respondent shall complete W-9 Form and submit to Purchasing prior to contract award. The form is available at the following link: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

2.29 Conflict of Interest

Successful respondents are required to be free of any conflict of interest. As the Township is a public entity, please note that the Township is precluded by the Rules of Professional Conduct from waiving conflicts of interest. See RPC 1.7(a)(2) and RPC 1.7(b)(2). If your firm is awarded a contract, you have an ongoing obligation during the term of your designation to disclose any and all actual or potential conflicts and to not accept matters adverse to the Township.

2.30 No Endorsement

Award of professional services contract does not constitute an endorsement by the Township of Franklin, County of Somerset. A firm awarded a professional services contract shall not promote or advertise its designation without first obtaining the Township's permission.

2.31 future use

2.32 Open Public Records Act

Respondents are hereby advised that their responses may be subject to dissemination under the Open Public Records Act ("OPRA") or the common law right of access.

3. SCOPE OF WORK (SOW)

Intent

The Township of Franklin is soliciting proposals for a vendor to design, host, the Township website in addition to SDI 720p streaming integrating with LeighTronix, Agenda Software and Board's & Commission Software.

Background Metrics

The current website usage from January 1, 2019:

- Unique Visitors: 232,484
- Number of Visits 377,000
- Web Pages Viewed 1,153,210 (avg. 3.05 pages viewed)

Top 5 Web pages (excluding home page):

1. Tax/Revenue Collection
2. Water Collection
3. Recreation
4. Employment
5. Police

General Requirements

The respondent shall:

1. Be responsible for reviewing the Township's current website and analyzing the scope of the project.
2. Describe in their response the Respondent's approach to meeting the specifications and timeframe listed in this Request for Proposal.
3. Include a Gantt Chart or equivalent providing the overall timeline for project.
4. Provide samples and URLs for similar work that demonstrate the respondent's experience and ability to provide exemplary services as outlined in the RFP for similar governmental or public service agencies.
5. Include a cost proposal specifically reflecting the method of determining charges for work performed. All components of the cost proposal must be stated in total project cost terms.
6. Include additions, deletions and/or take exception to any of the terms of this RFP, they must be stated on the "Exceptions" form provided in this RFP.
7. Provide a minimum of three (3) verifiable client references of similar scope and industry shall be listed on the "References" sheet provided in this RFP. This list may include current and former clients (with reason for cancellation if applicable) all of whom are able to comment on the respondent's related experience.
8. Include other materials that they feel may improve the quality of their response. However, these materials should be included as items in a separate appendix.
9. Provide a List of Subcontractors

Detail Requirements

The successful respondent shall:

1. Provide a new solution to include e-Comments, Electronic voting by Boards and Commission members. Agenda software must auto-generate meeting minutes. Agenda and Minutes must be customizable to layout desired by Township of Franklin. Citizen access to all meetings, and agendas and minutes must be searchable and include links to video when item was discussed during meeting. Solution must include E-notifications to stakeholders and public. Website, Agenda software, Video streaming and Boards and Commissions must interact seamlessly. All data must be exported from current website and current agenda software and imported into new solution. The new website must be ADA compliant.
2. Outline the plan for data extraction, data loading, data verification and testing that must be performed to complete the migration process. The new website must include a responsive web design that provides an optimal web experience on tablets and mobile phones.
3. Provide a firm, fixed and detailed price list based on their price proposal and a project plan including the timeframe for project completion to include: specific description of, and schedule for, deliverable items; a quality assurance period; and an annual maintenance and support contract for 5 years.
4. Provide website hosting in a secure format.
5. Must support 3rd party applications, including but not limited to: Social media, agendas and minutes, video storage and archiving, other documents, municipal ordinances ("Code Book"), and online payments into website. There must be multi-language translation built into the website. Bidder shall provide backup schedule of website. Search Engine Optimization must be built into the website. Website must meet web accessibility best practices. On-Site training must be provided for all modules. There will be a quality assurance period offered following completion of the development work. During this period the bidder and the Township will verify that the quality of the work is satisfactory. The township reserves the right to reject any or all of the proposals, or any part thereof and to waive any minor technicalities.

Project Administration

The IT Director will act as a single point of contact and will review all scope of activities, check and monitor the logistics of project implementation and training. The IT department reserves the right to interview or request a replacement of an individual assigned by the vendor.

A. Project Team Kick-off Meeting

The Vendor will initiate the project by meeting with members of the IT department to plan and prepare work that must be completed by the vendor before progress towards the primary project deliverables can take place. This meeting shall be attended by primary members of the Vendors Team. Objectives of this meeting will include but not be limited to:

- Introduction of the primary Team members to the IT department.
- Review communications protocols for the project phase.
- Review the primary goals and overall timeline for the effort.

- Review the change management protocols and mechanisms.
- Review the project invoicing procedure.
- Discuss the identified project risks and impediments.

Deliverables - One four-hour Kick-off Meeting as described above.

B. Project Work Plan Submission

The Vendor will be required to develop a Work Plan for the engagement before work is to begin. The Work Plan is required to be a detailed document describing the method and approach to accomplishing the scope of work. The Work Plan to be submitted is required to have sufficient information from any participant to provide a high level of confidence regarding communications.

This Work Plan will have the following chapters:

- 1.0 Introduction (brief introduction to the project
 - 1.1 Scope of Work Overview (brief summary of the Scope of Work submitted as part of the RFP response).
 - 1.2 Project Assumptions (list of facility, material, and procedural assumptions that are to be supplied by IT director).
- 2.0 Scope of Work
 - 2.1 Deliverables Description – a description of the project deliverables as interpreted by the vendor and, as well as the steps involved in achieving each of the deliverables.
- 3.0 Project Schedule (deliverable-based milestones scheduling in the form of a Gantt Chart created using MS Project or equivalent).
- 4.0 Completion Criteria (listing of Deliverables and Evaluation Metrics to be used by the vendor team to validate the deliverables).
- 5.0 Risk Management Plan (identifies points of concern and mitigating action items, one to two pages long, to be maintained and updated throughout the life of the project).

The project Work Plan is required to be delivered in electronic (MS Word) format. Supporting documentation is to also be delivered in electronic format. The Project Schedule is required to be delivered in electronic (MS Project) format or equivalent.

Deliverables - One project Work Plan in electronic format.

C. Weekly Status Reporting

Primary communication of project status will be accomplished through weekly status reports. Weekly status reports are required throughout the effort. These weekly status reports are to be prepared and e-mailed to the IT director in electronic (MS Word) format. Individual weekly status reports are not anticipated to be more than two pages in length and should provide a concise synopsis of activities. The weekly status reports are to be broken down into the following sections:

Accomplishments for this Reporting Period

Tasks Planned but Not Accomplished

Goals for the next Reporting Period

Issues and Concerns

Task-level Budget Status

In addition to weekly status reports, the IT director may request additional status reports during heightened project activity weekly status meetings. Weekly status report meetings may be accomplished through teleconference, zoom etc. Each meeting is anticipated to take less than one hour. These meetings are to be held to resolve questions or issues currently open between the project parties. They could be procedural in nature or technical. An agenda will be discussed between the IT director and the vendor prior to each meeting. The IT director reserves the right to cancel any individual weekly status meeting and will make attempts to notify the Project Manager in advance if this should occur.

Deliverables –

weekly status reports in electronic format for the duration of the project

D. Monthly Meetings

Each month the IT director and other invited project stakeholder representatives will meet for a project status report. While the meetings typically will include a concise status report by both the IT and vendor, the more important purpose of the meeting is for various project members to present questions, issues, and topics for discussion and resolution. At least one representative, preferably the Vendor Project Manager, is required to be present for the duration of the meeting.

Objectives of this meeting will include but not be limited to:

- Budgetary status review of both IT and vendor
- Current invoice review with request for resubmission due to error or approval.
- IT director progress synopsis.
- Discussion on open operational and/or technical questions.
- Status of progress by other project stakeholders.

Deliverables - Participation in IT Committee meetings with corresponding status updates.

E. Evaluation and Closeout Report

On conclusion, the vendor will be required to author a summary Evaluation and Closeout Report. The Evaluation and Closeout Report is anticipated to be an objective review of the project from the perspective of the vendor. The Report should concisely describe successes and failures of the project, as well as recommendations on future changes to technology, operations, and administration of the project. This document should also record the results of the evaluation metrics established during project phase initiation. This document is to be provided electronically in MS Word format and is anticipated to be no longer than four pages in length.

Deliverables -

- **One Evaluation and Closeout Report in electronic format.**
- **Provide one electronic copy and updated regulations, rules, SOP's and policies and procedures and rules for the purpose of the Records Management Archives.**

Cost Proposal Format

The respondent is responsible for reviewing the Township's current website and analyzing the scope of the project. The proposal should contain the total project cost, as well as detailed "line item" costs for components of the project. Please specify:

1. Cost to complete the entire project
 2. A breakdown of proposed costs showing time, material and expenses
 3. Bulk-rate cost for multiple pages for future content development
 4. Hourly rate schedule for services including any minimum charges or one-time fees
- Any additional costs/charges must be clearly defined in the proposal.

4. Proposal Requirements

4.1 Qualification Statement

A statement is to be provided by the respondent who will serve as the primary contractor. The statement shall set forth brief details of the firm's principal activities, the number of personnel in the firm and the firm's location. Please provide a list of (3) three clients for whom similar services have been provided. Include the following in your response:

1. Name of government agency
2. Contact person's name, position, and current telephone number
3. Dates, cost and scope of service
4. Status and comments

Qualification Statements and Proposals will be reviewed and evaluated by staff from Franklin Township.

Fee Schedule

Respondent shall submit a fee schedule with their proposal for the services to meet the requirements of this contract.

5. Evaluation, Review and Selection Process

5.1 Proposals to Remain Subject to Acceptance

RFP responses shall remain open for a period of sixty (60) calendar days from the stated submittal date. The owner will either award the Contract within the applicable time period or reject all proposals.

The owner may extend the decision to award or reject all proposals beyond the sixty (60) calendar days when the proposals of any respondents who consent thereto may, at the request of the owner, be held for consideration for such longer period as may be agreed.

5.2 Rejection of Proposals

The owner reserves the right to reject any or all proposals, or to reject any proposals if the evidence submitted by, or investigation of such respondent fails to satisfy the owner that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The owner reserves the right to waive any minor informality in the RFP.

5.3 Evaluation Process

An evaluation team will review all proposals to determine if they satisfy the Proposal Requirements, determine if a proposal should be rejected and evaluate the proposals based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract, based on price and other factors.

5.4 Evaluation Criteria

The criterion considered in the evaluation of each proposal follows. The arrangement of the criteria is not meant to imply order of importance in the selection process. All criteria will be used to select the successful respondent. The respondent may be requested to clarify elements of the proposal.

5.4.1 Understanding of the Requested Work

The proposals will be evaluated for general compliance with instructions and requests issued in the RFP. Non-compliance with significant instructions shall be grounds for disqualification of proposals.

5.4.2 Knowledge and Technical Competence

This includes the ability of the respondent to perform all of the tasks and fulfill adequately the stated requirements.

5.4.2.a. Management, Experience and Personnel Qualifications

Expertise of the firm shall be demonstrated by past contract successes providing government or other agencies with similar services. The respondent will be evaluated on knowledge, experience, prior

collaboration and successful completion of projects/services similar to that requested in this RFP. In addition to relevant experience, respondents shall provide personnel qualifications in the Proposal.

5.4.3 Ability to Complete the Services in a Timely Manner

This is based on the estimated duration of the tasks and the respondent's ability to accomplish these tasks as stated.

5.4.4 Cost

Price shall be based on schedules of fees submitted with the proposal. Any services not included as part of any resulting contract scope of services must be approved and authorized by the owner before such work is initiated. The owner shall pay for such approved services, at the rate or cost agreed upon between the owner and contractor, and provided the respondent has provided a schedule of fees for additional services with this RFP.

5.5 Payment

- a. Successful respondent must provide an itemized invoice and signed Purchase Order/Voucher. The Voucher will be certified correct by the Department Head who receives the material or service. Payment will only be made following the approval of by the Township Council. The Township Council meets and approves warrants on the second and fourth Tuesday of each month, except July, August and December, when they meet only on the 2nd Tuesday of the month. Payment vouchers and invoices must reach the Department for review no later than three weeks before the Township Council meeting in order for payment to be on the agenda for approval.
- b. Acceptance of the final payment by the successful respondent shall be considered as a release in full of all claims against the Township of Franklin, Somerset County.
- c. The Township of Franklin will not pay penalties, interest or late fees. No employee is authorized to sign a letter or credit of any other document that represents a legal commitment on the part of the Township to pay additional fees.

5.6 Notice of Award

The successful respondent will be notified of the award of contract upon a favorable decision by the governing body. The Purchasing Agent may then send a Purchase Order/Voucher to the contractor.

5.7 Term of Contract:

Competitive contracts can be up to 5 years

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 104

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal black lines across its entire width, typical of notebook or legal stationery. The paper is otherwise completely empty, with no text, markings, or illustrations.

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**FRANKLIN TOWNSHIP, COUNTY OF SOMERSET
RFP DOCUMENT CHECKLIST**

Required With Response		Read, Signed & Submitted Respondent's Initial
A.	FAILURE TO SUBMIT ANY OF THESE ITEMS IS <u>MANDATORY</u> CAUSE FOR REJECTION OF RFP	
☒	Statement Of Ownership Disclosure	_____
☒	Non-Collusion Affidavit	_____
☒	Required Evidence EEO/Affirmative Action Regulations Certificate or Questionnaire	_____
☒	License(s) or Certification(s) Required by the Specifications	_____
☒	Acknowledgement of Receipt of Addenda (To be Completed if Addenda are Issued)	_____
☒	Qualification Statement	_____
☒	Fee Schedule	_____
☒	Key Personnel Information	_____
☒	Disclosure of Activities in Iran	_____
☐	Other:	_____
B.	MANDATORY ITEM(S), REQUIRED NO LATER THAN TIME PERIOD INDICATED	
☒	New Jersey Business Registration Certificate – Prior to award of contract	_____
☒	CD or flash drive with PDF of RFP along with Printed Copies	_____
☒	Three (3) references for similar projects	_____
☒	Evidence of Medical Malpractice or Professional Liability Insurance supply certificate prior to processing a purchase order	_____
C.	READ ONLY	
☒	Americans With Disability Act of 1990 Language	_____

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

Name of Respondent: _____ Date: _____

By Authorized Representative:

Signature: _____

Print Name & Title: _____

TOWNSHIP OF FRANKLIN, COUNTY OF SOMERSET
PROPOSAL COST FORM/SIGNATURE PAGE

**Design, Hosting, Agenda Software, Board & Commission Software, Encoder, Data Migration for
the Franklin Township Website Contract #: MC-COM-0013-20**

TO THE FRANKLIN TOWNSHIP COUNCIL:

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 fee schedule submitted with the proposal.

One Time Fees

Solution	Billing Frequency	Quantity/Unit/Hours	One-Time Fee
Encoding Appliance Hardware			\$
Encoding Appliance Setup & Configuration			\$
Boards & Commission -- Setup & Configuration			\$
Boards & Commission -- Online Training			\$
Minutes -- Online Training			\$
Solution Efficiency -- Setup & Configuration			\$
Transparency for Staff and Citizens -- Setup & Configuration			\$
Live Streaming & Video Online Training			\$
Agenda Software Setup & Configuration			\$
Agenda Software Training			\$
Data Migration			\$
Shipping Charges			\$
Website Design			\$
Website Hosting			\$
<i>List any additional required onetime costs not already listed</i>			\$
		Subtotal	\$

Annual Fees

Solution	Billing Frequency	Quantity/Unit/Hours	Cost
Website Hosting			\$
Website Design			\$
Agenda Software			\$
Video Streaming			\$
Encoding Appliance Software			\$
Boards & Commissions			\$
<i>List any additional required cost not already listed</i>			\$
Maintenance & Support Year 1			\$
Maintenance & Support Year 2			\$
Maintenance & Support Year 3			\$
Maintenance & Support Year 4			\$
Maintenance & Support Year 5			\$
		GRAND TOTAL	\$

Grand Total Amount \$ _____

Grand Total Amount (in words): _____

The undersigned is a (Corporate) _____ having its
 (Individual)
 principal office at _____

 Company

 Federal I.D. # or last 4 digits Social Security #

 Address

 Signature of Authorized Agent

 Type or Print Name

 Telephone Number

 Date

Fax Number

Email Address

TOWNSHIP OF FRANKLIN, COUNTY OF SOMERSET

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of

Organization: _____

Organization

Address: _____

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
☐ Other (be specific): _____

Part II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**
- OR**
- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

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

Full Name (Print):		Title:	
Signature:		Date:	

**TOWNSHIP OF FRANKLIN, COUNTY OF SOMERSET
NON-COLLUSION AFFIDAVIT**

State of _____
County of _____

ss:

I, _____ of the City of _____
in the County of _____ and State of _____ of full age, being
duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(Title or position) (Name of firm)
the bidder making this Proposal for the above named project, and that I executed the said proposal with
full authority so to do; that said bidder has not, directly or indirectly entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in
connection with the above named project; and that all statements contained in said proposal and in this
affidavit are true and correct, and made with full knowledge that the Township of Franklin, County of
Somerset relies upon the truth of the statements contained in said proposal and in the statements contained
in this affidavit in awarding the contract for the said project.

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

(N.J.S.A. 52:34-15)

Subscribed and sworn to

before me this _____ day

of _____, _____.

Signature

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____.

**TOWNSHIP OF FRANKLIN, COUNTY OF SOMERSET
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/respondents are required to submit evidence of appropriate affirmative action compliance to the Township and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the Township files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the Township, 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 Township 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? Yes ☐ No ☐
If yes, please submit a photostatic copy of such approval.

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 Township 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? Yes ☐ No ☐
If yes, please submit a photostatic copy of such approval.

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 Township. 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 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: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
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 township employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, 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.

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

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance).

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

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The Contractor and the Owner, do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. §12101 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

New Jersey Business Registration Requirements

Pursuant to N.J.S.A. 52:32-44, Franklin Township, Somerset County, New Jersey ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s). Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) The contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate **within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.**

All businesses **MUST** provide a copy of their Business Registration Certificate (BRC) for their registration to be complete. Below are samples of a BRC Certificate. The Taxpayer Name on the BRC must be the same as the name on the Vendor Registration and the W9 form.

Non-profit Organizations must provide proof of 501(c)(3) exemption instead of the BRC.

Online BRC Look-up: https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

Information on BRC Requirements: <http://www.state.nj.us/treasury/revenue/busregcert.shtml>

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY DIVISION OF REVENUE 3RD FLOOR TRENTON, NJ 08644-0257
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:	<i>J.P. S. Tully</i> Acting Director	
FORM-BRC(DR-01) This Certificate is NOT assignable or transferable. It must be conspicuously displayed at same address.		

	STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only: 20041014112823533	

TOWNSHIP OF FRANKLIN, COUNTY OF SOMERSET

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

ADDENDUM NUMBER	DATE	ACKNOWLEDGE RECEIPT (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

FORM NOT REQUIRED IF NO ADDENDA ISSUED

Township Of Franklin, County of Somerset New Jersey
Department of Purchasing
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Solicitation Number: MC-COM-0013 Respondent: _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a response/renew:

☐ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,
AND

☐ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

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

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

NAME: _____ Relationship to Respondent _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date: _____

Respondent/Officer Contact Name _____ Contact Phone Number _____

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 Franklin Township 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 Township to notify the Township 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 Franklin Township, Somerset County, New Jersey and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print) _____ Signature: _____

Title _____ Date: _____

REFERENCES FORM

Reference # 1

Name of Client	
Address of Client	
Contact Person's Name	
Contact Person's Title	
Telephone Number	
Email	
Dates worked	

Reference # 2

Name of Client	
Address of Client	
Contact Person's Name	
Contact Person's Title	
Telephone Number	
Email	
Dates worked	

Reference # 3

Name of Client	
Address of Client	
Contact Person's Name	
Contact Person's Title	
Telephone Number	
Email	
Dates worked	



Resolution #21-50
1/26/2021

**RESOLUTION - AWARD BID - WEBSITE DESIGN, HOSTING, AGENDA, BOARDS & COMMISSION
SOFTWARE AND HARDWARE (MC-COM-0013-20) - GRANICUS - AMOUNT NOT TO EXCEED
\$83,303.57**

WHEREAS, a notice to bidders for the receipt of formal quotes for Website Design, Hosting, Agenda, Boards & Commission Software and Hardware (MC-COM-0013-20) was posted on the Township's website on November 10, 2020 for receipt on December 1, 2020; and

WHEREAS, that the Chief Financial Officer has certified in writing hereon that funds are available, subject to the adoption of the CY2021 Budget and the Municipal Attorney has reviewed the certification of the Chief Financial Officer and is satisfied that said certification is in proper form; and

WHEREAS, continuation of the terms of this contract beyond December 31, 2021 is contingent upon availability of funds in the future CY Budgets, and in the event of unavailability of such funds, the Township of Franklin reserves the right to cancel this contract;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Franklin, Somerset County, New Jersey that the a contract be awarded as follows:

VENDOR: Granicus
ADDRESS: 1999 Broadway Suite 3600 Denver, CO 80202
SERVICE: Website Design, Hosting, Agenda, Boards & Commission Software
and Hardware (MC-COM-0013-20)
AMOUNT NOT TO EXCEED: \$83,303.57

BE IT FURTHER RESOLVED by the Mayor and Council of the Township of Franklin, County of Somerset, State of New Jersey that the Mayor and the Township Clerk be and the same are hereby authorized to enter into a contract with the above listed company.

CERTIFICATION

I, Ann Marie McCarthy, Township Clerk of the Township of Franklin, in the County of Somerset, do hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Township Council at a Work Session/Regular Meeting held on the 1/26/2021.

IN WITNESS WHEREOF I have hereunto set my hand and affixed the seal of said Township this 1/26/2021.

Ann Marie McCarthy
Township Clerk

**Verified and Encumbered as to
Availability of Funds:**

Date: 1/26/2021
Account No.: Various
PO No.:

By: _____
KATHLEEN MOODY, Director of Revenue & Finance

NOTICE OF RFP – Franklin Township Website Contract #MC-COM-0013-20

NOTICE OF RFP

The Township of Franklin, County of Somerset is soliciting proposals through the competitive contracting process in accordance with N.J.S.A. 40A:11-4.1, et seq.

Design, Hosting, Agenda Software, Board & Commission Software, Encoder, Data Migration for the Franklin Township Website Contract # MC-COM-0013-20

RFPs shall be delivered in sealed envelopes and addressed to Cindy Belanger, Purchasing Agent, Purchasing Office at the Municipal Building, 475 Demott Lane, Somerset, NJ 08873, clearly marked on the outside with the contract name and number, bearing the name and address of the bidder on the outside. Responses may be submitted by certified mail or overnight delivery addressed to:

Purchasing Agent
Municipal Building
475 Demott Lane
Somerset, New Jersey, 08873

Franklin Township has building closures and public access restrictions therefore, hand delivery of RFP responses will only be permitted on the day of the RFP opening between the hours of 9:00 am and 1 pm. No responses will be accepted after 1:00 p.m. on December 1, 2020.

Specifications and instructions may be downloaded from the website www.franklintwpnj.org.

We are now storing all responses electronically; therefore submit all pages of the response on a CD or Flash drive in addition to the printed copies.

*All Bid Addenda will be issued on the website at www.franklintwpnj.org. Therefore, all interested respondents should check the website from now through RFP opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

Respondents shall comply with the requirements of P.L. 1975 C127 (N.J.A.C. 17:27 et seq.)

Cindy Belanger, CPA, RFPFO
Date Posted to Web: November 10, 2020
540.421

AFFIDAVIT OF PUBLICATION

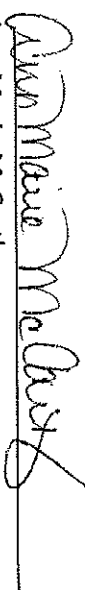
State of New Jersey)

SS

Somerset County)

Ann Marie McCarthy, of full age, has been duly sworn on her oath that she is Township Clerk of the Township of Franklin, County of Somerset, State of New Jersey and that a notice, a copy of which is annexed hereto, is a true copy of a notice published for one issue in the Courier News on the following date:

Tuesday, November 10, 2020


Ann Marie McCarthy
Township Clerk

Subscribed and sworn to before me this 11th day of November 2020.


Notary Public of New Jersey
MSIBA HOLLIMAN

NOTARY PUBLIC OF NEW JERSEY
I.D. 2300222
My Commission Expires on June 23, 2024

Internal Memorandum

TO: The Mayor and Township Council

FROM: Robert McQueen, Director of Information Technology

DATE: January 20, 2021

RE: Design, Hosting, Agenda Software, Board & Commission Software, Encoder, Data Migration for the Franklin Township Website

CONTRACT # MC-COM-0013-20

On December 2, 2020 the evaluation committee met to review the three (3) proposals that were received from the Township's Request for Proposals that was released on November 10, 2020 and responses were due on December 1, 2020 at 11:00am. The following people served on the evaluation committee:

- ❖ Robert McQueen Director of Information Technology
- ❖ Ann Marie McCarthy Township Clerk
- ❖ Msiba Holliman, Deputy Clerk
- ❖ Krista Hedegus, Computer Specialist
- ❖ Jennifer Krempasky, Computer Specialist

Facilitator and non-voting member – Cindy Belanger

The evaluation committee reviewed three (3) proposals submitted for Design, Hosting, Agenda Software, Board & Commission Software, Encoder, Data Migration for the Franklin Township Website from the following vendors:

1. Granicus 1999 Broadway, Suite 3600 Denver, CO 80202
2. JJ Creative 131 West 24th Street New York, NY 10011
3. Provox Systems 8951 Synergy Drive, Ste 223 McKinney, TX 75070

Each member reviewed and ranked all of the proposals using the attached scoring criteria and scoring sheet. The total scores for each proposal were tabulated. The evaluation committee reviewed the rankings and determined that each vendor had unique offerings that would benefit the Township of Franklin residents.

A lengthy discussion was then held amongst the evaluation committee. This discussion covered the pros and cons, strengths and weaknesses and areas of concern for each of the proposals. After much discussion and deliberation, the evaluation committee unanimously decided to recommend a five (5) year contract be awarded to Granicus. The committee felt Granicus best fit the needs on the Township.

All vendors were scored on the following key requirements.

- Completeness & Responsiveness in approach to meet RFP objectives using appropriate methodologies

- Alignment with the Department vision and mission
- Experience and demonstration of Boards and Commissions Programming
- Electronic Voting by elected officials and boards and commissions
- Experience and demonstration of programming in website design
- Experience with agenda programming
- Experience with other government websites
- References / Record of reliability and quality of service.
- Documented industry or program experience similar to Township
- Programs / Services scheduling timeline
- Program costs documented in RFP

Granicus scored the highest point value amongst all reviewers. The other vendors did have experience and references; however, these vendors did not have the same level of local government experience that Granicus demonstrated. While the other two vendors did have experience with website design, they scored lower with the Boards & Commissions software, agenda software and electronic voting for Boards & Commissions. One vendor did not offer cloud database storage.



Empowering Modern Digital Government

Township of Franklin, NJ

Agenda, Meeting Transparency, Website Redesign,
Development & Hosting Proposal

Caroline Dilttrich
Account Manager
202-897-4028
Caroline.dilttrich@granicus.com

Granicus
1999 Broadway, Suite 3600
Denver, CO 80202
www.granicus.com
Date: 12/01/2020



Dear Selection Committee Members,

Thank you for the opportunity to submit a proposal for the upgrade of Franklin Township's website and legislative management software. Based on our conversations and the thoroughness of your RFP, we feel our comprehensive offering will enable you to transform your web presence into a true "Digital Town Hall."

Granicus is uniquely positioned to help you serve, engage and reach – residents, visitors and businesses in Franklin Township. Here is how we can help you:

- **Serve.** Like most government organizations, you are looking to bring more services online. We'll help you transform your website into a true service portal. We'll start by identifying the top tasks users perform on your website – like paying a ticket – and make it easy for visitors to find and complete those tasks.
- **Engage.** Connect with your citizens in a whole new way. With Granicus govAccess you can gather input on important issues, conduct polls, and aggregate and analyze data to inform public policy. You'll also be able to use govMeetings to livestream your council meetings to allow for public viewing from home and tap into our subscriber network to organically capture new citizens to interact with by leveraging other agencies' (like the governor's office) already established subscriber bases.
- **Protect.** Keep critical data safe by working with a vendor serving federal agencies that require the highest levels of security. At a time when ransomware attacks are growing in local government, you can never be too careful. We are here to help!
- **Automate.** Make sure your legislative records are organized and easily searchable for citizens and employees using Granicus' govMeetings tools. Our legislative suite of solutions makes it simple to create, post, and disseminate your agendas and minutes for the public.
- **Collaborate.** govMeetings' cloud-based agenda software allows city employees to effectively work together while working from home. Items and agendas can be created and updated with all changes tracked in our system to avoid errors.

Granicus has helped more than 4,500 government agencies, many in NJ, provide important information to interested citizens, and effectively engage them throughout their entire digital civic engagement process. No other solution proposed can seamlessly create an optimal digital environment for staff and citizens the way we can. Ultimately our role is to help governments achieve better outcomes and have a greater impact on the citizens they serve, and we continuously make updates and improvements in order to best serve the municipalities we partner with. We see tremendous potential for this partnership your and would welcome the opportunity to help you realize your goals. We look forward to talking with you soon about what's next for Franklin Township.

Respectfully submitted,

Caroline Dittrich and Maggie Stanford

Granicus Account Management Team for Franklin Township, NJ

Caroline Dittrich

Maggie Stanford

*Because much of our proposal contains proprietary trade secrets that could substantially harm Granicus financially if revealed, we ask the Township to allow us to redact this document prior to fulfilling any public records request per 5 U.S.C. § 552(b)(4) and O.C.G.A. § 50-18-72.

1. Name of Government Agency

Granicus, LLC

655 employees

Denver

1999 Broadway
Suite 3600
Denver, CO 80202

St. Paul

408 St. Peter St.
Suite 600
St. Paul, MN 55102

Washington D.C.

1152 15th Street NW
Suite 800
Washington, DC 20005

Granicus provides technology and services that empowers government organizations to create seamless digital experiences for the people they serve. Offering the industry's leading cloud-based solutions for communications, content management, meeting and agenda management, and digital services to more than 4,500 public sector organizations, Granicus helps turn government missions into quantifiable realities

2. Contact Person's name, position, and current telephone number

Caroline Dittrich

Account Manager

202-897-4028

Caroline.dittrich@granicus.com

3. Dates, cost and scope of service:

Granicus is proposing a bundling of our govAccess website design and hosting (please see pages: 33-49 for a description of our govAccess CMS) and our govMeetings product suite including Peak for agenda management and minutes, Boards and Commissions and Granicus Video (pages 58-68). Proposed timeline can be found on pages 23-33. Since we are taking a project development approach to the implementation of our products, the final timeline will be agreed upon with the Township. Please see the following pages for the cost and the reference form provided by the Township.

4. Status and Comments

TOWNSHIP OF FRANKLIN, COUNTY OF SOMERSET
PROPOSAL COST FORM/SIGNATURE PAGE

**Design, Hosting, Agenda Software, Board & Commission Software, Encoder, Data Migration for
the Franklin Township Website Contract #: MC-COM-0013-20**

TO THE FRANKLIN TOWNSHIP COUNCIL:

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 fee schedule submitted with the proposal.

One Time Fees

Solution	Billing Frequency	Quantity/Unit/Hours	One-Time Fee
Encoding Appliance Hardware	Upon Delivery	1 Each	\$ 3,500.00
Encoding Appliance Setup & Configuration	Upon Delivery	1 Each	\$ 875.00
Boards & Commission – Setup & Configuration	Up Front	1 Each	\$ 2,250.00
Boards & Commission – Online Training	Upon Delivery	1 Each	\$ 450.00
Minutes – Online Training	Upon Delivery	6 Hours	\$ 1,350.00
Solution Efficiency – Setup & Configuration	Up Front	1 Each	\$ 900.00
Transparency for Staff and Citizens – Setup & Configuration	Up Front	1 Each	\$ 0
Live Streaming & Video Online Training	Upon Delivery	6 Hours	\$ 0
Agenda Software Setup & Configuration	Up Front	1 Each	\$ 0
Agenda Software Training	Upon Delivery	8 Hours	\$ 0
Data Migration	Upon Delivery	20 Hours	\$ 4,000.00
Shipping Charges	Upon Delivery	1 Each	\$ 125.00
Website Design	Milestones 40/20/20/20	1 Each	\$ 30,600
Website Hosting		N/A	\$ N/A
List any additional required onetime costs not already listed	Type and Price		\$
		Subtotal	\$44,050.00

Nancy Zumbana

From: Cindy Belanger
Sent: Thursday, January 4, 2024 3:16 PM
To: Janessa Mayo; Cynthia Renner; Kathleen Moody; Ann Marie McCarthy; Msiba Holliman; Nancy Zumbana
Cc: Robert McQueen
Subject: RE: OPRA REQ # 24-0019
Attachments: contract Granicus - signed.pdf; MC-COM-0013-20 website.docx.pdf; R21-50.docx.pdf; AD.pdf; Letter of Recommendation for Granicus Contract.pdf; Granicus.pdf

See attached – you may have to redact some information on the Granicus pdf

From: Janessa Mayo <Janessa.Mayo@franklinnj.gov>
Sent: Thursday, January 4, 2024 2:59 PM
To: Cindy Belanger <Cindy.Belanger@franklinnj.gov>; Cynthia Renner <Cynthia.Renner@franklinnj.gov>; Kathleen Moody <Kathleen.Moody@franklinnj.gov>; Ann Marie McCarthy <AnnMarie.McCarthy@franklinnj.gov>; Msiba Holliman <Msiba.Holliman@franklinnj.gov>; Nancy Zumbana <Nancy.Zumbana@franklinnj.gov>
Subject: OPRA REQ # 24-0019
Importance: High

Hello,

The deadline for this OPRA request is January 16th.

Thank you,

Janessa Mayo