RESOLUTION
No. 18-368

Date of Adoption JUN 07 2018

Factual content certified by

TERRY MCWEN, BUSINESS ADMINISTRATOR

Councilman/woman presents the following Resolution:

RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20.4 ET SEQ. TO HJA STRATEGIES, LLC, ONE BOLAND DRIVE, WEST ORANGE, NEW JERSEY 07052 FOR FINANCIAL CONSULTING SERVICES IN AN AMOUNT NOT TO EXCEED $98,000.00
RFP 2018-08

WHEREAS, the City has a need for Financial Consulting Services for a Period of One (1) Year for the City of Trenton, Department of Administration; and

WHEREAS, a request for proposal was advertised, and two (2) proposals were received on March 20, 2018, and were evaluated by a committee based on criteria that included, experience, understanding of requirements and cost; and

WHEREAS, the proposal of HJA Strategies, LLC, One Boland Drive, West Orange, New Jersey 07052 was deemed to have the necessary qualifications and expertise for the performance of the services at the rates budgeted; and

WHEREAS, funds in an amount not to exceed $98,000.00 have been certified to be available in account number(s): 8-01--25-2500-290 (from June 7, 2018 to June 30, 2018 in an amount not to exceed $8,167.00) and 9-01--25-2500-290 (from July 1, 2018 to June 30, 2019 in an amount not to exceed $89,833.00) contingent upon FY'2019 temporary and or final budget.

NOW, THEREFORE IT IS RESOLVED, by the City Council of the City of Trenton, as follows:

1. The Mayor is hereby authorized to enter into a contract with HJA Strategies, LLC, One Boland Drive, West Orange, New Jersey 07052 for Financial Consulting Services in an amount not to exceed $98,000.00 for a Period of One (1) Year for the City of Trenton, Department of Administration.

2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-5.

3. A notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk’s Office.

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This Resolution was adopted at a Meeting of the City Council of the City of Trenton on JUN 07 2018

(President of Council) City Clerk.
PROFESSIONAL SERVICES CONTRACT

RFP2018-08
RESOLUTION 18-368

THIS CONTRACT, made this 8th day of JUNE 2018 by and between the CITY OF TRENTON, 319 EAST STATE STREET, TRENTON, NEW JERSEY 08608 a Municipal Corporation of the State of New Jersey, ("City") and HJA STRATEGIES, LLC, ONE BOLAND DRIVE, WEST ORANGE, NEW JERSEY 07052 ("CONTRACTOR").

WHEREAS, the City has a need for FINANCIAL CONSULTING SERVICES for the City of Trenton, Department of Administration.

WHEREAS, Contractor agrees to provide FINANCIAL CONSULTING SERVICES for the City of Trenton, Department of Administration in accordance with the terms and conditions as set forth hereinafter, and the City being agreeable thereto:

NOW THEREFORE, the parties mutually agree as follows:

1. FINANCIAL CONSULTING SERVICES:
The City agrees to retain HJA STRATEGIES, LLC, ONE BOLAND DRIVE, WEST ORANGE, NEW JERSEY 07052 the request of and under the general supervision of the City of Trenton, Department of Administration.

2. SCOPE OF SERVICES
SEE ATTACHED SCOPE OF SERVICES

DURATION OF THE CONTRACT:
This contract shall remain in full force and effect for a period of one (1) year from time of award in an amount not to exceed $98,000.00

3. STATUS OF CONTRACTOR: It is expressly understood by and between the parties hereto that the status of the Contractor retained to carry out the services set forth in this agreement is that of an Independent Contractor. It is further understood by and between the parties that is not intended nor shall it be construed, that the contractor is an agent, employee, or officer of the City of Trenton.

4. NOTICES: Any notices required to be delivered to either party pursuant to this Contract shall be in writing to their respective addresses. The parties shall be responsible for notifying each other of any change of address.

5. INTEGRATION: Resolution #18-368 and this contract constitutes the entire agreement between the parties and any representation that may have been made prior to the execution of this Contract are nonbinding, void, and of no effect and neither party has relied on any such prior representations in entering into this Contract with the City of Trenton, Department of Administration.

6. ENFORCEABILITY: If any term or condition of this Contract or its application to any party or circumstances shall be deemed invalid or unenforceable, the remainder of the Contract and its application to other parties and circumstances shall not be affected.

7. GOVERNING LAW: This Contract shall be governed by the laws of the State of New Jersey.
8. **MISCELLANEOUS PROVISIONS:**

a. Contractor, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation, disability or nationality. Contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional, gender identity or expression, sexual orientation. Such action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other terms of compensation; and selection for training, including apprenticeship. 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.

b. Contractor, 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, sex, gender identity or expression, affectional or sexual orientation.

c. Contractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the American with Disabilities Act.

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

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

f. Contractor, where applicable, 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, sex, gender identity or expression, affectional, sexual orientation, disability or nationality. Contractor will conform these employment goals consistent with statutes and court decisions of the State of New Jersey, and applicable Federal law and Federal court decisions.

g. Contractor, where applicable, shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations. Contractor shall furnish such information as may be requested by the Affirmative Action Office.
FINANCIAL CONSULTING SERVICES

INTENT
The City of Trenton, Department of Administration is soliciting sealed Request for Proposals for Financial Consulting Services through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq. for a period of one (1) year from date of award.

SCOPE OF SERVICES
Financial Consulting Services as an independent contractor to provide assistance, support and guidance to the City of Trenton budget team in the completion of SFY2018 and SFY2019 Budget Model, and various analytical tools related to the SFY2018 and SFY2019. The Financial Consultant will assist in the daily operations of the Department of Finance.

The Financial Consulting Services may be terminated by the City of Trenton without cause upon thirty (30) days prior written notice to the Financial Consultant. The parties shall deal with each other in good faith during the thirty (30) day period after any notice of intent to terminate without cause is given.

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

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

The Financial Consulting Services, where applicable, shall comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The Financial Consulting Services shall attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by NJAC 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.
for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

h. Contractor, shall submit along with the signed contract one of the following as evidence of compliance with N.J.A.C. 17-27:

1. Appropriate evidence that the independent contractor is operating under an existing Federally approved or sanctioned affirmative action program.


3. An initial employee information report (Form AA#302) provided by the Affirmative Action Office and completed by the contractor in accordance with N.J.A.C. 17:27-4

HJA STRATEGIES, LLC
ONE BOLAND DRIVE
WEST ORANGE, NEW JERSEY 07052

DATE

DATE

ATTEST:

CITY OF TRENTON

DATE

DATE

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year above written.

ATTEST:

DWAYNE M. HARRIS
MUNICIPAL CLERK

ERIC E. JACKSON
MAYOR