



**BOARD OF TRUSTEES
Business/Finance Committee Agenda Items**

To: Board of Trustees
From: Office of the President
Date: January 4, 2021

The following Finance Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting/retreat on **Thursday, January 7, 2021:**

1. Recommend adoption of a resolution authorizing the President to enter into an agreement with Blackney Hayes Architects, LLC, to resolve all outstanding claims and issues for the Student Center Project and the Gateway Building Project at Ocean County College **(Exhibit A-1)**
2. Recommend adoption of resolutions to award the following contracts:
 - a. For youth peer outreach support services to be offered through the Continuing and Professional Education Department at Ocean County College **(Exhibit A-2)**
 - b. For the purchase of learning language software and services for e-Learning programs from January 30, 2021, to January 29, 2022, at Ocean County College **(Exhibit A-3)**
 - c. For service learning training workshops to be offered through the Continuing and Professional Education Department at Ocean County College **(Exhibit A-4)**
 - d. For a web-based course evaluation assessment system to be offered through the Continuing and Professional Education Department at Ocean County College **(Exhibit A-5)**

- e. For counseling training services to be offered through the Continuing and Professional Education Department at Ocean County College (**Exhibit A-6**)
 - f. For cloud-based library management and discovery applications for use by the Library funded through Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief Funds at Ocean County College (**Exhibit A-7**)
 - g. For a virtual dance performance and workshop for participants of the Ocean County Teen Arts Celebration at Ocean County College (**Exhibit A-8**)
 - h. For participation in the first phase of the New Jersey Natural Gas (NJNG) Engineered Solutions Program to develop engineering and design drawings and documents for the installation of energy conservation measures at Ocean County College (**Exhibit A-9**)
3. Recommend that the following contracts be amended:
- a. An additional \$5,000, for a maximum total of \$35,000, to Mental Health Associates of New Jersey, Springfield, New Jersey, to extend youth peer outreach support training services from October 1 through November 29, 2020, offered through the Continuing and Professional Education Department at Ocean County College (contract originally awarded at the November 7, 2019, Board meeting) (**Exhibit A-10**)
 - b. An additional \$5,000, for a maximum total of \$35,000, to Eckerd Connects, Long Island, New York, to extend service learning training projects from October 1 through November 29, 2020, offered through the Continuing and Professional Education Department at Ocean County College (contract originally awarded at the November 7, 2019, Board meeting) (**Exhibit A-11**)
 - c. An additional \$5,000, for a maximum total of \$35,000, to Waters and Sims Employment Services, Inc., Red Bank, New Jersey, to extend counseling training services from October 1 through November 29, 2020, offered through the Continuing and Professional Education Department at Ocean County College (contract originally awarded at the November 7, 2019, Board meeting) (**Exhibit A-12**)

EXHIBIT A-1

OCEAN COUNTY COLLEGE
BOARD OF TRUSTEES

RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN
OCEAN COUNTY COLLEGE AND BLACKNEY HAYES ARCHITECTS, LLC

WHEREAS, on May 3, 2010, and revised on June 14, 2012, the Board of Trustees of Ocean County College awarded contracts for the Student Center Project, and on September 24, 2009, for the Gateway Building Project to **BLACKNEY HAYES ARCHITECTS, LLC**, to render architectural design services; and

WHEREAS, a dispute has arisen between **Ocean County College** and **Blackney Hayes Architects, LLC**, regarding errors and omissions claims asserted by the College, and unpaid invoices and retainage for the Student Center Project and the Gateway Building Project asserted by **Blackney Hayes Architects, LLC**; and

WHEREAS, on December 2, 2020, **Ocean County College** and **Blackney Hayes Architects, LLC**, participated in mediation to resolve all outstanding claims and issues between them; and

WHEREAS, the Board of Trustees of Ocean County College has deemed it beneficial to resolve all outstanding claims and issues with **Blackney Hayes Architects, LLC**; and

NOW, THEREFORE, BE IT RESOLVED BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES that the appropriate officials of Ocean County College are hereby authorized and directed to enter into and execute Settlement and Release Agreements with **Blackney Hayes Architects, LLC**, for the Gateway and Student Center projects as mutually agreed upon by the parties herein.

Adopted: January 7, 2021

Stephan R. Leone, Secretary

EXHIBIT A-2

OCEAN COUNTY COLLEGE

RESOLUTION

Authorizing a Contract for Youth Peer Outreach Support

Contract Term: December 1, 2020 - September 30, 2021

WHEREAS, the Board of Trustees of Ocean County College has a need for providing services to assist at-risk, out-of-school youth ages 16-24. These services are designed to introduce and maintain aspects of wellness and recovery into their lives to assist and alleviate barriers directly impacting their employability. This includes unhealthy behaviors, mental health and/or substance use, and homelessness; and

WHEREAS, additionally, staff providing direct services to the participants are required to complete three (3) mandatory trainings, which are Protection of Minors, Youth Culture/Development, and Mental Health/Substance Abuse, provided through the Ocean County Achievement Center; and

WHEREAS, these services are funded through the Work Readiness Assistance Program (WRAP) grant awarded from the Ocean County Department of Human Services, Workforce Development Board, for the Continuing and Professional Education Department at Ocean County College; and

WHEREAS, the Board of Trustees of Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A. 18A:64A-25.5a.(15) et seq. professional consulting services; and

WHEREAS, the Executive Vice President of Finance of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance; and

WHEREAS, the vendor has completed and submitted a Business Entity Disclosure Certification which certifies it has not made any reportable contributions to a political or candidate committee in the County of Ocean the previous one year, and that the contract will prohibit making any reportable contributions through the term of the contract; and

WHEREAS, Ocean County College wishes to award a required disclosure contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the college to execute an Agreement with **Mental Health Association of NJ**, 673 Morris Avenue, Springfield, NJ 07081 in the amount not to exceed: **\$40,000.00** for youth peer outreach support services for the Continuing and Professional Education Department at Ocean County College.

RESOLUTION

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

**Contract for Youth Peer Outreach Support Services
Contract Term: December 1, 2020 - September 30, 2021**

VENDOR: **Mental Health Association of NJ**
673 Morris Avenue
Springfield, NJ 07081

ACCOUNT: Work Related Activity Grant/ Fees - Consultants
FY 2020/2021

SOURCE: Work Readiness Assistance Program (WRAP) grant awarded from the
Ocean County Dept. of Human Services, Workforce Development Board

AMOUNT: **\$40,000.00**
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I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for FY 2020/2021 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-3

OCEAN COUNTY COLLEGE

RESOLUTION

Authorizing a Contract for Language Learning Software and Services
Contract Term: January 30, 2021 to January 29, 2022

WHEREAS, the Board of Trustees of Ocean County College recognizes the need for renewal of Rosetta Stone Language Learning Software and Services at Ocean County College; and

WHEREAS, the Board of Trustees of Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A. 18A:64A-25.5a(19), providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware; and

WHEREAS, the Executive Vice President of Finance of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance; and

WHEREAS, the vendor has completed and submitted a Business Entity Disclosure Certification which certifies it has not made any reportable contributions to a political or candidate committee in the County of Ocean the previous one year, and that the contract will prohibit making any reportable contributions through the term of the contract; and

WHEREAS, Ocean County College wishes to award said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A. 18A:64A-25.1 et seq., and the provisions of N.J.S.A. 19:44A-20.4 et seq.;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to execute a twelve-month Agreement with **Rosetta Stone Ltd.**, 135 West Market Street, Harrisonburg, VA 22801 in the amount not to exceed **\$36,279.00** to provide Language Learning Software and Services for Ocean County College.

RESOLUTION

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Contract for Language Learning Software and Services

Contract Term: January 30, 2021 to January 29, 2022

VENDOR: **Rosetta Stone Ltd.**
135 West Market Street
Harrisonburg, VA 22801

ACCOUNT: E-Learning / Software
FY 2020/2021

AMOUNT: **\$36,279.00**
=====

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for FY 2020/2021 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-4

OCEAN COUNTY COLLEGE

RESOLUTION

**Authorizing a Contract for Service Learning Projects
Contract Term: December 1, 2020 - September 30, 2021**

WHEREAS, the Board of Trustees of Ocean County College has a need for a series of workshops titled “The Only Person U Cheat is U” (TOPUCU) that engages at-risk, out-of-school youth ages 16-24 in personal awareness and leadership development utilizing a hands-on., interactive and research proven curriculum that teaches and reinforces the skills and concepts required for 21st Century success; and

WHEREAS, additionally, staff providing direct services to the participants are required to complete three (3) mandatory trainings, which are Protection of Minors, Youth Culture/Development, and Mental Health/Substance Abuse, provided through the Ocean County Achievement Center; and

WHEREAS, these services are funded through the Work Readiness Assistance Program (WRAP) grant awarded from the Ocean County Department of Human Services, Workforce Development Board, for the Continuing and Professional Education Department at Ocean County College; and

WHEREAS, the Board of Trustees of Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A. 18A:64A-25.5a.(15) et seq. professional consulting services; and

WHEREAS, the Executive Vice President of Finance of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance; and

WHEREAS, the vendor has completed and submitted a Business Entity Disclosure Certification which certifies it has not made any reportable contributions to a political or candidate committee in the County of Ocean the previous one year, and that the contract will prohibit making any reportable contributions through the term of the contract; and

WHEREAS, Ocean County College wishes to award a required disclosure contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the college to execute an Agreement with **Eckerd Connects**, 47-10 32nd Place, Suite 202, Long Island, NY 11101 in the amount not to exceed: **\$25,000.00** to provide service learning workshops for the Continuing and Professional Education Department at Ocean County College.

RESOLUTION

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Contract for Service Learning Projects

Contract Term: December 1, 2020 - September 30, 2021

VENDOR: Eckerd Connects
47-10 32nd Place, Suite 202
Long Island, NY 11101

ACCOUNT: Work Related Activity Grant/ Fees Consultants
FY 2020/2021

SOURCE: Work Readiness Assistance Program (WRAP) grant awarded from the
Ocean County Dept. of Human Services, Workforce Development Board

AMOUNT: **\$25,000.00**
=====

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for FY 2020/2021 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-5

OCEAN COUNTY COLLEGE

RESOLUTION

Authorizing a Contract for Web-based Assessment and Curriculum System

Contract Term: December 1, 2020 - September 30, 2021

WHEREAS, the Board of Trustees of Ocean County College has a need to purchase Conover Online Web-based Assessment and Curriculum System with management tools for the Continuing and Professional Education Department. Conover Online includes career exploration and assessment system, soft skills, self-determination, social and emotional learning that help at-risk, out-of-school youth ages 16-24 to succeed in school, work and life. Management Tools provide usage and performance analytics, real-time data tracking to improve productivity; and

WHEREAS, Conover Online complies with federal and state reporting requirements and allows for onsite and distance learning for any device at any time where other systems do not both comply with governmental requirements and allow for distance learning; and

WHEREAS, these services are funded through the Work Readiness Assistance Program (WRAP) grant awarded from the Ocean County Department of Human Services, Workforce Development Board, for the Continuing and Professional Education Department at Ocean County College; and

WHEREAS, the Board of Trustees of Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A. 18A:64A-25.5(a)(3), materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted; and

WHEREAS, the Executive Vice President of Finance of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance; and

WHEREAS, the vendor has completed and submitted a Business Entity Disclosure Certification which certifies it has not made any reportable contributions to a political or candidate committee in the County of Ocean the previous one year, and that the contract will prohibit making any reportable contributions through the term of the contract; and

WHEREAS, Ocean County College wishes to award a required disclosure contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the college to execute an Agreement with **Conover Company**, 4 Brookwood Court, Appleton, WI 54914 in the amount not to exceed: **\$29,960.00** for the purchase of Conover Online Web-based Assessment and Curriculum System with management tools for the Continuing and Professional Education Department at Ocean County College.

RESOLUTION

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

**Contract for Web-based Assessment and Curriculum System
Contract Term: December 1, 2020 - September 30, 2021**

VENDOR: Conover Company
4 Brookwood Court
Appleton, WI 54914

ACCOUNT: Work Related Activity Grant/ Supplies - Instruction
FY 2020/2021

SOURCE: Work Readiness Assistance Program (WRAP) grant awarded from the
Ocean County Dept. of Human Services, Workforce Development Board

AMOUNT: **\$29,960.00**
=====

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for FY 2020/2021 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-6

OCEAN COUNTY COLLEGE

RESOLUTION

Authorizing a Contract for Counseling Services for Employment

Contract Term: December 1, 2020 - September 30, 2021

WHEREAS, the Board of Trustees of Ocean County College has a need for counseling services, geared towards developing readiness and succeeding in employment to at-risk, out-of-school youth ages 16-24. Services include mentoring and leadership development, job readiness and life skills training, and job placement assistance; and

WHEREAS, additionally, staff providing direct services to the participants are required to complete three (3) mandatory trainings, which are Center Protection of Minors, Youth Culture/Development, and Mental Health/Substance Abuse, provided through the Ocean County Achievement; and

WHEREAS, these services are funded through the Work Readiness Assistance Program (WRAP) grant awarded from the Ocean County Department of Human Services, Workforce Development Board, for the Continuing and Professional Education Department at Ocean County College; and

WHEREAS, the Board of Trustees of Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A. 18A:64A-25.5a.(15) et seq. professional consulting services; and

WHEREAS, the Executive Vice President of Finance of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance; and

WHEREAS, the vendor has completed and submitted a Business Entity Disclosure Certification which certifies it has not made any reportable contributions to a political or candidate committee in the County of Ocean the previous one year, and that the contract will prohibit making any reportable contributions through the term of the contract; and

WHEREAS, Ocean County College wishes to award a required disclosure contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the college to execute an Agreement with **Waters & Sims Employment Services Inc.**, 135 Monmouth Street, Red Bank, NJ 07701 in the amount not to exceed: **\$25,000.00** to provide counseling services for employment for the Continuing and Professional Education Department at Ocean County College.

RESOLUTION

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Contract for Counseling Services for Employment
Contract Term: December 1, 2020 - September 30, 2021

VENDOR: Water & Sims Employment Services, Inc.
135 Monmouth Street
Red Bank, NJ 07701

ACCOUNT: Work Related Activity Grant/ Fees Consultants
FY 2020/2021

SOURCE: Work Readiness Assistance Program (WRAP) grant awarded from the
Ocean County Dept. of Human Services, Workforce Development Board

AMOUNT: **\$25,000.00**
=====

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for FY 2020/2021 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-7

OCEAN COUNTY COLLEGE

RESOLUTION

**Authorizing a Contract for WorldShare Management System Implementation
And Workflow Consulting Services**

WHEREAS, contracts in the amount of **\$5,856.64**-(BPO #10366) and **\$147.51**-(BPO #10366A1) have been awarded to **Online Computer Library Center**, 6565 Kilgour Place, Dublin, OH 43017-3315 for two modules of WorldShare Management System (WMS) that provide cloud-based library management and discovery applications at Ocean County College; and

WHEREAS, an additional **\$40,102.10** is needed for workflow consulting services and implementation of all WMS modules for Ocean County College Library. WMS offers librarians a comprehensive and cost-effective way to manage library workflows efficiently, and improves access to library collections and services. The applications include acquisitions, circulation, interlibrary loan, metadata management, license management, analytics, and discovery services.; and

WHEREAS, the purchase of said services utilize funds allocated to Ocean County College through the Coronavirus Aid, Relief and Economic Security (CARES) Act Higher Education Emergency Relief; and

WHEREAS, the initial contract being under threshold, did not require Board of Trustees approval; and

WHEREAS, the Board of Trustees of Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A. 18A:64A-25.5(a)(6) textbooks, copyrighted materials, student produced publications, library materials and specialized library services; and

WHEREAS, the Executive Vice President of Finance and Administration of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance and Administration of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance and Administration; and

WHEREAS, the vendor has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the County of Ocean the previous one year, and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract; and

WHEREAS, Ocean County College wishes to amend a required disclosure contract without the need for public bidding in compliance with the provisions of the Ocean County Contracts Law, N.J.S.A. 18A:65A-25.1 et seq., and the provisions of N.J.A.C 5:34-8.2 vendor aggregation rules.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to amend the contract with **Online Computer Library Center**, 6565 Kilgour Place, Dublin, OH 43017-3315 with an additional amount of **\$40,102.10** for a total amount of **\$46,106.25** for workflow consulting services and implementation of all WMS modules at Ocean County College.

RESOLUTION

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

**Contract for WorldShare Management System Implementation
And Workflow Consulting Services**

VENDOR: **Online Computer Library Center**
6565 Kilgour Place
Dublin, OH 43017-3315

ACCOUNT: Library / Library OCLC System
COVID Institutional CARES / Software
FY 2020/2021

ORIGINAL CONTRACT: **\$6,004.15** – funded by Library

AGGREGATE AMOUNT: **\$40,102.10** – funded by CARES
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TOTAL AMOUNT: **\$46,106.25**

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2020/2021, and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-8

OCEAN COUNTY COLLEGE

RESOLUTION

Authorizing a Contract for Carolyn Dorfman Dance Performance

WHEREAS, the Board of Trustees of Ocean County College recognizes the need for a virtual Carolyn Dorfman Dance performance at the Teen Arts Celebration on March 23, 2021 or March 24, 2021. The performance includes a pre-recorded Virtual Performance of the commissioned work and a Virtual Dance Workshop; and

WHEREAS, the Virtual Performance can be viewed by participants of the Teen Arts Celebration as well as the general public, and includes a virtual Q&A session with a member of Carolyn Dorfman Dance at the end of the performance. Workshop is conducted at a mutually agreeable time during the school day and only open to participants of the Ocean County Teen Arts Celebration; and

WHEREAS, the Board of Trustees of Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A. 18A:64A-25.3(a) et seq., any purchase, contract or agreement for the performance of any work or the furnishing or hiring of materials or supplies, the cost or price of which , together with any sums expended for the performance of any work or services in connection with the same project or the furnishing of similar materials or supplies during the same fiscal year, paid with or out of college funds, does not exceed the total sum of \$36,400.00; and

WHEREAS, the Executive Vice President of Finance and Administration of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance and Administration of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance and Administration; and

WHEREAS, Ocean County College wishes to award a required disclosure contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to enter into and execute Agreement with **Carolyn Dorfman Dance Company**, 2780 Morris Avenue, Suite 1-A, Union, NJ 07083 in the amount not to exceed: **\$17,500.00** a virtual Carolyn Dorfman Dance performance at the Teen Arts Celebration at Ocean County College.

RESOLUTION

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Contract for Carolyn Dorfman Dance Performance

VENDOR: **Carolyn Dorfman Dance Company**
2780 Morris Avenue, Suite 1-A
Union, NJ 07083

ACCOUNT: Fine Arts Administration / Contract Payment - Fine Arts
FY 2020/2021

TOTAL: **\$17,500.00**
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I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2020/2021 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-9

OCEAN COUNTY COLLEGE

RESOLUTION

**Authorizing issuance of the New Jersey Natural Gas (NJNG)
Engineered Solutions Program Limited Notice to Proceed Letter**

WHEREAS, the Board of Trustees of Ocean County College (OCC) wishes to participate in the first phase of the New Jersey Natural Gas (NJNG) Engineered Solutions Program to develop engineering and design drawings and documents (bid-ready construction documents) for the installation of energy conservation measures.

WHEREAS, NJNG’s energy savings audit findings of the Ocean County College campus identified five separate project energy conservation measures. (Table1) As per the Engineered Solutions Program, NJNG determined the simple payback period of the installation of energy conservation measures, construction cost estimates amortized on a straight line basis, and measure cost effectiveness calculations;

WHEREAS, the initial project phase shall commence when signed and shall continue through to when contractors are awarded contracts by the Board of Trustees to perform services and deliver materials for the identified five projects;

WHEREAS, Engineered Solutions Program’s identified five projects with a total cost of \$1,055,288.60 as per terms of the program New Jersey Natural Gas (NJNG) will pay 60% (\$633,173.16) and the College will pay 40% (\$422,115.44), in the form of a loan provided by NJNG through said program over 4.3 years interest free (Table 2);

NOW, THEREFORE, BE IT RESOLVED that the Ocean County College Board of Trustees hereby authorizes Executive Vice President of Administration and Finance to execute the Limited Notice to Proceed Letter in substantially the same form as incorporated herein by reference.

Table 1 Project Breakdown				
#	Measure- (Project)	Type of Measure	Estimated Project Cost	Estimated Annual Savings
1	Lighting & Controls	Lighting	\$ 289,845.00	\$ 74,424.00
2	Occupancy Based T-Stats	Heating & Cooling	\$ 87,200.00	\$ 9,687.00
3	Grunin Center	AC Chiller Upgrade (CW Pumps, Ice Storage) Cooling	\$ 317,500.00	\$ 5,751.00
4	Grunin Center	Boiler Upgrade (HW Reset, HP) Heating	\$ 232,400.00	\$ 8,571.00
5	Library	Variable Primary HW Motors	\$ 26,100.00	\$ 815.00
6	All projects	Engineering Related Costs	\$ 102,243.60	
		Total	\$ 1,055,288.60	99,248.00

Table 2 Project Summary		
Total Project Costs	\$1,055,288.60	
NJNG 60% share of Project costs	\$633,173.16	
Ocean County College 40% share of Project Costs	\$422,115.44	Loan payment terms : 4.3 yrs with no interest– Monthly payment of \$7,035.28
Annual Loan Repayment	\$84,423.09	
Estimated 1st Year Energy Savings	\$99,248.31	
Estimated 1st Year net to College	\$14,825.23	


 Executive Vice President of Finance and Administration

EXHIBIT A-10

OCEAN COUNTY COLLEGE
AMENDMENT

Authorizing a Contract for Youth Peer Outreach Support Services
Contract Term Extension: September 30, 2020 - November 29, 2020

WHEREAS, the Board of Trustees of Ocean County College recognizes the need to amend the Agreement for Peer Outreach Support Services to assist at-risk, out-of-school youth ages 16-24. These services are designed to introduce and maintain aspects of wellness and recovery into their lives to assist and alleviate barriers directly impacting their employability. The original contract in the amount of **\$30,000.00** was awarded at the Board of Trustees meeting on November 7, 2019; and

WHEREAS, Ocean County College requests to extend current Work Related Activity Providers Contract #CC2018-117, which is set to expire on September 30, 2020, pursuant to section 2-B. Ocean County College requests this extension for 60 days, through November 29, 2020. An additional **\$5,000.00** is needed to cover costs of partner's services, offered on and off campus; and

WHEREAS, these services are funded through the Work Readiness Assistance Program (WRAP) grant awarded from the Ocean County Department of Human Services, Workforce Development Board, for the Continuing and Professional Education Department at Ocean County College; and

WHEREAS, the Board of Trustees of Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A. 18A:64A-25.5a.(15) et seq. professional consulting services; and

WHEREAS, the Executive Vice President of Finance of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance; and

WHEREAS, the vendor has completed and submitted a Business Entity Disclosure Certification which certifies it has not made any reportable contributions to a political or candidate committee in the County of Ocean the previous one year, and that the contract will prohibit making any reportable contributions through the term of the contract; and

WHEREAS, Ocean County College wishes to amend a required disclosure contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the college to amend the Agreement with **Mental Health Association of NJ**, 673 Morris Avenue, Springfield, NJ 07081 with an additional **\$5,000.00** for a total amount of **\$35,000.00** for Youth Peer Outreach Support Services for the Continuing and Professional Education Department at Ocean County College.

A M E N D M E N T

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Contract for Youth Peer Outreach Support Services

Contract Term Extension: September 30, 2020 - November 29, 2020

VENDOR: **Mental Health Association of NJ**
673 Morris Avenue
Springfield, NJ 07081

ACCOUNT: Work Related Activity Grant/ Fees - Consultants
FY 2020/2021

SOURCE: Work Readiness Assistance Program (WRAP) grant awarded from the
Ocean County Dept. of Human Services, Workforce Development Board

ORIGINAL CONTRACT: **\$30,000.00**

AMENDMENT: **\$5,000.00**
=====

TOTAL AMOUNT: **\$35,000.00**

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2020/2021 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-11

OCEAN COUNTY COLLEGE
AMENDMENT

Authorizing a Contract for Service Learning Projects

Contract Term Extension: September 30, 2020 - November 29, 2020

WHEREAS, the Board of Trustees of Ocean County College has a need to amend a Contract for a series of workshops titled “The Only Person U Cheat is U” (TOPUCU) that engages at-risk, out-of-school youth ages 16-24 in personal awareness and leadership development utilizing a hands-on., interactive and research proven curriculum that teaches and reinforces the skills and concepts required for 21st Century success. The original contract in the amount of **\$30,000.00** was awarded at the Board of Trustees meeting on November 7, 2019; and

WHEREAS, Ocean County College requests to extend current Work Related Activity Providers Contract #CC2018-117, which is set to expire on September 30, 2020, pursuant to section 2-B. Ocean County College requests this extension for 60 days, through November 29, 2020. An additional **\$5,000.00** is needed to cover costs of partner’s services, offered on and off campus; and

WHEREAS, these services are funded through the Work Readiness Assistance Program (WRAP) grant awarded from the Ocean County Department of Human Services, Workforce Development Board, for the Continuing and Professional Education Department at Ocean County College; and

WHEREAS, the Board of Trustees of Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A. 18A:64A-25.5a.(15) et seq. professional consulting services; and

WHEREAS, the Executive Vice President of Finance of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance; and

WHEREAS, the vendor has completed and submitted a Business Entity Disclosure Certification which certifies it has not made any reportable contributions to a political or candidate committee in the County of Ocean the previous one year, and that the contract will prohibit making any reportable contributions through the term of the contract; and

WHEREAS, Ocean County College wishes to amend a required disclosure contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the college to amend the Agreement with **Eckerd Connects, 47-10 32nd Place, Suite 202, Long Island, NY 11101** with an additional **\$5,000.00** for a total amount of **\$35,000.00** to provide service learning workshops for the Continuing and Professional Education Department at Ocean County College.

A M E N D M E N T

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Contract for Service Learning Projects

Contract Term Extension: September 30, 2020 - November 29, 2020

VENDOR: **Eckerd Connects**
47-10 32nd Place, Suite 202
Long Island, NY 11101

ACCOUNT: Work Related Activity Grant/ Fees - Consultants
FY 2020/2021

SOURCE: Work Readiness Assistance Program (WRAP) grant awarded from the
Ocean County Dept. of Human Services, Workforce Development Board

ORIGINAL CONTRACT: **\$30,000.00**

AMENDMENT: **\$5,000.00**
=====

TOTAL AMOUNT: **\$35,000.00**

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2020/2021 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-12

OCEAN COUNTY COLLEGE
AMENDMENT

Authorizing a Contract for Counseling Services for Employment

Contract Term Extension: September 30, 2020 - November 29, 2020

WHEREAS, the Board of Trustees of Ocean County College has a need to amend the Agreement for counseling services, geared towards developing readiness and succeeding in employment to at-risk, out-of-school youth ages 16-24. Services include mentoring and leadership development, job readiness and life skills training, and job placement assistance. The original contract in the amount of **\$30,000.00** was awarded at the Board of Trustees meeting on November 7, 2019; and

WHEREAS, Ocean County College requests to extend current Work Related Activity Providers Contract #CC2018-117, which is set to expire on September 30, 2020, pursuant to section 2-B. Ocean County College requests this extension for 60 days, through November 29, 2020. An additional **\$5,000.00** is needed to cover costs of partner's services, offered on and off campus; and

WHEREAS, these services are funded through the Work Readiness Assistance Program (WRAP) grant awarded from the Ocean County Department of Human Services, Workforce Development Board, for the Continuing and Professional Education Department at Ocean County College; and

WHEREAS, the Board of Trustees of Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A. 18A:64A-25.5a.(15) et seq. professional consulting services; and

WHEREAS, the Executive Vice President of Finance of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance; and

WHEREAS, the vendor has completed and submitted a Business Entity Disclosure Certification which certifies it has not made any reportable contributions to a political or candidate committee in the County of Ocean the previous one year, and that the contract will prohibit making any reportable contributions through the term of the contract; and

WHEREAS, Ocean County College wishes to amend a required disclosure contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the college to amend the Agreement with **Waters & Sims Employment Services Inc.**, 135 Monmouth Street, Red Bank, NJ 07701 with an additional **\$5,000.00** for a total amount of **\$35,000.00** to provide counseling services for employment for the Continuing and Professional Education Department at Ocean County College.

A M E N D M E N T

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Contract for Counseling Services for Employment

Contract Term Extension: September 30, 2020 - November 29, 2020

VENDOR: Water & Sims Employment Services, Inc.
135 Monmouth Street
Red Bank, NJ 07701

ACCOUNT: Work Related Activity Grant/ Fees - Consultants
FY 2020/2021

SOURCE: Work Readiness Assistance Program (WRAP) grant awarded from the
Ocean County Dept. of Human Services, Workforce Development Board

ORIGINAL CONTRACT: \$30,000.00

AMENDMENT: \$5,000.00
=====

TOTAL AMOUNT: \$35,000.00

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2020/2021 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration