

RESOLUTION NO. 2023-86

RESOLUTION OF THE BORDENTOWN SEWERAGE
AUTHORITY, IN THE COUNTY OF BURLINGTON, NEW
JERSEY AUTHORIZING THE TEMPORARY STAFFING
SERVICES UNDER STATE CONTRACT

WHEREAS, the Bordentown Sewerage Authority ("Authority") is in need of staffing assistance in its administrative office; and

WHEREAS, 22nd Century Technologies, Inc, 8251 Greensboro Drive, Suite 900, McLean, Virginia 22102 has a valid state contract No.: M2001, Blanket PO #23-GNSV1-35293 for temporary staffing services, specifically Job Position title: Office Services Assistant, for the hourly rate range of \$21.70 – \$31.50 per hour; and

WHEREAS, the Authority is permitted under 40A:11-12 to make purchases through State agency.

NOW, THEREFORE, BE IT RESOLVED THIS 21ST DAY OF AUGUST 2023, BY THE BORDENTOWN SEWERAGE AUTHORITY, IN THE COUNTY OF BURLINGTON, NEW JERSEY, THAT:

1. Temporary Staffing Services under the valid New Jersey State Contract No.: M2001 Blanket PO# 23-GNSV1-35293 is hereby authorized from 22nd Century Technologies, Inc of McLean, Virginia, from their office in Princeton New Jersey.

2. I hereby certify that funds are available for the hourly pay rate range of \$21.70 - \$34.10 per hour.

THE BORDENTOWN SEWERAGE AUTHORITY

By: M. Ellen Gulbinsky
M. Ellen Gulbinsky, Chairwoman

ATTEST

Joseph R. Malone, III
Joseph R. Malone, III, Assistant Secretary

**THE BORDENTOWN SEWERAGE AUTHORITY
QUOTATION RECORD FORM**

PROJECT: Temporary Staffing Services

ITEM OR SERVICE: Administrative Assistant for front office to fill vacancy during the hiring process. Will not require overtime hours.

If not awarded to lowest price, explanation: _____

1. Vendor: 22nd Century Technologies, Inc. Price Range: \$21.70-31.50/hr

Special Terms: title 'Office Services Assistant'

Solicited By: Email Fax Phone In Person Internet

2. Vendor: J&J Staffing Resources Price Range: \$30.95-\$34.10

Special Terms: title 'Office Assistant'

Solicited By: Email Fax Phone In Person Internet

3. Vendor: _____ Price: _____

Special Terms: _____

Solicited By: _____ Email Fax Phone In Person Internet

4. Vendor: _____ Price: _____

Special Terms: _____

Solicited By: _____ Email Fax Phone In Person Internet

AWARDED TO: 22nd Century Technologies, Inc. PRICE RANGE: \$ 21.70-31.50/hr

TERMS: _____ SPECIAL COMMENTS: State Contract M2001 23-GNSV1-35293

PURCHASE ORDER # _____

SOLICITATION PERFORMED BY: Elizabeth Kwelty

Elizabeth J Kwelty
(SIGNATURE)

DATE: 8/15/2023



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
PROCUREMENT BUREAU
33 WEST STATE STREET
P. O. BOX 230
TRENTON, NEW JERSEY 08625-0230
<https://www.njstart.gov>

PHILIP D. MURPHY
Governor

ELIZABETH MAHER MUOIO
State Treasurer

SHEILA Y. OLIVER
Lt. Governor

AMY DAVIS
Acting Director

M2001 Temporary Staffing Services

Blanket P.O. #: 23-GNSV1-35293

Award Summary

February 1, 2023

I. Purpose & Intent

The purpose of this Blanket P.O. is to provide temporary staff services for administrative, clerical, medical, and non-IT related titles for statewide use.

II. Award Method

This Blanket P.O. was awarded to 22nd Century Technologies Inc. The base term of this Blanket P.O. is from February 1, 2023 until August 14, 2024 with an option to be extended up to three (3) years, with no single extension exceeding one (1) year.

This Blanket P.O. will commence on February 1, 2023.

III. Directions for Use of Blanket P.O.

All use of this Blanket P.O. shall be performed in accordance with the Participating Addendum. All Using Agencies should follow the Method of Operation as attached to this Blanket P.O.

**M-2001-Temporary Staff Services
Blanket P.O. #: 23-GNSV1-35293**

**Notice of Award (NOA) & Method of Operation (MOO)
As of February 1, 2023**

1.0 Purpose & Intent

In accordance with the New Jersey Administrative Code (N.J.A.C. 17:12), the State awarded a Blanket P.O. to 22nd Century Technologies (22nd Century) based on the awarded New Mexico NASPO ValuePoint (NASPO) National Cooperative Agreement (Master Agreement) for the provision of Temporary Employment Services.

The intent of the Blanket P.O. is to provide the State and its Cooperative Purchasing Program participants staffing in the following assignment categories:

- A. Administrative Support;
- B. Commercial/Industrial;
- C. Professional Services; and
- D. Healthcare Staff Services.

Note: Information Technology (IT) staff augmentation services are not permitted under this award. If such services are required, please reference M4003-NASPO ValuePoint Multi-State Cooperative for Information Technology Vendor Managed Service Providers (Blanket P.O. # 18-COMP-00277).

2.0 Blanket P.O. Number and Term

The State has awarded Blanket P.O. # **23-GNSV1-35293**.

The base term of the Blanket P.O. commenced on February 1, 2023 and will expire on August 14, 2024.

The Blanket P.O. may be extended up to three (3) additional years subject to the approval of the Lead State (New Mexico), NASPO, and the Division or Purchase and Property, Procurement Bureau's Director. The length of each extension shall be determined when the extension request is processed.

3.0 Directions for Use of Blanket P.O. (MOO)

Using Agencies are not to directly contact subcontractors or their individual employees to request personal information or to fill temporary staffing needs. All staffing recruitment shall be completed by the awarded Vendor {Contractor}, 22nd Century.

3.1 Account Setup

Prior to utilizing the services provided under the awarded Blanket P.O., each Using Agency must contact 22nd Century in order to establish access and training for its Vendor Management System.

3.2 Submitting a Staffing Assignment Request

When submitting an assignment request for a temporary staffing professional, the Using Agency must provide the Vendor {Contractor} with the following:

A. Using Agency Information

The requesting Using Agency must provide the full name of its department and corresponding division in which the Assignment request is intended. The Using Agency must also provide the following Assignment-specific contact information:

- A. Using Agency Contact name;
- B. Title
- C. Phone Number; and
- D. E-mail.

B. Assignment Request Information

Additionally, each Using Agency must provide 22nd Century with, at a minimum, the following Assignment information upon each request submission:

- A. Number of temporary staffing professionals needed;
- B. Requested Assignment duration;
- C. Assignment duties;
- D. Equipment to be used by the temporary staffing professional(s);
- E. Computer software to be used;
- F. Knowledge, skills, education, and/or experience;
- G. Mandatory skills/certification(s);
- H. Desired skills;
- I. Hours of work;
- J. If over-time is required;
- K. Assignment requested/required attire;
- L. Assignment location;
- M. If a background check is required and if so, the type of checks required;
- N. Other job related information i.e. parking (on/off-site, free, etc.); and
- O. Due date for 22nd Century to respond with possible candidates.

3.3 Pricing (Awarded Bill Rate)

The Using Agency is instructed to review the attached price list entitled, "M2001 Price List 2.1.23." Additionally, each Using Agency is responsible for ensuring that invoices demonstrate the correct pricing and final invoice amount prior to release of payment to the Vendor {Contractor}.

The formula to verify the bill rate is:

$$\text{Pay Rate} + (\text{Pay Rate} \times \text{Markup}) = \text{Bill Rate}$$

4.0 Contract Highlights

- A. Travel and expense policies are determined by each Using Agency; and
- B. Only State Employees may operate State vehicles (Reference Circular Letter 17-05-ADM State Vehicular Assignment and Use Policy).

5.0 Earned Sick Leave:

On October 29, 2018 New Jersey's Earned Sick Leave Law went into effect, as of that date 22nd Century Technologies Inc. may invoice the State for sick leave earned by the Temporary Staff in accordance with N.J.S.A. 34:11D-1.

Temporary Staff earn one (1) hour of sick time for every thirty (30) hours worked. No more than forty (40) hours are allowed to accrue in a benefit year.

For further information please see the links below:

New Jersey Department of Labor and Workforce Development – Earned Sick Leave in New Jersey

<https://www.nj.gov/labor/earnedsick/index.html>

New Jersey Department of Labor and Workforce Development – Notice of Employee Rights

https://nj.gov/labor/forms_pdfs/mw565sickleaveposter.pdf

6.0 Vendor {Contractor} Contact Information:

Sandeep Singh
Head-Client Relations
22nd Century Technologies Inc.
Phone # - 833 308 7284
njreqs@tscti.com

7.0 Referrals

Individuals requesting a referral (information regarding the ability to provide service under the State's Temporary Staffing contract) must be directed to the awarded Vendor {Contractor} at:

22nd Century Technologies Inc.
<http://www.tscti.com/state-new-jersey>

8.0 State Contract Manager (SCM):

All questions regarding this Blanket P.O. shall be directed to the State Contract Manager (SCM) of each respective Using Agency.

Elizabeth Kwelty

From: Pardeep Kumar <pardeepku@tscti.com>
Sent: Monday, August 14, 2023 10:28 AM
To: Elizabeth Kwelty
Cc: Tanveer Butt; 'njreqs@tscti.com'
Subject: RE: NJ State Contract / Request for Job Position Quote / Bordentown Sewerage Authority

Hello Elizabeth,

Good Morning!

Thank you for sending us below email and letting us know that you are interested in onboarding the temporary staff through our contract with the state.

Based upon the information provided by you, please find below the suggested job titles from state approved pricing list:

Position Category	Job Position	Regular Pay Rate - Low	Regular Pay Rate - High	Regular Markup	Regular Bill Rate - Low
General Administrative	Document Control Clerk	\$17.65	\$21.23	29%	\$22.77
General Administrative	Document Control Clerk / Filing Specialist	\$18.18	\$20.20	29%	\$23.45
General Administrative	Office Services Assistant	\$16.82	\$24.42	29%	\$21.70
General Administrative	Office Services Specialist	\$19.62	\$24.79	29%	\$25.31
General Administrative	Administrative Assistant I	\$16.16	\$18.18	29%	\$20.85

Thanks & Regards

Pardeep Kumar (He/his/him)
Project Team Lead
Client Delivery & Operations



22nd Century Technologies, Inc.

ITIL® Certified (ITSM) Level 1 | ISO 27001 | ISO 9001 | ISO 14001 | ISO 20000

Email: pardeepku@tscti.com

Desk: 732-301-7058 Ext. 289

Website: www.tscti.com

500 College Road East, SUITE: 225 Princeton, NJ 08540

22nd Century Technologies Inc is an Equal Employment Opportunity and Affirmative Action employer

From: Elizabeth Kwelty <ekwelty@bordentownsa.org>
Sent: Monday, August 14, 2023 9:59 AM
To: 'njreqs@tscti.com' <njreqs@tscti.com>
Subject: NJ State Contract - Request for Job Position quote

CAUTION: DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.



Proposal of Services

August 14, 2023

Bordentown Sewerage Authority

Attention: Elizabeth Kwelty

Terms of Service

J & J Staffing Resources will supply staff to **Bordentown Sewerage Authority** at the following discounted rates:

JOB TITLE	BILL RATE
Office Assistant	\$30.95 - \$34.10 – PER HOUR

Temp to Hire Policy

At NO CHARGE, your company has the option to hire any of our employees who complete a total of 1200 hours worked on our payroll. The fee for your company to transfer a J & J Staffing Resources employee without the required 1200 hours is 20% of the first year's earnings.

*Example: First Year's Earnings = \$40,000
20% x 40,000 = \$8,000*

Hours worked at your company's location, prior to the required 1200 hours, can be credited to the placement fee. Discount is calculated as follows:

300 hours worked = 25% discount
600 hours worked = 50% discount
900 hours worked = 75% discount
1,200 hours worked = No Charge

*Example: 600 hours worked = 50% discount off placement fee
\$6,000.00 - 50% discount = \$4,000.00*

Direct Hire

Placement fee for a Direct Hire is 20% of the first year's earnings with a 60 day guarantee provided that J & J Staffing Resources is given thirty days to refill the position. If J & J Staffing Resources is unable to refill the position within thirty days, we will refund the full amount paid to J & J Staffing Resources minus a 20% administrative fee.





Client Obligations

1. Client agrees that it will not assign J & J Staffing employees to perform any of the following tasks, unless otherwise approved in writing by a J & J Staffing Resources manager:
 - a. Operation of motor vehicles except forklifts/powerd industrial trucks, if operated by Subcontractor employees, such employees shall be certified by Client pursuant to OSHA's Powered Industrial Trucks regulations.
 - b. Work involving extremes of temperature in excess of 110 degrees Fahrenheit.
 - c. Work requiring use of a respirator.
 - d. Work on or around navigable bodies of water.
 - e. Work involving the handling of cash, negotiables, social security numbers, bank account numbers, credit card information, or other non-public personally identifiable information.
 - f. Work involving the handling of hazardous substances as defined by OSHA.
2. Client agrees that temporary legal assistants, paralegals and attorneys shall not actively lead in litigation or arbitration proceedings or sign any pleadings or other documents which are to be filed in a court of law or documents which are going to be filed with any federal, state or local governmental agency.
3. Client agrees that temporary bookkeepers, financial analysts, bankers, mortgage brokers and other finance-related Subcontractor employees (collectively, "Finance Subcontractor Employees") shall not sign any documents which are going to be filed with any federal, state or local governmental agency, including, without limitation, any financial statements which are attached and incorporated into the public filings of publicly traded companies with the Securities and Exchange Commission.
4. Client understands that J & J has invested considerable time and money in the process of recruiting, screening, interviewing, onboarding, and managing our candidates. Client agrees they will not solicit the services of Assigned Employees, either directly or through another staffing agency, outside of the assignment through J & J Staffing Resources and for 365 days after the end of last assignment. Client agrees not to engage any candidate, sourced through J & J, without J & J's consent, for 365 days from the date of initial introduction.
5. Client agrees to notify J & J Staffing immediately if a temporaries' job description changes while they are on assignment. A J & J temporary is only insured and bonded for the job or position in which they were hired.

Drug and Background Screening

Drug and criminal background checks will be conducted prior to the employee starting work at your facility as requested. Customarily, the costs for these pre-screenings are billed back to the client.





Pandemic Response Navigation

At J & J our ultimate goal is the safety of our candidates, our clients, and our staff. We are also mindful of all these same people who are caring for loved ones who are at greater risk. Our goal is to create a work environment that meets all state and federal guidelines while allowing our clients and our staff members the opportunity to continue working and supporting their families. The most important aspect of navigating the response to a pandemic is communication. Each company and their industry response to the pandemic is different. Share your company's pandemic response plan with your J & J representative. We will facilitate our staff working within your company's pandemic response program. We will make our candidate aware of your plan and make sure they are ready on day one of their assignment; healthy, safe and prepared.

Affordable Care Act

J & J Staffing Resources is compliant with the requirements of the Affordable Care Act. The J & J temporary candidates working at your site are employees of J & J Staffing Resources. J & J offers health benefits that are ACA compliant and are affordable to all our staffing employees. These benefits also help our temporary employees comply with the ACA individual mandates. This is a long term solution to complying with the ACA. Our solution is compliant with the law - not a way around the law. Our clients don't have to worry about our temporaries and the ACA - J & J has taken the necessary steps to comply with the Affordable Care Act.

Billing Process

J & J Staffing Resources utilizes a computerized system for all payroll and billing functions. We can accommodate any special billing requirements needed by your company. Our procedure in our accounting department is to first pay our employees and then to invoice our clients. Weekly invoices will be sent to your company. The invoice indicates "Net Upon Receipt". All payments should be mailed to:

J & J STAFFING RESOURCES
PO BOX 1620
CHERRY HILL, NJ 08034

For the convenience of our customers, J & J accepts checks, Electronic Funds Transfer and credit cards. Credit card payments will be subject to a 3% transaction fee.

If a major change in taxes or insurance is mandated during the duration of this proposal, J & J Staffing Resources reserves the right to renegotiate the above rates.





J & J Staffing Resources



J & J Staffing Resources or Client may terminate this proposal at any time upon 30 days written notice. Such notice shall be deemed given when mailed by Certified Mail, postage prepaid, to our corporate office at 1814 Marlton Pike East, PO Box 1620, Cherry Hill, NJ 08034.

This proposal shall remain in effect until February 14, 2024

Please sign and return this document acknowledging that you have received and reviewed our information. Recruiting for your requirements may not begin until this agreement is signed and returned.

SIGNATURES

Elizabeth Kwelty, Administrative Manger
Bordentown Sewerage Authority

Date

Jenna Hand, Branch Manager
J & J Staffing Resources

Date

We look forward to working with you!



Version: 7.19.2020



J & J Team Servicing Your Account

J&J Staffing Resources
 103 Carnegie Center
 Suite 101
 Princeton, NJ 08540
 Phone: 609-452-2030
 Fax: 609-520-8285

The key to J & J's long term success has been the longevity and professionalism of its people. From our President down to our newest hire, we treat people as we would like to be treated. Our management team averages more than 15 years of working with J & J.

Our highly qualified and experienced Staffing Specialists are ready to meet your short term, unexpected needs as well as your long-term strategic staffing requirements.

Our Princeton office will be servicing your account. Your primary contact will be **Jenna Hand**. The following personnel are available to be of service to you:

<u>Name:</u>	<u>Title:</u>	<u>Email Address:</u>
Jenna Hand	Branch Manager	Jennifer.Hand@JJStaff.com
Denise Law	Assistant Branch Manager	Denise.Law@JJStaff.com
Nancy Weakley	Senior Staffing Specialist	Nancy.Weakley@JJStaff.com
Christine McGann	Staffing Specialist	Christine.McGann@JJStaff.com
Deanna Lessing	Recruiting Assistant	Deanna.Lessing@JJStaff.com
Samantha Cruz	Administrative Support Specialist	Samantha.Cruz@JJStaff.com
Sue Farrell	Regional Administrative Manager	Sue.Farrell@JJStaff.com
Lori Rosenblatt	Regional Manager	Lori.Rosenblatt@JJStaff.com
Sean Malady	Regional Sales Manager	Sean.Malady@JJStaff.com

“Staffing is not just one of the things we do; it is the only thing we do.”

