

Exhibit “A”

**AGREEMENT FOR EXTRA DUTY MANAGEMENT
SERVICES FOR THE WEST ORANGE POLICE DEPARTMENT**

THIS AGREEMENT made and entered into on this 28 day of October, 2017 by and between the **TOWNSHIP OF WEST ORANGE**, a municipal corporation of the State of New Jersey, located at Town Hall, 66 Main Street, West Orange, County of Essex and State of New Jersey, hereinafter called the "**TOWNSHIP**", party of the first part, and **HART HALSEY, LLC**, a Connecticut limited liability company doing business as **EXTRA DUTY SOLUTIONS** with offices 101 Merritt Boulevard, Suite 21 in Trumbull, Connecticut 06611, hereinafter referred to as "**EDS**", party of the second part.

WITNESSETH THAT:

WHEREAS, on August 15, 2017, the Township Council adopted Resolution #176-17 authorizing the use of competitive contracting pursuant to N.J.S.A. 40A:11-4.3 for the procurement of a Contract for Extra Duty Management Services for the West Orange Police Department; and

WHEREAS, on August 17, 2017, the Township issued and advertised a Request for Competitive Contracting Proposals for Extra Duty Management Services (the "RFP"), annexed hereto as Exhibit "**A**;" and

WHEREAS, on or about September 1, 2017, EDS submitted a proposal (the "Proposal") for award of the Contract for Extra Duty Management Services, annexed hereto as Exhibit "**B**," including Section 3 of the Proposal captioned "Pricing" whereby EDS set forth the following pricing schedule and administrative fee:

<u>WOPD¹ charge</u>	<u>EDS admin fee</u>
Officer \$28/hour	\$4.00
Officer \$41 /hour	\$4.10
Officer \$75/hour	\$6.38
Officer \$90/hour	\$7.65
Cruisers per hour	\$0.43

¹ "WOPD" means the "West Orange Police Department."

These fees are charged to the vendor (contractor/client).

[No fees shall be charged] to the West Orange Police Department or Township of West Orange at any time, including during the implementation and training period.

Clients who wish to pay via credit card may be assessed an additional fee (assessed on the total invoiced amount). We typically do not assess this fee, but have in cases when a client wishes to pay large or last minute invoices via credit card.

and

WHEREAS, the Township formed an evaluation committee (the "Evaluation Committee") to review all proposals received in response to its RFP; and

WHEREAS, the Evaluation Committee has recommended that the Township award the Contract for Extra Duty Management Services to EDS.

WHEREAS, the Township and EDS have agreed to the terms set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual promises, terms and conditions hereinafter set forth, the parties hereto agree as follows:

1. **INCORPORATION BY REFERENCE TO RFP AND PROPOSAL.** EDS hereby agrees to provide the services and other covenants set forth in the Township's RFP, annexed hereto as Exhibit "A," and set forth in its Proposal, annexed hereto as Exhibit "B." In the event that a conflict or inconsistency exists between the RFP and the Proposal, the RFP shall govern unless the Township provides written notice to EDS that a provision of the Proposal shall govern over the provision in the RFP.

2. **TERM.** This Agreement shall commence on November 1, 2017 and continue for a period of thirty-six (36) months (the "Initial Term"). The Township will have to option of extending the term of this Agreement for an additional twenty-four (24) months (the "Extension"). Unless the Township provides notice to EDS to the contrary, the Extension shall automatically commence upon the end of the Initial Term. Consistent with the RFP, the

Township may, at any time during the term of this Agreement, terminate the Agreement by providing thirty (30) days written notice to EDS.

3. **PRICING.** EDS shall be entitled to the fees consistent with and set forth in Section 3 of the Proposal.

4. **ENTIRE AGREEMENT.** This Agreement and exhibits hereto constitutes the entire agreement between the parties. To the extent any of the terms in this Agreement conflict with any previous agreement or contract between the parties, the terms of this Agreement prevail. No variations or modifications of or amendments to the terms of this Agreement shall be binding unless reduced to writing and signed by the parties hereto and approved by the Township Council.

5. **CONSTRUCTION.** The laws of the State of New Jersey shall govern the interpretation, construction and performance of this Agreement. The parties agree that any and all disputes that arise under this Agreement will fall within the jurisdiction of the Superior Court of the State of New Jersey with venue in Essex County, New Jersey.

6. **CAPTIONS.** The captions preceding the paragraphs of this Agreement are intended only as a matter of convenience for reference and in no way define, limit or describe the scope of this Agreement or the intent of any provision hereof.

7. **NOTICES.** All notices required to be given pursuant to this Agreement shall be sent by certified mail, return receipt requested, or by any overnight delivery service to the parties at the following addresses:

A. If to the Township, at their address set forth in the heading to this Agreement to the attention of the Business Administrator, with a copy to Richard D. Trenk, Esq., Trenk, DiPasquale, Della Fera & Sodono, P.C., 347 Mt. Pleasant Avenue, West Orange, New Jersey 07052.

B. If to the EDS, at their address set forth in the heading to this Agreement to the attention of Rich Milliman, EDS, 101 Merritt Blvd, Trumbull CT 06611

C. Any party may change the notice address by written notice to the other party.

8. **REMEDIES.** The parties agree that if EDS defaults on its obligations under this Agreement, the Township shall have the right to exercise any or all of the remedies enumerated in Section VII of the RFP captioned "Termination of Contract."

9. **INDEMNIFICATION.** In addition, the parties agree that any or all of the provisions, including, but not limited to the indemnification provision apply to this Agreement.

10. **SEVERABILITY.** The terms, conditions, covenants and provisions of this Agreement shall be deemed to be severable. If any clause or provision herein contained shall be determined to be invalid or unenforceable by a court of competent jurisdiction or by operation of applicable law, the same shall be deemed to be severable and shall not affect the validity of any other clause or provision of this Agreement and such other clauses and provisions shall remain in full force and effect.

11. **GENDER.** As used in this Agreement, the masculine gender shall include the feminine or neuter genders, the neuter gender shall include the masculine or feminine genders, the singular shall include the plural and the plural shall include the singular, wherever appropriate to the context.

12. **MISCELLANEOUS.**

A. Each person signing this Agreement warrants that he/she has fully authority to execute this Agreement and bind the party on whose behalf he/she has signed to the terms hereof.

B. This Agreement may be executed in two or more counterparts, and when all counterparts have been executed, each executed counterpart will have the force and effect of the original. Each party to this Agreement may sign and deliver to the other party(ies) a facsimile copy of this Agreement, in counterparts, or with a conformed signature of EDS with the

same effect as if each party had signed and delivered to the other party(ies) an original of the same document.

C. This Agreement shall not bind the Township until and unless approved and authorized by the Township Council and executed by the Mayor.

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

TOWNSHIP OF WEST ORANGE

ATTEST:

KAREN J. CARNEVALE, R.M.C

By: _____
ROBERT D. PARISI, MAYOR

WITNESS:

HART HALSEY, LLC

Lucas Schellack

By: _____
Rich Milliman, CEO

Exhibit “A”

**TOWNSHIP OF WEST ORANGE
ESSEX COUNTY, NEW JERSEY**

Request for Bids

2017 Contract for Extra Duty Management Services

Bid Submission Date:
Wednesday September 6, 2017

**11:00 AM
Prevailing Time**

**TOWNSHIP OF WEST ORANGE * 66 MAIN STREET * WEST ORANGE, NJ 07052
(973) 325-4056**

ADVERTISEMENT

NOTICE OF COMPETITIVE CONTRACT RFP

The Township of West Orange is soliciting proposals through the competitive contracting process in accordance with N.J.S.A. 40A:11-4.1, et seq. for the followings services:

2017 Extra Duty Management Services

Proposal forms may be obtained in person at the Township of West Orange, 66 Main Street, Purchasing Room 111, County of Essex, West Orange, NJ 07052, Monday to Friday during regular business hours 8:30 a.m. to 4:30 p.m. or by emailing adesantis@westorange.org.

All proposal addenda will be issued on the Township Website www.westorange.org. All interested respondents should check the website from now through bid opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

Sealed proposals clearly marked with the title of project and name and address of party making submission, addressed to the West Orange Township Purchasing Department will be received by mail, or hand delivery, at the Municipal Building, 66 Main Street, West Orange, NJ 07052 on or before September 6, 2017 at 11:00 AM and will be publicly opened and read at that time in the Council Chambers on the same day. No bids received after that time will be considered.

Bidders are required to comply with the Affirmative Action requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 and have a New Jersey Business Registration Certificate P.L. 2004, c.57 and comply with Local Unit Pay to Play Law P.L. 2004, c.19.

Anne DeSantis
Purchasing Agent

SUBMISSION OF PROPOSALS

1. Sealed bid shall be received by the contracting unit, Township of West Orange, Essex County, New Jersey (hereinafter referred to as "TOWNSHIP") in accordance with public advertisement as required by law, with a copy of said notice being attached hereto and made a part of these specifications.
2. Sealed bid will be received by the designated representative at the time and place stated in the Notice to Bidders, and at such time and place will be publicly opened and read aloud.
3. Submit the bid in a sealed envelope addressed to the:
 - Township of West Orange,
66 Main St., West Orange, NJ 07052
Attn: Anne DeSantis, Purchasing Agent, Room 111
 - Bearing the name and address of the vendor written on the face of the envelope.
 - Clearly marked "PROPOSAL" with the contract title/''.
4. It is the vendor's responsibility to see that proposals are presented to the TOWNSHIP on the time and at the place designated. Bids may be hand delivered or mailed; however, the TOWNSHIP disclaims any responsibility for a bid forwarded by regular or overnight mail. If the bid is sent by express mail service, the above address must also appear on the outside of the express mail envelope. Bids received after the designated time will be returned unopened.
5. Sealed bids forwarded to the TOWNSHIP before the time of opening may be withdrawn with a written request and evidence showing that the individual is or represents the principal or principals involved in the proposal. Once proposals are opened, they shall remain firm for a period of sixty (60) calendar days.
6. All prices and amounts must be written in ink or preferably machine-printed.
 - a. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the proposal form, attachment of additive information not required by the specifications, or irregularities of any kind, may be rejected by the TOWNSHIP. Any changes, whiteouts, strikeouts, etc. in the proposal must be initialed in ink by the person signing the proposal.
7. Each bid form must give the full business address, business phone, fax, e-mail if available, and the contact person of the bid. An authorized representative must sign your submission as follows:

- a. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing.
- b. Bids by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter.
- c. The proprietor shall sign proposals by sole-proprietorship.

III. INTERPRETATION AND ADDENDA

- 1. The vendor understands and agrees that its proposal is submitted based on the specifications prepared by the TOWNSHIP. The vendor accepts the obligation to become familiar with these specifications.
- 2. Vendors shall examine the specifications and related proposal documents with care and observe all their requirements. Ambiguities, errors, or omissions noted by vendors should be reported promptly in writing to the appropriate official. Any prospective vendor who wishes to challenge a proposal specification shall file such challenges in writing with the contracting agent no less than three business days prior to the opening of the proposals. Challenges filed after that time will not be considered and having no impact on the contracting unit or the award of the contract pursuant to N.J.S.A. 40A:11-13. In the event the vendor fails to notify the TOWNSHIP of such ambiguities, errors, or omissions, the vendor will be bound by the requirements of the specifications and the vendor's submitted proposal.
- 3. No oral interpretation and or clarification of the meaning of the specifications for any goods and services will be made. Such request shall be in writing, addressed to the TOWNSHIP'S representative stipulated in the specification. In order to be given consideration, a written request must be received at least seven (7) business days prior to the date fixed for the opening of the proposal for goods and services.
 - a. All interpretations, clarifications and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective vendors, in accordance with N.J.S.A. 40A:11-23. All addenda so issued shall become part of the specification and proposal documents, and shall be acknowledged by the vendor in the proposal. The TOWNSHIP'S interpretations or corrections thereof shall be final.

- b. When issuing addenda, the TOWNSHIP shall provide required notice prior to the official receipt of proposals to any person who has submitted a proposal or 5 who has received a proposal package pursuant to N.J.S.A. 40A:11-23c.1.

4. Discrepancies in Proposals.

If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event that there is an error of the summation of the extended totals, the computation by the TOWNSHIP of the extended totals shall govern.

IV. INSURANCE AND INDEMNIFICATION

1. Insurances.

Both parties specifically agree to maintain adequate insurance coverage for the services in this Agreement.

- a) At all times during performance of the Services, Company shall secure and maintain in effect insurance to protect the Township and the Company from and against all claims, damages, losses, and expenses arising out of or resulting from the performance of this Contract. Company shall provide and maintain in force insurance in limits no less than that stated below, as applicable.
- b) Commercial Liability Insurance. Before this Contract is fully executed by the parties, Company shall provide the Township with a certificate of insurance as proof of commercial liability insurance with a minimum liability limit of Two Million Dollars (\$2,000,000.00) per occurrence combined single limit bodily injury and property damage, and Three Million Dollars (\$3,000,000.00) general aggregate. The certificate shall clearly state who the provider is, the coverage amount, the policy number, and when the policy and provisions provided are in effect. Said policy shall be in effect for the duration of this Contract. The insurance shall be with an insurance company or companies rated A-VII or higher in Best's.
- c) Professional Liability Insurance. Before this Contract is fully executed by the parties, Company shall provide the Township with a certificate of insurance as evidence of Professional Errors and Omissions Liability Insurance with coverage of at least Two Million Dollars (\$2,000,000.00) per occurrence and an annual aggregate limit of at least Three Million Dollars (\$3,000,000.00). The certificate shall clearly state who the provider is, the amount of coverage, the policy number, and when the policy and

provisions provided are in effect. The insurance shall be with an insurance company or companies rated A-VII or higher in Best's Guide.

- d) Township employees will not be covered under the Company's workers compensation insurance.

2. Indemnification.

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

V. STATUTORY AND OTHER REQUIREMENTS.

The following are mandatory requirements of this proposal and contract.

1. Mandatory Affirmative Action Certification.

No firm may be issued a contract unless it complies with the affirmative action provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. The following information summarizes the full, required regulatory text, which is included as Exhibit A of this proposal specification.

Goods and Services (including professional services) Contracts:

Each 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:

- a. A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned Affirmative Action program (good for one year from the date of the letter), or
- b. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
- c. A photocopy of an Employee Information Report (Form AA302) provided by the State of New Jersey, Division of Contract Compliance & Equal Employment Opportunity and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

3. Stockholder Disclosure.

Vendors shall submit a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or more of its stock of any class, or of all individual partners in the partnership who own a ten percent or greater interest therein. The included Statement of Stockholder Disclosure shall be completed and attached to the bid. This requirement applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability partnerships and Subchapter S corporations. Failure to submit a stockholder disclosure document shall result in rejection of the proposal.

4. Proof of Business Registration.

N.J.S.A. 52:32-44 requires that each vendor (contractor) submit proof of business registration with the proposal. Proof of registration shall be a copy of the vendor's Business Registration Certificate (BRC). A BRC is obtained from the State of New Jersey, Division of Revenue. Information on obtaining a BRC is available on the internet at: www.state.nj.us/treasury/revenue/gettingregistered.htm#busentity or call the Division of Revenue at (609) 292-1730. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

- a. The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- b. Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;
- c. During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, 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 this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-1730.

5. Non-Collusion Affidavit

The Affidavit shall be properly executed and submitted with the proposal.

6. Iranian Disclosure Statement

7. Receipt of addenda form

VI. METHOD OF EVALUATION

The Township may establish an evaluation committee to evaluate and score the proposals submitted by the vendors.

Evaluation Criteria

The contract will be awarded to the vendor that best meets the Township's needs. The following criteria shall be used for evaluating the proposals under the Competitive Contracting process:

A. Technical Criteria –

Evidence software is compliant with all applicable State of New Jersey and Federal regulations and laws.

Evidence of capacity to provide the services within time frame proposed by the Township.

B. Management Criteria –

Vendor's prior experience reflect the type of services required under this RFP.

Qualifications of vendor's staff to effectively perform the services required under this RFP.

Vendor's references.

Do the vendor's references provide positive testimony regarding the success of the vendor in collecting outstanding debts and obligations?

Information vendor provides detailing information concerning workflow and turnaround time from initial receipt of data to receipt of payment?

History of vendor's percentage of collection in terms of dollars and claims?

Does vendor meet experience requirements stipulated in this RFP?

C. Cost Criteria –

Does the vendor's cost proposal provide the best economic advantage to the Township?

VII. TERMINATION OF CONTRACT

1. If, through any cause, the successful vendor shall fail to fulfill in a timely and proper manner obligations under this contract or if the contractor shall violate any of the requirements of the notice to the contractor of such termination and specifying the effective date of termination. Such termination shall relieve the Township of any obligation for balances to the contractor of any sum or sums set forth in the contract. Township will pay only for goods and services accepted prior to termination.
2. Notwithstanding the above, the contractor shall not be relieved of liability to the TOWNSHIP for damages sustained by the TOWNSHIP by virtue of any breach of the contract by the contractor and the TOWNSHIP may withhold any payments to the contractor for the purpose of compensation until such time as the exact amount of the damage due the TOWNSHIP from the contractor is determined.
3. The contractor agrees to indemnify and hold the TOWNSHIP 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 TOWNSHIP under this provision.
4. In case of default by the successful vendor, the TOWNSHIP may procure the goods and services from other sources and hold the successful vendor responsible for any excess cost.
5. Continuation of the terms of this contract beyond the fiscal year is contingent on availability of funds in the following year's budget. In the event of unavailability of such funds, the TOWNSHIP reserves the right to cancel this contract.
6. ACQUISITION, MERGER, SALE AND/OR TRANSFER OF BUSINESS, ETC. It is understood by all parties that if, during the life of the contract, the contractor disposes of his/her business concern by acquisition, merger, sale and/or transfer or by any means convey his/her interest(s) to another party, all obligations are transferred to that new party. In this event, the new Township(s) will be required to submit all documentation/legal instruments that were required in the original proposal/contract. Any change shall be approved by the TOWNSHIP.
7. The contractor will not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the TOWNSHIP.

VIII. PAYMENT

1. No payment will be made unless duly authorized by the TOWNSHIP'S authorized representative and accompanied by proper documentation.
2. Payment will be made in accordance with the TOWNSHIP'S policy and procedures.

IX. CONTRACT TERM

This contract shall begin following date of award thirty six (36) months. The Township reserves the right to renew this contract for an additional two years not too exceed five (5) years. Renewal shall be enacted by the recommendation of Business Administrator with the approval of the West Orange Township.

The TOWNSHIP'S representative shall provide a written intent to extend the agreement. The same conditions shall prevail. The price (if applicable) shall only be adjusted as per the State established index rate. Any contract resulting from this proposal shall be subject to the availability and appropriation of sufficient funds annually.

The Township of West Orange may, at any time during the contract period, terminate the contract by giving thirty (30) days' notice in writing to the Vendor.

Scope of Services

The Township desires to retain a Company to provide certain services to the Township on the terms and conditions set forth as follows:

2. Administrative Services.

- a) Subject to the terms and conditions below, the Township is looking to award a contract to a vendor to administrate the Township's extra duty program. This will entail:
 - I. Engaging with individuals and representatives of companies, organizations and institutions who wish to hire officers to work extra duty details (hereinafter "Customers") via phone, website interaction or email to explain program rules and rates, vet new customers per department's guidelines, execute the new customer process, receive requests for extra duty details, confirm extra duty details and to gather and communicate any related pertinent information and feedback.
 - II. Scheduling extra duty details with department personnel in a manner consistent with department rules. Communicate as needed with department personnel to confirm detail assignment scheduling and details worked.
 - III. Invoicing Customers and following-up on invoice collections in a manner agreed upon with department leadership.
 - IV. Manage officer payment process in conjunction with the Township's existing pay roll system. Company will provide payroll files and direct deposit payments to the Township on a bi-weekly basis in conjunction with Township's existing pay roll process.
 - V. Pay to the Township within direct deposit payments detailed in Section 1.IV, any Township administrative fees at a level specified by the Township and then collect from the Customer.
 - VI. Manage the feedback loop i.e. initiate and field feedback from customers (good and bad) then share with the appropriate parties in a timely manner
 - VII. Provide department leadership with appropriate reporting and transparency into the program on an on-going basis.

- VIII. Accept all Customer credit risk and finance, at sole cost to the Company, all financing “float” costs associated with invoicing Customers. Invoice remittance timing will not effect the time of pay roll and administrative fee payments Company must pay Township under Sections 1.IV and 1.V. See appendix A for operational details.
- IX. Company will fund an escrow account in such amounts as specified in Appendix A. The Township may utilize these funds to pay any and all salaries due to its employees and/or administrative fees due to the Township on an accrual basis, pursuant to any extra duty details worked by the Township’s employees.

3. Term

The term of the engagement shall commence on the Effective Date and continue for three years. The Township will have an option of renewing the agreement for an additional two years.

4. Payment and Invoicing Terms.

In consideration for any and all services which the Company shall render to the Township pursuant to this Agreement, the Company shall charge the Customer an administration fee of \$ ____ / ____% per hour/billing.

5. Standard of Care

- a) The Company warrants that services shall be performed by personnel possessing competency consistent with applicable industry standards.
- b) Manner of performance by Company
 - I. Company shall work closely with Township's personnel to the extent required and, if necessitated by the nature of the services under the Agreement. Company agrees to use its best reasonable efforts in its performance and agrees that completion of the services within the agreed upon time period is an essential term of this Agreement. Township will provide reasonable working space and access to Township's facility as may be reasonably required for the performance of such services. Company shall make available to Township periodically upon request, work products and other information as may be necessary to enable Township to verify that Company is proceeding in accordance with any general specifications.

- II. While at the facilities of Township, Company and its staff shall observe and follow the work rules, policies and standards of Township including but not limited to Township's rules, policies and standards relating to security of and access to Township's facilities; telephone information and intellectual property.
- III. Company shall appoint a member of its staff to be the single primary responsible individual for delivering Company's services to Township under this Agreement.
- IV. Company shall keep complete and systematic records of all services purchased by Township. Such records shall include any records relevant to any costs, expenses, or payments incurred or made by Company on behalf of Township, any financial records, procedures and such other documentation pertaining to Company's performance under this Agreement. Company shall preserve all such records for the longest of the following two periods: (i) a term of 5 years after termination of this Agreement or (ii) in accordance with the record retention period mandated by any applicable law. In the event that a legal matter arises requiring preservation of certain records, Company shall suspend destruction of such records as requested by Township or any governmental body. During the term of this Agreement and, thereafter, in accordance with the applicable record retention period, Township shall have the right to inspect, copy and audit those records identified in this Section 4.b.iv during regular business hours. This right shall include, but not be limited to, the right to inspect, copy and audit any records that may pertain to invoice records, contracts with third parties, payments relating to this agreement, and correspondence.

APPENDIX A: FINANCIAL RISK MITIGATION

All credit-worthy customers are to be offered net 45 payment terms on all extra duty details. Company accepts credit risk on all such customers and finances the financial float associated with payment terms.

Company has the right to deem particular customers non-credit-worthy and require pre-payment from such customers. Company agrees to not designate any customer as non-credit-worthy, which has been a recurring customer, in consistent good standing, with the Township's extra duty program for at least one year, and/or is publically traded. Company further agrees to inform Township prior to designating any individual customer non-credit-worthy.

Customers deemed to be non-credit-worthy, and customers wishing not to be invoiced for serviced rendered, will have the option of pre-paying via check, credit card, or escrow account. Company may impose a 3% financing fee for any credit card payments.

Company will fund an escrow account in such amounts sufficient to cover any and all salaries due to its employees and/or administrative fees due to the Township on an accrual basis for a two week period, not less than seventy six thousand dollars (\$76,000.00).

BIDDER'S CHECK LIST Mandatory Items

- * Business Registration Certification _____
- * Stockholders Disclosure
Statement _____
- * Affirmative Action Compliance
Notice _____
- * Iranian Disclosure Form _____
- * Non Collusion Affidavit _____
- * Proposal Form _____
- * Receipt of Addenda _____

Please provide one additional copy of your proposal.

PROPOSAL

TO THE TOWNSHIP COUNCIL, TOWNSHIP OF WEST ORANGE, NEW JERSEY

Dear Council Members:

In accordance with and subject to all stipulations, conditions, requirements, and instructions to bidders, specifications so far as they relate to this proposal are made part of it, submit a bid from:

COMPANY
NAME _____

ADDRESS _____

DATE _____

PHONE _____

BY _____
(Signature and Title of Officer of Company authorized to execute a contract)

BUSINESS REGISTRATION CERTIFICATE

IMPORTANT NOTICE

Effective September 1, 2004, the State has expanded its Contractor Registration Program to local Government contracts, P.L. 2004, c57. All business organizations that do business with a local government agency are required to be registered with the State. The business must provide proof of that registration to the local government agency before that local government agency can enter into a contract with the business. A copy of the Business Registration Certificate shall be provided at the time any bid or RFP is submitted; failure to do so is a fatal defect that cannot be cured. A copy of the Business Registration Certificate must also be on file before any purchase order/voucher or other contracting document can be issued.

Contractors are responsible for notifying subcontractors.

Further information and registration can be obtained online from the NJ Treasury, Division of Revenue or by calling (609) 292-1730.

P.L. 1999 Chapter 238. The Public Works Contractor Registration Act specifies that no contractor or subcontractor shall bid on or engage in any contract (or part thereof) for public work which is subject to the provisions of the "New Jersey Prevailing Wage Act", P.L. 1963 C. 150 (c. 34:11-56.25 et seq.) for the construction, reconstruction, demolition, alteration, repair, or maintenance of a public building regularly open to and used by the general public or public institution, and includes any subcontractor or lower tier subcontractor of a contractor unless they are registered with the Commissioner of Labor.

STOCKHOLDER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Bid Submission:

Name of Business _____

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership ☐ Corporation ☐ Sole Proprietorship
☐ Limited Partnership ☐ Limited Liability Corporation ☐ Limited Liability Partnership
☐ Subchapter S Corporation

Sign and notarize the form below and if necessary, complete the stockholder list below.
Stockholders:

Name: _____	Name: _____
Home Address: _____	Home Address: _____
_____	_____

Name: _____	Name: _____
Home Address: _____	Home Address: _____
_____	_____

(Affiant)

(Print name & title of affiant) (Corporate Seal)

NOTARY PUBLIC

Sworn before me this ____ day of _____ 2017

Signature of Notary Public My
Commission Expires:

SCHEDULE 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 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action 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, 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 contractor's commitments under this act 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to 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, labor unions, 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.

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 applicable 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.

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

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & BEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

REQUIRED EVIDENCE

AFFIRMATIVE ACTION REGULATIONS N.J. S.A. 10:5-31, et seq. (N.J.A.C. 17:27)

If awarded a contract, the Bidder will be required to comply with the requirements of N.J.S.A. 10:531, *et seq.*, and N.J.A.C. 17:27. Within five (5) days after receipt of the notification of intent to award the contract, the Bidder shall present one of the following:

1. Appropriate evidence that the Contractor is operating under an existing federally approved or sanctioned affirmative action program; or
2. A Certificate of Employee Information Report Approval issued in accordance with N.J.A.C. 17:27-4; or
3. An initial Employee Information Report consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-4.

The Bidder must submit no later than three (3) days after the signing of the Contract an Initial Project Manning Table consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-7.

Bidders are referred to the Bidder's Information Section of the Bid Packet for a further description of the above requirements.

NO BIDDER MAY BE ISSUED A CONTRACT UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS OF N.J.S.A. 10:5-31, et seq.

The following questions must be answered by all Bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

Yes _____ (If yes, submit a copy of such approval.) No

2. Do you have a State Certificate of Employee Information Report approval?

Yes _____ {If yes, submit a copy of such approval.) No

The undersigned Bidder certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31, *et seq.*, and agrees to furnish the required documentation pursuant to the law.

COMPANY: _____ NAME: _____

SIGNATURE: _____ TITLE: _____

NOTE: A bid must be rejected as non-responsive if a Bidder fails to comply with requirements of N.J.S.A. 10:5-31, et seq., within the time frame stipulated.

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

The contractor and the Township of West Orange, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 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.

AFFIDAVIT OF NON-COLLUSION

The undersigned bidder of full age, being duly sworn according to law depose and hereby specifically certifies that:

A. To the best of the bidder's knowledge and belief, the annexed bid proposal for this project has not been prepared in collusion with any other bidder of like item or services and the prices, discounts, terms and conditions thereof have not been directly or indirectly communicated by or on behalf of the bidder to any person other than the recipient of the bid and will not be communicated to any person prior to the official opening of the bid.

B. The bidder fully understands that no premiums, rebates, or gratuities are permitted either with, prior to, or after signing of contract. Any violation will result in cancellation and removal from the bid list.

C. The bidder further certifies that the undersigned has the necessary authority, to sign this stipulation stating that the bidder has not entered into any agreement, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

All references to the bidder are understood to include the undersigned and all principals, partners and officers of the bidder.

Dated:

(Signature)

(Name and Title)

(Company Name)

(Address)

(City, State, Zip Code)

(Corporate Seal)

Subscribed and sworn to before me
this _____ day of _____, 2017

Notary Public of the State of New Jersey _____

My Commission expires

TOWNSHIP OF WEST ORANGE

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Proposer: _____

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 New Jersey 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, 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 proposal: Must check appropriate boxes

- ☐ 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 New Jersey Turnpike Authority 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 a detailed, accurate and precise description of the activities of the proposer, 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 Proposer: _____
Description of Activities: _____	
Duration of Engagement: _____	Anticipated Cessation Date: _____
Proposer 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 the Township of West Orange, State of New Jersey 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 the Township of West Orange, State of 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: _____

VENDOR INFORMATION

In order to assure that all future correspondence is directed to the correct address, assure proper ordering, expedite future payments, and in accord with I.R.S. regulations, the following information must be provided with this bid.

Name of Business: _____
Print

Name of Contact Person: _____
Print

Correspondence Address (including zip code):

Purchase Order Address (including zip code):

Payment Address (including zip code):

Telephone Number: _____

Fax Number: _____

E-mail Address _____

Employer I.D. or S.S. # _____

TOWNSHIP OF WEST ORANGE

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following addenda:
Please assign the number, date and initial.

Addendum Number
Receipt

Dated

Acknowledge
(Initial)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ No addenda was received.

Acknowledged for: _____
(Company Name)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print)

Title: _____

Date: _____

Exhibit “B”



101 Merritt Blvd
Suite 21
Trumbull CT 06611

September 1, 2017

Ms. Anne DeSantis, Purchasing Agent
Township of West Orange
66 Main St
West Orange, NJ 07052

Dear Ms. DeSantis:

Thank you for the opportunity to submit the enclosed proposal for the off duty police management system.

Per our Qualifications (section 1) and Program Description (section 2), we are confident of our ability to provide a seamless and hassle-free solution for the administration of the law enforcement extra duty program. Our solution will encompass client interaction, communicating and scheduling extra duty details among the officers, client invoicing and collections, and officer payment through the Township. All aspects of our solution will be consistent with the rules and approach the Township and West Orange Police Department require we take. Our approach will also alleviate all financial risk from the Township and come at no cost to the Township.

I will be your single point of contact during the solicitation process. Please do not hesitate to reach out to me directly at 203-216-9742 or RMilliman@ExtraDutySolutions.com.

Thank you in advance for your time and consideration.

Sincerely,

Rich Milliman
CEO
Extra Duty Solutions

Section 1: Qualifications

Extra Duty Solutions administers extra duty programs for law enforcement agencies. We currently administer the extra duty programs for fourteen (16) agencies in New Jersey, Massachusetts, North Carolina, Florida and Washington state. We start with agency 17 in Arizona on 9/18.

Additionally, we are currently awaiting start dates from a number of other departments in Florida, North Carolina, New Jersey and Ohio.

Prior to serving law enforcement agencies, we managed extra duty programs for large, corporate clients including Marriott, Starwood, Ryder, Aon, MasterCard among others. It was through serving the corporate client needs we realized the administrative need in the law enforcement world. Once we initiated service for law enforcement agencies, we exited the corporate side of the business in order to avoid the conflicts of (see Appendix D for more details).

Our capabilities and resources include the following:

- Fully staffed account management teams. We will assign a full-time account manager to West Orange as well as at least one assistant account manager. In addition, we have 24/7/365 coverage for night, weekend and last-minute calls. Night and weekend calls go to our W2 employees – either in our Connecticut (headquarters) or Florida operation centers.
- Highly flexible software which enables us to offer a customized solution to West Orange. No two of our clients have the same rules and procedures, yet we handle each client's needs without issue. Whether you wish to communicate details to officers once a week, once a day, as they come in, via email/text, or online without individual notifications – we can accommodate. Likewise with scheduling officers for details – whether you wish to use a first-come-first-served approach, a point system, a system based on extra duty hours worked or number of extra duty jobs worked in a specified time period, or by tenure, a combination of these or some other way entirely – we can accommodate. Similarly for reporting, feedback and other aspects of the program – we administer your rules, rates and desired operational procedures.
- We have ample financial backing to manage any level of financial float West Orange clients would require.
- We can accommodate a wide variety of customer interaction and payment methods. Customers can call (24/7) to schedule/modify/cancel details.

Customers can pay us in accordance with your wishes. We can handle pre-payment only for all or for certain customers. Such customers can pay via an escrow account, overnight check, credit card, wire transfer or e-check – even via Walmart electronic transfers. We typically invoice customers, however, and finance the float and accept the credit risk. In so doing, we eliminate the program financial risk for the Township of West Orange.

- We have a proven officer payment process within which we can provide payroll files in conjunction with aggregate pay period deposits into West Orange's bank account. On a cadence consistent with West Orange's active duty pay cycle, we will provide pay roll files and pay deposits. Please see Appendix B for an example payroll file template.

We invite you to converse with any and all of our law enforcement references. We administer the extra duty programs at each of the departments listed in Appendix C.

Resumes of individuals who will work with West Orange can be found in appendix A:

Rich Milliman. The CEO of Extra Duty Solutions will be the single point of escalation and relationship management with West Orange. Rich will be the lead point of contact during the solicitation process, as well as through the on-boarding process should be move forward together.

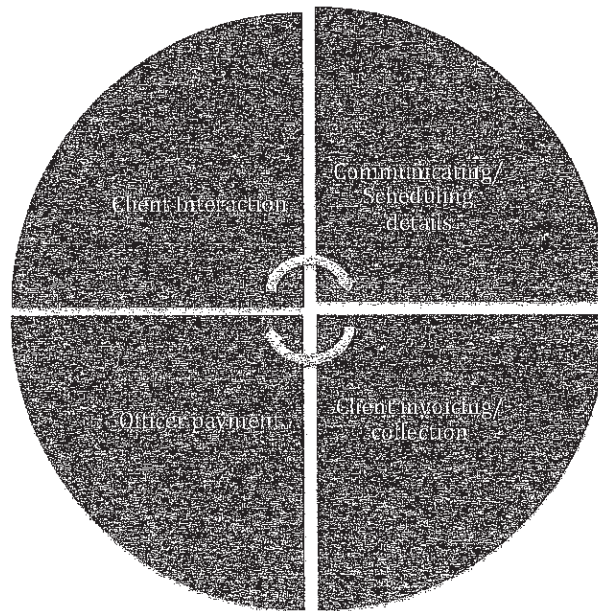
Adam Bryan, Head of Operations. Adam will oversee the West Orange account management team. He will engage during the on-boarding process to ensure West Orange's rule, rates and processes are properly reflected in our administration of the program. After on-boarding is complete, Adam will ensure the account management team is providing a high level of customer service to the officers and customers.

We have included the resumes of two of our recent account management team hires as examples of the typical backgrounds we seek in this area.

Section 2: Program Description and Method of Approach

Program Design

Our program template is divided into four quadrants:



- ***Client Interaction***

We will assign a local West Orange phone number to be the single number both extra duty customers of the West Orange Police Department (WOPD) and West Orange officers to utilize. We can also use a local number you already have in place. This number will be answered by a live person who is an employee of EDS and is located in the United States 24/7/365. During normal working hours calls will be directly routed to our West Orange account manager or assistant account managers. Off-hour calls are handled by a team of general account managers.

When a client calls the West Orange extra duty phone number, they are immediately connected with the West Orange account manager, or assistant account manager, if the primary manager is on another client call. Before the call is answered, the WOPD rates and rules automatically appear on the computer screen of the manager receiving the call. 94% of our client calls are answered within 3 rings.

Account managers can answer the client calls in any manner the WOPD desires – for example, “Extra Duty Solutions”, “West Orange extra duty desk”, etc.

Since the account managers have WOPD rates and rules as well as the WOPD extra duty schedule on their screens during all calls, most client requests are handled on one call. If a situation arises on a client call in which the account manager feels the need to engage the WOPD directly, the account manager would reach out to our WOPD liaison. The liaison acts as our main point-of-contact into the WOPD for any questions regarding extra duty requests. Examples of when our account managers have reached out to our existing liaisons include:

- To determine the number of officers required for a 5K race a charity is planning
- To determine if it was permissible for an officer to work an extra duty detail in a hotel lobby which contained an open doorway to an adjacent pub/restaurant which serves liquor.
- To determine if a client's request for two officers for a traffic control detail was sufficient given the detail location was within a school zone.

The liaison also keeps us informed of which officers are able to work extra duty. For example, new officers completing a probationary period, officers entering or exiting the light duty list, officers subject to disciplinary action, etc.

Recurring clients can have direct access to our software which will enable them to request new details, modify existing details, or cancel details without needing to call. They would simply logon to their client portal and make the request. The West Orange account manager is then automatically informed of the request. In many cases, clients get to know and form a first-name-basis working relationship with their account manager. Thus, many requests transpire between clients and account management via direct email.

Embedded below are example screen shots from our client portal:

expectations, we can seamlessly manage that process. New clients will be guided to a portal in our website within which they can access any needed documents to review, sign, and save. All such agreements can then be transferred to WOPD on rolling or batch cadence consistent with your preference. The same document management process can be enacted each year if client agreements need to be executed on an annual basis.

Communicating/ Scheduling Details: The Officer Portal

The scheduling aspect of the extra duty program entails the communication of the details to the officers and the actual assignment (scheduling) of officers into their chosen details. Both of these activities involve the usage of the officer portal.

Each officer will receive access to our officer portal – an area within our software which shows which details officers have previously worked, details which officers are scheduled to work, and details which are available to officers. Officers receive a logon and set their own password to access the officer portal. The portal can be accessed from any online device including laptops, android phones, iphones, ipads, etc.

In addition to information regarding details, the officer portal enables officers to:

- Create a profile which includes how they wish to be communicated with (email, text, or both), their mailing address, and any other pertinent information which is relevant for scheduling or payment purposes. The fields within the profile will be customized to WOPDs specific needs. Fields which should be defined not by the officer, but by department-provided information will be populated by us. For example, an officer's tenure, whether or not an officer is K9 certified, whether or not an officer has been certified to work extra duty at a local hospital, etc.
- Verify extra duty hours worked. Officers can logon to their portals to verify they have arrived at an extra duty detail and that they have departed a detail. We can customize this feature so officers verify their hours after working details, or real-time. If the real-time option is desired by WOPD, officers not verifying they have arrived at an extra duty detail site within 15 minutes of the scheduled start time will receive automated emails/texts to verify they are working the detail. Likewise, our account team will receive real-time notifications of a potential no-show to trigger them into calling the scheduled officer (if desired by WOPD) and, if need be, attempt to attain

another officer to work the detail. The same process can be followed upon completion of an extra duty detail. The officer "signs out" of the detail on his or her portal to verify completion of the detail. If an officer states the start and/or end time of the detail was different than the scheduled time, he or she is required to explain the difference within the portal.

- Transfer extra duty details. If WOPD allows transfers, officers can transfer details they have previously signed-up for either to other individual officers (by name) or to any other officer available and interested in accepting the detail. Again, the transfer feature is customizable and can be enacted or disabled in accordance with WOPDs wishes.
- Communicate available and unavailable times which they can work extra duty details. An officer can "opt-in" or "opt-out" of specific times on individual days, or on a recurring basis. For example, an officer can state she is only available for work extra duty details Tuesdays 6am – 11pm or Fridays 8am – 11pm on an on-going basis. Such an officer will only receive communications regarding details within those time frames. Another officer, who previously noted he was available to work any Monday, may note in his portal that next Monday he is unavailable to work. That officer will not be bothered with detail communications for that specific Monday. Likewise, an officer can input a vacation week, or any other times which he or she will or will not be available for extra duty.
- Review their extra duty calendars. Officers can view all details worked, scheduled and available via an easy-to-use calendar. Officers can quickly review the last month, current month, next four weeks, year-to-date, or any custom date-range they define.

Below are select screen shots of the officer portal:

SAYREVILLE POLICE DEPARTMENT
OFFICER SIGN-IN

ID or Badge #

Password

SIGN IN

EMAIL PASSWORD

[Go to Customer Login](#)



Welcome, Steven



DASHBOARD

JOB HISTORY

AVAILABLE JOBS

MY CALENDAR

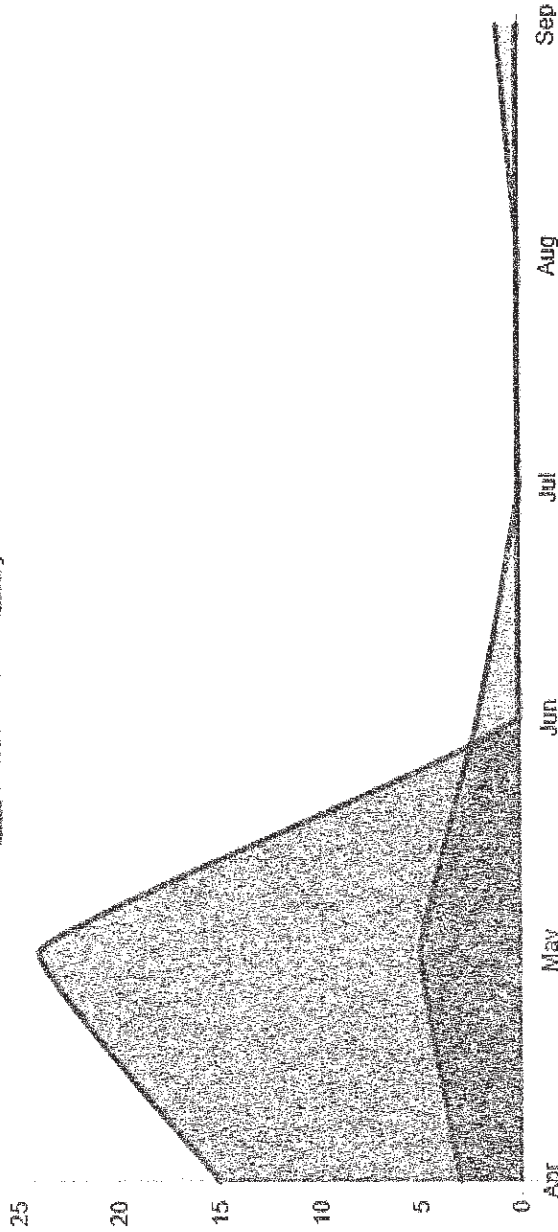
MY ACCOUNT

SIGN OUT

XTRA DUTY



Hours Worked Jobs Worked



MY CALENDAR

[HOME](#) [MY CALENDAR](#)

September 30, 2016 - September 30, 2016

NEW AVAILABLE TIME

NEW UNAVAILABLE TIME

Today

09/30/2016

09/30/2016

Tomorrow

Next Week

Next 4 Weeks

This Month

Next Month

Custom Range

APPLY

CANCEL

Sep 2016

Oct 2016

Su	Mo	Tu	We	Th	Fr	Sa
				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	

Su	Mo	Tu	We	Th	Fr	Sa
						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					

MAY

5

2016

THURSDAY

STARTS: 0800

ENDS: 1600

TOTAL HOURS:

8.00

PAID ON:

AMOUNT PAID:

\$256.00

EMPLOYER:

National Grid

JOB NAME:

Work Crew on Plantation Drive

LOCATION:

Corner of Plantation & Palm St.

NOTES:

[VIEW DETAILS](#)

MAY

3

2016

TUESDAY

STARTS: 1800

ENDS: 2300

TOTAL HOURS:

5.00

PAID ON:

AMOUNT PAID:

\$160.00

EMPLOYER:

Cincinnati Reds

JOB NAME:

Reds Game 5/3/2016

LOCATION:

Great American Ballpark - Gate C

NOTES:

[VIEW DETAILS](#)

AVAILABLE JOBS

HOME AVAILABLE JOBS

September 30, 2016 - October 6, 2016

APPROVED EMPLOYERS



MONDAY

STARTS: 0730

ENDS: 1130

EMPLOYER:

B&W Construction Co

JOB NAME:

53 Pulaski Ave

LOCATION:

53 Pulaski Ave

JOB TYPE:

Detail

AVAILABLE UNTIL:

10/1/16 10:30

NOTE:

Cruiser Needed

REQUEST

VIEW DETAILS

Check In

Your job on Thursday, September 29 for National Grid at 100 Newhood Rd starts at 0700

☐ I did not work this job

TIME:

7:00

Change Time if needed and Click below

NOTE:

CHECK IN

Communicating Details

We will communicate new details in a manner consistent with WOPD desires. The various ways we communicate details for our existing clients include:

- Email/texting details to officers on a rolling basis as they are requested by clients. Here again, only officers who are able and qualified to work on specific details will receive such notifications. An officer not certified to work at the hospital, or on vacation next week, will not receive notification for any hospital details or any details occurring next week. Details will also appear in officer portals in conjunction with being emailed/texted out.
- Email/text details to officers in a batch mode – the same time each day or the same time each week.
- Populate the details in officer portals but do not send out email/text notifications.
- In the event of emergency and last-minute details, or last-minute cancelations by officers scheduled to work details, we have the ability to “blast out” details. In this situation, all officers will receive emails/texts of an immediate need. Officers who have noted in their portals they are unavailable to work at the time of the need can be exempt from the notification.
- Finally, if you prefer we assign details based on availability, we would not communicate the details or populate them in the officer portals at all.

Scheduling Details

We will schedule or “award” details in a manner consistent with WOPD desires. Each law enforcement agency we serve has a unique way of awarding details. There are many ways we can distribute details; here are some common examples of our scheduling algorithms:

- First-come-first-serve. Whichever officer signs up for a detail first, gets the detail.
- By tenure: Details are offered to higher tenured officers initially, those which are unfilled after some pre-determined amount of time are then made available to a less tenured group – and so on down the tenure line.
- By a point system. Officers are assigned points in some determined fashion. For example, one point for each extra duty hour worked since January 1, or one point for each extra duty dollar earned this quarter, etc.

Details are then “open” for some amount of time while officers can indicate, via their portals, which details they are interested in. The officer with the lowest points indicating interest in a detail is awarded the detail. For example, a detail available for next week may be “open” for three days in officers’ portals. During that three-day period, 12 officers might indicate interest. The detail is awarded to the officer with the lowest points among those 12.

Additionally, we have the ability to adapt our scheduling method for environments which utilize internal coordinators. If WOPD has individual officers who currently and will continue to manage the relationships and define the schedules of individual clients, we can work within such a process. We can also limit coordinator control to just client relationship management, or relationship management and officer certification. A coordinator controlling officer certification has the ability to define which officers are and are not permitted to work their client’s details – but not necessarily the ability to actually award specific client details to individual officers.

We can also employ more than one scheduling methodology simultaneously. For example, a given month’s recurring security details might be awarded on the 10th day of the prior month in a first come first served basis, but roadjobs requested on an on-going basis might be awarded nightly using a pointsystem.

Regardless of the scheduling algorithm chosen by WOPD, we have the ability to override it in the event of emergency or last minute officer cancelation situations. In such situations, we can use the “blast out” method of communication with either a first-come-first-served or short timeframe (15 or 30 minutes typically) open-period award process.

Client Invoicing / Collection

We will invoice and collect payments from all clients. We will finance the associated float and accept all credit risk. For clients which the WOPD requires pre-payment or clients who are deemed not credit-worthy, we can accept hard or e-checks in advance of details, credit card payments, or set up escrow accounts for recurring clients.

Officer Payment

We will provide West Orange with a payroll file, in a file format and form which is acceptable to the West Orange finance team. This file will be provided once for each pay cycle and in accordance with the finance team's timing needs. On the same day, we will deposit the total amount due to cover officer payments and any administrative fees due to West Orange into a bank account of West Orange's choosing.

Implementation, Reporting, Support and Training, other considerations

Implementation

Should we be chosen to be WOPDs extra duty administrator, we would conduct a "knowledge transfer" meeting at no cost to West Orange. This meeting typically lasts 1 – 3 hours depending on the complexity of the extra duty program. This meeting would be conducted in-person at the WOPD. The meeting end-product is our thorough understanding of how WOPD leadership wants the extra duty program to be operationalized: rules, procedures, rates, etc. Within this meeting we will:

- Identify who, within WOPD, will have full transparency into the extra duty program via the administrator site (full detail calendar, financial visibility, officer schedules, etc.) and who will have partial transparency. For example, WOPD leadership may want the traffic Sergeant to have visibility into all traffic-related details, clients and the subset of officers who work such details, but not transparency into non-traffic details. Similarly, if WOPD employs internal detail coordinators, those individuals may have visibility into "their" clients and details, etc.
- Receive the WOPD roster, pertinent officer-level information required to award details (who is K9 certified, who is permitted to work various detail-types and/or at specific clients, etc.), liaison name, and any other personnel information required. For example, if WOPD requires city permitting for certain types of details, we will understand who we interact with for that purpose and the procedure entailed.
- All program rules: client cancelation policies, minimum hours per detail, detail types requiring multiple officers or certain ranks, off-limit detail types and/or clients, when to reach out to neighboring agencies to fill unfilled details and which agencies, officer cancelation policies and reporting needs, etc.
- All program rates: base rates, specialty rates by rank, hour of week, long details, national holidays, multiple-officer details, city- or school-details, etc.
- Reporting wants and requirements of WOPD leadership and sub-groups.

Once the knowledge transfer meeting is complete, we customize our infrastructure to meet the specific requirements of WOPD and are then ready to conduct training and client outreach. The infrastructure customization process takes two weeks.

Support and Training

One to two weeks before we initiate program administration, we would conduct training and on-boarding. At no cost to the city of West Orange, during this period we would:

- Conduct live group training for officers on use of the officer portal. We typically do this in conjunction with roll call meetings, but are happy to do a larger auditorium or training room session if preferred. Note the portal is extremely easy to use and new officers who have joined our client agencies staffs have all been able to utilize the portal without any formal training.

We provide each officer with a business card containing the single phone number and email address they will need to reach the account manager and account team.

- Hold "office hours" in which officers can interact with us in a one-on-one setting. These interactions can range from asking questions about direct deposit to specific, individual questions officers would rather ask in a one-on-one setting.
- Conduct in-person client outreach. For larger and recurring clients, we will physically meet with to introduce our firm, understand their individual requirements and concerns, initiate the vendor set-up process for invoicing purposes and answer any questions. For smaller and one-off clients, we will send out a letter, jointly written with WOPD leadership, to introduce our services and the account manager.

Reporting

Our infrastructure entails numerous base reports along with countless methods to customize these reports. Reporting covers all aspects of the extra duty program including:

- client lists, client activity, billing, receivable aging
- officer detail history, officer cancelation, no-show, late-show, detail transfer, potential rule violation (i.e., double-booking active/off duty, working an excessive number of hours in a day or week, etc.), payments, car and mileage fees
- detail scheduling, both historically and forward looking, by any time period

The knowledge transfer meeting will include a review of available reporting options. For most of our clients, we provide a weekly "report pack" which is emailed to department leadership. Beyond that, our account managers generate on-the-fly reports as needed at the request of our liaisons. Additionally, WOPD leadership will have the ability to generate any reports they want at any time via a logon into our reporting module.

Three example reports can be viewed in Appendix B.

Section 3: Pricing

Our pricing for this engagement is:

<u>WOPD charge</u>	<u>EDS admin fee</u>
Officer \$28/hour	\$4.00
Officer \$41/hour	\$4.10
Officer \$75/hour	\$6.38
Officer \$90/hour	\$7.65
Cruisers per hour	\$.43

These fees are charged to the vendor (contractor/client).

We do not charge any fee to the West Orange Police Department or Township of West Orange at any time, including during the implementation and training period.

Clients who wish to pay via credit card may be assessed an additional fee (assessed on the total invoiced amount). We typically do not assess this fee, but have in cases when a client wishes to pay large or last minute invoices via credit card.

APPENDIX A: RESUMES

PROFESSIONAL EXPERIENCE

HART HALSEY / EXTRA DUTY SOLUTIONS Trumbull, CT

9/2014-present

CEO

HH/EDS works with law enforcement agencies themselves to administer extra duty programs. HH/EDS helps law enforcement agencies focus on community safety by relieving the administrative burden associated with extra duty programs.

BRIDGEWATER ASSOCIATES Westport, CT

6/2008-1/2013

Bridgewater is the world's largest institutional hedge fund with approximately \$130B under management and a staff of over 1300.

COO, Back Office

2010-2013

- Member of leadership team outsourcing core operations, technology and accounting areas to BNYMellon (aimed at saving \$140M+ over initial 2 years). Considered the most complex, groundbreaking outsourcing in the hedge fund industry.
- Responsible for all non-BAU activities and projects across the back office including management of all client-/ compliance-initiated change requirements.
- Co-manage operations, technology, fund accounting, counterparty relations, budgeting/planning, security and risk management back office departments with executive from BNYMellon (outsourcer).

Head of Risk Management

2009-2010

- Initiated and led firm-wide risk management practice including an extensive fraud audit to assess the security of client funds and remediate areas of concern. Resulted in significant reduction in firm-wide risk and increased security (as assessed by Ernst & Young) from the highest organizational levels through the minute details of monetary movements and client sensitive information.

Senior Management Advisor

2008-2009

- Reporting directly to Founder/CEO Ray Dalio, worked with Bridgewater's senior management team to address the most pressing problems facing the company. Some results include:
 - significant labor efficiencies across the back office operations (collateral, consistency of procedures across asset classes, counterparty interactions, etc.)
 - Greatly enhance physical security of senior staff and VIP visitors.
 - elimination of recurring errors in client accounting (NAV calculations and reconciliations with custodians/ administrators), and client service (client communication preparation).
 - more throughput and fulfillment in HR recruiting; more thorough compliance (SAS 70 quality and process).
- Initiated, designed and implementation of firm-wide expenditure and vendor management process which directly reduced firm-wide vendor expenditures by 25% by attaining superior rates/terms and eliminating waste.

Group President/ Chief Operating Officer

IIR is a \$700M privately held family office holding company which operates seminar, management consulting, training and conference businesses worldwide.

- Managed 5 companies and 2 back office locations totaling 450 staff and \$210M in revenue.
- Moved an acquisition from an annual loss of \$5M to a profit of \$4.4M by greatly reducing costs and streamlining processes.
- Implemented a cross-company benchmarking process which led to utilizing significantly lower labor costs on major client engagements and more optimally deploying and sharing I.T. resources.
- Eliminated several negative-margin offerings while increasing revenue at a 14% annualized growth rate.
- Assisted in the sale of IIR to UK-based Informa in late 2005.

JOBDIRECT Stamford, CT**5/2001-9/2002****Chief Executive Officer and President**

JobDirect was the college recruiting subsidiary of **Korn/ Ferry International**, a publicly traded global executive search firm.

- Recommended and oversaw complete shutdown of company after results of two months of analysis were presented to and approved by Korn/Ferry's board and CEO.
- Merged front-end sales and account management into another Korn/Ferry subsidiary; back-end staff functions into Korn/Ferry corporate departments. Sold off unneeded assets and managed the closure of the legal entity including lease terminations, severance allocations and client contracts.

BANK ONE (JP Morgan Chase) – FirstUSA Credit Card Division Wilmington, DE**2/1998-5/2001****Senior Vice President, Portfolio Management**

2000-2001

Line management responsibility for \$250 million in earnings; \$30 billion in new balances. Responsible for all balance build, sales and usage, rewards and alliances, and retention marketing initiatives and programs.

- Beat 2000 YTD earnings goal by 18%. 2001 plan showed an 18% increase in top line growth with a 26% decrease in expenses.
- Managed staff of 615 including marketing, finance and call center operations personnel.

Senior Vice President, Retention Marketing and Operations

1999-

2000

Line responsibility for \$75 million in earnings; \$10 billion in new balances. Responsible for 20 marketing and finance personnel and 3 call centers housing 500 phone reps and 50 management staff. 4% professional staff attrition (compared to 20% company wide).

- Exceeded 1999 earnings forecast by 26%, beating 1998 earnings by 110%.
- Initiated alliance marketing programs with AOL, Ebay, and HomeDepot.
- Awarded "key performer" award - 2/00; rated "outstanding" on '98 and '99 performance reviews.

Senior Vice President, Competitive and Market Intelligence

1998-

1999

Grew department of 3 people to 30 in 9 months. 3% staff attrition.

- Introduced sophisticated market research techniques to FirstUSA and Firstcard.
- Developed competitive tracking databases and intranet allowing FirstUSA to track and predict mail volume, price and creative testing, and credit policies of specific competitors.

McKINSEY AND COMPANY Atlanta, GA; Los Angeles, C

9/1992-12/1997

Engagement Manager

1995-1997

Associate

1993-1994

Marketing Science Specialist

1992

Created and implemented marketing and operation strategies for a wide range of clients. International experience in Brazil, Canada and several European countries. Non-client activities included designing and conducting training / recruiting programs and teaching in McKinsey's mini-MBA program. Spent 1997 onsite at LRW managing the market research firm's alliance with McKinsey. Selected engagements:

- Developed a penetration strategy targeting high net worth prospects for a Brazilian private bank.
- Created a European market expansion strategy for a personal computer manufacturer.
- Determined a telecommunication firm's expected market share decrease resulting from deregulation.
- Defined and segmented the commercial market for advanced telecommunications equipment.
- Redesigned the product development process for a telecommunications firm, which led to a 50 percent decrease in time to market and a 60 percent decrease in person-days required.
- Developed a market strategy for a highly specialized private school increasing enrollment 15 percent.
- Reconfigured a building products distribution network yielding 30% lower costs with no revenue loss.
- Completed a five-month new product development process for an electric utility. This involved segmenting the business and consumer markets and leading ideation sessions.
- Defined the informational and skill set needs for the deregulated affiliate of an electric utility.
- Created a repositioning strategy for a toy store retailchain.

INFORMATION RESOURCES, INC. Chicago, IL

5/1991-9/1992

Associate Director, Product Development

Created mathematical models using panel and scanner data to analyze and devise market strategies. Worked with several leading packaged goods companies (i.e., Kraft, Procter and Gamble, Ocean Spray, Quaker, James River, Conagra, Tropicana, Lever Brothers, S.C. Johnson, etc.). Managed a department of three statisticians.

- Developed a generalizable system of models to forecast seasonal effects on sales of packaged goods.
- Developed price and promotion analysis models that generated over \$1 million of sales in year one.
- Determined the effectiveness of manufacturers offering price rollbacks to retailers. Results convinced a major consumer packaged goods manufacturer to eliminate all price rollbacks.

DDB NEEDHAM WORLDWIDE, INC. Chicago, IL

5/1988-5/1991

Associate (part-time 88-90 during graduate studies, full-time 91), Strategic Planning Department

Responsible for comprehensive strategic analysis of market and internal client data. Reviewed and devised strategic direction based on dataanalysis.

- Analyzed demographic trends that drove positioning for Sea World Parks.
- Defined possible image options for the positioning of Bud Dry Beer.
- Determined the viability of brand extensions for General Mills.
- Analyzed household buying habits for Disney movie videos.

NCR CORPORATION Dayton, OH

7/1985-9/1987

Systems Analyst

1986-1987

Programmer/ Analyst

1986

Programmer

1985

Analyzed, designed, and implemented business and computer information systems. Considerable interaction with finance, accounting, marketing and production. NCR top performer award Q4, 1986 (awarded to top 2 percent of professional staff). Promoted as rapidly as NCR regulations would allow.

CORPORATE BOARDS

Verde Inc. 1999-2002

Falck Medical, Inc 2005-2007

EDUCATION

THE UNIVERSITY OF CHICAGO

Chicago, IL

Graduate School of Business

Ph.D. - all but dissertation 1991

M.B.A. 1990

Majors: marketing and behavioral decision-making

Awarded full stipend and fellowship for Ph.D. studies

New business plan reviewer for Arthur D. Little Co.

Research Assistant in Center for Decision Research

Perceived Risk Attitudes: Relating Risk Perception to Risky Choice written with Elke U. Weber; *Management Science*, Vol. 43, No. 2, February 1997; winner of The Decision Analysis Society 1999 publication award

SYRACUSE UNIVERSITY

Syracuse, NY

Crouse-Hinds School of Management

B.S. business administration 1985

Majors: statistics and management information systems

General Electric summer intern, crew team

Mensa member

Adam M. Bryan
101 Merritt Blvd Suite 209
Trumbull, CT 06611
ABryan@ExtraDutySolutions.com
(203) 892-0766

Objective

Administer world-class extra duty law enforcement programs to effectively mitigate key risks to the company's people, property, products and information

Experience

1/2015 – Present **Hart Halsey / Extra Duty Solutions** Westport, CT

Head of Operations

- Responsible to ensure excellent service delivery to all Extra Duty Solution clients
- Design and implement extra duty law enforcement programs to mitigate risks faced in corporate environments
- Work closely with Police Departments and Sheriff Offices throughout the country to staff a wide variety of engagements ranging from multiple Officer recurring details to last minute, one-off type details
- Hire, train, and manage key personnel who administer extra duty law enforcement programs for our valued clients
- Ensure the Extra Duty Solutions Call Center is effectively resolving our client's needs in a timely and professional manner

4/2014 – 12/2014 **Alliance Building Services** New York, NY

Vice President, Security

- Develop business through various sales and marketing channels to seek clients looking to secure their people, property, and products
- Responsible for designing, implementing, and managing customized security officer programs that meet the goals of our clients
- Hire, Train, and Manage Account Managers at client accounts under my responsibility
- Manage the Quality Assurance program at client accounts to ensure the security personnel are performing up to contract standards
- Provide Security SME experience to clients during build outs, emergency situations and other situations where an elevated knowledge of physical security is needed

9/2012 – 3/2014 **Endo International** Huntsville, AL

Director, Security Operations

- Senior most security executive for a \$15+ billion pharmaceutical firm
- Hire, train and manage the company's security management team
- Responsible for all aspects of security operations including security personnel and security systems for the firm's two pharmaceutical manufacturing plants in Huntsville, AL and Charlotte, NC
- Manage the investigations team whose work ranges from investigating thefts of DEA scheduled controlled products to employee relations issues
- Manage the \$8 million annual security budget
- Responsible for developing and managing fail over events and the BCP during an emergency situation
- Liaison with local and state law enforcement and federal agencies i.e. DEA, FDA, and FBI
- Manage the firm's supply chain security team
- Act as point of contact for all Security emergencies

7/2010 – 9/2012 **Bridgewater Associates LP** Westport, CT

Security Operations Manager

- Responsible for over 100 contract security officers working over 5,000 hours per week at 7 locations for the largest hedge fund in the world
- Responsible for the Security Operations Center personnel and security systems
- Responsible for the firm's life safety program, including fire safety and the employer sponsored CPR/First Aid/AED training program.
- Manage security at over 50 large events per year
- Develop, implement and audit post orders, training programs, and various logs to secure the people and property of the firm
- Ensured data centers and BCP facilities were secure at all times through initial design phase to ongoing security management
- Perform complex investigations related to personnel issues and theft
- Liaison with local, state and federal officials

10/2008 – 7/2010

Securitas Security Services USA

Westport, CT

Account Manager – Bridgewater Associates

- Developed security guard program from the ground up
- Ensure the goals of the client security program are met
- Manage 1200-1400 hours per week of guarding operations at multiple sites
- Manage a staff of over 35 Security Officers
- Liaison between client management and contract security company
- Responsible for the Access Control System, CCTV, and employee badging process
- Monitor Security Officer performance through consistent feedback, ongoing training and auditing.

12/2007-10/2008

Securitas Security Services USA

Stamford, CT

Field Service Manager

- Manage 8500+ hours per week of guarding operations at multiple sites.
- Supervise a staff of over 300 Security Officers.
- Ensure that service expectations are being met through regular contact with clients.
- Evaluate service quality and initiate corrective action in a timely manner.
- Coach employees and carry out disciplinary actions, as necessary.
- Write and review Post Orders. Communicates requirements and changes to affected personnel. Ensure Post Orders are being followed.
- Carry out administrative procedures in support of Branch operations.

3/2007 – 12/2007

Securitas Security Services USA

Stamford, CT

Scheduling Manager

- Managed, established, maintained and reviewed schedules.
- Minimized avoidable overtime through effective scheduling strategies.
- Ensured accurate timekeeping, payroll, and billing data is posted in SAFES.
- Coordinated the daily schedules, on-site training, schedule changes and on call Security Officers.
- Maintained records of Security Officer qualifications, certifications, and training.
- Assisted in screening, interviews, discipline, and training Security Officers.

Education

Pennsylvania State University
Bachelor of Science, Organizational Leadership

Volunteer

ASIS Pharmaceutical Security Council Vice Chairman – 2014-Present
ASIS Pharmaceutical Security Council Member – 2012-Present

Adam R Bogdan

162 Stoneleigh Square • Fairfield, CT 06825 | Phone • 203-434-0875 | Email • AdamBogdan87@gmail.com

SUMMARY

Experienced account and security manager, currently responsible for oversight and execution of day-to-day operations and activity for a law enforcement business process administrator.

EXPERIENCE

Extra Duty Solutions – Trumbull, CT
2016 – present

July

Account Manager

- Engage with customers on matters related to extra duty details: new detail capture, change and cancelation requests, officer feedback.
- Work with finance to manage customer payments and invoicing flow.
- Set-up and manage call routing tracks across account managers to ensure customer calls are routed correctly at different times of the day and night.
- Ensure details are scheduled properly relative to department rules.

Securitas Security Services – Stamford, CT
July 2010 – July 2016
Bridgewater Associates (client of Securitas)

Account Manager, December 2014 - Present

Manager, Security Operations Center, December 2013 – December 2014

Security Supervisor November 2011 – December 2013

Security Officer, July 2010 – November 2011

- Responsible for oversight and execution of a \$3.5 million security account including the day-to-day physical security operations and managing of the client's Security Operations Center.
- Manage and maintain budget and payroll for entire security account.
- Design security policies and procedures, alarm response protocols, security system drawings, and access card guidelines.
- Audit security technology and physical security systems, and recommend changes and updates to management.

- Develop and manage procedures for emergency response and crisis management, physical security, information protection, incident management, and investigation units.
- Act as the point of contact for all facilities emergencies across the entire Bridgewater account.
- Responsible for coordinating and managing fail over events and the BCP during an emergency situation.
- Manage and supervise a team of 10 supervisors and and 100 officers across seven locations in CT and NY.
- Develop and implement security testing and auditing programs across the entire Bridgewater account.
- Create and develop a training program, new hire training tracker, and training matrix appropriate for Bridgewater, in regards to security officers and security supervisors across the entire portfolio.
- Host company-wide training programs on security policies and procedures.
- Manage staff schedule of more than 3000 hours per week, for all shifts and events to minimize overtime costs.

PROFICIENCIES

- Working knowledge of security technology and systems to include: CCTV/Access Control, C-Cure 9000, Victor Management Software, Integral Software.
- Investigative procedures.
- Staffing and scheduling.
- Budget management.
- Proficient in Microsoft Office and Microsoft SharePoint.

EDUCATION

Southern New Hampshire University – Hooksett, NH
Master of Science in Justice Studies, 2013 – 3.97 GPA

- Graduate Certificate in Public Administration
- Graduate courses related to security management, police administration, and correctional management

University of Connecticut – Storrs, CT
Bachelor of Arts in General Studies, 2010

- Focus in Society and Justice

Professional Experience

Extra Duty Solutions

Account Manager (August 2016 – present)

- Manage customer and officer interactions via phone, web and in-person
- Manage junior account managers coordinating extra duty details
- Implement new customer on-boarding program
- Manage exhibit and conference sales efforts

Canon USA

Physical Security Coordinator (December 2013 – August 2016)

- Manage the day to day operations in the Security Operations Center at Canon USA Headquarters
- Ensure all Access Control and Security Systems are running and functioning correctly nation wide
- Develop and implement Security policies and procedures nation wide
- Train and manage SOC Operators nation wide
- Lead role in internal investigations
- Conduct Audits on all security personnel responsibilities
- Assist in security project management for all new and existing locations

Securitas Security Services, USA for Bridgewater Associates, L.P. (November 2008-December 2013)

Assistant Physical Security Account Manager (January 2010 - 2013)

- Filled the role of the Account Manager in his absence
- Trained and managed Supervisors in the Security Operation Center
- Supervised Security Officers over six individual campuses
- Hired and terminated Security Officers not meeting the standards set forth by Bridgewater and/or Securitas
- Managed Security Officer coverage - 2,500 + hours per week
- Developed and implemented security officer policies and procedures
- Managed Employee Request System
 - Processed requests for campus access and clearances for all employees and consultants
 - Internal investigations
 - Security extra coverage requests
 - Access control report requests

Physical Security Supervisor (August 2009 – January 2010)

- Managed 16 Security Officers across six campuses
- Security Officer payroll
- Ensuring all security officer responsibilities are thoroughly completed
- Handle and/or escalate issues that arise on shifts

Security Officer (November 2008-August 2009)

- Building tours

- Completed all required logs
- Secure Bridgewater's intellectual and physical property

Alfonse Campo, M.D., LLC (October 2007 - November 2008)

Office Manager

- New patient on-boarding
- Scheduling appointments
- Billing
- Insurance Authorizations
- Receiving and returning patient phone calls

Auto Pro Detailing, LLC (July 2006-October 2007)

Co-Owner

- Detailed vehicles for private and commercial accounts
- Business book-keeping and payroll

Skills Summary

Expertise in:

- | | |
|---|--------------------------|
| - Certified Advanced Systems Manager Ccure900 | - Integral Remote Viewer |
| - Victor Unified Client | - DS Control Point |
| - VMS | - OnSSi |
| - Passagepoint | |

Education

NORWALK COMMUNITY COLLEGE - Norwalk, CT

- Completed 35 College Credits

FAIRFIELD WARDE HIGH SCHOOL - Fairfield, CT

- High School Diploma, 2005

APPENDIX B: EXAMPLE REPORTS

Example Job Detail Report

Badge Number	Officer Name	Customer	Job Date	Job Hours	Start Time	End Time	Hourly Rate	Total Pay
5641	Bisdee, Cedar	Cummings High School	9/9/2016 18:30	3	7:00:00 PM	10:00:00 PM	\$ 25.00	\$ 75.00
5641	Bisdee, Cedar	St. Mark's Church	9/11/2016 8:30	4	8:30:00 AM	12:30:00 PM	\$ 25.00	\$ 100.00
5641	Bisdee, Cedar	Main Street Live Cruise Event	9/10/2016 18:00	4	6:00:00 PM	10:00:00 PM	\$ 25.00	\$ 100.00
5609	Cornet, Michael	Main Street Live Cruise Event	9/10/2016 18:00	4	6:00:00 PM	10:00:00 PM	\$ 25.00	\$ 100.00
3053	Currie, Bret	Williams High School	9/9/2016 18:30	4	6:30:00 PM	10:30:00 PM	\$ 25.00	\$ 100.00
5316	Doss, Neil	Main Street Live Cruise Event	9/10/2016 18:00	4	6:00:00 PM	10:00:00 PM	\$ 25.00	\$ 100.00
5475	Elliott, Scott	Main Street Live Cruise Event	9/10/2016 18:00	4	6:00:00 PM	10:00:00 PM	\$ 25.00	\$ 100.00
3650	Houck, Andrew	Guzman's Market	9/9/2016 18:15	2	6:15:00 PM	8:15:00 PM	\$ 25.00	\$ 50.00
3650	Houck, Andrew	Guzman's Market	9/6/2016 18:15	2	6:15:00 PM	8:15:00 PM	\$ 25.00	\$ 50.00
5625	Jordan, Danisha	Rusted Bucket Tavern	9/11/2016 13:00	4.5	1:00:00 PM	5:30:00 PM	\$ 30.00	\$ 135.00
4238	King, Kevin	Carousel Cinema	9/9/2016 18:30	5	6:30:00 PM	11:30:00 PM	\$ 25.00	\$ 125.00
4238	King, Kevin	Burlington Royals Baseball	9/6/2016 17:30	3	6:30:00 PM	9:30:00 PM	\$ 30.00	\$ 90.00
4238	King, Kevin	Burlington Royals Baseball	9/5/2016 17:30	3.5	5:30:00 PM	9:00:00 PM	\$ 30.00	\$ 105.00
2752	Laws, Chad	Williams High School	9/9/2016 18:30	5	5:30:00 PM	10:30:00 PM	\$ 25.00	\$ 125.00
4242	Long, Todd	Main Street Live Cruise Event	9/10/2016 18:00	4	6:00:00 PM	10:00:00 PM	\$ 25.00	\$ 100.00
4472	Lowe, William	Williams High School	9/9/2016 18:30	5	5:30:00 PM	10:30:00 PM	\$ 25.00	\$ 125.00
5553	Mabe, Steven	Rusted Bucket Tavern	9/11/2016 13:00	4.5	1:00:00 PM	5:30:00 PM	\$ 30.00	\$ 135.00
5553	Mabe, Steven	St. Mark's Church	9/11/2016 8:30	4	8:30:00 AM	12:30:00 PM	\$ 25.00	\$ 100.00
4608	Marsh, Richard	Carousel Cinema	9/10/2016 18:30	5	6:30:00 PM	11:30:00 PM	\$ 25.00	\$ 125.00
5494	Paschal, Michael	Guzman's Market	9/5/2016 18:15	2	6:15:00 PM	8:15:00 PM	\$ 25.00	\$ 50.00
5494	Paschal, Michael	Guzman's Market	9/7/2016 18:15	2	6:15:00 PM	8:15:00 PM	\$ 25.00	\$ 50.00
4887	Sisk, Kelle	Guzman's Market	9/8/2016 18:15	2	6:15:00 PM	8:15:00 PM	\$ 25.00	\$ 50.00
4607	Smith, Al	Main Street Live Cruise Event	9/10/2016 18:00	4	6:00:00 PM	10:00:00 PM	\$ 25.00	\$ 100.00
2012	Smith, Steve	Guzman's Market	9/11/2016 17:15	2	5:15:00 PM	7:15:00 PM	\$ 25.00	\$ 50.00
5090	Wade, Jerry	Cummings High School	9/6/2016 18:00	2	6:00:00 PM	8:00:00 PM	\$ 25.00	\$ 50.00
5090	Wade, Jerry	Cummings High School	9/9/2016 18:30	4	6:30:00 PM	10:30:00 PM	\$ 25.00	\$ 100.00
2047	Ward, Chuck	Burlington Royals Baseball	9/6/2016 17:30	3.37	6:21:00 PM	9:43:00 PM	\$ 30.00	\$ 101.10
2047	Ward, Chuck	Burlington Royals Baseball	9/5/2016 17:30	3.6	5:30:00 PM	9:06:00 PM	\$ 30.00	\$ 108.00
2047	Ward, Chuck	Cummings High School	9/9/2016 18:30	3.2	6:30:00 PM	9:42:00 PM	\$ 25.00	\$ 80.00
5445	Wright, Nick	Main Street Live Cruise Event	9/10/2016 18:00	4	6:00:00 PM	10:00:00 PM	\$ 25.00	\$ 100.00

EXTRA DUTY SOLUTIONS SAMPLE FEES REPORT

September 7, 2016 --- September 9, 2016

Detail Date	Customer Name	Officer Name	Position	Billed	Rate	Labor	VCR Fee	EDS Fee	Total
9/7/2016	Sample Customer	Sample Officer	Sworn Officer	7.00	\$40.00	\$280.00	\$35.00	\$28.00	\$343.00
9/7/2016	Sample Customer	Sample PSO	PSO	7.00	\$35.00	\$245.00	\$35.00	\$28.00	\$308.00
9/7/2016	Sample Customer	Sample MSO	MSO	9.50	\$25.00	\$237.50	\$47.50	\$38.00	\$323.00
9/7/2016	Sample Customer	Sample Sworn Officer	Sworn Officer	8.50 -	\$40.00	\$340.00	\$42.50	\$34.00	\$416.50
9/7/2016	Sample Customer	Sample Sworn Officer	Sworn Officer	9.50	\$40.00	\$380.00	\$47.50	\$38.00	\$465.50
9/7/2016	Sample Customer	Sample MSO	MSO	9.00	\$25.00	\$225.00	\$45.00	\$36.00	\$306.00
9/7/2016	Sample Customer	Sample PSO	PSO	9.50	\$35.00	\$332.50	\$47.50	\$38.00	\$418.00
9/7/2016	Sample Customer	Sample PSO	PSO	9.00	\$35.00	\$315.00	\$45.00	\$36.00	\$396.00
9/7/2016	Sample Customer	Sample PSO	PSO	9.50	\$35.00	\$332.50	\$47.50	\$38.00	\$418.00
9/7/2016	Sample Customer	Sample PSO	PSO	8.50	\$35.00	\$297.50	\$42.50	\$34.00	\$374.00
9/7/2016	Sample Customer	Sample PSO Supervisor	PSO Supervisor	4.00	\$40.00	\$160.00	\$20.00	\$16.00	\$196.00
9/8/2016	Sample Customer	Sample Sworn Officer	Sworn Officer	7.00	\$40.00	\$280.00	\$35.00	\$28.00	\$343.00
9/8/2016	Sample Customer	Sample Sworn Officer	Sworn Officer	7.00	\$40.00	\$280.00	\$35.00	\$28.00	\$343.00
9/8/2016	Sample Customer	Sample Sworn Officer	Sworn Officer	9.50	\$40.00	\$380.00	\$47.50	\$38.00	\$465.50
9/8/2016	Sample Customer	Sample MSO	MSO	9.50	\$25.00	\$237.50	\$47.50	\$38.00	\$323.00
9/8/2016	Sample Customer	Sample PSO	PSO	8.50	\$35.00	\$297.50	\$42.50	\$34.00	\$374.00
9/8/2016	Sample Customer	Sample MSO	MSO	9.50	\$25.00	\$237.50	\$47.50	\$38.00	\$323.00
9/8/2016	Sample Customer	Sample MSO	MSO	9.00	\$25.00	\$225.00	\$45.00	\$36.00	\$306.00
9/8/2016	Sample Customer	Sample Sworn Officer	Sworn Officer	9.50	\$40.00	\$380.00	\$47.50	\$38.00	\$465.50
9/8/2016	Sample Customer	Sample Sworn Officer	Sworn Officer	8.50	\$40.00	\$340.00	\$42.50	\$34.00	\$416.50
9/8/2016	Sample Customer	Sample Sworn Officer	Sworn Officer	8.50	\$40.00	\$340.00	\$42.50	\$34.00	\$416.50
9/8/2016	Sample Customer	Sample Sworn Officer	Sworn Officer	5.00	\$40.00	\$200.00	\$25.00	\$20.00	\$245.00
9/8/2016	Sample Customer	Sample Sworn Supervisor	Sworn Officer Supervisor	4.00	\$45.00	\$180.00	\$20.00	\$16.00	\$216.00
9/9/2016	Sample Customer	Sample MSO	MSO	7.00	\$25.00	\$175.00	\$35.00	\$28.00	\$238.00
9/9/2016	Sample Customer	Sample MSO	MSO	8.50	\$25.00	\$212.50	\$42.50	\$34.00	\$289.00
9/9/2016	Sample Customer	Sample PSO	PSO	5.00	\$35.00	\$175.00	\$25.00	\$20.00	\$220.00
9/9/2016	Sample Customer	Sample PSO	PSO	9.50	\$35.00	\$332.50	\$47.50	\$38.00	\$418.00
9/9/2016	Sample Customer	Sample PSO	PSO	9.50	\$35.00	\$332.50	\$47.50	\$38.00	\$418.00
				\$7,750.00	\$1,130.00	\$904.00			

Example Payroll Report

Officer Job & Earnings Totals

From: 9/1/2016 Through: 9/21/2016

Emp. #	Name	Tot Hrs	Tot Paid
152	Sample Officer	13.50	\$926.25
159	Sample Officer	12.50	\$828.75
158	Sample Officer	9.50	\$666.25
82	Sample Officer	14.00	\$913.75
142	Sample Officer	19.00	\$1,190.00
121	Sample Officer	56.00	\$3,802.50
143	Sample Officer	7.00	\$455.00
167	Sample Officer	28.50	\$1,868.75
136	Sample Officer	8.50	\$568.75
68	Sample Officer	25.50	\$1,706.25
100	Sample Officer	59.50	\$4,028.75
119	Sample Officer	9.50	\$666.25
86	Sample Officer	14.00	\$910.00
146	Sample Officer	4.00	\$220.00
162	Sample Officer	29.00	\$2,047.50
124	Sample Officer	35.00	\$2,405.00
85	Sample Officer	9.50	\$666.25
108	Sample Officer	15.00	\$975.00
128	Sample Officer	4.00	\$260.00
104	Sample Officer	46.00	\$3,185.00
106	Sample Officer	11.50	\$702.50
88	Sample Officer	13.00	\$877.50
77	Sample Officer	35.50	\$2,421.25
151	Sample Officer	10.50	\$682.50
111	Sample Officer	51.00	\$3,477.50
127	Sample Officer	22.00	\$1,495.00
101	Sample Officer	6.50	\$422.50
105	Sample Officer	8.50	\$568.75
156	Sample Officer	12.50	\$828.75
169	Sample Officer	27.50	\$1,901.25
145	Sample Officer	24.50	\$1,657.50
168	Sample Officer	47.50	\$3,331.25
109	Sample Officer	17.00	\$1,137.50
139	Sample Officer	38.00	\$2,665.00
120	Sample Officer	13.00	\$877.50
98	Sample Officer	6.00	\$390.00
160	Sample Officer	12.50	\$812.50
62	Sample Officer	8.50	\$568.75
130	Sample Officer	30.00	\$2,145.00
163	Sample Officer	32.50	\$2,197.50
149	Sample Officer	9.50	\$666.25

Payroll File

Detail Date	Inv #	Customer Name	Officer Name	Emp #	Worked	Billed	Rate	Labor	Admin Fee	Endor Fee
9/19/2016	100	RJV Construction	Doucette, Leo	Doucette	10.00	10.00	\$51.12	\$562.32	\$56.23	\$33.74
9/20/2016	100	FED Corp	Doucette, Leo	Doucette	11.50	11.50	\$51.12	\$677.34	\$67.73	\$40.64
9/21/2016	100	RJV Construction	Doucette, Leo	Doucette	10.00	10.00	\$51.12	\$562.32	\$56.23	\$33.74
9/22/2016	100	RJV Construction	Doucette, Leo	Doucette	10.00	10.00	\$51.12	\$562.32	\$56.23	\$33.74
9/23/2016	100	RJV Construction	Doucette, Leo	Doucette	10.00	10.00	\$51.12	\$562.32	\$56.23	\$33.74
9/26/2016	100	RJV Construction	Kavanagh, Paul	1515	8.00	8.00	\$51.12	\$408.96	\$40.90	\$24.54
9/26/2016	100	RJV Construction	Jewell, Brian	4230	8.00	8.00	\$51.12	\$408.96	\$40.90	\$24.54
9/26/2016	100	RJV Construction	Doucette, Leo	Doucette	10.00	10.00	\$51.12	\$562.32	\$56.23	\$33.74
9/26/2016	100	Town of Endor, DPW	Piers, Kevin	4210	10.00	10.00	\$47.77	\$525.61		
9/26/2016	100	Town of Endor, DPW	Araujo, Robert	1810	9.50	9.50	\$47.77	\$489.68		
9/26/2016	100	Town of Moulton DPW	Grace, Charles	Grace	6.00	6.00	\$45.85	\$366.80		
9/26/2016	100	Verizon	Masella, Frank	4260	7.00	8.00	\$47.77	\$382.19	\$38.22	\$22.93
9/26/2016	100	Verizon	Keefe, Alexander	425	6.50	8.00	\$47.77	\$382.19	\$38.22	\$22.93
9/26/2016	100	W. W. Contracting	Ellis, Brandon	2230	9.00	12.00	\$46.77	\$654.83	\$65.48	\$39.29
9/27/2016	100	Eversource Electric	Tessier, Jonathan	1975	5.50	8.00	\$47.77	\$382.19	\$38.22	\$22.93
9/27/2016	100	RJV Construction	Fay, Erik	4255	7.00	8.00	\$51.12	\$408.96	\$40.90	\$24.54
9/27/2016	100	RJV Construction	Kavanagh, Paul	1515	8.00	8.00	\$51.12	\$408.96	\$40.90	\$24.54
9/27/2016	100	Sheehan Construction	Doucette, Leo	Doucette	10.00	10.00	\$51.12	\$562.32	\$56.23	\$33.74
9/27/2016	100	Trask Development	Kaiser, Stacy	4320	2.17	4.00	\$47.77	\$191.10	\$19.11	\$11.47
9/27/2016	100	W. W. Contracting	Ramirez, Rodolfo	4360	9.50	12.00	\$46.77	\$654.83	\$65.48	\$39.29
9/28/2016	100	Eversource Electric	Fay, Erik	4255	5.25	8.00	\$47.77	\$382.19	\$38.22	\$22.93
9/28/2016	100	Eversource Gas	Kavanagh, Paul	1515	10.00	10.00	\$51.12	\$562.32	\$56.23	\$33.74
9/28/2016	100	FED Corp	Grace, Charles	Grace	11.00	11.00	\$51.12	\$639.00	\$63.90	\$38.34
9/29/2016	100	RJV Construction	Doucette, Leo	Doucette	10.00	10.00	\$51.12	\$562.32	\$56.23	\$33.74
9/29/2016	100	Town of Endor, DPW	Schmidt, James	Schmidt	10.00	10.00	\$46.77	\$514.51		
9/29/2016	100	Eversource Electric	Dionne, Michael	7071	5.00	8.00	\$47.77	\$382.19	\$38.22	\$22.93
9/29/2016	100	Mig Corporation	Grace, Charles	Grace	8.00	8.00	\$51.12	\$408.96	\$40.90	\$24.54
9/29/2016	100	RJV Construction	Doucette, Leo	Doucette	10.00	10.00	\$51.12	\$562.32	\$56.23	\$33.74
9/29/2016	100	Town of Endor, DPW	Schmidt, James	Schmidt	10.00	10.00	\$46.77	\$514.51		
9/29/2016	100	Town of Endor, DPW	Kaiser, Stacy	4320	10.00	10.00	\$46.77	\$514.51		
9/29/2016	100	Verizon	Fay, Erik	4255	6.50	8.00	\$47.77	\$382.19	\$38.22	\$22.93
9/30/2016	100	Eversource Electric	Ellis, Brandon	2230	3.00	4.00	\$47.77	\$191.10	\$19.11	\$11.47
9/30/2016	100	RJV Construction	Doucette, Leo	Doucette	10.00	10.00	\$51.12	\$562.32	\$56.23	\$33.74
9/30/2016	100	Town of Endor, DPW	Fay, Erik	4255	7.00	8.00	\$47.77	\$382.19		
9/30/2016	100	Town of Endor, DPW	Kaiser, Stacy	4320	10.00	10.00	\$47.77	\$525.51		
9/30/2016	100	W. W. Contracting	Piers, Kevin	4210	7.00	8.00	\$46.77	\$374.19	\$37.42	\$22.45
9/30/2016	100	W. W. Contracting	Araujo, Robert	1810	7.00	8.00	\$47.77	\$382.19	\$38.22	\$22.93
10/1/2016	100	Keefe Commuter Services	Doucette, Leo	Doucette	8.00	8.00	\$51.12	\$408.96	\$40.90	\$24.54
								\$17,967.90	\$1,613.47	\$1,048.10
								\$ 20,629.47 total deposit		

APPENDIX C: CLIENT LIST

<u>Department</u>	<u>State</u>	<u>no. sworn (est)</u>	<u>Start Date with EDS</u>	<u>Primary Contact</u>	<u>Contact Phone</u>
Delray Beach	FL	150	1/25/16	Lt. Mike Moschette	561-243-7827
Ashland	MA	25	5/1/16	Sgt. Ed Burman	508-532-7988
Burlington	NC	180	5/1/16	Capt. Mark Rascoe	336-516-4656
Yakima	WA	140	6/1/16	Capt. Jeff Schneider	509-728-3744
Sayreville	NJ	100	9/1/16	Capt. Daniel Plumacker	732-525-5402
Greeneville	NC	180	12/1/16	Capt. Chris Ivey	252-329-4703
West Orange	NJ	100	12/1/16	Capt. Tim Brennan	973-325-4007
Pinehurst	NC	20	12/1/16	Capt. Ray Evans	910-295-3781
Montclair	NJ	120	2/20/17	Deputy Chief Tracy Frazzano	973-509-7537

South Brunswick	NJ	90	3/10/17	Lt. Laszlo Nyitrai Jr.	732-329-4000 x7488
Little Falls	NJ	40	3/15/17	Officer Alfonso Pinnola	973-256-0200
South River	NJ	50	3/31/17	Sgt. Ed Yorek	732-254-1150 x111
Greensboro	NC	700	4/3/17	Capt. John Thompson	336-373-7543
Eatontown	NJ	40	6/5/17	Ptl. Chris Bartlett	732-389-7830
East Brunswick	NJ	100	8/1/17	Capt. Kevin Zebro	732-390-6977

APPENDIX D: CONFLICT OF INTEREST STATEMENT

As mentioned in Section 1, we started our company by managing the extra duty officer needs of corporations. Once we started administering extra duty programs for law enforcement agencies a few Chiefs questioned what they considered to be a conflict of interest. We then spoke with a CALEA auditor and outside counsel.

Outside counsel crafted an opinion letter in which they identified "meaningful conflicts of interest" and advised us to exit either the corporate or law enforcement side of extra duty administration business.

As a result, we initiated an exit of our corporate business on 9/1/16 and had this exit completed by 12/31/16 with the exception of one corporate client with a single location in Alabama. During this timeframe, all of our corporate clients were transferred to other providers as we terminated our business relationships with them.

Extra Duty Solutions, including its owners, managers, employees, and family members, as a legal entity and as individuals, has absolutely no involvement in or ownership of any security guard business or related business including, but not limited to, businesses which attain or schedule extra duty officers on behalf of corporate clients.

The specific conflicts of interest identified by counsel are as follows:

- The administration company can "double dip". They can charge an administration fee on both the law enforcement side and the company side. In doing so, they earn twice the money for doing the same amount of work, and are unfairly profiting within the local community.
- Client companies often make requests which are in conflict with the manner in which the law enforcement agency wants their program to be administered. For example, a company may request specific officers work their details, or specific types of officers (e.g., friendly, "good with kids",

etc.) whereas the agency wishes to assign details via tenure, or a points system, or some other way to ensure consistency and fairness. The administrator will be tempted to bend or violate the agency rules to ensure their corporate client is happy.

Even if the administrator has no recurring corporate clients in the footprint of the agency, a corporate client could make a request for officers on a one-off basis as a result of a high-risk termination, executive travel, etc. In such a situation the administrator is in the position in which they very much want to keep their corporate client happy and thus fill that detail with an officer they know is reliable and receives positive feedback. Here again, the administrator is conflicted and may bend or violate the rules of the agency's stated process for communicating and scheduling officers so their corporate client gets preferential treatment at the expense of local companies which the administrator is not representing or profiting from.

- Similar to the above point: a corporate client may want an extra duty officer to engage in activities which are in the "gray area": take tickets, access the master key to check the back room, check IDs, ensure bank tellers aren't leaving early, etc. While these are not activities officers should be responsible for, and thus bring legal exposure to their agency, an administrator representing the corporate client will be conflicted and potentially allow such activities - in the absolute worst interest of the agency.
- An administrator who also places individuals other than the agencies active, sworn officers into client details, will be conflicted based on the profit associated with each such individual. For example, if the administrator earns higher margins on armed or unarmed security guards, U.S. or state marshals, Sheriff's deputies, state police, etc. they will be conflicted. A client requesting an extra duty officer may be steered toward a security guard by the administrator depending on the specific margin levels. Again – in the worst interest of the law enforcement agency.

TOWNSHIP REQUIRED DOCUMENTS

PROPOSAL

TO THE TOWNSHIP COUNCIL, TOWNSHIP OF WEST ORANGE, NEW JERSEY

Dear Council Members:

In accordance with and subject to all stipulations, conditions, requirements, and instructions to bidders, specifications so far as they relate to this proposal are made part of it, submit a bid from:

COMPANY NAME ANT HALSEY DBA
EXTRA DUTY SOLUTIONS

ADDRESS 101 MERRITT BLVD #21, TUMBULL NJ 06611

DATE 9/1/17

PHONE 203-216-9742

BY [Signature] CEO
(Signature and Title of Officer of Company authorized to execute a contract)

BUSINESS REGISTRATION CERTIFICATE
IMPORTANT NOTICE

Effective September 1, 2004, the State has expanded its Contractor Registration Program to local Government contracts, P.L. 2004, c57. All business organizations that do business with a local government agency are required to be registered with the State. The business must provide proof of that registration to the local government agency before that local government agency can enter into a contract with the business. A copy of the Business Registration Certificate shall be provided at the time any bid or RFP is submitted; failure to do so is a fatal defect that cannot be cured. A copy of the Business Registration Certificate must also be on file before any purchase order/voucher or other contracting document can be issued.

Contractors are responsible for notifying subcontractors.

Further information and registration can be obtained online from the NJ Treasury, Division of Revenue or by calling (609) 292-1730.

P.L. 1999 Chapter 238. The Public Works Contractor Registration Act specifies that no contractor or subcontractor shall bid on or engage in any contract (or part thereof) for public work which is subject to the provisions of the "New Jersey Prevailing Wage Act", P.L. 1963 C. 150 (c. 34:11-56.25 et seq.) for the construction, reconstruction, demolition, alteration, repair, or maintenance of a public building regularly open to and used by the general public or public institution, and includes any subcontractor or lower tier subcontractor of a contractor unless they are registered with the Commissioner of Labor.

STOCKHOLDER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Bid Submission:

Name of Business HART HOLSEY DRA EXTRA DUTY SOLUTIONS

☒ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- ☐ Partnership ☐ Corporation ☐ Sole Proprietorship
☐ Limited Partnership ☒ Limited Liability Corporation ☐ Limited Liability Partnership
☐ Subchapter S Corporation

Sign and notarize the form below and if necessary, complete the stockholder list below.
Stockholders:

Name: RICAR MILLIMAN Name: _____
Home Address: 2 LYONS PLAIN RD Home Address: _____
WESTON CT 06883

Name: ADAM ARYAN Name: _____
Home Address: 251 NORTON AVE Home Address: _____
WESTON CT 06460

(Affiant)

(Print name & title of affiant) (Corporate Seal)

NOTARY PUBLIC

Sworn before me this ____ day of _____ 2017

Signature of Notary Public My
Commission Expires:

SCHEDULE 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 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action 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, 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 contractor's commitments under this act 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to 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, labor unions, 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.

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 applicable 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.

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

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & BEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

REQUIRED EVIDENCE

AFFIRMATIVE ACTION REGULATIONS N.J. S.A. 10:5-31, et seq. (N.J.A.C. 17:27)

If awarded a contract, the Bidder will be required to comply with the requirements of N.J.S.A. 10:531, et seq., and N.J.A.C. 17:27. Within five (5) days after receipt of the notification of intent to award the contract, the Bidder shall present one of the following:

1. Appropriate evidence that the Contractor is operating under an existing federally approved or sanctioned affirmative action program; or
2. A Certificate of Employee Information Report Approval issued in accordance with N.J.A.C. 17:27-4; or
3. An initial Employee Information Report consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-4.

The Bidder must submit no later than three (3) days after the signing of the Contract an Initial Project Manning Table consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-7.

Bidders are referred to the Bidder's Information Section of the Bid Packet for a further description of the above requirements.

NO BIDDER MAY BE ISSUED A CONTRACT UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS OF N.J.S.A. 10:5-31, et seq.

The following questions must be answered by all Bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?
Yes _____ (If yes, submit a copy of such approval.) No ☒
2. Do you have a State Certificate of Employee Information Report approval?
Yes ☒ (If yes, submit a copy of such approval.) No

The undersigned Bidder certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31, et seq., and agrees to furnish the required documentation pursuant to the law.

COMPANY: EXTRA DUTY SOLUTIONS NAME: RICH MILLMAN

SIGNATURE: [Signature] TITLE: CEO

NOTE: A bid must be rejected as non-responsive if a Bidder fails to comply with requirements of N.J.S.A. 10:5-31, et seq., within the time frame stipulated.

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

The contractor and the Township of West Orange, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 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.

AFFIDAVIT OF NON-COLLUSION

The undersigned bidder of full age, being duly sworn according to law depose and hereby specifically certifies that:

A. To the best of the bidder's knowledge and belief, the annexed bid proposal for this project has not been prepared in collusion with any other bidder of like item or services and the prices, discounts, terms and conditions thereof have not been directly or indirectly communicated by or on behalf of the bidder to any person other than the recipient of the bid and will not be communicated to any person prior to the official opening of the bid.

B. The bidder fully understands that no premiums, rebates, or gratuities are permitted either with, prior to, or after signing of contract. Any violation will result in cancellation and removal from the bid list.

C. The bidder further certifies that the undersigned has the necessary authority, to sign this stipulation stating that the bidder has not entered into any agreement, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

All references to the bidder are understood to include the undersigned and all principals, partners and officers of the bidder.

Dated:

(Signature)

Rich Millman CEO
(Name and Title)
AACT ASSEY DBA EXTRA DUTY SOLUTIONS
(Company Name)
101 MORRIS BLVD #21
(Address)
(City, State, Zip Code) THUMBALL CT 06611

(Corporate Seal)

Subscribed and sworn to before me
this _____ day of _____, 2017

Notary Public of the State of New Jersey _____

My Commission expires

TOWNSHIP OF WEST ORANGE

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Proposer: Extra Duty Solutions

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 New Jersey 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, 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 proposal: Must check appropriate boxes

- ☒ 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 New Jersey Turnpike Authority 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 a detailed, accurate and precise description of the activities of the proposer, 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 Proposer: _____
Description of Activities: _____	
Duration of Engagement: _____	Anticipated Cessation Date: _____
Proposer 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 the Township of West Orange, State of New Jersey 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 the Township of West Orange, State of New Jersey and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): ALICIA MILLIMAN Signature: [Signature]

Title: CEO Date: 9/1/17

VENDOR INFORMATION

In order to assure that all future correspondence is directed to the correct address, assure proper ordering, expedite future payments, and in accord with I.R.S. regulations, the following information must be provided with this bid.

Name of Business: HANTR HALSEY LLC DBA EXTRA DUTY SOLUTIONS
Print

Name of Contact Person: RICA MILLMAN
Print

Correspondence Address (including zip code):

101 MERRITT BLVD, STE 21
TRUMBULL CT 06611

Purchase Order Address (including zip code):

SAME

Payment Address (including zip code):

SAME

Telephone Number: 203 216 9742

Fax Number: 203 306 7140

E-mail Address INFO@EXTRADUTYSOLUTIONS.COM

Employer I.D. or S.S. # 47-2058816

Certification 57071

CERTIFICATE OF EMPLOYEE INFORMATION REPORT INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-FEB-2017 to 15-FEB-2024

HART HALSEY LLC, DBA EXTRA DUTY SOLUTIONS
101 MERRITT BLVD., SUITE 21
TRUMBULL CT 06611



Ford M. Scudder

FORD M. SCUDDER
State Treasurer



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:	BRYAN, ADAM M
Trade Name:	EXTRA DUTY SOLUTIONS
Address:	281 NAUGATUCK AVE #5 MILFORD, CT 06460
Certificate Number:	2030229
Effective Date:	March 29, 2016
Date of Issuance:	October 08, 2016

For Office Use Only:

20161008171952855