



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 24-0059, Version: 1

Dept/ Agency: Public Safety/Division of Police

Action: (X) Ratifying (X) Authorizing () Amending

Type of Service: Professional Service Contract

Purpose: To provide clinical and forensic psychological consulting services.

Entity Name: Keystone Psychological Services, LLC

Entity Address: Hillsborough, New Jersey 08844

Contract Amount: Not to exceed \$100,000.00

Funding Source: 2024 Budget/Department of Public Safety, Division of Police/NW011-190-14902-71210-B2024

Contract Period: April 1, 2024 through March 31, 2025

Contract Basis: () Bid () State Vendor (X) Prof. Ser. () EUS

() Fair & Open (X) No Reportable Contributions () RFP () RFQ

() Private Sale () Grant () Sub-recipient () n/a

Additional Information:

WHEREAS, the City of Newark, Department of Public Safety (the “City”), has a need to acquire psychological services concerning consultations and evaluations for fitness for duty, pre-employment exams, and Post-Critical Incident Interventions for employees of the Department of Public Safety, Police and Fire Divisions; and

WHEREAS, the Contractor, Keystone Psychological Services, LLC, of Hillsborough, New Jersey 08840, has represented that they are qualified by their training and experience to provide the required services in the manner and on the terms and conditions set forth in the proposed contract; and

WHEREAS, the Business Administrator and the Director of the Department of Public Safety have determined and certified, in writing, that the value of this Agreement will exceed \$17,500.00; and

WHEREAS, this contract is being awarded without competitive bidding as a “Professional Service” contract, pursuant to Local Public Contracts Law N.J.S.A. 40A:11-5(1)(a)(i), because the services will be performed by an individual who is authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

WHEREAS, the actions contemplated by this Resolution shall result in the award of a “Non-Fair and Open” Contract in accordance with N.J.S.A. 19:44A-20.5 and is in compliance with the City’s Ordinance on Pay-to-Play Section 2:4-22C.1; and

WHEREAS, Keystone Psychological Services, LLC, has completed and submitted a Political

Contribution Disclosure Form and a Business Entity Disclosure Certificate certifying that they have not made any reportable contributions to a political or candidate committee in the City of Newark in the previous one (1) year, and that the contract will prohibit Keystone Psychological Services, LLC, from making any reportable contributions through the term of the Contract..

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF NEWARK, NEW JERSEY, THAT:

1. The Mayor of the City of Newark and/or his designees, the Business Administrator and/or the Director of the Department of Public Safety, are authorized to enter into and execute a contract with Keystone Psychological Services, LLC, of Hillsborough, New Jersey 08844, to provide psychological services, including evaluations for fitness for duty, pre-employment examinations, re-evaluations, recruit screening, post-critical incident interventions, related testing, medical consultations and expert testimony for the Department of Public Safety, Police and Fire Divisions, for an amount not to exceed One Hundred Thousand Dollars and Zero Cents (\$100,000.00), for the period of April 1, 2024 through March 31, 2025

2. The Municipal Council ratifies this contract from April 1, 2024, to the date of the adoption of this authorizing Resolution.

3. This contract is awarded without competitive bidding as an exception to Local Public Contracts Law as a Professional Service, pursuant to N.J.S.A. 40A:11-5(1)(a)(i).

4. This is an open-ended contract to be used as needed during the contract term. Thus, for any and all expenditures against this contract, a certification of the availability of sufficient funds, as required by N.J.A.C. 5:30-5.5(b)(2), shall be executed before a contractual liability is incurred each time the service is requested, covering the amount of the service.

5. The Determination of Value and Business Entity Disclosure Certificate are attached hereto and shall be filed with the Office of the City Clerk.

6. Keystone Psychological Services, LLC, of Hillsborough, New Jersey 08844, has completed and submitted a Business Entity Disclosure Certificate which shall be placed on file with the Resolution in the Office of the City Clerk certifying that Keystone Psychological Services, LLC, has not made any reportable contributions to a political or candidate committee in the City of Newark in the previous one (1) year, and that the contract will prohibit Keystone Psychological Services, LLC, of Hillsborough, New Jersey 08844, from making any reportable contributions through the term of the contract.

7. This Contract was awarded pursuant to the "Non-Fair and Open" Procedures of the Pay-to-Play Law, (N.J.S.A. 19:44A-20.5) and pursuant to the provisions of the Local Public Contracts Law, (N.J.S.A. 40A:11-5(1)(a)(i)) and is in compliance with the City's Ordinance Contractor Pay-to-Play ordinance.

8. Pursuant to N.J.A.C. 5:30-5.5(a), Temporary Budget, attached hereto is the Chief Finance Officer's Certification, which states partial funds in the amount of Five Thousand Eight Hundred Twenty-Five Dollars and Zero Cents (\$5,825.00) are available for the purpose set forth herein above. The line appropriation, which shall be charged, is as follows: Business Unit 011, Dept.

190, Div. 1902, Account 71210, Budget Ref B2024, the balance to be provided in the 2024 Adopted Budget. The Certification shall be filed, along with the original Resolution and the executed contract in the Office of the City Clerk.

9. There shall be no amendments or changes to this contract without the approval of the Municipal Council.

10. There shall be no advance payments on this contract in accordance with N.J.S.A. 40A:5-16.

11. A duly executed copy of the contract shall be filed in the Office of the City Clerk by the Director of the Department of Public Safety.

12. A notice of this action shall be published in the newspaper as required by law within ten (10) days of the adoption of this Resolution.

STATEMENT

This Resolution ratifies and authorizes the actions taken by the Mayor of the City of Newark and/or his designees, the Business Administrator and/or the Director of the Department of Public Safety, to enter into and execute a contract with Keystone Psychological Services, LLC, of Hillsborough, New Jersey 08844, to provide psychological services, including evaluations for fitness for duty, pre-employment examinations, re-evaluations, recruit screening, post-critical incident interventions, related testing, medical consultations and expert testimony, for the Department of Public Safety, Police and Fire Divisions, for the period of April 1, 2024 through March 31, 2025, for an amount not to exceed \$100,000.00.