

**DEERFIELD TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
REQUEST FOR PROPOSALS**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Deerfield Township School District Board of Education located at 419 Morton Avenue, Rosenhayn, New Jersey 08352 is seeking proposals for professional services to be provided to the Board of Education as listed below for the period July 1, 2021 to June 30, 2022.

Requests for proposals as attached are on file at the Board of Education office at 419 Morton Avenue, Rosenhayn, New Jersey 08352.

SOLICITOR

Scope of Services:

The Deerfield Township Board of Education desires to appoint a School District Solicitor who will be the chief, general legal officer of the Board. Applicants should demonstrate knowledge of general New Jersey School Law, New Jersey Special Education Law, and New Jersey Governmental Contracts Law. Any experience or knowledge of matters directly affecting the Board of Education should be addressed.

Mandatory Minimum Qualifications:

1. The firm must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment and be eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. The firm shall have at least ten (10) years of experience in representation of School Districts and Boards of Education in any capacity.
3. The firm shall designate one professional within the firm who will be assigned to represent the interest of the School District. This individual shall have been admitted and/or licensed in his/her profession and be in good standing.
4. The firm and individuals assigned to work with the School District shall be well versed in all aspects of the School District's operations.
5. The firm must list past and present school districts or government authorities represented and in what capacity.
6. The firm must maintain a bona fide principal office in the State of New Jersey.
7. The firm must have sufficient support staff available to provide all general legal services required by the Board of Education including, but not limited to, legal research, preparation of resolutions, preparation of contracts and other legal documents.

All RFP's must be received by the Board of Education Board Secretary/Business Administrator no later than Tuesday, April 13, 2021, 3:00 p.m., at the Board of Education office located at 419 Morton Avenue, Rosenhayn, New Jersey 08352. All questions concerning this notice should be addressed to the Board Secretary/Business Administrator, Melanie M. Allen at (856) 451-2804.

All statements of proposals for professional service contracts shall include at a minimum the following information.

1. Names of individuals who will perform required tasks as well as the listing of their licenses.

A. Identify the person who will be primarily responsible for the services required by the Board of Education and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this RFP and on behalf of the Board of Education of the Deerfield Township School District.

B. Identify persons who will serve as backup to the primary person including resumes of all parties.

Evaluation of Proposals:

The School District intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.

The proposals will be evaluated by a committee of staff and Board Members of the School District based upon information supplied by each Proposer in response to this RFP and the following criteria:

- Ability to meet all minimum qualifications
- Overall knowledge and familiarity with the operations of the School District
- Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey
- Qualifications and experience of the professional
- Qualifications and experience of the other members of the professional's firm
- The hourly rates proposed. The proposal shall identify whether clerical and other overhead costs will be billed separately or included in the hourly labor rate for the professionals.

Any questions regarding this Request for Proposals should be directed to Melanie M. Allen, Board Secretary/Business Administrator of the Deerfield Township School District.

Please submit two (2) copies of the proposal to:

**Deerfield Township School District
419 Morton Avenue
PO Box 375
Rosenhayn, NJ 08352**

All submissions must be received at the School District's Board of Education Office by Tuesday, April 13, 2021, 3:00 p.m. at which time they will be publicly opened.

The Board reserves the right to reject any or all proposals and waive any informality in the process if it is in the best interest of the Board. No proposal may be deemed accepted until the adoption of a formal resolution by the Board.

DEERFIELD TOWNSHIP BOARD OF EDUCATION

Business Office
419 Morton Avenue
PO Box 375
Rosenhayn, NJ 08352

Proposal Form

Title of Proposal: RFP – SOLICITOR

The respondent by signing this proposal form acknowledges that he/she has carefully examined the proposal specifications and documents and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal.

Name _____

Address _____ PO Box _____

City, State, Zip Code _____

Federal Tax ID Number _____

Phone Number () _____ Extension _____

Fax Number () _____ Email _____

Authorized Agent _____

Title _____

Agent's Signature _____ **Date** _____

All proposals must be received no later than **Tuesday, April 13, 2021, 3:00p.m.**

All proposals are to be sent to:

Ms. Melanie M. Allen, Board Secretary/Business Administrator
Purchasing Agent
419 Morton Avenue
PO Box 375
Rosenhayn, NJ 08352
Phone (856) 451-2804
Fax (856) 451-6720

DEERFIELD TOWNSHIP BOARD OF EDUCATION

Business Office
419 Morton Avenue
PO Box 375
Rosenhayn, NJ 08352

LEGAL SERVICES

FEE STRUCTURE

Please provide the hourly rate for services in each of the following categories:

General Counsel: _____

Special Education: _____

Negotiations: _____

Construction: _____

Court Time: _____

Other (specify): _____

Please provide the hourly rate for the services of the following personnel:

Paralegals: _____

Associates: _____

Name of Firm: _____

Authorized Representative: _____

Print Name

Signature

Date: _____

BUSINESS REGISTRATION CERTIFICATE (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:32-44 as amended by P.L. 2004 – Chapter 57, all respondents shall submit with their proposal package a copy of their “New Jersey Business Registration Certificate” as issued by the Department of the Treasury of the State of New Jersey. Failure to provide the New Jersey Business Registration Certificate with the proposal package, or prior to the award of contract, will be cause for the rejection of the entire proposal.

INSURANCE; PROFESSIONAL LIABILITY – CERTIFICATE REQUIRED

☒ Required

☐ Not Required

The successful respondent to whom the contract is awarded shall provide the Board of Education with contract documents a Professional Liability Insurance Certificate with the following limits:

\$1,000,000	Each Incident; Occurrence; Wrongful Act
\$3,000,000	Aggregate

The insurance certificate name as to the certificate holder shall be as follows:

Deerfield Township School District Board of Education
c/o The Board of Education Office
419 Morton Avenue
PO Box 375
Rosenhayn, NJ 08352

The insurance certificate shall remain in full force during the term of the contract.

LAW AGAINST DISCRIMINATION

During performance of this contract, the Professional and his sub-consultants agree to comply with P.L. 1975, c.127, “Law Against Discrimination” in accordance with provisions described in Exhibit “A” attached hereto. The mandatory language of N.J.A.C. 17:27-1.1 et seq. promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time is attached hereto made a part hereof and incorporated herein by reference. The contract with the Professional may be rescinded if the Professional fails to submit proof of compliance with the regulations set forth in N.J.A.C. 17:27. The regulations are available online at http://www.state.nj.us/treasury/contract_compliance/pdf/njac1727ac.pdf or will be provided to you upon request.

IRAN DISCLOSURE OF INVESTMENT ACTIVITIES FORM N.J.S.A. 18A:18A-49.4

The Deerfield Township Board of Education, pursuant to N.J.S.A. 18A:18A-49.4, shall implement and comply with Public Law 2012, c.25, Disclosure of Investment Activities in Iran—N.J.S.A. 52:32-55 et seq.

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 a certification attesting, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran.

The Chapter 25 list is found on the Divisions website:

<https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>

If the Board determines that a person or entity has submitted a false certification concerning its engagement in investment activities in Iran under section 4 of P.L.2012, c.25 (C.52:32-58), the board shall report to the New Jersey Attorney General the name of that person or entity, and the Attorney General shall determine whether to bring a civil action against the person to collect the penalty prescribed in paragraph (1) of subsection a. of section 5 of P.L.2012, c.25 (C.52:32-59).

In addition, bidders must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes on the lower portion of the enclosed form.

The Board has provided within the specifications, a Disclosure of Investments Activities certification form for all persons or entities, that plan to submit a bid, respond to a proposal, or renew a contract with the board, to complete, sign and submit with the proposal. Recent changes in the law allows the Iran investment disclosure form to be submitted prior to contract award and at the time the contract is renewed rather than with the bid or RFP submission. Bidders are still asked to submit this form with their proposal to ensure it is received prior to Board action to award a contract.

ETHICS IN PURCHASING
Statement to Vendors

School District Responsibility

Recommendation of Purchases

It is the desire of the Deerfield Township School District Board of Education to have all Board employees and officials practice exemplary ethical behavior in the procurement of goods, materials, supplies, and services.

School district officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et. seq.

Solicitation /Receipt of Gifts – Prohibited

School district officials and employees are prohibited from soliciting and receiving funds, gifts, materials, goods, services, favors, and any other items of value from vendors doing business with the Deerfield Township School District Board of Education or anyone proposing to do business with the Deerfield Township School District.

Vendor Responsibility

Offer of Gifts, Gratuities – Prohibited

Any vendor doing business or proposing to do business with the Deerfield Township School District shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Deerfield Township School District or to any member of the official's or employee's immediate family.

Vendor Influence – Prohibited

No vendor shall cause to influence or attempt to cause to influence any official or employee of the Deerfield Township School District in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

Vendor Certification

Vendors or potential vendors will be asked to certify that no official or employee of the Deerfield Township School District or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Deerfield Township School District Board of Education.

Ms. Melanie M. Allen
Board Secretary/Business Administrator
Purchasing Agent

NON-COLLUSION AFFIDAVIT

Re: Proposal for the Deerfield Township School District Board of Education

STATE OF _____) Date _____
:ss:

COUNTY OF _____)

I, _____ of the City of _____

in the County of _____ and the State of _____

of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of _____
Position in Company

the firm of _____ and the bidder making the Proposal for the above named contract, and that I executed said Proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named bid, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Deerfield Township School District Board of Education relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said bid.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees of bona fide established commercial or selling agencies maintained by

(Print Name of Contractor/Vendor)

Subscribed and sworn to _____
(SIGNATURE OF CONTRACTOR/VENDOR)

before me this _____ day of _____, _____
Month Year

NOTARY PUBLIC SIGNATURE

Print Name of Notary Public

My commission expires _____, _____.
Month Day Year -Seal-

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 (www.nj.gov/dca/lgs/lfnslfnmenu.shtml).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at www.nj.gov/dca/lgs/p2p. They will be updated from time-to-time as necessary.
 - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
 - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d. The form may be used “as-is”, subject to edits as described herein.
 - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
 - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.

5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to

which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

¹ N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit
no later than 10 days prior to the award of the contract.**

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the instructions accompanying this form.

_____	_____	_____
Signature	Printed Name	Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

☐ Check here if the information is continued on subsequent page(s)

Continuation Page

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

Page ____ of ____

Vendor Name:

[illegible]

List of Agencies with Elected Officials Required for Political Contribution Disclosure

N.J.S.A. 19:44A-20.26

County Name: Cumberland

State: Governor, and Legislative Leadership Committees

Legislative District #s: 1 & 3

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

Bridgeton City
Commercial Township
Deerfield Township
Downe Township
Fairfield Township

Greenwich Township
Hopewell Township
Lawrence Township
Maurice River Township
Millville City

Shiloh Borough
Stow Creek Township
Upper Deerfield Township
Vineland City

Boards of Education (Members of the Board):

Bridgeton City
Commercial Township
Cumberland Regional
Deerfield Township
Downe Township

Fairfield Township
Greenwich Township
Hopewell Township
Lawrence Township
Maurice River Township

Shiloh Borough
Stow Creek Township
Upper Deerfield Township
Vineland City

Deerfield Township Board of Education (Members of the Board):

Placido Dragotta, IV
John Schwab
Cindy Streater
Jason Scythes
Jenna Harvey
Adam Vera
Robin Carter

Fire Districts (Board of Fire Commissioners):

Commercial Township Fire District No. 1
Commercial Township Fire District No. 2
Commercial Township Fire District No. 3

Downe Township Fire District No. 1
Downe Township Fire District No. 2
Downe Township Fire District No. 3

Maurice River Township Fire District No. 1
Maurice River Township Fire District No. 2
Maurice River Township Fire District No. 3
Maurice River Township Fire District No. 4
Maurice River Township Fire District No. 5

STOCKHOLDER DISCLOSURE CERTIFICATION

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:
Name:	Name:

Home Address:

Home Address:

Subscribed and sworn before me this ____ day of
_____, 20 ____.

(Affiant)

(Notary Public)

(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES 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 ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, 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 equal employment opportunity shall include, but not limited to the following: employment, up grading, 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 afford equal employment opportunities to minority and women workers consistent with:

Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2 or

Good faith efforts to meet targeted 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, race, 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 targeted 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, race, 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 (electronically provided by the Division and distributed to the public agency through the Division's website: www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division 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 Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant **to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

The failure to submit such appropriate evidence will result in rescission of the contract.

AFFIRMATIVE ACTION QUESTIONNAIRE AND CERTIFICATION

FOR COMPLIANCE WITH AFFIRMATIVE ACTION REGULATIONS

i) DO YOU HAVE FEDERAL APPROVAL? Yes ___ No _____

This means a letter from a Federal Agency stating the company name and address as having submitted their Affirmative Action Plan and their plans being approved.

If yes, please submit a Photostat copy.

ii) DO YOU HAVE A STATE CERTIFICATE OF EMPLOYEE INFORMATION REPORT APPROVAL? Yes ___ No _____

If yes, please submit a Photostat copy of this certificate.

iii) IF YOU DO NOT HAVE EITHER OF THE ABOVE, PLEASE SUBMIT A COPY OF AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (AA302). This form can be electronically provided by the Division and distributed to the public agency through the Division's website: www.state.nj.us/treasury/contract_compliance I certify that our Company has never before applied for a Certificate of Employee Information Report in accordance with the rules promulgated by the State Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and I agree to submit immediately a copy of the Employee Information Report (AA-302) to the Division of Public Contracts Equal Employment Opportunity Compliance, Department of Treasury, P.O. Box 209, Trenton, NJ 08625.

_____ being duly sworn, according to law, deposes and says that he is a duly authorized representative of the Contractor, _____. I hereby certify that I am aware of the equal employment opportunity and affirmative action in public contracting requirements set forth in N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. and that the Contractor is in compliance with the requirements therein. I hereby agree that the Contractor shall make good faith efforts to provide equal employment opportunity for minorities and women. I am aware that the failure to make good faith efforts to provide equal employment opportunity for minorities and women may result in fines/penalties, suspension/debarment, a determination to lower the firm's aggregate rating or such other action as provided by law. I certify that the above information is correct to the best of my knowledge.

SIGNATURE_____

NAME_____

DATE_____

TITLE_____

To be completed, signed below & returned with proposal.

STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN	
Quote Number: <input style="width: 90%;" type="text"/>	Bidder/Offeror: <input style="width: 90%;" type="text"/>
<p style="text-align: center;">PART 1: CERTIFICATION BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX. FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.</p> <p>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 neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of 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 the party in default and seeking debarment or suspension of the party</p> <p>PLEASE CHECK THE APPROPRIATE BOX:</p> <div style="margin-left: 20px;"><input type="checkbox"/> I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is <u>listed</u> on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.</div> <p style="margin-left: 20px;">OR</p> <div style="margin-left: 20px;"><input type="checkbox"/> I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. 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.</div>	
<p style="text-align: center;">PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN</p> <p>You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.</p> <p style="text-align: center;">EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"><div style="display: flex; justify-content: space-between;"><div>Name <input style="width: 40%;" type="text"/></div><div>Relationship to Bidder/Offeror <input style="width: 40%;" type="text"/></div></div><div style="margin-top: 5px;">Description of Activities <input style="width: 90%;" type="text"/></div><div style="margin-top: 5px;"><input style="width: 90%;" type="text"/></div><div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Duration of Engagement <input style="width: 30%;" type="text"/></div><div>Anticipated Cessation Date <input style="width: 30%;" type="text"/></div></div><div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Bidder/Offeror Contact Name <input style="width: 35%;" type="text"/></div><div>Contact Phone Number <input style="width: 35%;" type="text"/></div></div></div> <div style="text-align: center; margin-top: 10px;"><div style="border: 1px solid black; padding: 2px 10px; background-color: #f0f0f0;">ADD AN ADDITIONAL ACTIVITIES ENTRY</div></div>	
<p><small>Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; 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 am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.</small></p>	
<div style="display: flex; justify-content: space-between;"><div>Full Name (Print): <input style="width: 40%;" type="text"/></div><div>Signature: <input style="width: 40%;" type="text"/></div></div> <p style="text-align: center; margin-top: 5px;">Do Not Enter PIN as a Signature</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div>Title: <input style="width: 40%;" type="text"/></div><div>Date: <input style="width: 40%;" type="text"/></div></div>	