Burlington Township Board of Education

Request for Proposals

Professional Services and Extraordinary Unspecifiable Services for various annual Services

April 8, 2020

11:00 A.M.

NOTICE OF REQUESTS FOR PROPOSALS

Notice is hereby given that the Business Administrator of the Burlington Township Board of Education in the County of Burlington, State of New Jersey, by authority of said Board, solicits sealed Requests for Proposal (RFP) for professional services and extraordinary unspecifiable services as listed below for the period **July 1, 2020 to June 30, 2021**:

Professional Services Sought:

1. **Solicitor**
2. **Special Education Solicitor**
3. **Financing/Special Projects Solicitor**
4. **Auditor**
5. **School/Team Physician**

Extraordinary Unspecifiable Services Sought:

6. **Property, Casualty and Workers' Compensation Insurance Consultant**
7. **Health Insurance Consultant**
8. **Labor Consultant**
9. **Construction Manager of Record**

Submissions are to be received at the Business Office of the Board of Education, 710 Jacksonville Road, Hopkins Building, Burlington, New Jersey, 08016. All sealed proposals must be submitted no later than **11:00 A.M. on Wednesday, April 8, 2020**. All properly submitted sealed proposals will be publicly opened, announced and recorded.

Specifications are available in the Office of the Business Administrator, Burlington Township Board of Education, 710 Jacksonville Road, Hopkins Building, Burlington Township, New Jersey, 08016, and may also be downloaded from the Board of Education's website at www.burltwpsch.org.

Respondents are required to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27).

The Board of Education reserves the right to reject any or all submissions in accordance with applicable law.

By order of the Board of Education.

Nicholas Bice
Business Administrator/Board Secretary

Date: March 2, 2020

INTRODUCTION

The School Business Administrator will represent the Board in the administration of this contract.

The Burlington Township Board of Education (hereinafter "Board") is seeking proposals from qualified parties (hereinafter "Respondent") to provide the specified professional services and extraordinary unspecifiable services in the Burlington Township School District (hereinafter "District").

Qualifications will be evaluated on the basis of anticipated service, resources, past engagements and documented performance. Successful respondents will demonstrate the ability to fulfill the requirements of the contract, meet specifications, attain the objectives of the District and, all other factors being equal, provide the best value in terms of meeting the District's mission and cost objectives. Aside from those specific items mentioned in this RFP, the District will not dictate the structure of any plan nor any specific methodology. These will be left to the discretion of the respondent.

The term "Bidder", "submitter", "respondent", "vendor" and "contractor" may be intermingled throughout this specification. They are one and the same.

GENERAL RESPONDENT RESPONSIBILITIES

1) Respondent must meet all standards of local, State and federal requirements.
2) Bidder must provide evidence of knowledge in the area
3) An evaluation of each acceptable proposal will be completed by the District.
4) Solicitations shall be in conformance with the applicable requirements of the New Jersey Public School Contracts Law (N.J.S.A. 18A:18A-1 et. seq.).
5) The Respondent must provide a NJ Business Registration Certificate.

GENERAL PROVISIONS

PROPOSAL FORMAT

Because of the unique nature of the services being requested, the respondent is asked to prepare the proposal and provide at a minimum the following sections. The respondent is encouraged to provide additional information it believes will help the Board understand the respondent's capabilities. Respondents are only required to submit one copy of their proposal for each service.

1. Background information of principal individuals conducting the services and a listing of their applicable licenses.
    a. Identify the person who will be primarily responsible for the services required by the Board of Education and provide a description of their experience with projects and issues similar to those more specifically set forth in this specification and on behalf of the Burlington Township Board of Education.
    b. Identify persons who will serve as a back up to the primary person, including resumes of all parties. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Burlington Township Board of Education.

2. Proposal Cost Sheet
3. All required documents and forms
    a. Statement of Ownership Disclosure Form
    b. Affirmative Action Questionnaire
    c. Form of Non-Collusion Affidavit
    d. NJ Business Registration Certificate
    e. IRS W9 Form
    f. Disclosure of Investments Activities in Iran Form
    g. Chapter 271 Political Contribution Disclosure Form
4. Other information as deemed necessary by respondent

AWARDING OF CONTRACT

All proposals will remain firm for a period extending 90 days from the indicated submission date for proposals.

Burlington Township Board of Education reserves the right to reject any and all proposals submitted. The contract will be awarded to the respondent whose proposal is deemed in the best interest of the Burlington Township Board of Education.

SPECIFIC REQUIREMENTS

All services are detailed below:

Board of Education Solicitor

Scope of Services:

Professional services required – The selected professional (solicitor) will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the solicitor will be expected to return a phone call to the Board of Education on the same day. The professional will also be expected to be available to provide advice to the Board of Education during non-business hours including the attendance at meetings when requested. Monthly public board meetings are usually scheduled for the fourth Wednesday of each month. Attendance is required.

Minimum Qualifications

1. The firm shall have at least ten (10) years experience in representing public entities.
2. 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.
3. The firm and individuals assigned to work with the School District shall be well versed in all aspects of the School District's operations.
4. Must provide hourly cost of services.

Term of Service: **July 1, 2020 to June 30, 2021**.

Any question or explanation desired regarding this Request for Proposals must be requested of the District in writing. Such requests should be directed to Mr. Nicholas Bice, Business Administrator/Board Secretary, of the Burlington Township Board of Education, at nbice@burltwpsch.org **by 4:00 p.m. on Wednesday, March 18, 2020** to be given consideration. No oral interpretation will be made to any respondent regarding the meaning of the specifications. Any and all interpretations and any supplemental instructions will be distributed in the form of a written addenda to the specifications. Respondents must notify the District of their name, address, telephone, email address, and facsimile numbers in order to receive any addenda.

All submissions must be labeled with the services as well as the date and time of the RFP opening. All submissions must be received at the **School District's Business Office by April 8, 2020 by 11:00 a.m.** at which time they will be publicly opened.

Board of Education Special Education Solicitor

Scope of Services:

Professional services required – The selected professional (Special Education Solicitor) will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the solicitor will be expected to return a phone call to the Board of Education on the same day. The professional will also be expected to be available to provide advice to the Board of Education during non-business hours including the attendance at meetings when requested. Monthly public board meetings are usually scheduled for the fourth Wednesday of each month. Attendance may be required.

Minimum Qualifications

1. Solicitor's firm shall have two or more licensed professionals on staff whose major focus and work has been and remains providing professional service to and advising public school districts in special education issues.
2. The firm shall have at least ten (10) years experience in representing public school districts in the areas of special education.
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. Must provide hourly cost of services.

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Board of Education Financing/Special Projects Solicitor

Scope of Services:

Professional services required – The selected professional (Financing/Special Projects Solicitor) will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the solicitor will be expected to return a phone call to the Board of Education on the same day. The professional will also be expected to be available to provide advice to the Board of Education during non-business hours including the attendance at meetings when requested.

Minimum Qualifications

1. Solicitor's firm shall have two or more licensed professionals on staff whose major focus and work has been and remains providing professional service to and advising public school districts in financing issues.
2. The firm shall have at least ten (10) years experience in representing public school districts in the areas of financing.
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. Must provide hourly cost of services.

Term of Service: **July 1, 2020 to June 30, 2021**

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Board of Education Auditor

Scope of Services

Professional services required – The Board of Education desires to appoint a firm of certified public accountants to act as board auditors for the Burlington Township Board of Education. Applicant should demonstrate knowledge of Board of Education auditing laws and regulations, and experience in providing advice to Boards of Education on records compliance issues. Any experience or knowledge of matters that directly affect the Burlington Township of Education should be addressed.

Minimum Requirements

1. The firm must employ a minimum of two (2) certified public accountant who been licensed in that capacity for a period of not less then seven (7) years prior to the date of appointment.
2. The firm must employ a minimum of two (2) registered school board accountants licensed and qualified in that capacity for a minimum of two (2) years each prior to the appointment.
3. Must have a minimum of ten (10) years' experience in providing auditing services to boards of education with the State of New Jersey.
4. Must maintain a current principal office with the State of New Jersey.
5. Must describe any special services available to school board clients.
6. Must list all past and present school board clients.
7. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

Term: **July 1, 2020 to June 30, 2021**

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Board of Education School/Team Physician

Scope of Services

Professional services required – The selected professional (physician) must have knowledge of medical treatment of students, district employees and a special interest in sports medicine. Time will be permitted to the district for student physicals, consultation, advice and comments to district administrators and personnel. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

Minimum Qualifications

1. Must be licensed physician in the State of New Jersey.
2. Must have experience in providing services to boards of education.
3. Must provide assistance with AIDS education.
4. Must maintain a principal office location in close proximity to the Board of Education so as to be able to respond to emergent matters promptly.
5. Must provide insight and advice regarding medical issues of students and staff.
6. Must conduct student physicals for all high school sports participants.
7. Must list work with school solicitor on medical/legal concerns.
8. Must advise district SAC and administration on issues related to student drug use.
9. Must coordinate activities and provide training to athletic trainers.
10. Must possess strong background in sports medicine.
11. Must review nursing service plan annually.
12. Must administer Hepatitis B immunizations to "at risk" employees.
13. Must be (or designated professional physician) in attendance at all varsity home football games.
14. Must update standing orders at the beginning of the school year.
15. Must have five (5) years experience as a School/Team physician in a public school district areas.
16. Must certify weight data for all high school wrestlers.
17. Must consult with central office administration on certain cases of home instruction needs of students.
18. Must provide cost of services.

Term of Service: **July 1, 2020 to June 30, 2021**

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Board of Education Property, Casualty, and Workers' Compensation Insurance Consultant

Scope of Services

Extraordinary Unspecifiable Specialized services required - The Board of Education desires to appoint an insurance consultant to act in the interest of the Burlington Township Board of Education. Applicant should demonstrate knowledge of Board of Education insurance laws and regulations, and experience in providing advice to Boards of Education on compliance issues. Any experience or knowledge of matters that directly affect the Burlington Township of Education should be addressed.

Minimum Requirements

1. The professional will be expected to be available to provide advice to the Board of Education during non-business hours.
2. Ability to meet all minimum qualifications.
3. Overall knowledge and familiarity with the operations of the School District.
4. Experience of the firm in providing similar services to other public bodies, with special emphasis on experience with New Jersey Public School Districts.
5. Qualifications and experience of the professional.
6. Qualifications and experience of at least two (2) other members of the firm.
7. The proposal must list all New Jersey Public Schools Districts that they are currently representing in a consultant capacity.
8. The firm must currently act as an insurance consultant for at least three (3) public boards of education in the State of New Jersey.
9. The professional will be responsible for facilitating staff risk management meetings on a once per month basis.

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Board of Education Health Insurance Consultant

Scope of Services

Extraordinary Unspecifiable Specialized services required - The Board of Education desires to appoint a firm to provide health insurance brokerage services to the board. Applicants should demonstrate knowledge and experience with respect to all aspects of health insurance brokerage services required by a school board. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

The following table provides additional information regarding the District's employees and plans that will be serviced by the Health Insurance Consultant:

Plan Type	Carrier	Number of Employees	Plan Offerings
Medical	Schools Health Insurance Fund (SHIF) (more than 5 years)	Approx. 400 covered Approx. 470 eligible	Link
Prescription	Benecard (more than 5 years)	Approx. 400 covered Approx. 470 eligible	Link
Dental	Schools Health Insurance Fund (SHIF) (more than 5 years)	Approx. 400 covered Approx. 470 eligible	Link
FSA	FlexFacts (more than 5 years)	Approx. 50 enrolled Approx. 470 eligible	Link
Premium Only Plan	Plan summary and open enrollment handled by Health Insurance Consultant		
Life	Not serviced by Health Insurance Consultant		
Disability	Not serviced by Health Insurance Consultant		
Voluntary Plans	Not serviced by Health Insurance Consultant		

All plan years are currently July 1st to June 30th with renewals effective July 1st. Additionally, the Health Insurance Consultant is expected to maintain a website similar in nature and content to the District's existing website - see http://thebenefitsonline.org/BurlingtonTwp/.

Minimum Qualifications

1. Must be licensed to provide health insurance brokerage services in the State of New Jersey.
2. The professional will be expected to be available to provide advice to the Board of Education during non-business hours.
3. Must have been in business a minimum of ten (10) years.
4. Must maintain a principal office location in close proximity to the Board of Education so as to be able to respond to emergent matters promptly.
5. Must be currently servicing a minimum of 2,500 public school clients.
6. Must have an insurance professional with at least twenty (20) years of school board collective bargaining experience.

7. Must list a minimum of five (5) current school board clients.
8. Submittal must include Health Insurance Consultant compensation either by dollar amount per annum or percentage of health benefit plans, no matter the method of collecting fees.

Term of Service: **July 1, 2020 to June 30, 2021**

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Board of Education Labor Consultant

Scope of Services:

Extraordinary Unspecifiable Specialized services required – The selected professional (Labor Consultant) will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the solicitor will be expected to return a phone call to the Board of Education on the same day. The professional will also be expected to be available to provide advice to the Board of Education during non-business hours including the attendance at meetings when requested.

Minimum Qualifications

1. Firm shall have one or more licensed professionals on staff whose major focus and work has been and remains providing professional service to and advising public school districts in negotiating issues.
2. The firm shall have at least ten (10) years experience in representing public school districts in the areas of labor consulting.
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 sufficient knowledge of negotiating practices and human resources laws and practices.
4. The firm and individuals assigned to work with the School District shall be well versed in all aspects of the School District's contracts with collective bargaining units.
5. Must provide hourly cost of services.

Term of Service: **July 1, 2020 to June 30, 2021**

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Board of Education Construction Manager of Record

Scope of Services:

Extraordinary Unspecifiable Specialized services required - The Board of Education desires to appoint a firm to provide part time project / construction management services as consultants on a limited basis. The firm selected may need to prepare the design, contract documents and oversee small to medium projects from inception to owner acceptance. The project/construction management firm must have personnel available on a full time basis as needed. Applicants should demonstrate knowledge and experience with respect to all aspects of project/construction management required by a school board. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

Minimum Qualifications

1. Must have a minimum of ten (10) years experience in providing consulting services regarding educational projects to boards of education.
2. Must be experienced in obtaining permits/approvals from state, county and local regulatory agencies.
3. Must maintain a principal office location in close proximity to the Board of Education so as to respond to emergent matters promptly.
4. Must list past and present school boards served as construction management.
5. Must provide hourly billing rates for employees possibly assigned.
6. Must be certified to provide architectural services in the State of New Jersey.

Construction Phase Services (if needed)

1. Conduct and publish minutes of bi-weekly Construction Job Meetings as required by the project.
2. Assist the contractors in obtaining additional details or information for proper execution of work.
3. Conduct on-site observations of the work in progress as a basis for determining that the project is proceeding in accordance with the Owner's interests.
4. Act as collaborator with the visiting inspectors to represent the Owner's interest.
5. Review the contractor's suggestions with the Architect and Owner.
6. Deliver to Owner a complete set of "as built" at the completion of the project.
7. Conduct final inspection and remediate the "punch list."
8. Provide reasonable assistance in resolution of all disputes between parties.
9. Review applications for payment with contractors and the architect, if any.

Additional Items Required in Proposal Submittal

1. Proposals should include copies of licenses of team members to be assigned.
2. NJ DPM&C and NJSDA prequalifications are required and should be included.

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FORMS

This document must be provided.

STATEMENT OF OWNERSHIP DISCLOSURE
N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization:_____

Organization Address:_____

Part I **Check the box that represents the type of business organization:**

___Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

___Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

___For-Profit Corporation (any type) ___Limited Liability Company (LLC)

___Partnership ___Limited Partnership ___Limited Liability Partnership (LLP)

___Other (be specific): _____

Part II

___ I certify that the list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be, and I further certify that the list also includes the name and addresses of any other entity or individual who owns any 10% or greater interest in the interest holders of the bidder, and that this disclosure shall continue until all 10% or greater interest holders of any disclosed business entity have also been disclosed.
(**COMPLETE THE LIST BELOW IN THIS SECTION**)

OR

___ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.
(**SKIP TO PART IV**)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed**.

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV 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/proposer; that the Burlington Township Board of Education 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 Burlington Township Board of Education to notify the Burlington Township Board of Education 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, permitting the Burlington Township Board of Education to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

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 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 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with N.J.A.C. l7:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and 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; or
- Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http:// www.state.nj.us/treasury/contract_compliance/.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

This document must be provided.

AFFIRMATIVE ACTION QUESTIONNAIRE

1. Our company has a federal Affirmative Action Plan approval.

_____ YES _____ NO

If yes, a photostatic copy of said approval shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.

_____ YES _____ NO

If yes, a copy of the New Jersey State Certificate shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

If you answered NO to both questions above, you must apply for an Affirmative Action Employee Information Report (AA-302).

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance:

www.state.nj.us/treasury/contract compliance/

a. Click on "Employee Information Report"
b. Complete and submit the form with the *appropriate payment* to:

Department of Treasury
Division of Purchase and Property
Contract Compliance and Audit Unit
EEO Monitoring P.O. Box 206
Trenton, NJ 08625-0206

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education prior to the execution or award of contract.

I certify that the above information is correct to the best of my knowledge.

NAME _____

SIGNATURE _____

TITLE _____

DATE _____

This document must be provided.

FORM OF NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY, COUNTY OF _____

I, _____ of the _____
(city, town, borough)
of _____, in the County of _____,

State of _____, of full age, being duly sworn

according to law on my oath depose and say that:

I am _____of the firm of_____
the respondent making the proposal for the Professional Services or Extraordinary Unspecifiable Services, and that I executed the said Proposal with full authority to do so, that said respondent has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive contracting in connection with the above Proposal and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey 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 project.

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 or bona fide established commercial or selling agencies maintained by

_____
(Name of Contractor)

(N.J.S.A. 52:34-15)

_____
Signature

Subscribed and sworn before me this

_____ day of _____, 20____

_____
(Seal Notary Public of New Jersey)

My commission expires _____, 20____

This document must be provided.

DISCLOSURE OF INVESTMENTS IN IRAN

STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number: **Bidder/Offeror:**

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.

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

PLEASE CHECK THE APPROPRIATE BOX:

☐ **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 listed** 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.**

OR

☐ **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.

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 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.

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.

Name Relationship to Bidder/Offeror

Description of Activities

Duration of Engagement Anticipated Cessation Date

Bidder/Offeror Contact Name Contact Phone Number

ADD AN ADDITIONAL ACTIVITIES ENTRY

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.

Full Name (Print): Signature:

Do Not Enter PIN as a Signature

Title: Date:

This document must be provided.

CHAPTER 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Burlington Township Board of Education
Chapter 271 Political Contribution Disclosure Form
(Contracts that Exceed $17,500.00)
Ref. N.J.S.A. 19:44A-20.26

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____(Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

Date of Contribution	Amount of Contribution	Name of Recipient Elected Official/ Committee/Candidate	Name of Contributor

The Business Entity may attach additional pages if needed.

_____

_____ **No Reportable Contributions** (Please check if applicable.)

I certify that _____(Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent _____

Signature _____ Title _____

Business Entity_____

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."

P.L. 2005, c.271
(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint*)

AN ACT authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

40A:11-51 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts therefrom to business entities that have made a contribution pursuant to P.L.1973, c.83 (C.19:44A-l et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L.2004, c.19 (C. 19:44A-20.2 et al.) and section 22 of P.L.1973, c.83 (C.19:44A-22).

b. The provisions of P.L.2004, c.19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L.2004, c.19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

19:44A-20.26 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of $17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefor, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L.1973, c.83 (C.19:44A-l et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, an elective office of that public entity, 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, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a 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. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the 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, as appropriate; and

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

19:44A-20.13 *3*. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year $50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L.1973, c.83 (C.19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a 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. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"interest" means the 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, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

* Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40A:11-51 and to N.J.S.A. 19:44A-20.26

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26

County Name: Burlington

State: Governor, and Legislative Leadership Committees

Legislative District #s: 7, 8, 9, & 30
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):

Bass River Township	Florence Township	Pemberton Township
Beverly City	Hainesport Township	Riverside Township
Bordentown City	Lumberton Township	Riverton Borough
Bordentown Township	Mansfield Township	Shamong Township
Burlington City	Maple Shade Borough	Southampton Township
Burlington Township	Medford Lakes Borough	Springfield Township
Chesterfield Township	Medford Township	Tabernacle Township
Cinnaminson Township	Moorestown Township	Washington Township
Delanco Township	Mount Holly Township	Westampton Township
Delran Township	Mount Laurel Township	Willingboro Township
Eastampton Township	New Hanover Township	Woodland Township
Edgewater Park Township	North Hanover Township	Wrightstown Borough
Evesham Township	Palmyra Borough	
Fieldsboro Borough	Pemberton Borough	

Boards of Education (Members of the Board):

Bass River Township	Lenape Regional	Pemberton Township
Beverly City	Lumberton Township	Rancocas Valley Regional
Bordentown Regional	Mansfield Township	Riverside Township
Burlington City	Maple Shade Township	Riverton
Burlington Township	Medford Lakes Borough	Shamong Township
Chesterfield Township	Medford Township	Southampton Township
Cinnaminson Township	Moorestown Township	Springfield Township
Delanco Township	Mount Holly Township	Tabernacle Township
Delran Township	Mount Laurel Township	Washington Township
Eastampton Township	New Hanover Township	Westampton
Edgewater Park Township	North Hanover Township	Willingboro Township
Evesham Township	Northern Burlington Regional	Woodland Township
Florence Township	Palmyra Borough	
Hainesport Township	Pemberton Borough	

(continued on next page)

Fire Districts (Board of Fire Commissioners):

Beverly City Fire District No. 1
Bordentown Township Fire District No. 1
Bordentown Township Fire District No. 2
Burlington Township Fire District No. 1
Chesterfield-Hamilton Fire District No. 1
Chesterfield Township Fire District No. 2
Cinnaminson Township Fire District No. 1
Delanco Township Fire District No. 1
Delran Township Fire District No. 1
Eastampton Township Fire District No. 1
Edgewater Park Township Fire District No. 1
Evesham Township Fire District No. 1
Florence Township Fire District No. 1
Moorestown Township Fire District No. 1
Moorestown Township Fire District No. 2
Mount Holly Township Fire District No. 1
Mount Laurel Township Fire District No. 1
Riverside Township Fire District No. 1
Tabernacle Township Fire District No. 1