

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION  
225 White Horse Avenue  
Clementon, New Jersey 08021**

**REQUESTS FOR PROPOSALS  
NOTICE OF SOLICITATION  
FOR INSTRUCTIONAL & RELATED SERVICES FOR THE  
2018-2019 SCHOOL YEAR (RFP 18-19 INSTR & RELATED)**

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, and NJSA 18A:18A (4.1, 4.3, 4.4, 4.5), the Camden County Educational Services Commission (“CCESC”), located at 225 White Horse Avenue, Clementon, New Jersey 08021 is seeking responses to its RFP for Instructional and Related services to be provided to CCESC as listed below. The contract period is from July 1, 2018 to June 30, 2019.

- ◆ Nursing
- ◆ Social Work
- ◆ Learning Disability Teacher Consultant
- ◆ School Counselor
- ◆ BCBA – Board Certified Behavior Analyst
- ◆ Applied Behavior Analyst
- ◆ School Psychologist
- ◆ Neurology / Psychiatric / Neuro-Psychiatric
- ◆ Translation Services
- ◆ Audiological Services
- ◆ Related Services Provider (O.T. / P.T. / Speech)
- ◆ Assistive Technology / Augmentative and Alternative Communication
- ◆ School Security Consulting

Requests for Proposals are on file at the Board Secretary/Business Administrator’s office at 225 White Horse Avenue, Clementon, New Jersey 08021 and may also be downloaded from the Commission’s website at: [camdenesc.org](http://camdenesc.org)

All RFP responses must be received by the Commission Board Secretary/Business Administrator no later than 3:00 PM on Thursday, May 17, 2018 at the CCESC office located at 225 White Horse Avenue, Clementon, New Jersey 08021. All questions concerning this notice must be sent to Patrick Madden, Business Administrator via email only at [pmadden@camdenesc.org](mailto:pmadden@camdenesc.org).

**The subject line of all email correspondence must be identified as follows: “RFP 18-19 INSTR & RELATED”.**

## MINIMUM REQUIRED INFORMATION/DOCUMENTATION

All RFP's for Instructional and Related contracts shall include at a minimum, the following information/documentation:

1.
  - a. Names and title of owner/proprietor/principal of the company, and the type of business (e.g. corporation, Sole Proprietor, LLC, etc.).
  - b. Identify if the company is registered as a minority or women owned business.
  - c. Identify the person(s) and the title(s), of those who will be primarily responsible for account management and contract management.
  - d. Identify the person(s) who will perform required tasks as well as the listing of their licenses. Also include a description of their experience as respects to the work being proposed.
  - e. Identify the person(s) who will serve as back-up to the primary person(s), including license and experience information.
2. Professional Liability Insurance: All organizations are to provide, at their own expense, a comprehensive general liability insurance policy including professional liability and errors and omissions coverage. The coverage will need to name CCESC as Additional Insured and shall insure against any and all claims, including bodily injury or death, arising from the performance of services provided. This coverage will extend to the professional, the professionals' employees, staff, agents, contractors, and any other party engaged by the provider to perform services for the CCESC. The proposer shall provide a current certificate of insurance for professional liability/malpractice coverage with limits acceptable to the CCESC.
3. New Jersey Business Registration Certificate
4. Responders must comply with Mandatory Equal Employment Opportunity Language N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27 (See Exhibit A). Submit Affirmative Action Questionnaire.
5. A Statement of Ownership Disclosure **and** Political Contribution Disclosure Statement Required – Pay to Play.
6. Sample Contract – provide a sample copy of the responder's contract. The sample contract must comply with all terms and conditions of this RFP. Contracts shall be in form acceptable to the CCESC. Proof of Insurance must be provided with this proposal
7. Must maintain a bona fide office(s) in the State of New Jersey.
8. Non-Collusion Affidavit
9. Vendor Questionnaire

10. W-9 <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
11. Disclosure of Activities in Iran Form N.J.S.A. 18A:18A-49.4
12. A summary page with all services and pricing.

### **Scope of Services**

The bidder may respond to any or all service categories listed on page 1.

Specialized service required - The Camden County Educational Services Commission desires to appoint a firm(s) to provide various services to the CCESC. Applicants shall have the responsibility of providing services for the 2018-2019 school year that may include direct services, consultation and evaluation services as determined by the CCESC's needs. Required paperwork including, but not limited to, monthly log and billing statements. Billing statements / invoices shall be received by the 5<sup>th</sup> of each month following services. Hours are to be determined by CCESC and/or by individual IEP/ISP for each student. Services shall also include other direct services and non-contact chargeable client treatment (eg: parent education, teacher consultant, attendance at IEP/ISP meetings and other related duties).

### **Minimum Qualifications:**

1. The firm shall have one (1) or more licensed professionals on staff whose major focus and work has been and remains providing the services outlined below. 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 CCESC and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the CCESC.
  - b. Identify persons who will serve as back up to the primary person including resumes of all parties.
2. The firm shall have at least five (5) years experience in providing services to public and private schools.
3. The firm shall designate individuals within the firm that have the following qualifications be assigned to the CCESC.

### **NON-PUBLIC SCHOOL NURSING**

The School Nurse is required to hold an active/valid NJ license as a Registered Nurse (RN). The School Nurse shall provide services as a nurse in grades preschool through grade 12.

NJ DOE requires - School Nurse (endorsement code 3000) AND/OR School Nurse / Non-Instructional (endorsement code 3010).

## **SOCIAL WORK**

The School Social Worker endorsement is required for services as a School Social Worker in grades preschool through grade 12.

NJ DOE requires - endorsement code 3200.

## **LEARNING DISABILITY TEACHER CONSULTANT**

The Learning Disability Teacher Consultant endorsement is required for services as a Learning Disability Teacher Consultant in grades preschool through grade 12.

NJ DOE requires - endorsement code 3300.

## **SCHOOL COUNSELOR**

The School Counselor endorsement is required for services as a School Counselor in grades preschool through grade 12.

NJ DOE requires - endorsement code 2702.

## **BCBA – BOARD CERTIFIED BEHAVIOR ANALYST**

The BCBA will conduct functional behavioral assessments, develop behavior intervention plans, and provide behavioral consultations

## **APPLIED BEHAVIOR ANALYST**

The Applied Behavior Analyst will implement behavioral interventions and record behavioral data as required by intervention plan.

## **SCHOOL PSYCHOLOGIST**

The School Psychologist endorsement authorizes the holder to serve as a Psychologist in grades preschool through grade 12.

NJ DOE requires - endorsement code 3100.

## **NEUROLOGY / PSYCHIATRIC / NEURO-PSYCHIATRIC**

The Neurology / Psychiatric / Neuro-Psychiatric services requested will entail Neurology / Psychiatric / Neuro-Psychiatric evaluations on a per case basis for children in grades preschool through grade 12.

## **TRANSLATION SERVICES**

The Translation Services requested will entail various/multiple language translation services on a per case and/or hourly basis for children and/or families of children in grades preschool through grade 12.

## **AUDIOLOGICAL SERVICES**

The Audiological Services requested will entail central auditory processing evaluations and audiological evaluations on a per case and/or hourly basis for children in grades preschool through grade 12.

## **RELATED SERVICES PROVIDER (O.T., P.T., Speech)**

### **Occupational Therapist**

The School Occupational Therapist will be required to perform direct and indirect services on an hourly basis and perform evaluations at a fixed rate per evaluation. The School Occupational Therapist must hold an active New Jersey license and hold an endorsement as an Occupational Therapist for grades preschool through grade 12 (NJ DOE requires - endorsement code 2910).

### **Physical Therapist**

The School Physical Therapist will be required to perform direct and indirect services on an hourly basis and perform evaluations at a fixed rate per evaluation. The School Physical Therapist must hold an active New Jersey license and hold an endorsement as a School Physical Therapist for grades preschool through grade 12 (NJ DOE requires - endorsement code 2920).

### **Speech Language Specialist**

The Speech Language Specialist will be required to perform direct and indirect services on an hourly basis and perform evaluations at a fixed rate per evaluation. The Speech Language Specialist must hold an endorsement as a Speech Language Specialist for grades preschool through grade 12 (NJ DOE requires - endorsement code 3462).

## **ASSISTIVE TECHNOLOGY / AUGMENTATIVE AND ALTERNATIVE COMMUNICATION**

The consultant will conduct AT/AAC evaluations providing a written evaluation with recommendations, consultation with staff, students, family, and/or classrooms, ongoing training, staff development, IEP recommendations, and case review to address low, mid, and high-tech strategies to benefit a student's education, written, and verbal communication. Services will be offered on a per case and/or hourly basis for children in grades preschool through grade 12.

## **SCHOOL SECURITY CONSULTING**

The School Security Consulting services requested will entail development of policies and procedures, program oversight, management, staffing, and training for Special Law Enforcement Officers. Services will be offered on a per case and/or hourly basis for schools serving children in grades preschool through grade 12.

## **EVALUATION OF PROPOSALS**

The Camden County Educational Services Commission intends to enter into an agreement with one or more respondents 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 based upon information supplied by each Respondent to this RFP and the following criteria:

- Ability to meet all minimum qualifications.
- Knowledge and familiarity with the operations and mission of CCESC
- 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 organizations professionals.
- Overall depth and breadth of products, services, partnerships, and staffing.
- Pricing – the proposal should identify whether clerical and other overhead costs will be billed separately or included in the rate charged

## **SUBMISSION**

Proposing firms shall provide evidence that the minimum qualifications are met.

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

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION  
225 White Horse Avenue  
Clementon, New Jersey 08021**

All Submissions must be received at the Camden County Educational Services Commission's Business Office by **3:00 P.M. on Thursday, May 17, 2018** at which time they will be publicly opened.

Please clearly mark the envelope:

**CCESC - RFP 18-19 INSTR & RELATED  
For the 2018-2019 school year  
May 17, 2018**

All contract related questions concerning this notice should be sent to Patrick Madden, Business Administrator via email only at [pmadden@camdenesc.org](mailto:pmadden@camdenesc.org).

**The subject line of all emails must be identified as follows:**  
**“RFP 18-19 INSTR & RELATED”**

**This Form Must Accompany Bid Submission**

**ACCEPTANCE OF AGREEMENT AND AWARD**

(to be completed by Bidder)

In compliance with the Request for Proposals, the undersigned warrants that I/we have examined the Requirements and Conditions and, being familiar with all the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, and supplies incurred in compliance with all terms, conditions, and specifications and amendments in the Request for Proposals. Signature also certifies understanding and compliance with the certification requirements of the CCESC's Terms and Conditions and any special Terms and Conditions if applicable. The undersigned understands that his/her competence and responsibility and that of any proposed subcontractors, time of completion, as well as other factors of interest to the CCESC as stated in the evaluation sections will be a consideration in making the award.

Your bid is hereby accepted. As contractor, you are now bound to sell the materials and services listed by the attached bid based upon the solicitation, including all terms, conditions, specifications, amendments as set forth in the Request for Proposal. As contractor you are hereby cautioned not to commence any billable work or provide any material or service under this contract until contractor receives an executed purchase order from a Co-op member. The parties intend this contract to constitute the final and complete agreement between the CCESC and contractor, and no other agreements, oral or otherwise, regarding the subject matter of this contract shall bind any of the parties hereto. No change or modification of this contract shall be valid unless it shall be in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The term of the agreement shall commence on award and continue for one year unless terminated, canceled or extended.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Authorized Person (print): \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature (blue ink only): \_\_\_\_\_

**Acceptance of Bid and Contract Award to be completed only by CCESC**

Awarding Agency: Camden County Educational Services Commission

Authorized Signature:

\_\_\_\_\_  
W. Patrick Madden, SBA/BS

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 2018

Contract Number: **RFP 18-19 INSTR & RELATED**

**EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)  
N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable



Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**AFFIRMATIVE ACTION QUESTIONNAIRE**

1. Our company has a federal Affirmative Action Plan approval. \_\_\_\_ Yes \_\_\_\_ No

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

2. Our company has a New Jersey State Certificate of

Employee Information Report \_\_\_\_ Yes \_\_\_\_ No

If yes, a copy of the New Jersey State Certificate of Employee Information report must be submitted to the CCESC within seven (7) working days of the notice of intent to award the contract or signing of the contract.

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. You must complete the form and forward it to the Affirmative Action Office, Department of Treasury, CN 209, Trenton, NJ 08625. A copy must be submitted to the CCESC within seven (7) working days of the notice of intent to award the contract or signing of the contract.

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH BID.**

**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY }  
 COUNTY OF CAMDEN } SS \_\_\_\_\_  
 (Name of Bid/Project)

I, \_\_\_\_\_, of the \_\_\_\_\_ 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 bidder making the proposal for the above named project; that I executed the said Proposal with full authority to do so; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; 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 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 percentage, commission, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_ in accordance with N.J.S.A. 52:32.15  
 (Name of Contractor)

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ \_\_\_\_\_  
 (Affiant's Signature)

\_\_\_\_\_ (Seal) Notary Public of New Jersey \_\_\_\_\_  
 (Print Affiant's Name)

My Commission expires \_\_\_\_\_, 20\_\_\_\_

**THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH BID.**

**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.

\* 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.

\_\_\_\_\_  
Printed Name Title

\_\_\_\_\_  
Signature

**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.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

- Check here if disclosure is provided in electronic form
- 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:

<b>Contributor Name</b>	<b>Recipient Name</b>	<b>Date</b>	<b>Dollar Amount</b>
			\$

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

**THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH BID.**

**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**

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. **(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 *<name of contracting unit>* 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 *<type of contracting unit>* to notify the *<type of contracting unit>* 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 *<type of contracting unit>* to declare any contract(s) resulting from this certification void and unenforceable.

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

**THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH BID.**

**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:  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	<input type="text"/>	Relationship to Bidder/Offeror	<input type="text"/>
Description of Activities	<input type="text"/>		
	<input type="text"/>		
Duration of Engagement	<input type="text"/>	Anticipated Cessation Date	<input type="text"/>
Bidder/Offeror Contact Name	<input type="text"/>	Contact Phone Number	<input type="text"/>

**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):	<input type="text"/>	Signature:	<input type="text"/>
		<b>Do Not Enter PIN as a Signature</b>	
Title:	<input type="text"/>	Date:	<input type="text"/>

**Vendor Questionnaire/Certification**

Name of Company \_\_\_\_\_  
Street Address \_\_\_\_\_ PO Box \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Business Phone Number (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_  
Emergency Phone Number (\_\_\_\_) \_\_\_\_\_  
FAX No. (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Years in Business \_\_\_\_\_ Number of Employees \_\_\_\_\_

**References – Work previously done for School Systems in New Jersey**

<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Vendor Certification**

**Direct/Indirect Interests**

I declare and certify that no member of the CCESC Board of Directors, nor any officer or employee or person whose salary is payable in whole or in part by said Board or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

**Gifts; Gratuities; Compensation**

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the CCESC.

**Vendor Contributions**

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a1-4) concerning vendor contributions to school board members.

I certify that I am not an official or employee of the CCESC.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

\_\_\_\_\_  
Signature (President or Authorized Agent)

\_\_\_\_\_  
Date