



CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 White Horse Avenue, Clementon, NJ 08021
856-784-2100 • www.camdenesc.org

Daniel Del Vecchio, Superintendent
Patrick Madden, Business Administrator/ Board Sec.

**REQUESTS FOR PROPOSALS
NOTICE OF SOLICITATION
FOR PROFESSIONAL SERVICES FOR THE 2022-2023 SCHOOL YEAR**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Camden County Educational Services Commission ("CCESC"), located at 225 White Horse Avenue, Clementon, New Jersey 08021 is seeking responses to its RFP for professional services to be provided to CCESC as listed below for the period July 1, 2022 to June 30, 2023, with possible one-year extensions.

- Solicitor & Negotiator
- Auditor
- Architect & Engineer

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 Board of Education's website at camdenesc.org.

All responses must be received by the Commission Board Secretary/Business Administrator no later than 12:00 PM on Wednesday, May 25, 2022 at the CCESC office located at 225 White Horse Avenue, Clementon, New Jersey 08021. All questions concerning this notice should be addressed to Patrick Madden, Business Administrator at: pmadden@camdenesc.org

MINIMUM REQUIRED INFORMATION/DOCUMENTATION

All RFP's for professional service contracts shall include at a minimum the following information/documentation:

1. Names of individuals who will perform required tasks as well as the listing of their licenses.
 - a. Identify the person who will be primarily responsible for the services required of 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 CCESC.
 - b. Identify persons who will serve as back up to the primary person including resumes of all parties.

2. 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 CCESC.
3. Professional Liability Insurance: All professional service 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 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.
4. New Jersey Business Registration Certificate
5. 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.
6. A Business Entity / Stockholders Disclosure Certification (BED-C) **and** Political Contribution Disclosure Statement Required – Pay to Play.
7. Sample Contract – Applicant shall provide a sample copy of the applicant's contract. Sample contract must include all terms and conditions of this RFP. Contracts shall be in form acceptable to the Commission. Proof of insurance coverage must be provided with this proposal.
8. Must maintain a bona fide principal office in the State of New Jersey.
9. Non-Collusion Affidavit
10. Vendor Questionnaire and W-9
11. Disclosure of Activities in Iran Form N.J.S.A. 18A:18A-49.4-
<http://www.state.nj.us/treasury/purchase/pdf/chapter25list.pdf>

BOARD OF EDUCATION SOLICITOR & NEGOTIATOR

Scope of Services:

Specialized services required - The selected Solicitor & Negotiator will be expected to provide specialized professional services to the Camden County Educational Services Commission 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 CCESC on the same day. The professional will also be expected to be available to provide advice to the CCESC during non-business hours, including attendance at meetings.

Minimum Qualifications:

1. Solicitor's & Negotiator's firm shall have three (3) or more licensed professionals on staff whose major focus and work has been and remains providing professional services to and advising public entities.
2. The firm shall have at least ten (10) years experience in representing public entities.
3. The firm shall designate one (1) professional within the firm who will be assigned to represent the interests of the CCESC. 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 CCESC shall be well versed in all aspects of educational services commission operations.

BOARD OF EDUCATION AUDITOR

Scope of Services:

Specialized services required - The Camden County Educational Services Commission desires to appoint a firm of certified public accountants to act as board auditors for the CCESC. Applicant should demonstrate knowledge of educational services commissions, auditing laws and regulations and have experience in providing advice to educational services commissions on records compliance issues. Any experience or knowledge of matters that directly affect the Camden County Educational Services Commission should be addressed.

Minimum Qualifications:

1. The firm must employ a minimum of two (2) certified public accountants who have been licensed in that capacity for a period of not less than seven (7) years each 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 five (5) years each prior to the appointment.

3. Must have a minimum of ten (10) years' experience in providing auditing services to boards of education within the State of New Jersey.
4. Must maintain a current principal office within 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 CCESC.

BOARD OF EDUCATION ARCHITECTURAL & ENGINEERING FIRM

Scope of Services:

Specialized service required - The Camden County Educational Services Commission desires to appoint a firm to provide architectural and engineering services to the board. Applicants should demonstrate knowledge and experience with respect to all aspects of architectural services required by a commission. Any experience or knowledge of matters that directly affect the Camden County Educational Services Commission should be addressed.

Minimum Qualifications:

1. Must be certified to provide architect services in the State of New Jersey.
2. Must have a minimum of ten (10) years experience in providing consulting services to boards of education.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the CCESC.
5. Must maintain a principal office location in close proximity to the Camden County Education Services Commission so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least ten (10) years of school board experience.
8. Must list past and present school boards that your firm served as an Architect & Engineer.
9. Must provide hourly billing rates for employees possibly assigned to service the CCESC.

EVALUATION OF PROPOSALS

The Camden County Educational Services Commission intends to award professional services contract(s) 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 Responder to this RFP and the following criteria:

- 15% - Ability to meet all minimum qualifications.
- 30% - Overall knowledge and familiarity with the operations of the CCESC.
- 15% - Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.
- 20% - Qualifications and experience of the professional.
- 5% - Qualifications and experience of the other members of the professional's firm.
- 15% - The hourly rates proposed. The proposal shall identify whether clerical and other overhead costs will be billed separately or included in the hourly labor rate for the attorneys.

SUBMISSION

Proposing firms shall provide evidence that the minimum qualifications are met. Proposal should also include cost details including hourly rates of the individuals who perform services and a list delineating the numbers and types of public clients represented by the firm.

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 **12:00 P.M. on Wednesday, May 25, 2022** at which time they will be publicly opened.

Please clearly mark the envelope: **Solicitor & Negotiator, Auditor or Architect & Engineer**

Any questions regarding this Request for Proposals should be directed to Patrick Madden, School Business Administrator of the Camden County Educational Services Commission.

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: _____

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY }
 } SS
COUNTY OF CAMDEN }

(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.

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

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

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

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

Part I – Vendor Information

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

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

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:

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

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

To be completed, signed below & returned with proposal.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

BID SOLICITATION/PROPOSAL TITLE _____
VENDOR/BIDDER NAME _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury’s Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division’s website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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.

CHECK THE APPROPRIATE BOX

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury’s Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury’s Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities _____
Relationship to Vendor/ Bidder _____
Description of Activities _____
Duration of Engagement _____
Anticipated Cessation Date _____

Attach Additional Sheets If Necessary

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) 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. If I do so, I will be subject to criminal prosecution under the law, and 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.

Signature

Date

Print Name and Title

Version REV. 2.1 2021

To be completed, signed below & returned with proposal.

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: _____

City, State, Zip: _____

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 Check the appropriate box

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 non-corporate 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 CCESC 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 CCESC to notify the CCESC 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 CCESC to declare any contract(s) resulting from this certification void and unenforceable.

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

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.

Vendor Questionnaire/Certification

Name of Company _____

Street Address _____ PO Box _____

City _____ State _____ Zip _____

Business Phone Number _____ Ext. _____

Emergency Phone Number _____ Fax: _____

Email _____

Years in Business _____ Number of Employees _____

References – Work previously done for school systems in New Jersey

Name of District	Address	Contact Person/Title	Phone
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.

President or Authorized Agent