



**Clark Public School District
365 Westfield Avenue
Clark, New Jersey 07066**

<p><u>REQUEST FOR PROPOSAL</u> INFORMATION TECHNOLOGY (IT) CONSULTING & MANAGEMENT SERVICES FOR THE CLARK TOWNSHIP BOARD OF EDUCATION</p>
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The Clark Board of Education (CBOE) is seeking proposals from qualified companies/organizations/entities to provide technical assistance and system administration related to the CBOE's voice, video and data network systems. The successful respondent will be responsible for troubleshooting computer problems, maintaining the network, preparing for future needs, and preventing and managing technical issues.

A. REQUEST FOR PROPOSAL (RFP) TIMETABLE

Proposals are due on or before May 21, 2024 10:00 a.m. and may be mailed or hand delivered to:

**R. Paul Vizzuso
Business Administrator/Board Secretary
Clark Public Schools
365 Westfield Avenue
Clark, New Jersey 07066
732-574-9600 x3354**

It is the responsibility of the respondent to ensure that its proposal is presented at the above address before the date and time fixed for closure of the proposal period. Be advised that no proposal will be accepted, received, or considered, regardless of postmark, unless it is in the hands of the Business Administrator/Board Secretary on or before the time and due date specified herein. Proposals may be delivered, Monday through Friday, to the above address on regular business days between the hours of 9:00 a.m. and 3:30 p.m. Electronic or facsimile submissions of the proposal document will not be accepted. The Board assumes no responsibility whatsoever in connection with any defects arising out of the issuance of the Contract or the receipt or failure to receive proposals, including those which may arise from delay for any reason in obtaining the RFP documents or submitting the proposal forms, including but not limited to, traffic delay, messengering, mislabeling, mis-directions from any source, mis-delivery or otherwise.

Copies of the RFP can be obtained from the Business Office, at the address referenced above, on regular business days, between the hours of 9:00 a.m. - 3:30 p.m. prevailing time. Also, upon request, copies of the document can be emailed to interested parties.

If clarification is needed on any issue concerning this Request for Proposal, please contact the office of the Business Administrator in writing.

B. CONTRACT PERIOD

The service start date for the base year for the provision of services will be July 1, 2024 through June 30, 2025. Pursuant to N.J.S.A. 18A:18A 4-2 and N.J.S.A. 18A: 18A-42 the contract may be extended at the sole option of the Board for an additional one (1) year term on four (4) separate occasions following the base year. However, the total length of the contract with optional extensions, if exercised, shall not exceed a maximum of five (5) years. The work year will be based on the 12-month employee calendar which will include between 240 and 260 work days.

C. MARKING OF PROPOSAL PACKAGE

Proposals are to be in a sealed envelope/container and must be plainly marked on the outside "**Information Technology (IT) Consulting & Management Services**" and the envelope/container containing the proposal shall be endorsed on its face with the name of the firm or corporation making such proposal. The CBOE will not be responsible for the premature opening of any proposal not so marked. Respondents shall submit an original and three (3) copies of Respondent's Proposal package.

D. REJECTION OF PROPOSALS

Pursuant to N.J.S.A. 18A:18A-1, et seq., the Board reserves the right to reject any or all proposals and to waive immaterial informalities, or to accept any proposal, which in the opinion of the Board of Education will be in the best interest of the school district. Any deviation from the materials and/or supplies required in this proposal will be deemed a breach of contract unless prior written consent is obtained by the vendor from the Clark Board of Education's Business Administrator/Board Secretary.

E. PRE-PROPOSAL MEETING

A pre-proposal meeting and site visit has been scheduled as follows:

April 29, 2024 at 10:00 a.m.
Clark Board of Education
365 Westfield Avenue
Clark, NJ 07066

All potential respondents are encouraged to attend this important meeting.

F. INTERPRETATIONS AND ADDENDA

Respondents are expected to examine the Request for Proposal with care and observe all of its requirements. No interpretation of the meaning of the specifications will be made to any respondent orally. Every request for such interpretations should be made in writing

to the Business Administrator and must be received at least ten (10) days, Saturdays, Sundays and holidays excepted, prior to the date fixed for the opening of the proposals to be given consideration. Any and all interpretations and any supplemental instructions will be distributed in the form of written addenda to the specifications. The addenda will be provided in accordance with N.J.S.A. 18A:18A-21(c) to the respondents by email no later than seven (7) days, Saturdays, Sundays and holidays excepted, prior to the date for acceptance of proposals. All addenda so issued shall become part of the contract document.

Respondent's Duty of Full Investigation: Respondent shall carefully study, compare, correlate and coordinate its obligations both within the Proposal Specifications and as to extrinsic information that may in any way affect its obligations, including circumstances pertaining to the description of the Services required by the Proposal Specifications, the site or use thereof in the performance of the Services, and any such other factors as may affect the Services. Except as specifically provided in the Proposal Documents, the respondent assumes all risks and responsibility for any and all conditions and circumstances that pertain to the Services whether the same are known or unknown to the respondent at the time of submission.

Notice: Notice of any alleged error, omission or inconsistency that should have been reasonably identified prior to submittal shall be provided to the District immediately in order so that the District in its discretion, may issue an Addendum. A respondent's failure to do so constitutes an absolute waiver of any claims with respect to any error, omission or inconsistency that may thereafter be asserted with respect thereto, and shall bar any recovery regarding such claims.

G. GENERAL REQUIREMENTS

All proposals received on or before the proposal due date and time and at the location specified herein will be evaluated to determine whether the respective respondent meets the following general requirements. Specifically, the respondent must:

- be a profit or not-for-profit organization (individuals will not be considered qualified to respond to this RFP);
- discuss the approach to carrying out the tasks cited in the **Scope of Services** reference below in as much detail as possible;
- document a minimum of three (3) years of experience in provision of services outlined in the Scope of Services;
- submit three (3) letters of reference of former and/or existing clients wherein Respondent has delivered a similar scope of service;
- describe staffing levels and list key personnel as an integral part of the project team (include resumes which cite relevant experience); and

- present a pricing proposal which is consistent with the District's estimate of the cost for the provision of the services sought.

H. SCOPE OF SERVICES

The successful respondent must be able to provide technical assistance and system administration related to the CBOE's voice, video and data network systems. They will be responsible for troubleshooting computer problems, maintaining the networks, preparing for future needs, and preventing and managing technical issues for the entire school district.

The Clark Board of Education's current serviceable facilities include the following five (5) locations:

Arthur L. Johnson High School
365 Westfield Avenue
Clark, NJ 07066

Carl H. Kumpf Middle School
59 Mildred Terrace
Clark, NJ 07066

Frank K. Hehnly Elementary School
590 Raritan Road
Clark, NJ 07066

Valley Road Elementary School
150 Valley Road
Clark, NJ 07066

Clark Preschool Annex
430 Westfield Avenue
Clark, NJ 07066

The Scope of Work for the requested services includes, but is not limited to:

1. IT Consulting and Management Services (on-site and remote) including assisting users with operational issues and/or emergency response (i.e. servers are down or there is no email access) within a maximum two (2) hour response time.
2. Provide proactive system maintenance for all network devices (i.e. warranty, network and asset status), including routine maintenance, monthly reviews and security management to prevent cyber-attacks.
3. Provide preventative maintenance, including LAN/WAN troubleshooting, network server/workstation maintenance, updates, upgrades, installation, configurations and troubleshooting of any and all software, hardware, applications, wiring/cabling,

and equipment located at various locations.

4. Provide input regarding contracts with and coordinate activities of hardware, software, telecommunications, support, and training from vendors. Recommend new equipment, hardware and software, when necessary, as well as set up and install acquired items.
5. Provide structured system protection and maintenance, including but not limited to firewall, tape backup, antivirus programs for updates, and confirm system maintenance checks are being performed.
6. Provide for system file backup for PC operations, which includes rebuilding the various databases in case of system malfunction. Support and maintain data backup and recovery, e-mail archiving and the CBOE website.
7. Troubleshoot all hardware, software, network and equipment problems.
8. Maintain hardware/software inventory and license documentation.
9. Perform the repairs and necessary maintenance of the CBOE's networks.
10. Perform or oversee training of users on hardware, software, and equipment usage.
11. Monitor network security usage and perform necessary system "housekeeping" such as maintaining network users, user environments, and directories.
12. Document information system policies, processes and procedures, and assist with network security.
13. Strategic planning for future system upgrades.

I. PROPOSAL EVALUATION PROCESS

All proposals received by the CBOE will be reviewed by a committee applying the evaluation criteria outlined below to identify the proposal that is most advantageous to the CBOE, price and other factors considered. In addition, the CBOE reserves the right to conduct site visits to verify facility or other information contained in the proposal and may require the respondent(s) to make an oral presentation of the services proposed or submit additional written material in support of the proposal. Based on these processes, an informed decision will be made by the CBOE about the organization best suited to provide the requisite services and contract award will be made accordingly.

Evaluation Criteria

The scoring table below will be used to evaluate each proposal submitted. The closer the proposal achieves the desired characteristics, the higher it will be rated in each of the related response categories.

<u>Response Category</u>	<u>Desired Characteristics</u>	<u>Maximum Points</u>
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Program Plan/ Understanding of Scope of Work	Program content, methodology and program implementation that addresses how the goals and objectives of this Proposal will be satisfied.	25 Points
Organizational Capacity	Evidence of strong organization resources (human, organizational and technical) to address and satisfy the provision of services outlined in the RFP. Experience and expertise of key personnel.	25 Points
Demonstrated Effectiveness/Related Contract Experience	Evidence of prior successful experiences in the design, maintenance and support of voice, video and data network systems and all related software and hardware.	20 Points
Prices/Charges	Pricing which is competitive with other providers	20 Points
References	At least three (3) references to be reviewed by CBOE	10 Points

Total Points 100 points

J. AWARD OF CONTRACT

It is the intention of the CBOE to award the contract to the respondent whose response is the most advantageous to the Board, price and other factors considered; and who will provide the highest quality service at fair and competitive prices.

Upon notification of award of contract by the CBOE, the successful respondent shall sign and execute a formal contract agreement with the CBOE. The successful respondent shall sign and execute said contract and return it together with documents required by the District such as but not limited to:

- Professional Liability Certificate;
- Criminal History Background evidence;
- Other required documentation as may be outlined in the proposal specifications.

Within ten (10) days of receipt of notification of award of contract, the executed contracts and related documents must be returned to

R. Paul Vizzuso, Business Administrator/Board Secretary
Clark Public School District
365 Westfield Avenue
Clark, New Jersey 07066

The contents of the proposal of the successful respondent, as accepted by the CBOE, will become part of any contract awarded as a result of this request for proposal.

K. INSURANCE AND INDEMNIFICATION

The successful respondent to whom the contract is awarded shall maintain Workers' Compensation insurance in compliance with the Workers' Compensation Law of the State of New Jersey and provide to the Board of Education a Professional Liability Insurance Certificate with the following limits:

\$1,000,000 Each Incident; Occurrence; Wrongful Act
\$2,000,000 Aggregate

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

Clark Board of Education
365 Westfield Avenue
Clark, New Jersey 07066

and remain in full force during the term of contract.

The insurance company for the above coverage must be licensed by the State of New Jersey and acceptable to the CBOE. The successful respondent shall not take any action to cancel any of the insurance required under the agreement without the approval of the CBOE. The maintenance of insurance under this section shall not relieve the successful respondent of any liability greater than the insurance coverage. The issuing insurer must provide a thirty (30) day written notice to the Board of the expiration and/or cancellation of the insurance.

To the fullest extent permitted by law, the successful respondent shall indemnify, defend and hold harmless the CBOE, its officers, agents and employees from any and all claims, damages, losses and expenses of any kind whatsoever (including but not limited to attorneys' fees) arising out of any act or omission or resulting from performing the aforementioned services.

L. OWNERSHIP OF MATERIAL

The Clark Board of Education shall retain all of its rights and interest in and to any and all documents and property both hard copy and digital copy. All such items shall be returned immediately to the Clark Board of Education at the expiration or termination of the work or completion of any related services, pursuant thereto, whichever comes first. None of such documents and/or property shall, without the written consent of the Clark Board of Education, be disclosed to others or used by the respondent or permitted by the respondent to be used by other parties at any time except in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the Clark Board of Education pursuant to this contract shall belong exclusively to the Clark Board of Education. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the Clark Board of Education. The respondent shall not have the right to use, sell or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the Clark Board of Education.

M. INCIDENTAL EXPENSES

All incidental expenses related to the services provided are the responsibility of the successful respondent. The CBOE will not reimburse any provider for any incidental expenses related to the contract.

Travel - The proposal costs submitted by respondents shall include any or all costs pertaining to travel to and from any site where the services are to be performed. The CBOE will not pay any costs for travel. Travel time is not to be charged on any hourly or service rate. Travel time to and from the sites of service is to be borne by the respondent.

N. TERMINATION OF CONTRACT

If the Board determines that the contractor has failed to comply with the terms and conditions of the bid and/or proposal upon which the issuance of the contract is based or that the contractor has failed to perform said service, duties and or responsibilities in a timely, proper, professional and/or efficient manner, then the Board shall have the authority to terminate the contract upon written notice setting forth the reason for termination and effective date of termination.

Termination by the Board of the contract does not absolve the contractor from potential liability for damages caused the District by the contractor's breach of the agreement. The Board may withhold payment due the contractor and apply same towards damages once established. The Board will act diligently in accordance with governing statutes to mitigate damages. Damages may include the additional cost of procuring said services or goods from other sources.

The contractor further agrees to indemnify and hold the District harmless from any liability to subcontractors or suppliers concerning work performed or goods provided arising out of the lawful termination of this agreement.

O. REQUIRED DOCUMENTS

The respondent shall familiarize himself with all forms provided by the CBOE that are to be returned with the proposal. If there are any forms either missing or illegible, it is the responsibility of the respondent to contact the Business Administrator at 732-574-9600, extension 3354 for duplicate copies of the forms. This must be done before the proposal submission.

The CBOE accepts no responsibility for duplicate forms that were not received by the respondent in time for the respondent to submit with his/her proposal.

All documents returned to the CBOE shall be signed with an original signature in ink (blue). Failure to sign and return all required documents with the proposal package may be cause for disqualification and for the proposal to be rejected pursuant to N.J.S.A. 18A:18A-2(y) (non-responsive). The CBOE will not accept facsimile or rubber stamp signatures.

The following documents must be submitted with the proposal by the respondent:

Proposal Form - Form attached hereto

Vendor Questionnaire/Certification - Form attached hereto

New Jersey Business Registration Certificate

A copy of the respondent's New Jersey Business Registration Certificate must be included in the response to this RFP. In accordance with N.J.S.A. 52:32-44 as amended by P.L. 2004, c.57, as a public entity, the Clark Board of Education is required to have this document on hand before entering into a contract with any vendor or company. Failure to provide the New Jersey Business Registration Certificate with the proposal package, or prior to the award of contract, will be cause for the rejection of the entire proposal.

Statement of Disclosure of ownership - Form attached hereto

Non-Collusion Affidavit - Form attached hereto

certificate of insurance statement- Form attached hereto

The respondent must submit the Certificate of Insurance Statement and acknowledge an understanding of the insurance requirements in this request for proposal.

Affirmative Action Evidence - Form attached hereto

If awarded the contract, the company must submit the following forms of affirmative action evidence to the Clark Board of Education: 1) an existing federally approved or sanctioned Affirmative Action Program; or 2) a Certificate of Employee Information Report issued in accordance with N.J.A.C.17:27-4; or 3) a Completed Employee Information Report (Form AA302) in accordance with N.J.A.C. 17:27-4. In addition, the respondent must comply with the **Mandatory Affirmative Action Language** as stipulated by N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27 et. seq. (see Exhibit A).

Please note: A completed and signed Affirmative Action Questionnaire Is required with submission of proposal. However, the CBOE will accept In lieu of the Questionnaire, Affirmative Action Evidence stapled to the Affirmative Action

Questionnaire form.

Political contribution disclosure Form - Form attached hereto

In accordance with N.J.A.C. 6A:23A-6.3, the CBOE requires that a Political Contribution Disclosure Form be submitted on behalf of the company in the response to this RFP.

Contribution Disclosure

Businesses and vendors making \$50,000 or more in public entity work shall provide an annual disclosure statement with the New Jersey Election Law Enforcement Commission (NJ ELEC) setting forth all contributions made within the past twelve (12) months. It is the business entity's responsibility to determine if filing is necessary.

Disclosure of Investments in Iran Form - Form attached hereto

Pursuant to N.J.S.A. 52:32-5 and N.J.S.A. 18A:18A-49.4, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification enclosed in the bid to attest, under penalty of perjury, that the person or entity, or one of the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Board finds a person or entity to be in violation of the principles which are the subject of this law, they 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 person or entity.

Other Relevant Material

In addition to the above, any other relevant material considered essential to the response to this RFP may be submitted.

PROPOSAL FORM

Name of Company _____

Street Address _____ PO Box _____

City, State, Zip _____

Business Phone Number (____) _____ Ext. _____

Emergency Phone Number (____) _____

FAX No. (____) _____ E-Mail _____

Total Price for the contract period July 1, 2019 to June 30, 2020: _____

RFP Certification

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

The undersigned hereby certifies that this proposal is submitted in good faith and that if the undersigned is awarded a contract, the undersigned agrees to perform the services in accordance with the RFP's instructions and specifications. The undersigned further certifies that the foregoing statements and prices are true and accurate. The undersigned is aware that if any of the foregoing statements made by the undersigned are willfully false, the undersigned is subject to punishment.

Date: _____

(Signature of Authorized Agent)

(Print Name and Title)

(Print Business Name of Bidder)

VENDOR QUESTIONNAIRE/CERTIFICATION

Name of Company _____

Street Address _____ PO Box _____

City, State, Zip _____

Business Phone Number L_) _____ Ext. _____

Emergency Phone Number (_____) _____

FAX No. (_____) J _____ E-Mail _____

Years in Business _____ Number of Employees _____

Vendor certification

Direct/Indirect Interests

I declare and certify that no member of the Clark Township Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education 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 Clark Township Board of Education.

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 Clark Township Board of Education.

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

Signature

STATEMENT OF DISCLOSURE OF OWNERSHIP

OWNERSHIP DISCLOSURE CERTIFICATION

In order to conform to N.J.S.A. 52:25-24.2, all corporations or partnerships must provide the following information:

- I. Name of Firm: _____
J. (Type of Business Organization (check appropriate type)

2. Partnership Corporation Sole Proprietorship

 Limited Partnership Limited Liability Corporation

 Limited Liability Partnership _____ Subchapter S Corporation ____

3. Name of State in which Incorporated: _____

The following individuals own ten percent (10%) or more of any class stock in the corporation or are a ten percent (10%) or more Partner in the Firm:

NAME	ADDRESS	TITLE	PERCENTAGE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF ANY OF THE AFOREMENTIONED STOCKHOLDERS ARE A CORPORATION, PARTNERSHIP OR OTHER BUSINESS ENTITY, WHEREBY THEY HOLD 10% (TEN PERCENT) OR MORE OF ANY CLASS STOCK IN BIDDING CORPORATION, PARTNERSHIP OR OTHER BUSINESS ENTITY, THEY MUST ALSO PROVIDE THE INFORMATION REQUESTED ABOVE.

Subscribed and sworn to before me
This ____ day of ____ 201__

The above information is true and correct
to the best of my knowledge.

(Seal) Notary Public of New Jersey/
Specify Other State
My commission Expires _____, 20__.

(Signature)

(Name)

(Address)

NON-COLLUSION AFFIDAVIT

State of New Jersey)
) ss.
County of. _____)

I, _____ in the County of _____ the
_____ 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, and that I executed the said Proposal
with full authority so to do; that said bidder has not, directly or indirectly, entered into an
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 are true
and correct, and made with full knowledge that the Clark Board of Education relies upon statements
contained in the affidavit in awarding the contract for the said project.

By signing below, I warrant that, to the best of my knowledge, information and belief, neither the
Company nor its employees is engaged in conduct that constitutes a conflict of interest under, or a
violation of, the School Ethics Act, N.J.S.A. 18A:12-21, et seq., and N.J.A.C. 6A:28-1.1, et seq.,
I further understand that any substantiated allegation of improper conduct by me or on Company's
behalf in violation of the Procurement Laws of the State of New Jersey, whether or not specifically
listed herein, will result in the immediate disqualification of the Proposal subject to the District's
discretion.

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 established commercial or selling agencies maintained by

(Name of Contractor)

Signature

Type or Print Name at Affiant

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

Notary Public of
My Commission expires _____, 20__

CERTIFICATE OF INSURANCE STATEMENT

The respondent fully understands the Clark Board of Education insurance requirements as stated in this request for proposal and agrees to provide all proof of insurance required by this request for proposal prior to award of contract.

Date: _____

(Signature of Authorized Agent)

(Print Name and Title)

NOTE: FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN THE REJECTION OF YOUR BID

AFFIRMATIVE ACTION QUESTIONNAIRE

The successful respondent must file with the Board of Education the necessary Affirmative Action Information Forms within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

- I. The firm has a Federal Affirmative Action Plan approval.
☐ YES ☐ NO
 - a). If yes, submit a photo static copy of said approval.
 - b). Info, submit a photostatic copy of the New Jersey State certificate approval.
 - c). None of the above.
2. If the firm does not have a state Affirmative Action Plan Approval, indicate whether the firm has a certificate of employee Information Report:
☐ YES ☐ NO
 - a). If yes, submit a photostatic copy.
3. The firm has an AA 302 - Affirmative Action Employee Information Report.
☐ YES ☐ NO
 - a). If yes, submit a photostatic copy.
 - b). The firm must submit one of the above Affirmative Action forms within seven (7) days of the notice of intent to award or the signing of the contract.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-3 I and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her proposal shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

I certify that the information below is correct to the best of my knowledge. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

POLITICAL CONTRIBUTION DISCLOSURE

C. 271 Political Contribution Disclosure Form Contractor Instructions

Business entities (contractors) receiving contracts from a public agency 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 will 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:
 - o of the public entity awarding the contract
 - o of that county in which that public entity is located
 - o of another public entity within that county
 - o 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. 52:34-25(b) 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, will 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 will 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 may be used as the contractor's submission and is disc losable 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.

Signature _____ Printed Name _____ Title _____

J. 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.

D Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

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

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 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. 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, 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

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

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

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

Quote Number: RFP IT Consulting & Management 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://wWN.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 nonresponsive 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/Other _____
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 and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the Information contained herein and thereby acknowledge 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 answers or information contained herein. I acknowledge 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 recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Title: _____

Date: _____