

Tewksbury Township School District

REQUEST FOR PROPOSAL

RFP NO: 22-02

Insurance Brokerage Services:

To be Broker of Record for Property and Casualty, Workers Compensation and Student Accident Insurance, and to serve as Risk Manager for the District.

**TEWKSBURY TOWNSHIP BOARD OF EDUCATION
CALIFON, NEW JERSEY 07830**

Insurance Brokerage Services: Property & Casualty, Workers Compensation and Student Accident

Notice is hereby given that the Tewksbury Township School Board of Education (“Board”) is requesting proposals for the furnishing of Property & Casualty and Workers Compensation, Student Accident Brokerage Services. A copy of the Request for Proposals (“RFP”) may be requested by way of written request to:

Heather Goguen
School Business Administrator/Board Secretary
Tewksbury Township Board of Education
173 Old Turnpike Road
Califon, New Jersey 07830
Email: hgoguen@tewksburyschools.org

RFPs must be submitted in a sealed envelope and delivered to the Office of the School Business Administrator/ Board Secretary of Tewksbury Township Board of Education, **on or before** the date and time indicated below. The envelope is to bear the following information:

Title: **Broker of Record for General Liability, Property & Casualty, Worker’s Compensation Insurance and Student Accident Brokerage Services, and to serve as Risk Manager for the District**
RFP No.: **RFP 22-02**
Name and Address Respondent
RFP Due Date: **Thursday, June 2, 2022**
RFP Deadline Time: **10:30 a.m.**

The Board of Education does not accept electronic (e-mail) submission of bids or proposals at this time.

The contract, if awarded, shall be awarded to the bidder who submits the most advantageous proposal based on price and qualifications. The Board retains the exclusive right to reject any or all proposals, waive any informality in the process, and determine which proposal is in the best interests of the Board. No proposal may be deemed accepted until the adoption of a formal resolution by the Board.

INSTRUCTIONS FOR PROPOSAL

1.0 Purpose

The purpose of the Request for Proposal is to obtain competitive proposals for Property & Casualty and Workmen’s Compensation Broker Services. The Board intends to award this contract pursuant to N.J.S.A.:18A:18A-5(10) and N.J.A.C. 5:34-2.1 et seq.

1.1 All Brokers shall be currently licensed and authorized by the State of New Jersey Department of Insurance to do business in the State of New Jersey.

1.2 The Board of Education will exercise its right to review, revise, and approve written and other communication material.

2. **Basis of Award / Term**

It is the intention of the Board of Education to award the contract to the Broker whose response is the most advantageous to the District, price and other factors considered; and who will provide the highest quality service at fair and competitive prices. It is note that the Extraordinary Unspecifiable Services (EUS) procurement process as defined in N.J.S.A.:18A:18A-5 and N.J.A.C. 5:34-2.1 will be used for this proposal.

The Broker contract for “Proposals to Furnish Property, Casualty, Workers’ Compensation Services and Student Accident insurance”, will be subject to annual renewal. The Board reserves the right to exercise renewal thereafter.

The board of education reserves the right to renew the contract for Broker of Record services in accordance with N.J.S.A. 18A:18A-42, for an additional one - two year extension or two - one year extensions.

3. **Compliance with Laws**

The successful offer(s) shall comply with all local, state and federal directives, orders and laws as applicable to this agreement.

GENERAL PROVISIONS

1. **Submission of Proposals**

1.1 General Liability, Property & Casualty, and Workmen’s Compensation Brokerage Service, and to serve as Risk Manager for the District, proposals are due at the office of Heather Goguen, School Business Administrator, Tewksbury Township School District, 173 Old Turnpike Road, Califon, NJ 07830 **on, or before 10:30 am on Thursday, June 2, 2022**. All proposals may be made available to the public at the appropriate time, as determined by the District, in accordance with law.

1.2 The proposal must be concise and clear. Brochures or other presentations are not desired. Submission should include one original and one duplicate copy.

1.3 The Broker acknowledges that he/she has read this Request for Proposal, understands it, and agrees to be bound by its terms and conditions. Proposals must be submitted prior to the time and date specified, by mail, or hand delivered to the Tewksbury Township School District, 173 Old Turnpike Road, Califon, NJ 07830. No facsimile or e-mail proposals will be accepted.

1.4 The Tewksbury Township School District Board of Education reserves the right to reject any or all proposals in whole.

- 1.5 Any departures from the specifications must be noted. Any conditions or terms must be written and included with the RFP. All questions must be submitted to Heather Goguen, School Business Administrator via email hgoguen@tewksburyschools.org
- 1.6 Proposed Brokers shall be licensed or authorized to transact business in the State of New Jersey and have a favorable record with the State of New Jersey, Department of Insurance.
- 1.7 Insurance Plan Administration: For those coverages written, timeliness is essential and the selected broker shall agree to place coverage and issue binders prior to each policy's respective expiration. Policies and/or endorsements are expected to be provided as soon as practicable after inception or renewal of the respective contract. The selected broker will negotiate on the Board's behalf for the renewal of such policies / endorsements.
- 1.8 Access to Records: The selected broker must agree to provide full and free access to those records maintained with respect to the insured, as well as other books, records, and information reasonably related to the scope of services provided by the broker to the Tewksbury Township School District Board of Education.
- 1.9 Expenses: The selected broker will agree that he is responsible for his own expenses including travel and meals incurred in servicing the insured's account. Any extraordinary expenses that the broker expects to incur as the result of providing such special services to the insured should be delineated and agreed to in advance.
- 1.10 Schedule of Insurance: On an annual basis, the selected broker will provide the Board of Education with a schedule detailing the coverages placed through the firm. Allocation of premium should be provided as required by the School District. Additional schedules must also be provided as needed by the School District.
- 1.11 A proposal will not be a valid proposal and will not be read unless the following items are included in the proposal documents:

- 1.11.1 Request for Reference
- 1.11.2 Proposal Form
- 1.11.3 Affirmative Action Questionnaire
- 1.11.4 Non-Collusion Affidavit
- 1.11.5 Chapter 271 Political Contribution Disclosure Form
- 1.11.6 Statement of Ownership
- 1.11.7 Vendor Questionnaire/Certification
- 1.11.8 Disclosure of Investment Activities in Iran Certification
- 1.11.9 New Jersey Business Registration Certificate
- 1.11.10 W-9

2. Late Proposals

- 2.1 Proposals received in the office of the Tewksbury Township School District Board of Education after the date and time prescribed, **Thursday, June 2, 2022 at 10:30 a.m.** shall not be opened and will be returned unopened to the Broker.

3. Period of Proposal Validity

3.1 All proposals shall remain firm for a period of sixty (60) days after the date specified for the receipt of proposals.

4. Basis of Award

4.1 The School Business Administrator will review and evaluate all proposals submitted in response to this Request for Proposal.

4.2 All Brokers are required to provide sufficient information in their proposals for evaluation. The district shall conduct a preliminary evaluation of all proposals on the basis of the information provided with the proposal, the ability of the Broker to perform, on their past performance, the ability to meet the time requirement and understanding of the work to be performed.

4.3 The district may arrange for discussions with Brokers submitting proposals, if required, for the purpose of obtaining additional clarification. Should proposals submitted require additional clarification and/or supplementary information, Brokers should be prepared to submit same in a timely manner.

4.4 Proposals, which, after discussion and submission of additional clarification and/or supplementary information, are determined to meet the specifications, will be classified as “acceptable.” Proposals found not to meet the specifications will be classified, as “unacceptable” and no further discussion concerning same will be conducted.

4.5 Based upon this evaluation and review, the School Business Administrator shall recommend a proposed contract with the highest qualified Company classified as “acceptable.”

4.6 Brokers are advised that in the event of receipt of adequate number of proposals, which, in the opinion of the School Business Administrator, require no clarification and/or supplementary information, such proposals may be evaluated without any further discussion. Therefore, proposals should be submitted initially on the most complete and favorable terms from an underwriting standpoint, which are capable of submitting to the Board.

4.7 Each submission shall be evaluated in accordance with the criteria set forth below:

- a. Proposal responsiveness
- b. Recommendation of references
- c. Value of benefits proposed
- d. Cost of proposed services

4.8 The Tewksbury Township School District Board of Education reserves the right to make on-site visitations to access the capabilities of individual Brokers and to contact references provided with the proposal.

4.9 At the time the proposed contract is negotiated, the Broker and the School Business Administrator may negotiate any upgrades or changes desired in the Request for Proposal if deemed in the best interest of the Board.

4.10 Professional fees for “Proposals to Furnish Property and Casualty, Workers Compensation and Student Accident Brokerage Services” must be clear and concise. Indicate whether the fees are billed separately or paid by the insurer as part of the premium.

5. Terms and Conditions

- 5.1 Include a sample copy of your proposed Insurance Broker/Risk Management agreement. The agreement shall include the terms and conditions set forth in this RFP, as well as the bidder's proposal,
- 5.2 The Board may terminate the contract without cause upon thirty (30) days' written notice.
- 5.3 The firm shall indemnify, defend, and hold the Board and all of the Board's officers, agents, employees, and members harmless from and against any and all claims, demands, lawsuits, damages, costs, and expenses, including attorneys' fees and costs of litigation, arising out of, resulting from, or in connection with the auditing services, which are caused in whole or in part by any act or omission of the firm, its agents, or employees, and any subcontractor that the firm may employ. The Board may defend itself at the firm's expense from any claim or lawsuit that may arise out of the firm's performance or lack of performance under the terms of this Agreement, or the Board may elect to have the firm provide the Board with legal representation at the firm's own expense. This provision shall be construed as broadly in favor of indemnification as permitted by New Jersey law and shall survive the termination of the Agreement.
- 5.4 Stockholder or Partnership Disclosure Statement. Pursuant to N.J.S.A. 52:25-24.2, all corporations and partnerships shall submit a statement with their proposal which sets forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporation's stock or the individual partners owning ten percent (10%) or greater interest in that partnership shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder and individual partner exceeding the ten percent (10%) ownership criterion has been listed. Any firm whose stockholders or partners own less than ten percent (10%) of the stock shall certify such fact to the Board.
- 5.5 Non-Collusion. No official or employee of the Board who is authorized in his or her official capacity to negotiate, make, accept or approve, or to take part in such decision regarding a contract in connection with equipment shall have any financial or other personal interest in any such contract. The Board and its officers and employees shall comply with the School Ethics Law, N.J.S.A. 18A:12-21 et seq. No firm shall directly or indirectly enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free, competitive contracting in connection with the services request in this RFP.
- 5.6 Business Registration Certificate. Pursuant to N.J.S.A. 52:32-44, prior to the time a contract is awarded, firms shall provide the Board with their New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue.
- 5.7 The contract shall be governed by the laws of the State of New Jersey.

- 5.8 The firm agrees to comply with the anti-discrimination provisions of N.J.S.A. 10:2-1 et seq., the Laws Against Discrimination, N.J.S.A. 10:5-1 et seq., N.J.A.C. 6:4-1.6, and N.J.A.C. 17:27-1.1 et seq., as set forth at length in Exhibit A attached hereto and made a part hereof.
- 5.9 The firm is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c. 271, § 3) if the auditor receives contracts in excess of \$50,000 from public entities in a calendar year. It is the firm's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

PROPOSAL CHECKLIST

Failure to provide any of the item(s) listed below may cause disqualification of the Proposal in accordance with law.

- Broker Response Submission
- Request for Reference
- Proposal Form
- Affirmative Action Questionnaire and Certification
- Political Contribution Disclosure Affidavit
- Non Collusion Affidavit
- Stockholder or Partnership Disclosure Statement
- Disclosure of Investment Activities in Iran
- Vendor Certification
- Business Registration Certificate (Firm to provide)

Required Forms

SUBMITTING BROKER RESPONSE FORM

You must *clearly* address all of the following points in your proposal for “Proposals to Furnish Property and Casualty, Workers Compensation and Student Accident brokerage services.” If you feel that an individual item is not applicable to your proposal, you must *clearly* indicate this in the proposal.

1. Name of firm.
2. Location of firm main office and branches.
3. How many years has the firm has been in business?
4. Total number of employees dedicated to servicing property and casualty insurance clients total number of service employees who hold a license in the property and casualty authorities.
5. Total number of clients for property/casualty insurance. Indicate all public sector clients in the State of New Jersey.
6. Include five current client references for the brokerage services that you are proposing on. References should be included on the Request for Reference form.
7. Describe the proposed management of the account as specifically as possible. Your response must indicate that overall coordination of the account will be placed with an identified account manager. This individual’s functions should be clearly described and any support personnel should also be identified and their roles defined. The credentials and experience of all members of your proposed account management team should be detailed. Also, the number of total clients serviced by the proposed management team must be included.
8. Risk Management / Loss Control Services: The proposal requires that the responding producer identify and define the available services they have available to respond to the risk management needs of a school system. The following areas should be considered in preparing a response: Risk Management Education; Professional and General Liability Exposure Reviews; Workers’ Compensation – Employee Exposures; and Property Insurance and Property Conservation Exposures.

9. How will the designated account team work with the district administrators and staff in implementing any new and/or existing programs?
10. Describe the services your firm routinely performs for its clients?
11. Describe how your firm would develop specifications for competitive “Proposals to Furnish Property and Casualty, Workers Compensation and Student Accident” policy quotes.
12. Describe what other benefits and/or products your firm could provide the district.
13. Describe how your firm reviews policy documents and contract reviews to protect the district’s interests.
14. Describe how your firm would review coverages for the district and evaluate the effectiveness

REQUEST FOR REFERENCE FORM Insurance Brokerage Services (Property & Casualty and Workmen's Compensation)

1. Name _____
Address _____
Telephone _____ Email address _____
Contact Individual _____

2. Name _____
Address _____
Telephone _____ Email address _____
Contact Individual _____

3. Name _____
Address _____
Telephone _____ Email address _____
Contact Individual _____

4. Name _____
Address _____
Telephone _____ Email address _____
Contact Individual _____

5. Name _____

Address

Telephone _____
address _____

Email

Contact Individual _____

PROPOSAL FORM

Insurance Brokerage Services

To: Tewksbury Township School District Board of Education, 173 Old Turnpike Road, Califon, NJ 07830

Pursuant to your request for proposal and having carefully examined the RFP:- Proposals to Furnish Property and Casualty, Workers Compensation, and Student Accident brokerage services - outlined in our Broker Response Form, I affirm that the quotation for brokerage services so designated below and that the company agrees to provide the services indicated in our proposal for the period from award date subject to annual renewal by the Board of Education.

To be in compliance with the RFP, you must explain how your fees will be earned and how they will be paid.

Any proposed additional fees to be paid to the Broker directly? YES___ NO

If YES, attach appropriate sheets detailing the services to be provided by the Broker to the School District and any related fees.

AFFIDAVIT

I/We hereby certify that I/We have read the foregoing conditions and specifications of the RFP and have become familiar with the contents thereof; and that the proposal of _____ submitted to the Board of Education, attached hereto, is submitted in strict accordance with said conditions, instructions, and specifications. Any matter submitted with the proposal document attempting to alter the specifications of the Board may be disregarded, or the proposal may be rejected.

Firm's Name

Address

Telephone Number

Printed name, title and Signature of Authorized Agent

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 SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this Agreement, 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 Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **N.J.A.C. 17:27-1.1 et seq.**

**AFFIRMATIVE ACTION QUESTIONNAIRE AND CERTIFICATION
FOR COMPLIANCE WITH AFFIRMATIVE ACTION REGULATIONS**

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

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

If yes, please submit a copy.

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

If yes, please submit a copy of this certificate.

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

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

SIGNATURE _____ NAME _____

DATE _____ TITLE _____

Notary Public of New Jersey

My Commission expires __ / ____, 20

By: _____

(Title)

Certification on Behalf of a Company, Partnership or Organization and All Individuals Whose Contributions are Attributable to the Entity Pursuant to Executive Order No. 117 (2008)

I hereby certify as follows:

On or after November 15, 2008, neither the below-named entity nor any individual whose contributions are attributable to the entity pursuant to Executive Order No. 117 (2008) has solicited or made any reportable contribution of money or pledge of contribution, including in-kind contributions or company or organization contributions, to the following:

- a) **Any candidate committee and/or election fund of the Governor;**
- b) **A State political party committee;**
- c) **A legislative leadership committee;**
- d) **A county political party committee; or**
- e) **A municipal political party committee.**

I certify as an officer or authorized representative of the Company or Organization identified below that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Name of Company, Partnership or Organization:

Signed: _____ **Title:** _____

Print Name: _____ **Date:** _____

Circle One of the Following Which Applies:

(A) The Company, Partnership or Organization is the firm;

or

(B) the Company, Partnership or Organization is a Principal (more than 10% ownership or control) of the firm, a Subsidiary controlled by the firm, or a Political Organization (e.g., PAC) controlled by the firm.

**Please note that if the person signing this Certification is not signing on behalf of all individuals whose contributions are attributable to the entity pursuant to Executive Order No. 117 (2008), each of those individuals will be required to submit a separate individual Certification.*

**Individual Certification of Compliance with
Executive Order No. 117 (2008)**

I hereby certify as follows:

On or after November 15, 2008, I have not solicited or made any reportable contribution of money or pledge of contribution, including in-kind contributions or company or organization contributions, to the following:

- a) Any candidate committee and/or election fund of the Governor;**
- b) A State political party committee;**
- c) A legislative leadership committee;**
- d) A county political party committee; or**
- e) A municipal political party committee.**

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Signed: _____

Print Name: _____ **Date:** _____

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Contractor Instructions

Business entities 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 the contractor shall disclose contributions to:

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

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

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

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

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

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report. The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed.

The disclosed information may exceed the minimum requirement.

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

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

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 with the proposal.

Part I – Firm Information

Firm Name:			
Address:			
City:		State:	Zip:

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

Signature

Printed Name

Title

Part II – Contribution Disclosure

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

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

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

AFFIDAVIT OF NONCOLLUSION

STATE _____ OF _____)
)
) ss:
COUNTY _____) OF _____

I, _____, residing in the _____ of _____
in the County of _____ and State of _____
_____, of full age, being duly sworn according to law on my oath depose and say:

I am _____ of the firm of _____, the firm making
the proposal for the above named services. I executed the proposal with full authority to do so. The firm
has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken
any action in restraint of free, competitive contracting in connection with the abovenamed project. All
statements contained in this proposal and in this affidavit are true and correct, and made with the full
knowledge that the Board of Education shall rely upon the truth of the statements contained in the proposal
and in the statements contained in this affidavit in awarding the contract for the auditing services.

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.

Name of Firm

By: _____
Name

Official Title

Sworn before me this _____
day of _____, 21__

Notary Public of _____
My Commission expires ___/___/___

Name of Corporation
Partnership who holds 10% or
more interest in the bidding
corporation/partnership

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Use reverse side for additional stockholders/partners.

The absence of any names and addresses on the foregoing list signifies that there are no individual stockholders or partners who own 10% or more interest in the bidding corporation or partnership.

Name of Firm

By:

Name

Official Title

Sworn before me this _____
day of _____, 20____

Notary Public of _____
My Commission expires ____/____/____

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

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 list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c.25 ("Chapter 25 List"). The Chapter 25 list may be found at the following address:
<http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>.

Respondent **must** review this list prior to completing the below certification. **Failure to complete the certification will render the proposal non-responsive.** In the event the Board determines that the respondent has submitted a false certification, it shall report same to the New Jersey Attorney General and retains the right to file an action seeking the greater of One Million Dollars (\$1,000,000) or twice the contract price. Please check one of the following boxes:

I certify, pursuant to Public Law 2012, c. 25, that neither the respondent listed above nor any of the respondent's parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury's 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 respondent and/or one or more of its parents, subsidiaries, or affiliates is listed on the 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. Failure to provide same will result in the proposal being deemed non-responsive and appropriate penalties or fines may be assessed.

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 respondent, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the below.

PROVIDE INFORMATION RELATIVE TO THE ABOVE. PLEASE PROVIDE THOROUGH ANSWERS AND USE ADDITIONAL PAGES IF NECESSARY

Name: _____

Relationship to Firm: _____

Description of Activities: _____

Duration of Engagement: _____

Anticipated Completion Date: _____

Firm Contact Name: _____

Contact Phone Number: _____

Vendor Certification Risk Manager

Name of Company _____
Street Address _____ PO Box _____
City, State, Zip _____
Business Phone Number () _____ Ext. _____ Fax No. () _____
EMail _____
Years in Business _____ Number of Employees _____

Direct/Indirect Interests

I declare and certify that no member of the 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 Request for Proposal or in the services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, and/or officer of the board has an interest in the Request for Proposal, 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 Board of Education.

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(al-4) concerning vendor contributions to school board members. I certify that I am not an official or employee of the 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

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 below-referenced person or entity. I acknowledge that the Board 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 contracts with the Board to notify the Board in writing of any changes to the answers of 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 agreements(s) with the Board and that the Board at its option may declare contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Title: _____

Date: _____

Firm: _____

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

Notary Public of _____

My Commission expires ___/___/20___