



PRINCETON BOARD OF EDUCATION

COMPETITIVE CONTRACTING

PROPOSAL SPECIFICATIONS

AND

GENERAL REQUIREMENTS

FOR

PPS Mathematics Program Evaluation

Proposal No: CC#2 22-23

Dated: January 5, 2023

By: Matthew Bouldin, Business
Administrator/Board Secretary

LEGAL AD

NOTICE OF COMPETITIVE CONTRACTING

Mathematics Program Evaluation for the Princeton Board of Education

Notice is hereby given that pursuant to the requirements of N.J.S.A. 18A:18A-4.5, the Princeton Board of Education (hereinafter referred to as the "Board") is issuing a Notice of Competitive Contracting to obtain from interested and qualified firms a proposal to act as the Strategic Planning Consultant as outlined in the Competitive Contract. The understanding of the parties, with respect to the services to be rendered, are required to be set forth in a formal agreement.

A copy of the Competitive Contract may be obtained from the district's website at www.princetonk12.org/resources-and-notice/rfps-bids-and-quotes. Further information may be obtained by emailing: MatthewBouldin@princetonk12.org

All vendors submitting proposals must use and complete all forms and include all information required in the Competitive Contract.

Pursuant to P.L. 2004 c. 57, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. All vendors are required to comply with the requirements of P.L. 1975, c. 127, "Law Against Discrimination" and the Affirmative Action statutes and regulations, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq. Additional documentation requirements are as listed in the Competitive Contract.

Proposals must be submitted to the Princeton Board of Education, at 25 Valley Road Princeton, NJ, no later than **1:00 p.m. on Tuesday, January 31, 2023**. All submittals must contain an original and one (1) copy of the proposal in a sealed envelope with "PPS Math Program Evaluation" marked on the front of the envelope. The proposals should be addressed to the Princeton Board of Education, Attn: Matthew Bouldin, Princeton Public Schools, 25 Valley Road, Princeton, NJ 08540.

The Board reserves the right to reject any or all proposals and waive any informality in the process if it is in the best interests of the Board. No proposal may be deemed accepted until the adoption of a formal resolution by the Board.

Background

The Princeton Public School District has outlined components for an evaluation of its Mathematics Program for the 2022-2023 school year that will require a contracted professional consultant. The district invited qualified consultants to submit a proposal to evaluate the specific components listed below of its Mathematics program. The district has already undergone a standards alignment and is seeking feedback about the enacted curriculum and course sequencing.

We are currently soliciting proposals from qualified service providers to support the implementation of the areas listed below. This request for proposal seeks qualified service providers that can demonstrate:

- Knowledge of the New Jersey Student Learning standards, specifically in Mathematics Grades K-8 and inclusive of Computer Science
- Knowledge and experience with current research and effective instructional practices in Mathematics education at the elementary, middle, and high school levels
- Knowledge of best practice in course sequencing and offering of rigorous Mathematics pathways, inclusive of Computer Science
- Experience conducting comparable program reviews inclusive of data review and analysis, development of a written report of findings outlining the areas of strength and suggested areas of growth with a timeline for action items addressing all evaluation components
- Experience facilitating focus groups and community presentations
- Ability to organize and maintain a communication plan throughout the program review process
- Ability to fulfill all service agreements in a flexible and collaborative manner

Scope of Work

The Mathematics Program Evaluation shall include:

- A project plan that outlines all major actions to complete the evaluation including initial meetings, data collection plan and process, development of a written report and components of that report, including an executive summary, and presentation to the Board of Education
- A communication plan that is implemented throughout the process including a plan for ongoing communication with district administration
- A plan to collect, review, and analyze qualitative and quantitative data that includes curriculum artifacts, surveys, classroom observations, and focus group data
- A plan to customize the project based on feedback
- Facilitation of focus group sessions of parents, staff, and students
- Feedback and draft document to administration for review
- Presenting findings at a meeting of the PPS Board of Education

The successful bidder may be an individual who serves as a prime contractor, a public or private education organization, or an ad hoc research and consulting group. The contractor will write an evaluation report, including an executive summary, and recommendations for a presentation to the Board of Education.

Respondent's Proposal

All respondents shall prepare a presentation package which will be submitted with the RFP which will include:

1. Management (30%)

● Business Organization

- The respondent shall submit a full description of the business organization to include, but not be limited to:
- Name, address, phone, fax, website and other information of the professional firm or individual;
- An organizational chart noting the names of all principals and partners;
- Resumes of key staff members; and
- Other information concerning individuals of the professional firm that would assist the school district in the evaluation process.

● Management: Qualifications

- Respondents shall submit documentation highlighting qualifications and experience they have that will assist the school district in the evaluation and selection process. Such documentation shall include, but not be limited to:
- Evidence of providing services as listed in the specifications to public/private school districts for a minimum of at least three (3) years;
- Evidence of any innovation and successful approach of the services listed in the specifications;
- Contact information from three (3) public/private school districts for which you have provided the requested services;
- Copies of all professional licenses that are required to perform the services as listed in the specifications;
- Other information concerning the firm and/or individuals of the firm that would assist the school district in the evaluation process.

2. Technical: Description of Services (45%)

Respondents should list all services to be rendered with their explanation in detail on how they will provide the services. Respondents shall also provide evidence of how services of similar type were provided to other public/private schools. Respondents, by submitting a proposal, acknowledge that they fully understand the scope of service, work and activity to be performed.

The Mathematics Program Evaluation shall include:

- A project plan that outlines all major actions to complete the evaluation including initial meetings, data collection plan and process, development of a written report and components of that report, including an executive summary, and presentation to the Board of Education
- A communication plan that is implemented throughout the process including a plan for ongoing communication with district administration

- A plan to collect, review, and analyze qualitative and quantitative data that includes curriculum artifacts, surveys, classroom observations, and focus group data
- A plan to customize the project based on feedback
- Facilitation of focus group sessions of parents, staff, and students
- Feedback and draft document to administration for review
- Presenting findings at a meeting of the PPS Board of Education

3. Cost Proposal (25%)

Respondents are to submit a fee proposal schedule. Prices submitted must be valid for (60) sixty days.

Requirements: Provides a proposal that falls within scope of RFP.

Incidental Expenses: All incidental expenses related to the services provided are the responsibility of professional service provider. The school district 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 Princeton Board of Education will not pay any costs for travel. Travel time to and from the site of service is to be borne by the respondent.

Evaluation of Proposals

The board intends to evaluate all proposals on the following criteria: (All weighted as indicated on the included scoring rubric.)

1. Management -30%
2. Technical - 45%
3. Cost proposal - 25%

Any supplemental information that will help the district evaluate your proposal should be included. Be specific in replying to the criteria, providing the qualification information, and meeting the other requirements of this RFP.

Award of Contract

It is the intention of the Princeton Board of Education to award the contract to the proposer whose response is the most advantageous price and other factors considered. It should be noted that competitive contracting procedures as designated by N.J.S.A 18A:18A-4-1 et. seq. and N.J.A.C. 5:34-4.1 et. seq. will be used for this proposal. As such, a decision on whether the contract will be awarded and to whom it will be awarded shall be made within sixty (60) days from the date the proposals are opened. The consultant's contractor agreement will be subject to final approval as to form by the district's counsel and by majority vote of the Board.

The evaluation will be assessed by an internal committee of Central Office Administrator's and Employees and based on the above criteria and weighted scoring matrix.

Laws

The respondent shall comply with all applicable laws, statutes, regulations, and ordinances and any order issued by any governmental entity. This contract shall be governed by the laws of the State of New Jersey.

Law Against Discrimination

During performance of this contract, the firm and its sub-consultants agree to comply with P.L. 1975, c.127, "Law Against Discrimination" in accordance with provisions described in Exhibit "A" attached hereto. The mandatory language of N.J.A.C. 17:27-1.1 et seq. promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time is attached hereto made a part hereof and incorporated herein by reference. The contract with the firm may be rescinded if the firm fails to submit proof of compliance with the regulations set forth in N.J.A.C.17:27. The regulations are available online at [:https://www.state.nj.us/treasury/contract_compliance/pdf/njac_17_27_ac.pdf](https://www.state.nj.us/treasury/contract_compliance/pdf/njac_17_27_ac.pdf) or will be provided to you upon request.

Miscellaneous Provisions

Submittal of a proposal signifies that the respondent acknowledges that he/she has read this Competitive Contract, has a full understanding and agrees to be bound by the terms and conditions.

Submittal of a proposal signifies acknowledgement and approval for the Board of Education to hold proposals pending award of this service for 60 days.

The Princeton Board of Education reserves the right to reject any or all proposals in whole.

The Princeton Board of Education reserves the right to contact references provided with the proposal. Departures from this Competitive Contract must be noted. Any conditions or terms must be written and included with the proposal.

All respondents are required to provide sufficient information in their proposals for evaluation. An interview of qualified candidates *may* be scheduled by the district.

Indemnification

The firm shall indemnify and hold the Board harmless for any and all claims, injuries and damages, including the reimbursement of reasonable attorneys' fees and cost of litigation that may occur as a result of the provision of care services to the Board.

Insurance

The firm agrees to obtain and maintain for the entire term of this Agreement Professional Liability Insurance with the following limits:

- \$3,000,000 General Aggregate Limit
- \$1,000,000 Each Occurrence Limit

Insurance certificate naming Princeton Board of Education, 25 Valley Road, Princeton NJ 08540 as insured shall be provided.

Termination

Either party may terminate the resulting agreement upon providing sixty (30) days written notice to the other party. However, given concerns regarding the health and/or safety of the participating students, the district reserves the right to terminate the contract immediately. Notice of termination will be sent in writing.

Submitted Proposals

The proposal packet is to be addressed and mailed or hand delivered to:

Matthew Bouldin, Business Administrator/Board Secretary
Princeton Board of Education
25 Valley Road
Princeton, NJ 08540

All proposals are due at 25 Valley Road Princeton, NJ, no later than **1:00 p.m. on Tuesday, January 31, 2023.** Submittals received after the date and time specified will be returned unopened. All proposals shall remain firm for a period of sixty (60) days after the date specified for receipt of proposals. **All proposals must be submitted in a sealed envelope with “Proposal for PPS Mathematics Program Evaluation” marked on the front of the envelope.**

Proposals must be submitted by mail and or hand delivered to the Board of Education prior to the time and date specified. **No facsimile or email proposals will be accepted.**

The firm must submit an original proposal and one (1) copy that includes the following:

- 1.) Contractor / Vendor Questionnaire and Certification
- 2.) Business Registration Certificate

Pursuant to N.J.S.A. 52:32-44, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue.

- 3.) Annual Political Contributions Disclosure

Pursuant to N.J.S.A. 19:44A-20.27 (P.L. 2005, c.271, s.3), the PPS Mathematics Program Evaluation Provider may be required to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission. It is the PPS Mathematics Program Evaluation Provider'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.

Pursuant to N.J.A.C. 6A:23A-6-3 (a1-4) please note the following:

A. Pursuant to N.J.A.C. 6A:23A-6.3 (a2) Reportable Contributions:

No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c.83 (codified at N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one-year period.

B. Pursuant to N.J.A.C. 6A:23A-6.3 (a2,3) Contributions During Term of Contract:

Contributions reportable by the recipient under P.L. 1973, c.83 (codified at N.J.S.A. 19:44A-1 et. seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract.

When a business entity referred in 4.1(e) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

C. Pursuant to N.J.A.C. 6A:23A-6.3 (a4) Political Contribution Disclosure Form:

All bidders shall submit with their bid package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3 (a2) Award of Contract.

4.) Affirmative Action – Exhibit A (Pursuant to N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq.) .

5.) Affidavit of Non-collusion – Pursuant to N.J.S.A. 52:34-15

6.) Statement of Ownership/Stockholders Certification

7.) Disclosure of Investment Activities in Iran – Required Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4)

Rubric for Assessing Math Program Evaluation Proposal

Point System	Exceeds Expectations 3	Meets Expectations 2	Below Expectations 1	Score each subsection
Management Criteria (30%)	▶ Business provides more detail about their organization than required by the RFP.	▶ Submission of business organization's information as required by the RFP.	▶ Limited information about the business organization as required by the RFP.	
	▶ Can provide 6 to 10 references from public schools where similar evaluations were conducted	▶ Can provide 3 to 5 references from public schools where similar evaluations were conducted	▶ Can provide 0 to 2 references from public schools where similar evaluations were conducted	
	▶ Has conducted 5 to 10 program evaluations for districts of comparable size.	▶ Has conducted 3-5 program evaluations for districts of comparable size.	▶ Has conducted 0-2 program evaluations for districts of comparable size.	
Technical-Evaluator Qualifications (45%)	▶ Proposal demonstrates a strong understanding of the project requirements and evaluation components outlined in the RFP	▶ Proposal demonstrates a clear understanding of the project requirements and evaluation components outlined in the RFP	▶ Proposal demonstrates an adequate understanding of the project requirements and evaluation components outlined in the RFP	
	▶ Project team demonstrates strong knowledge of New Jersey Math standards	▶ Project team demonstrates adequate knowledge of New Jersey Math standards	▶ Project team demonstrates limited knowledge of New Jersey Math standards	

	<ul style="list-style-type: none"> ▶ Availability to work with district contact on program development specifics 	<ul style="list-style-type: none"> ▶ Some availability to work with district contact on program development specifics 	<ul style="list-style-type: none"> ▶ Limited or no availability to work with district contact on program development specifics 	
	<ul style="list-style-type: none"> ▶ Demonstrated comprehensive plan for the collection and analysis of quantitative and qualitative data 	<ul style="list-style-type: none"> ▶ Demonstrated extensive plan for the collection and analysis of quantitative and qualitative data 	<ul style="list-style-type: none"> ▶ Demonstrated limited plan for the collection and analysis of quantitative and qualitative data 	
	<ul style="list-style-type: none"> ▶ Proposal demonstrates a comprehensive plan for communication inclusive of all components outlined in the RFP 	<ul style="list-style-type: none"> ▶ Proposal demonstrates an extensive plan for communication inclusive of all components outlined in the RFP 	<ul style="list-style-type: none"> ▶ Proposal demonstrates plan for communication that does not include all components outlined in the RFP 	
	<ul style="list-style-type: none"> ▶ Proposal demonstrates that evaluation results will be comprehensive and meaningful, and will support district growth addressing all requirements of the RFP 	<ul style="list-style-type: none"> ▶ Proposal demonstrates that evaluation results will be meaningful, and will support district growth and address most of the requirements outlined in the RFP 	<ul style="list-style-type: none"> ▶ Proposal does not demonstrate how the results will hold meaning or will be helpful for the district and does not address all requirements in the RFP 	
Budget (25%)	<ul style="list-style-type: none"> ▶ Provides an outline of costs for evaluating and highlights opportunities for cost savings within scope of RFP 	<ul style="list-style-type: none"> ▶ Provides an outline of costs and falls within scope of RFP 	<ul style="list-style-type: none"> ▶ Limited information about costs for program, costs are exorbitant, and/or evaluation and might not fall within scope of RFP 	

Total Points _____

PRINCETON BOARD OF EDUCATION
COMPETITIVE CONTRACTING
FOR
Mathematics Program Evaluation
SUBMITTAL CHECKLIST

- _____ Contractor/Vendor Certification

- _____ Business Registration Certificate

- _____ Political Contribution Disclosure Form

- _____ Statement of Ownership

- _____ Affirmative Action – Exhibit A including one of three of the forms of requested proof

- _____ Affidavit of Non-collusion

- _____ Disclosure of Prohibited Activities in Russia and Belarus and Investment Activities in Iran

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 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES 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.

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.

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: 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.

Company Name - _____

Name of Highest Ranking Officer - _____

Title of highest Ranking Officer - _____

Signature of Above - _____

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 responding to the request for proposals. I executed the response to request for proposals 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 above named request for proposals. All statements contained in the response to request for proposals and in this affidavit are true and correct, and made with the full knowledge that the _____ will rely upon the truth of the statements contained in the response to request for proposals and in this affidavit in awarding the contract.

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.

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

Notary Public of _____
My Commission expires ___/___/20____.

To be completed, signed and returned with Bid/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 *ANYTOWN Board of Education* is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the *Board of Education* to notify the *Board of Education* in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the *Board of Education* 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.

CONTRACTOR/VENDOR QUESTIONNAIRE & CERTIFICATION

Proposal Number **CC#2 22-23**

Proposal Date: _____

Title of Proposal

Name of Company _____

Street Address _____ PO Box _____

City, State, Zip _____

Business Phone Number (____) _____ Ext. _____

Emergency Phone Number (____) _____

FAX No. (____) _____ E-Mail _____

FEIN No. _____

Years in Business _____ Number of Employees _____

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the Princeton 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 proposal 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 proposal, 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 Board of Education.

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a) (1-4) concerning vendor contributions to school board members.

I certify that my company is not debarred from doing business with any public entity in New Jersey or the United States of America.

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 (Print)

SIGNATURE

STANDARD BID DOCUMENT REFERENCE						
Name of Form	COMBINED CERTIFICATION: PROHIBITED ACTIVITIES IN RUSSIA AND BELARUS & INVESTMENT ACTIVITIES IN IRAN					
Statutory Reference	P.L. 2022, c. 3 N.J.S.A. 52:32-55 et seq. N.J.S.A. 40A:11-2.1 N.J.S.A. 18A:18A-49.4					
Applicability		Y/N		Mandatory	Optional	N/A
	LPCL	Y	Goods and Services	X		
	PSCL	Y	Construction			X
Instructions Reference						
Description	<p>P.L. 2022, c. 3 prohibits the award, renewal, amendment, or extension of State and local public contracts for goods or services with persons or entities engaging in prohibited activities in Russia or Belarus. P.L. 2012, c.25 prohibits the award or renewal of State and local public contracts for goods and services with persons or entities engaged in certain investment activities in the energy or finance sectors of Iran.</p> <p>Before a goods and services contract can be entered into, vendors and contractors must certify that neither they nor any parent entity, subsidiary, or affiliate is listed on the New Jersey Department of the Treasury's list of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 ("Russia-Belarus list") or in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 list").</p>					

The Certification form requires the insertion of contracting unit identification information which should be filled in (in italics on the form) prior to its use.

Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity

Part 1: Certification

COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>
www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

CONTRACT AWARDS AND RENEWALS



I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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. (Skip Part 2 and sign and complete the Certification below.)

CONTRACT AMENDMENTS AND EXTENSIONS



I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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. (Skip Part 2 and sign and complete the Certification below.)

IF UNABLE TO CERTIFY



I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, 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 <Name of Contracting Unit> is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the <Name of Contracting Unit> to notify the <Name of Contracting Unit> 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. 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 <Name of Contracting Unit> and that the <Name of Contracting Unit> at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print)		Title	
Signature		Date	