

**This Form must be included with RFP submission**

**Exhibit A**

**EEO/Affirmative Action Compliance Notice**

**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**Goods, Professional Service and General Service Contracts**

All successful Respondents are required to submit evidence of appropriate affirmative action compliance to the Camden County Educational Services Commission and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the CCESC files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the CCESC, **within seven (7) days after receipt of notification of intent to award**, prior to execution of the contract, one of the following documents:

**Goods and General Service Vendors**

1. Letter of Federal Approval indicating that the vendor is under an existing federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the Commission and the Division. This approval letter is valid for one year from the date of issuance.

**Do you have a federally approved or sanctioned EEO/AA program?**

Yes \_\_\_\_\_ No

**If yes, please submit a copy of such approval.**

2. A certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.D. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the CCESC as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

**Do you have a State Certificate of Employee Information Report Approval?**

Yes  No \_\_\_\_\_

**If yes, please submit a copy of such approval.**

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with a \$150 fee and forward a copy of the Form to the CCESC **along with proof of payment to the State**. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulation. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to the Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her RFP 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.S.A. 17:27.

Company Rahn Landscaping Signature [Signature]

Print Name Matthew Rahn Title President/CEO

Date 3/9/2021