

LAKEWOOD BOARD OF EDUCATION
Business Office
200 Ramsey Avenue
Lakewood, New Jersey 08701

REQUEST FOR PROPOSAL
(RFP)

School Board Attorney / Legal Services

RFP 01-1617

Term of Contract: 7/1/16-6/30/17

Submission Date:
Friday, May 6, 2016
11:00 a.m.

Lakewood Board of Education

REQUEST FOR PROPOSALS (RFP) - Advertisement

The Board of Education of the City of Lakewood, New Jersey, hereby advertises for Request for Proposals (RFP) for the School Year **2016-2017**:

School Board Attorney / Legal Services

RFP No.:01-1617

Term of Contract: July 1, 2016 through June 30, 2017

All necessary proposal specifications and proposal forms may be secured upon written request to:

Mr. Thaddeus Thompson

School Business Administrator/Board Secretary

Lakewood Board of Education

200 Ramsey Avenue

Lakewood, NJ 08701

Fax: 732-905-3687

E mail: tthompson@piners.org

Proposals must be sealed, the envelope to bear the following information and delivered to the Business Office of the Lakewood Board of Education:

Title: **School Board Attorney / Legal Services**

RFP No.: 01-1617

Name and Address of the Respondent

Date: **Friday, May 6, 2016** Time: **11:00 a.m.**

The proposal opening process will begin on the above date and time in the Office of the School Business Administrator in the Administration Building located at 200 Ramsey Ave., Lakewood, NJ. Proposals may also be submitted to the School Business Administrator or his designee prior to the advertised date and time. On the advertised date and time the School Business Administrator shall receive and open all proposals. **NO proposals shall be received after the time designated in the advertisement.** (N.J.S.A. 18A:18A-21(b)). The Board of Education does not accept electronic (e-mail) submission of proposals.

All respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., Affirmative Action Against Discrimination and N.J.A.C. 17:27 et seq. A Non-Collusion Affidavit and a Contractor Questionnaire/Certification also must be filed with the proposal. The proposal package will also include other documents that must be completed and returned with the RFP package. Failure to complete and submit all required forms may be cause for disqualification and rejection of the proposal.

The Board of Education reserves the right to reject any or all proposals pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y), 18A:18A-4(a), 18A:18A-22, and to waive any informalities. The Board further reserves the right to take such alternates as they deem appropriate, and in any order that the Board feels may be in the best interest of the Lakewood Board of Education.

Mr. Thaddeus Thompson
School Business Administrator/Board Secretary

LAKEWOOD BOARD OF EDUCATION

*Business Office
200 Ramsey Avenue
Lakewood, New Jersey 08701*



REQUEST FOR PROPOSAL

**TECHNICAL
SPECIFICATIONS**



Mr. Thaddeus Thompson
School Business Administrator
Board Secretary

LAKEWOOD BOARD OF EDUCATION
SCHOOL BOARD ATTORNEY / LEGAL SERVICES

A. PURPOSE

The Lakewood Board of Education is seeking proposals from qualified respondents as follows:

School Board Attorney / Legal Services

B. SCOPE OF SERVICE

CONTRACT #1 – School Board Attorney – Retainer Contract

Pursuant to N.J.A.C. 6A:23A-5.2 (a) (4) (ii), services for this contract are herewith provided as follows: The attorney and/or law firm contracted by the board of education shall provide the following services under the School Board Attorney retainer contract:

1. Attendance at Board Meetings/Parliamentarian

The School Board Attorney shall attend all public meetings of the Lakewood Board of Education and other meetings that the board of education shall convene. The School Board Attorney shall attend board of education committee meetings when so invited by the committee chairperson. The School Board Attorney shall be the parliamentarian at all board meetings.

The following is a typical meeting schedule of the board of education:

- One Regular Public meeting (inclusive of work and/or executive sessions) per month, and
- Special and Emergency meetings as may be required.

2. Board Policy Guidance and Review

The School Board Attorney shall prepare and/or review all board policy as to legal form prior to review and adoption by the board of education.

3. Code of Ethics/Ethics Compliance

The School Board Attorney shall provide in accordance with N.J.A.C. 6A:32-3.2 annual training on the School Ethics Act and the Code of Ethics to the members of the board of education at a regularly scheduled board meeting.

The School Board Attorney shall provide guidance to all board members with reference to all ethics questions that may arise during the course of the year.

4. Leased Facilities—Chief Negotiator

The School Board Attorney shall be the chief negotiator for all buildings in which the board of education is a tenant and provide to the board of education all proposed lease agreements no later than the May/June meeting of the board, if applicable.

5. Legal Counsel and Advice

The School Board Attorney shall:

- Advise the board of education as to the legal and contractual procedures in which the board must take action or make a decision.
- Prepare oral and/or written legal opinions or provide legal advice when requested by the Superintendent or the board president, or when requested by the majority of the board of education at a public board meeting.
- Prepare for and attend all grievance hearings arising from the various employee collective bargaining groups of the board. The board of education negotiates with two (2) collective bargaining units, with a minimum of one (1) grievance hearing per year.
- Represent the board of education in all general legal matters.
- Prepare all legal documents for the board of education.
- Review all board agendas and resolutions as to legal form and recommend revisions as to legal form where necessary.
- Provide written legal advice on all personnel disciplinary actions, including increment withholdings, non-renewals and tenure/non tenured dismissals and other employment related matters.
- Advise the board of education and the Superintendent and/or his designee of all laws, administrative code and policy related matters including employee discipline, seniority and tenure.
- Attend and participate in strategy sessions, using phone, fax, US mail, text messages, e-mail or in person, as may be required.
- Advise the Custodian of Records of the school district as to what is considered to be a "public record" pursuant to Open Public Record Act requests (OPRA). Review, when requested, the district's response to OPRA requests to ensure confidentiality while complying with OPRA requirements.

6. Legal Information—Sharing with the Board/Superintendent

The School Board Attorney, from time to time, and when necessary, shall share with the board of education and the Superintendent and/or his designee, all information concerning changes in school law, court cases, school ethics decisions, court opinions and/or other legal matters that may affect the decisions made by the board and Superintendent.

Management Decisions—Legal Counsel Involvement

It is noted and understood that the School Board Attorney is not to be contacted unnecessarily for management decisions and in no circumstances is the School Board Attorney to direct any employee to take any action in the performance of his

duties; nor contact any vendor to provide goods or render services to the school district.

7. Preparation of Vendor Contracts

The School Board Attorney shall prepare and deliver (electronically) to the School Business Administrator, all written contracts for vendors who were awarded contracts by the Lakewood Board of Education. Contracts are to be prepared and delivered to the School Business Administrator within seven (7) business days after the award of contract by the board. The School Board Attorney is not to contact vendors to discuss terms and conditions of contracts unless so directed by the School Business Administrator.

8. Purchasing and Procurement

The School Board Attorney shall work with the School Business Administrator of the school district or his/her designee to ensure that all purchasing of the school district is in compliance with the Public School Contracts Law and all other applicable federal, state, local procurement law and administrative code. Included but not limited in these duties are:

- Providing legal advice on all purchasing and contract matters;
- Providing legal opinions in writing when requested by the School Business Administrator or his designee when so authorized; and
- Reviewing all bids and other procurement documents as to legal form.

9. Representation—Other Government Agencies

The School Board Attorney shall represent the board, when so requested by the Superintendent or by a majority of the board of education at a public board meeting, in non-litigant matters involving the other governmental entities and agencies where applicable, including but not limited to attending joint municipal and board of education meetings.

10. Review All Contracts

The School Board Attorney shall review all contracts presented to the board of education as to legal form and whether the contracts are in the best interests of the board.

11. Student Issues

The School Board Attorney shall provide advice and counsel on all matters related to regular student issues including, but not limited to discipline, attendance, adherence to rules and regulations, suspension/expulsion hearings and other matters pertaining to the student population.

12. Timely Response/Availability

The School Board Attorney is expected to respond, at least verbally or via text message to be followed in writing, within a maximum of twenty-four (24) hours when an inquiry is made by the board of education or Superintendent, and/or his designee.

The School Board Attorney shall be available for all telephone conferences with the Superintendent, and/or his designee, especially in urgent and emergent matters.

Specialized In-service Programs—Hourly Rate Payment

From time to time the School Board Attorney may be asked to provide specialized in-service programs to district personnel at the request of the Superintendent. (i.e. Sexual Harassment, Bullying Programs, etc.) The School Board Attorney will be paid the hourly rate of the litigation services contract rate for presenting such programs.

13. Other Legal Services

The School Board Attorney shall perform any or all other legal services that may be requested by the board and/or the Superintendent from time to time under the retainer contract except those services listed in the litigation services contract.

14. Legal Advice and Opinions in Writing

All respondents submitting a proposal for legal services are reminded that as part of this contract, the School Board Attorney shall respond to all requests in writing and that legal advice shall be maintained on file in the school district office. N.J.A.C. 6A:23A-5.2 (a) (3) (iii)

15. Contact with Vendors, Contractors, and Entities other than the District

The Board Attorney shall NOT entertain/take calls from nor correspond/communicate by any means with other than District authorized personnel unless it has obtained the necessary authorization as outlined in this specification. Furthermore, any action taken by the Attorney contrary to this direction and/or research and/or time spent on unauthorized items shall NOT be paid for by the District.

Communication with District Personnel—Contract #1—Part of Retainer Contract

All communication with school district personnel for items under the Retainer Contract #1, whether it be through electronic transmission (e-mail; text message, etc.), fax, telephone calls, or in persons, shall be considered part of the retainer contract and **no costs will be billed to the district for communication.**

As part of this contract, the Superintendent of Schools has determined that the following district personnel are authorized to contact the School Board Attorney on legal matters:

1. Superintendent of Schools
2. School Business Administrator

and any other person so designated by the Superintendent of Schools.

Communication with Board Members—Contract #1—Part of Retainer Contract

All communication with members of the board of education will be regulated by the President of the Board of Education. All communication with board members, whether it be through electronic transmission (e-mail; text message, etc.), fax, telephone calls, or in person, shall be considered part of the retainer contract and **no costs will be billed to the district for communication.**

Log of Services

All respondents are reminded that the school district will be keeping a log of services for legal counsel contact and that log of services will be compared to the invoices submitted by the legal firm.

School Board Attorney—Appointed

It is the desire of the board of education to have the contracted legal firm to provide one (1) attorney to the board to act as the official School Board Attorney. It is understood in the absence of the School Board Attorney the firm shall provide another attorney to provide services as noted in Contract #1. The district will not accept a revolving door of multiple attorneys representing the district.

SCOPE OF SERVICES – Litigation Services**CONTRACT #2 -- Litigation Services****Litigation Matters**

The School Board Attorney shall handle all litigation matters on behalf of the board of education on general legal issues and represent the school district in judicial and/or administrative proceedings within specific service areas in which the district or any of its board members, administrators, or agents may be a party or have an interest, including but not limited to:

- Represent the board in all hearings and legal proceedings as they pertain to purchasing and procurement;
- Represent the district in litigation where the Superintendent has been subpoenaed as the chief school administrator; and
- Represent the district in all special education matters including but not limited to mediation, due process hearings and other judicial and administrative hearings. The School Board Attorney will serve as the district's liaison to the legal representatives/advocates of parents.
- Represent the district in all other matters deemed necessary and prudent; when applicable.

The School Board Attorney shall initiate and/or defend lawsuits as necessary only by direction and approval of the board of education. He shall attend all judicial hearings and proceedings as they pertain to said lawsuits.

Hourly Rate—Litigation Services

The board requests all respondents to submit a per hour price for litigation services on the enclosed Fee Proposal Form. Payment will be made on an hourly basis with quarter hour increments. (15 minutes)

Paralegal and Attorney Support—Hourly Rate

The board recognizes that paralegal support staff may be needed from time to time to assist the School Board Attorney in the performance of services listed in Contract #2. All

respondents are to provide a list of support staff and the hourly rate fee for each support staff.

Please note: Administrative and Secretarial Services and Related Expenses

Administrative and secretarial costs and related expenses are considered part of the firm's overhead and is built in the hourly rate structure. The district will not pay for these costs. The district will consider on a case by case basis any extraordinary administrative or secretarial services costs and if agreeable, shall pre-approve such extraordinary costs as may be applicable.

Determination of Litigation/Possible Litigation—Billable Costs

The School Business Administrator, in consultation with the Superintendent, shall be the final determining authority on whether an issue or concern could be considered litigation or potential litigation. The School Business Administrator will notify the School Board Attorney that work performed becomes billable.

C. QUALIFICATIONS OF RESPONDENTS

The School Board Attorney shall:

- Have a law degree from an accredited law school of a college or university.
- Hold a license to practice law in the State of New Jersey.
- Be a firm with at least five (5) New Jersey licensed attorneys.
- Show evidence of experience and competence as a practicing attorney with a minimum of eight (8) public school districts for a minimum of the past five (5) years, with a working knowledge of school law, including statutes, regulations and case law including the following areas:
 - Collective Bargaining;
 - Contracts;
 - Special Education;
 - Criminal;
 - Procurement;
 - Real Estate;
 - Administrative; and
 - Civil Rights.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Exhibit a personality that demonstrates interpersonal skills to relate well to the board, administration, staff, parents, and the community.
- Provide evidence that health is adequate to fulfill job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:29-7.4.
- Be able to use appropriate electronic media needed to carry out job functions and responsibilities.

- Display the highest ethical and professional behavior in working with school personnel and other agencies.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information with legal confines.
- Observe strictly and exceed, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors.
- Possess experience in the preparation of contracts and compliance thereto with Non Public Schools under NCLB, IDEA, Chapter 192/193, Chapter 226, and other state and federal grants.

D. CONTRACT PERIOD—Twelve (12) Month/One Year Contract

The term of contract for School Board Attorney/Legal Services shall be from July 1, 2016 through June 30, 2017, a twelve (12) month contract. N.J.S.A. 18A:18A-3 (b) and N.J.S.A. 18A:18A-42. **This contract is non-renewable pursuant to law.**

E. COORDINATION OF ACTIVITIES

All activities for the procurement of the contract will be coordinated through the office of

Mr. Thaddeus Thompson
School Business Administrator/Board Secretary
Phone: 732-364-2400 x7011
e-mail: tthompson@piners.org

F. FEE SCHEDULE PAYMENT

It is the intention of the board of education to award the contract for legal services to one legal firm/attorney to provide the legal services as so written in this Request for Proposal. All respondents are to submit on the appropriate Request for Proposal Cost Criteria form provided in this RFP the following fees:

1. School Board Attorney– Retainer Contract Lump Sum Annual Fee (Contract #1)
Respondents are to provide a lump sum annual retainer fee for the School Board Attorney Services as noted in the RFP. The district will pay the legal firm/attorney on a pro-rated monthly basis.
2. Litigation Services—Hourly Rate (One Quarter Hour Increments) (Contract #2)
Respondents are to provide an hourly rate fee for the Litigation Services as noted in the RFP. All respondents agree by submitting a response to this proposal that they will bill the board on one quarter-hour increments for services provided less than one hour.

Support Staff Fees:

Contract #2 Litigation Services

All respondents are to note in their Presentation Package a list of support staff needed to assist the legal firm in the performance of the services written in Contract #2. Respondents are to provide with the list an hourly rate fee for each support person with quarter hour increments.

Billing Invoices

Pursuant to N.J.A.C. 6A:23A-5.2 (a) (3) (iv), the school district will maintain a log of services for all legal counsel and that log will be compared to the billing invoices submitted by the legal firm. The contracted legal firm shall provide billing invoices as follows:

A. Retainer Contract Invoices—Monthly Payments

The invoice for the Retainer Contract #1 shall be submitted on a monthly basis to the School Business Administrator. Payment will be made after monthly services have been provided by the School Board Attorney. There shall be no advance payments. (N.J.A.C. 6A:23A-5.2 (a) (4) (i).

B. Hourly Services Contracts

Invoices for hourly services shall at a minimum include the following information:

1. Date of Service
2. Attorney name
3. Administrator/Board President Name (needed for signing off on the invoice)
4. Matter name
5. Hourly rate
6. Amount of time spent on each particular service
7. Total charge of the particular service
8. Total amount of invoice
9. Other items and services agreed upon

All invoices will be sent to the School Business Administrator for review and approval in accordance with board policy. The legal bills submitted will be compared to the legal log of services as so maintained by school district personnel to ensure accuracy. (N.J.A.C. 6A:23A-5.2 (a) (3) (iv).

G. PRESENTATION PACKAGE – Submit with the RFP Response

The Lakewood Public School District seeks from all participating respondents, information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

All respondents shall prepare a presentation package to be submitted with the RFP.

The Presentation Package shall include at a minimum the following:

I. Technical Criteria

A. Description of Services

Respondents should list all services to be rendered with their explanation in a detailed plan on how they will provide the services. Respondents shall also provide evidence of how services of similar type were provided to other public schools in New Jersey. (Success stories only). Respondents, by submitting a

proposal acknowledge that they fully understand the scope of service, work and activity to be performed. Respondents are to provide evidence of any innovation and/or successful approach in providing the services requested.

B. Conflicts

Describe any existing or potential legal or other policy conflicts of interest, or appearance of conflict of interest, you may have, or which reasonably might arise, because of your proposed representation of the Lakewood Board of Education.

II. Management Criteria

A. 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.

B. Qualifications: Relevant Experience

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 eight (8) public school districts for a minimum of at least the past five (5) years;
- Three (3) letters of recommendation from public school districts in New Jersey;
- Copies of all professional licenses that are required to perform the services as listed in the specifications;
- List of any judgments within the last three (3) years and/or a list of bankruptcy or organization proceedings within the last ten (10) years;
- Other information concerning the firm and/or individuals of the firm that would assist the school district in the evaluation process;
- Availability of personnel, facilities, equipment and other resources to provide the services requested;
- Disciplinary Proceedings – Indicate whether any of your attorneys have been the subject of professional disciplinary proceedings and the outcome thereof.
- Malpractice – have any malpractice actions been commenced against you within the past five years, and the outcome thereof.

III. Cost Criteria

A. Fee Proposal

Respondents are to submit a fee proposal schedule that compliments the service that is being requested by the school district. The district in its proposal is requesting that fee proposals be submitted as follows:

- Lump sum annual retainer fee – Contract #1 –School Board Attorney Services
- Hourly rate with 15 minute intervals – Contract #2 Litigation Services

The cost criteria is a significant part of the evaluation process as conducted by the district, and respondents should provide a full detailed analysis of their fee proposal. All fees are to be reported on the Fee Proposal Form as provided in the RFP package.

B. Contract Expenses

Respondents are to note the following as it pertains to expenses related to the contract:

- Expenses; Related to Contract; Incidental
All incidental expenses related to this contract, incurred by the respondent to whom the contract is awarded, shall be the responsibility of the respondent. The Board will not reimburse any vendor for any incidental expenses related to the contract.
- Expenses Not Related to the Contract; District Procedures
There may be a circumstance where a request is made for the respondent to provide services not directly related to the contract. These services not related to the contract are not to be provided by the respondent. The district will procure these services separately.
- Extraordinary Expenses
Extraordinary expenses to be incurred by the respondent in the performance of his/her duties may be brought to the Board prior to the actual expenditure. The Board, upon recommendation of the School Business Administrator, may consider reimbursing the expense, or the Board may procure the services separately.
- Travel/Parking Reimbursement -- Contract #2 Only
The board of education will consider reimbursing the respondent for all reasonable travel and parking fees while attending judicial and administrative hearings outside the City of Lakewood under Contract #2 – Litigation as follows:
 - Mileage Reimbursement – IRS Rate
 - Tolls – receipts required; EZ Pass
 - Parking – self-parking rates

Other Fees

Legal Filing Fees; Other Legal Fees:

The board of education will reimburse all legal filing fees and other necessary legal fees during the course of this contract.

Copying Fees; Extraordinary

The board of education will reimburse all extraordinary copying fees when so pre-approved by the School Business Administrator. Extraordinary copying fees will be reimbursed at a ten cents (.10) per page fee and only when pre-approved by the School Business Administrator.

H. EVALUATION PROCESS; METHODOLOGY OF AWARDING CONTRACT

All RFP responses are to be evaluated on the basis of whose response is the most advantageous to the district, price and other factors considered, and whose response will provide the highest quality of service at fair and competitive prices.

The Board of Education will use a one hundred (100) point system in evaluating all proposals. The criteria to be evaluated are identified below:

	<u>Category</u>	<u>Value Points</u>
I.	Technical Criteria A. Description of Services	25
II.	Management Criteria A. Business Management B. Qualifications; Relevant Experience	25
III.	Cost Criteria A. Fee Proposal B. Contract Expenses	50

I. EVALUATION OF PROPOSALS—Evaluation Committee

The School Business Administrator, pursuant to N.J.S.A. 18A:18A-4.5 (d) shall evaluate all proposals received. The School Business Administrator, if necessary, shall appoint a committee to assist him in the evaluation process. Committee members will be identified in the final report submitted to the board.

J. AWARD OF CONTRACT

It is the intention of the board of education to award the contract, based upon the report and recommendation of the School Business Administrator, to the respondent that receives the highest total cumulative points on the Evaluation Scoring Form **and** whose response:

- is the most advantageous to the board, price and other factors considered; and
- will provide the highest quality service at fair and competitive prices.

K. PACKAGING/SUBMISSION OF PROPOSAL—Form of Submission

The board requires that all proposals be placed in a sealed envelope with one (1) proposal clearly marked "Original Proposal" and with on clearly marked "Copy." All proposals are to be submitted as so noted in the legal advertisement and instructions to respondents.

LAKEWOOD BOARD OF EDUCATION

*Business Office
200 Ramsey Avenue
Lakewood, New Jersey 08701*



REQUEST FOR PROPOSAL

**Model Evaluation
Criteria Scoring Form**



Mr. Thaddeus Thompson
School Business Administrator
Board Secretary

SAMPLE

LAKEWOOD BOARD OF EDUCATION

Business Office
200 Ramsey Avenue
Lakewood, New Jersey 08701

Evaluation Criteria
Scoring Form

SAMPLE

RFP # _____

Date: _____

School Board Attorney / Legal Services

Name of Respondent _____

	<u>Category</u>	<u>Value Points</u>
I.	Technical Criteria A. Description of Services	_____
II.	Management Criteria A. Business Management B. Qualifications; Relevant Experience	_____
III.	Cost Criteria A. Fee Proposal B. Contract Expenses	_____
	<i>TOTAL SCORE</i>	_____

It is the intention of the Board of Education to award the contract to the respondent that receives the highest total cumulative points on the Evaluation Scoring Form **and** whose response

- is the most advantageous to the board, price and other factors considered;
and
- will provide the highest quality service at fair and competitive prices.

Reviewer: _____

Points: _____

LAKEWOOD BOARD OF EDUCATION
Business Office
200 Ramsey Avenue
Lakewood, New Jersey 08701



REQUEST FOR PROPOSAL

GENERAL SPECIFICATIONS



Mr. Thaddeus Thompson
School Business Administrator
Board Secretary

J. AFFIRMATIVE ACTION REQUIREMENTS

Each respondent 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:

- i. Appropriate evidence that the respondent is operating under an existing federally approved or sanctioned affirmative action program; or
- ii. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or
- iii. An employee information report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C.17:27-4.

Please note: A completed and signed Affirmative Action Questionnaire is required with submission of proposal. However, the Board will accept in lieu of the Questionnaire, Affirmative Action Evidence stapled to the Affirmative Action Questionnaire form.

"If awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

K. AUTHORIZATION TO WORK – PURCHASE ORDER REQUIRED

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

L. BUSINESS REGISTRATION CERTIFICATE (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:32-44 as amended by P.L. 2004 – Chapter 57, all respondents shall submit with their proposal package a copy of their "New Jersey Business Registration Certificate" as issued by the Department of Treasury of the State of New Jersey. Failure to provide the New Jersey Business Registration Certification prior to award may be cause for the rejection of the entire proposal.

Goods and Services Contracts

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract: **1)** The contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; **2)** prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; **3)** during the term of this contract, the contractor and its affiliates shall collect, remit, and notify all subcontractors and their affiliates that they must collect and remit to the Director of the New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

M. COORDINATION OF ACTIVITIES

The following official will coordinate the activities for this proposal:

Thaddeus Thompson
School Business Administrator
Email: tthompson@piners.org

N. CONTRACTS

Upon notification of award of contract by the Lakewood Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Board of Education.

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 documents 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:

Mr. Thaddeus Thompson, School Business Administrator,
Board Secretary, Purchasing Agent
Lakewood Board of Education
200 Ramsey Avenue
Lakewood, New Jersey 08701

O. DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL

The respondent shall familiarize himself with all forms* provided by the Board that are to be returned with the proposal. If there are any forms that the Board is to provide that are either missing or illegible, it is the responsibility of the respondent to contact Mrs. Diane Piasentini, Assistant Purchasing Agent, at (732) 364-2400 X7019 for duplicate copies of the forms. This must be done before the proposal date and time. The Board accepts no responsibility for duplicate forms that were not received by the respondent in time for the respondent to submit with his RFP package.

All documents returned to the Board shall be signed with an original signature in ink (blue). Failure to sign and return all required documents with the RFP 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 Board will not accept facsimile or rubber stamp signatures.

*Forms provided by the Board of Education that must be returned:

- Acknowledgement of Addenda
- Affirmative Action Questionnaire;
- Iran – Disclosure of Investment Activities
- Proposal Form

- Stockholders Disclosure Statement;
- Vendor Questionnaire/Certification;
- New Jersey Business Registration Certificate (to be provided prior to award);
- Chapter 271 Political Contribution Disclosure Form; and
- Non-Collusion Affidavit.

Please check your RFP package for these forms.

The school district intends to evaluate all proposals on the basis of the responses that are most advantageous to the district, price and other factors considered. Included in the evaluation process, but not limited to:

- Experience and ability to perform services;
- Qualifications and references;
- Organization; staffing; facilities;
- Cost proposal;
- Knowledge of Lakewood Public School District and subject matter discussed in proposal;
- Other factors demonstrated in the respondent's presentation package that may be in the best interests of the school district.

P. FALSE MATERIAL REPRESENTATION – N.J.S.A. 2C:21-34-97(b)

A person commits a crime if the person knowingly makes a material representation that is false in connection with the negotiation, award or performance of a government contract. If the contract amount is for \$25,000.00 or above, the offender is guilty of a crime of the second degree. If the contract amount exceeds \$2,500.00, but is less than \$25,000.00, the offender is guilty of a crime of the third degree. If the contract amount is for \$2,500.00 or less, the offender is guilty of a crime of the fourth degree.

Q. 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 Lakewood Public School District will not pay any costs for travel except for travel noted in the Scope of Services for Contracts #2. Travel time is not to be charged on any hourly or service rate. Travel time to and from the site of service is to be borne by the respondent.

R. INSURANCE; PROFESSIONAL LIABILITY – CERTIFICATE REQUIRED

☒ Required

☐ Not Required

The successful respondent to whom the contract is awarded shall provide to the Board of Education with contract documents a Professional Liability Insurance Certificate with the following limits:

\$1,000,000 Each Incident; Occurrence; Wrongful Act
\$3,000,000 Aggregate

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

The Lakewood Board of Education
c/o The Business Office
200 Ramsey Avenue
Lakewood, NJ 08701

and remain in full force during the term of contract.

S. INTERPRETATIONS AND ADDENDA

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 Purchasing Agent and must be received at least ten (10) days prior to the date fixed for the opening of Proposals to be given consideration. Any and all interpretations and any supplemental instructions will be distributed in the form of a 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 certified mail or certified fax 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.

T. POLITICAL CONTRIBUTION DISCLOSURE STATEMENT – PAY TO PLAY

A business entity as defined by law is advised of its 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 Chapter 271 section 3) if the business entity receives contracts in excess of \$50,000 from public entities in a calendar year. It is the business entity's responsibility to determine if filing is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement commission at 1-888-313-3532 or at www.elec.nj.us.

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

Award of Contract -- Reportable Contributions -- N.J.A.C. 6A:23A-6.3 (a) (2)

"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, c83 (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."

Contributions During Term of Contract – Prohibited -- N.J.A.C. 6A:23A-6.3 (a)(2,3)

"Contributions reportable by the recipient under P.L. 1973, c83 (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."

Chapter 271 Political Contribution Disclosure Form – Required -- N.J.A.C. 6A:23A-6.3 (a)(4)

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.

U. **PRE-PROPOSAL MEETING** ☐ Applicable ☒ Not Applicable

V. **SUBCONTRACTING; ASSIGNMENT OF CONTRACT**

Contractors, services providers, and all vendors with whom the Board of Education has an executed contract may not subcontract any part of any work done or consign any contract for goods or materials for the Board without first receiving written permission from the Purchasing Agent.

W. **SUBMISSION DEADLINE**

The deadline to submit all RFP Packages is

Friday, May 6, 2016 at 11:00 a.m.

Submissions received after the date and time noted in the RFP Package shall not be considered.

X. **SUBMISSION OF RFP PACKAGE – (Original and Copy)**

All RFP Proposal Packages including the Letter of Transmittal and the Presentation Package are to be addressed to:

Mr. Thaddeus Thompson
School Business Administrator
Board Secretary, Purchasing Agent
Lakewood Board of Education
200 Ramsey Avenue
Lakewood, New Jersey 08701

Respondents are to include:

- One original RFP Package with original signature
- Five (5) copies of the RFP Package

Y. **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 this 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.

Z. WITHDRAWAL OF PROPOSALS

Before the Proposal Due Date

The Purchasing Agent may consider a written request from a respondent to withdraw a proposal if the written request is received by the Purchasing Agent before the proposal due date. Any respondent who has been granted permission by the Purchasing Agent to have his/her proposal withdrawn cannot re-submit a proposal for the same project.

After the Proposal Due Date

The Board of Education may consider a written request from a respondent to withdraw a proposal if the written request is received by the Purchasing Agent within five (5) business days after the proposal opening. A request to withdraw a proposal after the specified number of days will not be honored.

The respondent who wishes to withdraw a proposal must provide a certification supported by written factual evidence that an error or omission was made by the respondent and that the error or omission was a substantial computational error or an unintentional omission or both.

The request to withdraw a proposal after the proposal due date may be reviewed by the Purchasing Agent, the interested administrators; and/or the Board Attorney and a recommendation will be made to the Board of Education.

The Board of Education will be the final determining authority in permitting the proposal to be withdrawn.

ETHICS IN PURCHASING

Statement to Vendors

School District Responsibility

Recommendation of Purchases

It is the desire of the Lakewood Board of Education to have all Board employees and officials practice exemplary ethical behavior in the procurement of goods, materials, supplies, and services.

School officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et.seq.

Solicitation/Receipt of Gifts – Prohibited

School officials and employees are prohibited from soliciting and receiving funds, gifts, materials, goods, services, favors, and any other items of value from vendors doing business with the Lakewood Board of Education

Vendor Responsibility

Any vendor doing business or proposing to do business with the Lakewood Public School District, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Lakewood Public School District or to any member of the official's or employee's immediate family.

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Lakewood Public School District, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

Vendor Certification

Vendors will be asked to certify that no official or employee of the Lakewood Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Lakewood Board of Education.

Mr. Thaddeus Thompson
School Business Administrator/Board Secretary

LAKEWOOD BOARD OF EDUCATION
BUSINESS OFFICE
200 Ramsey Avenue
Lakewood, New Jersey 08701

Thaddeus Thompson
BOARD SECRETARY
SCHOOL BUSINESS ADMINISTRATOR

VOICE: 732-364-2400 X7011
FAX: 732-905-3687

TO: All Vendors

UNAUTHORIZED ORDERS

Official Notification

Authorized Purchases

The Lakewood Board of Education only recognizes purchases made through the approved purchase order process. All purchases require a:

Written Purchase Order with **authorized signatures** and a **Purchase Order Number**.

Unauthorized Purchases

Any Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

Vendors' Responsibility

- **Do NOT Honor Requests!**

Vendors are not to honor or accept any requests for goods or services unless the vendor receives a **written purchase order** with **authorized signatures** and a **purchase order number**.

- **Contact the Business Office!**

Please alert Mrs. Diane Piasentini at (732) 364-2400 X7019 if any Board employee attempts to place an order without an authorized purchase order.

- **You will NOT Get Paid!**

The Lakewood Board of Education will not be held responsible for any unauthorized orders or purchases.

Authorized Signatures

The Lakewood Board of Education will only recognize purchase orders signed by:

Thaddeus Thompson
School Business Administrator

LAKEWOOD BOARD OF EDUCATION
Business Office
200 Ramsey Avenue
Lakewood, New Jersey 08701

ADVISORY INFORMATION FOR RESPONDENTS

1. PROMPTNESS OF PROPOSAL SUBMITTAL

It is the responsibility of the respondent to ensure that their proposal is presented in a sealed envelope at the District's Business Office, Office of the School Business Administrator or designee, prior to the advertised date and time fixed for closure of the Proposal period. This will occur promptly for this Proposal on **Friday, May 6, 2016 @ 11:00 A.M.** No extensions or exceptions will be made. The Business Office is opened Monday through Friday from 8:00 am – 4:00 pm according to the school calendar which can be found online. Access to the Administration Building may be delayed because of security clearance. Respondents may also submit proposals to the School Business Administrator or his designee at 200 Ramsey Avenue, Lakewood, NJ prior to the advertised proposal opening date and time. Once again, proposals will not be received after the time designated in the advertisement.

2. PARKING

Parking in the vicinity of the Lakewood Board of Education Administration Building is at a premium. ***Allow enough time to locate a parking space.***

Heavy traffic hours by the Board Offices on school days are from 7:00 a.m. to 8:30 a.m., and between 1:40 p.m. and 3:00 p.m., since the High School is adjacent.

3. MAIL

Mail is brought to the Board Offices in mailbags, approximately 10:00 am each day. The mail is then sorted within the district system, by departments. The Business Office routinely receives its mail at approximately 11:30a.m.

4. UPS / FED EX / AND OTHER EXPRESS DELIVERY SERVICES

Deliveries of this type are usually made from 11:00 A.M. on. These items are brought only to the receptionist at the main building entrance. The receptionist then calls the various departments with a request to pick up their items. There may be some delay in getting Proposals to the Business Office.

5. HAND DELIVER PROPOSALS – SUGGESTED PRACTICE

Keeping the aforementioned items in mind, the Board suggests that respondents arrange to hand deliver their proposal to the Business Office, and personally turn it in to the office of the School Business Administrator before the advertised date and time. **Please understand that Proposals arriving after the advertised date and time for any reason cannot be accepted or opened or considered.**

LAKEWOOD BOARD OF EDUCATION
Business Office
200 Ramsey Avenue
Lakewood, New Jersey 08701

PROPOSAL CHECKLIST

A. Documents to be Returned with Proposal

1. Acknowledgement of Addenda
2. Affirmative Action Questionnaire or Certificate of Employee Information Report
3. Chapter 271 Political Contribution Disclosure Form
4. Contractor/Vendor Questionnaire / Certification
5. Disclosure of Investment Activities in Iran
6. Financial Guarantee and/or Certificate (Consent) of Surety—when required
7. New Jersey Business Registration Certificate (to be provided prior to award)
8. Non-Collusion Affidavit
9. Proposal Form
10. Respondent's Comment Form – Optional
11. Stockholders' /Partnership Disclosure Affidavit, and Ownership Declaration

The documents listed above when required, are to be submitted with the Proposal package. Failure to submit them may be cause for disqualification for being non-responsive pursuant to N.J.S.A. 18A:18A-2(y).

B. Reminder Checklist

As a courtesy, the Office of the School Business Administrator has prepared this reminder checklist for items pertaining to this Proposal. The checklist is not considered to be all-inclusive. Respondents are to read and become familiar with all instructions outlined in the Proposal package.

<u>Item</u>	<u>Yes</u>	<u>No</u>
1. Have you verified your pricing to ensure accuracy?		
2. Have you answered question fully and accurately?		
3. Have you signed all your documents (BLUE INK)? No facsimile signature.		
4. Have you prepared all documents for submission?		
5. Did you make a copy of the Proposal package for your records?		
6. Did you submit a Proposal Guarantee? Consent of Surety? (Only if required)		
7. Did you correctly address the envelope? (Page 1 Item #2)		
8. Have you allowed ample time for the Proposal to reach the Business Office?		

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 limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to 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, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal 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, 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 AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at:
http://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.

LAKEWOOD BOARD OF EDUCATION

Business Office
200 Ramsey Avenue
Lakewood, New Jersey 08701



PROPOSAL DOCUMENTS AND REQUIRED DOCUMENTATION

All documents in this section shall be completed, signed and submitted with the Proposal package – Failure to submit the Proposal documents and other documents so specified may be cause to reject the Proposal for being non-responsive (N.J.S.A. 18A:18A-2(y)).



Thaddeus Thompson
School Business Administrator

LAKEWOOD BOARD OF EDUCATION
Business Office
200 Ramsey Avenue
Lakewood, New Jersey 08701

RFP No.: 01-1617

Date: Friday, May 6, 2016 at 11:00 A.M.

School Board Attorney/Legal Services

Fee Proposal Form

I/we submit the following proposal prices based upon the specifications here within:

Contract #1 – General Counsel – Retainer Contract \$ _____ /Annual
Retainer Fee

Contract #2 – Litigation Services \$ _____ /Per Hour

Support Staff Fees – Contract #2 Litigation Services

All respondents are to list in their Presentation Package a list of support staff needed to assist the legal firm in the performance of the services written in Contract #2. Respondents are to provide with the list an hourly rate fee for each support person with quarter hour increments.

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:

Name of Firm _____

Name of Lead Attorney _____

Address _____ P.O. Box _____

City, State, Zip Code _____

Federal Tax ID Number _____

Phone Number () _____ Extension _____

Fax No. () _____ E-Mail _____

Authorized Agent _____ Title _____

Agent's Signature _____ Date _____

All proposals must be received no later than **Friday, May 6, 2016, at 11:00 a.m.** All proposals are to be sent to: **Mr. Thaddeus Thompson,**
School Business Administrator, Board Secretary,
200 Ramsey Avenue
Lakewood, New Jersey 08701

To be completed, signed below and returned with proposal.

SCHOOL BOARD ATTORNEY / LEGAL SERVICES

Acknowledgement of Addenda

Proposal Number RFP 01-1617 Proposal Date: FRIDAY, MAY 6, 2016 @ 11:00 A.M.

The Respondent acknowledges receipt of the hereinafter enumerated Addenda which have been issued during period of proposal and agrees that said Addenda shall become a part of this contract. The Respondent shall list below the numbers and issuing dates of the Addenda.

<u>ADDENDA NO.</u>	<u>ISSUING DATES</u>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

☐ **No Addenda Received**

Name of Company

Address

 P.O. Box

City, State, Zip Code

Name of Authorized Representative

Signature

 Date

To be completed and signed below.

Return with Bid

AFFIRMATIVE ACTION QUESTIONNAIRE

RFP No.: 01-1617

Date: Friday, May 6, 2016 at 11:00 A.M.

School Board Attorney/Legal Services

This form is to be completed and returned with the bid. However, the Board will accept in lieu of this Questionnaire, Affirmative Action Evidence stapled to this page.

1. Our company has a federal Affirmative Action Plan approval. ☐ Yes ☐ No

If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a N.J. State Certificate of Employee Information Report ☐ Yes ☐ No

If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered **"NO"** to both questions No. 1 and 2, you must apply for an affirmative action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance: www.state.nj.us/treasury/contract/compliance/

- Click on "Employee Information Report"
- Complete and submit the form with the appropriate payment to:

Department of Treasury
Division of Public Contracts/EEO Compliance
P.O. Box 209
Trenton, NJ 08625-0002

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

Name: _____

Signature _____

Title _____ Date _____

Name of Company _____

Address _____

City, State, Zip _____

To be completed and returned with the proposal form.

Vendor Questionnaire/Certification

RFP No.: 01-1617

Date: Friday, May 6, 2016 at 11:00 A.M.

School Board Attorney/Legal Services

Name of Company _____

Street Address _____ PO Box _____

City, State, Zip _____

Business Phone Number (____) _____ Ext. _____

Emergency Phone Number (____) _____

FAX No. (____) _____ E-Mail _____

Years in Business _____ Number of Employees _____

References – Work previously done for School Systems in New Jersey

<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the Lakewood 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 Lakewood 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 I am not an official or employee of the Lakewood 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

Lakewood Board of Education
STATE OF NEW JERSEY – DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Solicitation Number: **RFP 01-1617**

Respondent/Officer: _____

PART 1: CERTIFICATION

RESPONDENTS 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://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Respondents must review this list prior to completing the below certification. **Failure to complete the certification will render a respondent'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 respondent listed above nor any of the respondent's parents, 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 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 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 non-responsive** 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 box below.

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION.

Name: _____ Relationship to Respondent/Officer _____	
Description of Activities _____ _____	
Duration of Engagement _____	Anticipated Cessation Date _____
Respondent/Officer Contact Name _____	Contact Phone Number _____

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 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 agreement(s) with the State of New Jersey and the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature _____

Title: _____ Date: _____

Name of Company: _____ City/State/Zip: _____

NON-COLLUSION AFFIDAVIT

RFP No.: 01-1617

Date: Friday, May 6, 2016 at 11:00 A.M.

School Board Attorney/Legal Services

Re: Proposal for the Lakewood Board of Education.

STATE OF NEW JERSEY)

Date:

COUNTY OF)
:ss:

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

I am _____ (Position in Company) of the firm of _____
_____ and the bidder
making the Proposal for the above names contract, and that I executed the said Proposal with full
authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in
any collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise
taken any action in restraint of free, competitive bidding in connection with the above named bid,
and that all statements contained in said Proposal and in this affidavit are true and correct, and
made with full knowledge that the Board of Education of the City of Lakewood relies upon the truth
of the statements contained in said Proposal and in the statements contained in this affidavit in
awarding the contract for the said bid.

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 employees of bona fide established commercial or
selling agencies maintained by

(Print Name of Contractor/Vendor)

Subscribed and sworn to:

(SIGNATURE OF CONTRACTOR/VENDOR)

before me this _____ day of _____, _____
Month Year

NOTARY PUBLIC SIGNATURE

Print Name of Notary Public

My commission expires _____
Month Day Year - Seal -

RESPONDENT'S COMMENT FORM

Proposal No. **RFP 01-1617**

Title: **SCHOOL BOARD ATTORNEY / LEGAL SERVICES**

Proposal Date: **FRIDAY, MAY 6, 2016 @ 11:00 A.M.**

This form is for Respondent's use in offering voluntary alternates, or other comments intended to afford the Board information or opportunities to improve the quality of the project, without invalidating the Proposal. It may *not* be used to take exception to specific conditions of the project defined in the contract documents which the Respondent does not like. The Proposal provided must be based upon the plans and specs, and all contract conditions, as stated. If these documents or conditions contain some untenable item, or extremely expensive provision, for example, to which the Respondent wishes to raise objection, this must be done at the Pre-Proposal meeting, or in writing to the Architect through the question process outlined in the Instructions to Respondents. Such inquiries will have response issued by addendum only, and the resulting decision circulated to all Respondents of record. Inquiries raised too close to the Proposal date will not be able to be answered.

Name of Company _____

Address _____

City, State, Zip _____

Name of Authorized Representative _____

Signature _____ Title _____ Date _____

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

RFP No.: 01-1617

Date: Friday, May 6, 2016 at 11:00 A.M.

School Board Attorney/Legal Services

Re: Proposal for the Lakewood Board of Education.

Please check one type of Ownership, complete the form, and execute where provided.

☐	<u>Corporation--</u>	☐	<u>Limited Partnership--</u>
☐	<u>Partnership--</u>	☐	<u>Limited Liability Corp.--</u>
☐	<u>Sole Proprietorship--</u>	☐	<u>Limited Liability Partnership--</u>
☐	<u>Sub Chapter S Corp.--</u>	☐	<u>Other-_____</u>

No corporation "or partnership" shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid of said corporation or said partnership, there is submitted a statement setting forth the names and all individual partners in the partnership who own a 10% or greater interest therein, as the case may be." If one or more such stockholder "or partner" is itself a corporation "or partnership", the stockholder holding 10% or more of that corporation "or partnership" the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be, continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH BID. In the event that there are no persons who own ten percent or more of the stock or ownership of the bidder, then such fact should be certified below as part of this disclosure.

Name of Company _____

Address _____

City, State, Zip _____

List of Owners with Ten Percent (10%) or More Interest

<u>Owner's Name</u>	<u>Home Address</u>	<u>Title/Office Held</u>	<u>Percent (%) of Partnership Shares Owned</u>

NOTE: If you need more space than that provided above, please use an extra sheet for furnishing the above required information for any remaining persons or entities.

Signature

Date

(form continued from the previous page)

To be completed and signed below.

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP (cont'd.)

If your firm is not a corporation and/or partnership, please explain below how your firm is organized and include a list of the various principals.

Our firm, _____, is organized

Names of Principals

Title

Use additional paper if needed. Check here

☐

if additional sheets are attached.

Name of Company_____

Address_____

City, State, Zip_____

Authorized Agent_____ ***Title*** _____

SIGNATURE OF AUTHORIZED AGENT

**Lakewood Board of Education
Business Office
200 Ramsey Avenue
Lakewood, New Jersey 08701**

RFP No.: 01-1617

Date: Friday, May 6, 2016 at 11:00 A.M.

School Board Attorney/Legal Services

**Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed \$17,500.00)
Ref. N.J.S.A. 52:34-25**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

<u>Date of Contribution</u>	<u>Amount of Contribution</u>	<u>Name of Recipient Elected Official/ Committee/Candidate</u>	<u>Name of Contributor</u>

The Business Entity may attach additional pages if needed.

☐ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that _____ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent

Signature _____ Title

Business
Entity _____

P.L. 2005, c.271

(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint*)

AN ACT authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

40A:11-51 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts therefrom to business entities that have made a contribution pursuant to P.L.1973, c.83 (C.19:44A-1 et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L.2004, c.19 (C. 19:44A-20.2 et al.) and section 22 of P.L.1973, c.83 (C.19:44A-22).

b. The provisions of P.L.2004, c.19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L.2004, c.19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

52:34-25 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefor, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L.1973, c.83 (C.19:44A-1 et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, an elective office of that public entity, 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, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a 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. 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. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized

under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the 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, as appropriate; and

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

19:44A-20.13 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L.1973, c.83 (C.19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a 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. 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. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"interest" means the 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, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

* Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40A:11-51 and to N.J.S.A. 52:34-25.

<p align="center">List of Agencies with Elected Officials Required for Political Contribution Disclosure</p>

N.J.S.A. 19:44A-20.26

County Name: Ocean

State: Governor, and Legislative Leadership Committees

Legislative District #s: 9, 10, & 30

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

Barnegat Light Borough
Barnegat Township
Bay Head Borough
Beach Haven Borough
Beachwood Borough
Berkeley Township
Brick Township
Dover Township
Eagleswood Township
Harvey Cedars Borough
Island Heights Borough
Jackson Township

Lacey Township
Lakehurst Borough
Lakewood Township
Lavallette Borough
Little Egg Harbor Township
Long Beach Township
Manchester Township
Mantoloking Borough
Ocean Gate Borough
Ocean Township
Pine Beach Borough
Plumsted Township

Point Pleasant Beach Borough
Point Pleasant Borough
Seaside Heights Borough
Seaside Park Borough
Ship Bottom Borough
South Toms River Borough
Stafford Township
Surf City Borough
Tuckerton Borough

Boards of Education (Members of the Board):

Barnegat Township
Bay Head Borough
Beach Haven Borough
Berkeley Township
Brick Township
Central Regional
Eagleswood Township
Island Heights Borough
Jackson Township
Lacey Township

Lakehurst Borough
Lakewood Township
Lavallette Borough
Little Egg Harbor Township
Long Beach Island
Manchester Township
Mantoloking
Ocean Gate Borough
Ocean Township
Pinelands Regional

Plumsted Township
Point Pleasant Beach Borough
Point Pleasant Borough
Seaside Heights Borough
Seaside Park Borough
Southern Regional
Stafford Township
Toms River Regional
Tuckerton Borough

Fire Districts (Board of Fire Commissioners):

Brick Township Fire District No. 1
Brick Township Fire District No. 2
Brick Township Fire District No. 3

Jackson Township Fire District No. 1, No. 2, No. 3 & No. 4
Lakewood Fire District No. 1
Plumsted Township Fire District No. 1

Dover Township Fire District No. 1, & No. 2

Little Egg Harbor Township Fire District No. 1, No. 2 & No. 3

Jackson Township Fire District No. 1

STATE OF NEW JERSEY
Division of Public Contracts Equal Employment Opportunity Compliance

IMPORTANT- READ INSTRUCTIONS ON BACK OF FORM CAREFULLY.
FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM MAY DELAY ISSUANCE OF YOUR CERTIFICATE.
DO NOT SUBMIT EEO-1 REPORT FOR SECTION B.

EMPLOYEE INFORMATION REPORT

USE SHARP BALLPOINT PEN.
MAY DELAY ISSUANCE OF YOUR CERTIFICATE.
onJus/treasury/contract_compliance/pdf/aa302ins.pdf

1. FID NO. OR SOCIAL SECURITY NUMBER
2. TYPE OF CONTRACT
3. TOTAL NO. EMPLOYERS IN THE ENTIRE COMPANY

4. COMPANY NAME

5. STREET CITY COUNTY STATE ZIP CODE

6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) CITY STATE ZIP CODE

7. CHECK ONE IS THE COMPANY ☐ SINGLE-ESTABLISHMENT EMPLOYER ☐ MULTI-ESTABLISHMENT EMPLOYER

8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ

9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT

10. PUBLIC AGENCY AWARDED CONTRACT CITY COUNTY STATE ZIP CODE

Official Use Only
DATE RECEIVED
N/A DATE
ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT A WEEC-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN									
	COL. 1 TOTAL (Cols 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	MALE					FEMALE				
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN
Officials/ Managers													
Professionals													
Technicians													
Sales Workers													
Office & Clerical													
Craftworkers (Skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers													
TOTAL													
Total employment from previous Report (if any)													
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.												

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED?
☐ 1 Visual Survey ☐ 2 Employment Record ☐ 3 Other (Specify)

13. DATES OF PAYROLL PERIOD USED
From To

14. IS THIS THE FIRST Employee Information Report Submitted?
1 YES 2 NO

15. IF NO, DATE LAST REPORT SUBMITTED
MO DAY YEAR

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type) SIGNATURE TITLE DATE MO DAY YEAR

17. ADDRESS NO. & STREET CITY COUNTY STATE ZIP CODE PHONE (AREA CODE, NO.) EXTENSION

I certify that the information on this Form is true and correct.

**INSTRUCTIONS FOR COMPLETING THE
EMPLOYEE INFORMATION REPORT (FORM AA302)**

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code. This is not applicable if you are renewing a current Certificate.

ITEM 11 - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. DO NOT attach an EEO-1 Report.

Racial/Ethnic Groups will be defined:

Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Phillippine Islands and Samoa.

Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDED THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY(FEE IS NON-REFUNDABLE) TO:

NJ Department of the Treasury

Division of Public Contracts Equal Employment Opportunity Compliance
P.O. Box 206

Trenton, New Jersey 08625-0206 Telephone No. (609) 292-5473