



**REQUEST FOR PROPOSALS  
NOTICE OF SOLICITATION  
FOR INSTRUCTIONAL & RELATED SERVICES FOR THE  
2024-2025 SCHOOL YEAR (RFP 24-25 INSTR & RELATED)**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, and N.J.S.A. 18A:18A (4.1, 4.3, 4.4, 4.5), the Camden County Educational Services Commission ("CCESC"), located at 225 White Horse Avenue, Clementon, New Jersey 08021 is seeking responses to its RFP for Instructional and Related services to be provided to CCESC as listed below. Responses are due by Tuesday, May 28, 2024 by 3:00pm (eastern). The contract period is from July 1, 2024 to June 30, 2025.

- **Child Study Team** (*English AND Bilingual*)
  - School Social Worker
  - Learning Disability Teacher Consultant
  - School Psychologist
  - Neurologic / Psychiatric / Neuro-Psychiatric Evaluations
- **Homebound Instruction Services – NonPublic Schools**
- **Therapy/Related Services** (*English AND Bilingual*)
  - Occupational Therapist
  - Physical Therapist
  - Speech Language Specialist
- **Assistive Technology / Augmentative and Alternative Communication**
- **Interpretation / Translation Services**
- **Deaf and Hard of Hearing Services**
  - Teacher of the Deaf
  - Sign Language Interpreters
- **Audiological Services**
- **School Counselor**
- **Student Assistance Coordinator (SAC)**

- **Instructional Assistants**
- **Behavioral Services**
  - Social Skills Consulting
  - BCBA-D; Board Certified Behavior Analyst-Doctor
  - BCBA – Board Certified Behavior Analyst
  - BCaBA – Board Certified Assistant Behavior Analyst
  - RBT – Registered Behavior Technician
  - Applied Behavior Analyst
- **School Administrator or Consultant**
  - Superintendent/Assistant Superintendent
  - Director/Supervisor
  - Principal/Assistant Principal
  - Program/Curriculum Consultant
  - Professional Development Providers
- **Mental Health Services** (English and Bilingual)
  - School Clearances
  - Therapy-Individual (School Based or Out-Patient)

Requests for Proposals are on file at the Board Secretary/Business Administrator's office at 225 White Horse Avenue, Clementon, New Jersey 08021 and may also be downloaded from the Commission's website at: [www.camdenesc.org](http://www.camdenesc.org)

All RFP responses must be received by the Commission Board Secretary/Business Administrator no later than 3:00 PM on Tuesday, May 28, 2024, at the CCESC office located at 225 White Horse Avenue, Clementon, New Jersey 08021. All questions concerning this notice must be sent to Patrick Madden, Business Administrator, via email only at [pmadden@camdenesc.org](mailto:pmadden@camdenesc.org).

**The subject line of all email correspondence must be identified as follows: “RFP 24-25 INSTR & RELATED”**

## MINIMUM REQUIRED INFORMATION/DOCUMENTATION

All RFP's for Instructional and Related contracts shall include at a minimum, the following information/documentation:

1. Names and title of owner/proprietor/principal of the company, and the type of business (e.g. corporation, Sole Proprietor, LLC, etc.).
  - a. Identify if the company is registered as a minority or women owned business.
  - b. Identify the person(s) and the title(s), of those who will be primarily responsible for account management and contract management.
  - c. Identify the person(s) who will perform required tasks as well as the listing of their licenses. Also include a description of their experience as respects to the work being proposed.
  - d. Identify the person(s) who will serve as back-up to the primary person(s), including license and experience information.
2. Professional Liability Insurance: All organizations are to provide, at their own expense, a comprehensive general liability insurance policy including professional liability and errors and omissions coverage. The coverage will need to name Camden County ESC as Additional Insured and shall insure against any and all claims, including bodily injury or death, arising from the performance of services provided. This coverage will extend to the professional, the professionals' employees, staff, agents, contractors, and any other party engaged by the provider to perform services for the CCEC. The proposer shall provide a current certificate of insurance for professional liability/malpractice coverage with limits acceptable to the CCEC.
3. New Jersey Business Registration Certificate
4. Respondents must comply with Mandatory Equal Employment Opportunity Language N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27 (See Exhibit A). Submit Affirmative Action Questionnaire.
5. A Statement of Ownership Disclosure **and** Political Contribution Disclosure Statement Required – Pay to Play.
6. Sample Contract – provide a sample copy of the respondent's contract. The sample contract must comply with all terms and conditions of this RFP.
7. Must maintain a bona fide office(s) in the State of New Jersey.
8. Non-Collusion Affidavit
9. Vendor Questionnaire
10. W-9 <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
11. Assurance of Compliance

12. Disclosure of Activities in Russia-Belarus & Iran Forms N.J.S.A. 18A:18A
13. A summary page with all services and pricing.

### **Scope of Services**

The respondent may respond to any or all service categories listed on pages 1 & 2 of this document.

Specialized service required - The Camden County Educational Services Commission desires to appoint a firm(s) to provide various services to the CCESC. Applicants shall have the responsibility of providing services either in-person or through remote or virtual platforms (only as directed by CCESC) for the 2024-2025 school year. Services may include direct services, consultations, and evaluation services as determined by the CCESC. Respondents are required to submit invoices with all supporting backup including, but not limited to, billing statements, invoices, service logs, etc. To ensure payment within 45 days, this information shall be received by the 5<sup>th</sup> of each month following services. Hours are to be determined by CCESC and/or by individual IEP/SP for each student. Services shall also include other direct services and non-contact chargeable client treatment (ie: parent education, teacher consultant, attendance at IEP/SP meetings and other related duties).

### **Minimum Qualifications:**

1. The firm shall have one (1) or more licensed professionals on staff whose major focus and work has been and remains providing the services outlined below. Names of individuals who will perform required tasks as well as the listing of their licenses.
  - a. Identify the person who will be primarily responsible for the services required by the CCESC and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the CCESC.
  - b. Identify persons who will serve as back up to the primary person including résumés of all parties.
2. Firms, other than licensed clinical mental health professionals, shall have at least five (5) years' experience in providing services to public and private schools.
3. The firm shall designate individuals within the firm that have the following qualifications be assigned to the CCESC.

### **CHILD STUDY TEAM SERVICES** (English & Bilingual)

#### **School Social Worker**

The School Social Worker endorsement is required for services as a School Social Worker in grades preschool through grade 12.

NJ DOE requires - endorsement code 3200.

### ***Learning Disabilities Teacher Consultant***

The Learning Disability Teacher Consultant endorsement is required for services as a Learning Disability Teacher Consultant in grades preschool through grade 12. NJ DOE requires - endorsement code 3300.

### ***School Psychologist***

The School Psychologist endorsement authorizes the holder to serve as a Psychologist in grades preschool through grade 12. NJ DOE requires - endorsement code 3100.

### ***Neurologic / Psychiatric / Neuro-Psychiatric***

The Neurologic / Psychiatric / Neuro-Psychiatric services requested will entail Neurologic / Psychiatric / Neuro-Psychiatric evaluations on a per case basis for children in grades preschool through grade 12.

## **HOMEBOUND INSTRUCTION SERVICES – Non Public Schools**

Due to a temporary health condition home instruction is delivered to K-12 nonpublic students at the residence or other treatment setting in Language Arts and/or Mathematics. Instruction may be delivered in the home or out-of-school setting either directly, or through online services. Instruction shall be provided at a location conducive to providing educational services, taking into consideration the student's disability and any unique circumstances. The parent shall be consulted in determining the appropriate location for the provision of home instruction.

Home Instruction will be provided on a per case and/or hourly basis for children in grades kindergarten through grade 12.

NJ DOE requires - the teacher providing instruction shall be an appropriately certified general education teacher.

Payment to the awarded respondent for home instruction will not exceed the then current school year state funding through PL-192, less a 6% administrative fee (ie: 94% of the NJ DOE current school year per pupil payment rate).

## **THERAPY / RELATED SERVICES PROVIDER (English & Bilingual)**

### ***Occupational Therapist***

The School Occupational Therapist will be required to perform direct and indirect services on an hourly basis and perform evaluations at a fixed rate per evaluation. The School Occupational Therapist must hold an active New Jersey license and hold an endorsement as an Occupational Therapist for grades preschool through grade 12.

NJ DOE requires - endorsement code 2910.

### ***Physical Therapist***

The School Physical Therapist will be required to perform direct and indirect services on an hourly basis and perform evaluations at a fixed rate per evaluation. The School Physical Therapist must hold an active New Jersey license and hold an endorsement as a School Physical Therapist for grades preschool through grade 12.

NJ DOE requires - endorsement code 2920.

### ***Speech Language Specialist***

The Speech Language Specialist will be required to perform direct and indirect services on an hourly basis and perform evaluations at a fixed rate per evaluation. The Speech Language Specialist must hold an endorsement as a Speech Language Specialist for grades preschool through grade 12.

NJ DOE requires - endorsement code 3462.

### **ASSISTIVE TECHNOLOGY / AUGMENTATIVE AND ALTERNATIVE COMMUNICATION**

The consultant will conduct AT/AAC evaluations providing a written evaluation with recommendations, consultation with staff, students, family, and/or classrooms, ongoing training, staff development, IEP recommendations, and case review to address low, mid, and high-tech strategies to benefit a student's education, written, and verbal communication. Services will be offered on a per case and/or hourly basis for children in grades preschool through grade 12.

### **INTERPRETATION / TRANSLATION SERVICES**

The Translation Services requested will entail various/multiple language translation services on a per case and/or hourly basis for children and/or families of children in grades preschool through grade 12.

### **DEAF AND HARD OF HEARING SERVICES**

#### ***Teacher of the Deaf***

Teacher of the Deaf services shall include, but are not limited to, specialized instruction to students who are deaf or hard of hearing with the use of sign language services as needed on an hourly or per diem basis.

NJDOE Endorsement Code- 3422 and/or 3423

#### ***Sign Language Interpreters***

ASL interpreters shall include interpretation for educational purposes, including instruction, evaluation, and meetings as needed on an hourly basis.

NJDOE Endorsement Code- 3463

### **AUDIOLOGICAL SERVICES**

The Audiological Services requested will entail central auditory processing evaluations and audiological evaluations on a per case and/or hourly basis for children in grades preschool through grade 12.

### **SCHOOL COUNSELOR**

The School Counselor endorsement is required for services as a School Counselor in grades preschool through grade 12.

NJ DOE requires - endorsement code 2702.

## **STUDENT ASSISTANCE COORDINATOR (SAC)**

The Student Assistance Coordinator (SAC) endorsement authorizes the holder to perform the functions of student assistance coordinator in grades preschool through grade 12 NJ DOE requires - endorsement code 3461.

## **INSTRUCTIONAL ASSISTANTS**

Services will include, but not limited to, assisting teachers to develop student skill levels in order to maximize benefit from the instructional programs.

## **BEHAVIORAL SERVICES**

### ***Social Skills Consulting***

The Social skills consultant will respond to district needs for professional development, social skills training, or interventions specific to district requests on a per case or hourly basis.

### ***BCBA-D: Board Certified Behavior Analyst-Doctoral***

BCBAs with doctoral training in behavior analysis may receive the designation of Board Certified Behavior Analyst-Doctoral™ (BCBA-D™). The BCBA-D™ is not a separate certification and it does not grant any privileges above or beyond the BCBA certification. If you are certified at the BCBA-D level, you function in the same capacity as a BCBA (i.e., as an independent practitioner who provides behavior-analytic services) and are required to meet all BCBA maintenance requirements.

### ***BCBA – Board Certified Behavior Analyst***

The Board Certified Behavior Analyst® (BCBA®) is a graduate-level certification in behavior analysis. Professionals certified at the BCBA level are independent practitioners who provide behavior analysis services. BCBAs may supervise the work of Board Certified Assistant Behavior Analysts® (BCaBAs®), Registered Behavior Technicians™ (RBTs®), and other professionals who implement behavior-analytic interventions. The BCBA will conduct functional behavioral assessments, develop behavior intervention plans, and provide behavioral consultations.

### ***BCaBA: Board Certified Assistant Behavior Analyst***

The Board Certified Assistant Behavior Analyst® (BCaBA®) is an undergraduate-level certification in behavior analysis. Professionals certified at the BCaBA level provide behavior analysis services under the supervision of Board Certified Behavior Analyst® (BCBA®). Professionals certified at the BCaBA level may not provide behavior analysis services without the supervision of a Board Certified Behavior Analysts® (BCBA®). BCaBAs may supervise the work of Registered Behavior Technicians (RBTs®).

### ***RBT: Registered Behavior Technician***

The Registered Behavior Technician™ (RBT®) is a paraprofessional certification in behavior analysis. RBTs assist in delivering behavior analysis services and practice under the direction and close supervision of an RBT Supervisor and/or an RBT Requirements Coordinator, who are responsible for all work RBTs perform.

### ***Applied Behavior Analyst***

The Applied Behavior Analyst will implement behavioral interventions and record behavioral data as required by intervention plan.

## **SCHOOL ADMINISTRATOR OR CONSULTANT**

***School Administrators*** are individuals who hold administrative certificate(s), (standard or certificate of eligibility) which allow the holder to provide supervisory and managerial services in the school district. The endorsements include and are limited to Supervisor (0106), Principal (0200), School Administrator (0101), and School Business Administrator (0109). These individuals may serve as short-term or long-term replacements, interims, etc. Individuals interested in these engagements must submit a current résumé (or cv), and copies of certificates, or for those with electronic only certificates, a screenshot or printout from the NJEDCert Educator Certification search engine. Additional verification of additional credentials may be required by the contracting school/district.

***Program/Curriculum Consultants*** are individuals, who may have administrative certificates, with significant experience and expertise in one or more areas of PreK-12 education and who offer consulting, training, or professional development services, etc. on subject matter relevant to a school district. Engagements for consultants may range from per diem-as needed, short-term or long-term, depending on the needs of the school district. Individuals interested in these engagements must submit a current résumé (or cv) and any other information relevant to their area(s) of expertise. Additional verification of credentials may be required by the contracting school/district.

***Professional Development Providers*** are companies or individuals who offer high quality, relevant, and timely professional learning experiences, both individualized and collaborative which are integral to the educator life cycle and necessary for continued professional growth of school leaders, professionals, paraprofessionals, support staff, students, and the community at-large.

## **MENTAL HEALTH SERVICES**

### ***School Clearances***

A Licensed Clinical Mental Health Professional (LCMHP), under the supervision of the responding firm will provide behavioral health services (evaluations / assessments / discharges) for students referred by Camden County Schools. Services may be provided to any student attending any school - where school is defined as any PreK-12 educational institution including public schools and districts, charter schools, renaissance schools, nonpublic schools, private schools for the disabled, NJ DCF regional schools, and any NJ State operated educational institution or program located in Camden County, New Jersey. Services will be delivered in the school setting or outpatient clinic based on individual needs. Respondents must include the full address of the locations where services will be offered.



## LCMHP Qualifications:

"Clinical services shall be delivered by a licensed clinical professional, including, but not limited to, a psychiatrist, a psychologist, an advanced practice nurse, a licensed clinical social worker or a mental health professional licensed in accordance with the Board of Marriage and Family Therapy Examiners (N.J.A.C. 13:34), who, within the scope of his or her practice, is authorized to provide or supervise the provision of mental health services."

N.J. Admin. Code § 10:77-5.7

A School Clearance will include the following:

1. School Clearance Evaluation: An evaluation performed at clinic or outpatient location by a licensed mental health professional. The evaluation will be precipitated by a school referral of an acute behavioral or psychiatric episode. The evaluation will be a requirement for the student to return to the school.
2. The LCMHP will determine necessity and appropriateness of either discharge with return to school, with or without a recommendation to the school for linkage to resources and services provided for continuation of care or refer to a hospital emergency department for inpatient care. NOTE: A DISCHARGE AND RETURN TO SCHOOL IS NEITHER AN INDICATION NOR PREDICTOR OF FUTURE BEHAVIOR.
3. Respondents must be licensed by the NJ Department of Health to provide mental health services in accordance with all laws and regulations.
4. Respondents must be able to provide a safe and comfortable setting.

### ***Therapy-Individual (School Based or Outpatient)***

A Licensed Clinical Mental Health Professional (LCMHP), under the supervision of the responding firm, will provide proactive therapy services for students referred by Camden County Schools. Services will be delivered in accordance with clinical best practice for evaluation, diagnosis, frequency and duration of sessions, and where necessary, referral to a physician or advanced practitioner for medication management. Services will be delivered in the school setting, outpatient clinic, virtual, etc., based on individual needs. For site-based services, respondents must include the full address of the locations and hours of operations where services will be offered. Sessions may be provided to any student attending any school - where school is defined as any PreK-12 educational institution including public schools and districts, charter schools, renaissance schools, nonpublic schools, private schools for the disabled, NJ DCF regional schools, and any NJ State operated educational institution or program located in

Camden County, New Jersey.

LCMHP Qualifications:

"Clinical services shall be delivered by a licensed clinical professional, including, but not limited to, a psychiatrist, a psychologist, an advanced practice nurse, a licensed clinical social worker or a mental health professional licensed in accordance with the Board of Marriage and Family Therapy Examiners (N.J.A.C. 13:34), who, within the scope of his or her practice, is authorized to provide or supervise the provision of mental health services."  
 N.J. Admin. Code § 10:77-5.7

School/District Payment Options:

1. Identify the methods of payment(s) and where applicable, the rates for services.
2. Example of pricing format for mental health services.
3. Include all fees. Billing for any fee not included in respondents' proposal will not be paid.

Service	Rate (specify time)	Payment Method
School Clearance	\$XXX.YY per encounter* Insurance Reimbursement* Insurance Reimbursement* Insurance Reimbursement  * Uninsured billed to school/district * Copay billed to school/district	Cash Horizon Aetna Medicaid
Therapy (Indicate Specific Type, setting, etc.)  IP, OP, IOP, etc. In-person, School-Based, Virtual, etc.	\$XX.YY per ?? minutes Insurance Reimbursement* Insurance Reimbursement* Insurance Reimbursement  * Uninsured billed to school/district * Copay billed to school/district	Cash Horizon Aetna Medicaid
Psychiatrist or Advanced Practitioner	\$XX.YY per ?? minutes Insurance Reimbursement* Insurance Reimbursement* Insurance Reimbursement  * Uninsured billed to school/district * Copay billed to school/district	Cash Horizon Aetna Medicaid

## **EVALUATION OF PROPOSALS**

The Camden County Educational Services Commission intends to enter into an agreement with one or more respondents for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.

The proposals will be evaluated based upon information supplied by each Respondent to this RFP and achieving a minimum score of 70% based on the following criteria:

- 5% - Availability of bilingual professionals (Yes or No) - If Yes, state languages
- 20% - Ability to meet all minimum qualifications
- 10% - Knowledge and familiarity with the operations and mission of CCESC
- 20% - Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey
- 15% - Qualifications and experience of the organizations' professionals
- 10% - Overall depth and breadth of products, services, partnerships, and staffing
- 20% - Pricing – the proposal should identify whether clerical and other overhead costs will be billed separately or included in the rate charged

## **SUBMISSION**

Proposing firms shall provide evidence that the minimum qualifications are met.

Please submit two (2) copies of the proposal to:

**Camden County Educational Services Commission  
225 White Horse Avenue, Clementon, New Jersey 08021**

All Submissions must be received at the Camden County Educational Services Commission's Business Office by **3:00 P.M. on Tuesday, May 28, 2024** at which time they will be publicly opened.

Please clearly mark the envelope:

**CCESC - RFP 24-25 INSTR & RELATED  
For the 2024-2025 school year  
May 28, 2024**

All contract related questions concerning this notice should be sent to Patrick Madden, Business Administrator via email only at [pmadden@camdenesc.org](mailto:pmadden@camdenesc.org).

**The subject line of all emails must be identified as follows:  
"RFP 24-25 INSTR & RELATED"**

**This Form Must Accompany Response Submission**

**ACCEPTANCE OF AGREEMENT AND AWARD**

(top part to be completed by respondent)

In compliance with the Request for Proposals, the undersigned warrants that I/we have examined the Requirements and Conditions and, being familiar with all the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, and supplies incurred in compliance with all terms, conditions, and specifications and amendments in the Request for Proposals. Signature also certifies understanding and compliance with the certification requirements of the CCESC's Terms and Conditions and any special Terms and Conditions if applicable. The undersigned understands that his/her competence and responsibility and that of any proposed subcontractors, time of completion, as well as other factors of interest to the CCESC as stated in the evaluation sections will be a consideration in making the award.

Your proposal is hereby accepted. As contractor, you are now bound to sell the materials and services listed by the attached proposal based upon the solicitation, including all terms, conditions, specifications, amendments as set forth in the Request for Proposal. As contractor you are hereby cautioned not to commence any billable work or provide any material or service under this contract until contractor receives an executed purchase order from a Co-op member. The parties intend this contract to constitute the final and complete agreement between the CCESC and contractor, and no other agreements, oral or otherwise, regarding the subject matter of this contract shall bind any of the parties hereto. No change or modification of this contract shall be valid unless it shall be in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The term of the agreement shall commence on award and continue for one year unless terminated, canceled or extended.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Authorized Person (print): \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature (blue ink only): \_\_\_\_\_

**Acceptance of Proposal and Contract Award to be completed only by CCESC**

Awarding Agency: Camden County Educational Services Commission (below to be completed by CCESC upon award)

Authorized Signature: \_\_\_\_\_

W. Patrick Madden, SBA/BS

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Contract Number: **RFP 24-25 INSTR & RELATED**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**  
**N.J.A.C. 17:27**

## **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, 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 action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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

The contractor or subcontractor, 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to 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 personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable 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 AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**AFFIRMATIVE ACTION QUESTIONNAIRE**

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

If yes, a copy of said approval must be submitted to the CCESC within seven (7) working days of the notice of intent to award the contract or signing of the contract.

- 2. Our company has a New Jersey State Certificate of Employee Information Report  
 Yes     No

If yes, a copy of the New Jersey State Certificate of Employee Information report must be submitted to the CCESC within seven (7) working days of the notice of intent to award the contract or signing of the contract.

- 3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. You must complete the form and forward it to the Affirmative Action Office, Department of Treasury, CN 209, Trenton, NJ 08625. A copy must be submitted to the CCESC within seven (7) working days of the notice of intent to award the contract or signing of the contract.

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH RESPONSE.**

**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY }  
  } SS  
COUNTY OF CAMDEN }  
  }

\_\_\_\_\_  
(Name of Proposal/Project)

I, \_\_\_\_\_, of the \_\_\_\_\_ of  
\_\_\_\_\_, in the County of \_\_\_\_\_.

State of \_\_\_\_\_, of full age, being duly sworn according to law on  
my\_oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_,  
the respondent making the proposal for the above named project; that I executed the  
said Proposal with full authority to do so; that said respondent has not, directly or indirectly,  
entered into any agreement, participated in any collusion, or otherwise taken any action  
in restraint of free, competitive bidding in connection with the above named project; and  
that all statements contained in said Proposal and in this affidavit are true and correct, and  
made with full knowledge that the State of New Jersey relies upon the truth of the  
statements contained in said Proposal and in the statements contained in this affidavit in  
awarding the contract for said project.

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 percentage,  
commission, brokerage or contingent fee, except bona fide employees or bona fide  
established commercial or

selling agencies maintained by \_\_\_\_\_ in accordance with  
N.J.S.A 52:32.15  
(Name of Contractor)

Subscribed and sworn before me this \_\_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_ (Affiant's Signature)

\_\_\_\_\_  
(Seal) Notary Public of New Jersey (Print Affiant's Name)

My Commission expires \_\_\_\_\_, 20\_\_\_

**THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH RESPONSE.**



## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

### Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

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

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

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

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

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

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

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

1 N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

**C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM**

Required Pursuant to N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.**

**Part I – Vendor Information**

Vendor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

\_\_\_\_\_  
Printed Name

Title

\_\_\_\_\_  
Signature

**PART II – Contribution Disclosure**

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

<b>Contributor Name</b>	<b>Recipient Name</b>	<b>Date</b>	<b>Dollar Amount</b>
			\$

- Check here if disclosure is provided in electronic form
- Check here if the information is continued on subsequent page(s)

**Continuation Page**  
**C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM**  
Required Pursuant to N.J.S.A. 19:44A-20.26

Page \_\_\_ of \_\_\_\_\_

Vendor Name:

<b>Contributor Name</b>	<b>Recipient Name</b>	<b>Date</b>	<b>Dollar Amount</b>
			\$

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

**THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH RESPONSE.**

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)
- Limited Liability Company (LLC)
- Partnership  Limited Partnership
- Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**PART III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

**If a respondent has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**PART IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the respondent/proposer; that the CCESC is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with CCESC to notify the CCESC in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the CCESC to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH RESPONSE.**

## ASSURANCE OF COMPLIANCE

### Contact with Students

There may be times during the performance of this contract, where a contracted service provider may come in contact with students of the school district. The district fully understands its obligation to provide to all students and staff members, a safe educational environment. To this end, the district is requiring all bidders to sign a statement of Assurance of Compliance, acknowledging the bidder's understanding of the below-listed requirements and further acknowledging the bidder's assurance of compliance with those listed requirements.

### Anti-Bullying Reporting--Requirement

When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

### Criminal History Background Checks—N.J.S.A. 18A:6-7.1--Requirement

When applicable, the contracted service provider shall provide to the school district prior to commencement of contract, evidence or proof that each employee assigned to provide services and that comes in **regular contact** with students has had a criminal history background check, and furthermore, that said background check indicates that no criminal history record information exists on file for that worker. Failure to provide proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, may be cause for breach of contract. All contracted service providers shall comply with N.J.S.A. 18A:6-7.6 et seq., and NJDOE Broadcast September 9, 2019, as it pertains to disclosure of information from previous employers, when applicable.

### Pre-Employment Requirements

When applicable, all contracted service providers, whose employees have **regular contact with students**, shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq. Contracted service providers are to review the following New Jersey Department of Education, Office of Student Protection—Pre-Employment Resource P.L. 2018 c.5 link below for guidance and compliance procedures.

<http://nj.gov/education/educators/crimhist/preemployment/>

Name of Company \_\_\_\_\_

Name of Authorized Representative \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH RESPONSE.**

# DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

**PROPOSAL TITLE: RFP 24-25 INSTR & RELATED**

**VENDOR/BIDDER NAME:** \_\_\_\_\_

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury’s Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division’s website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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.

### CHECK THE APPROPRIATE BOX

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury’s Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

**OR**

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury’s Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities	_____
Relationship to Vendor/ Bidder	_____
Description of Activities	_____
	_____
	_____
Duration of Engagement	_____
Anticipated Cessation Date	_____

*Attach Additional Sheets If Necessary*

### CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name and Title**

**Version REV. 2.1 2021**

# CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

## N.J.S.A. 18A:18A-49.5

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

*(Check the Appropriate Box)*

A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

**OR**

B. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

**OR**

C. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

---

*(Attach Additional Sheets If Necessary.)*

---



---

Signature of Vendor's Authorized Representative

---

Date

---

Print Name and Title of Vendor's Authorized Representative

---

Vendor's FEIN

---

Vendor's Name

---

Vendor's Phone Number

---

Vendor's Address (Street Address)

---

Vendor's Fax Number

---

Vendor's Address (City/State/Zip Code)

---

Vendor's Email Address

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2). NJ Rev. 1.22.2024



**Vendor Questionnaire/Certification**

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 Districts in New Jersey**

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

**Vendor Certification**

**Direct/Indirect Interests**

I declare and certify that no member of the CCESC Board of Directors, nor any officer or employee or person whose salary is payable in whole or in part by said Board or their immediate family members are directly or indirectly interested in this proposal or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the proposal, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

**Gifts; Gratuities; Compensation**

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the CCESC.

**Vendor Contributions**

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a1-4) concerning vendor contributions to school board members.

I certify that I am not an official or employee of the CCESC.  
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.

\_\_\_\_\_  
Signature (President or Authorized Agent) Date