

REQUEST FOR PROPOSAL

SUPERINTENDENT SEARCH CONSULTANT MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION DENVERLE, NEW JERSEY

The Morris County Vocational School District Board of Education (the “Board”) seeks the services of a consultant to conduct a full and comprehensive search for a new Superintendent of Schools. The District has an enrollment of approximately 1,500 students and a faculty/staff of over 100. The District currently has employed an interim superintendent who will serve the district through June 30, 2025. Additional information about the district is available online at www.mcvts.org.

SUBMISSION REQUIREMENTS/DEADLINE

Proposals shall be addressed to and received at the following:

Michael Davison
Business Administrator/Board Secretary
400 E. Main Street
Denville, New Jersey 07839
davisonm@mcvts.org

Deadline for receipt of proposals is 12:00 PM, Thursday, July 18, 2024.

INTRODUCTION

The School District is beginning its search for a highly qualified candidate for Superintendent of Schools to start work on July 1, 2025, or sooner. To help in the search for the most qualified candidate, the School District is seeking to retain the services of a search firm with experience in the recruitment of superintendents for school districts.

Morris County Vocational School district offers a wide range of academic, career, and technical education programs to high school students which inspire and prepare students to succeed in today’s world and pursue tomorrow’s opportunities. Located in Denville, the district serves approximately 1500 full- and share-time high school students from 39 municipalities in Morris County. The high school currently has Full Time Academies and Share Time (half-day) programs on its Denville campus. In addition, through collaboration with local school districts and the County College of Morris, Academies and Share Time programs have been established at off-site satellite locations. Programs range from auto service and construction trades to healthcare sciences, performing arts and cybersecurity.

The Board uses policy governance as its method of leading the district. The Superintendent is the Board’s primary employee, and it is the Superintendent’s role to evaluate and monitor all District employees. The Superintendent of Schools is responsible to the Board of Education for carrying out District policy, administering the operation of the District and schools, supervising all District personnel, and advising the Board of Education on all educational matters for the welfare and interest of the students.

PURPOSE OF REQUEST FOR PROPOSAL

This Request for Proposal (“RFP”) seeks replies from experienced and qualified consultants specializing in assisting with employment searches for administrators of educational organizations, including vocational schools. The Board of Education will work with the selected firm to develop a Superintendent search process and a timeline for the search activities. At a minimum, the activities will include the generation of a position description and qualifications, stakeholder information collection process, advisory services to the Board, identification and assessment of candidates, assisting with logistics of interviews, and securing a satisfactory conclusion to the search. Understanding that discretion is of utmost importance to our District, as well as to many candidates, the search firm must maintain the confidentiality of all information collected as appropriate.

Respondents to this RFP should, at a minimum, provide the following:

- A. A letter of interest including company history.
- B. Qualifications and examples of comparable experience; bringing specific attention to the following:
 - a. Previous experience recruiting for a vocational school district and/or;
 - b. Experience recruiting for a nationally recognized high performing district with an emphasis on Academies, Career, and Technical Education (CTE) and the 21st century learner.
- C. A list of districts which the respondents(s) has provided successful school superintendent searches and appointments.
- D. Letters of recommendation from school districts in which the respondents(s) has provided successful school superintendent searches and appointments.
- E. The names and contact information for at least three recent references who can be contacted by the Board or by other individuals designated by the Board. In addition to these references, testimonials from other individuals may be useful to the Board. Respondents may provide contact information for individuals who can provide testimonials.
- F. A proposed search plan:
 - a. Indicate the methodology you employ to initiate and carry out a search. Your narrative should address the search activities, including:
 - How you propose to communicate and work with five-member Board of Education.
 - How will you ensure confidentiality throughout the search plan.
 - How will you identify prospective candidates and promote their interest to apply.
 - How you will collect information from stakeholders to develop the initial position qualification and evaluation criteria.
 - What you see as the major challenges to a successful superintendent search and how your project would address them.
 - What would you consider to be a reasonable timeline that the project team will use to guide the search process.
 - What information, services and assistance you will require from the Board and district staff to enable you to conduct the search.
- G. A proposed search schedule with a new superintendent in place no later than July 1, 2025.

- H. Background on the individuals who will be working with the Morris County Vocational School District Board of Education and include a primary contact and references, to be available to communicate with the Board or other contacts as designated by the Board.

The District's liaison with the search consultant shall be Board President, Barbara Dawson, or her designee.

- I. A proposed budget, including all fees and related expenses, including, but not limited to, out-of-pocket costs, related to the completion of the search, as described herein.
- J. Pursuant to P.L. 2004 c. 57, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. All vendors are required to comply with the requirements of Public Law 1975, Chapter 127, "Law Against Discrimination" and Affirmative Action, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq.
- K. Statement of Corporate Ownership required – N.J.S.A. 18A:18A-4.4d

SCOPE OF SERVICES

The proposed plan should describe the services to be provided and the manner in which the consultant intends to identify and recruit qualified applicants and assist in the screening of candidates as per the criteria to be developed by the Board.

The services to be provided by the consultant shall include, but not be limited to:

- a. Assisting and advising the Board in developing a profile of the skills and attributes to be required of the new superintendent inclusive of any recommended updates to the Superintendent job description
- b. Assisting and advising the Board in the soliciting and gathering of input from school and community partners and groups as to the skills and attributes which they desire in the new superintendent and the process of selection; including conducting community input sessions, up to five (5) focus groups, electronic solicitation of input via a written survey of community, staff and Board; and by conducting interviews with and soliciting input from School Board members, school district staff, students, parents, and community partners to develop the qualifications and criteria that will be used to evaluate Superintendent candidates.
- c. Advertising the position as well as recruiting quality applicants to apply; developing and distributing recruitment materials that will encourage qualified candidates to apply; conducting personal outreach recruiting to ensure that the applicant pool includes highly qualified candidates; those aligned with the established board vision, including those with diverse backgrounds and experiences.
- d. Receiving and thoroughly reviewing all applications; assisting with the evaluation and interviewing of potential candidates; receipt and review of candidate credentials, followed by collection of relevant background information on potential candidates so that the strengths and weaknesses of each applicant can be assessed.
- e. Developing a process for the screening of candidates' applications, assisting with the selection of those candidates for further review and establishing a schedule and procedure for interviewing selected candidates; assisting the Board with prescreening candidates based on clearly delineated criteria from the stakeholder information collection process Assisting the Board in evaluating the

applicants against the qualifications and criteria developed to create a group of candidates for interviews.

- f. Complete confidential in-depth background investigations of candidates to be interviewed by the Board, including verification of appropriate certifications and conferred degree(s); ensuring compliance with applicable legal requirements.
- g. Scheduling and attending Board/candidate interviews as requested; rank candidates with rationale for ranking; develop interview questions, in conjunction with the board; screen resumes with Board.
- h. Assist the Board with all interviews and employment of the new superintendent; assisting the Board in determining a salary range commensurate with credentials and fringe benefits package; assisting the Board in contract negotiations with the selected candidate.
- i. Performing other functions as determined through discussion with the Board or designated individual(s) following award of contract.

SELECTION/INTERVIEW PROCESS

The Board will review all proposals and will invite selected respondents to participate in an interview process to present and discuss their proposal and respond to questions. The primary contact listed in the RFP response will be contacted regarding the status of their proposal, including the interview.

The Board will select the proposal that it deems will best serve the interest of the Morris County Vocational School District, taking into account a range of technical, managerial and cost-related criteria, including the scope, clarity, relevance and feasibility of each respondent's proposal; the qualifications of the individuals who will work on the project; the demonstrated ability of the respondent to perform the services set forth in the proposal; and the relative cost of the proposals. Price being but one factor that will be considered. The Board reserves the right to reject any and all submitted proposals. The consultant's contractor agreement will be subject to final approval as to be formed by the district's counsel and by majority vote of the Board.

AFFIRMATIVE ACTION QUESTIONNAIRE

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

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

2. Our company has a New Jersey State Certificate of Employee Information Report

_____ YES _____ NO

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

3. If you answered **NO** to both questions above, an affirmative action *Employee Information Report (AA-302)* will be mailed to you. Complete the form and forward 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 division. 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 of Company/Firm _____

Name of Authorized Agent _____ Title _____

SIGNATURE _____ Date _____

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF MORRIS

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 _____ of
Position in Company
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 Morris County Vocational School District 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

Print Name of Notary Public

NOTARY PUBLIC SIGNATURE

My commission expires _____, _____ -Seal -
Month Day Year

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

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

- | | |
|--|--|
| <input type="radio"/> <u>Corporation--</u> | <input type="radio"/> <u>Limited Partnership--</u> |
| <input type="radio"/> <u>Partnership--</u> | <input type="radio"/> <u>Limited Liability Corp.--</u> |
| <input type="radio"/> <u>Sole Proprietorship--</u> | <input type="radio"/> <u>Limited Liability Partnership--</u> |
| <input type="radio"/> <u>Sub Chapter S Corp.--</u> | <input type="radio"/> Other-_____ |

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 on next page)

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP (con't)

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 _____

<u>Names of Principals</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____

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

Contractor/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 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 Morris County Vocational School District, 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 Morris County Vocational School District.

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 Morris County Vocational School District.

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



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: _____

VENDOR 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
<i>*Attach Additional Sheets If Necessary.</i>

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, 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 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 may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(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	

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
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

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

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

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

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

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

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

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

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the

agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

* 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.

Signature

Printed Name

Title

Part II – Contribution Disclosure

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

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

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

**List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26**

County Name: Morris

State: Governor, and Legislative Leadership Committees

Legislative District #: 16, 21, 24, 25 & 26

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):

Boonton Town	Jefferson Township	Mount Olive Township
Boonton Township	Kinnelon Borough	Mountain Lakes Borough
Butler Borough	Lincoln Park Borough	Netcong Borough
Chatham Borough	Long Hill Township	Parsippany-Troy Hills Township
Chatham Township	Madison Borough	Pequannock Township
Chester Borough	Mendham Borough	Randolph Township
Chester Township	Mendham Township	Riverdale Borough
Denville Township	Mine Hill Township	Rockaway Borough
Dover Town	Montville Township	Rockaway Township
East Hanover Township	Morris Plains Borough	Roxbury Township
Florham Park Borough	Morris Township	Victory Gardens Borough
Hanover Township	Morristown Town	Washington Township
Harding Township	Mount Arlington Borough	Wharton Borough

Boards of Education (Members of the Board):

Boonton Town	Lincoln Park Borough	Netcong Borough
Boonton Township	Long Hill Township	Parsippany-Troy Hills Township
Butler Borough	Madison Borough	Pequannock Township
Chester Township	Mendham Borough	Randolph Township
Denville Township	Mendham Township	Riverdale Borough
Dover Town	Mine Hill Township	Rockaway Borough
East Hanover Township	Montville Township	Rockaway Township
Florham Park Borough	Morris	Roxbury Township
Hanover Park Regional	Morris Hills Regional	Sch Dist Of The Chathams
Hanover Township	Morris Plains Borough	Victory Gardens
Harding Township	Mount Arlington Borough	Washington Township
Jefferson Township	Mount Olive Township	West Morris Regional
Kinnelon Borough	Mountain Lakes Borough	Wharton Borough

(continued on next page)

Fire Districts (Board of Fire Commissioners):

- Hanover Township Fire District No. 2
- Hanover Township Fire District No. 3
- Montville Township Fire District No. 1
- Montville Township Fire District No. 2
- Montville Township Fire District No. 3
- Parsippany-Troy Hills Township Fire District No 1
- Parsippany-Troy Hills Township Fire District No 2
- Parsippany-Troy Hills Township Fire District No 3
- Parsippany-Troy Hills Township Fire District No 4
- Parsippany-Troy Hills Township Fire District No 5
- Parsippany-Troy Hills Township Fire District No 6
- Parsippany-Troy Hills Township Fire District No. 7
- Parsippany-Troy Hills Township Fire District No. 8

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

**MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION
DENVER, NEW JERSEY 07834**

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 “Vendorⁱ”) 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)

- 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](#).
- 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](#).
- 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

ⁱ 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