



**PRINCETON BOARD OF EDUCATION**

**COMPETITIVE CONTRACTING**

**PROPOSAL SPECIFICATIONS**

**AND**

**GENERAL REQUIREMENTS**

**FOR**

**SUPERINTENDENT OF SCHOOLS SEARCH CONSULTANT**

**Proposal No: CC SUP SEARCH FIRM 24-25**

Dated: August 1, 2024

By: MATT BOULDIN,  
BUSINESS  
ADMINISTRATOR/BOARD  
SECRETARY

## LEGAL AD

### NOTICE OF COMPETITIVE CONTRACTING

#### **Superintendent of School Search Consultant Princeton Board of Education**

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

A copy of the Competitive Contract may be obtained from the district's website at [www.princetonk12.org/resources-and-notices/rfps-bids-and-quotes](http://www.princetonk12.org/resources-and-notices/rfps-bids-and-quotes). Further information may be obtained by contacting Mr. Matthew Bouldin, Business Administrator/Board Security, by phone 609-806-4200 ext. 2010 or email: [MatthewBouldin@princetonk12.org](mailto:MatthewBouldin@princetonk12.org) AND [LesliePettersen@princetonk12.org](mailto:LesliePettersen@princetonk12.org).

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

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

Proposals must be submitted to the Princeton Board of Education no later than **2 p.m. on Wednesday, September 4, 2024**. All submittals must contain one unbound original proposal and **one digital copy (flash drive)** in a sealed envelope with "Proposal for Superintendent of Schools Search Consultant" marked on the front of the envelope. The proposals should be addressed to the Princeton Board of Education, Attn: Matthew Bouldin, Princeton Public Schools, 25 Valley Road, Princeton, NJ 08540.

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

## COMPETITIVE CONTRACT

### SUPERINTENDENT OF SCHOOLS SEARCH CONSULTANT PRINCETON BOARD OF EDUCATION PRINCETON, NJ 08540

The Princeton 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 Princeton Public Schools is a high-performing suburban preK-12 District consisting of one (1) high school, one (1) middle school and four (4) elementary schools. The District’s schools have an enrollment of approximately 3,800 students and a faculty/staff of approximately 775. The Interim Superintendent will continue to serve until June 30, 2025.

Additional information about the District is available online at [www.princetonk12.org](http://www.princetonk12.org)

#### A. SUBMISSION REQUIREMENTS/DEADLINE

Proposals shall be addressed to and received at the following:

Matthew Bouldin  
Business Administrator/Board Secretary  
Princeton Public School  
25 Valley Road, Princeton, NJ 08540  
Email: MatthewBouldin@princetonk12.org

Deadline for receipt of proposals is Wednesday, September 4, 2024 at 2 p.m.

#### B. INTRODUCTION

The Princeton Public Schools is beginning its search for a highly-qualified candidate for a Superintendent of Schools to begin their tenure on or around July 1, 2025. To help in the search for the most qualified candidate, the School District seeks to retain the services of a search consultant with experience in the recruitment of superintendents in high-performing school districts.

The School District is governed by a ten-member Board of Education, which includes one appointed member from our high school sending district, Cranbury (NJ). Three members from Princeton are elected for a three-year term in November of each year. A Cranbury representative is appointed annually by the Cranbury Board of Education President.

The Superintendent of Schools is responsible to the Board of Education for overseeing the education of 3,800 general and special education students, carrying out District policy, administering the operation of the District and schools, supervising and supporting all District personnel, and advising the Board of Education on all District matters.

## C. PURPOSE OF REQUEST FOR PROPOSAL

This Request for Competitive Contract Proposal (“CCP”) seeks replies from experienced and qualified consultants specializing in assisting with employment searches for administrators of educational organizations. 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 advisory services to the Board, identification of candidates, assistance with logistics of candidate 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.

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

1. A letter of interest including company history;
2. Qualifications and examples of comparable experience;

The Princeton Board of Education requires evidence from each respondent that the respondent has conducted and coordinated all of the activities for a successful Superintendent appointment from a minimum of three (3) preK-12 public school districts. Each public school district must have a student population of 3,000 or more at the time of the search. At least one of the districts must be high achieving, multicultural, and socio-economically diverse, and evidence of successful searches in New Jersey is preferred. The successful appointments must have occurred within the last five (5) years of the date of this request for proposal.

3. The names and contact information for at least three (3) references who can be contacted by the Board or by other individuals designated by the Board. In addition to these references, information from other individuals may be useful to the Board. Respondents may provide contact information for individuals who can provide relevant information;
4. A description of the lead consultant’s Superintendent search experience in New Jersey, and other states;
5. A proposed search plan, in which you indicate the methodology you employ to initiate and carry out a search. Your narrative should address all search activities, including (but not limited to):
  - a. How you will communicate and work with the Board of Education;
  - b. How you identify prospective candidates and promote their interest in applying;
  - c. Your experience in effective community engagement in terms of collecting information from multiple stakeholders to ascertain the skills and attributes desired, as well as how this will be done for this search;

- d. What you see as the major challenges to a successful superintendent search and how your team will address them;
  - e. A reasonable timeline that the project team will use to guide the search process; and
  - f. All information, services and assistance you will require from the Board and, with the Board's permission, district staff to enable you to conduct the search.
6. A proposed search schedule, which includes input from a variety of stakeholders in the forms of focus groups and surveys, with the goal of having a new superintendent in place no later than July 1, 2025;
  7. Background on the lead consultant(s) who will be working with the Princeton Board of Education and a primary contact and references to be available to communicate with the Board or other contacts as designated by the Board;
  8. 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; and
  9. 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.
  10. Statement of Corporate Ownership required – N.J.S.A. 18A:18A-4.4d

#### **D. SCOPE OF SERVICES**

1. The proposed plan should describe the services to be provided and the way the consultant intends to identify and recruit qualified applicants and assist in the screening of candidates per the criteria to be developed by the Board.
2. The services to be provided by the consultant shall include, but are not limited to:
  - a. Assisting and advising the Board in the soliciting and gathering of input from all stakeholders (staff, administration, students, parents, and community members) as to the skills and attributes which they desire in the new superintendent, including conducting community input sessions, electronic solicitation of input via a written survey; and by conducting focus groups with and soliciting input from staff, students, parents and community members;
  - b. Presenting the skills and attributes which stakeholders would like to see in the new superintendent to the Board at a public Board of Education meeting;
  - 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 with diverse backgrounds and experiences;

- d. Developing a process with the Board for the shared confidential receipt of candidates' applications; reviewing candidate credentials with Board leadership, followed by a collection of relevant background information on potential candidates so that the strengths and weaknesses of each applicant can be assessed;
- e. Assisting the Board in screening candidates' applications, as requested;
- f. Completing in-depth background investigations of candidates to be interviewed by the Board, including verification of appropriately conferred degree(s); ensuring that there is compliance with applicable legal requirements;
- g. Scheduling Board/candidate interviews and communicating with candidates, as requested;
- h. Facilitating visits by the Board to the communities of the finalist(s), as requested; and
- i. Performing other functions as determined through discussion with the Board or designated individual(s) following award of contract.

The intended timeline for the Superintendent Search is no more than six (6) months.

## **E. SELECTION/INTERVIEW PROCESS**

The Board will review all proposals and will invite selected respondents to participate in interviews with a committee of the Board via Zoom. The primary contact listed in the Competitive Contract Proposal response will be contacted regarding the status of their proposal.

The Board will select the proposal that it deems will best serve the interests of the Princeton Public Schools District according to the rubric on the next page, with price being only one factor. 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 form by the District's counsel and by majority vote of the Board. The Board intends to approve a search firm at its monthly meeting on September 24, 2024.

**F. EVALUATION METHOD**

*RFP Checklist and Rubric*

The Board of Education Superintendent search committee will be convened to review proposals from qualified service providers with proven track records in providing successful professional consulting specific to the goals of the project.

**RUBRIC FOR SCORING SEARCH FIRM PROPOSALS**

		<b>1 WEAK</b>	<b>2 MODERATE</b>	<b>3 STRONG</b>
<b>25%</b>	successful placements in high-achieving districts with demographics similar to those of PPS			
<b>20%</b>	lead consultant/s with expertise leading successful NJ searches			
<b>15%</b>	ability to identify a wide, diverse and experienced candidate pool			
<b>15%</b>	willingness and ability to tailor services and timeline to the Board's needs			
<b>15%</b>	clear articulation of <b>cost</b> and associated expenses			
<b>10%</b>	understanding of PPS mission and goals			

What stands out to you about this firm or consultant?

Do you have concerns about their proposal?

Would you like to interview them?

**PRINCETON BOARD OF EDUCATION**  
**COMPETITIVE CONTRACTING**  
**FOR**  
**SUPERINTENDENT OF SCHOOLS SEARCH CONSULTANT**  
**SUBMITTAL CHECKLIST**

- \_\_\_\_\_ Statement of Ownership
- \_\_\_\_\_ NJ Business Registration Certificate
- \_\_\_\_\_ Political Contribution Disclosure Form
- \_\_\_\_\_ Affirmative Action – Exhibit A including one of three of the forms of requested proof
- \_\_\_\_\_ Affidavit of Non-Collusion
- \_\_\_\_\_ Prohibited Activities in Russia and Belarus & Investment Activities in Iran



## **EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127) N.J.A.C. 17:27 et seq.**

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

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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

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

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

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges,

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

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

**The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:**

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report  
Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website: [www.state.nj.us/treasury/contract\\_compliance](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.

Company Name - \_\_\_\_\_

Name of Highest Ranking Officer - \_\_\_\_\_

Title of highest Ranking Officer - \_\_\_\_\_

Signature of Above - \_\_\_\_\_

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

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

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

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

City, State, ZIP: \_\_\_\_\_

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

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

**Part II** Check the appropriate box

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**
- OR**
- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

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

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

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

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

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

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

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

**Part IV Certification**

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

Full Name (Print):		Title:	
Signature:		Date:	

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



**AFFIDAVIT OF NONCOLLUSION**

STATE OF \_\_\_\_\_)

ss:

COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_, residing in the \_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_ and State of \_\_\_\_\_, of full age, being duly sworn according to law on my oath depose and say:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_, the firm responding to the request for proposals. I executed the response to request for proposals with full authority to do so. The firm has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive contracting in connection with the above named request for proposals. All statements contained in the response to request for proposals and in this affidavit are true and correct, and made with the full knowledge that the \_\_\_\_\_ will rely upon the truth of the statements contained in the response to request for proposals and in this affidavit in awarding the contract.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public of \_\_\_\_\_  
My Commission expires \_\_\_/\_\_\_/20\_\_.

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

## Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 ([www.nj.gov/dca/lgs/lfns/lfnmenu.shtml](http://www.nj.gov/dca/lgs/lfns/lfnmenu.shtml)).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at [www.nj.gov/dca/lgs/p2p](http://www.nj.gov/dca/lgs/p2p). They will be updated from time-to-time as necessary.
  - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
  - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d. The form may be used “as-is”, subject to edits as described herein.
  - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

# 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:**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

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

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

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

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM**  
**[WWW.NJ.GOV/DCA/LGS/P2P](http://WWW.NJ.GOV/DCA/LGS/P2P) A COUNTY-BASED, CUSTOMIZABLE**  
**FORM.**

STANDARD BID DOCUMENT REFERENCE						
<b>Name of Form</b>	<b>COMBINED CERTIFICATION: PROHIBITED ACTIVITIES IN RUSSIA AND BELARUS &amp; INVESTMENT ACTIVITIES IN IRAN</b>					
<b>Statutory Reference</b>	P.L. 2022, c. 3 N.J.S.A. 52:32-55 et seq. N.J.S.A. 40A:11-2.1 N.J.S.A. 18A:18A-49.4 and 5					
<b>Applicability</b>		<b>Y/N</b>		<b>Mandatory</b>	<b>Optional</b>	<b>N/A</b>
	<b>LPCL</b>	<b>Y</b>	Goods and Services	<b>X</b>		
	<b>PSCL</b>	<b>Y</b>	Construction			<b>X</b>
<b>Instructions Reference</b>						
<b>Description</b>	<p>P.L. 2022, c. 3 prohibits the award, renewal, amendment, or extension of State and local public contracts for goods or services with persons or entities engaging in prohibited activities in Russia or Belarus. P.L. 2012, c.25 prohibits the award or renewal of State and local public contracts for goods and services with persons or entities engaged in certain investment activities in the energy or finance sectors of Iran.</p> <p>Before a goods and services contract can be entered into, vendors and contractors must certify that neither they nor any parent entity, subsidiary, or affiliate is listed on the New Jersey Department of the Treasury’s list of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 ("<a href="#">Russia-Belarus list</a>") or in Iran pursuant to P.L. 2012, c. 25 ("<a href="#">Chapter 25 list</a>").</p>					

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

# Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity

## Part 1: Certification

### COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW

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

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>  
[www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf)

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

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

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

## CONTRACT AWARDS AND RENEWALS



*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)*

**CONTRACT AMENDMENTS AND EXTENSIONS**



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

**IF UNABLE TO CERTIFY**



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

**Part 2: Additional Information**

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

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

### Part 3: Certification of True and Complete Information

*I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.*

*I acknowledge that the <Name of Contracting Unit> is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the <Name of Contracting Unit> to notify the <Name of Contracting Unit> in writing of any changes to the answers of information contained herein.*

*I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the <Name of Contracting Unit> and that the <Name of Contracting Unit> at its option may declare any contract(s) resulting from this certification void and unenforceable.*

<b>Full Name (Print)</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	