FREEHOLD BOROUGH BOARD OF EDUCATION

280 Park Ave Freehold, New Jersey 07728

REQUEST FOR PROPOSALS

RFP NO: 24-01

School Board Attorney / Legal Services
Contract: February 3, 2025 - December 31, 2025

Dated: December 10, 2024

By: Patrick Pisano
Assistant Superintendent of Business/
Board Secretary

NOTICE FOR REQUEST FOR PROPOSALS
SCHOOL BOARD ATTORNEY/LEGAL SERVICES

Notice is hereby given that pursuant to the requirements of N.J.A.C. 6A:23A-5.2 (a)(5), the **Freehold Borough Board of Education** (hereinafter referred to as the "Board') is requesting proposals (RFP) to obtain from interested and qualified firms a proposal for **School Board Attorney / Legal Services** as outlined in the RFP. The understanding of the parties with respect to the services to be rendered and the various fee arrangements are required to be set forth in a formal agreement. The Board Offices are located at 280 Park Avenue, Freehold, NJ 07728.

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

Patrick Pisano**,** Assistant Superintendent of Business/Board Secretary
Freehold Borough Board of Education
280 Park Avenue, Freehold, NJ 07728
OR Documents may be downloaded at www.freeholdboro.k12.nj.us

All respondents submitting proposals must use and complete all forms and include all information required in the RFP. An original and five (5) copies of the Proposal must be submitted, in a sealed envelope with "RFP #24-01 – School Board Attorney/Legal Services" marked on the front of the envelope.

Proposals must be submitted to the Freehold Borough Board of Education no later than **Tuesday, January 7 by 10:00 a.m. EST**. It must be clearly marked as "RFP #24-01 – School Board Attorney/Legal Services" The proposals should be addressed to Freehold Borough Board of Education, Attn: Patrick Pisano, Business Administrator, 280 Park Avenue, Freehold, NJ 07728.

All respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et. seq., Affirmative Action Against Discrimination and N.J.A.C. 17:27 et seq.

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.

A Non-Collusion Affidavit and a Contractor Questionnaire/Certification also must be filed with the proposal. The proposal package will also include other documents that must be completed and returned with the RFP package. Failure to complete and submit all required forms may be cause for disqualification and rejection of the proposal.

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

Patrick Pisano
Assistant Superintendent of Business/Board Secretary
Notice Date: December 15, 2024

FREEHOLD BOROUGH BOARD OF EDUCATION

280 Park Ave Freehold, New Jersey 07728

REQUEST FOR PROPOSALS

School Board Attorney / Legal Services
Contract: February 3, 2025 – December 31, 2025

TECHNICAL SPECIFICATIONS

Patrick Pisano
Assistant Superintendent of Business/Board Secretary

FREEHOLD BOROUGH BOARD OF EDUCATION
280 Park Avenue
Freehold, New Jersey 07728

REQUEST FOR PROPOSAL

SCHOOL BOARD ATTORNEY / LEGAL SERVICES

A. PURPOSE

The Freehold Borough Board of Education is seeking proposals from qualified respondents as follows: ***School Board Attorney / Legal Services***

B. SCOPE OF SERVICE

General Counsel

The attorney and/or law firm contracted by the Board of Education shall provide the following services under the general counsel retainer contract:

1. Attendance at Board Meetings

   The Board attorney shall be available to attend one (1) to two (2) public meetings per month of the Freehold Borough Board of Education and all Executive Sessions that the Board of Education shall convene. The Board attorney shall attend Board of Education committee meetings when so invited by the committee chairperson. The Board attorney shall be the parliamentarian at all Board meetings.

   The following is a typical meeting schedule of the Board of Education:

   - One to Two Regular Public meetings per month; and
   - Special, Emergency and Executive Session meetings as required.

2. Board Policy Guidance and Review

   The Board attorney shall prepare and/or review all Board policy as to legal form prior to review and adoption by the Board of Education when required.

3. Code of Ethics/Ethics Compliance

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

   The Board attorney will provide advice and counsel concerning the conduct of public meetings as governed by statute regulations and Board by-laws including the Open Public Meetings Act.

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

4. Legal Counsel and Advice

   The Board attorney shall:

   - Advise the Board of Education as to the legal and contractual procedures on which the Board must take action or make a decision.

   - Prepare oral and written legal opinions or provide legal advice when requested by the Superintendent or the Board president, designee or when requested by the majority of the Board of Education at a public Board meeting.

- Advise on all grievance hearings arising from the various employee collective bargaining groups of the Board. The Board of Education negotiates with two (2) collective bargaining units.

- Represent the Board of Education in all general legal matters.

- Prepare all legal documents and contracts when necessary for the Board of Education.

- Draft and review all lease agreements, easements and deeds to be entered into by the Board of Education of all third parties.

- Advise and represent the Board in all matters relating to Charter Schools.

- Provide legal advice on all personnel disciplinary actions, including increment withholdings, non-renewals and tenure/non tenured dismissals and other employment related matters.

- Advise the Board of Education and the Superintendent of Schools and/or his/her designee of all laws, administrative code and policy related matters including employee discipline, seniority and tenure.

- Attend and participate in strategy sessions, using phone, fax, US mail, text messages and e-mail as may be required.

5. Legal Information—Sharing with the Board/Superintendent

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

   Management Decisions—Legal Counsel
   It is noted and understood that the Board attorney is not to be contacted unnecessarily for management decisions and in no circumstances is the Board attorney to direct any employee to take any action in the performance of his/her duties or contact any vendor to provide goods or render services to the district.

6. Preparation of Contracts—Vendors

   The Board attorney shall assist when requested to prepare and deliver (electronically) to the Business Office written contracts for vendors who were awarded contracts by the Freehold Borough Board of Education. Contracts are to be prepared and delivered to the Business Office within seven (7) business days after the award of contract by the Board.

7. Purchasing and Procurement

   The Board attorney shall work with the Purchasing Agent of the school district to ensure that all purchasing of the school district is in compliance with the Public School Contracts Law and all other federal, state and local procurement law and administrative code. Included but not limited in these duties are:

   - Providing legal advice on all purchasing and contract matters;
   - Provide guidance on bidding procedures;
   - Providing legal opinions when requested by the Purchasing Agent; and
   - Reviewing all bids and other procurement documents as to legal form.

8. Representation—Other Government Agencies

   The Board attorney shall represent the Board in non-litigant matters involving the other governmental entities and agencies where applicable, including but not limited to joint municipal and Board of Education meetings.

9. Review All Contracts

   The Board attorney shall review when requested all contracts presented to the Board of Education as to legal form and to determine whether the contracts are in the best interests of the Board.

10. Student Issues

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

11. Residency

    The Board attorney shall represent the Board in all disputes concerning residency requirements and enrollment eligibility and attend Board Committee residency hearings as necessary.

12. Timely Response/Availability

    The Board attorney is expected to respond, at least verbally, e-mail, fax or via text message, within a maximum of two (2) hours when an inquiry is made by the Board of Education or Superintendent of Schools, and/or his/her designee.

    The Board attorney shall be available immediately for all telephone conferences with the Superintendent of Schools, and/or his/her designee, for urgent and emergent matters.

    Specialized In-service Programs—Hourly Rate Payment
    From time to time the Board attorney may be asked to provide specialized in-service programs to district personnel at the request of the Superintendent of Schools. (e.g. Sexual Harassment, Bullying Programs, etc.) The Board attorney will be paid the hourly rate for presenting such programs.

13. Other Legal Services

    The Board attorney shall perform any or all other legal services that may be requested by the Board from time to time under the retainer contract except those services listed under the litigation services contract.

Litigation Matters

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

- Represent the Board in all hearings and legal proceedings as they pertain to purchasing procurement; personnel matters and student matters.

- Represent the district in litigation where the Superintendent has been subpoenaed as the chief school administrator; and

- Represent the district in all special education matters including but not limited to mediation, due process hearings and other judicial and administrative hearings. The Board attorney will serve as the district's liaison to the legal representatives/advocates of parents.

Initiate and/or defend lawsuits as necessary only by direction and approval of the Board of Education. Attend all judicial hearings and proceedings as they pertain to the said lawsuit.

Hourly Rate—Litigation Services
The Board requests all respondents to submit a per hour fee for litigation services on the enclosed Fee Proposal Form. Payment will be made on an hourly basis with quarter hour increments (15 minutes.)

Paralegal and Attorney Support—Hourly Rate
The Board recognizes that paralegal support staff may needed from time to time to assist the Board attorney in the performance of services listed. All respondents are to provide a list of support staff and the hourly rate fee for each support staff.

Please note: Administrative and Secretarial Services and Related Expenses
Administrative and secretarial costs and related expenses are considered part of the firm's overhead and is built in the hourly rate structure. The district will not pay for these costs.

Determination of Litigation/Possible Litigation
The Assistant Superintendent of Business, in consultation with the Superintendent of Schools and with other administrators, shall be the final determining authority on whether an issue or concern could be considered litigation or potential litigation.

Communication with District Personnel
All communication with school district personnel for items under the contract, whether it be through electronic transmission (e-mail; text message, etc.), fax or telephone calls, shall be considered part of the contract.

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

1. Superintendent of Schools
2. Assistant Superintendent of Business
3. Any other person so designated by the Superintendent of Schools.

Communication with Board Members
All communication with members of the Board of Education will be regulated by the President of the Board of Education. All communication with Board members, whether it be through electronic transmission (e-mail; text message, etc.), fax or telephone calls, shall be considered part of the retainer contract.

Board Attorney—Appointed
It is the desire of the Board of Education to have the contracted legal firm to provide one (1) attorney to the Board to act as the official Board attorney. It is understood in the absence of the Board attorney the firm shall provide another attorney of similar experience to provide services as noted. The district will not accept inconsistent representative from the firm. The Board requests all respondents to submit the name of the attorney that will be appointed by the firm to represent the district.

The District expects to undertake the following schedule:

Action	Date
Public notice requesting proposals:	Sunday, December 15, 2024
Submission of RFP	Tuesday, January 7, 2025 @ 10:00 AM
Board of Education will review all proposals:	Monday, January 13, 2025 @ 4:00 PM
Mandatory Presentation **Freehold Borough School** **280 Park Avenue** **Freehold, New Jersey 07728**	Finalist must be present and be available to provide the Board of Education with a final presentation on: Monday, January 27, 2025 Starting @ 4:00 PM
Bid Award **(Estimated)**	Monday, February 3, 2025 @ 7:00 PM

C. QUALIFICATIONS OF RESPONDENTS

The Board Attorney shall:

- The legal firms shall name the individual within the firm who will be assigned to the represent the interest of the school district. The Individual must be licensed to practice law in the state of NJ and eligible to appear before all state and federal courts and administrative offices of his state of NJ for the period of not less than ten (10) years proceeding appointment and be in good standing.
- Have a law degree from an accredited Law School of a college or university.
- Hold a license to practice law in the State of New Jersey.
- Be employed by a firm with at least 5 NJ licensed attorneys. The firm shall employee 3 or more licensed professional on staff whose major focus and works has been and remains providing professional services to boards of education.
- Show evidence of experience and competence as a practicing attorney, with a minimum of 8 public school district for minimum for the past 10 years with a working knowledge of school law, including statutes, regulations and case law including the following areas:
  - Collective Bargaining
  - Personnel Matters
  - Contracts and Procurement
  - Criminal
  - Real Estate
  - Special Education
  - Administrative
  - New Jersey Administrative Code
  - New Jersey Statute Law
  - Civil Rights
  - Shared services/inter-local agreements
  - Charter School Law
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

- Exhibit a personality that demonstrates interpersonal skills to relate well to the Board, administration, staff, parents, and the community.

- Provide evidence that health is adequate to fulfill job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101.

- Be able to use appropriate electronic media needed to carry out job functions and responsibilities.

- Display the highest ethical and professional behavior in working with school personnel and other agencies.

- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information with legal confines.

- Observe strictly and exceed, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors.

D. CONTRACT PERIOD

The term of contract for School Board Attorney / Legal Services shall be from ***February 3, 2025 through December 31, 2025.***

E. COORDINATION OF ACTIVITIES

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

Asia Michael
Superintendent
Phone: 732-761-2101
E-mail: amichael@freeholdboro.k12.nj.us

Or

Patrick Pisano
Assistant Superintendent of Business/Board Secretary
Phone: 732-761-2105
E-mail: ppisano@freeholdboro.k12.nj.us

F. FEE SCHEDULE – PAYMENT

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

1. General Counsel – Hourly Rate (One Quarter Hour Increments)
   Respondents are to provide an hourly rate fee for the General Counsel Services as noted in the RFP. All respondents agree by submitting a response to this proposal that they will bill the Board on one quarter-hour increments for services provided less than one hour. The district will pay the legal firm/attorney on a pro-rated monthly basis.

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

Billing Invoices

The contracted legal firm shall provide billing invoices as follows:

A. Retainer Contract
   The invoice for the contract shall be submitted on a monthly basis to the Assistant Superintendent of Business after the month of services has been provided.

B. Hourly Services Contracts
   Invoices for hourly services shall at a minimum include the following information:

1. Date of Service
2. Attorney name
3. Matter name
4. Hourly rate
5. Amount of time spent on each particular service
6. Total charge of the particular service
7. Total amount of invoice
8. Other items and services agreed upon

All invoices will be sent to the Assistant Superintendent of Business for review and approval in accordance with Board policy.

G. PRESENTATION PACKAGE – Submit with the RFP Response

The Freehold Borough Board of Education seeks from all participating respondent's information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

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

The Presentation Package shall include at a minimum the following:

1. Technical Criteria

a. Description of Services
   Respondents should list all services to be rendered with their explanation in a detailed plan on how they will provide the services. Respondents shall also provide evidence of how services of similar type were provided to other public schools in New Jersey. Respondents, by submitting a proposal acknowledge that they fully understand the scope of service, work and activity to be performed. Respondents are to provide evidence of any innovation and/or successful approach in providing the services requested.

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

2. Management Criteria

a. Business Organization

The respondent shall submit a full description of the business organization to include, but not be limited to:

- Name, address, phone, fax, website, and other information of the professional firm or individual;
- An organizational chart noting the names of all principals and partners;
- Resumes of key staff members; and
- Other information concerning individuals of the professional firm that would assist the school district in the evaluation process.

b. Qualifications & Relevant Experience

Respondents shall submit documentation highlighting qualifications and experience as further defined on page 8-9, that will assist the school district in the evaluation and selection process. Such documentation shall include, but not be limited to:

- Complete list of all school districts who you currently represent (minimum of at least 5 years) and the number of years they have retained/used your firm on a retainer basis;
- Names of three (3) Superintendents from public school districts in New Jersey who would be willing to offer a letter of recommendation on your behalf;
- Copies of all professional licenses that are required to perform the services as listed in the specifications;
- List of any judgments against you or your firm within the last five (5) years and/or a list of bankruptcy or re-organization proceedings within the last ten (10) years against you or your firm;
- Other information concerning the firm and/or individuals of the firm that would assist the school district in the evaluation process;
- Availability of personnel, facilities, equipment and other resources to provide the services requested;
- Disciplinary Proceedings – Indicate whether any of your attorneys have been the subject of professional disciplinary proceedings and the outcome thereof.
- Malpractice – have any malpractice actions been commenced against you within the past five years, and the outcome thereof.

3. Cost Criteria

a. Fee Proposal

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

- Hourly rate with 15 minute intervals for General Counsel

Again, the respondent's fee schedule shall compliment the fee payment type as requested by the district.

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

b. Contract Expenses

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

- Expenses; Related to Contract; Incidental
  All incidental expenses related to this contract, incurred by the respondent to whom the contract is awarded, shall be the responsibility of the respondent. The Board will not reimburse any vendor for any incidental expenses related to the contract.

- Expenses Not Related to the Contract; District Procedures
  There may be a circumstance where a request is made for the respondent to provide services not directly related to the contract. These services not related to the contract are not to be provided by the respondent. The district will procure these services separately.

- Extraordinary Expenses
  Extraordinary expenses to be incurred by the respondent in the performance of his/her duties may be brought to the Board prior to the actual expenditure. The Board, upon recommendation of the appropriate administrator, may consider reimbursing the expense, or the Board may procure the services separately.

- Travel/Parking Reimbursement
  The Board of Education will consider reimbursing the respondent for all reasonable travel and parking fees while attending judicial and administrative hearings outside the Freehold Borough as follows:

  - Mileage Reimbursement – $0.47- District Rate
    (Mileage will be reimbursed on the lessor of the distance of the Firm's address or the Board's address to/from the hearing location)
  - Tolls – EZ Pass statement or receipts required
  - Parking – self-parking rates – receipt required

4. Other Fees

Legal Filing Fees; Other Legal Fees:
The Board of Education will reimburse all legal filing fees and other necessary legal fees during the course of this contract.

Copying Fees; Extraordinary
The Board of Education will reimburse all **extraordinary** copying fees when so pre-approved by the Assistant Superintendent of Business. Extraordinary copying fees will be reimbursed at ten cents ($.10) per page.

H. EVALUATION PROCESS; METHODOLOGY OF AWARDING CONTRACT

The procedures developed for the award of the contract constitutes a "fair and open" process pursuant to N.J.S.A. 19:44A-20.7. The contract, if awarded, shall be awarded to the Firm who submits the most advantageous proposal based on price and the qualifications of the Firm and other factors considered. The evaluation will consider:

a. Experience and reputation in the field; (25 points)
b. Availability to accommodate any required meetings of the Board; (25 points)
c. Compensation proposal; (25 points)
d. Other factors, if demonstrated, to be in the best interest of the Board. (25 points)

I. EVALUATION OF PROPOSALS

All proposals shall be evaluated by the following:

1. Superintendent of Schools
2. Assistant Superintendent of Business
3. Freehold Borough Board of Education

J. AWARD OF CONTRACT

It is the intention of the Board of Education to award the contract to the respondent that is the most advantageous to the Board, price and other factors considered; and will provide the highest quality service at fair and competitive prices. A decision on whether the contract will be awarded and to whom it will be awarded shall be made within sixty (60) days from the date the proposals are opened.

K. AFFIRMATIVE ACTION REQUIREMENTS

Each respondent shall submit one of the following three documents:

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

A completed and signed Affirmative Action Questionnaire is required with submission of proposal. However, when awarded a contract the successful firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27 et seq.

L. AUTHORIZATION TO WORK – PURCHASE ORDER REQUIRED

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

M. BUSINESS REGISTRATION CERTFICATE (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:32-44, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

1. No contract with a subcontractor shall be entered into until the subcontractor provides a copy of a valid business registration certificate to the contractor. The contractor shall provide copies of a current Business Registration Certificate for each subcontractor immediately upon entering into each subcontract. The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the Project. Subcontractors through all tiers of a Project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;

2. The contractor shall maintain and submit a current, updated list of subcontractors and their current Business Registration Certificate as a continuing obligation under this contract. Before final payment

on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

3. For the term of this contract, the contractor and each of its affiliates and each subcontractor and supplier and each of its affiliates as defined in N.J.S.A. 52:32-44(g) (3) shall collect and remit and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A contractor, subcontractor or supplier that fails to provide a copy of a business registration as required pursuant to N.J.S.A. 52:32-44 et seq., or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of $25.00 for each day of violation, not to exceed $50,000 for each business registration copy not properly provided under a contract with a contracting agency. The contractor shall indemnify and hold harmless the Owner from and against any and all fines, taxes, penalties, interest, claims, losses, costs and expenses of any kind arising out of or resulting from or in connection with the contractor's failure to comply with N.J.S.A. 52:32-44 as amended from time to time.

N. CONTRACTS

Upon notification of award of contract by the Freehold Borough Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Board of Education. The successful respondent shall sign and execute said contract and return it together with documents required by the district such as but not limited to:

- Professional Liability Certificate;
- Criminal History Background evidence; (if required)
- Other required documents as may be outlined in the proposal specifications.

Within ten (10) days of receipt of notification of award of contract, the executed contracts and related documents must be returned to:

Patrick Pisano
Assistant Superintendent of Business/Board Secretary
Freehold Borough Board of Education
280 Park Avenue
Freehold, New Jersey 07728

O. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN N.J.S.A. 18A18A-49.4

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review this list prior to completing the below certification. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

In addition, respondents must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes on the lower portion of the enclosed form.

Failure to complete, sign and submit the Disclosure of Investment Activities in Iran form with the proposal shall be cause for rejection of the proposal.

P. DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL

The respondent shall familiarize himself with all forms* provided by the Board that are to be returned with the proposal. If there are any forms that the Board is to provide that are either missing or illegible, it is the responsibility of the respondent to contact the Business Office at 732-758-1500, extension 1508 for duplicate copies of the forms. This must be done before the proposal date and time. The Board accepts no responsibility for duplicate forms that were not received by the respondent in time for the respondent to submit with his RFP package.

All documents returned to the Board shall be signed with an original signature in ink (blue). Failure to sign and return all required documents with the RFP package may be cause for disqualification and for the proposal to be rejected pursuant to N.J.S.A. 18A:18A-2(y) (non-responsive). The Board will not accept facsimile or rubber stamp signatures.

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

- Affirmative Action Questionnaire;
- Stockholders Disclosure Statement;
- Vendor Questionnaire/Certification;
- New Jersey Business Registration Certificate;
- Chapter 271 Political Contribution Disclosure Form;
- Non-Collusion Affidavit; and
- Disclosure of Investment Activities in Iran
- Certification of Non-involvement in Prohibited Activities in Russia or Belarus
- NJ Business Registration Certificate

Review your RFP package for these forms. If any forms are not found within the Request for Proposal, it is incumbent upon the proposer to either contact the Assistant Superintendent of Business's office or retrieve said forms on line. Failure to submit any required forms may disqualify your proposal.

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

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

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

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

R. INCIDENTAL EXPENSES

All incidental expenses related to the services provided are the responsibility of professional service provider. The school district will not reimburse any provider for any incidental expenses related to the contract.

Travel – The proposal costs submitted by respondents shall include any or all costs pertaining to travel to and from any site where the services are to be performed. The Freehold Borough Board of Education will not pay any costs for travel except for travel noted in the Scope of Services. Travel time is not to be charged on any hourly or service rate. Travel time to and from the site of service is to be borne by the respondent.

S. INSURANCE; PROFESSIONAL LIABILITY – CERTIFICATE REQUIRED

☒ Required ☐ Not Required

The respondent must include proof of the following minimum insurance coverage.

$1,000,000 Each Incident; Occurrence; Wrongful Act; Errors and Omissions
$3,000,000 Professional liability annual aggregate

The successful Firm will provide an insurance certificate naming the Board of Education as to the certificate holder shall be as follows and remain in full force during the term of contract: Shall the firm have higher limits; the Firm should state on the Certificate of Insurance at the time of bid response. Any higher limit secured by the Firm shall be granted to Freehold Borough Board of Education in the event of a claim.

The Freehold Borough Board of Education
280 Park Avenue
Freehold, New Jersey 07728

Failure by the Professional to supply such shall result in default.

The insurance companies for the above coverage must be licensed by the State of New Jersey and acceptable to the Board. The Firm shall not take any action to cancel any of the insurance required under the agreement without the approval of the Board. The maintenance of insurance under this section shall not relieve the Professional of any liability greater than the insurance coverage.

All policies must incorporate a provision requiring the giving of notice to the Owner by certified mail, return receipt requested, at least thirty (30) days prior to the cancellation or non-renewal of any insurance policy required herein.

T. INTERPRETATIONS AND ADDENDA

No interpretation of the meaning of the specifications will be made to any Respondent orally. Every request for such interpretations should be made in writing to the Assistant Superintendent of Business and must be received by 3:00 P.M. on January 2, 2025. Any and all interpretations and any supplemental instructions will be distributed in the form of a written addenda to the specifications. The

addenda will be provided in accordance with N.J.S.A. 18A:18A-21(c) to the respondents by certified mail or certified fax and will be delivered on January 3, 2025. All addenda so issued shall become part of the contract document.

U. INTERVIEWS—BOARD OF EDUCATION

The Board of Education reserves the right to interview any or all of the respondents who submit a response, including the individual within the firm named as the attorney that will be assigned to represent the district. It is understood that the interview process will involve aspects of the Qualifications of respondents, Technical and Management Criteria of the submitted proposals and **under no circumstances shall the cost provisions of the proposal be subject to negotiations by the Board.**

V. POLITICAL CONTRIBUTION DISCLOSURE STATEMENT – PAY TO PLAY

A business entity as defined by law is advised of its responsibility to file an annual disclosure statement on political contributions with the **New Jersey Election Law Enforcement Commission** pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005 Chapter 271 section 3) if the business entity receives contracts in excess of $50,000 from public entities in a calendar year. It is the business entity's responsibility to determine if filing is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement commission at 1-888-313-3532 or at www.elec.nj.us.

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

Award of Contract -- Reportable Contributions -- N.J.A.C. 6A:23A-6.3 (a) (2)
"No Board of Education will vote upon or award any contract in the amount of $17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L.1973, c83 (codified at N.J.S.A. 19:44A-1 et seq.) to a member of the Board of Education during the preceding one year period."

Contributions During Term of Contract – Prohibited -- N.J.A.C. 6A:23A-6.3 (a) (2,3)
"Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et seq.) to any member of the School Board from any business entity doing business with the school district are prohibited during the term of the contract."

When a business entity referred in 4.1(e) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity."
Chapter 271 Political Contribution Disclosure Form – Required -- N.J.A.C. 6A:23A-6.3 (a)(4)
All respondents shall submit with their bid package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3 (a2) Award of Contract.

W. PRE-PROPOSAL MEETING ☐ Applicable ☒ Not Applicable

X. SUBCONTRACTING; ASSIGNMENT OF CONTRACT

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

Y. SUBMISSION DEADLINE

The deadline to submit all RFP Packages is:

Tuesday, January 7, 2025
10:00 A.M.

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

Z. SUBMISSION OF RFP PACKAGE – (Original and Copies)

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

Patrick Pisano
Assistant Superintendent of Business/Board Secretary
Freehold Borough Board of Education
280 Park Avenue
Freehold, New Jerse7 07728

Respondents are to include:

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

AA. TERMINATION OF CONTRACT

If the Board determines that the contractor has failed to comply with the terms and conditions of the bid and/or proposal upon which the issuance of the contract is based or that the contractor has failed to perform said service, duties and or responsibilities in a timely, proper, professional and/or efficient manner, then the Board shall have the authority to terminate the contract upon written notice setting forth the reason for termination and effective date of termination.

Termination by the Board of the contract does not absolve the contractor from potential liability for damages caused the District by the contractor's breach of this agreement. The Board may withhold payment due the contractor and apply same towards damages once established. The Board will act diligently in accordance with governing statutes to mitigate damages. Damages may include the additional cost of procuring said services or goods from other sources.

The contractor further agrees to indemnify and hold the District harmless from any liability to subcontractors or suppliers concerning work performed or goods provided arising out of the lawful termination of this agreement.

BB. WITHDRAWAL OF PROPOSALS

Before the Proposal Due Date

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

After the Proposal Due Date

The Board of Education may consider a written request from a respondent to withdraw a proposal if the written request is received by the Assistant Superintendent of Business within five (5) business

days after the proposal opening. A request to withdraw a proposal after the specified number of days will not be honored.

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

The request to withdraw a proposal after the proposal due date may be reviewed by the Assistant Superintendent of Business, and/or the current Board Attorney and a recommendation will be made to the full Board of Education.

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

FREEHOLD BOROUGH BOARD OF EDUCATION
280 Park Avenue
Freehold, New Jersey 07728

Fee Proposal Form

School Board Attorney / Legal Services
RFP # 24-01

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

Contract General Counsel $_____/Per Hour

Contract Support Staff $_____/Per Hour

The respondent by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents; and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal

Name_____

Address _____ P.O. Box _____

City, State, Zip Code _____

Federal Tax ID Number _____

Phone Number ( ) _____ Extension _____

Fax No. ( ) _____ E-Mail _____

Authorized Agent _____ Title _____

Agent's Signature _____ Date _____

All proposals must be received no later than **Tuesday, January 7, 2025 10:00 A.M.**

All proposals are to be sent to:

Patrick Pisano
Assistant Superintendent of Business/Board Secretary
Freehold Borough Board of Education
280 Park Avenue
Freehold, New Jersey 07728

ETHICS IN PURCHASING

Statement to Vendors

School District Responsibility

Recommendation of Purchases

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

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

Solicitation/Receipt of Gifts – Prohibited

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

Vendor Responsibility

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

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

Vendor Certification

Vendors will be asked to certify that the goods and services itemized in the bills have been delivered or rendered, that no bonus has been given or received by any person or persons with the knowledge of the department; and that the bill is true and correct.

Patrick Pisano
Assistant Superintendent of Business/Board Secretary

FREEHOLD BOROUGH BOARD OF EDUCATION
280 Park Avenue
Freehold, New Jersey 07728

Patrick Pisano
ASSISTANT SUPERINTENDENT OF BUSINESS/BOARD SECRETARY *Phone: 732-761-2105*

TO: All Vendors

UNAUTHORIZED ORDERS

Official Notification

Authorized Purchases

The Freehold Borough Board of Education only recognizes purchases made through the approved purchase order process. All purchases require a ***Written Purchase Order*** with ***authorized signatures*** and a ***purchase order number***.

Unauthorized Purchases

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

Vendors' Responsibility

- **Do NOT Honor Requests!**

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

- **Contact the Business Office!**

  Please alert Patrick Pisano, Business Administrator at 732-761-2105, if any Board Member or employee attempts to place an order without an authorized purchase order.

- **You will NOT Get Paid!**

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

Authorized Signatures

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

Patrick Pisano
Assistant Superintendent of Business/Board Secretary

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
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 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. I7:27-5.2.

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.

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 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 at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

The failure to submit such appropriate evidence will result in rescission of the contract.

To be completed, signed and returned with proposal.

AFFIRMATIVE ACTION QUESTIONNAIRE

Date: Tuesday, January 7, 2025 10:00 A.M.

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

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

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

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

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

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

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

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

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

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

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

Name: _____

Signature _____

Title _____ Date _____

Name of Company_____

Address _____

City, State, Zip _____

STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number: **Bidder/Offeror:**

PART 1: CERTIFICATION
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive**. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

☐ **I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed** on the N.J. Department of the Treasury"s list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

☐ **I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below**. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN
You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name Relationship to Bidder/Offeror

Description of Activities

Duration of Engagement Anticipated Cessation Date

Bidder/Offeror Contact Name Contact Phone Number

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Signature:

Title: Date:

To be completed, signed and returned with proposal.

Vendor Questionnaire/Certification

RFP #24-01, School Board Attorney / Legal Services

Name of Company _____

Street Address _____ PO Box _____

City, State, Zip _____

Business Phone Number (____)_____ Ext. _____

Emergency Phone Number (_____)_____

FAX No. (____)_____ E-Mail _____

Years in Business _____ Number of Employees _____

References – Work previously done for School Systems in New Jersey

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 Freehold Borough Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the Board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts; Gratuities; Compensation

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

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a) (1-4) concerning vendor contributions to school Board members.

I certify that I am not an official or employee of the Freehold Borough Board of Education.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

_____ _____

President or Authorized Agent ***SIGNATURE***

To be completed, signed and returned with proposal.

NON-COLLUSION AFFIDAVIT
RFP #24,01, School Board Attorney / Legal Services

Re: Proposal for the Freehold Borough Board of Education.

STATE OF NEW JERSEY Date:

:ss:
COUNTY OF

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 Board of Education of the City of Freehold Borough relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said bid.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees of bona fide established commercial or selling agencies maintained by

_____
(Print Name of Contractor/Vendor)

Subscribed and sworn to: _____
(**SIGNATURE OF CONTRACTOR/VENDOR**)

before me this _____ day of _____, _____.
Month Year

_____ _____
NOTARY PUBLIC SIGNATURE Print Name of Notary Public

My commission expires _____ _____, _____. – Seal –
Month Day Year

To be completed, signed and returned with proposal.

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

RFP #24-01, School Board Attorney / Legal Services

Re: Proposal for the Freehold Borough Board of Education. RFP Date: _____

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

☐	Corporation--	☐	Limited Partnership--
☐	Partnership--	☐	Limited Liability Corp.--
☐	Sole Proprietorship--	☐	Limited Liability Partnership--
☐	Sub Chapter S Corp.--	☐	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

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

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) ➔➔➔

To be completed, signed and returned with proposal.

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

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

Our firm, _____ , is organized

_____

_____

Names of Principals Title

_____

_____

_____

_____

_____

Use additional paper if needed. Check here ☐ if additional sheets are attached.

Name of Company _____

Address _____

City, State, Zip _____

Authorized Agent _____ **Title** _____

_____

SIGNATURE OF AUTHORIZED AGENT

Freehold Borough Board of Education

280 Park Avenue
Freehold, New Jersey 07728

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

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

Reportable Contributions

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

The Business Entity may attach additional pages if needed.

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

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

Certification

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

Name of Authorized Agent _____

Signature _____ Title _____

Business Entity _____

P.L. 2005, c.271

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

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

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

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

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

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

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

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

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

c. As used in this section:

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

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and

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

P.L. 2005,c271 cont'd

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

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

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

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

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

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

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

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

As used in this section:

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

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

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

4. This act shall take effect immediately.

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

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 Clerk	Sheriff
{County Executive}	Surrogate	

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

Boards of Education (Members of the Board):

Fire Districts (Board of Fire Commissioners):

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

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor[i]") 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

[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

Form AA302
Rev. 10/08

STATE OF NEW JERSEY

Division of Public Contracts Equal Employment Opportunity Compliance

EMPLOYEE INFORMATION REPORT

IMPORTANT- READ INSTRUCTIONS ON BACK OF FORM CAREFULLY BEFORE COMPLETING FORM. TYPE OR PRINT IN SHARP BALLPOINT PEN.
FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND **SUBMIT THE REQUIRED $150.00 NON-REFUNDABLE FEE** MAY DELAY ISSUANCE OF YOUR CERTIFICATE.
DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the Form, go to: **www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf**

SECTION A - COMPANY IDENTIFICATION

1. FED. NO. OR SOCIAL SECURITY
2. TYPE OF BUSINESS ☐ 1. MFG ☐ 2. SERVICE ☐ 3. WHOLESALE ☐ 4. RETAIL ☐ 5. OTHER
3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
4. COMPANY NAME
5. STREET CITY COUNTY STATE ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) CITY STATE ZIP CODE
7. CHECK ONE: IS THE COMPANY ☐ SINGLE-ESTABLISHMENT EMPLOYER ☐ MULTI-ESTABLISHMENT EMPLOYER
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT
10. PUBLIC AGENCY AWARDING CONTRACT CITY COUNTY STATE ZIP CODE

Official Use Only	DATE RECEIVED	INAUG DATE	ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

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

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

Sample

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? ☐ 1. Visual Survey ☐ 2. Employment Record ☐ 3. Other (Specify)
13. DATES OF PAYROLL PERIOD USED From To:
14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES 2. NO
15. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type) SIGNATURE TITLE DATE MO. DAY YEAR
17. ADDRESS NO. & STREET CITY COUNTY STATE ZIP CODE PHONE (AREA CODE, NO. EXTENSION) - -

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

INSTRUCTIONS FOR COMPLETING THE

EMPLOYEE INFORMATION REPORT (FORM AA302)

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

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

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

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

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

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

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

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

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

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

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

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

Racial/Ethnic Groups will be defined:
Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.
Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.
American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Phillippine Islands and Samoa.
Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

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

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

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

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

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

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

TYPE OR PRINT IN SHARP BALL POINT PEN

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

NJ Department of the Treasury
Division of Public Contracts Equal Employment Opportunity Compliance
P.O. Box 206
Trenton, New Jersey 08625-0206 Telephone No. (609) 292-5473

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME:
TAX REGISTRATION TEST ACCOUNT

TRADE NAME:
CLIENT REGISTRATION

TAXPAYER IDENTIFICATION#:
970-097-382/500

SEQUENCE NUMBER:
0107330

ADDRESS:
847 ROEBLING AVE
TRENTON NJ 08611

ISSUANCE DATE:
07/14/04

EFFECTIVE DATE:
01/01/01

Acting Director

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

SAMPLE

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:

20041014112823533

Contractor's CHECKLIST: Please **Check-Off** each item to verify that you have completed the submittal requirement.

☐ Fee Proposal Form **(FORM PROVIDED HEREIN)**

☐ Affirmative Action Questionnaire **(FORM PROVIDED HEREIN)**

☐ Iran Disclosure Form **(FORM PROVIDED HEREIN)**

☐ Hold Harmless Indemnification **(FORM PROVIDED HEREIN)**

☐ Debarment and Certification of Legal Compliance Form **(FORM PROVIDED HEREIN)**

☐ Vendor Questionnaire / Certification **(FORM PROVIDED HEREIN)**

☐ Non-Collusion Affidavit **(FORM PROVIDED HEREIN)**

☐ Stockholder/Partnership Disclosure and Statement of Ownership **(FORM PROVIDED HEREIN)**

☐ Political Contribution Disclosure Form **(FORM PROVIDED HEREIN)**

☐ Certificate of Non-Involvement of Prohibited Activities in Russia / Belarus **(FORM PROVIDED HEREIN)**

☐ State of New Jersey Employee Information Report, Form AA302 **(VENDOR PROVIDES)**

☐ State of New Jersey Business Registration Certificate **(VENDOR PROVIDES)**

☐ Exceptions listed **(VENDOR PROVIDES)**

All of the items checked off are included in the proposal submitted and I have received the addenda, if any were issued, indicated by my initials.

Signature of applicant _____ **(REQUIRED)**