

PRINCETON PUBLIC SCHOOLS BOARD OF EDUCATION

BUSINESS OFFICE

Valley Road Administration Building, 25 Valley Road, Princeton, NJ 08540

(609)806-4204

Mr. Andrew Harris

Business Administrator/Board Secretary

NOTICE OF REQUEST FOR PROPOSALS – AUDITING SERVICES

Notice is hereby given that sealed request for proposals will be received by the Princeton Public Schools Board of Education (“Board”) at the Board offices located at 25 Valley Road, Princeton, New Jersey 08540, from interested vendors for auditing services for the 2026-2027 school year (“Auditor” or the “Vendor”), in accordance with the Request for Proposals prepared by the Board.

A copy of the Request for Proposals may be inspected and picked up at the Board offices between the hours of 8:30 a.m. and 4:00 p.m., except Saturdays, Sundays and holidays. Further information may be obtained by calling Mr. Andrew Harris, School Business Administrator/Board Secretary at (609)806-4204.

All vendors submitting proposals must use and complete all forms and include all information required in the Request for Proposals. Proposals shall be submitted, in triplicate, in a sealed envelope with “Auditing Services 2026-2027” marked on the front of the envelope.

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.

Proposals must be submitted to the Princeton Public Schools Board of Education no later than **1:00pm**, on **Tuesday March 31, 2026**. If sent by mail, the proposals should be addressed to the Princeton Public Schools Board of Education, 25 Valley Road, Princeton, New Jersey 08540.

No proposal may be withdrawn for a period of sixty days from the opening of the proposals.

The contract, if awarded, shall be awarded to the Auditor who submits the most advantageous proposal based on price and the qualifications of the Auditor. The Board retains the exclusive right to reject any or all proposals, waive any informality in the process and determine which proposal is in the best interests of the District. No proposal may be deemed accepted until the adoption of a formal resolution by the Board.

Introduction and Background

The Board is soliciting proposals for an auditor by way of request for proposals. Specifically, the auditor selected as a result of this Request for Proposals will be expected to perform auditing services of the Princeton Public Schools District and provide an annual comprehensive financial report and auditor's management report on administrative findings – Financial, Compliance and Performance, for the fiscal year ending June 30, 2027.

Purpose/Technical Specifications

A. The Board desires to appoint a firm of certified public accountants to act as board auditors for the Princeton Public Schools Board of Education. The Board is seeking a candidate that has significant experience and familiarity with State and Local Government practices, rendering accounting, auditing, and financial services to boards of education. The successful auditor will be commissioned to provide to the district a comprehensive annual financial report and auditors management report on administrative findings – Financial, Compliance and Performance, for the fiscal year ending June 30, 2027, as required of the Single Audit Act Amendments of 1996 and the US Office of Management and Budget Circular A-133, "Audits of State and Local Governments," and the State Treasury Circular Letter 04-04, "Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid Payments, as well as the generally accepted auditing standards in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States.

B. Applicant should demonstrate knowledge of board of education auditing laws and regulations and experience in providing advice to boards of education on records compliance issues. Any experience or knowledge of matters that directly affect the Princeton Public Schools Board of Education should be addressed by the Auditor.

C. The Annual Comprehensive Financial Report and the Auditor's Management Report for Fiscal Year ending June 30, 2027 are to be filed within the designated time frames as established by the State of New Jersey.

Qualifications

A. N.J.S.A. 18A: 23-8 requires that an audit of the accounts of a school district be made only by a registered municipal accountant or a certified public accountant of New Jersey who holds an un-cancelled registration license as a public school accountant for New Jersey. Such registration license shall be issued to qualified person by the New Jersey State Board of Public Accountants who have complied with statutory requirements and are authorized to make audits of accounts, and records of school districts of the State of New Jersey.

B. The principals and associates of the firm who work on this audit must be certified public accountants. The Auditor shall furnish the Board with a curriculum vitae/firm resume that evidences a minimum of ten years of experience in the auditing of boards of education, compliance audits and fund audits.

C. Submit a peer review of the firm's system of quality control for auditing, as well as any other information in support of the qualifications for the position.

- D. Describe any special services available to boards of education.
- E. Provide billing rates for various levels of professionals possibly assigned to service the Board of Education.
- F. List all school district clients represented by the Vendor.
- G. List the name of any school district clients who terminated the services of the firm over the last three (3) years and state the date and reasons for the termination.

Fraud, Suspicion of Fraud or Unauditable Conditions

Upon the suspicion of or recognition of fraud, major accounting system deficiencies or major misstatements of accounts, the auditor should immediately contact the School Business Administrator and the Director of the Office of Compliance, New Jersey Department of Education. Firms will be required to produce a written report of the fraud or suspicion of fraud to the Business Administrator and the Director of the Office of Compliance, New Jersey Department of Education.

Contract

Auditor will perform the audit for Princeton Public Schools Board of Education for the 2026-2027 school year, with the option to be considered for additional auditor services, if requested and approved by the Board.

Cost of Proposal Preparation

The cost of preparing a response to this Request for Proposals, including any preliminary analyses, will not be reimbursed by the Board.

Preparation of Proposals

- A. Vendors shall comply with the requirements contained in, and shall include all information requested in the Request for Proposals.
- B. Any proposal not received by the date and time set forth in the Request for Proposals, Tuesday March 31, 2026 @ 1pm will not be considered by the Board.
- C. All vendors must use and complete the following forms in full:
 - 1. Affidavit of Non-Collusion
 - 2. Stockholder or Partnership Disclosure Statement
 - 3. Affirmative Action Forms attached hereto as Exhibits A and B and evidence of compliance therewith
 - 4. Business Registration Certificate to perform work in New Jersey. 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.

5. Vendor Personnel and Experience, including the information requested below under “Form of Proposal”
6. Political Contribution Disclosure
7. Disclosure of Investment Activities in Iran
8. Proposals must be submitted on the Form of Proposal furnished by the Board and as otherwise set forth herein. Where the Vendor is a corporation or a partnership, the person submitting the proposal must certify that he is duly authorized to submit a proposal on behalf of the corporation or partnership. The corporate seal should be affixed to the proposal. Alternative proposals will not be accepted unless otherwise authorized in the proposal documents. No conditions, limitations or other provisions may be placed on a proposal.

D. Proposals shall be submitted in a sealed envelope with the name and address of the Vendor and the name of the project (“Auditor Services for 2026-2027 School Year”) marked on the front of the envelope. Telegraph, telecopy or facsimile of proposals will not be considered.

E. A vendor may withdraw its proposal at any time prior to the scheduled time for opening proposals. No proposal, however, may be withdrawn for a period of sixty days from the opening of the proposals.

The Board reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

Form of Proposal

In addition to the forms set forth above, each vendor must submit as part of its Proposal a fully completed “Vendor Personnel and Experience,” and must submit the following information:

A. Vendor Background and Qualifications

The Proposal must contain the following information about the Vendor:

1. Information about the Vendor (addresses, telephone numbers, names of contact persons and of lead personnel).
2. Curriculum vitae / firm resume for each of the individuals listed as lead personnel for the Vendor.
3. All vendors must provide proof of professional liability insurance.
4. Additional information about the project team, its personnel, financial condition, or qualifications.

B. Technical Aspects of the Proposal

The Proposal should contain information about the Vendor's technical approach in response to the technical Criteria.

C. Cost of the Proposal

The Proposal must contain information about the financial aspects of the Proposal.

D. Additional Information

Any additional information the Vendor believes to be relevant to the Board's selection efforts may be included in the proposal.

Proposal Evaluation

A. Timetable

1. The Board expects to undertake the selection process shortly after the deadline for receiving Requests for Proposals and potentially expects to award the contract in June 2026.
2. All proposals will be evaluated by a Selection Committee, consisting of the Superintendent of Schools, the School Business Administrator and members of the Board of Education. The Committee may conduct interviews with finalists to clarify information provided in the proposals. The Board will make a final selection based upon such factors as are deemed to be in its best interests after considering the recommendation of the Selection Committee.

B. Presentation Package

1. All respondents shall prepare a presentation package in response to this Request for Proposals.
2. The Presentation Package shall include the following information.
 - a. Technical Criteria and Qualifications:
 - i. Description of Services to be Performed

Respondents should list all services to be rendered with their explanation in detail as to how they will provide the services. Respondents, by submitting a proposal, acknowledge that they fully understand the scope of service, work and activity to be performed.
 - ii. Ability to Perform Services

Respondents, by submitting a proposal acknowledge that they fully understand the scope of service, work and activity to be performed as per the following breakdown in meeting the above mentioned goals and objectives.

b. Management Criteria:

i. 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;
- Names of all principals and partners;
- Resumes of the key staff members;
- Names of licensed professional who will provide services to the Board
- Other information concerning the key individual of the professional firm that would assist the school district in the evaluation process.

ii. Qualifications; Relevant Experience

Respondents shall submit Documentation highlighting qualifications and experience they have that will assist the school district in the evaluation and selection process.

c. Cost Criteria:

i. Fee Proposal

Respondents are to submit a fee proposal schedule that reflect the service that is being requested by the school district. Specifically, the vendor will submit a cost to perform the following reports for the district for the Fiscal Year ending on June 30, 2027:

- (1) The Annual Comprehensive Financial Report
- (2) Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance.

- (3) An hourly rate for additional services that may be required by the Board. The fee schedule shall set forth the hourly rate for a partner and associate accountant.

Respondents should provide a full detailed analysis of their fee proposal.

The fee schedule provided by the respondent shall be a significant part of the evaluation process as conducted by the Board.

ii. Contract Expenses

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

(1) Expenses; Related to Contract; Incidental

All incidental expenses related to this contract, including but not limited to travel, etc., incurred by the respondent to whom the contract is awarded, shall be the responsibility of the respondent and should not be included in the response to this RFP. The Board will not reimburse any vendor for any incidental expenses related to the contract.

(2) 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.

(3) Extraordinary Expenses

Any extraordinary expenses needed in the performance of the auditor's duties shall be brought to the Board prior to actual expenditure. The Board, upon recommendation of the appropriate administrator, may consider reimbursing the Auditor's expense, or the Board may procure the services separately.

Evaluation Process; Methodology of Awarding Contract

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

EVALUATION OF PROPOSALS

All proposals shall be evaluated by:

- Dr. Michael LaSusa, Superintendent
- Mr. Andrew Harris, Business Administrator
- Members of Princeton Public Schools District Board of Education

After reviewing the response to the RFP, the Board may require Respondent to attend an interview before the Board as part of the evaluation process.

Term

This Contract will be for one year, beginning on July 1, 2026 and ending on June 30, 2027 for the 2026-2027 audit. The Board may terminate the contract without cause upon thirty days' notice to the Provider.

Stockholder or Partnership Disclosure Statement

- A. Pursuant to P.L. 1977, c. 33 (N.J.S.A. 52:25-24.2), all corporations and partnerships shall submit a statement with their Proposal which sets forth the names and addresses of all stockholders in the corporation or partnership who own ten percent or more of its stock, or of all individual partners in the partnership who own a ten percent or greater interest therein. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding ten percent or more of that corporation's stock or the individual partners owning ten percent or greater interest in that partnership shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder and individual partner exceeding the ten percent ownership criterion has been listed.
- B. Any vendor whose stockholders or partners own less than ten percent of the stock shall certify such fact to the Board.
- C. A form affidavit is included as part of the Request for Proposals.

Payments

Upon presentation of a duly executed voucher, payment for the services shall be made monthly with a per activity breakdown.

Insurance

The Auditor agrees to obtain and maintain for the entire term of this Agreement the following insurance coverage:

1. Professional Liability on a claims made basis in the annual aggregate of \$2,000,000.00.
2. Worker's Compensation insurance for its employees as required by law.

Indemnification

The Vendor shall indemnify and hold harmless the Board, its employees, officers, agents and servants, from any and all claims, liability, damages and expenses, including reasonable attorneys' fees, arising out of, resulting from, or in connection with the services provided by the Vendor, which are caused by any error, omission, neglect or intentional act of the Vendor, its employees or agents.

Non-Collusion

No official or employee of the Board who is authorized in his or her official capacity to negotiate, make, accept or approve, or to take part in such a decision regarding a contract in connection with equipment shall have any financial or other personal interest in any such contract. The Board and its officers and employees shall comply with the School Ethics Law, N.J.S.A. 18A:12-21 et seq. and N.J.A.C. 6A:28.

No vendor shall directly or indirectly enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free, competitive contracting in connection with this project.

A form affidavit of non-collusion is included as part of the Request for Proposal documents and must be completed by the Vendor.

Business Registration Certificate

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. The failure to provide a business registration certificate is a material defect which cannot be waived.

Laws

The Vendor shall comply with all applicable laws, statutes, regulations, and ordinances and any order issued by any governmental entity. The contract shall be governed by the laws of the State of New Jersey.

Law Against Discrimination

The Vendor agrees to comply with the anti-discrimination provisions of N.J.S.A. 10:2-1 et seq., the Laws Against Discrimination, N.J.S.A. 10:5-1 et seq., N.J.A.C. 6:4-1.6, and N.J.A.C. 17:27-1.1 et seq., as set forth at length in Exhibits A and B attached hereto and made a part hereof.

Pay-to-Play Disclosure

The Vendor is advised of the 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, c. 271, § 3) if the Vendor receives contracts in excess of \$50,000 from public entities in a calendar year. It is the Vendor's responsibility to determine if filing is

necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

CHECKLIST

The forms, as noted below, are part of the Proposal package and must be properly completed and submitted with the Proposal. Failure to provide any of the item(s) listed below may cause disqualification of the Proposal in accordance with law.

- Form of Proposal (Vendor to provide)
- Stockholder or Partnership Disclosure Statement
- Non-Collusion Affidavit
- Exhibits A and B
- Business Registration Certificate
- Vendor Personnel and Experience
- Political Contribution Disclosure
- Disclosure of investments in Iran

STOCKHOLDER OR PARTNERSHIP DISCLOSURE STATEMENT

STATE OF _____:

ss:

COUNTY OF _____:

In accordance with the Instructions contained in the Request for Proposals and the provisions of P.L. 1977, Chapter 33, Section 1 (N.J.S.A. 52:25-24.2), the undersigned being duly sworn according to law, hereby deposes and says that the following is a list of the names and addresses of all stockholders in the corporation or partnership who own ten percent or more of its stock or of all individual partners in the partnership who own a ten percent or greater interest therein.

If one or more such stockholders or partners is itself a corporation or partnership, all stockholders holding a ten percent or more of the stock or all individual partners owning a ten percent or greater interest in that partnership are also listed.

I.

Name of Corporation/
Partnership

Address

Name of Corporation/
Partnership

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Use reverse side for additional stockholders/partners.

I.

Name of Corporation
Partnership who holds ten percent
or more interest in the bidding
corporation/partnership

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Use reverse side for additional stockholders/partners.

The absence of any names and addresses on the foregoing list signifies that there are no individual stockholders or partners who own ten percent or more interest in the bidding corporation or partnership.

Name of Vendor

Name

Official Title

Sworn before me this _____
day of _____, 20____

Notary Public of _____
My Commission expires ___/___/___

AFFIDAVIT OF NON COLLUSION

STATE OF _____:

SS:

COUNTY OF _____:

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

I am _____ of the firm of _____, the Vendor making the proposal for the above named project. I executed the proposal with full authority to do so. The Vendor has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive contracting in connection with the above-named project. All statements contained in this proposal and in this affidavit are true and correct, and made with the full knowledge that the Princeton Public Schools Board of Education shall rely upon the truth of the statements contained in the proposal and in the statements contained in this affidavit in awarding the contract for the project.

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

Name of Vendor

Name

Official Title

Sworn before me this _____
day of _____, 20____

Notary Public of _____
My Commission expires ___/___/___

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with:

Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2 or

Good faith efforts to meet targeted county employment goals determined by the Division pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, 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

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division 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.

**AFFIRMATIVE ACTION CERTIFICATION
GOODS, SERVICES AND PROFESSIONAL SERVICES CONTRACTS**

As a condition to entering into a valid and binding contract with the Board of Education, the Vendor and all subcontractors shall execute this Certification and provide the Board with appropriate evidence that:

1. The Vendor has a federally approved or sanctioned Affirmative Action Plan approval.
2. The Vendor has a Certificate of Employee Information Report issued in accordance with to N.J.A.C. 17:27-4.
3. The Vendor has an Employee Information Report (AA-302) provided by the Division to the Board of Education for distribution to and completion by the Vendor in accordance with N.J.A.C. 17:27-4. Complete the form and forward it to the Board of Education. 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.

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

I certify that our Company has never before applied for a Certificate of Employee Information Report in accordance with the rules promulgated by the State Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and I agree to submit immediately a copy of the Employee Information Report (AA-302) to the Division of Public Contracts Equal Employment Opportunity Compliance, Department of Treasury, P.O. Box 209, Trenton, NJ 08625.

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

SIGNATURE _____ NAME _____

DATE _____ TITLE _____

EXHIBIT B

TO: All Vendors
FROM: Lameka Augustin, Business Administrator/Board Secretary
RE: AFFIRMATIVE ACTION

As a condition to entering into a valid and binding contract, you must submit evidence that:

1. The Vendor is operating under an existing federally approved or sanctioned Affirmative Action Plan.
2. The Vendor has a Certificate of Employment Information Report issued in accordance with N.J.A.C. 17:27-1.1 et seq.; or
3. The Vendor has an Employee Information Report (AA302), provided by the Division of Contract Compliance and Equal Employment Opportunity, which shall be completed by the Vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The Vendor shall not be eligible to submit an Employee Information Report unless the Vendor certifies and agrees as follows:

The Vendor, where appropriate, certifies that it has never before applied for a Certificate of Employment Information Report in accordance with the rules promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and agrees to submit immediately to the Division of Contract Compliance and Equal Employment Opportunity a copy of the Employee Information Report.

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Name: _____
Signature: _____
Title: _____
Date: _____

VENDOR PERSONNEL AND EXPERIENCE

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. Attach separate letters where requested.

1. Name of firm: _____

2. Address: _____

3. Phone and Fax Numbers: _____

4. Lead personnel for this project (persons who will have supervisory or other responsibility for the work to be performed):

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____

5. When Organized or Incorporated: _____

6. State where organized or incorporated: _____

7. How many years have you been engaged in the business under your present firm or trade name? _____

8. Have you ever failed to complete any work for auditing services awarded to your firm? _____
If so, by whom, where and what were the reasons? _____

9. Have you been terminated by a public school district or public entity? _____

10. If so, by whom, where, when and what were the reasons? _____

11. Attach schedule of all public school districts and public entities for which your firm has provided auditing services within the last three years.

12. Attach background and experience of principals of the firm.

13. List the names of at least three public entity clients and phone numbers to contact for references.

Vendor
(If vendor is an Individual)

Partner
(If vendor is a Partnership)

Officer
(If vendor is a Corporation)

Sworn to before me this _____
day of _____, 20__

Notary Public of _____
My Commission expires __/__/__

POLITICAL CONTRIBUTION DISCLOSURE AFFIDAVIT

STATE OF _____:

ss:

COUNTY OF _____:

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

I am _____ of the firm of _____, the bidder making the proposal for the above named project. I am aware that:

A. Pursuant to N.J.A.C. 6A:23A-6.3, no business entity which has made a reportable contribution (as defined in N.J.S.A. 19:44A-1 et seq.) to a member of the Board of Education during the preceding one year shall be awarded a contract in excess of \$17,500.

B. Any business entity doing business with the School District is precluded from making any reportable contributions to any member of the Board of Education during the term of the Contract.

C. When a business entity is a natural person, a contribution by that person’s spouse or child that resides therewith shall be deemed to be a contribution by the business entity. Where a business entity is other than a natural person, a contribution by the person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

D. A political contribution disclosure (“PCD”) form is required to be submitted for all contracts greater than \$17,500. No contract award shall be made unless the completed PCD is submitted to the Board office prior to the award. Failure to submit the PCD shall result in the rejection of the bid. A Sample Form is included as part of the bidding documents and must be completed by the bidder.

I aver that no reportable contributions have been made by the Bidder in violation of the provisions set forth in N.J.A.C. 6A:23A-6.3. If the Bidder is the lowest responsible bidder, a completed PCD form shall be submitted to the Board office ten days prior to the contract award.

Signature of Principal

(Name)

Sworn to before me this _____
day of _____, 20____

Notary Public of _____
My Commission expires ___/___/___

Certification on Behalf of a Company, Partnership or Organization and All Individuals Whose Contributions are Attributable to the Entity Pursuant to Executive Order No. 117 (2008)

I hereby certify as follows:

On or after November 15, 2008, neither the below-named entity nor any individual whose contributions are attributable to the entity pursuant to Executive Order No. 117 (2008) has solicited or made any reportable contribution of money or pledge of contribution, including in-kind contributions or company or organization contributions, to the following:

- a) **Any candidate committee and/or election fund of the Governor;**
- b) **A State political party committee;**
- c) **A legislative leadership committee;**
- d) **A county political party committee; or**
- e) **A municipal political party committee.**

I certify as an officer or authorized representative of the Company or Organization identified below that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Name of Company, Partnership or Organization:

Signed: _____ **Title:** _____

Print Name: _____ **Date:** _____

Circle One of the Following Which Applies:

(A) The Company, Partnership or Organization is the vendor;
or

(B) the Company, Partnership or Organization is a Principal (more than 10% ownership or control) of the vendor, a Subsidiary controlled by the vendor, or a Political Organization (e.g., PAC) controlled by the vendor.

**Please note that if the person signing this Certification is not signing on behalf of all individuals whose contributions are attributable to the entity pursuant to Executive Order No. 117 (2008), each of those individuals will be required to submit a separate individual Certification.*

**Individual Certification of Compliance
with Executive Order No. 117 (2008)**

I hereby certify as follows:

On or after November 15, 2008, I have not solicited or made any reportable contribution of money or pledge of contribution, including in-kind contributions or company or organization contributions, to the following:

- a) **Any candidate committee and/or election fund of the Governor;**
- b) **A State political party committee;**

- c) **A legislative leadership committee;**
- d) **A county political party committee; or**
- e) **A municipal political party committee.**

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Signed: _____

Print Name: _____ **Date:** _____

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

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

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county
- The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

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

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

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

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

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

may exceed the minimum requirement.

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

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

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

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

Full Name (Print):

Signature:

Do Not Enter PIN as a Signature

Title:

Date: