Lyndhurst School District

420 Fern Ave. Lyndhurst, NJ 07071

Phone: 201-438-5683 FAX: 201-896-2118

REQUEST FOR PROPOSAL
RFP 27-0001
HIGH IMPACT TUTORING SERVICES

The Lyndhurst School District is issuing a Request for Proposal in the following area:

High Impact Tutoring Services

Request for Proposal Packages with the mandatory requirements for the proposals can be obtained by contacting James Hyman by email at jameshyman@lyndhurst.k12.nj.us or by calling 201-438-5683 x4703. The requested Proposal Package will be sent via email.

Completed proposals must be delivered to the Business Office at 420 Fern Ave. Lyndhurst, NJ 07071, Attn: James Hyman, no later than 10:00 am on Friday, August 25, 2026, and be clearly marked **"RFP 27-0001 High Impact Tutoring Services."**

All proposals must be either hand delivered or sent via UPS, FedEx, etc. Proposals will not be accepted via the United States Postal Service as we cannot guarantee the receipt of those packages. **Proposals WILL NOT be accepted via email.**

These services will be paid from federal funds. Proposals shall comply with all aspects of the Board's Specifications and General Requirements for Goods and Services Contracts as they pertain to this contract. In the event of a conflict between those requirements, the Public School Contracts Law at N.J.S.A. 18A:18A-1 et seq., and Federal Procurement Regulations at 2 CFR Part 200 et seq., the stricter requirements shall govern. Each proposal will be evaluated based on experience and past performance, tutor qualifications, instructional approach, staffing capacity and schedule, service delivery format, and cost.

The Board of Education reserves the right to reject any or all proposals. Any proposal submitted will be binding for 60 days subsequent to the date of the RFP opening. Respondents are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. Respondents are required to submit a New Jersey Business Registration Certificate prior to the award of the contract pursuant to P.L. 2009, c. 315.

James Hyman
School Business Administrator/Board Secretary
Lyndhurst School District

PROFESSIONAL SERVICES DOCUMENT CHECKLIST

Required by District		Read, Signed, & Submitted
X	Description of Services (Including Description of Support Staff)	
X	RFP Proposal Fee Sheet	
X	Resumes, Certifications and Credentials	
X	Statement of Ownership	
X	Non-Collusion Affidavit	
X	N.J. Business Registration Certificate N.J.S.A. 52:32-44	
X	C.271 Political Contribution Disclosure Form	
X	Disclosure of Investment Activities in Iran	
X	Form W-9	
X	No Adverse Material Change of Qualification Information Affidavit	
X	Mandatory Affirmative Action Language Exhibit A Goods/Services	
X	Americans with Disabilities Act of 1990 Language	
X	Certificate of Insurance	
X	References from districts	
X	Attachment A - Certification Regarding Lobbying	
X	Attachment B - Certification Regarding Debarment	

LYNDHURST SCHOOL DISTRICT

REQUEST FOR PROPOSAL
RFP 27-0001
High Impact Tutoring
2026-2027 School Year

The Lyndhurst School District has outlined the required components for high-impact tutoring for middle school students in grades 6-8. The District invites qualified companies or individuals to submit a proposal to provide targeted intervention support in English language arts and mathematics.

The District seeks qualified service providers that can:

- Provide high-impact intervention support in English language arts and mathematics aligned to the New Jersey Student Learning Standards (NJSLS) and responsive to student data;
- Assign two (2) qualified tutoring providers to serve students four (4) days per week for the full regular school day;
- Deliver services for approximately twenty-two (22) weeks within the tentative service window of October 5, 2026 through April 30, 2027, subject to the District calendar;
- Serve students in small groups of approximately five (5), following a schedule approved by the District;
- Conduct criminal history background clearances consistent with N.J.S.A. 18A:6-7.1 and N.J.A.C. 6A:9B-4.2 for all tutors;
- Use diagnostic and formative data and high-quality instructional materials to provide targeted instruction and monitor student progress. Familiarity with IXL is preferred but not required;
- Align tutor training and instruction to research-based practices, NJSLS ELA and Math, and the grade levels to be supported; and
- Maintain consistent tutors throughout the service period. The District strongly prefers two (2) in-person tutors; hybrid and fully virtual proposals will be considered but will receive fewer points under the evaluation rubric.

The initial award is for the 2026-2027 service period. The District may exercise optional annual renewals as described in the Contract Term and Renewal Options section.

LYNDHURST SCHOOL DISTRICT IDENTIFIED COMPONENTS FOR HIGH IMPACT TUTORING

Qualifications

To be eligible, an organization must, at a minimum, provide the following:

A. A previous project plan of a similar scale and concept that demonstrates experience delivering middle school tutoring and small-group interventions in English language arts and mathematics. The project plan should confirm:
   1. proof of leadership and organizational skills, as well as strong project management and scheduling skills;
   2. experience conducting and/or leading tutoring sessions in English language arts and mathematics; and
   3. extensive working knowledge of assessment literacy and the ability to design instructional interventions in response to student data.

B. Provide resumes/CVs and describe qualifications and experience of key leadership staff who will be involved in this project. In addition, attest that all tutoring staff:
   1. Are appropriately qualified and have been thoroughly vetted by the organization;
   2. Have obtained criminal background history clearance consistent with N.J.S.A.18A:6-7.1 and N.J.A.C. 6A:9B-4.2;
   3. Have completed at least 60 semester-hour credits from a nationally accredited college or university. Vendors that propose certified educators or individuals with advanced coursework in education, mathematics, or English language arts will receive preference; and
   4. Have experience providing English language arts or mathematics intervention support to students in grades 6-8.

Additional Requirements for Organizations

A. Vendors may be asked to attend additional trainings pertaining, but not limited to, IXL, NJSLS ELA and mathematics.
B. The District's preferred delivery model is two (2) tutors physically present for the full regular school day, four (4) days per week. Hybrid and fully virtual proposals will be considered, but in-person service will receive a higher score under the evaluation rubric.
C. Vendors shall ensure that supervision practices of students during tutoring sessions are aligned with state and local policies.

Model Evaluation Criteria (5:34-4.2)

(a) The following, as appropriate to individual circumstances, shall be used as criteria for evaluating requests for proposals (RFPs) under the competitive contracting process described in N.J.S.A. 40A:11-4.1 et seq. and 18A:18A-4.1 et seq. These criteria are not intended to be limiting or all-inclusive, and they may be adapted or supplemented in order to meet a contracting unit's individual needs as competitive contracting may dictate. No criteria shall unfairly or illegally discriminate or exclude otherwise capable vendors.

1. Technical criteria:
    i. Proposed methodology:
        (1) Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?
        (2) Is the vendor's proposal complete and responsive to the specific RFP requirements?
        (3) Has the past performance of the vendor's proposed methodology been documented?
        (4) Does the vendor's proposal use innovative technology and techniques?

2. Management criteria:
    i. Project management:
        (1) How well does the proposed scheduling timeline meet the contracting unit's needs?
        (2) Is there a project management plan?
    ii. History and experience in performing the work:
        (1) Does the vendor document a record of reliability of timely delivery and on-time and on-budget implementation?
        (2) Does the vendor demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?
        (3) Does the vendor document industry or program experience?
        (4) Does the vendor have a record of moral integrity?
    iii. Availability of personnel, facilities, equipment and other resources:
        (1) To what extent does the vendor rely on in-house resources vs. contracted resources?
        (2) Are the availability of in-house and contract resources documented?
    iv. Qualification and experience of personnel:
        (1) Documentation of experience in performing similar work by employees and, when appropriate, subcontractors?
        (2) Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
        (3) Does the vendor demonstrate cultural sensitivity in hiring and training staff?

3. Cost criteria:
    i. Cost of goods to be provided or services to be performed:
        (1) Relative cost: How does the cost compare to other similarly scored proposals?
        (2) Full explanation: Is the price and its component charges, fees, etc. adequately explained or documented?
    ii. Assurances of performance:
        (1) Does the proposal include quality control and assurance programs?
    iii. Vendor's financial stability and strength:
        (1) Does the vendor have sufficient financial resources to meet its obligations?

Tentative timeline for the RFP process

- RFP Submission Deadline — August 25, 2026, 10:00 am
- Anticipated Contract Award Date — August 25, 2026
- Tentative Service Period (approximately 22 weeks) — October 5, 2026 - April 30, 2027
- Service Schedule — Four full school days per week

Contract Term and Renewal Options

The initial contract term shall cover the 2026-2027 service period, tentatively October 5, 2026 through April 30, 2027. Subject to the vendor's satisfactory performance, the District's continued need for the services, the availability and annual appropriation of sufficient Title I, Part A funds, the continued allowability of the services under applicable federal grant requirements, and approval by resolution of the Lyndhurst Board of Education, the District may, in its sole discretion, renew the contract for up to four (4) additional one-year terms. Each renewal must be authorized in writing and shall be governed by the scope, terms, and renewal-year pricing contained in the original proposal and contract. Renewal is not guaranteed, and the vendor shall have no right or expectation of renewal. The District shall have no financial obligation beyond the contract term and funding then approved.

Service Provider Submission Requirements

All service providers must provide:

- Name of RFP: "RFP 27-0001 High Impact Tutoring Services 2026-2027"
- Contact Information including: name, address, phone, fax (if applicable) and email
- Project Abstract - a one-page (250-300 word) summary of the proposed approach, staffing model, schedule, instructional strategies, use of data and progress monitoring, and anticipated outcomes. Identify any prior experience with IXL; IXL familiarity is preferred but not required.
- Cost of proposed work. The initial-term lump-sum total cost shall not exceed $110,000 and must include all expenses. No additional fees will be paid for travel, lodging, food, materials, technology, or other costs. Include an itemized cost breakdown showing staffing, daily rates, planned service days, and total cost.
- (5) years of experience in this type of work preferred.
- Statement of Ownership
- Non-Collusion Affidavit

- NJ Business Registration Certificate
- Disclosure of Investments in Iran Form
- NJ Affirmative Action Certificate
- Political Contribution Form
- W-9 Form
- Insurance

Evaluation Method - Submission Checklist and Weighted Rubric

A committee will review responsive proposals from qualified service providers using the weighted rubric below.

A. **Submitted appropriate bid paperwork & requirements including:**

____ Name of RFP: "RFP 27-0001 High Impact Tutoring Services 2026-2027"
____ Contact Information including: name, address, phone, email
____ Project Abstract - a one-page (250-300 word) summary of the proposed approach, staffing, schedule, instructional strategies, progress monitoring, and outcomes
____ Cost proposal and itemized breakdown, including separate not-to-exceed prices for the initial term and each optional renewal year. The initial-term lump-sum total shall not exceed $110,000 and must include all expenses.
____ Names and resumes/CVs of the two proposed tutors and any alternate staff
____ Resumes, Certifications and Credentials
____ References from public school districts or other comparable educational organizations
____ (5) years of experience in this type of work preferred.
____ Statement of Ownership
____ Non-Collusion Affidavit
____ NJ Business Registration Certificate
____ Disclosure of Investments in Iran Form
____ NJ Affirmative Action Certificate
____ Political Contribution Form
____ W-9 Form
____ Insurance
____ Attachment A --Certification Regarding Lobbying
____ Attachment B - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

B. **Weighted Evaluation Rubric (100 Points)**

Criterion	Maximum Points	Scoring Guidance	Score
Experience and Past Performance	15	13-15: Strong record providing grades 6-8 ELA and mathematics tutoring, supported by relevant school references. 7-12: Relevant experience with some gaps. 1-6: Limited relevant experience. 0: No evidence.	___
Tutor Qualifications	15	13-15: Two well-qualified tutors with strong middle school ELA/mathematics intervention experience; certified educators preferred. 7-12: Meets minimum qualifications with relevant experience. 1-6: Meets minimums but has limited relevant experience. 0: Does not meet requirements.	___
Instructional Approach and Resources	15	13-15: Clear, data-driven intervention plan aligned to NJSLS, with progress monitoring and demonstrated IXL familiarity. 7-12: Sound plan with limited IXL familiarity or detail. 1-6: Generic or weakly aligned plan. 0: Nonresponsive.	___
Capacity and Schedule	15	13-15: Commits two consistent tutors, four full school days per week, approximately 22 weeks, October 5 through April 30, and groups of about five. 7-12: Meets most requirements with minor limitations. 1-6: Material limitations. 0: Cannot meet the required schedule.	___
Service Delivery Format	20	20: Two tutors fully in person for the entire required schedule. 12: Hybrid model that meets the full schedule and includes meaningful in-person service. 5: Fully virtual model that meets the full schedule. 0: Cannot provide two tutors or meet the required schedule.	___
Cost	20	Initial-term proposals over $110,000 are nonresponsive. For eligible proposals: (lowest responsive five-year evaluated price / proposal's five-year evaluated price) x 20. The evaluated price is the sum of the initial term and all four optional renewal terms; options do not obligate the District. All expenses must be included.	___
TOTAL	**100**		**___**

Standards Code of Conduct; Conflicts of Interests/Gratuities

The Lyndhurst School District pursuant to **Federal Regulation 2 CFR 200.318 (c) (1), and N.J.S.A. 18A:12-21 et seq.**, hereby establishes the following *Standards of Conduct; Conflict of Interests* in the selection, award and administration of contracts using federal funds.

Conflict of Interest

No employee, officer, or agent of the Lyndhurst School District may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No person officially connected with, or employed in, the Lyndhurst School District shall be an agent for, be in any way pecuniary or beneficially interested in, or receive any compensation or reward of any kind for, the sale of any textbooks, school apparatus or supplies of any kind, for use in the school district with which he is connected or by which he is employed or within the state or part thereof over which his jurisdiction extends, upon penalty of removal from office or of revocation of his certificate to teach or to administer, direct or supervise the teaching, instruction or educational guidance of pupils in the public schools, but the prohibition of this section shall not prevent any person from receiving royalties upon the sale of any textbook of which he is the author. N.J.S.A. 18A:6-8

No school official shall act in his official capacity in any matter where he, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial involvement that might reasonably be expected to impair his objectivity or independence of judgment. No school official shall act in his official capacity in any matter where he or a member of his immediate family has a personal involvement that is or creates some benefit to the school official or member of his immediate family. N.J.S.A. 18A:12-24 (c).

Solicitation/Receipt/Acceptance of Gifts and Gratuities from Contractors

The officers, employees, and agents of the Lyndhurst School District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

School board members, school officials and employees, or members of their immediate family are prohibited from soliciting, receiving or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor, loan, service, or other thing of value from any person, firm, corporation, partnership, or business that is a recipient of a purchase order from the district, or a potential bidder, or an applicant for any contract with the district, based upon an understanding that what is solicited or offered was for the purpose of influencing the board member or school employee in the discharge of their official duties. N.J.S.A. 18A: 12-24 (e).

Contractor/Vendor Responsibility - Doing Business with the Board of Education
Any vendor doing business or proposing to do business with the Lyndhurst School District, 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 Board 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 Board, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

Disciplinary Actions for Violations of Standards
Officers, employees and agents of the Lyndhurst School District who violate the standards of conduct, shall be subject to administrative disciplinary actions which may lead to suspension of employment; removal of office and revocation of his certificate to teach or administer in the State of New Jersey.

REVIEW CAREFULLY - The Request for Proposal must be submitted in a sealed envelope clearly marked "RFP 27-0001 High Impact Tutoring Services" either in person or via UPS, FedEx, or another delivery service to James Hyman at the address below on or before August 25, 2026 by 10:00am. The proposal may not be submitted through the United States Postal Service because receipt cannot be guaranteed, and it may not be submitted by email. Submit two complete copies of the proposal.

James Hyman
School Business Administrator
Lyndhurst School District
420 Fern Ave.
Lyndhurst, NJ 07071
P: 201-438-5683 x4703

All questions must be submitted in writing to James Hyman at jameshyman@lyndhurst.k12.nj.us by August 18, 2026.

LYNDHURST SCHOOL DISTRICT

Proposal Fee Form

RFP: 27-0001
High Impact Tutoring Services

DUE: August 25, 2026, 10:00 am

I/we hereby submit the following proposal in accordance with the advertisement and specifications for RFP 27-0001, High Impact Tutoring Services:

Initial Term (2026-2027) Not-to-Exceed Price: $ _____ .
The initial-term price may not exceed $110,000. All prices must include all costs and expenses.

Name of Company _____

Address _____

City, State, Zip _____

Telephone No. _____ Ext. _____ Fax No. _____

E-mail: _____

Tax ID No. _____

Authorized Agent _____ Date _____

Authorized Signature _____ Date _____

STATEMENT OF OWNERSHIP
(OWNERSHIP DISCLOSURE CERTIFICATION

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

This Statement Shall Be Included with
All Bid and Proposal Submissions

Name of Business: _____

Address of Business: _____

Name of person completing this form: _____

N.J.S.A. 52:25-24.2:
"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.

Failure of the bidder/proposer to submit the required information is cause for automatic rejection of the bid or proposal

Part I

Check the box that represents the type of business organization:

☐ Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
☐ Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
☐ Partnership
☐ Limited Partnership
☐ Limited Liability Partnership
☐ Limited Liability Company
☐ For-profit Corporation (including Subchapters C and S or Professional Corporation)
☐ Other (be specific):

Part II

☐ I certify that the list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

OR

☐ I certify that no one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent interest therein, or that no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.

Sign and notarize the form below, and, if necessary, complete the list below. (Please attach additional sheets if more space is needed):

Name: _____ Name: _____
Address: _____ Address: _____

Name: _____ Name: _____
Address: _____ Address: _____

Name: _____ Name: _____
Address: _____ Address: _____

Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded

"To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

☐ Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

OR

☐ Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent.

_____

_____

AND

Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

_____

_____

Subscribed and sworn before me this _____ day of _____, 20_____ .
(Notary Public)
My Commission expires:

_____
(Affiant)

_____
(Print name of affiant and title if applicable)

(Corporate Seal if a Corporation)

FORM OF NON-COLLUSION AFFIDAVIT

(To accompany the bid)

RFP 27-0001 High Impact Tutoring Services
Due Date: August 25, 2026, 10:00 am

Re: Bid/Proposal for Lyndhurst School District.

STATE OF NEW JERSEY, COUNTY OF BERGEN

I, _____ of the _____,
(city, town, borough)
of _____, in the County of _____,
State of _____, of full age, being duly sworn according to law on my oath depose and say that:

I am _____of the firm/agency of _____,
Position in Company
the bidder making the Proposal for the above named contract, and that I executed the said Proposal with full authority to do so; 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 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 or bona fide established commercial or selling agencies maintained by

_____
Company/Agency Name (Print or Type)

_____ _____
Authorized Representative - Name and Title (Print or Type) Authorized Signature

Subscribed and sworn before me this _____day of _____, 20____.

_____ _____
Notary Public Signature Print Name of Notary Public

My commission expires _____, 20____. (Seal)

(N.J.S.A. 52:34-15)

6A:23A-6.3 Accountability Compliance Form
Required for all non-emergency contracts over $17,500

CONTRACTOR/BIDDER POLITICAL CONTRIBUTIONS FORM

Lyndhurst School District

Name of Contractor/Bidder _____

1. The undersigned certifies that the above named Contractor/Bidder has not made a contribution in excess of $300 to any member of the above named Board of Education during the past 12 months.

2. In the case of a corporation or partnership, the undersigned further certifies that no person having an interest in the corporation or partnership has made such a contribution. “Interest" for purposes of this certification is defined as ownership or control of more than 10% of the profits, assets or stock of a business.

3. In the case of an individual or sole proprietor, the undersigned further certifies that neither the individual's spouse nor child residing with the individual has made such a contribution.

4. The Contractor/Bidder understands and agrees that, if awarded the contract, it is not permitted to make any contributions to any member of the Board during the term of the contract.

5. Check one of the following:
    a. _____ Attached hereto is a true copy of the Contractor/Bidder's list of political contributions pursuant to Section 2 of C. 271, L. 2005 (N.J.S.A. 19:44A-20.26).

    b. _____ The Contractor made no political contributions during the preceding 12 months that require reporting under section 2 of C. 271.

Signature _____ Date _____

Print Name _____ Title _____

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

(Amended for Boards of Education per 6A:23A-6.3)

Pursuant to N.J.A.C. 6A:23A-6.3, business entities (contractors) receiving contracts from boards of education 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.

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.

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 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."

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26 and N.J.A.C. 62:23a-6.3(a)(4)

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

Part 1 - Vendor Information

Vendor Name _____

Address _____

City _____ State _____ Zip_____

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

_____	_____	_____	_____
Signature	Printed Name	Title	Date

==========

Part II - Contribution Disclosure

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

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			$
			$
			$
			$

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

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

County Name: Bergen
State: Governor, and Legislative Leadership Committees
Legislative District #s: (insert district #s)
State Senator and two members of the General Assembly per district.

County
Commissioners County Clerk Sheriff Surrogate

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

Allendale	Harrington Park	Ramsey
Alpine	Hasbrouck Heights	Ridgefield
Bergenfield	Haworth	Ridgefield Park
Bogota	Hillsdale	Ridgewood
Carlstadt	Ho Ho Kus	River Edge
Cliffside Park	Leonia	River Vale
Closter	Little Ferry	Rochelle Park
Cresskill	Lodi	Rockleigh
Demarest	Lyndhurst	Rutherford
Dumont	Mahwah	Saddle Brook
East Rutherford	Maywood	Saddle River
Edgewater	Midland Park	South Hackensack
Elmwood Park	Montvale	Teaneck
Emerson	Moonachie	Tenafly
Englewood	New Milford	Teterboro
Englewood Cliffs	North Arlington	Upper Saddle River

Fair Lawn	Northvale	Waldwick
Fairview	Norwood	Wallington
Fort Lee	Oakland	Washington Township
Franklin Lakes	Old Tappan	Westwood
Garfield	Oradell	Woodcliff Lake
Glen Rock	Palisades Park	Wood-Ridge
Hackensack	Paramus	Wyckoff
	Park Ridge	

Boards of Education (Members of the Board)

Allendale	Harrington Park	Ramsey
Alpine	Hasbrouck Heights	Ridgefield
Bergenfield	Haworth	Ridgefield Park
Bogota	Hillsdale	Ridgewood
Carlstadt	Ho Ho Kus	River Edge
Cliffside Park	Leonia	River Vale
Closter	Little Ferry	Rochelle Park
Cresskill	Lodi	Rockleigh
Demarest	Lyndhurst	Rutherford
Dumont	Mahwah	Saddle Brook
East Rutherford	Maywood	Saddle River
Edgewater	Midland Park	South Hackensack
Elmwood Park	Montvale	Teaneck
Emerson	Moonachie	Tenafly

Englewood	New Milford	Teterboro
Englewood Cliffs	North Arlington	Upper Saddle River
Fair Lawn	Northvale	Waldwick
Fairview	Norwood	Wallington
Fort Lee	Oakland	Washington Township
Franklin Lakes	Old Tappan	Westwood
Garfield	Oradell	Woodcliff Lake
Glen Rock	Palisades Park	Wood-Ridge
Hackensack	Paramus	Wyckoff
	Park Ridge	

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

BID SOLICITATION/PROPOSAL TITLE _____
VENDOR/BIDDER NAME _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

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

OR

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

Entity Engaged in Investment Activities _____
Relationship to Vendor/ Bidder _____
Description of Activities _____
Duration of Engagement _____
Anticipated Cessation Date _____
Attach Additional Sheets If Necessary

CERTIFICATION

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

_____ _____

Signature Date

_____

Print Name and Title

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** ▶ **Date** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

https://www.irs.gov/pub/irs-pdf/fw9.pdf

NO ADVERSE MATERIAL CHANGE OF QUALIFICATION INFORMATION
AFFIDAVIT

I, _____ being of full age under oath depose and say:

1. I am a(n) owner, partner, shareholder or officer of the company set forth below and am duly authorized to execute this affidavit on its behalf.

2. A statement as to the financial ability, adequacy of plant and equipment, organization and prior experience of [Bidder], as required by N.J.S.A. 18A:18A 28 has been submitted to the Department of Treasury within one (1) year preceding the date of opening of bids for this contract.

3. I certify, as required by N.J.S.A. 18A:18A-32 that there has been no material adverse change in the qualification information of Bidder since such statement was submitted to the Department of Treasury except: _____
_____.

SEAL

_____
TITLE

_____
COMPANY

Sworn to and subscribed before me
this ____ day of _____, 20__

_____
Notary Public

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)
N.J.A.C. 17:27 et seq.
GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

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

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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 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 goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan;
Certificate of Employee Information Report; or
Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at:
https://www.nj.gov/treasury/contract_compliance/

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

Reviewed By: _____ Title: _____

Company: _____ Date: _____

Signature: _____

AMERICAN WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The CONTRACTOR and the OWNER do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "ACT") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the OWNER pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the OWNER in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save less the OWNER, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the OWNER grievance procedure, the CONTRACTOR agrees to abide by any decision of the OWNER which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the OWNER or if the OWNER incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The OWNER shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceedings is brought against the OWNER or any of its agents, servants, and employees, the OWNER shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the OWNER or its representatives.

It is expressly agreed and understood that any approval by the OWNER of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the OWNER pursuant to this paragraph.

It is further agreed and understood that the OWNER assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the OWNER from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Reviewed by: _____ Date: _____

Complete, Sign & Include in RFP Submission

ATTACHMENT A
CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance
The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, “Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Applicant's Organization _____

Printed Name and Title of Authorized Representative _____

Signature and Date _____

ATTACHMENT B

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the Department of Education regulation implementing Executive Order 12549, Debarment and Suspension, 2 CFR 200.212, for all lower tier transactions meeting the threshold and tier requirements stated at Section 200.212.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant further agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled A Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge

and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

==========

Certification

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

_____

Name of Applicant (Company) RFP Number/Name

_____ Printed

Name and Title of Authorized Representative

_____

Signature and Date

To be completed, signed below & returned with proposal.
ASSURANCE OF COMPLIANCE

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

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

Criminal History Background Checks—N.J.S.A. 18A:6-7.1--Requirement
When applicable, the contracted service provider, shall provide to the school district prior to commencement of contract, evidence or proof that each employee assigned to provide services and whose position involves **regular contact with students**, has had a criminal history background check, and furthermore, that said background check indicates that no criminal history record information exists on file for that worker. Failure to provide a proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, may be cause for breach of contract. Reference NJDOE Broadcast 9/9/19

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

https://www.nj.gov/education/crimhist/preemployment/

Name of Company _____

Name of Authorized Representative _____

Signature _____ Date _____

To be completed and signed below & returned with proposal.

AFFIRMATIVE ACTION QUESTIONNAIRE

RFP 27-0001 Date: August 25, 2026, 10:00 am

This form is to be completed and returned with the proposal. However, the Board will accept in lieu of this Questionnaire, a current Affirmative Action Evidence—Certificate of Employee Information Report

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: https://www.nj.gov/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. 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 _____

To be completed, signed below & returned with proposal.

CONTRACTOR/VENDOR QUESTIONNAIRE CERTIFICATION

High Impact Tutoring Services

Name of Company _____

Address _____ PO Box _____

City, State, Zip _____

Business Phone Number (____)_____ Ext. _____

Emergency Phone Number (_____)_____

FAX No. (____)_____ E-Mail _____

FEIN No. _____

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 LYNDHURST 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 LYNDHURST BOARD OF EDUCATION.

Vendor Certifications

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 my company is not debarred from doing business with any public entity in New Jersey or the United States of America. N.J.S.A. 52:32-44.1 (a), N.J.A.C. 17:19-1.1 et seq.

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