Lyndhurst Board of Education

420 Fern Ave. Lyndhurst, NJ 07071

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

REQUEST FOR PROPOSAL
RFP 27-0002
EARLY LITERACY INTERVENTIONIST

The Lyndhurst Board of Education (the "Board") is requesting proposals in the following area:

Early Literacy Interventionist

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. The Proposal Package will be sent via the delivery method stated in the request.

Completed proposals must be delivered to the Business Office at 420 Fern Ave., Lyndhurst, NJ 07071, Attn: James Hyman, no later than 10:30 am on Tuesday, August 25, 2026, and be clearly marked **"RFP 27-0002 Early Literacy Interventionist"**.

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.**

Proposals shall comply with all aspects of the Board's Specifications and General Requirements for Goods and Services Contracts as it pertains to this contract. In the event of a conflict between the said Specifications and General Requirements, the Public School Contracts Law at N.J.S.A. 18A:18A-1 et seq. and Federal Procurement Regulations 2 CFR Part 200 et seq., the stricter requirements shall govern. Each proposal will be evaluated based on set of criteria outlined in this Request for Proposal.

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 the requirements of (NISA 10:5-31 et seq. and NJAC *17:*27). Respondents are required to submit a NJ Business Registration Certificate prior to the award of the contract per P.L.2009.c.315 effective 1/18/2010.

James Hyman
School Business Administrator/Board Secretary
Lyndhurst School District

LYNDHURST BOARD OF EDUCATION

REQUEST FOR PROPOSAL
RFP 27-0002
Early Literacy Interventionist
2026-2027 School Year

The Lyndhurst Board of Education (the "Board") is requesting proposals from qualified individuals or organizations to provide early literacy intervention services to support students in grades K–2. The selected interventionist will work closely with school staff to deliver Tier 2 and Tier 3 literacy interventions through small-group instruction and/or individualized support, based on student needs.

This position is funded through Title I funds for the 2026–2027 school year. Services will be delivered from September 2026 through June 2027. The goal of this intervention is to accelerate literacy development among students who are identified as at-risk in foundational reading skills, as determined by universal screening tools (e.g., DIBELS), diagnostics, progress monitoring data, and teacher recommendations.

The interventionist will be expected to collaborate with classroom teachers, and administrators to ensure that services align with the district's literacy curriculum and intervention protocols. Candidates should have demonstrated experience working with early learners and knowledge of evidence-based reading practices, including phonological awareness, phonics, fluency, vocabulary, and comprehension instruction.

The initial contract will be awarded for the specified contract period. The District may, at its sole discretion, extend or renew the contract in subsequent years based on satisfactory performance, continued program need, approval by the Board of Education, and the availability of Title I funds. Nothing in this RFP or any resulting contract shall be interpreted as a guarantee of continued employment, services, funding, or contract renewal beyond the initial contract period.

Completed proposals must be delivered to the Business Office at 420 Fern Ave. Lyndhurst, NJ 07071, Attn: James Hyman no later than 10:30 am on **August 25, 2026** and be clearly marked **"RFP 27-0002 Early Literacy Interventionist"**. All questions concerning this Notice should be addressed in writing to Mr. James Hyman, School Business Administrator/Board Secretary, via email at jameshyman@lyndhurst.k12.nj.us.

MINIMUM REQUIRED INFORMATION/DOCUMENTATION

All proposals for professional service contracts shall include at a minimum the following information/documentation.

1. Current Resume
   A resume detailing relevant educational background, professional experience, and skills related to early literacy instruction and intervention.

2. Professional References
   Contact information for two professional references who can speak to the applicant's qualifications and experience with literacy interventions or similar work. Include name, title, relationship to the applicant, phone number, and email address. Reference letters may also be submitted.

3. Teacher Certification(s)
   Copies of all current teaching certifications. New Jersey certification(s) preferred, particularly in areas related to elementary education, reading specialist, or special educations.

4. Responses to the Following Questions
   Please respond to each of the following prompts in 2,500 characters or fewer per question:
   a. Please describe your experience providing academic interventions such as the one included in the scope of services. (Include the types of programs you've used, grade levels you've worked with, and any relevant outcomes or student progress data.)
   b. How do you determine appropriate intervention strategies for individual students or small groups? (Describe how you use data to inform instruction, monitor progress, and adjust strategies over time.)
   c. How do you collaborate with classroom teachers and administration to support student learning? (Share examples of how you've worked as part of a team to coordinate services or align instruction.)
   d. Please provide an example of a successful intervention you implemented. What approach did you use, and what were the outcomes?

5. Availability
   A brief statement confirming your availability to provide services from September 2026 through June 2027.

PROFESSIONAL SERVICES DOCUMENT CHECKLIST

Required by District		Read, Signed, & Submitted
X	Organization/Management Structure (Including Resumes, Certifications and Credentials, and References)	
X	Description of Services (Including Description of Staffing and Familiarity of Services Required)	
X	Fee Structure	
X	Statement of Ownership	
X	Non-Collusion Affidavit	
X	Contractor/Bidder Political Contributions Form	
X	C.271 Political Contribution Disclosure Form	
X	Prohibited Russia-Belarus Activities & Iran Investment Activities	
X	N.J. Business Registration Certificate N.J.S.A. 52:32-44	
X	Form W-9	
X	Certificate of Insurance	
X	Exhibit A: Mandatory Equal Employment Opportunity Language	
X	Americans with Disabilities Act of 1990	
X	References from districts	
X	Attachment A - Certification Regarding Lobbying	
X	Attachment B - Certification Regarding Debarment	
X	Contractor/Vendor Questionnaire Certification	

SCOPE OF SERVICES

The selected Early Literacy Interventionist will provide targeted in-person Tier 2 and Tier 3 literacy support to eligible Title I grade K–2 students at Franklin School. The services are designed to accelerate student growth in foundational literacy skills and reduce the number of students performing below grade level. Responsibilities will include, but are not limited to, the following:

1. Student Identification & Grouping
    a. Review the district's Title I eligibility criteria to assist in identifying students in need of intervention services.
    b. Participate in training on the LinkIt Intervention Manager: Grouping Module, which will be used to analyze student performance data and form small intervention groups.
    c. Collaborate with the Title I Coordinator and Assistant Superintendent to develop a service schedule that meets student needs and aligns with school operations.

2. Instructional Delivery
    a. Provide direct, small-group or individualized early literacy instruction to K–2 students identified for Tier 2 and/or Tier 3 support.
    b. Deliver intervention lessons aligned to evidence-based practices and consistent with the district's comprehensive literacy framework.
    c. Support the DI Block component of the Bookworms ELA curriculum for Tier 2 instruction.
    d. Adapt intervention strategies to meet individual student needs based on progress monitoring data and teacher input.

3. Training & Familiarization with District Tools
    a. Attend training on district assessment and instructional tools, including LinkIt, mCLASS DIBELS, Fundations, and the DI Block of Bookworms.
    b. Demonstrate proficiency in administering and interpreting results from universal screeners and diagnostic assessments used by the district.

4. Progress Monitoring & Reporting
    a. Monitor student progress on a regular basis using approved district assessments and tools.
    b. Maintain documentation of intervention sessions, student performance, and instructional decisions.
    c. Submit monthly reports to the Title I Coordinator, including data summaries, anecdotal notes (as needed), and updated intervention plans.

5. Collaboration & Communication
    a. Communicate regularly with classroom teachers and administrators to align intervention efforts with core instruction.
    b. Participate in team meetings, data review sessions, and student support meetings as requested.
    c. Maintain confidentiality and professional judgment in all interactions with students, staff, and families.

6. Family Engagement & Support
    a. When appropriate, provide parents/guardians with updates on their child's progress in intervention.
    b. Recommend resources, strategies, or tools that families can use at home to support reading development.

7. Professional Development (as needed)
    a. Facilitate or support training sessions for K–2 teachers on early literacy best practices, intervention strategies, or district literacy tools.
    b. Remain current on research-based early literacy intervention strategies and instructional methods.

8. Compliance and Accountability
    a. Ensure all interventions and instructional decisions align with Title I guidelines and district policies.
    b. Adhere to all school district policies, procedures, and expectations for contractors or service providers.
    c. Be available to provide services during the school year, from September 2026 through June 2027.

MINIMUM QUALIFICATIONS

To be considered for this position, applicants must meet the following minimum qualifications:

1. Teaching Certification
    a. Valid teaching certification is required. New Jersey certification in Elementary Education, Reading Specialist, or Special Education is preferred.

2. Teaching Experience
    a. Minimum of three (3) years of successful classroom teaching experience, preferably in grades K–2.

3. Intervention Experience
    a. Demonstrated experience providing targeted literacy interventions to early elementary students in small groups or one-on-one settings.

4. Knowledge of Early Literacy Development
    a. Strong understanding of foundational literacy skills including phonological awareness, phonics, fluency, vocabulary, and comprehension.
    b. Familiarity with evidence-based early literacy intervention programs and practices.

5. Data Literacy
    a. Experience using formative assessment data and progress monitoring tools to inform instruction and adjust intervention plans.
    b. Familiarity with the mCLASS DIBELS assessment, and LinkIt system is preferred, but not necessary as the district will provide training.

6. Collaboration Skills
    a. Proven ability to work collaboratively with classroom teachers, instructional staff, and administrators to support student learning.

7. Communication Skills
    a. Strong written and verbal communication skills, including the ability to communicate effectively with families regarding student progress and support strategies.

8. Professionalism and Flexibility
    a. Ability to work independently, manage a flexible schedule across buildings, and maintain confidentiality in accordance with FERPA and district policies.
    b. Willingness to participate in required trainings and professional development sessions.

EVALUATION OF PROPOSALS

All proposals will be reviewed by a selection committee (Assistant Superintendent, Title I coordinator, and Business Administrator) designated by the Lyndhurst School District. The committee will evaluate each proposal based on the quality and relevance of the information provided, the applicant's experience and qualifications, and alignment with the needs of the district's early literacy intervention program.

Proposals will be evaluated using the following criteria:

Evaluation Criteria	**Maximum Points**
Proposal Quality and Completeness. Fee Structure Comparison	28%
Proposal is clear, complete, and responsive to all required documentation and questions. Fee structure completeness in providing request services (will be compared with other proposals)	
Relevant Experience and Qualifications	22%
Includes teaching certification(s), years of experience, and documented success in delivering literacy interventions to early elementary students.	
Knowledge of Early Literacy Instruction	15%
Demonstrates understanding of foundational literacy skills, intervention strategies, and familiarity with programs such as Bookworms, mCLASS DIBELS, or other evidence-based tools.	
Use of Data to Driven-Instruction	10%
Demonstrates ability to use progress monitoring and universal screening data to plan, implement, and adjust instruction.	
Communication and Collaboration	10%
Demonstrates strong communication skills and ability to work with teachers, administrators, and families to support student success.	
Understanding of the Scope of Services	10%
Demonstrates a clear understanding of the role, responsibilities, and expectations outlined in the RFP.	
References	5%
References support the applicant's experience, reliability, and effectiveness in delivering similar services.	

Proposals that do not include all required documentation or exceed the stated character limits for written responses will be deducted points.

The district reserves the right to request additional information, interview applicants, and make final selections based on the overall best fit for the needs of the Title I program.

Standards Code of Conduct; Conflicts of Interests/Gratuities

The Lyndhurst School District pursuant to **Federal Regulation 2CFR 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.

SUBMISSION

***REVIEW CAREFULLY*- The Request for Proposal must be submitted in a sealed envelope clearly marked "RFP 27-0002 Early Literacy Interventionist" either in person or via UPS, FedEx, etc. to James Hyman at the address listed below on or before August 25, 2026 by 10:30 am. The Request for Proposal cannot be submitted via the United States Postal Service as we cannot guarantee the receipt of the documents nor can it be submitted via email as it needs to be a sealed proposal. Please be advised that you must submit two complete copies of your 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 or email jameshyman@lyndhurst.k12.nj.us by **August 18, 2026.**

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: 27-0002 Early Literacy Interventionist
Due Date: August 25, 2026 at 10:30 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 Board of Education

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	

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

Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity	

Part 1: Certification

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

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

https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf
www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

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

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

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

CONTRACT AWARDS AND RENEWALS

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

CONTRACT AMENDMENTS AND EXTENSIONS

☐	*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf.* (Skip Part 2 and sign and complete the Certification below.)
IF UNABLE TO CERTIFY	
☐	*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.*

Part 2: Additional Information

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

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

Part 3: Certification of True and Complete Information

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

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

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

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

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

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: _____

AMERICANS 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 _____

Complete, Sign & Include in RFP Submission

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 "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 Trenton 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 27-0002 Date: August 25, 2026

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

Early Interventionist

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