HADDON TOWNSHIP BOARD OF EDUCATION
500 Rhoads Avenue
Westmont, NJ 08108

REQUEST FOR PROPOSAL

A. PURPOSE:

The Haddon Township Board of Education is seeking proposals from qualified respondents as follows:

Enrollment/Demographic Study

B. SCOPE OF SERVICE:

The Board of Education is seeking a firm to perform an Enrollment-Demographic Study. The purpose of this study is to examine the distribution of student enrollment and demographics in the Haddon Township School District and to model long-range enrollments with considerations given for possible new grade configurations and redistricting options. The District is willing to consider different Enrollment-Demographic Study models. Provide timeline and a fixed price for consideration. Any experience or knowledge of matters that directly affect the Haddon Township Board of Education should be addressed.

IDEAL SCOPE OF WORK:

1. Examine the demographic data in regard to the district including, but not limited to, population diversity, program participation, home values, income levels, census, live birth and land use at a level that relates to district boundaries and areas from which current student reside;

2. Accurately project future student enrollment incorporating historical enrollment data, live birth data, demographic trends and other information that would assist with an accurate forecast;

3. Provide map and analyses that visualizes the trends;

4. Provide the district with options based on enrollment projections as described above;

5. Provide the district with options based on possible grade level configurations;

6. Assist the Board of Education with understanding the ramifications of any redistricting or reconfiguration options.

C. QUALIFICATIONS AND REQUIREMENTS OF RESPONDENTS:

1. Must provide detailed description of company, its business activities and history;

2. Must have a minimum of five (5) years’ experience in providing services to boards of education within the State of New Jersey;
3. Identify the professional staff who specifically will be assigned to this contract, the experience each possesses, and the resume outlining the experience and credentials of all such staff members;

4. Detail experience in the following areas:
   i. Public engagement (redistricting);
   ii. Creation of Maps and analyses;
   iii. Statistical Analysis;
   iv. Demographics;
   v. Educational planning (capacity, site analysis, programming);
   vi. Planning (Comprehensive plans, City/County);

5. Must maintain a current principal office within the State of New Jersey;

6. Must describe any special services available to school board clients;

7. Must list all past and present school board clients.

The Board of Education shall utilize a one hundred (100) point system in evaluating proposals.

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<tr>
<th>Qualifications</th>
<th>30 points</th>
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<tr>
<td>Relevant experience/Coordination</td>
<td>25 points</td>
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<tr>
<td>Fee proposal/cost (fixed price)</td>
<td>45 points</td>
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The Board reserves the right to (a) not select any of the candidates, (b) require the candidates to submit additional information, (c) waive any informalities in the qualifications and (d) procure the services through other sources if deemed most advantageous to the Haddon Township School District. The Board’s determination as to the candidate who is most advantageous to the goals and objectives of the Haddon Township Board of Education shall be final and conclusive.

D. **CONTRACT PERIOD:**

The term of contract for Enrollment/Demographic Study services shall be from August 16, 2019 through June 30, 2020 and shall be renewable at the Board’s discretion for one more year.

E. **COORDINATION OF ACTIVITIES:**

All activities for this contract will be coordinated through the Administrative Offices of the Haddon Township Board of Education, 500 Rhoads Avenue, Westmont, NJ 08108 and addressed to Jennifer 8697Gauld, Business Administrator/Board Secretary, 856-869-7500 x. 1105, jgauld@htsd.us.
F. **PRESENTATION PACKAGE** – Submit the RFP Response

The Haddon Township Board of Education seeks from all participating respondents’ information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

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

The following shall be included in the presentation package:

1. **Transmittal Letter - Proposal**
   
   Each respondent shall submit a transmittal letter with the RFP that identifies the person submitting the proposal and includes a commitment by that person to provide the service required by the Haddon Township Board of Education.

2. **Description of Services**
   
   All respondents should list all services to be rendered with their explanation in detail of how the services will be provided. Respondents by submitting a proposal acknowledge that they fully understand the scope of work, activity, and service.

3. **Qualifications – Relevant Experience**
   
   All respondents shall submit evidence and documentation highlighting qualifications and experience they have that will assist the district in the evaluation and selection process.

4. **Fee Proposal**
   
   Must provide a flat fee for proposed services.

5. **Letter of Transmittal**
   
   The letter of transmittal is to be addressed and mailed to:

   Jennifer Gauld, Business Administrator/Board Secretary,
   Haddon Township Board of Education
   500 Rhoads Avenue
   Westmont, NJ 08108

   **Reminder:** The Letter of Transmittal and the Presentation Package are to be submitted with the RFP package.

G. **SUBMISSION OF RFP PACKAGE**:

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

- One original RFP Package with original signature
- One copy of the RFP Package.

**H. SUBMISSION DEADLINE:**

The deadline to submit all RFP Packages is August 13, 2019 by 2:00 PM.

**I. EVALUATION OF PROPOSALS:**

The proposals will be evaluated by the Superintendent and the Business Administrator who are familiar with the need for services to be performed in the Request for Proposal. The results will then be presented to the board for review and formal action.

**J. AWARD OF CONTRACT**

It is the intention of the Board of Education to award the contract to the respondent based upon relative experience, qualifications, and who will provide the highest quality of service at fair and competitive prices.

The procedures developed for the award of the contract constitutes a “fair and open” process pursuant to N.J.S.A. 19:44A-20.7. A decision on whether the contract will be awarded and to whom shall be made within sixty (60) days from the date the proposals are opened.

The proposal must be concise and clear.

The consultant acknowledges that it has read this Request for Proposal in its entirety and understands it, and agrees to be bound by its terms and conditions.

Proposals must be submitted on time.

The Board reserves the right to reject any or all proposals.

**K. AUTHORIZATION TO WORK:**

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.
L. **DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL:**

- Affirmative Action Questionnaire;
- Stockholders Disclosure Statement;
- Vendor Questionnaire/Certification;
- New Jersey Business Registration Certificate;
- Chapter 271 Political Contribution Disclosure Form;
- Iran Financial Disclosure Form;
- Non-Collusion Affidavit;
- W-9; and
  Insurance- General Commercial Liability $1,000,000, Professional Liability $2,000,000, and Workers’ Compensation- Statutory- Haddon Township Board of Education in primary status.

M. **CONTRACTS:**

Upon notification of award of contract by the Haddon Township Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Board of Education.

The successful respondent shall sign and execute said contract and return it together with documents required by the district such as but not limited to:

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

N. **AFFIRMATIVE ACTION REQUIREMENTS:**

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

i. Appropriate evidence that the respondent is operating under an existing federally approved or sanctioned affirmative action program; or

ii. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or

iii. An employee information report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C. 17:27-4.

O. **BUSINESS REGISTRATION CERTIFICATE** (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:42-44 as amended by P.L. 2004 – Chapter 57, all respondents shall submit with their proposal package a copy of their “New Jersey Business Registration Certificate” as issued by the Department of Treasury of the State of New Jersey. Failure to provide the New Jersey Business Registration Certification with the proposal package may be cause for the rejection of the entire proposal.
Goods and Services

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract: 1) The contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; and 3) during the term of this contract, the contractor and its affiliates shall collect, remit, and notify all subcontractors and their affiliates that they must collect and remit to the Director of the New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor, or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of $25 for each day of violation, not to exceed $50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609)292-9292.

P. TERMINATION OF CONTRACT

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

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

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

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

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

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

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

**Award of Contract - Reportable Contributions – N.J.A.C. 6A:23A-6.3 (a2)**

“No board of education will vote upon or award any contract in the amount of $17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c83 (codified as N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one year period.”

**Contributions During Term of Contract – Prohibited – N.J.A.C. 6A:23A-6.3 (a2, 3)**

“Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et. seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract.”

“When a business entity referred in 4.1(e) is a natural person, contribution by that person’s spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.”

**Chapter 271 Political Contribution Disclosure Form – Required – N.J.A.C. 6A:23A-6-3**

All bidders shall submit with their bid package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6a:23a-6.3 (A2) Award of Contract.

S. **INTERPRETATIONS AND ADDENDA**

No interpretation of the meaning of the specifications will be made to any Respondent orally. Every request for such interpretation should be made in writing to the Purchasing Agent and must be received at least ten (10) days prior to the date fixed for the opening of Proposals to be given consideration. Any and all interpretations and any supplemental instructions will be distributed in the form of a written addenda to the specifications. The addenda will be provided in accordance with N.J.S.A. 18a:18A-21 to the respondents by certified mail or certified fax no later than seven (7) days, Saturdays, Sundays, and holidays excepted, prior to the date for acceptance of Proposals. All addenda so issued shall become part of the contract document.

T. **SUBCONTRACTING; ASSIGNMENT OF CONTRACT**
Contractors, services providers, and all vendors with whom the Board of Education has
an executed contract may not subcontract any part of any work done or consign any
contract for goods or materials for the Board without first receiving written permission
from the Purchasing Agent.

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

Name:________________________________________________________

Address:_____________________________________________________

City, State, Zip Code___________________________________________

Federal Tax ID Number________________________________________

Phone Number (   )____________________________________________ Extension____________

Fax No. (   )____________________________________________ E-Mail___________________________

Authorized Agent________________________________________ Title_________________________

**Agent’s Signature**________________________________________ Date_____________________

All proposals must be received no later than Tuesday August 13, 2019 2:00 p.m. All
proposals are to be sent to:

Jennifer Gauld, Business Administrator/Board Secretary
Haddon Township Board of Education
500 Rhoads Avenue
Haddon Township, NJ 01808
Phone # (856)868-7750 x. 1105/Fax # (856)854-7792

Proposal documents may be faxed to the district however, an original copy must be
mailed to the above address.
AFFIRMATIVE ACTION QUESTIONNAIRE

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

   If yes, a copy of said approval must be submitted to the Haddon Township Board of Education within seven (7) working days of the notice of intent to award the contract or signing of the contract.

2. Our company has a New Jersey State Certificate of Employee Information Report. _____ Yes _____ No

   If yes, a copy of the New Jersey State Certificate of Employee Information report must be submitted to the Haddon Township Board of Education within seven (7) working days of the notice of intent to award the contract or signing of the contract.

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. You must complete the form and forward it to the Affirmative Action Office, Department of Treasury, CN 209, Trenton, NJ 08625. A copy must be submitted to the Haddon Township Board of Education within seven (7) working days of the notice of intent to award the contract or signing of the contract.

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

Name: ________________________________

Title: ________________________________

Signature: ____________________________

Date: ________________
NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY }
} SS
COUNTY OF CAMDEN } (Name of Bid/Project)

I, _________________________________, of the _________________________________ 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 of _________________________________, the bidder making the proposal for the above named project; that I executed the said Proposal with full authority to do so; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a percentage, commission, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by ________________________________in accordance with N.J.S.A 52:32.15

(Name of Contractor)

Subscribed and sworn before me this

_____day of ____________, 20__

______________________________

(Affiant’s Signature)

(Seal) Notary Public of New Jersey

(Print Affiant’s Name)

My Commission expires ____________, 20__

THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH RFP.
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

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

- any State, county, or municipal committee of a political party
- any legislative leadership committee
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed $300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

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

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

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

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

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.
The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

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

Part I – Vendor Information

<table>
<thead>
<tr>
<th>Vendor Name:</th>
<th>Address:</th>
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<td>City:</td>
<td>State:</td>
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<td>Zip:</td>
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</table>

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

Signature __________________________ Printed Name __________________________ Title __________________________

Part II – Contribution Disclosure

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

☐ Check here if disclosure is provided in electronic form.

<table>
<thead>
<tr>
<th>Contributor Name</th>
<th>Recipient Name</th>
<th>Date</th>
<th>Dollar Amount</th>
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☐ Check here if the information is continued on subsequent page(s)
Continuation Page
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Required Pursuant To N.J.S.A. 19:44A-20.26

Page ____ of _____

Vendor Name:

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<tr>
<th>Contributor Name</th>
<th>Recipient Name</th>
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☐ Check here if the information is continued on subsequent page(s)
STOCKHOLDER OR PARTNERSHIP DISCLOSURE AFFIDAVIT

In accordance with the Instructions to Bidders and the provisions of Chapter 33, Public Laws of 1977, State of New Jersey, N. J. S. A. 52:25-24.1, the undersigned hereby certifies the following Stockholder or Partnership information as complete and accurate:

**Stockholders or Partners Owning 10% or More of the Company Submitting Bid**

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<th>Name of Stockholder/Partner</th>
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Use other side for other stockholders/partners.

___ No individual stockholder or partner owns ten percent (10%) or more of this corporation or partnership.

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<th>Name of Contractor</th>
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By: _____________________________

(Print Name and Official Title)

Signature: ____________________________

State of ____________________________

} SS

County of ____________________________

Subscribed and sworn before me this _____ day of ____________, 20____

Notary Public ____________________________
THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH BID.

Vendor Questionnaire/Certification

Name of Company _____________________________________________________________

Street Address ________________________________________ PO Box ________________

City, State, Zip __________________________________________________________

Business Phone Number (____)_________________________ Ext. ___________________

Emergency Phone Number (_____)______________________________________________

FAX No. (____)________________________  E-Mail _________________________________

Years in Business ___________ Number of Employees _________________

References – Work previously done for School Systems in New Jersey

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<tr>
<th>Name of District</th>
<th>Address</th>
<th>Contact Person/Title</th>
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Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the Haddon Township 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 Haddon Township Board of Education.

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a1-4) concerning vendor contributions to school board members.

I certify that I am not an official or employee of the Haddon Township Board of Education.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.
President or Authorized Agent
Board of Education
STATE OF NEW JERSEY – DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Solicitation Number: ____________________________ Bidder/Offeror: ____________________________

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

Pursuant to public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury’s Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division’s website at http://www.state.nj.us/ treasury/purchasing/pdf/Chapter25_list.pdf. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder’s proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking disbarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder’s parents, prohibited activities in Iran pursuant to P.L. 2012, c. 25 (“Chapter 25 List”). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

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

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN –

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the box below.

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION.

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>Relationship to Bidder/Offeror: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of Activities: ____________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Duration of Engagement: ____________________________</td>
<td>Anticipated Cessation Date: ____________________________</td>
</tr>
<tr>
<td>Bidder/Offeror Contact Name: ____________________________</td>
<td>Contact Phone Number: ____________________________</td>
</tr>
</tbody>
</table>

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

Full Name (Print): ____________________________ Signature: ____________________________
Title: ____________________________ Date: ____________________________
Name of Company: ____________________________ City/State/Zip: ____________________________

DDP Standard Forms Packet (11/2013)

RFP Boilerplate March 2015

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PART 2

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

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

<table>
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ADD AN ADDITIONAL ACTIVITIES ENTRY

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

Full Name (Print): ________________________________ Signature: ________________________________

Do Not Enter PIN as a Signature

Date: ________________________________