WHARTON BOARD OF EDUCATION
WHARTON, NEW JERSEY

REQUEST FOR PROPOSAL (RFP)

Physical Therapy Services

RFP 03-21

Mr. Christopher J. Herdman
Superintendent of Schools

Ms. Sandy Cammarata
School Business Administrator/Board Secretary

Submission Date:
Thursday, March 12, 2020
10:00 a.m.
ETHICS IN PURCHASING
Statement to Vendors

School District Responsibility

Recommendation of Purchases

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

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

Solicitation/Receipt of Gifts – Prohibited

School district officials and employees are prohibited from soliciting and receiving funds, gifts, materials, goods, services, favors, and any other items of value from vendors doing business with the Board of Education or anyone proposing to do business with the Board.

Vendor Responsibility

Offer of Gifts, Gratuities -- Prohibited

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

Vendor Influence -- Prohibited

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

Vendor Certification

Vendors or potential vendors will be asked to certify that no official or employee of the Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Board of Education.

Sandy Cammarata
School Business Administrator/Board Secretary
REQUEST FOR PROPOSAL

GENERAL SPECIFICATIONS

Sandy Cammarata
School Business Administrator/Board Secretary
WHARTON BOARD OF EDUCATION

Request for Proposal (RFP)

Physical Therapy Services

Instructions for Respondents

1. **PROPOSALS ARE TO BE SUBMITTED TO:**
   Sandy Cammarata
   School Business Administrator/Board Secretary
   Wharton Board of Education
   137 E Central Avenue
   Wharton, New Jersey 07885

   **BY:** 10:00 a.m. PREVAILING TIME
   **ON:** Thursday, March 12, 2020

   by mail, delivery service or in person. Proposals that are submitted are to be sealed.

2. Proposals must be placed in a sealed envelope/package and marked as shown below on the front of the envelope/package. Proposals **must be** submitted in duplicate on the submittal forms as provided, and in the manner designated. The Board requires one original and one duplicate copy of the proposal package. The duplicate is necessary for processing the proposals. Respondents should also keep a complete copy of the proposal packet, exactly as submitted.

   **Envelope Label Information:**
   - District: **Wharton Board of Education**
   - Proposal No.: **RFP 03-21**
   - Project: **Physical Therapy Services**
   - Date: **Thursday, March 12, 2020**
   - Time: **10:00 a.m.**
   - Respondent: **Name of Company**
   - **Address**
   - **City, State Zip**

   Failure to properly label the proposal envelope may lead to the rejection of the proposal!

   The Board of Education **does not** accept electronic (e-mail) submission of bids or proposals.
3. **PURPOSE**

The Board of Education is soliciting request for proposals (RFP’s) for the purpose of entering into a contract for Behavior Therapy.

4. **AFFIRMATIVE ACTION REQUIREMENTS**

(required for contracts over $40,000)

Each company shall submit to the Wharton Board of Education, after notification of award, but prior to execution of a goods and services contract, one of the following three documents:

- Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program;
- A certificate of employee information report approval issued in accordance with N.J.A.C.17:27-4; or
- 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.

Please note: A completed and signed Affirmative Action Questionnaire is required with submission of bid/proposal. However, the Board will accept in lieu of the Questionnaire, Affirmative Action Evidence in the form of a current Certificate of Employee Information Report submitted with the bid/proposal.

If awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq., and the terms and conditions of the Mandatory Equal Employment Opportunity Language—Exhibit A.

**Sample Certificate of Employee Information Report**

Certification 111XX

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1 et seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 15-DEC-20XX.

SAMPLE COMPANY, INC.
33 WEST STATE STREET
TRENTON, NJ 08625

VOID

State Treasurer

All respondents are urged to submit with their response, a copy of their firm’s Certificate of Employee Information Report. Failure to submit the Certificate prior to the award will result in the rejection of the bid/proposal, if the total cost of the contract exceeds the bid threshold.
5. **ANTI-BULLYING BILL OF RIGHTS—REPORTING OF HARRASSMENT, INTIMIDATION AND BULLYING CONTRACTED SERVICE**

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 Board of Education. The district shall provide to the contracted service provider a copy of the board’s Anti-Bullying Policy.

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.

6. **AWARD OF CONTRACT; RESOLUTION; NUMBER OF DAYS**

Any contract awarded under this process shall be made by resolution of the Wharton Board of Education. The award must be made within sixty (60) days of the receipt of the proposals, however subject to extension pursuant to N.J.S.A. 18A:18A-36 (a).

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

Pursuant to N.J.S.A. 52:32-44 as amended, all bidders or companies providing responses for requested proposals, shall submit with their response package a copy of their “New Jersey Business Registration Certificate” as issued by the Department of Treasury of the State of New Jersey.

The Wharton Board of Education requests that all respondents for this bid/proposal submit a current New Jersey Business Registration Certificate with the bid/proposal.

**Failure to provide the New Jersey Business Registration Certification prior to the award of contract, will be cause for the rejection of the entire bid or proposal.**

**Goods and Services Contracts**

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; 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.
All respondents are urged to submit with their response, a copy of their firm's New Jersey Business Registration Certificate. Failure to submit the Certificate prior to the award of contract will result in the rejection of the proposal.

8. **CERTIFICATE (CONSENT) OF SURETY**  ☐ REQUIRED  ☒ NOT REQUIRED

9. **COORDINATION OF ACTIVITIES**

The following people will coordinate the activities for this proposal:

A. **Request for Proposal Process**
   Name of Official: Sandy Cammarata
   Position Title: School Business Administrator/Board Secretary

B. **Physical Therapy Services**
   Name of Official: Marie Giantomasi
   Position Title: Director of Special Education and Child Study Team Services


   It has been determined by the Wharton Public School District that the provider of services will have no regular contact with students.

11. **DEBARMENT, SUSPENSION, OR DISQUALIFICATION**

   The Board of Education will not enter into a contract for work with any person, company or firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report (www.state.nj.us/treasury/debarred).
All respondents are required to submit a sworn statement indicating whether or not the respondent is, at the time of the proposal, included on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List or the State of New Jersey Consolidated Debarment Report, or the Federal Debarred Vendor List—Excluded Parties List System—System for Award Management—SAM.gov

12. DOCUMENTS, MISSING/ILLEGIBLE

The respondent shall familiarize himself with all forms* provided by the Board that are to be returned with the proposal. If there are any forms either missing or illegible, it is the responsibility of the respondent to contact the School Business Administrator/Board Secretary for duplicate copies of the forms. This must be done before the proposal opening date and time. The Board accepts no responsibility for duplicate forms that were not received by the respondent in time for the respondent to submit with his proposal.

13. DOCUMENT SIGNATURES – ORIGINAL; BLUE INK

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

*Forms provided by the Board of Education that must be returned with proposal.

- Acknowledgement of Addenda
- Affirmative Action Questionnaire or Certificate of Employee Information Report
- Chapter 271 – Political Contribution Disclosure Form
- Vendor Questionnaire and Certification
- Iran - Disclosure of Investment Activities
- Non Collusion Affidavit
- Proposal Form
- Statement of Ownership

*Please check your RFP package for these forms!

14. EXAMINATION OF SPECIFICATIONS, ACKNOWLEDGEMENT

The respondent, by submitting a proposal, acknowledges that he has carefully examined the proposal specifications, documents, addenda (if any), and the site; and that from his investigation, he has satisfied himself as to the nature and location of the work, the general and local conditions and all matters which may in any way affect the work or its performance, and that as a result of such examination, he fully understands the intent and purpose thereof, his obligations thereunder, and that he will not make any claim for, or have any right to damages, because of the lack of any information.

Each respondent submitting a proposal for a service contract shall include in his proposal price all labor, materials, equipment, services, and other requirements necessary, or incidental to, the completion of the work, and other pertinent work as hereinafter described, in accordance with the proposal specifications and documents.

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.

16. **FINANCIAL GUARANTEE AND BONDING REQUIREMENTS**

   Financial Guarantee     ☐ REQUIRED     ☒ NOT REQUIRED

17. **FORCE MAJEURE**

Neither party shall be liable in damages for any failure, hindrance or delay in the performance of any obligation under this Agreement if such delay, hindrance or failure to perform is caused by conditions beyond the control of either party, including, but not limited to, Acts of God, flood, fire, war or the public enemy, explosion, government regulations whether or not valid (including the denial or cancellation of any export or other necessary license), court order, state funding, or other unavoidable causes beyond the reasonable control of the party whose performance is affected which cannot be overcome by due diligence.

Vendors, and/or contractors who have a contract with the Wharton Board of Education to provide goods or services cannot unilaterally claim an increase in the cost of the contract because of Force Majeure.

18. **GENERAL CONDITIONS**

- **Authorization to Proceed -- Successful Vendor/Contractor**
  
  No service shall be rendered by the successful contractor unless the vendor/contractor receives an approved purchase order authorizing the vendor/contractor to render the service.

- **Award of Contract**
  
  It is the intention of the Wharton Board of Education to award the contract to the respondent(s) whose response is the most advantageous to the board, price and other factors considered, and who will provide the highest quality service at fair and competitive prices. The Board reserves the right to award contracts to multiple contractors when it is in the best interests of the Board.

- **Return of Contract Documents—when required**
  
  Upon notification of award of contract by the Wharton Board of Education, the contractor may be required to sign and execute a formal contract with the Board.

  
  If a formal contract is not required by the Wharton Board of Education, an approved and signed Board of Education Purchase Order will constitute as a contractual agreement.

  When a formal contract is required, the contractor shall sign and execute said contracts and return the contracts with other required documents to the Office of the
School Business Administrator/Board Secretary

Failure to execute the contract and return said contract and related documents within the prescribed time may be cause for a delay in payment for services rendered or products received or the annulment of award by the Wharton Board of Education with any financial security becoming property of the Wharton Board of Education. The Wharton Board of Education reserves the right to accept the proposal of the next lowest responsible respondent.

- **Renewal of Contract; Availability and Appropriation of Funds—When Applicable**
  The Wharton Board of Education may, at its discretion, request that a contract for certain services be renewed in full accordance with N.J.S.A. 18A:18A-42. The School Business Administrator/Board Secretary, may negotiate terms for a renewal of contract proposal and present such negotiated proposal to the Wharton Board of Education. All multi-year contracts and contract renewals are subject to the availability and appropriation annually of sufficient funds as may be needed to meet the extended obligation.

  The Wharton Board of Education is the final authority in awarding renewals of contracts. Contracts for professional services may be awarded only for twelve (12) months and cannot be renewed.

- **Term of Contract**
  The successful respondent, to whom the contract is awarded, will be required to do and perform the work/services and to provide and furnish the materials in connection therewith in accordance with the plans and specifications on or before the date listed in the Technical Specifications.

- **Purchase Order Required; Notice to Proceed**
  No contractor or vendor shall commence any project or deliver any goods until he is in receipt of an approved purchase order authorizing work to begin or goods to be delivered.

19. **INSURANCE AND INDEMNIFICATION**  ☒ Required  ☒ Not Required

20. **INTERPRETATIONS AND ADDENDA**

  Respondents are expected to examine the RFP with care and observe all their requirements. A Pre-Submission Proposal Conference will be held at a time, date and location identified in the Public Notice for this RFP. This Conference will afford the respondents the opportunity to make comments and submit questions regarding this RFP. **Attendance at the Pre-Proposal Conference is strongly recommended.** Recipients of the RFP package will have the option of submitting comments and questions at the Pre-Proposal Conference. All questions about the meaning or intent of this RFP, all interpretations and clarifications considered necessary by the District’s representative in response to such comments and questions will be issued by Addenda mailed or delivered to all parties recorded by the District as having received the RFP package. Only comments and questions responded to by formal written Addenda will be binding. Oral interpretations, statements or clarifications will be without legal effect.

  No interpretation of the meaning of the specifications will be made to any respondent orally. Every request for such interpretations should be made in writing to the School Business Administrator.
must be received at least ten (10) days, not including Saturdays, Sundays and holidays, 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(c) 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.


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 a certification attesting, 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 Divisions website

http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf

If the Board determines that a person or entity has submitted a false certification concerning its engagement in investment activities in Iran under section 4 of P.L.2012, c.25 (C.52:32-58), the board shall report to the New Jersey Attorney General the name of that person or entity, and the Attorney General shall determine whether to bring a civil action against the person to collect the penalty prescribed in paragraph (1) of subsection a. of section 5 of P.L.2012, c.25 (C.52:32-59).

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

The Board has provided within the specifications, a Disclosure of Investments Activities certification form for all persons or entities, that plan to submit a bid, respond to a proposal, or renew a contract with the board, to complete, sign and submit with the proposal.

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

22. **LIABILITY – COPYRIGHT**

The contractor (vendor) shall hold and save the Wharton Board of Education, its officials and employees, harmless from liability of any nature or kind for or on account of the use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of his contract.
23. NON COLLUSION AFFIDAVIT

A notarized Non-Collusion Affidavit shall be submitted with the bid/proposal. The bidder/respondent has to certify that he has 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 Wharton 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.

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

The Wharton Board of Education has provided a Non-Collusion Affidavit form here within the specifications package. All respondents are to complete, sign, have the signature notarized and submit the form with the proposal response.

Failure to submit the Non-Collusion Affidavit with the proposal may be cause for the disqualification of the proposal.

24. PAYMENTS

Every effort will be made to pay vendors and contractors within thirty (30) to sixty (60) days provided the Wharton Board of Education receives the appropriate documentation including but not limited to:

- Signed voucher by vendor;
- Packing Slips; and
- Invoices.

Payment will be rendered upon completion of services or delivery of full order to the satisfaction of the Wharton Board of Education, unless otherwise agreed to by written contract or mandated by N.J.S.A. 18A:18A-40.1. The Board may, at its discretion may make partial payments. All payments are subject to approval by the Wharton Board of Education at a public meeting. Payment may be delayed from time to time depending on the Wharton Board of Education meeting schedule.

Invoices

The invoice clearly outlines the goods received or services rendered and the date(s) the services were rendered.

- The invoice must include the full name and address of the company.
- The invoice must include the Wharton Board of Education purchase order number.
- The invoice must have the company’s invoice number that may be used as reference.
- The invoice must list the goods or services rendered.
- The invoice must be submitted to the Business Office.
- Invoices must be submitted within thirty (30) days of service.
26. **POLITICAL CONTRIBUTION DISCLOSURE STATEMENT – PAY TO PLAY**

**Annual Disclosure**
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.

**Chapter 271 Political Contribution Disclosure Form**
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-15 for more details on reportable contributions.

The Wharton Board of Education has provided a Chapter 271 Political Contribution Disclosure Form within the specifications package for use by the business entity. The Board has also provided a list of agencies to assist the contractor. 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 Chapter 271 Political Contribution Disclosure 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.
POLITICAL CONTRIBUTIONS/AWARD OF CONTRACTS

Pursuant to N.J.A.C. 6A:23A-6.3 (a) (1-4) please note the following:

**Award of Contract -- Reportable Contributions -- N.J.A.C. 6A:23A-6.3 (a) (1)**

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

**Contributions During Term of Contract -- Prohibited -- N.J.A.C. 6A:23A-6.3 (a) (2-3)**

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

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

**Chapter 271 Political Contribution Disclosure Form -- Required -- N.J.A.C. 6A:23A-6.3 (a) (4)**

All business entities shall submit with their bid/proposal package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the Board to determine whether the business entity is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3 (a) (2) Award of Contract.

The Chapter 271 Political Contribution Disclosure form shall be submitted with the response to the bid/proposal or no later than ten (10) days prior to the award of contract. Failure to provide the completed and signed form shall be cause for disqualification of the bid/proposal.

27. **PRESENTATION AND INTERVIEWS**

The Wharton Board of Education may at its option, require providers of its choice to attend interviews and make presentations to district officials. This process may only take place after proposals have been opened and reviewed and prior to the completion of the evaluation. **Under no circumstances shall the provisions of the proposal be subject to negotiation—N.J.S.A. 18A:18A-4.5 (b).**

28. **PRE-SUBMISSION OF PROPOSAL MEETING (Pre-Proposal Conference Meeting)**

*NOT APPLICABLE*
29. **RESPONDENT'S RESPONSIBILITY FOR PROPOSAL SUBMITTAL**

It is the responsibility of the respondent to ensure that their proposal is presented to the Business Office and officially received before the advertised date and time of the proposal. It is understood and agreed upon that any person in the Wharton Board of Education will be absolved from responsibility for the premature opening of any proposal not properly labeled and sealed.

30. **RIGHT TO KNOW LAW**

All potentially hazardous materials or substances must be properly labeled in full accordance with the [New Jersey Right to Know Law - N.J.S.A. 34:5A-1 et seq.](https://www.state.nj.us/doh/). All contractors or vendors who need additional information about the New Jersey Right to Know Law are to contact the:

New Jersey Department of Health
Right to Know Program
CN 368
Trenton, New Jersey 08625-0368
[rtk@doh.state.nj.us](mailto:rtk@doh.state.nj.us)

31. **STATEMENT OF OWNERSHIP**

No corporation or partnership shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the State, or any county, municipality or school district, or any subsidiary or agency of the State, or of any county, municipality or school district, or by any authority, board, or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, of said corporation or said partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all individual partners in the partnership who own a 10% or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed. N.J.S.A. 52:25-24.2

The Wharton Board of Education has provided within the specifications, a two (2) page form entitled:

**STATEMENT OF OWNERSHIP**

All bidders/respondents are to completed, sign and submit both pages for the form.

**Failure to complete, sign and submit the Statement of Ownership Form with the proposal, shall be cause for the disqualification of the bid/proposal.**
32. **SUBCONTRACTING; ASSIGNMENT OF CONTRACT**

Contractors, services providers, and all vendors with whom the Wharton Board of Education have an executed contract may not subcontract any part of any work done or assign any part of contract for goods or materials for the Board without first receiving written permission from the School Business Administrator.

Contractors, service providers, and vendors using subcontractors assume all responsibility for work performed by subcontractors. The Board Business Office may require the following documents to be secured from all approved subcontractors:

- Insurance Certificate as outlined in the proposal specifications;
- Affirmative Action Evidence as outlined in the proposal specifications;
- New Jersey Business Registration Certificate; and
- Other documents as may be required by the Wharton Board of Education.

In cases of subcontracting, the Wharton Board of Education shall only pay the prime contractor. It is the sole responsibility of the prime contractor to ensure that all subcontractors are paid. The Wharton Board of Education shall not be responsible for payments to subcontractors and shall be held harmless against any or all claims generated against prime contractors for non-payment to subcontractors.

Transportation carriers hired by the vendor to deliver goods and materials are not considered to be subcontractors.

33. **TAXES**

As a New Jersey governmental entity, the Wharton Board of Education is exempt from the requirements under New Jersey state sales and use tax (N.J.S.A. 54:32B-1 et. seq.), and does not pay any sales or use taxes. Respondents should note that they are expected to comply with the provisions of said statute and the rules and regulations promulgated thereto to qualify them for examinations and reference to any and all labor, services, materials and supplies furnished to the Wharton Board of Education. Contractors may not use the Board’s tax exempt status to purchase supplies, materials, service or equipment.

A contractor may qualify for a New Jersey Sales Tax Exemption on the purchase of materials, supplies and services when these purchases are used exclusively to fulfill the terms and conditions of the contract with the Wharton Board of Education. All contractors are referred to New Jersey Division of Taxation—Tax Bulletin S&U-3 for guidance. Again, contractors are not permitted to use the Board’s tax identification number to purchase supplies, materials, services of equipment.
34. **TERMINATION OF CONTRACT**

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

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

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

35. **WITHDRAWAL OF PROPOSALS**

**Before The Proposal Opening**

The School Business Administrator may consider a written request from a respondent to withdraw a proposal if the written request is received by the School Business Administrator before the advertised time of the proposal opening. Any respondent who has been granted permission by the School Business Administrator to have his/her proposal withdrawn cannot re-submit a proposal for the same advertised proposal project. That respondent shall also be disqualified from future proposals on the same project if the project is re-advertised.

**After The Proposal Opening**

The Wharton Board of Education may consider a written request from a respondent to withdraw a proposal, if the written request is received by the School Business Administrator within five (5) business days after the proposal opening. A request to withdraw a proposal after the specified number of days will not be honored.

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

The request to withdraw a proposal after the proposal opening may be reviewed by the School Business Administrator, the Director of Facilities, other interested administrators' and the Architect of Record for the project (if necessary) and/or the Board Attorney and a recommendation will be made to the Wharton Board of Education. If the Wharton Board of Education grants permission to have the proposal withdrawn the contractor/vendor shall be disqualified from quoting on the same project if the project is re-advertised. If the contractor/vendor fails to meet the burden of proof to have the proposal withdrawn, the request to withdraw the proposal will be denied and if the contractor/vendor fails to execute the contract the bid guarantee will be forfeited and become property of the Wharton Board of Education.
WHARTON BOARD OF EDUCATION

Request for Proposal
RFP

TECHNICAL SPECIFICATIONS

Sandy Cammarata
School Business Administrator/Board Secretary
WHARTON BOARD OF EDUCATION
Wharton, New Jersey

Request for Proposal (RFP)

Physical Therapy Services

Proposal No. 03-21
Proposal Date: Thursday, March 12, 2020

A. Purpose of Proposal—Brief Overview

The intention of the RFP is to identify a qualified individual or firm who will provide Behavior Therapy.

B. Introduction and Background of District

The Wharton Public Schools, located in Wharton, NJ, is a PreK-8th grade school with an enrollment of 741 students. The Mission of the District is “Learn to Thrive in a Dynamic World”. The District provides our students opportunities for positive academic and social experiences within a carefully constructed, safe learning environment.

C. Scope of Services and/or Program Requirements

Description of Work/Services/Task

I. SCOPE OF WORK

The physical therapist shall have the responsibility of providing therapy for 2020-2021 school year that may include direct services, consultation and evaluation services as determined by district need.

1. Required paperwork including but not limited to monthly log and billing statement. Logging of direct services into SEMI system.
2. Hours to be determined by individual IEP for each student.
3. Direct therapeutic intervention as specified by the student’s IEP and non-contact chargeable client treatment (e.g. parent education, teacher consultation, attendance at IEP meetings and other related duties).

This Request for Proposal for Physical Therapy Services, and Evaluations. The required services are to be provided for a term which will begin on the first regular school day for students, 2020 and continue through to on or about the last regular school for students, 2021.

All professionals must possess appropriate qualifications, New Jersey licenses and certifications. Applicants should demonstrate knowledge and experience providing Behavioral services for public school students. Any experience or knowledge of matters that directly affect the Wharton Borough Board of Education should be addressed.
Services that shall be provided per each student’s Individualized Education Plan (IEP), 504. The services detailed in this proposal shall occur during normal school hours on regularly scheduled school days with the exception of Family Training Services.

II. MANDATORY MINIMUM REQUIREMENTS:

1. The firm shall have one (1) or more licensed professionals on staff whose major focus and work has been and remains providing Physical Therapy services to children in school settings.
2. The firm shall have at least ten (10) years’ experience in providing services to public and private schools.
3. The firm shall designate one (1) professional within the firm who will be assigned to the School District. This individual shall have been admitted and/or licensed in his/her profession and be in good standing.
4. The firm and individual assigned to work with the School District shall be well versed in all aspects of Physical Therapy services for children.

All applicants shall be duly authorized to do business in the State of New Jersey.

Competency, fitness and financial responsibility of contractors and any subcontractors will be considered in making the award. If required, they shall support their claims of competency, fitness, and financial responsibility with evidence satisfactory to the Board of Education.

All applicants must have sufficient staff to perform part or all nursing services required by the Board of Education.

All applicants must successfully complete criminal history review as required by the New Jersey Department of Education. The successful applicant shall provide to the Board, prior to commencement of the contract, evidence or proof that each employee assigned to provide services and that comes in regular contact with students, has had a criminal history background check, and that said 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 the commencement of contract, may be cause for breach of contract.

III. REQUIRED INFORMATION/DOCUMENTS

All proposals shall include at a minimum the following information and documents:

1. Names of all individual(s) who will perform required tasks as well as a listing of their qualifications, certifications, and licenses.

a. Identify the person(s) who will be primarily responsible for performing the required services and provide a description of the experience of the primary person(s) with providing the required services, with a copy of their résumés.

b. Identify the person(s) who will serve as back up to the primary person(s) and provide a description of the experience of the backup person(s) with providing
the required services, with a copy of their résumés.

2. A detailed description of your ability to provide services in a timely fashion including a description of your staffing and a description of your experience in providing the required services, including:

   a. A detailed description of how you will provide the required services, including all pertinent information that would substantiate your ability to successfully perform the services required.

   b. The number of employees that will be made available to the Board of Education in order to provide the required services. Continuity of services to students by the assignment of a single service provider within a category of service to work with a specific student is extremely important. Therefore, the provision of assurances that such continuity of a service provider shall occur, barring unforeseen emergencies, is a necessary element of any successful proposal submission.

   c. List of a minimum of three (3) Board of Education clients, with contact names, titles, and telephone numbers, and a description of the services being provided relevant to the completion of the services requested in this RFP.

   d. A summary of your demonstrated ability to manage contracts to provide the required services in educational settings of a similar size and scope, including your history of providing educational related services to students with disabilities in educational settings. Applicants with experience serving this population shall be preferred.

   e. Detailed information regarding meetings and communication with the Board and its personnel.

   f. A description of all related services which you will provide at no additional cost to the Board of Education.

   g. A description of other related services which you can provide to the Board of Education at an additional cost.

   h. Any contractual or personal relationship that exists or has existed between the contractor and any subcontractors and their employees and the Wharton Borough Board of Education and/or its employees.

D. Qualifications of Respondents

   See above Mandatory Minimum Requirements

E. Contract Period
F. **Coordination of Activities—Principal Point of Contact**

Sandy Cammarata – Business Administrator  
Marie Giaiotorasi – Director of Special Education and Child Study Team Services

G. **Presentation Package—Response from Respondent—Evalitative Criteria N.J.A.C. 5:34-4.2**

The school district is asking all respondents to respond to the RFP by preparing a presentation package for district review. The respondent in the presentation will outline their approach to the scope of services and the program requirements. The district will be evaluating all proposals based upon the technical, management and cost criteria as here within provided.

**Technical Criteria**

1. Respondents should list all services to be rendered with their explanation in detail on how they will provide the services and/or meet the program requirements. The proposal should demonstrate a clear understanding of the scope of work and of the goals and objectives of the district with reference to the RFP.

2. Respondents shall also provide evidence of how services of similar type were provided to other public/private schools in New Jersey within the past five (5) years. (Success stories only).

3. Respondents, by submitting a proposal acknowledge that they fully understand the scope of service, work and activity to be performed.

4. Respondents are to provide evidence of any innovation and/or successful approach in providing the services requested.

**Management Criteria**

1. **Business Organization Capacity**

   The respondent shall submit a full description of the business organization to include, but not be limited to:
   - Name, address, phone, fax, website, e-mail address and other information of the professional firm or individual, including a brief historical and current summary of the organization.
   - An organizational chart noting the names of all principals and partners;
   - Resumes of key staff members who will be assigned to this contract; and
   - Other information concerning individuals of the professional firm that would assist the school district in the evaluation process.

2. **Qualifications; Relevant Experience**

   Respondents shall submit documentation highlighting qualifications and experience they have that will assist the school district in the evaluation and selection process. Such documentation shall include, but not be limited to:
   - Evidence of providing services as listed in the specifications to public/private school districts for a minimum of at least two (2) years;
• Other information concerning the firm and/or individuals of the firm that would assist the school district in the evaluation process.
• Availability of personnel, facilities, equipment and other resources to provide the services requested.
• Affirmative action and cultural diversity and sensitivity training plan of the firm;
• Evidence of timely delivery of services performed within budgeted constraints.

Cost Criteria

1. Fee Proposal
   Respondents are to submit an hourly rate fee proposal and schedule (if applicable) that is clear and precise and compliments the service that is being requested by the school district. If necessary, please itemize and list all relevant additional fees on your proposed cost sheet.

Financial Disclosure of Respondent
   The respondent shall provide a financial disclosure narrative that the firm has sufficient financial resources to meet its obligation. Supporting financial statements, audits and documents are to be submitted with the proposal.

   The respondent is to list of any judgments within the last three (3) years and/or a list of bankruptcy or organization proceedings within the last ten (10) years.

2. Contract Expenses
   Respondents are to note the following as it pertains to expenses related to the contract:
   • Expenses; Related to Contract; Incidental
      All incidental expenses related to this contract, incurred by the respondent to whom the contract is awarded, shall be the responsibility of the respondent. The school district will not reimburse any vendor for any incidental expenses related to the contract.
   • Expenses Not Related to the Contract; District Procedures
      There may be a circumstance where a request is made for the respondent to provide services not directly related to the contract. These services not related to the contract are not to be provided by the respondent unless so approved in writing by the school district or the district may procure the services requested through a competitive process.
   • Extraordinary Expenses
      Extraordinary expenses to be incurred by the respondent in the performance of his/her duties may be brought to the Board prior to the actual expenditure. The Board, upon recommendation of the appropriate administrator, may consider reimbursing the expense, or the Board may procure the services separately.

H. Evaluation Process—Methodology of Awarding Contracts

   The State Comptroller recommends the following:
   • Weighting of criteria should be used with some criteria to be determined more important than others.
   • Scoring and evaluation process should be well documented.
You are required to prepare an Evaluation Scoring Sheet assigning points to the criteria based upon importance. This form is to be based upon a value of one hundred (100) points.

<table>
<thead>
<tr>
<th>Category</th>
<th>Value Points</th>
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<tbody>
<tr>
<td>I. Technical Criteria</td>
<td>35</td>
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<tr>
<td>II. Management Criteria</td>
<td>25</td>
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<tr>
<td>III. Cost Criteria</td>
<td>40</td>
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</tbody>
</table>

I. **Evaluation of Proposals—School Business Administrator/Evaluation Committee**

A committee may be selected to assist the School Business Administrator in the evaluation of proposals that have been submitted. Committee members are familiar with the need for services to be performed in the request for proposal. For Competitive Contracting proposals, the School Business Administrator shall prepare a report evaluating and recommending the award of contract. N.J.S.A. 18A:18A-4.5 (d)

Committee members will be identified in the final report submitted to the board and also in the award of contract resolution.

J. **Presentations and Interviews**

The Board of Education may at its option, require respondents of its choice to attend interviews and make presentations to district officials as to clarification regarding their submission. This process may only take place after proposals have been opened and reviewed and prior to the completion of the evaluation. **Under no circumstances shall the provisions of the proposal be subject to negotiation—N.J.S.A. 18A:18A-4.5 (b)**

K. **Award of Contract—Report/Recommendation of School Business Administrator; Multiple Awards**

The School Business Administrator shall evaluate all proposal received. After the proposals have been evaluated, the School Business Administrator shall prepare a report, evaluating and recommending the award of contract. N.J.S.A. 18A-18A-4.5 (d)

It is the intention of the Board of Education to award the contract, based upon the report and recommendation of the School Business Administrator, to the respondent whose response is the most advantageous to the board, price and other factors considered, and who will provide the highest quality service at fair and competitive prices.

The Board, based upon the report of the School Business Administrator, may award contracts to one or more vendors based upon availability of vendors to provide services and other factors.

L. **Packaging/Submission of Proposal—Form of Submission**

The board requests that all proposals be placed in a sealed package, with one (1) proposal clearly marked “**Original Proposal**” and with one (1) clearly marked “**Copy.**”
WHARTON BOARD OF EDUCATION

Wharton, NJ

Proposal Form

Physical Therapy Services

Proposal No. 03-21 Proposal Date: Thursday, March 12, 2020

I/we hereby submit the following attached proposal for Physical Therapy Services:

Name of Company ________________________________________________

Address _________________________________________________________

City, State, Zip __________________________________________________

Telephone No. _____________ Ext. ________ Fax No. ________________

E-mail: _________________________________________________________

Tax ID No. _____________________________________________________

Authorized Agent _____________________________________________ Date ______________

Authorized Signature _________________________________________ Date ______________
Request for Proposal
RFP

PROPOSAL DOCUMENTS
REQUIRED
DOCUMENTATION

All documents in this section shall be completed, signed and submitted with the proposal package – Failure to submit the proposal documents and other documents so specified may be cause to reject the proposal for being non-responsive (N.J.S.A. 18A:18A-2(y)).

Sandy Cammarata
School Business Administrator/Board Secretary
To be completed, signed below & returned with proposal.

ACKNOWLEDGEMENT OF ADDENDA

RFP# 03-21 Proposel Date: Thursday, March 12, 2020

The Respondent acknowledges receipt of the hereinafter enumerated Addenda which have been issued during period of bidding and agrees that said Addenda shall become a part of this contract. The respondent shall list below the numbers and issuing dates of the Addenda.

<table>
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<tr>
<th>ADDENDA NO.</th>
<th>ISSUING DATES</th>
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☐ No Addenda Received

Name of Company ____________________________________________

Address ___________________________ P.O. Box ______________

City, State, Zip Code ____________________________

Name of Authorized Representative __________________________

Signature ___________________________ Date ______________
AFFIRMATIVE ACTION QUESTIONNAIRE

RFP# 03-21

Proposal Date: Thursday, March 12, 2020

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 if contract is over $40,000— Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance: www.state.nj.us/treasury/contract_compliance/
• Click on “Employee Information Report”
• Complete and submit the form with the appropriate payment to:

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

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Wharton 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.

WHARTON BOARD OF EDUCATION

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

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

<table>
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<tr>
<th>Date of Contribution</th>
<th>Amount of Contribution</th>
<th>Name of Recipient Elected Official/ Committee/Candidate</th>
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The Business Entity may attach additional pages if needed.

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

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

Certification

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

Name of Authorized Agent

Signature ___________________________ Title ___________________________

Business Entity ________________
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

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

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

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

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

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

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

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

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

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

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. NOTE: This section does not apply to Board of Education contracts.

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
P.L. 2005, c.271
(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint*)

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

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

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

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

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

52:34-25 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of $17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefor, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L.1973, c.83 (C.19:44A-1 et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, an elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

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

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

c. As used in this section:

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

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

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.
d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

P.L. 2005, c271

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

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

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

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

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

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

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

As used in this section:

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

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

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

4. This act shall take effect immediately.

* Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40A:11-51 and to N.J.S.A. 52:34-25.
List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26

County Name: Morris
State: Governor, and Legislative Leadership Committees
Legislative District #: 16, 21, 24, 25 & 26
State Senator and two members of the General Assembly per district.

<table>
<thead>
<tr>
<th>County:</th>
<th>Freeholders</th>
<th>County Clerk</th>
<th>Sheriff</th>
<th>Surrogate</th>
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<td>Boonton Town</td>
<td>Jefferson Township</td>
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<td>Boonton Township</td>
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<td>Butler Borough</td>
<td>Lincoln Park Borough</td>
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<td>Chatham Borough</td>
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<td>Dover Town</td>
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<td>East Hanover Township</td>
<td>Morris Plains Borough</td>
<td>Roxbury Township</td>
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<td>Florham Park Borough</td>
<td>Morris Township</td>
<td>Victory Gardens Borough</td>
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<td>Hanover Township</td>
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<td>Washington Township</td>
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<tr>
<td>Harding Township</td>
<td>Mount Arlington Borough</td>
<td>Wharton Borough</td>
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</table>

Board of Education (Members of the Board):

<table>
<thead>
<tr>
<th>County:</th>
<th>Freeholders</th>
<th>County Clerk</th>
<th>Sheriff</th>
<th>Surrogate</th>
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<tbody>
<tr>
<td>Boonton Town</td>
<td>Lincoln Park Borough</td>
<td>Netcong Borough</td>
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<td>Boonton Township</td>
<td>Long Hill Township</td>
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<td>Butler Borough</td>
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<td>Florham Park Borough</td>
<td>Morris</td>
<td>Roxbury Township</td>
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<td>Hanover Park Borough</td>
<td>Morris Hills Regional</td>
<td>Sch Dist of the Chathams</td>
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<td>Hanover Township</td>
<td>Morris Plains Borough</td>
<td>Victory Gardens</td>
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<td>Harding Township</td>
<td>Mount Arlington Borough</td>
<td>Washington Township</td>
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<td>Jefferson Township</td>
<td>Mount Olive Township</td>
<td>West Morris Regional</td>
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<tr>
<td>Kinnelon Borough</td>
<td>Mountain Lakes Borough</td>
<td>Wharton Borough</td>
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</tbody>
</table>

Fire Districts (Board of Fire Commissioners):

<table>
<thead>
<tr>
<th>County:</th>
<th>Freeholders</th>
<th>County Clerk</th>
<th>Sheriff</th>
<th>Surrogate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hanover Township Fire District No. 2</td>
<td>Parsippany-Troy Hills Twp. Fire Dist No 3</td>
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<tr>
<td>Hanover Township Fire District No. 3</td>
<td>Parsippany-Troy Hills Twp. Fire Dist No 4</td>
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<tr>
<td>Montville Township Fire District No. 1</td>
<td>Parsippany-Troy Hills Twp. Fire Dist No 5</td>
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<tr>
<td>Montville Township Fire District No. 2</td>
<td>Parsippany-Troy Hills Twp. Fire Dist No 6</td>
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<td>Montville Township Fire District No. 3</td>
<td>Parsippany-Troy Hills Twp. Fire Dist No 7</td>
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<tr>
<td>Parsippany-Troy Hills Twp. Fire Dist No 1</td>
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<tr>
<td>Parsippany-Troy Hills Twp. Fire Dist No 2</td>
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</tbody>
</table>
To be completed, signed below & returned with proposal.

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

Quote Number: Bidder/Offeror:

PART 1: CERTIFICATION

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

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at [http://www.state.nj.us/treasury/purchase/pdf/Chapter25list.pdf]. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, she shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

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

OR

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

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

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

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

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

ADD AN ADDITIONAL ACTIVITIES ENTRY

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

Full Name (Print): Signature: Do Not Enter PIN as a Signature

Title: Date:
NON-COLLUSION AFFIDAVIT

Physical Therapy Services

Re: Proposal for the Wharton Board of Education.

STATE OF _____________________  )  Date: _________________________________
COUNTY OF _____________________ )

I, ____________________________ of the City of ________________________________
in the County of __________________________ and the State of __________________________
of full age, being duly sworn according to law on my oath deposes and say that:

I am ______________________________ of ________________________________ and
the firm of ________________________________ and
the respondent making the Proposal for the above named contract, and that I executed the said Proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named bid, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Board of Education 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 proposal.

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

__________________________________________
(Print Name of Contractor/Vendor)

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

before me this ______ day of ______________________________, __________.
Month Year

__________________________________________
Print Name of Notary Public

My commission expires _________________________________.
Month Day Year – Seal

35 | Page
To be completed, signed below & returned with proposal.

STATEMENT OF OWNERSHIP

Re: Proposal for the Wharton Board of Education. RFP # 03-21

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

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

No corporation "or partnership" shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid of said corporation or said partnership, there is submitted a statement setting forth the names and all individual partners in the partnership who own a 10% or greater interest therein, as the case may be." If one or more such stockholder "or partner" is itself a corporation "or partnership", the stockholder holding 10% or more of that corporation "or partnership" the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be, continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH BID/PROPOSAL.

In the event that there are no persons who own ten percent or more of the stock or ownership of the bidder, then such fact should be certified below as part of this disclosure.

Name of Company __________________________

Address __________________________

City, State, Zip __________________________

List of Owners with Ten Percent (10%) or More Interest

<table>
<thead>
<tr>
<th>Owner's Name</th>
<th>Home Address</th>
<th>Title/Office Held</th>
<th>Percent (%) of Partnership Shares Owned</th>
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</thead>
<tbody>
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NOTE: If you need more space than that provided above, please use an extra sheet for furnishing the above required information for any remaining persons or entities.

____________________          ______________________
Signature                  Date
(Form continued on next page) ➔➔➔

To be completed, signed below & returned with proposal.

**STATEMENT OF OWNERSHIP (cont.)**

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

Our firm, ____________________________________________, is organized

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Names of Principals

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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Use additional paper if needed. Check here □ if additional sheets are attached.

Name of Company________________________________________

Address________________________________________

City, State, Zip_______________________________________

Authorized Agent_____________________________________ Title ____________________________

_____________________________________________________

**SIGNATURE OF AUTHORIZED AGENT**
To be completed, signed below & returned with proposal.

CONTRACTOR/VENDOR QUESTIONNAIRE CERTIFICATION

Physical Therapy Services
RFP 03-21

Name of Company ____________________________________________

Street 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

<table>
<thead>
<tr>
<th>Name of District</th>
<th>Address</th>
<th>Contact Person/Title</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>1. ______________</td>
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<td>2. ______________</td>
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<td>3. ______________</td>
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</table>

Vendor Certification

I declare and certify that no member of the Wharton Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Wharton 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 Wharton 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.

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 _____________________________
EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS.

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

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

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

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

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act. The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 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 orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

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

(Revised: January, 2016)
**STATE OF NEW JERSEY**
**Division of Purchase & Property**
**Contract Compliance Audit Unit**
**EEO Monitoring Program**

**EMPLOYEE INFORMATION REPORT**

**SECTION A - COMPANY IDENTIFICATION**

1. **FIRG NO or SOCIAL SECURITY**
2. **TYPE OF BUSINESS**
   - [ ] Sole Proprietor
   - [ ] Partnership
   - [ ] Corporation
   - [ ] Other
3. **TOTAL NO of EMPLOYEES OVER IN THE 12 MONTH PERIOD**
4. **COMPANY NAME**
5. **STREET**
6. **CITY**
7. **STATE**
8. **ZIP CODE**
9. **NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, WRITE SAME)**
10. **CITY**
11. **STATE**
12. **ZIP CODE**

**SECTION B - EMPLOYMENT DATA**

11. **Check in the company's**
   - [ ] Single Establishment Employer
   - [ ] Multi-establishment Employer

**TOTAL NUMBER OF EMPLOYEES AT ALL ESTABLISHMENTS IN SE**

**PUBLIC AGENCY WITH WHICH CONTRACT HAS BEEN AWARDED**

12. **CITY**
13. **COUNTY**
14. **STATE**
15. **ZIP CODE**

**Official Use Only**

16. **DATE RECEIVED**
17. **AGREE**
18. **ASIGNED CERTIFICATION NUMBER**

**SECTION C - SIGNATURE AND IDENTIFICATION**

19. **NAME OF PERSON COMPLETING FORM (Printed)**
20. **SIGNATURE**
21. **DATE**
22. **STANDARD IDENTIFICATION**
23. **ADDRESS**
24. **CITY**
25. **COUNTY**
26. **STATE**
27. **PHONE**
28. **AREA CODE**
29. **EXTENSION**
**INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT (FORM AA302)**

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

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

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

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

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

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

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

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

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

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

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

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

**Racial/Ethnic Groups will be defined:**

- **Black:** Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.
- **Hispanic:** Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.
- **American Indian or Alaskan Native:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- **Asian or Pacific Islander:** Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-Continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Islands and Samoa.

**Non-Minority:** Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

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

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

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

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

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

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

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**TYPE OR PRINT IN SHARP BALL POINT PEN**

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

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

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