

**ADVERTISEMENT FOR COMPETITIVE CONTRACT
HOBOKEN BOARD OF EDUCATION**

The Hoboken Board of Education seeks Proposals from Individuals or Firms (as appropriate) for the following position(s):

- Transportation Coordinator for the 2020-2021 School Year (2020-21-TC)

Submission Requirements

Forms, instructions, specifications, and other competitive contract documents may be examined or obtained on the District Website at:

http://www.hoboken.k12.nj.us/central_office/business_office/rfp_rfq_rfb

The completed Packets, including all required documentation in a sealed envelope, which should be clearly marked with Proposal category (“Proposals for Transportation Coordinator”) and opening time (“Tuesday May 26, 2020, 1:00PM”), MUST be received by the Business Office no later than **TUESDAY, MAY 26, 2020** no later than the time of the packet opening listed below:

- Transportation Coordinator (2020-21-TC) – 1:00 PM

The Board reserves the right to reject any or all proposals in whole or in part and to waive such informalities as may be permitted by law. Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

By Order of the Hoboken Board of Education
Joyce A. Goode, Business Administrator / Board Secretary
Hoboken Board of Education
524 Park Avenue
Hoboken, New Jersey 07030

HOBOKEN BOARD OF EDUCATION

REQUEST FOR PROPOSAL

FOR:

Transportation Coordinator

Due: May 26, 2020 12:00PM.

POSTED
05/04/2020

Joyce A. Goode
School Business Administrator/Board Secretary

**ADVERTISEMENT FOR COMPETITIVE CONTRACT
HOBOKEN BOARD OF EDUCATION**

The Hoboken Board of Education seeks Proposals from Individuals or Firms (as appropriate) for the following position(s):

- Transportation Coordinator (2020-21-TC)

Submission Requirements

Forms, instructions, specifications, and other competitive contract documents may be examined or obtained on the District Website at www.hoboken.k12.nj.us or may be picked up at the Office of the Business Administrator / Board Secretary, Mr. Matthew Bouldin, at 158 Fourth Street, Hoboken, NJ 07030.

The completed Packets, including all required documentation in a sealed envelope, which should be clearly marked with Proposal category ("Proposals for Transportation Coordinator") and opening time ("Tuesday August 20, 2019, 1:00PM"), MUST be received by the Business Office no later than **TUESDAY, MAY26, 2020** no later than the time of the packet opening listed below:

- Transportation Coordinator (2020-21-TC) – 1:00 PM

The Board reserves the right to reject any or all proposals in whole or in part and to waive such informalities as may be permitted by law. Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

By Order of the Hoboken Board of Education
Joyce A. Goode, Business Administrator / Board Secretary
Hoboken Board of Education
524 Park Avenue
Hoboken, New Jersey 07030

HOBOKEN BOARD OF EDUCATION

REQUEST FOR PROPOSAL

FOR:

Transportation Coordinator

Proposals for the furnishing of Transportation Coordinator will be received by Hoboken Board of Education, until 1:00PM, prevailing time on Tuesday May 26, 2020 at the Hoboken Board of Education Business Office, 524 Park Avenue, Hoboken, NJ 07030. Proposals will be opened and read aloud at the time and place set forth.

Joyce A. Goode, School Business Administrator/Board Secretary at the above address, must receive proposals prior to this time. Envelopes containing proposals should be clearly marked as to the contents in the following manner:

“Proposals for Transportation Coordinator;
Tuesday May 26, 2020 1:00PM”

Joyce A. Goode
School Business Administrator/Board Secretary

HOBOKEN BOARD OF EDUCATION
158 Fourth Street, Hoboken, NJ 07030
Hoboken, NJ 08884

Instructions For Proposals

1.0 Purpose

The purpose of the Request for Proposal is to obtain competitive proposals for a Transportation Coordinator. The Board intends to award this contract pursuant to N.J.S.A.: 18A:18A-4-1 and N.J.A.C5: 5:34-4.1

The Hoboken Board of Education (“Board”) is requesting proposals from interested and qualified proposers to provide Transportation Coordinator Services ("Transportation Coordinator") as described in this Request for Proposals (“RFP”). The Board plans to select a vendor for the purpose of creating a TRANSPORTATION COORDINATOR to meet the District’s need for student information management in areas such as demographics, attendance, special services, discipline, athletics, and health; and to permit optimal reporting, data export, connection with third-party vendors, parent portals and teacher views, and database and system administration

2. Basis of Award / Term

It is the intention of the Board of Education to award the contract to the Proposer whose response is the most advantageous to the District, price and other factors considered; and who will provide the highest quality service at fair and competitive prices. It is note that the Competitive Contracting procurement process as defined in N.J.S.A.: to N.J.S.A.: 18A:18A-4-1 and N.J.A.C5: 5:34-4.1 will be used for this proposal.

The Proposer contract for Transportation Coordinator will be subject to annual renewal. The Board reserves the right to terminate contract with 90 days notice.

The length of term for the initial contract for Transportation Coordinator is from award date to June 30, 2021 with two one year extensions at the option of the Board of Education. One year extensions may be allowed to be increased by no more than the previous 12 months CPI, available at time of contract extension.

3. Compliance With Laws

The successful offer(s) shall comply with all local, state and federal directives, orders and laws as applicable to this agreement.

GENERAL PROVISIONS

1. Submission of Proposal

1.1 Two (2) original proposals are due at the office of Matt Bouldin, School Business Administrator/Board Secretary, Hoboken Board of Education, 524 Park Avenue, Hoboken, NJ 07030 on, or before 1:00PM on May 26, 2020. All proposals may be made available to the public at the appropriate time, as determined by the District, in accordance with law.

1.2 The proposal must be concise and clear. Elaborate brochures or other presentations are not desired.

1.3 The Proposer acknowledges that he/she has read this request for Proposal, understands it, and agrees to be bound by its terms and conditions. Proposals must be submitted prior to the time and date specified, by mail, or hand delivered to the Hoboken Board of Education, Business office, 524 Park Avenue, Hoboken, NJ 07030. **No facsimile or e-mail proposals will be accepted.**

1.4 The Hoboken Board of Education reserves the right to reject any or all proposals in whole.

1.5 Any departures from the specifications (4.10) must be noted. Any conditions or terms must be written and included with the RFP.

1.6 Access to Records: The selected Proposer must agree to provide full and free access to those records maintained with respect to the Hoboken School District, as well as other books, records, and information reasonably related to the scope of services provided by the Proposer to the Hoboken Board of Education.

1.7 Expenses: The selected Proposer will agree that he is responsible for his own expenses including travel and meals incurred in servicing the District's account. Any extraordinary expenses that the Proposer expects to incur as the result of providing such special services to the insured should be delineated and agreed to in advance.

1.8 A proposal will not be a valid proposal and will not be read unless the following items are included in the proposal documents:

- A. Request for Reference
- B. Proposal Form
- C. Affirmative Action Questionnaire
- D. Non-Collusion Affidavit
- E. Chapter 271 Political Contribution Disclosure Form
- F. Statement of Ownership Disclosure
- G. Vendor Questionnaire/Certification
- H. Disclosure of Investment Activities in Iran Certification
- I. New Jersey Business Registration Certificate
- J. W-9

2. Late Proposals

2.1 Proposals received in the office of the Hoboken Board of Education after the date and time prescribed shall not be opened and will be returned unopened to the Proposer.

3. **Period of Proposal Validity**

- 3.1 All proposals shall remain firm for a period of Sixty (60) days after the date specified for the receipt of proposals.

4. **Basis of Award**

- 4.1 The School Business Administrator/Board Secretary will review and evaluate all proposals submitted in response to this Request for Proposal.
- 4.2 All Proposer's are required to provide sufficient information in their proposals for evaluation. The district shall conduct a preliminary evaluation of all proposals on the basis of the information provided with the proposal, the ability of the Proposer to perform, on their past performance and understanding of the work to be performed.
- 4.3 The district may arrange for discussions with Proposer's submitting proposals, if required, for the purpose of obtaining additional clarification. Should proposals submitted require additional clarification and/or supplementary information, Proposer's should be prepared to submit same in a timely manner.
- 4.4 Proposals, which, after discussion and submission of additional clarification and/or supplementary information, are determined to meet the specifications, will be classified as "acceptable." Proposals found not to meet the specifications will be classified, as "unacceptable" and no further discussion concerning same will be conducted.
- 4.5 Based upon this evaluation and review, the School Business Administrator/Board Secretary shall recommend a proposed contract with the highest qualified Proposer classified as "acceptable."
- 4.6 Proposer's are advised that in the event of receipt of adequate number of proposals, which, in the opinion of the School Business Administrator/Board Secretary require no clarification and/or supplementary information, such proposals may be evaluated without any further discussion. Therefore, proposals should be submitted initially on the most complete and favorable terms from an underwriting standpoint, which are capable of submitting to the Board.
- 4.7 Each submission shall be evaluated in accordance with the criteria set forth below:
- a. Price (40%) Submission should be a fixed price, monthly contract amount.
 - b. Experience (30%) The Proposer should demonstrate a record of experience with TRANSPORTATION COORDINATOR services, including not less than *three* clients for which Proposer has successfully performed TRANSPORTATION COORDINATOR services within the last five years within the State of NJ. The successful respondent shall be located within the Tri-State area of New Jersey/New York/Pennsylvania.
 - c. Quality of Proposal (15%).
 - d. Interview (15%) Proposers will be scored on the overall quality of their interview with a focus on experience in Transportation industry (NJ focus) and professionalism.
- 4.8 The Hoboken Board of Education reserves the right to make on-sight visitations to access the capabilities of individual Proposer's and to contact references provided with the proposal.

- 4.9 At the time the proposed contract is negotiated, the Proposer and the School Business Administrator/Board Secretary may negotiate any upgrades or changes desired in the Request for Proposal if deemed in the best interest of the Board.
- 4.10 Outline of Transportation Coordinator services to be provided (Specifications):
- A. Daily Transportation Coordination and Bus Routing
 - Assign stops for incoming students and delete stops of outgoing students while providing route adjustments to reflect these changes throughout the year.
 - Maintain a student transportation database on the district's behalf.
 - Providing the district's special needs department, transportation dispatcher, and bus drivers with copies of the bus routes depicting how each bus route should be driven, and the student's assigned to each stop.
 - B. Route Bidding, Quotes, and Contracts
 - Conduct all transportation bids in coordination with the district business office. All bid specifications will be drafted in accordance with The State of New Jersey bidding requirements and approved by the County office prior to bid. Upon award of bid to vendors, draft all contracts and submit them to the Board of Education for approval. Upon approval, acquire vendor signatures and accompanying documentation and submit them to the County office for final approval.
 - C. Bus Route Jointures
 - Assist the district in sourcing and establishing bus route jointures with surrounding school districts.
 - D. Departmental Management Consulting
 - Contractor Management
 - Fleet Management
 - Cost Efficiency and Expense Control
 - Policies and Procedures related to Student Transportation
 - E. DRTRS
 - Provide the district with student home to school mileages for the New Jersey District Report of Transported Resident Students (DRTRS) and coordinate with the transportation department the completion of the report on a timely basis.

PROPOSAL FORMAT AND CONTENTS

Proposals must be submitted in the format outlined within this section, with each of the prescribed forms completed in full (with the exception of any sections described as optional). Proposers are ENCOURAGED to add any information for components of the proposed TRANSPORTATION COORDINATOR for any additional components that are packaged within the TRANSPORTATION COORDINATOR.

Proposers not utilizing this format will be considered non-responsive. Each proposal will be reviewed prior to substantive evaluation for completeness and responsiveness. The Board reserves the right to eliminate from further consideration any proposal deemed by the Board to be substantially or materially non-responsive to the requests for information contained herein.

A. Table of Contents

Section A of the proposal shall be a Table of Contents, as follows, indicating page numbers for each section:

- Section A. Table of Contents
- Section B. Vendor Profile
- Section C. Technical Aspects of Proposal
- Section D. Financial Aspects of the Proposal
- Section E. Required Documents
 - Request for Reference
 - Proposal Form
 - Affirmative Action Questionnaire
 - Non-Collusion Affidavit
 - Chapter 271 Political Contribution Disclosure Form
 - Statement of Ownership Disclosure
 - Vendor Questionnaire/Certification
 - Disclosure of Investment Activities in Iran Certification
 - New Jersey Business Registration Certificate
 - W-9

B. Vendor Profile

Section B of the proposal must contain the following information about the Proposer:

1. General Information: General information about the Proposer. At minimum, provide principal place of business; other business locations; telephone numbers, names of contact persons and lead personnel; and qualifications of lead personnel.
2. Experience: Number of years experience providing Transportation Coordinator services; number of public school districts using the services with contact information for each.

Required Forms

REQUEST FOR REFERENCE FORM

Transportation Coordinator

1. Name _____

Address _____

Telephone _____ Email address _____

Contact Individual _____

2. Name _____

Address _____

Telephone _____ Email address _____

Contact Individual _____

3. Name _____

Address _____

Telephone _____ Email address _____

Contact Individual _____

4. Name _____

Address _____

Telephone _____ Email address _____

Contact Individual _____

5. Name _____

Address _____

Telephone _____ Email address _____

Contact Individual _____

PROPOSAL FORM

Transportation Coordinator

To Hoboken Board of Education
669 Avenue A
Hoboken, NJ 07002

Pursuant to your request for proposal and having carefully examined the RFP: Transportation Coordinator to provide the services outlined in our proposal, I affirm that the quotation for Transportation Coordinator so designated below and that the Proposer agrees to provide the services indicated in our proposal for the period from award date to June 30, 2024.

MONTHLY FIXED FEE AMOUNT: _____

PROPOSER'S INFORMATION:

NAME OF PROPOSER _____ SIGNATURE _____

ADDRESS _____ Title of Person Signing _____

CITY _____ STATE _____ ZIP _____ TEL.NO. _____ DATE _____

AFFIRMATIVE ACTION QUESTIONNAIRE

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

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

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

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

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

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

Name: _____

Title: _____

Signature: _____

Date: _____

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

COUNTY OF _____

(Name of Bid/Project)

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

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

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

(Name of Contractor)

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

(Affiant's Signature)

(Seal)

Notary Public of New Jersey

(Print

Affiant's Name) My Commission expires _____ 20

THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH RFP.

C. 271 POLITICAL CONTRIBUTION DISCLOSURE

FORM Contractor Instructions

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

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - o of the public entity awarding the contract
 - o of that county in which that public entity is located o of another public entity within that county
 - o 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 there with, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

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

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

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

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

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

Bid Number –

Bid Opening Date –

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of

Organization: _____

Organization

Address: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV 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/proposer; that the **Board of Education** 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 Board of Education** to notify the **Board of Education** 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, permitting the **Board of Education** to declare any contract(s) resulting from this certification void and unenforceable.

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

Vendor Questionnaire/Certification

Name of Proposer _____

Street Address _____ PO Box _____

City, State, Zip _____

Business Phone Number (_____) _____ Ext. _____

Emergency Phone Number (_____) _____

FAX No.(_____) _____ E-Mail _____

Years in Business _____ Number of Employees _____

VENDOR CERTIFICATION

Direct / Indirect Interests

I declare and certify that no member of The Hoboken Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or Proposer.

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 Hoboken Board of Education.

Vendor Contributions

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

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

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

President / Authorized agent



**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY**

**33 WEST STATE STREET, P.O. BOX 230
TRENTON, NEW JERSEY 08625-0230**

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

BID SOLICITATION #: _____

VENDOR/BIDDER: _____

PART 1

CERTIFICATION

**VENDOR/BIDDER MUST COMPLETE PART 1 BY CHECKING ONE OF THE BOXES
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 nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of the Treasury's Chapter 25 list as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a Vendor's/Bidder's proposal non-responsive.** If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

A. I certify, pursuant to Public Law 2012, c. 25, that neither the Vendor/Bidder listed above nor any of its 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"). Disregard Part 2 and complete and sign the Certification below.

OR

B. I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the 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 information will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2

PLEASE PROVIDE ADDITIONAL INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

If you checked Box "B" above, provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran by completing the boxes below.

ENTITY NAME: _____
RELATIONSHIP TO VENDOR/BIDDER: _____
DESCRIPTION OF ACTIVITIES: _____
DURATION OF ENGAGEMENT: _____
ANTICIPATED CESSATION DATE: _____
VENDOR/BIDDER CONTACT NAME: _____
VENDOR/BIDDER CONTACT PHONE No.: _____

Attach Additional Sheets If Necessary.

CERTIFICATION

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

Signature

Date

Print Name and Title