



CLOSTER PUBLIC SCHOOLS

REQUEST FOR PROPOSAL

Broker of Record – Medical and Dental

PROPOSALS DUE: May 20, 2026, at 10:00 AM

CLOSTER PUBLIC SCHOOLS
OFFICE OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

340 Homans Avenue, Closter, NJ 07624

PHONE: (201) 768-3001 ext. 41112 FAX: (201) 768-1903

www.closterschools.org

Purpose

The Closter Board of Education (hereinafter referred to as the "Board") is soliciting proposals for a Broker of Record (hereinafter referred to as the "Broker") to serve as the District's advisor and agent for medical and dental insurance needs. This request for proposals is being made to ensure the District receives the highest quality service at a fair and competitive price. All proposals must be submitted to the Business Administrator/Board Secretary in a sealed envelope marked "Proposal for Broker of Record" no later than **May 20, 2026 at 10:00 AM**. Proposals will be reviewed by the Business Administrator / Board Secretary and the Finance Committee.

Background

The Closter School District (hereinafter referred to as the "District") is a PreK-8 public school district that provides educational services to approximately 1200 students. The Board operates two (2) school buildings and employs approximately 215 employees. The Board's administrative offices are located at 340 Homans Avenue, Closter, NJ 07624. Further information on the District can be obtained from the District's webpage at <https://www.closterschools.org>

The District's current list of coverages and providers are as follows:

<u>Policy Type</u>	<u>Insurance Company</u>
<u>Medical</u>	<u>NJ SEHBP</u>
<u>Prescription</u>	<u>NJ SEHBP</u>
<u>Dental</u>	<u>Delta Dental</u>
<u>Flexible Spending Account</u>	<u>Horizon</u>
<u>Cobra Notification</u>	<u>In House</u>

Broker's Responsibilities

1. The Broker shall provide all Medical and Dental Insurance services as requested by the Board. The Broker must have specialized knowledge in the area of complex insurance plans, particularly applicable to public school districts in New Jersey, in order to address the Board's needs, provide detailed advice and comparisons as to available insurance plans (if feasible), and to provide for the solicitation and placement of school employees, dependents and retirees.

2. The Broker shall be responsible for renegotiating Medical and Dental Insurance renewals. The Broker shall prepare the bids for Medical and Dental coverage, evaluate bids received, and make recommendations to the School Business Administrator on an annual or contract renewal basis.

3. The Broker shall work cooperatively with the Board's administrative staff. The Broker's agency shall be staffed by experienced, knowledgeable insurance professionals, so as to maximize the continuity of service and minimize disruption due to staff turnover. The Broker must assist the Board's administrative staff in evaluating and settling all issues related to the coverage provided, including regular reviews of loss history reports (if available). The Broker must provide the School Business Administrator with reasonable preliminary renewal estimates during the annual school budget process and also have the ability to recommend cost projections for other carriers.

4. The Broker must be available to attend Board of Education meetings and/or applicable Committee meetings of the Board as necessary. The Broker must also be available for emergencies and for assistance in resolving emergent problems which may arise. The Broker shall provide a high level of client contact and establish a strong working relationship with the Board and its representatives.

Qualifications

The Broker must be licensed by the New Jersey Department of Insurance to conduct business in the State of New Jersey. The firm and its employees must possess the appropriate professional license. The Broker shall furnish the Board with a curriculum vitae/firm resume that evidences a minimum of five (5) years of experience in brokering insurance for New Jersey public schools. An interview of qualified candidates may be scheduled by the Business Administrator/Board Secretary.

Insurance

The Broker agrees to obtain and maintain for the entire term of this Agreement the following insurance coverage:

Professional Liability – claims made basis in the annual aggregate	\$2,000,000.00
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Law against Discrimination

During performance of this contract, the Broker and his sub-consultants agree to comply with P.L. 1975, c.127, “Law against Discrimination” in accordance with provisions described in Exhibit “A” attached hereto. The mandatory language of N.J.A.C. 17:27-1.1 et seq. promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time is attached hereto made a part hereof and incorporated herein by reference. The contract with the Insurance Broker may be rescinded if the Insurance Broker fails to submit proof of compliance with the regulations set forth in N.J.A.C. 17:27. The regulations are available online at http://www.state.nj.us/treasury/contract_compliance/pdf/njac_17_27_ac.pdf or will be provided to you upon request.

The Parties to this Agreement do hereby agree that the provisions of N.J.S.A. 10:2-1 through N.J.S.A. 10:2-4, dealing with discrimination in employment on public contracts, and the rules and regulations promulgated pursuant thereto, are hereby made a part of this Agreement and are binding upon them.

Indemnification

The Broker shall indemnify and hold harmless the Board, its officers, agents, employees and servants, from and against any and all claims, demands, suits, damages, costs and expenses, including reasonable attorney's fees, that may arise directly or indirectly out of or in connection with the performance of services to the Board or by reason of the Insurance Broker's operations under this Agreement, or from any act or omission by the Insurance Broker, its agents, employees or subconsultants that result in any personal injury or property damage.

The Board may defend itself, at the Broker's expense, from any claim or lawsuit for which the Broker shall indemnify the Board or the Board may elect to have the Broker provide the Board with legal representation at the Broker's own expense.

Insurance Plan Administration

For coverage that is written by your firm, timeliness is essential, and the selected broker shall agree to place coverage and issue binders prior to the expiration of each policy. Policies and/or endorsements are expected to be provided as soon as practicable after inception or renewal of the contract.

Access to Records

The selected broker must agree to provide full and free access to those records maintained with respect to the insured, as well as other books, records, and information reasonably related to the scope of services provided by the producer to the Board of Education.

Qualifications of Respondents – all submissions shall include the following minimum information:

- Name of the individual(s) to be assigned to perform the tasks required.

- Professional experience and education of the individual(s) to be assigned including a listing of experience with New Jersey Boards of Education. The Board is requesting a minimum of three (3) years of professional experience with New Jersey Boards of Education.
- A statement concerning the firm's/individual's ability to perform tasks assigned by the Closter Board of Education in a timely fashion.
- Professional licenses and certifications held by the individual(s) to be assigned.
- A description of the support staff available to the individual(s) to be assigned.
- Upon award of the contract, a copy of a Certificate of Insurance issued by an insurance carrier licensed in the State of New Jersey for the firm/individual showing a minimum amount of \$1MM/\$2MM professional liability insurance and all other insurance coverage in place shall be required.
- A list of four (4) professional references with addresses and telephone contact numbers.
- A copy of your New Jersey Certificate of Employee Information Report approval pursuant to N.J.A.C. 17:21-1.1 et.seq. or a completed Form AA-302 Initial Employee Information report.
- A copy of your New Jersey Business Registration Certificate.

Contract Period:

- July 1, 2026, and subject to Annual Renewal up to five years.

Format of Response:

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

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

A. Transmittal Letter

A transmittal letter shall be submitted with the RFP that identifies the person submitting the proposal and includes a commitment to provide services required by the Closter Board of Education.

The letter of transmittal is to be addressed and mailed to:

Mr. Floro M. Villanueva Jr.
 School Business Administrator/Board Secretary
 Closter Board of Education
 340 Homans Avenue
 Closter, New Jersey 07624

All proposals are due on Wednesday, May 20, 2026, at 10:00 A.M. Submittals received after the date and time specified will be returned unopened. All proposals shall remain firm for a period of sixty (60) days after the date specified for receipt of proposals.

B. Description of Services

Provide a description of all services to be rendered with a detailed explanation of how the services will be provided as Broker of Record. By submitting a proposal, the firm/individual acknowledges that he/she fully understand the scope of work, activity, and service.

C. Qualifications: Relevant Experience

Evidence and documentation shall be submitted highlighting qualifications and experience that will assist the Board in the evaluation and selection process.

D. Fee Proposal and Services

The Broker shall fully disclose, in writing, the amount or estimated percentage of commission to be received from the carrier(s) upon request by the Board or the Business Administrator. All commission arrangements shall be transparent and consistent with applicable New Jersey law and regulations governing insurance brokers.

E. The firm acknowledges that he/she has read this Request for Proposal, has full understanding and agrees to be bound by the terms and conditions. Proposals must be submitted prior to the time and date specified by mail or hand delivered to the Board of Education. **No facsimile or e-mail proposals will be accepted.**

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

G. The Closter Board of Education reserves the right to contact references provided with the proposal.

H. Any departures from this Request for Proposals must be noted. Any conditions or terms must be written and included with the RFP.

I. Include any additional information which you believe will be useful to the Closter Board of Education in its selection process.

References

Provide a list of the boards of education for which you have provided mental health support and services within the last three (3) years. Include the name of the entity, the name and telephone number of a contact person, and the name of the partner that is assigned to that district.

Award of Contract

The procedures developed for the award of the contract constitutes a “fair and open” process pursuant to N.J.S.A. 19:44A-20.7. A decision on whether the contract will be awarded and to whom it will be awarded shall be made within sixty (60) days from the date the proposals are opened. The contract, if awarded, shall be awarded to the firm who submits the most advantageous proposal based on price and the qualifications of the firm and other factors considered.

Technical Criteria and Qualifications

The following criteria will be considered by the Board in evaluating the proposals submitted in response to this Request for Proposals:

1. Compliance with the RFP – a detailed review for compliance against our solicitation materials.
2. Demonstrated Capabilities – Has the submitted proposal adequately demonstrated the company’s capabilities in providing the solution required to meet the District’s requirements?
3. A Complete and Compelling Response which will ensure there is a compelling argument relating to the District’s needs and that the Agency’s solution addresses the District’s concerns.
4. A written statement confirming that no direct fee, retainer, or consulting charge will be billed to the District.

Laws

The Professional shall comply with all applicable laws, statutes, regulations, and ordinances and any order issued by any governmental entity. This contract shall be governed by the laws of the State of New Jersey.

Law Against Discrimination

During performance of this contract, the Professional and his sub-consultants agree to comply with P.L. 1975, c.127, “Law Against Discrimination” in accordance with provisions described in Exhibit “A” attached hereto. The mandatory language of N.J.A.C. 17:27-1.1 et seq. promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time is attached hereto made a part hereof and incorporated herein by reference. The contract with the Professional may be rescinded if the Professional fails to submit proof of compliance with the regulations set forth in N.J.A.C. 17:27. The regulations are available online at http://www.state.nj.us/treasury/contract_compliance/pdf/njac1727ac.pdf or will be provided to you upon request.

Indemnification

The Professional shall indemnify and hold the Board harmless for any and all claims, injuries and damages, including the reimbursement of reasonable attorneys’ fees and cost of litigation that may occur as a result of the provision of legal services to the Board.

Insurance

The Professional agrees to obtain and maintain for the entire term of this Agreement the following insurance coverage:

- Professional Liability – claims made basis in the annual aggregate \$2,000,000.00
- Errors and Omissions – A minimum limit of liability of \$1,000,000.00 per incident.
- Any other insurance as deemed necessary by the Board of Education.

Failure by the Professional to supply such shall result in default.

The insurance companies for the above coverage must be licensed by the State of New Jersey and acceptable to the Board. The Professional shall not take any action to cancel any of the insurance required under the agreement without the approval of the Board. The maintenance of insurance under this section shall not relieve the Professional of any liability greater than the insurance coverage.

All policies must incorporate a provision requiring the giving of notice to the Owner by certified mail, return receipt requested, at least thirty (30) days prior to the cancellation or non-renewal of any insurance policy required herein.

Business Registration Certificate

Pursuant to N.J.S.A. 52:32-44, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. 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:

- No contract with a subcontractor shall be entered into until the subcontractor provides a copy of a valid business registration certificate to the contractor. The contractor shall provide copies of a current Business Registration Certificate for each subcontractor immediately upon entering into each subcontract. The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the Project. Subcontractors through all tiers of a Project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- The contractor shall maintain and submit a current, updated list of subcontractors and their current Business Registration Certificate as a continuing obligation under this contract. Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.
- For the term of this contract, the contractor and each of its affiliates and each subcontractor and supplier and each of its affiliates as defined in N.J.S.A. 52:32-44(g) (3) shall collect and remit and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, 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, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A contractor, subcontractor or supplier that fails to provide a copy of a business registration as required pursuant to N.J.S.A. 52:32-44 et seq., or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency. The contractor shall indemnify and hold harmless the Owner from and against any and all fines, taxes, penalties, interest, claims, losses, costs and expenses of any kind arising out of or resulting from or in connection with the contractor's failure to comply with N.J.S.A. 52:32-44 as amended from time to time.

Annual Political Contributions Disclosure

Pursuant to N.J.S.A. 19:44A-20.27 (P.L. 2005, c.271, s.3), the Attorney may be required to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission. It is the Attorney's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

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

- Pursuant to N.J.A.C. 6A:23A-6.3 (a2) Reportable Contributions:

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, c.83 (codified at N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one year period.

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

Contributions reportable by the recipient under P.L. 1973, c.83 (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.

- Pursuant to N.J.A.C. 6A:23A-6.3 (a4) Political Contribution Disclosure Form:

All bidders shall submit with their bid package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3 (a2) Award of Contract.

Termination

Either party may terminate the consultant agreement upon providing thirty (30) days written notice to the other party. Written notice shall be sent certified mail, return receipt requested.

Checklist

The following documents must be submitted for your proposal to be considered:

1. Proposal Details (following guidelines set forth on "Format of Response")
2. Business Registration Certificate
3. Commission Disclosure Statement
4. Disclosure of Investment Activities in Iran & Belarus
5. Affirmative Action Documentation or Questionnaire
6. Non-Collusion Affidavit
7. Chapter 271 Political Contribution Disclosure Form
8. References

AFFIDAVIT OF NONCOLLUSION

STATE OF _____)

ss:

COUNTY OF _____)

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

I am _____ of the firm of _____, the bidder making the proposal for the above named project. I executed the bid with full authority to do so. The 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. All statements contained in bid and in this affidavit are true and correct, and made with the full knowledge that the Closter Board of Education will rely upon the truth of the statements contained in the Bid and in the statements contained in this affidavit in awarding the contract for the 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 commission, percentage, brokerage or contingent fee.

Subscribed and sworn to before
me this ___ day of _____, 20__.

Notary Public of _____

My Commission expires ___/___/20__.

STATE OF NEW JERSEY DEBARRED LIST AFFIDAVIT

STATE OF _____)

ss:

COUNTY OF _____)

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

I am _____ an officer of the firm of _____, the bidder making the Proposal for the above name work, and that I executed the same Proposal with full authority to do so; that said bidder at the time of making of this bid is not included on the State of New Jersey, State Treasurer's or any State or Federal Government's List of Debarred, Suspended and Disqualified Bidders; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with the full knowledge that the Closter Board of Education, as the Owner 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 work.

The undersigned further warrants that should the name of the firm making this bid appear on the State Treasurer's or any State or Federal Government's List of Debarred, Suspended and Disqualified Bidders at any time prior to, and during the life of this Contract, including Guarantee Period, that the Local Unit shall be immediately so notified by the signatory of this Eligibility Affidavit.

The undersigned understands that the firm making the bid as Contractor is subject to debarment, suspension and/or disqualification in contracting with the State of New Jersey, if the Contractor commits any of the acts warranting debarment, suspension or disqualification as determined according to applicable law and regulation.

Subscribed and sworn to before

me this ___ day of _____, 20__.

Notary Public of _____

My Commission expires ___/___/20__.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN & BELARUS

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 list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c.25 ("Chapter 25 List"). The Chapter 25 list may be found at the following address:

<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 the Bid non-responsive.** In the event the Board determines that the Bidder has submitted a false certification, it shall report same to the New Jersey Attorney General and retains the right to file an action seeking the greater of One Million Dollars (\$1,000,000) or twice the contract price.

Please check one of the following boxes:

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 New Jersey Department of Treasury's 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 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. Failure to provide same will result in the Bid being deemed non-responsive and appropriate penalties or fines may be assessed.

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 Bidder, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the below.

PROVIDE INFORMATION RELATIVE TO THE ABOVE. PLEASE PROVIDE THOROUGH ANSWERS AND USE ADDITIONAL PAGES IF NECESSARY

Name: _____

Relationship to Bidder/Vendor: _____

Description of Activities: _____

Duration of Engagement: _____

Anticipated Completion Date: _____

Bidder/Vendor Contact Name: _____

Contact Phone Number: _____

;

CERTIFICATION

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

Full Name (Print): _____

Signature: _____

Title: _____

Date: _____

Bidder/Vendor: _____

Subscribed and sworn to before

me this ___ day of _____, 20__.

Notary Public of _____

My Commission expires ___/___/20__

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C.127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES 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

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at:

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.**

The failure to submit such appropriate evidence will result in rescission of the contract.

AFFIRMATIVE ACTION QUESTIONNAIRE AND CERTIFICATION FOR COMPLIANCE WITH AFFIRMATIVE ACTION REGULATIONS

i) DO YOU HAVE FEDERAL APPROVAL? Yes ___ No _____

This means a letter from a Federal Agency stating the company name and address as having submitted their Affirmative Action Plan and their plans being approved.

If yes, please submit a Photostat copy.

ii) DO YOU HAVE A STATE CERTIFICATE OF EMPLOYEE INFORMATION REPORT APPROVAL? Yes ___ No _____

If yes, please submit a Photostat copy of this certificate.

iii) IF YOU DO NOT HAVE EITHER OF THE ABOVE, PLEASE SUBMIT A COPY OF AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (AA302). This form can be electronically provided by the Division and distributed to the public agency through the Division's website: www.state.nj.us/treasury/contract_compliance I certify that our Company has never before applied for a Certificate of Employee Information Report in accordance with the rules promulgated by the State Treasurer pursuant to **N.J.S.A. 10:5-31 et seq.**, as amended and supplemented from

time to time and I agree to submit immediately a copy of the Employee Information Report (AA-302) to the Division of Purchase & Property, CCAU, EEO Monitoring Program, Department of Treasury, P.O. Box 209, Trenton, NJ 08625.

_____ being duly sworn, according to law, deposes and says that he is a duly authorized representative of the Contractor, _____. I hereby certify that I am aware of the equal employment opportunity and affirmative action in public contracting requirements set forth in N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. and that the Contractor is in compliance with the requirements therein. I hereby agree that the Contractor shall make good faith efforts to provide equal employment opportunity for minorities and women. I am aware that the failure to make good faith efforts to provide equal employment opportunity for minorities and women may result in fines/penalties, suspension/debarment, a determination to lower the firm's aggregate rating or such other action as provided by law. I certify that the above information is correct to the best of my knowledge.

SIGNATURE _____ NAME _____
DATE _____ TITLE _____

POLITICAL CONTRIBUTION DISCLOSURE AFFIDAVIT

STATE OF _____)

ss:

COUNTY OF _____)

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

I am _____ of the firm of _____, the bidder making the proposal for the above named project. I am aware that:

A. Pursuant to N.J.A.C. 6A:23A-6.3, no business entity which has made a reportable contribution (as defined in N.J.S.A. 19:44A-1 et seq.) to a member of the Board of Education during the preceding one (1) year shall be awarded a contract in excess of \$17,500.

B. Any business entity doing business with the School District is precluded from making any reportable contributions to any member of the Board of Education during the term of the Contract.

C. When a business entity is a natural person, a contribution by that person's spouse or child that resides therewith shall be deemed to be a contribution by the business entity. Where a business entity is other than a natural person, a contribution by the person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

D. A political contribution disclosure (hereinafter referred to as "PCD") form is required to be submitted for all contracts greater than \$17,500. No contract award shall be made unless the completed PCD is submitted to the Board office prior to the award. Failure to submit the PCD shall result in the rejection of the bid. A Sample Form is included as part of the bidding documents and must be completed by the bidder.

I aver that no reportable contributions have been made by the Bidder in violation of the provisions set forth in N.J.A.C. 6A:23A-6.3. If the Bidder is the lowest responsible bidder, a completed PCD form shall be submitted to the Board office ten (10)

days prior to the contract award.

Sworn to and subscribed

By: _____

to this _____ day of

Signature of Principal

_____, 20__

(Name)

Notary Public of New Jersey

(Title)

My Commission expires __/__/

Certification on Behalf of a Company, Partnership or Organization and All Individuals Whose Contributions are Attributable to the Entity Pursuant to Executive Order No. 117 (2008)

I hereby certify as follows:

On or after November 15, 2008, neither the below-named entity nor any individual whose contributions are attributable to the entity pursuant to Executive Order No. 117 (2008) has solicited or made any reportable contribution of money or pledge of contribution, including in-kind contributions or company or organization contributions, to the following:

- a) **Any candidate committee and/or election fund of the Governor;**
- b) **A State political party committee;**

- c) **A legislative leadership committee;**
- d) **A county political party committee; or**
- e) **A municipal political party committee.**

I certify as an officer or authorized representative of the Company or Organization identified below that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Name of Company, Partnership or Organization:

Signed: _____ **Title:** _____

Print Name: _____ **Date:** _____

Circle One of the Following Which Applies:

(A) The Company, Partnership or Organization is the vendor;

or

(B) the Company, Partnership or Organization is a Principal (more than 10% ownership or control) of the vendor, a Subsidiary controlled by the vendor, or a Political Organization (e.g., PAC) controlled by the vendor.

**Please note that if the person signing this Certification is not signing on behalf of all individuals whose contributions are attributable to the entity pursuant to Executive Order No. 117 (2008), each of those individuals will be required to submit a separate individual Certification.*

Individual Certification of Compliance with Executive Order No. 117 (2008)

I hereby certify as follows:

On or after November 15, 2008, I have not solicited or made any reportable contribution of money or pledge of contribution, including in-kind contributions or company or organization contributions, to the following:

- a) **Any candidate committee and/or election fund of the Governor;**
- b) **A State political party committee;**
- c) **A legislative leadership committee;**
- d) **A county political party committee; or**
- e) **A municipal political party committee.**

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Signed: _____

Print Name: _____ **Date:** _____

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.

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

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

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

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

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

Signature _____ Printed Name _____ Title _____

Part II – Contribution Disclosure

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

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

