

## **REQUEST FOR PROPOSAL**

**REVISED AS OF 4/19/2021**

### **SUPERINTENDENT OF SCHOOLS SEARCH CONSULTANT SERVICES**

#### **FORT LEE BOARD OF EDUCATION FORT LEE, NEW JERSEY**

The Fort Lee Board of Education (the “Board”) seeks the services of a consultant to conduct a full and comprehensive search for a new Superintendent of Schools. The Fort Lee Board of Education operates seven schools (four elementary, two middle, and one high) with an approximate enrollment of 4,100 students. There are 640 employees. Forty-four (44) employees are unaffiliated with a labor union. The remaining 596 are affiliated with either the Fort Lee Education Association (FLEA) or the Fort Lee Administrators Group (FLAG). Additional information about the District is available on the district website ([www.flboe.com](http://www.flboe.com)).

#### **A. SUBMISSION REQUIREMENTS/DEADLINE**

To be considered, a Proposal for Superintendent of Schools Search Consultant Services must be received in the Fort Lee Board of Education Board Office on or before **11:00 a.m., Thursday, April 29, 2021**. No proposal may be withdrawn for a period of sixty (60) days from the opening of the proposals. The Board of Education assumes no responsibility for on-time delivery of proposals.

Firms must submit an original and three copies of the proposal. The sealed envelope shall be marked with the words: **PROPOSAL FOR SUPERINTENDENT OF SCHOOLS SEARCH CONSULTANT SERVICES** and addressed as follows:

Haquisha Q. Taylor  
Business Administrator  
Fort Lee Board of Education  
231 Main Street, 3rd Floor  
Fort Lee, New Jersey 07024

An electronic copy of the proposal must be emailed to [htaylor@flboe.com](mailto:htaylor@flboe.com) after 11:00 a.m., Thursday, April 29, 2021 to be considered for award. The email subject shall be: **PROPOSAL FOR SUPERINTENDENT OF SCHOOLS SEARCH CONSULTANT SERVICES**.

#### **B. INTRODUCTION**

The District is beginning its search for a highly-qualified Superintendent of Schools to commence work on July 1, 2021, or after. To help in the search for the most qualified candidate, the District is seeking to retain the services of a search firm with experience in the recruitment of superintendents for school districts similar to Fort Lee.

The Fort Lee School District is a high-performing suburban District serving a diverse population of approximately 4,100 students, Pre-Kindergarten through 12<sup>th</sup> grade. The District offers General Education Inclusive Pre-Kindergarten instruction and has plans to expand this program. The High School Program of Studies includes the Academy of Theater Arts, Academy of Finance, and International Baccalaureate Programs. Next Generation Science courses include Forensics, Robotics,

Anatomy & Physiology, Innovations & Inventions, and Horticulture & Botany. Additional innovative course offerings include Mandarin, Korean, Women in Literature, Pre-Calculus, Finite Math, and Statistics.

The District is governed by a nine-member Board of Education. Three members are elected for a three-year term in November of each year. The Board uses policy governance as its method of leading the district. The Superintendent is the Board's primary employee, and it is the Superintendent's role to evaluate and monitor all other district employees. The Superintendent of Schools is responsible to the Board of Education for carrying out district policy, administering the operation of the district and schools, supervising all district personnel, and advising the Board of Education on all educational matters for the welfare and interest of the students.

### **C. PURPOSE OF REQUEST FOR PROPOSAL**

This Request for Proposal ("RFP") seeks responses from experienced and qualified consultants specializing in employment searches for superintendents of public schools. The Board of Education will work with the selected firm to develop a Superintendent search process and a timeline for the search activities. At a minimum, the activities will include the generation of a position description and qualifications, advisory services to the Board, identification and assessment of candidates, assisting with logistics of finalist interviews, and negotiating superintendent contract terms. Understanding that discretion is of utmost importance to our District, as well as to many candidates, the search firm must maintain the confidentiality of all information collected.

Respondents to this RFP should, at a minimum, provide the following:

- a. A letter of interest including company history;
- b. Qualifications and examples of comparable experience;
  - i. The Fort Lee Board of Education requires evidence that the respondent has conducted and coordinated the activities for a successful Superintendent search and appointment for at least three public school districts. Two of the three school districts shall be New Jersey public school districts. The successful appointments must have occurred within the last seven years of the date of this request for proposal.
  - ii. The names and contact information for at least five references who can be contacted by the Board or by other individuals designated by the Board. In addition to these references, respondents may provide contact information for individuals who can provide testimonials.
  - iii. New Jersey state experience required; national experience beneficial.
- c. A proposed search plan;
  - i. Indicate the methodology you employ to initiate and carry out a search. Your narrative should address search activities including:
    - How you propose to communicate and work with a nine-member elected Board of Education
    - How you will identify prospective candidates and promote their interests to apply

- How you will collect information from stakeholders to develop the initial position qualification and evaluation criteria
  - How you will address the major challenges to a successful superintendent search
  - How you will develop and adhere to search process timelines
  - How you will determine and utilize information, services, and assistance from the Board and district staff
- d. Biographies and work experience of the individuals who will be working with the Board of Education including primary contact information and references. The District's liaison with the search consultant shall be Board President, Paula K. Colbath and/or others as designated by the Board President;
- e. A proposed budget, including all fees and related expenses, including, but not limited to, out-of-pocket costs, related to the completion of the search, as described herein;
- f. Pursuant to P.L. 2004 c. 57, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. All vendors are required to comply with the requirements of Public Law 1975, Chapter 127, "Law Against Discrimination" and Affirmative Action, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq.
- g. Statement of Corporate Ownership required – N.J.S.A. 18A:18A-4.4d;

#### **D. SCOPE OF SERVICES**

- a. The proposed plan should describe the services to be provided and the manner in which the consultant intends to identify and recruit qualified applicants and assist in the screening of candidates as per the criteria to be co-developed with the Board.
- b. The proposed plan should describe the services to be provided and the manner in which the consultant intends to identify and recruit qualified applicants and assist in the screening of candidates as per the criteria to be co-developed with the Board.
- c. The services to be provided by the consultant shall include, but not be limited to:
- i. Assisting and advising the Board in developing a profile of the skills and attributes to be required of the new Superintendent;
  - ii. Assisting and advising the Board in the soliciting and gathering of input from school and community individuals and groups as to the skills and attributes which they desire in the new superintendent, as requested;
  - iii. Advertising the position as well as recruiting quality applicants to apply; developing and distributing recruitment materials that will encourage qualified candidates to apply; conducting personal outreach to ensure that the applicant pool includes highly qualified candidates with diverse backgrounds and experiences;
  - iv. Receiving and reviewing all applications; assisting with the evaluation and interviewing of potential candidates; receipt and review of candidate credentials; collection of relevant background information on potential candidates to assess applicant strengths and weaknesses;

- v. Complete background investigations of candidates to be interviewed by the Board, including verification of appropriately conferred degree(s); compliance with applicable legal requirements;
- vi. Scheduling and attending interview sessions as requested; rank candidates with rationale for ranking; develop interview questions; screen resumes with Board members;
- vii. Facilitating possible visits by the Board to school communities of the finalist(s), as requested;
- viii. Assist the Board with final interviews and employment of the new Superintendent; Assisting the Board in determining a salary and fringe benefits package; assisting the Board in contract negotiations with the selected candidate;
- ix. Performing other functions as determined through discussion with the Board or designated individual(s) following award of contract.

#### **E. SELECTION/INTERVIEW PROCESS**

The Board will review all proposals and will invite selected respondents to participate in an interview process to present and discuss their proposals. The primary contact listed in the RFP response will be contacted in regard to the status of their proposal, including the interview. The Board of Education will conduct search firm interviews on May 5, 2021 and May 6, 2021, subject to change based on Board member availability.

The Board will select the proposal that it deems will best serve the interest of the Fort Lee School District, considering a range of technical, managerial and cost-related criteria, including the scope, clarity or response to RFP, relevance and feasibility of each respondent's proposal, qualifications of the individuals who will work on the project, demonstrated ability of the respondent to perform the services set forth in the proposal, and cost. The Board reserves the right to reject any and all submitted proposals. The consulting agreement with the Board of Education will be subject to final approval as to form by the District's general counsel and by a majority vote of the Board.

# Checklist

- ☐ Proposal, including qualifications, search plan, search schedule, proposed budget, and any other requirements set forth in the Request for Proposals
- ☐ Affidavit of Noncollusion
- ☐ Stockholder or Partnership Disclosure Statement
- ☐ Exhibit A – Equal Employment Opportunity Language
- ☐ Affirmative Action Questionnaire
- ☐ Political Contribution Disclosure Affidavit
- ☐ Disclosure of Investment Activities in Iran
- ☐ Business Registration Certificate

# 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 Vendor making the proposal for the above-named project. I executed the proposal with full authority to do so. The Vendor 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 the proposal and in this affidavit are true and correct and made with the full knowledge that the River Edge Board of Education will rely upon the truth of the statements contained in the proposal and in the statements contained in this affidavit accepting the proposal for consulting services in the Board's search for a new superintendent for the River Edge Public Schools.

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.

\_\_\_\_\_  
Name of Contractor

By: \_\_\_\_\_  
Name Official Title

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_

Notary Public of \_\_\_\_\_  
My Commission expires \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# Stockholder or Partnership Disclosure Statement

STATE OF \_\_\_\_\_)

: ss:

COUNTY OF \_\_\_\_\_)

In accordance with the Instruction to Bidders and the provisions of *P.L. 1977, Chapter 33, Section 1 (N.J.S.A. 52:25-24.2)*, the undersigned being duly sworn according to law, deposes and says that the following is a list of the names and addresses of all stockholders in the corporation or partnership (including limited partnerships, limited liability corporations, limited liability partnerships and subchapter S corporations) who own 10% or more of its stock or of all individual partners in the partnership who own a 10% or greater interest therein.

If one or more such stockholder or partner is itself a corporation or partnership, all stockholders holding a 10% or more of the corporation's stock or all individual partners owning 10% or greater interest in that partnership is also listed.

I.

Name of Corporation/Partnership	Address
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Name of Corporation/Partnership	Address
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Name of Stockholder/Partner	Address
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Name of Stockholder/Partner	Address
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Name of Stockholder/Partner	Address
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# Stockholder or Partnership Disclosure Statement

STATE OF \_\_\_\_\_)

: ss:

COUNTY OF \_\_\_\_\_)

II.

\_\_\_\_\_  
Name of Corporation/Partnership  
That holds 10% or more interest  
In the bidding corporation/partnership

\_\_\_\_\_  
Name of Stockholder/Partner

\_\_\_\_\_  
Name of Stockholder/Partner

\_\_\_\_\_  
Name of Stockholder/Partner

\_\_\_\_\_  
Name of Stockholder/Partner

The absence of any names and addresses on the foregoing list signifies that there are no individual stockholders or partners who own 10% or more interest in the bidding corporation or partnership.

\_\_\_\_\_  
Name of Contractor

By: \_\_\_\_\_  
Name

\_\_\_\_\_  
Official Title

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public of \_\_\_\_\_  
My Commission expires \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



# Exhibit A

## MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

*N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27*

### GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

1. During the performance of this contract, the Vendor agrees as follows:
2. The Vendor 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 limited to the following: employment, up grading, 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 Vendor 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;
3. The Vendor will, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, 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;
4. The Vendor will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Vendor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. The Vendor 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.
6. The Vendor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with:
  - a. Good faith efforts to meet targeted county employment goals established in accordance with *N.J.A.C. 17:27-5.2* or
  - b. Good faith efforts to meet targeted county employment goals determined by the Division pursuant to *N.J.A.C. 17:27-5.2*.

7. The Vendor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, 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.
8. The Vendor 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.
9. In conforming with the targeted employment goals, the Vendor 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.
10. The Vendor 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:
  - a. Letter of Federal Affirmative Action Plan Approval
  - b. Certificate of Employee Information Report
  - c. Employee Information Report Form AA302
11. The Vendor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**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

1. 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 photocopy.
2. DO YOU HAVE A STATE CERTIFICATE OF EMPLOYEE INFORMATION REPORT APPROVAL? ☐ Yes ☐ No  
If yes, please submit a photocopy of this certificate.
3. 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](http://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 Public Contracts Equal Employment Opportunity Compliance, Department of Treasury, P.O. Box 209, Trenton, NJ 08625.

I, \_\_\_\_\_, being duly sworn, according to law, deposes and says that he is a duly authorized representative of the Vendor, \_\_\_\_\_. 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 Vendor is in compliance with the requirements therein. I hereby agree that the Vendor 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 certify 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 10 days prior to the contract award.

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Authorized Representative

Title: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public of \_\_\_\_\_  
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 (Vendors) 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 ten days (10) 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
			\$

☐ Check here if the information is continued on subsequent page(s)  
Continuation Page

## C. 271 Political Contribution Disclosure Form

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

Page \_\_\_\_ of \_\_\_\_

Vendor Name:

[illegible]

☐ Check here if the information is continued on subsequent page(s)

# Disclosure of Investment Activities in Iran

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 of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my 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: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_

Notary Public of \_\_\_\_\_  
My Commission expires \_\_\_\_ / \_\_\_\_ / \_\_\_\_