

# **Colts Neck Township Board of Education**

## **Request for Proposals**

**Professional Services and Extraordinary Unspecifiable  
Service for Various Annual Services**

**DUE: Tuesday, March 26, 2024 @ 11:00 a.m.**

**NOTICE OF SOLICITATION**  
**REQUESTS FOR PROPOSALS**

**Professional Services and Extraordinary Unspecifiable Services**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Colts Neck Township Board of Education, located at 70 Conover Road, Colts Neck, NJ 07722, is seeking RFP's for professional services to be in compliance with the accountability regulations to be provided to the Board of Education as listed below for the period **JULY 1, 2024 through JUNE 30, 2025:**

**Professional Services Sought:**

1. Attorney
2. Bond Counsel
3. Auditor
4. Financial Advisor

**Extraordinary Unspecifiable Services Sought:**

5. Health Insurance Broker
6. General Liability, Property & Casualty, Workers' Compensation Insurance and Student Accident Broker

Requests for qualifications are on file at the Qualified Purchasing Agent's office at the Board of Education Office, 70 Conover Road, Colts Neck, NJ 07722 and may also be downloaded from the Board of Education's website at the following address: [coltsneckschools.org](http://coltsneckschools.org).

The response to the RFP must be labeled with the "**TYPE OF THE SERVICES**" as well as the date of the RFP opening and time. Proposals are due no later than **TUESDAY, MARCH 26, 2024 at 11:00 A.M.** and should be addressed to:

**Vincent S. Marasco, School Business Administrator/Board Secretary**  
**Colts Neck Township Board of Education**  
**70 Conover Road**  
**Colts Neck, NJ 07722**

Two (2) sets of responses are required. All questions concerning this notice should be addressed to *Mr. Vincent S. Marasco, School Business Administrator/Board Secretary, at 732-946-0055, ext. 4101, or preferably via email at [marasco@coltsneckschools.org](mailto:marasco@coltsneckschools.org).*

All statements of qualifications for professional service contracts and extraordinary unspecifiable services contracts shall include at a minimum the following information.

1. All required forms as noted below.
2. Names of individuals who will perform required tasks as well as the listing of their licenses.
  - A. Identify the person who will be primarily responsible for the services required by the Board of Education and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the Colts Neck Township Board of Education.

- B. Identify persons who will serve as back up to the primary person including qualifications of all parties. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Colts Neck Township Board of Education including all cost of services provided, staffing and a description of your familiarity with the services required by the Colts Neck Township Board of Education including all cost of services provided.

### **INTRODUCTION**

The School Business Administrator will represent the Board in the administration of this contract.

The Colts Neck Township Board of Education (hereinafter "Board") is seeking proposals from qualified parties (hereinafter "Respondent") for professional services, in the Colts Neck Township School District (hereinafter "District").

The Colts Neck Township School District has an enrollment of approximately 983 students in grades PreK through Grade 8. The District is comprised of three (3) school buildings, a central administration building, and a school bus depot with a fleet of fifteen (15) school buses. The district currently employs approximately 279 employees, which includes administrators, teachers, instructional aides, custodians/maintenance, and administrative assistants.

Qualifications will be evaluated on the basis of anticipated service, resources, past engagements, and documented performance. Successful respondents will demonstrate the ability to fulfill the requirements of the contract, meet specifications, attain the objectives of the district and, all other factors being equal, provide the best value in terms of meeting the district's mission and cost objectives. The Colts Neck School District 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 in a prompt and professional manner.

The term "Bidder", "submitter", "respondent", "vendor" and "contractor" may be intermingled throughout this specification. They are one and the same.

### **GENERAL RESPONDENT RESPONSIBILITIES**

- 1) Respondent must meet all standards of local, State, and federal requirements.
- 2) Bidder must provide evidence of knowledge in the area.
- 3) An evaluation of each acceptable proposal will be completed by the district.
- 4) Solicitations shall be in conformance with the applicable requirements of the New Jersey Public School Contracts Law (N.J.S.A. 18A:18A-1 et. seq.).
- 5) The Respondent must provide a NJ Business Registration.

### **GENERAL PROVISIONS**

#### **PROPOSAL FORMAT**

Because of the unique nature of the services being requested, the respondent is asked to prepare the proposal and provide at a minimum the following sections. The respondent is encouraged to provide additional information it believes will help the Board understand the respondent's capabilities to provide the review/audit:

1. Background information of principal person conducting the services
2. Proposal Cost Sheet
3. All required documents
  - a. Stockholder Disclosure Form
  - b. Affirmative Action Certificate
  - c. Non-collusion certificate
  - d. NJ Business Registration Certificate
  - e. IRS W9 Form
  - f. Iran Investments Disclosure Form
4. Other information as deemed necessary by the respondent.

#### AWARDING OF CONTRACT

All proposals will remain firm for a period extending 90 days from the indicated submission date for proposals.

The Board of Education will evaluate proposals using criteria including, but not limited to:

1. Management criteria – analysis of respondent’s personnel structure and proposed staffing; qualifications and experience of personnel.
2. Firm’s history and experience with New Jersey public school districts.
3. Availability of staff and other resources; record of reliability and responsiveness to meet the legal services needs of the district.
4. Recommendations from current public school clients.
5. Cost criteria - Fee proposal.

Colts Neck Township Board of Education reserves the right to reject any and all proposals submitted. The contract will be awarded to the respondent whose proposal is deemed in the best interest of the Colts Neck Township Board of Education.

#### SPECIFIC REQUIREMENTS

All services are detailed below:

## Attorney (Solicitor)

### **Scope of Services:**

Specialized services required – The selected professional (attorney) will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the solicitor will be expected to return a phone call to the Board of Education on the same day. The professional will also be expected to be available to provide advice to the Board of Education during non-business hours, including attendance at meetings when requested.

The selected attorney(s) will provide legal services including, but not limited to the following:

### **Services to be included in each of the service areas:**

1. Legal counsel and advice to the Board and Administration.
2. Timely legal advice and counsel on emergent matters. Counsel is expected to respond, at least verbally, to be followed in writing, within a maximum of twenty-four hours when an inquiry is made by the Board or the Administration.
3. Written legal opinions upon request.
4. Initiate and/or defend lawsuits as necessary and at the direction of the Board.
5. Prepare all necessary legal documents.
6. Upon request, attend meetings of the Board or its committees or third parties.
7. Work cooperatively with legal counsel of insurance companies, consortiums, or other collective bargaining groups with whom the Board may be affiliated.
8. Represent the school district in all judicial and/or administrative proceedings within the specific service area in which the district or any of its board members, administrators, or agents may be a party or have an interest.
9. Provide written, timely notification to the Board of changes in school law or state regulations including court and administrative decisions that might impact upon the operation of the school district.
10. Conduct in-service programs on specified legal issues for appropriate staff members upon request.
11. Fulfill other legal duties as are commonly accepted and assigned; any other matters as directed by the Board.

Specific Service Areas: (Attorneys may submit proposals to provide services in one, two or all of the service areas listed.)

#### **A. General Counsel Services to be provided:**

1. Review and advice for legal notices, resolutions, board policies, and matters of district governance.
2. Review and advice in matters of procurement and service contracts, bid specifications, bidding matters, contract preparation and execution, and remedies of contract disputes.
3. Provide advice and counsel on all matters related to regular students including discipline, attendance, adherence to rules and regulations, etc.
4. Represent the Board in matters involving interface with the municipal governing bodies including planning and adjustment boards, financial matters, jurisdictional matters, etc. and with state agencies such as the DEP, DOE, and EPA as needed.
5. Provide assurance statements as required for financial audits, bonding matters, and grant compliance.

**B. Special Education Counsel Services to be Provided:**

1. Review special education issues upon request and provide guidance to the Board and Administration.
2. Represent the district in mediation upon request.
3. Represent the district at all stages of due process beyond mediation including administrative law, commissioner, and state board and court proceedings.
4. Serve as the district's liaison to the legal representatives/advocates of parents.
5. Review special education contracts upon request.

**C. Negotiations/Labor/Personnel Counsel Services to be Provided:**

1. Serve as Chief Negotiator for the Board with the district's collective bargaining units.
2. Advise the board in all legal matters pertaining to collective bargaining, labor relations and personnel administration:
  - a. Advise on proposed contract language and bargaining proposals.
  - b. Develop possible salary guides in accordance with Board guidelines.
  - c. Prepare final contract documents upon settlement and ratification of tentative agreements.
  - d. Review grievances with the administration and assist in the writing of administrative responses to grievances.
  - e. Represent the Board in all grievances at the Board review level and beyond.
  - f. Represent the Board in all arbitrations, administrative proceedings, court proceedings, etc. involving labor relations or personnel administration.
  - g. Advise the Board on employment, employee discipline, seniority, tenure and other personnel administration matters.
  - h. Provide draft contracts.
  - i. Develop internal and confidential cost estimates.

**Award of Services**

The Board may award one (1) contract for all legal services as listed below or may elect to award separate contracts in the following areas: general counsel, special education, and negotiations/labor relations/personnel administration. Attorneys may submit proposals to provide services in one, two or all of the service areas listed.

**Minimum Qualifications:**

1. The firm shall have at least ten (10) years' experience in representing public entities.
2. The firm shall designate one professional within the firm who will be assigned to represent the interests of the School District. This individual shall have been admitted and/or licensed in his/her profession and be in good standing.
3. The firm and individuals assigned to work with the School District shall be well versed in all aspects of the School District's operations.
4. Must provide hourly cost of services and billing structure.
5. Insurance. The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the district.

Term of Service: **July 1, 2024 to June 30, 2025**

Any questions regarding this Request for Proposals should be directed to *Vincent S. Marasco, School Business Administrator/Board Secretary, of the Colts Neck Township Board of Education.*

All submissions must be labeled with the services as well as the date of the RFP opening and time and must be received at the School District's Business Office by **Tuesday, March 26, 2024** at which time they will be opened.

## Bond Counsel

### Scope of Services:

Specialized services required – The selected professional (Bond Counsel) will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the solicitor will be expected to return a phone call to the Board of Education on the same day. The professional will also be expected to be available to provide advice to the Board of Education during non-business hours, including attendance at meetings when requested.

### Bond Counsel shall:

1. Provide legal services on general public finance matters, i.e. preparation of bond ordinances, etc.
2. Provide legal services in connection with the issuance of short-term obligations, as set forth in Section D below.
3. Provide legal services in connection with the issuance of long-term obligations, as set forth in Section D below.
4. With respect to the issuance of short-term obligations (“Notes”) and long-term obligations (“Bonds”), Bond Counsel will undertake the following tasks as applicable and appropriate:
  - a. Meet with Board officials, including its counsel, auditor, financial advisor, and others as often as necessary for the issuance of the Bonds or Notes and related items.
  - b. Review or draft all authorizing and operative financial documents necessary to effectuate the transaction. In developing a financial plan, Bond Counsel will give advice with respect to tax law, securities law and state law consequences and will review the proposed use of the proceeds of the Bonds or Notes to ensure compliance with the provisions of the Internal Revenue Code and the regulations promulgated thereunder.
  - c. Attend meetings with rating agencies and/or insurance companies, as necessary, to assist in obtaining a cred rating for the Bonds or Notes.
  - d. Prepare all applications and filings and appear before the appropriate state agencies, if necessary, in connection with the sale of the Bonds or Notes.
  - e. After the sale of the Bonds or Notes, Bond Counsel will prepare and arrange for the preparation of the Bonds or Notes for execution, will prepare and oversee the execution of the necessary closing certifications and will establish a time and place for delivery of the Bonds or Notes to the purchaser. Bond Counsel will attend the closing with appropriate Board officials, at which time the Bonds or Notes will be delivered, payment will be made for the Bonds or Notes and Bond Counsel will issue written legal opinion based on facts and laws existing as of said date that:
    - i. The Bonds or Notes are legal, valid, and binding obligations of the Board, enforceable in accordance with the terms thereof; and
    - ii. Subject to certain purposes which may be expressed in the opinion, the interest on the Bonds or Notes will be: (1) Excluded from gross income for federal income tax purposes; and (2) Exempt from New Jersey income tax. In rendering opinions, Bond Counsel will rely upon the certified proceedings and other certifications of Board officials and other persons furnished to Bond Counsel with undertaking to verify the same by independent investigation.



**Minimum Qualifications:**

1. The firm shall have two or more licensed professionals on staff whose major focus and work has been and remains providing professional service to and advising public school districts in financing issues.
2. The firm shall have at least ten (10) years' experience in representing public school districts in the area of financing.
3. The firm shall designate one professional within the firm who will be assigned to represent the interests of the School District. This individual shall have been admitted and/or licensed in his/her profession and be in good standing.
4. The firm and individuals assigned to work with the School District shall be well versed in all aspects of the School District's operations.
5. Must provide hourly cost of services.
6. Insurance. The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the district.

Term of Service: **July 1, 2024 through June 30, 2025**

Any questions regarding this Request for Proposals should be directed to *Vincent S. Marasco, School Business Administrator/Board Secretary, of the Colts Neck Township Board of Education.*

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## Auditor

### **Scope of Services:**

The Board of Education desires to appoint a firm of certified public accountants to act as board auditors for the Colts Neck Township Board of Education. Applicants should demonstrate knowledge of NJ Board of Education auditing laws and regulations, and experience in providing advice to Boards of Education on records compliance issues. Any experience or knowledge of matters that directly affect the Colts Neck Township Board of Education should be addressed.

### **Minimum Requirements:**

Proposal to include, but is not limited to the following:

1. Name, address and telephone number of the firm and location of where district records will be kept.
2. Names of principal partners and resumes or professional profile for each.
3. Size of staff.
4. Listing of other current board of education clients and years as auditor.
5. Listing of past board of education clients and years as auditor.
6. Persons who would be assigned to audit and profiles for each.
7. Percentage of total clients who are school districts.
8. Copy of most recent Peer Review letter.
9. Fee which includes audit and ASSA, and details of what fee entails.
10. Fee schedule, if any, for other services that may be required.
11. Insurance. The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the district.

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## Financial Advisor

### Scope of Services:

The Board of Education desires to appoint a financial advisor who will assist the district in the analysis of financial information with respect to the issuance of bonds, notes, and other obligations.

### Minimum Qualifications

1. The firm shall have at least ten (10) years' experience in providing financial advisory services to public school districts.
2. Must possess in-depth experience in school bond transactions.
3. Must have a minimum of at least one (1) principal with a master's degree in public administration or equivalent.
4. Must maintain a bona fide office in the State of New Jersey.
5. Must list all past and present public-school clients.
6. Proposed cost of the service(s) or activities, including the hourly rate of individuals who will perform the services or activities. The proposed cost should include:
  - a) meetings
  - b) site visits and expenses
  - c) expenses for travel, postage, and telephone excluded from the hourly rate
  - d) additional services defined beyond the scope of regular activities.
7. Insurance. The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the district.

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## Health Insurance Broker

### **Scope of Services:**

The Board of Education desires to appoint a firm to provide health insurance brokerage services to the board. Applicant should demonstrate knowledge and experience with respect to all aspects of health insurance brokerage services required by a school board. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

1. The firm must be responsible for negotiating the renewal of existing coverage.
2. The firm must prepare all necessary bid specifications, in the event the coverage is marketed, evaluate all bids that are received and make recommendations to the Business Administrator.
3. The firm must assist the District in evaluating and settling all issues relating to the insurance provided, including regular reviews of loss reports.
4. The firm must provide the central administration with reasonable preliminary renewal figures during the budget process.
5. The firm must be available to attend Board of Education meetings and Finance Committee meetings, whenever necessary.
6. The firm must have the ability to recommend cost projections for other carriers.

### **Minimum Qualifications / Pertinent Company Information:**

1. Name and location of firm's main office; number of years your firm has been in business.
2. Listing of all current and former Board of Education and Municipal clients and years of service provided; include contact information for reference purposes.
3. Company personnel assigned to handle the District's account. Include a brief description of each person and their responsibilities for the district.
4. Specific compensation requirements.
5. Insurance. The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the district.

The following table provides additional information regarding the district's employees and plans that will be serviced by the Health Insurance Consultant:

<b>Policy Type</b>	<b>Insurance Company</b>
Medical	School Health Insurance Fund ('SHIF') - Aetna/Horizon
Prescription	School Health Insurance Fund ('SHIF') - Express Scripts
Dental	Horizon
Flexible Spending Account	Horizon
Cobra Notification - Medical/RX/Vision	WEX
COBRA Notification - Dental	AmeriFlex

All plan years are currently July 1st through June 30th with renewals effective July 1st.

Submittal must include Health Insurance Consultant compensation either by dollar amount per annum or percentage of health benefit plans no matter the method of collecting fees.

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## **Insurance Broker: Property & Casualty, Workers Compensation and Student Accident**

### **Scope of Services:**

The Board of Education desires to appoint a firm to provide Property & Casualty and Workmen's Compensation and Student Accident Broker Services to the board. Applicant should demonstrate knowledge and experience with respect to all aspects of Property & Casualty, Workers Compensation and Student Accident insurance required by a school board. Any experience or knowledge of matters that directly affect the Board of Education should be addressed. See below for additional services:

1. Responsible for negotiating annual renewal of existing coverage.
2. Provide information for underwriting, in the event the coverage is marketed, and evaluate all quotations that are received.
3. Assist the District in evaluating and settling employee issues relating to insurance claims and issues.
4. Provide the central administration with reasonable preliminary renewal figures during the budget process.
5. Assist the District with required employee presentations.
6. Ability to recommend cost projections for the alternative design of current insurance programs.
7. Specify fee structure as negotiated with the insurance company. Include any discounts provided.
8. Insurance Plan Administration: For those coverages written, timeliness is essential, and the selected broker shall agree to place coverage and issue binders prior to each policy's respective expiration. Policies and/or endorsements are expected to be provided as soon as practicable after inception or renewal of the respective contract. The selected broker will negotiate on the Board's behalf for the renewal of such policies / endorsements.
9. 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 broker to the Colts Neck Township Schools Board of Education.
10. Schedule of Insurance: On an annual basis, the selected broker will provide the Board of Education with a schedule detailing the coverages placed through the firm. Allocation of premium should be provided as required by the School District. Additional schedules must also be provided as needed by the School District.

### **Minimum Qualifications:**

1. Must be licensed or authorized to transact business in the State of New Jersey and have a favorable record with the State of New Jersey, Department of Insurance.
2. Must have at least ten (10) years' experience in representing public entities.
3. Must designate professionals who will be assigned to represent the interest of the School District. Each of these individuals shall have been admitted and/or licensed in his/her profession and be in good standing and shall be well versed in all aspects of the School District's coverage.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to school board clients.
6. Must provide cost for the scope of services based on either fee for services or commission.

7. Insurance. The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the district.

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# FORMS



**ETHICS IN PURCHASING**  
***Statement to Vendors***

**SCHOOL DISTRICT RESPONSIBILITY**

**Recommendation of Purchases**

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

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

**Solicitation/Receipt of Gifts – Prohibited**

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

**VENDOR RESPONSIBILITY**

**Offer of Gifts, Gratuities -- Prohibited**

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

**Vendor Influence -- Prohibited**

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

**VENDOR CERTIFICATION**

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

**Colts Neck Township School District**

**DISCLOSURE STATEMENT**

ALL CORPORATE OR PARTNERSHIP BIDDERS SHALL COMPLETE THIS FORM WHICH IS IN ACCORDANCE WITH P.L. 1977 CH. 33 (N.J.S.A. 52:25-24.2)

List of shareholders or partners with 10% or more of the stock or interest in said corporation or partnership (all corporate partners or shareholders owning 10% or more of the stock must disclose their shareholders as above provided).

<u>Shareholder or Partner</u>	<u>% Interest</u>	<u>Address</u>
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( ) No stockholder or partner of the corporation or partnership holds 10% or more ownership.

( ) Bidder is a corporation: EIN: \_\_\_\_\_

( ) Bidder is a partnership: EIN: \_\_\_\_\_

( ) Bidder is a sole proprietorship: EIN/SSN: \_\_\_\_\_

I hereby certify that the information given above is true and correct as of \_\_\_\_\_.  
(Date of Bid)

Title & Signature of Authorized Representative

If there are any questions concerning this form or its completion, refer to Statute (PL 1977, CH. 33) N.J.S.A. 52:25-24.2

**THIS DOCUMENT IS REQUIRED.**

**Colts Neck Township School District**  
**AFFIRMATIVE ACTION**  
**(P.L. 1975, C. 127 (N.J.A.C. 17:27))**

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

- (a) 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, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action 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.
- (b) 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, sex, affectional or sexual orientation.
- (c) The contractor or subcontractor, where applicable, 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 contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.
- (e) The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.
- (f) The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- (g) 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.

**THIS DOCUMENT IS REQUIRED.**

**AFFIRMATIVE ACTION (Cont.)**

- (h) 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, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.
- (i) The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

All successful vendors shall submit within 7 days of the notice of intent to award the contract or the signing of the contract one of the following:

1. Evidence of a federally approved Affirmative Action Plan;
2. A certificate of Employee Information Report Approval; or
3. A completed Employee Information Report (Form AA302). This form is available upon request from the Business Office of the Board of Education.

**THIS DOCUMENT IS REQUIRED.**

**Colts Neck Township School District**

**AFFIRMATIVE ACTION**  
**QUESTIONNAIRE**

1. Our company has a federal Affirmative Action Plan approval.

\_\_\_\_\_ YES      \_\_\_\_\_NO

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

2. Our company has a New Jersey State Certificate of Approval.

\_\_\_\_\_ YES      \_\_\_\_\_NO

A. If yes, a copy of the New Jersey State Certificate shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the 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. Complete the form and forward it to the Affirmative Action Office, Department of Treasury, CN 209, Trenton, NJ 08625. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

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

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_



**THIS DOCUMENT IS REQUIRED.**

**COLTS NECK TOWNSHIP SCHOOL DISTRICT**

**DISCLOSURE OF INVESTMENTS IN IRAN**

In accordance with Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule of contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK EITHER SPACE:

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

OR

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

**COLTS NECK TOWNSHIP SCHOOL DISTRICT**

**DISCLOSURE OF INVESTMENTS IN IRAN**

***PART 2***

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.

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

PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTIONS. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES.

(Name of Contractor)

\_\_\_\_\_  
Signature

Subscribed and sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

(Seal Notary Public of New Jersey)

My commission expires \_\_\_\_\_, 20\_\_\_\_\_