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ORIGINAL



Collingswood Board of Education

Request for Proposals

Sustainability Consultation Services

November 19, 2019



SLK Community Consulting, LLC
14 Kings Highway
Haddonfield, NJ 08033
www.slkpartners.com

November 18, 2019

Beth Ann Coleman, Business Administrator/Board Secretary,
Collingswood Board of Education
200 Lees Avenue
Collingswood, NJ 08108

Subject: Transmission Letter, Request for Proposals
Sustainability Consultation Services

Dear Ms. Coleman,

Enclosed please find SLK Community Consulting's response to the Collingswood Board of Education's Request for Proposals (RFP) for Sustainability Consultation Services. The proposal includes a description of proposed services, qualifications and fee proposal for your review.

If you have any questions about this submission or if additional information is necessary, you may reach me at (856) 313-2918 or at Sandi@slk-partners.com. Thank you for your consideration and the opportunity to respond to this proposal.

Sincerely,


Sandi Kelly

Descriptions of Services

Summary

SLK Community Consulting is pleased to present a proposal to the Collingswood School District for services to help develop, implement and execute a program that builds student equity through the Sustainable Jersey for Schools program. Sustainable Jersey for Schools is a non-profit organization that offers resources and structured actions that helps schools to build community while also greening the environment. It is a certification program for New Jersey public schools that want to improve the environment, conserve resources, and take steps to create a brighter future, one school at a time. Specifically, it provides tools, professional development, curriculum resources, and financial incentives to support and reward schools as they pursue sustainability programs.

Some of Collingswood's schools are part of the Sustainable Jersey for Schools program and receive the benefits thereof. They have active parents with the capacity and time to volunteer and support sustainability efforts at the individual school effort. Other district schools, however, do not participate due to a variety of reasons which may include socio-economic challenges. Therefore, a program that seeks to engage the entire district in the Sustainable Jersey for Schools program to help ALL students access these important resources and benefits can prove beneficial for the district as a whole.

SLK Community Consulting Partners proposes to create a Districtwide Green Team that builds equity through the lens of environmental sustainability. It is a goal of this program to enrich the participation of those existing schools involved in the New Jersey Sustainable Schools program while helping to support those that currently face barriers to involvement. Specifically, it seeks to involve and obtain certification for all its schools in the Sustainable Jersey for Schools program. The District Green Team will not only gather an individual school's action points and submit the application but also focus on building connections between schools and leveraging the collective capacity of all district schools as students work to create a greener environment.

Project Development

- Develop the vision, purpose, and structure of the District-wide Green Team and the Sustainable Collingswood Schools program through the lens of building social equity through environmental sustainability with the District.
- Work with school leadership to develop and implement a creative outreach campaign to recruit new Green Team members, students, and their parents.
- Understand and communicate how the District Team works with and supports existing school Green Teams.
- Act as staff support for the newly formed District Green Team and coordinate meetings for first few months.

- Work with the District to research and compile Sustainable Jersey for Schools Actions already underway or completed at the various schools.
- Create a meeting schedule, roles, and responsibilities for the Collingswood District Sustainable Action Certification Plan for the 2019-2020 school year.
- Write and submit Collingswood District's Certification Application for the 2019-2020 school year (Final Submission in June 2020).
- Work with District on any revisions and changes throughout the certification cycle (March through September 2020).

Communications & Outreach

- Meetings with Principals & existing school Green Teams to explain the new initiative
 - Include all seven schools
- Presentations announcing the new program and its goals to:
 - The Board of Education
 - All school PTA's
 - The Collingswood Equity Committee
 - The Borough of Collingswood Green Team
- Create social and print media campaign to build awareness and enthusiasm about Collingswood schools' greening work.
- Continuous communication with the District administration and all the individual schools regarding progress on sustainable actions, certifications, programs, and funding opportunities.
- Final Presentations to share results (i.e. Final Sustainable Certification Application, Green Team goals and meeting schedules, any new resources, next steps):
 - The Board of Education
 - All school PTA's
 - The Collingswood Equity Committee
 - The Borough of Collingswood Green Team
- Outreach to listed stakeholders to join the District Green Team
 - Students' Parents
 - School Admin
 - School Teachers
 - Collingswood Equity Committee members
 - Parents
 - Local Leaders
- Outreach to the Borough of Collingswood Green Team to request mentors, sharing of resources, and formal green project partnerships with District Green Team.

- Outreach to District Green Teams around the state to exchange ideas, resources and to understand best practices.

Deliverables

- Fully functioning District Green Team.
- Collingswood School District certification application completion through the Sustainable Jersey for Schools Program.
- Increased student engagement and greening actions towards building environmental sustainability and a greener future.
- The development of a successful social media and community engagement campaign geared at highlighting the work of the District, the benefits of this program, the connection to the District's equity work, and the building of awareness around greening initiatives to students and parents throughout the district.

Qualifications:

Areas of Expertise:

Program & Project Development

Marketing Strategy

Branding

Media Relations

Community Outreach & Engagement

Event Production

Find Us Online!

SLKpartners.com

Client Experience

- Borough of Collingswood
- Borough of Brooklawn
- Woolwich Township
- PS&S Engineering
- Irish Society of New Jersey
- Cooper's Ferry Partnership
- The Cooper Foundation

SLK Community Consulting was first launched in 2016 by Sandi Kelly after a successful 20-year career in the public sector. Sandi works with a team of talented freelancers, writers, community developers, digital media specialists, and marketing affiliates to put together the best team to serve each client's unique needs.

Sandi has led campaigns and community projects for clients such as the Borough of Collingswood, The Cooper Foundation, The Irish Society of NJ, Cooper's Ferry Partnership, and the Borough of Brooklawn. Sandi's experience in sustainability and grant work dates back nearly a decade working on projects such as the Camden County Energy Efficiency Grant Program. She was also an integral part of the team in developing the Sustainable Camden County program in 2012. Currently, she is the lead coordinator for the Borough of Collingswood's Green Team, Sustainable Collingswood, and has helped them to achieve certification through the Sustainable NJ program for municipalities—the parent of the Sustainable Jersey for Schools program. This past year Sandi was instrumental in helping Collingswood become the first municipality in the tri-county region to successfully pass a Single-Use Plastic Bag ordinance in addition to a package of other sustainable ordinances. Please see the link below:

<https://www.njpen.com/plastic-bag-ban-tops-sustainability-changes-in-collingswood-green-ordinance-package/>

Sandi was named the 2016 Woman of Distinction for Leadership by SJ Magazine and was honored to be one of the recipients of the 2019 Camden County Medal of Freedom. She serves on many boards and committees including The Heart of Camden, The Camden County Workforce Investment Board, and The Camden County Addiction Awareness Task Force.

Donna Helmes will be the Lead Project Manager and act as the main point of contact for all aspects of the project/s with consultancy and input from SLK's owner Sandi Kelly. Donna brings 20 years of broad experience and expertise helping clients realize their goals and strengthen their mission's impact. She is passionate about working on projects that make a difference and improve lives.

Donna began her career working in the Waterfront South neighborhood of Camden City as an environmental advocate. Her community organizing efforts resulted in one of the first-ever legal decision in New Jersey to recognize environmental equity as a civil right in the 2001 case of South Camden Citizens in Action vs. The New Jersey Department of Environmental Protection. She went on to pursue sustainability and equity ideals through her work with the Camden Redevelopment Agency, where she was part of the team that secured the city's \$11.9 million-dollar federal American Recovery and Reinvestment Stimulus Grant Fund award. Currently, Donna is part of the SLK team members helping to staff support the Borough of Collingswood's Green Team. As a Mark Newbie parent volunteer, Donna wrote the school's successful NJ Sustainable Schools grant application for their new outdoor rain garden.

SLK is excited to potentially be a part of the Collingswood Board of Education's sustainability journey and we look forward to providing opportunities to support engaged young environmentalists and help to make the Collingswood School District a great place to be green.

Fee Proposal

SLK Community Consulting proposes a flat fee in the amount of \$10,000 for the deliverables defined in the "Description of Services". The flat fee rate of \$10,000 covers approximately 200 hours of project work anticipated to complete the deliverables.

Invoices are issued monthly for the term of the project/contract and are due net 30 days.

**COLLINGSWOOD BOARD OF EDUCATION
200 LEES AVENUE
COLLINGSWOOD, NJ 08108**

REQUEST FOR PROPOSAL

A. PURPOSE:

The Collingswood Board of Education is seeking proposals from qualified respondents as follows:

Sustainability Consultation Services

B. SCOPE OF SERVICE:

The Board of Education is seeking proposals for Sustainability Consultation Services. The services desired include developing and executing a thorough program of Sustainability for the Collingswood Public School District including all schools; write the comprehensive sustainability application for the 2019-2020 school year. Develop a formal structure for the Collingswood Green team, incorporating all schools, meet with PTA's, parents and the Board of Education on progress and green funding opportunities. Any experience or knowledge of matters that directly affect the Collingswood Board of Education should be addressed.

C. QUALIFICATIONS AND REQUIREMENTS OF RESPONDENTS:

1. Must have a minimum of five (5) years' experience in providing Sustainability grants and services within the State of New Jersey;
2. Must maintain a current principal office within the State of New Jersey;
3. Must list all past and present school board clients.
4. Must be willing to meet with existing Green teams and present to the Board of Education and appropriate stakeholders;

The Board of Education shall utilize a one hundred (100) point system in evaluating proposals.

Qualifications	25 points
Relevant experience/Coordination	25 points
Fee proposal/cost (FLAT FEE)	50 points

The Board reserves the right to (a) not select any of the candidates, (b) require the candidates to submit additional information, (c) waive any informalities in the qualifications and (d) procure the services through other sources if deemed most advantageous to the Collingswood School District. The Board's determination as to the candidate who is most advantageous to the goals and objectives of the Collingswood Board of Education shall be final and conclusive.

D. CONTRACT PERIOD:

The term of contract for Sustainability Consultation Services shall be one year from November 25, 2019 through November 30, 2020.

E. COORDINATION OF ACTIVITIES:

All activities for this contract will be coordinated through the Administrative Offices of the Collingswood Board of Education, 200 Lees Avenue, Collingswood, NJ 08108 and addressed to Beth Ann Coleman, Business Administrator/Board Secretary, 856-962-5700 x. 1004, bcoleman@collsk12.org.

F. PRESENTATION PACKAGE – Submit the RFP Response

The Collingswood 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.

The following shall be included in the presentation package:

1. Transmittal Letter - Proposal

Each respondent shall submit a transmittal letter with the RFP that identifies the person submitting the proposal and includes a commitment by that person to provide the service required by the Collingswood Board of Education.

2. Description of Services

All respondents should list all services to be rendered with their explanation in detail of how the services will be provided. Respondents by submitting a proposal acknowledge that they fully understand the scope of work, activity, and service.

3. Qualifications – Relevant Experience

All respondents shall submit evidence and documentation highlighting qualifications and experience they have that will assist the district in the evaluation and selection process.

4. Fee Proposal

Respondent must submit a flat fee proposal. **Fee to be paid upon successful approval of Sustainability Grant.**

5. Letter of Transmittal

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

Beth Ann Coleman, Business Administrator/Board Secretary,
Collingswood Board of Education
200 Lees Avenue
Collingswood, NJ 08108

Reminder: The Letter of Transmittal and the Presentation Package are to be submitted with the RFP package.

G. SUBMISSION OF RFP PACKAGE:

All RFP Proposal Packages, including the Letter of Transmittal and the Presentation Package are to be addressed to:

Beth Ann Coleman, Business Administrator/Board Secretary,
Collingswood Board of Education
200 Lees Avenue
Collingswood, NJ 08108

Respondents are to include:

- One original RFP Package with original signature
- One copy of the RFP Package.

H. SUBMISSION DEADLINE:

The deadline to submit all RFP Packages is Tuesday November 19, 2019 at 10:00 a.m.

I. EVALUATION OF PROPOSALS:

A committee has been selected to evaluate proposals that have been submitted. Committee members are familiar with the need for services to be performed in the Request for Proposal.

J. AWARD OF CONTRACT

It is the intention of the Board of Education to award the contract to the respondent based upon relative experience, qualifications, and who will provide the highest quality of service at fair and competitive prices.

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 shall be made within sixty (60) days from the date the proposals are opened.

The proposal must be concise and clear.

The consultant acknowledges that it has read this Request for Proposal in its entirety and understands it, and agrees to be bound by its terms and conditions.

Proposals must be submitted on time.

The Board reserves the right to reject any or all proposals.

K. AUTHORIZATION TO WORK:

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

L. DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL:

- Affirmative Action Questionnaire;
- Stockholders Disclosure Statement;
- Vendor Questionnaire/Certification;
- New Jersey Business Registration Certificate;
- Chapter 271 Political Contribution Disclosure Form;
- Iran Financial Disclosure Form;
- Non-Collusion Affidavit;
- W-9; and

M. CONTRACTS:

Upon notification of award of contract by the Collingswood Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Board of Education.

N. AFFIRMATIVE ACTION REQUIREMENTS:

Each respondent 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:

- i. Appropriate evidence that the respondent is operating under an existing federally approved or sanctioned affirmative action program; or
- ii. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or
- iii. An employee information report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C. 17:27-4.

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

Pursuant to N.J.S.A. 52:42-44 as amended by P.L. 2004 – Chapter 57, all respondents shall submit with their proposal package a copy of their “New Jersey Business Registration Certificate” as issued by the Department of Treasury of the State of New

Jersey. Failure to provide the New Jersey Business Registration Certification with the proposal package may be cause for the rejection of the entire proposal.

Goods and Services

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract: **1)** The contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; **2)** prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; and **3)** during the term of this contract, the contractor and its affiliates shall collect, remit, and notify all subcontractors and their affiliates that they must collect and remit to the Director of the New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor, or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609)292-9292.

P. TERMINATION OF CONTRACT

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

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

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

Q. FALSE MATERIAL REPRESENTATION - N.J.S.A. 2C:21-34-97(b)

A person commits a crime if the person knowingly makes a material representation that is false in connection with the negotiation, award, or performance of a government contract. If the contract amount is for \$25,000.00 or above, the offender is guilty of a crime of the second degree. If the contract amount exceeds \$2,500.00, but is less than \$25,000.00, the

offender is guilty of a crime of the third degree. If the contract amount is for \$2,500.00 or less, the offender is guilty of a crime of the fourth degree.

R. POLITICAL CONTRIBUTION DISCLOSURE STATEMENT – PAY TO PLAY

A business entity as defined by law is advised of its responsibility to file an annual disclosure statement on political contributions with the **New Jersey Election Law Enforcement Commission** pursuant to N.J.S.A. 19:44a-20.13 (P.L. 2005 Chapter 271 Section 3) if the business entity receives contracts in excess of \$50,000 from public entities in a calendar year. It is the business entity's responsibility to determine if filing is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement Commission at 1-888-313-3532 or at www.elec.nj.us.

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

Award of Contract - Reportable Contributions – N.J.A.C. 6A:23A-6.3 (a2)

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

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

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

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

Chapter 271 Political Contribution Disclosure Form – Required – N.J.A.C. 6A:23A-6-3

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.

S. INTERPRETATIONS AND ADDENDA

No interpretation of the meaning of the specifications will be made to any Respondent orally. Every request for such interpretation should be made in writing to the Purchasing Agent and must be received at least ten (10) days prior to the date fixed for the opening of Proposals to be given consideration. Any and all interpretations and any supplemental instructions will be distributed in the form of a written addenda to the specifications. The addenda will be provided in accordance with N.J.S.A. 18a:18A-21 to the respondents by certified mail or certified fax no later than seven (7) days, Saturdays, Sundays, and holidays excepted, prior to the date for acceptance of Proposals. All addenda so issued shall become part of the contract document.

T. SUBCONTRACTING; ASSIGNMENT OF CONTRACT

Contractors, services providers, and all vendors with whom the Board of Education has an executed contract may not subcontract any part of any work done or consign any contract for goods or materials for the Board without first receiving written permission from the Purchasing Agent.

The respondent, by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents; and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal.

Name: Sandra L. Kelly
Address: 315 Comly Avenue
City, State, Zip Code Collingswood NJ 08107
Federal Tax ID Number 81-2883795
Phone Number (856) 313 2918 Extension _____
Fax No. () _____ E-Mail Sandi@SLK-partners.com
Authorized Agent Sandra Kelly Title Owner
Agent's Signature S. Kelly Date 11-18-19

All proposals must be received no later than Tuesday November 19, 2019 10:00 a.m.
All proposals are to be sent to:

Beth Ann Coleman, Business Administrator/Board Secretary
Collingswood Board of Education
200 Lees Avenue
Collingswood, NJ 01808
Phone # (856)962-5700 x. 1004/Fax # (856)962-5723

Proposal documents may be faxed to the district however, an original copy must be mailed to the above address.

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

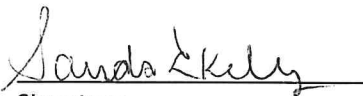
Required Pursuant To N.J.S.A. 19:44A-20.26

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:	SLK Community Consulting, LLC		
Address:	315 County Avenue		
City:	Collingswood	State:	NT
		Zip:	08107

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

Sandra Kelly
Printed Name

owner
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
N/A			\$

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

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

Vendor Name:

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

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY }

} SS

COUNTY OF CAMDEN }

(Name of Bid/Project)

I, Sandra Kelly, of the Borough of
Collingswood, in the County of Camden,

State of New Jersey, of full age, being duly sworn according to law on my
oath depose and say that:

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

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

(Name of Contractor)

Subscribed and sworn before me this

18th day of November, 20__

Margaret E Watson

(Seal) Notary Public of New Jersey

My Commission expires 9-28, 2022

Sandra L Kelly
(Affiant's Signature)

Sandra L. Kelly
(Print Affiant's Name)

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

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

Quote Number:

Bidder/Offeror: SLK Community Consulting

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification.

Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

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

OR

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

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

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

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

Name	Relationship to Bidder/Offeror	Delete
Description of Activities		
Duration of Engagement	Anticipated Cessation	
Date Bidder/Offeror Contact Name	Contact Phone	
Number		

ADD AN ADDITIONAL ACTIVITIES ENTRY

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

Full Name (Print): Sandra L. Kelly

Signature: Sandra L. Kelly

Do Not Enter PIN as a Signature

Title: Gwen

Date: 11-18-2019

STOCKHOLDER OR PARTNERSHIP DISCLOSURE AFFIDAVIT

In accordance with the Instructions to Bidders and the provisions of Chapter 33, Public Laws of 1977, State of New Jersey, N. J. S. A. 52:25-24.1, the undersigned hereby certifies the following Stockholder or Partnership information as complete and accurate:

Stockholders or Partners Owning 10% or More of the Company Submitting Bid

Sandra L Kelly 315 ComLy Ave, Collingswood NJ 08107
Name of Stockholder/Partner Address

Name of Stockholder/Partner Address

Name of Stockholder/Partner Address

Name of Stockholder/Partner Address

Use other side for other stockholders/partners.

____ No individual stockholder or partner owns ten percent (10%) or more of this corporation or partnership.

SLK Community Consulting, LLC 315 ComLy Ave Collingswood NJ 08107
Name of Contractor Address

By: Sandra L Kelly owner
(Print Name and Official Title)

Signature: Sandra L Kelly

State of New Jersey }

County of Camden } SS

Subscribed and sworn before me this 18th day of November, 2019

Notary Public Margaret E Watson
Comm expires 9.28.22

THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH BID.
Vendor Questionnaire/Certification

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.

* 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."

AFFIRMATIVE ACTION QUESTIONNAIRE

1. Our company has a federal Affirmative Action Plan approval. ☐ Yes ☒ No

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

2. Our company has a New Jersey State Certificate of Employee Information Report ☐ Yes ☒ No

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

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

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

Name: Sandra Kelly

Title: Owner

Signature: A Kelly

Date: 11-18-19

Name of Company SLK Community Consulting, LLC
Street Address 315 Conkey Avenue PO Box _____
City, State, Zip Collingswood NJ 08107
Business Phone Number (856) 313 2918 Ext. _____
Emergency Phone Number (_____) _____
FAX No. (_____) _____ E-Mail Sandi@slk-partners.com
Years in Business 3.5 Number of Employees 1

References – Work previously done for School Systems in New Jersey

	<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1.	<u>N/A</u>	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Vendor Certification

Direct/Indirect Interests

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

Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Collingswood Board of Education.

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a1-4) concerning vendor contributions to school board members.

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

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

Sandra Z. Kelly
President or Authorized Agent

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:

SLK COMMUNITY CONSULTING LLC

TRADE NAME:

ADDRESS:

315 COMLY AVE
COLLINGSWOOD NJ 08107

SEQUENCE NUMBER:

2051322

EFFECTIVE DATE:

06/16/16

ISSUANCE DATE:

06/16/16

James J. Geronzi

Director
New Jersey Division of Revenue

FORM-BRC

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Sandra L. Kelly	
	2 Business name/disregarded entity name, if different from above SLK Community Consulting, LLC	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☒ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions. 315 Comly Avenue 6 City, state, and ZIP code Collingswood, NJ 08107 7 List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
8	1	-	2	8	8	3	7	9 5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► <i>Sandra L Kelly</i>	Date ► <i>11-18-19</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.