

REQUEST FOR PROPOSALS

Issued by:

**Lawrence Township Board of
Education
2565 Princeton Pike
Lawrenceville, NJ 08648**

Address Proposal To:

**Thomas Eldridge, SBA/Bd. Sec.
2565 Princeton Pike
Lawrenceville, NJ 08648**

For information Contact: **Thomas Eldridge**, School Business Administrator (609) 671-5420 or TEldridge@ltps.org

Project: **SUPERINTENDENT SEARCH**

SCOPE OF WORK REQUESTED: The Lawrence Township Board of Education is soliciting proposals from firms for the purpose of conducting a superintendent search. The scope of work and detailed specifications are contained herein. The RFP timeline is as follows:

Proposal due Date and Time: February 9 2018, 4:00 p.m.

Address Proposals to Thomas Eldridge, Board Secretary at the address stated herein.

Questions due by: January 31, 2018, 2:00 p.m.

Submit Questions to: TEldridge@LTPS.org, Subject: "Questions-Superintendent Search"

THE FOLLOWING IS REQUIRED TO COMPLY WITH THIS REQUEST FOR PROPOSALS: ENCLOSE ALL OF THE FOLLOWING AS PART OF THE PROPOSAL

1. Proposal Page is signed by authorized representative. ENCLOSED AND SIGNED
2. Disclosure Statement (Chapter 33) Ownership Affidavit properly notarized. PLEASE ENCLOSE
3. New Jersey Business Registration Certificate. PLEASE ENCLOSE
4. List all exceptions on the pricing page under "Exceptions". PLEASE ENCLOSE
5. Non-Collusion Affidavit properly notarized. PLEASE ENCLOSE
6. Evidence of all specified insurance, as required. PLEASE ENCLOSE
7. Affirmative Action Form AA201, AA302, Certificate, Federal Letter. PLEASE ENCLOSE
8. Affirmative Action Exhibit (A) PLEASE ENCLOSE
9. Political Contributions Disclosure Form (Pay to Play). PLEASE ENCLOSE
10. List of references from 5 clients serviced during the past 2 years. PLEASE ENCLOSE
11. Investment In Iran Disclosure. PLEASE ENCLOSE

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A. Scope: (As referenced herein, the “Board” shall be the Lawrence Township Board of Education. The “Firm” or “bidder” shall be the respondent to this request for proposals.)

The Lawrence Township Board of Education (Mercer County, New Jersey) is seeking proposals from qualified firms to conduct a Superintendent Search. The purpose of the work is to seek out, identify, and recommend, a new superintendent to lead the school district. The work includes assessing the school Board’s needs and wants, creating written search criteria, marketing the open position to candidates, actively seeking candidates, pre-screening candidates and recommending candidates to the board. The work shall also entail creating, facilitating, and monitoring the interview process. The firm shall also conduct background searches on all candidates.

B. Project timeline:

The firm is responsible for creating a project timeline which itemizes each search process milestone calling it out by name and by the intended completion date. The firm is responsible for creating a timeline for all events within the “Scope.”

The firm is required to distribute the timeline to the board, and provide written communication each week to the Board President regarding progress along the timeline.

The timeline leading up to the firm’s recommendation is to be mutually agreed upon by the board and the firm.

C. Assessing Board needs:

Firm shall assess the needs and wants of each board member. The individual requirements shall be aggregated and presented to the Board of Education for consideration. The firm shall identify common themes and facilitate consensus within the board. The firm will facilitate consensus at a meeting with the board or a chosen committee of the board.

D. Creating search criteria:

The firm shall present the Board with a written, reflective, “needs assessment”, prior to beginning the search. Prior to “Marketing” the position, the firm shall receive a written decision from the Board President confirming or amending the “needs assessment.” The search will not progress until the firm receives the Board’s approval on the needs assessment.

E. Marketing the position:

The firm shall be responsible for marketing the position in such a manner as to create a “fit” between the Lawrence Township Board of Education’s needs and the skillsets, value systems, and disposition of the candidates.

F. Actively seeking candidates:

The firm shall actively seek candidates. This effort is contrasted against more passive searches that primarily utilize advertising.

The scope of the search is to be contained to the state of New Jersey and immediately adjacent states.

G. Pre-screening candidates:

The firm shall only recommend viable candidates to the board. Non-viable applications shall be kept on file for review at the Board’s request.

H. Background searches:

The firm shall be responsible for conducting background checks on candidates.

The firm shall create a candidate screening form(tool) along with a set of questions to be used by board members when board members contact candidate references. The firm shall also present board members with a list of items they cannot ask when conducting reference checks.

I. Interview process:

The firm shall be responsible for facilitating the interview process. This work shall include, but not be limited to, scheduling interviews, creating interview questions, vetting suggested interview questions and providing training to the board on the process for conducting group interviews.

The search firm shall be present for all interviews.

J. Hiring/Offers:

Offers of employment shall be made by the Board's legal counsel.

H. Award:

This contract will be awarded through an evaluation of price and other criteria considered. Points will be assigned according to the scoring criteria listed herein. The decision concerning award will be made on a total points basis. The point value criteria, along with the areas to be graded, are attached hereto. All terms and conditions of this specification, along with any addenda shall become part of the resultant contract.

I. Criteria for evaluating proposals:

A committee of evaluators will evaluate proposals based on the evaluation criteria provided herein. The Board has asked a specific set of questions so that it may evaluate the respondent's proposal. The proposal must answer all questions and provide additional information as necessary for evaluation purposes. **Failure to answer one or more questions may result in the invalidation of the proposal as non-conforming and/or non-responsive.** The points will be awarded in accordance with the disclosed criteria.

Points will be awarded for each of the following three criteria: Technical, Management, Cost. The matrix used to judge the proposal is included below.

	EVALUATION CRITERIA AND POINTS:		# Points
	I. Technical criteria "analyze the approach proposed by the firm in providing the requested services.	Points per issue:	10 points in category
1	Does the firm's proposal demonstrate a clear understanding of the scope of work and related objectives?	5	
2	Is the firm's proposal complete and responsive to the specific RFP questions	5	
	II. Management criteria "Generally pertain to the firm's personnel structure, such as its proposed staffing for the service to be provided." This also includes the quality of the staff and the history of performance of the firm's results and techniques.	Points per issue:	60 points in category
	i. History and experience in performing work:		
1	Does the firm document a record of reliability?	10	
2	Does the firm propose viable, quality, based strategies for meeting the Board's needs? (as determined by LTBOE)?	10	
3	Does the firm document industry or search experience?	10	
4	Does the firm demonstrate an ability to provide a "Fit" for the district	10	
5	Does the firm demonstrate a history of bringing projects in on time and successful placement?	5	
6	Does the firm demonstrate thoroughness in understanding BOE needs?	5	
	iv. Qualification, experience and availability of personnel:		
7	How well did the firm document the SUCCESSFUL experience and ability of their staff?	10	
	III. Cost criteria:		30 points in category

DETERMINATION OF POINT VALUE:

	<u>Internal Information about scoring points: The final scoring will be accessible to the public within 48 hours of the award.</u>	<u>Points & Multiples thereof:</u>
	How Qualitative Points will be awarded: 5 or multiples thereof will be:	
	Exceptional: Substantially exceeds specification	5
	Very Good: Exceeds specification criteria	4
	Acceptable: Responsive to specification, Proficient	3
	Marginal: Does not adequately address the specification	2
	Poor: Does not address the specification.	1
	How Cost points will be evaluated:	
	Cost Points will be evaluated relative to the lowest cost. The lowest cost shall receive all "Cost" factor points. Other bidders will receive points relative to the lowest bidder's bid.	

EVALUATOR INTEGRITY:

<u>Evaluators will sign the following or exempt themselves from this process: This document will become available to bidders after the bid submission.</u>
Bid name:
Evaluator name:
I have read the scope of work being requested and I do not have a conflict of interest in evaluating any proposal submitted by the vendors responding to the solicitation.
Signature of Evaluator:
Date of Signature:

J. STANDARD QUESTIONS/STATEMENTS: Respondent must answer questions and/or provide a statement for each of the following. Label each response to match the question number. Thank you.

1. Please explain what you believe this RFP is requesting from your firm.
2. Detail your attributes and experience that makes you qualified to conduct a Superintendent search for the Lawrence Township Board of Education.
3. Please explain how you develop a project timeline and communicate with the client regarding milestones.
4. How many searches have you conducted this year? How many were successful on the first attempt?
5. How do you propose to assess the Board's needs?
6. For which of your references did you conduct a "needs assessment"?
7. How will you ascertain that your search criteria is correct prior to marketing our position?
8. How do you intend to market our position? i.e. What superintendent segment will you target? In addition to advertising, please emphasize your more assertive strategies for reaching target superintendents.
9. Please explain how the firm has sought to achieve a "Fit" for its clients.
10. Please describe your familiarity with the Lawrence Township Board of Education and how your staff are uniquely qualified to meet our needs.
11. Please review the scoring criteria herein and provide us with information you feel is pertinent to this Request for Proposal. Thank you.

Please label your answers with the corresponding question number. Thank you for your time and consideration.

STANDARD TERMS, CONDITIONS, AND SUBMITTALS

1. PRICES TO BE HELD:

Prices shall hold for a period of 60 days after the date of opening for purposes of award.

2. INSURANCE REQUIREMENTS: As listed herein.

Professional Liability Coverage

- \$1,000,000 per claim/\$2,000,000 Aggregate Limit of Professional Liability –Errors & Omissions
- Coverage to apply “per location/per project”
- Deductible to be no more than \$5,000 per claim

Umbrella Excess Liability

- \$1,000,000 Combined Single Limit of Liability Per Occurrence
- \$2,000,000 General Aggregate Limit
- Coverage – at a minimum coverage will be at least as broad as the underlying primary policies and will “follow form” on:
 - o Additional Insured
 - o Aggregate Per Project
 - o Sexual abuse and molestation coverage i.e. no limitations or exclusion

The Lawrence Township Board of Education shall be named “Additional Insured” with respect to the project.

3. BUSINESS REGISTRATION CERTIFICATE: N.J.S.A. 52:32-44

The Firm shall provide a New Jersey Business Registration Certificate issued by the Department of Treasury with its proposal as required by N.J.S.A. 52:32-44. Any consultants hired by the Firm shall provide their Business Registration Certificate to the Firm, who shall forward it as required by N.J.S.A. 52:32-44.

No contract shall be entered into by any contracting agency unless the Firm provides a copy of its business registration in accordance with the following schedule:

- (1) In response to a request for proposals or a request for proposals, at the time a proposal or proposal is submitted; or
- (2) For all other transactions, before the issuance of a purchase order or other contracting document. In its sole discretion, the contracting unit may waive this requirement if a business registration has been previously provided to the contracting agency.

4. AWARD OF CONTRACT: N.J.S.A. 18A:18A-36-40.

See details herein.

5. INDEMNITY:

- 1.1. The successful Firm shall indemnify, protect, defend and save harmless the Board, as well as its respective Board members, administrators, agents, servants, officers, directors and employees, from and against any loss, damage, injury, cost or expense; and from and against any claim, demand, liability, lawsuit, judgment, action or other proceeding arising, or claimed to arise from, in connection with, or as a result of any of the following:
 - a. the negligent acts or omissions of the successful Firm, its agents, servants, officers, employees, subcontractors or any other person acting at the request of the successful Firm, subject to its direction, or on its behalf;
 - b. the loss of life or property, or injury or damage to the person, body or property of any person or persons whatsoever, that arises or results directly or indirectly from the negligent performance of services under this Agreement by the successful Firm, its agents, servants, officers, employees, subcontractors or any other person acting at the request of the successful Firm, subject to its direction, or on its behalf;
 - c. any gross negligence, default or breach by the successful Firm, its agents, servants, officers, employees, subcontractors or any other person acting at the request of the successful Firm, subject to its direction, or on its behalf; and
 - d. violation or non-compliance with federal, State, local or municipal laws, regulations, ordinances or building codes arising from the performance or non-performance of the successful Firm, its agents, servants, officers, employees, subcontractors or any other person acting at the request of the successful Firm, subject to its direction, or on its behalf.
- 1.2. The foregoing indemnification obligation is not limited by the insurance obligations contained herein.
- 1.3. The provisions of this section shall survive the termination of the contract.

6. TERMINATION:

Either party may terminate this agreement for reasons approved by the Board upon 60 calendar day's written notice to the other party. The Board shall only be responsible for payment up to the effective date of termination. Upon termination of the contract, the board may complete any unfinished work and place a claim for the cost of said work against the Firm. The board of education reserves the right to stop work at any time during the contract for good cause.

If, through any cause, the successful firm shall fail to fulfill in a timely or proper manner obligations under this contract, or if the Firm shall violate any of the requirements of this contract, the Board shall thereupon have the right to terminate this contract by giving written notice to the Firm of such termination and specifying the effective date of termination.

Such termination shall relieve the Board of any obligation for balances to the Firm of any sum or sums set forth in the contract. Notwithstanding, the Firm shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of the contract by the Firm. The Board may withhold payments to the Firm for the purpose of compensation until such time as the exact amount of the damage due the Board from the Firm is determined.

The Firm agrees to indemnify and hold the Board harmless from any liability to their Consultants/Engineers/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the contract by the Board under this provision.

In the case of default by the Firm, the Board may procure the articles or services from other sources and hold the Firm responsible for the excess cost.

7. BOARD OF EDUCATION'S RIGHT TO DO THE WORK:

If the successful Firm shall neglect to prosecute the work properly or fail to perform any provisions of this contract, the Board of Education, after three (3) days written notice to the successful Firm, may make good such deficiencies and deduct the cost thereof from the payment then or thereafter due to the successful Firm.

In the event the services are terminated either by the contract expiration or by termination by the Business Administrator /Board Secretary, it shall be incumbent upon the Firm to continue the services until new services can be completely operational. At no time, shall these services extend more than sixty (60) days beyond the expiration date of the existing contract. The Firm will be reimbursed for this service at the original contract rate.

8. INVOICES:

Firm is to invoice the LTBOE on a monthly basis. Invoice is to include:

- a. Total amount of contract
- b. Total amount of current invoice
- c. LTBOE purchase order #
- d. Invoice #
- e. NAME OF PROJECT
- f. % of work billed to date and % billed on current request
- g. Claimant's Certification

9. AFFIRMATIVE ACTION: N.J.A.C. 17:27

Firms will be required to provide documentation as required in Exhibit A and certificates or applications for certificates as per NJAC.

10. AMERICANS WITH DISABILITIES ACT OF 1990:

Discrimination on the basis of disability in contracting for the purchase of proposals and services is prohibited. The successful Firm is required to read Americans With Disabilities language that is part of this specification and agrees that the provisions of Title II of the Act are made a part of the contract. The successful Firm is obligated to comply with the Act and to hold the OWNER harmless.

11. TAXES, PERMITS, AND FEES:

It shall be the responsibility of the Firm to obtain permit(s) if required at his own expense from the Federal Government, state, county, municipal or other agencies which may be required for this project. If permit(s) are required for this project, it will be the responsibility of the vendor to present a copy of these permit(s) to the district before any work is to begin and that no disbursements of funds will be made until the required permit(s) copies are presented to and are on file in the Office of Buildings and Grounds.

The respective Firms shall make notification and coordinate the inspections required by governing agencies, paying all fees connected therewith, deposits and/or payments for services, including the costs and installation of utility meters, connecting equipment, etc.

The Board of Education is a local governmental unit and is exempt from taxes.

12. TRANSFER OR ASSIGNMENT:

The contract may not be subcontracted, transferred, or assigned by the Firm in whole or in part without the prior written consent of the Board of Education.

13. CLAIMS FOR EXTRA WORK: The successful Firm agrees that he will make no claim for additional payment or any other concession because of any misinterpretation or misunderstanding of the contract on his part, or of any failure to fully acquaint himself with any conditions relating to the contract.

14. FEDERAL, STATE, AND LOCAL LAWS:

The successful Firm must conform to all Federal, State and Local Laws, ordinances, codes, rules and regulations of health, public or other authorities controlling or limiting the methods, the material to be used, or actions of those employed in work of this kind. All work, labor or material necessary to comply with these laws, codes, ordinances, rules and regulations shall be performed and furnished by said successful Firm.

15. PAY TO PLAY: 6A:23A-6.3 Contributions to board members and contract awards

Starting in January, 2007, business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

No school board will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c. 83 (N.J.S.A. 19:44A-1 et seq.) to a member of the district board of education during the preceding one-year period. Contributions reportable by the recipient under P.L. 1973, c. 83 (N.J.S.A. 19:44A-1 et seq.) to any member of the school board from any business entity doing business with the district are prohibited during the term of a contract.

When a business entity referred to above 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 any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

The disclosure requirement set forth in section 2 of P.L. 2005, c. 271 (N.J.S.A. 19:44A-20.26) also shall apply when the contract is required by law to be publicly advertised for proposals.

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

**This Statement Shall Be Included with
All Bid and Proposal Submissions**

Name of Business: _____

Address of Business: _____

Name of person completing this form: _____

N.J.S.A. 52:25-24.2:

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships, apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.

Failure of the bidder/proposer to submit the required information is cause for automatic rejection of the bid or proposal

Part I

Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
- ☐ Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership
- ☐ Limited Liability Company
- ☐ For-profit Corporation (including Subchapters C and S or Professional Corporation)
- ☐ Other (be specific): _____

Part II

☐ I certify that the list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

OR

☐ I certify that no one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or that no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.

Sign and notarize the form below, and, if necessary, complete the list below. (Please attach additional sheets if more space is needed):

List Names and Addresses:

Name:	Address:
1.	
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2.	
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Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded:

“To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.”

☐ Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

OR

☐ Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent.

AND

☐ Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

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

(Affiant)

(Notary Public)

My Commission expires:

(Print name of affiant and title if applicable)

(Corporate Seal if a Corporation)

NON-COLLUSION AFFIDAVIT(NOTARIZE)

STATE OF NEW JERSEY)

COUNTY OF)

I, _____ of the City of _____ in the County of _____ and the State of _____ of full age, being duly sworn according to law on my oath depose and say that: I am _____ of the firm of _____ the bidder making this Proposal/Proposal for the above named project, and that I executed the said Proposal with full authority so to do; that said bidder had 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 the 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 commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

_____ (N.J.S.A. 52:34-15)

(Name of Firm)

Bidder's Signature

Subscribed and sworn to

(Also type or print name of bidder)

before me this _____ day

of _____ 20xx

Notary Public of

My Commission expires _____ 20xx

DEBARMENT AFFIDAVIT (NOTARIZE)

STATE OF NEW JERSEY)

COUNTY OF)

I, _____ of the City of _____ in the County of _____ and the State of _____ of full age, being duly sworn according to law on my oath depose and say that: I am _____ of the firm of _____ the bidder making this Proposal/Proposal for the above named project, and that I executed the said Proposal with full authority so to do; that said bidder is not included on the State Treasurer's, the Financing Authority's, the Development Authority's or the Federal government's List of Debarred, Suspended or Disqualified Bidders as a result of action taken by any State or Federal agency.

(Name of Firm)

Bidder's Signature

Subscribed and sworn to

(Also type or print name of bidder)

before me this _____ day

of _____ 20xx

Notary Public of

My Commission expires _____ 20xx

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)
N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows: The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause. The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act. The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2. 12 EXHIBIT A (Cont) The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions. The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents: Letter of Federal Affirmative Action Plan Approval; Certificate of Employee Information Report; or Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: [http:// www.state.nj.us/treasury/contract_compliance/](http://www.state.nj.us/treasury/contract_compliance/). The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

Company Name: _____
Signature of authorized bid submitter: _____
Name of Person signing bid: _____

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Required Pursuant To N.J.S.A. 19:44A-20.26

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

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

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

_____ Signature	_____ Printed Name	_____ Title
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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)

Quote Number: _____ Bidder / Offeror: _____

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 _____
Description of Activities _____
Duration of Engagement _____ Anticipated Cessation Date _____
Bidder/Offeror Contact Name _____ Contact Phone Number _____

Delete

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 the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Do Not Enter PIN as a Signature

Title: _____ Date: _____

PROPOSAL PAGE:

Proposal for the work described herein \$_____ (Base contract)

Written in words: \$_____

COMPANY NAME AND ADDRESS OF CONTRACTOR (Type or Print)

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL (Also, Type or Print)

I certify that I am an authorized representative from the above named company with full authority to bind the company to the terms and conditions of this quote. I have read the specifications and drawings and agree to all conditions set forth therein.

Signature

Date

Telephone Number

Printed Name, Title

Email

EXCEPTIONS: LIST ALL EXCEPTIONS HERE

QUESTIONS ASKED BY POTENTIAL BIDDERS: ANSWERS GIVEN TO ALL HOLDERS OF THIS SPECIFICATION.

There was only one question submitted.

Vendor Question #1:

Background: Under paragraph A. *Scope* and paragraph H. *Background searches*, the Board states that the bidder “shall also conduct background searches on all candidates” and “shall be responsible for conducting background checks on candidates”.

Question: What are the expectations and requirements for the type, breadth and depth of background checks/searches requested by the Lawrence Township Board of Education?

Board’s Answer #1:

The Lawrence Township Board of Education is relying on the professional discretion offered by the responding search firm as it relates to the type, breadth, and depth of the background searches and checks. The Board believes that the search firm should apply its proffered expertise in a manner that brings the most qualified candidates forward for consideration while at the same time respecting the candidate’s privacy and protecting the Board’s interests.