



The Newark Public Schools
Division of Financial Services
Purchasing/Warehouse Department
765 Broad Street, 2nd Floor
Newark, New Jersey 07102-3091
973-733-6549
Fax: 973-733-6600



A. Robert Gregory
Interim State District Superintendent

Sherelle Spriggs
Director of Support Services

February 16, 2018

Hazard, Young, Attea & Associates
1475 E. Woodfield Road, 14th Floor
Schaumburg, IL 60173
Attn: Therese Meyer

RE: Contract #8862

Dear Sir/Madam,

I have enclosed the executed contractual agreement by the State District Superintendent.
The contractual agreement will be in effect until January 15, 2019.

Sincerely,

Chantal Scott

Chantal Scott
c3scott@NPS.K12.NJ.US
Office of Purchasing

cc: Strategic Sourcing Analyst
Enclosures

THE NEWARK PUBLIC SCHOOLS, NEWARK, NJ
DEPARTMENT OF PURCHASING/WAREHOUSING

CONTRACT AGREEMENT

This agreement made this 16th day of January 2018, between **THE NEWARK PUBLIC SCHOOLS IN THE COUNTY OF ESSEX**, hereinafter called the "District", and

Hazard, Young, Attea & Associates, Tax TD# 27-0092348
1475 E. Woodfield Road, 14th Floor, Schaumburg, IL 60173
Attn: Therese Meyer

Hereinafter called the "Contractor", WITNESSETH:

1. The Contractor hereby agrees to furnish and supply to the District at the time or times and at the place or places specified herein and in full compliance with the requirements of the specifications contained in the following documents which are hereby incorporated by reference, Resolution #8862, attached as Exhibit "A", District's Request for Proposal, attached as Exhibit "B", Contractor's Proposal, attached as Exhibit "C", and this Agreement herein for:

Superintendent Search Firm – Request For Proposal #8862

The foregoing terms "furnish and supply" shall be deemed to retain a search firm for the District's Superintendent search. The Contractor agrees to do all things required by the Contractor under the provisions of said Resolution #8862, attached as Exhibit "A", Contractor's Proposal, attached as Exhibit "C", Vendor's Pricing Form as outlined in Vendor's Proposal, and this Agreement. "The District's contract provisions entitled 'Certifications, Representations, and Special Conditions,' which have been incorporated into the present Agreement, shall govern with respect to and take precedence over any conflicting provisions in any other agreement contained therein."

2. The terms of this Agreement shall be from January 16, 2018 through January 15, 2019. Under no circumstances will the total amount of funds authorized to this Agreement be exceeded. The Contractor shall not incur costs that exceed the amount specified in the Agreement. The Newark Public Schools is not responsible for services performed without an authorized purchase order, and only the issuance a purchase order authorizes the performance of services. The District is under no obligation to pay for services that exceed the amount of funds authorized on its purchase order, or the total amount specified in the Agreement without written approval from the District's Director of Support Services and the State District Superintendent.

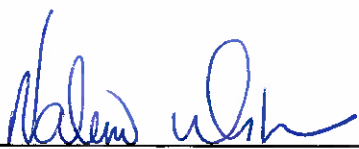
3. The District agrees to pay to the Contractor and the Contractor agrees to accept in full payment for services identified in paragraph "1" above, and for the full and satisfactory performance of all of the Contractor's obligations hereunder, as outlined:

- The Contractor will invoice in accordance with the Pricing Form as outlined in Contractor's Proposal and Pricing Form, attached as Exhibit C.
- The full contract amount shall not exceed Sixty Six Thousand Seven Hundred Dollars (\$66,700.00).

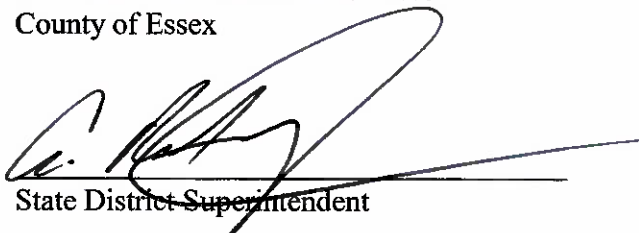
IN WITNESS WHEREOF, the District has caused this Agreement to be signed by the State District Superintendent School Business Administrator, and the said Contractor has caused this Agreement to be signed by its authorized officer.

Reviewed as to Legal form:


Office of General Counsel


School Business Administrator

The Newark Public Schools in the
County of Essex


State District Superintendent

Hazard, Young, Attea & Associates
Name of Contractor

By: 
SIGNATURE OF AUTHORIZED OFFICER

Print Name: LOUIS A. GATTA

Title: OFFICER + COB

ATTEST:


Witness SIGNATURE OF COMPANY EMPLOYEE

Resolution, attached as Exhibit "A"



Newark Public Schools

AGENDA ITEM

Meeting Date: 1/16/2018 - 7:00 PM
Category: Finance
Type: Action
Subject: 10.1 Award of 8862 Superintendent Search Firm Request for Proposal

Strategic Plans:

Policy:

Enclosure: EUS Declaration

File Attachment:

 8862 EUS Declaration.pdf



Summary: WHEREAS, the Newark Public Schools received proposals on Tuesday December 12, 2017, after public advertising for Superintendent Search Firm Request for Proposals, proposals were issued to twenty two (22) vendors with three (3) vendors responding; and

WHEREAS, the District is authorized to enter into an agreement for extraordinary unspecifiable services in accordance with NJSA 18A:18A-5a (2);

WHEREAS, the contract period is for a one (1) year period; and

WHEREAS, the proposals were evaluated by staff members of Newark Public Schools to ensure that the respondents were scored by a criteria including experience, cost, and capacity to serve to Newark Public Schools. The committee has selected the finalists identified below as the best qualified vendor based on the response to the District's request for proposal; and

WHEREAS, the recommendation for award has been reviewed and approved by Larisa Shambaugh, Chief Talent Officer.

Funding : Subject to availability of funds.
Acct. #10-11-251-592-317-000-000

Recommendation to School Board NOW THERE BE IT RESOLVED that the Advisory Board accepts and approves the awards of term contract for Superintendent Search Firm Request for Proposal as follows:

Hazard, Young, Attea & Associates, IL @ an amount to not exceed 66,700.00

EXPLANATION: To retain a search firm for the District's Superintendent search. Subject to availability of funds.

Approvals:

Recommended By:

Signed By:

Sherelle Spriggs - Senior Purchasing Manager

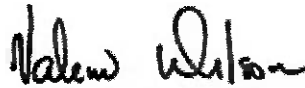
Signed By:

Henry Boamah - Principal Fiscal Analyst

Signed By:



Larisa Shambaugh - Chief Talent Officer



Signed By:

Valerie Wilson - School Business Administrator



Signed By:

Christopher D. Cerf - Superintendent

Vote Results:**Original Motion**

Member **Crystal Fonseca** Moved, Member **Kim Gaddy** seconded to approve the **Original** motion 'NOW THERE BE IT RESOLVED that the Advisory Board accepts and approves the awards of term contract for Superintendent Search Firm Request for Proposal as follows:

Hazard, Young, Attea & Associates, IL @ an amount to not exceed 66,700.00

EXPLANATION: To retain a search firm for the District's Superintendent search. Subject to availability of funds.'. Upon a Roll-Call Vote being taken, the vote was: Aye: **6** Nay: **0**.
The motion **Carried 6 - 0**

Crystal Fonseca	Yes
Josephine Garcia	Yes
Kim Gaddy	Yes
Leah Owens	Yes
Reginald Bledsoe	Yes
Tave Padilla	Yes

**STANDARD CERTIFICATION DECLARATION FOR AN EXTRAORDINARY
UNSPECIFIABLE SERVICE**

TO: Members of the Governing Body

FROM: Office of Talent

DATE: January 16, 2018

SUBJECT: This is a contract for Superintendent Search

This is to request your approval of a resolution authorizing a contract to be executed as follows:

Firm: Hazard, Young, Attea & Associates

Cost: \$66,700

Duration: One year contract term

Purpose: To search, recruit and hire a new district superintendent for the Newark Public Schools, the largest school district in the state of New Jersey with specific requirements.

This is to request an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service [N.J.S.A. 40A:11-5(1)(a)(ii) and N.J.A.C. 5:34-2.3(b)]. I do hereby certify to the following:

1. Provide a clear description of the nature of the work to be done.

To assist the district in the successful and highly specialized recruitment, interviewing and hiring of a new district superintendent who will be effective in delivering services to the school district.

2. Describe in detail why the contract meets the provisions of the statute and rules:

The services to be provided as well as the employment of the successful candidate must meet the specific needs and unique institutional requirements of the Newark Public Schools which require a specialized individual as a superintendent, who will be effective in a large, urban district. The vendor that provides these services need to have a proven track record of successfully placing similar high ranking officials in urban school districts of similar size and demographics as that of the Newark Public Schools so as to avoid the needless expenditure of limited, valuable district resources on candidates who will not have a likelihood of success in this environment

3. The service(s) is of such a specialized and qualitative nature that the performance of the service(s) cannot be reasonably described by written specifications because:

The services are qualitative in nature because there are several, various unique methods and strategies that can be used by vendors to successfully recruit and staff a school superintendent. These unique services have to be provided by a vendor who has past experience with helping similar districts with recruitment and successful staffing, including the recruitment of a candidate who can effectively and successfully manage and service a large urban school district like the Newark Public Schools.

4. Describe the informal solicitation of quotations:

While the District solicited proposals utilizing public advertising, it became clear that additional criteria were necessary to determine which vendor would be effective in providing these services.

5. I have reviewed the rules of the Division of Local Government Services pursuant to N.J.A.C. 5:34-2.1 et seq. and certify that the proposed contract may be considered an extraordinary unspecifiable service in accordance with the requirements thereof.

Respectfully,

Name

Laura Q. Seng

(Signature)

Title

01/09/2018

**District's Request for Proposal,
attached as Exhibit "B"**

NEWARK PUBLIC SCHOOLS

IN THE COUNTY OF ESSEX

Sealed proposals will be received by the Newark Public Schools, Purchasing Department, Eighth Floor, in Conference Room 818, 2 Cedar Street, Newark, NJ 07102 **Tuesday, December 12, 2017 prior to 12:00 noon.**

REQUEST FOR PROPOSAL 8862

SUPERINTENDENT SEARCH FIRM

Applicable documents are obtainable beginning Tuesday, November 21, 2017, through the Newark Public Schools website: <http://www.nps.k12.nj.us/departments/purchasing/view-current-bids/> Documents are also obtainable at the Department of Purchasing, 2 Cedar Street, 8th floor, Newark, NJ 07102. Please contact Sherelle Spriggs via email at sspriggs@nps.k12.nj.us with any questions.

Bidders are required to comply with the requirements of P.L. 1975, C. 127. (N.J.A.C. 17:27).

The School District reserves the right to reject any or all proposals and waive any irregularities in the proposal process.

By order of:

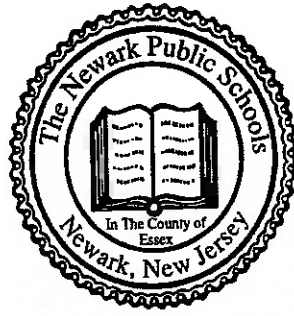
The Newark Public Schools
In the County of Essex

Valerie Wilson
School Business Administrator

To run: Tuesday, November 21, 2017

LEGAL ADVERTISING, PLEASE PRINT THE DATE THE AD IS TO RUN

PURCHASE ORDER # 18-0000574



**THE NEWARK PUBLIC SCHOOLS
2 CEDAR STREET
NEWARK, NEW JERSEY 07102**

**SUPERINTENDENT SEARCH FIRM
REQUEST FOR PROPOSALS 8862**

SUBMISSION DATE:	TUESDAY, DECEMBER 12, 2017 AT 12:00PM EST
ADVERTISED:	TUESDAY, NOVEMBER 21, 2017

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Appendices

- Proposal Pricing Form
- Proposal Submission Form
- Standard Contract – Terms and Conditions
- Political, Stockholder, and Iran Disclosure Forms

I. INTRODUCTION

The Newark Public Schools (“the District”) is beginning its search for a highly-qualified candidate for District Superintendent to start work July 1, 2018. To aid in selecting for the most qualified candidate, the District seeks to retain the services of a search firm with experience and demonstrated success in the recruitment of superintendents for school districts similar in size and demographics to Newark Public Schools. This Request for Proposal (RFP) will be utilized to select a high-quality search firm who will assist the District and specifically the School Board and Search Committee, in selecting the next Superintendent. Based on an evaluation of responses and the qualifications of the proposers, the District will select one vendor through which it will enter an agreement.

II. BACKGROUND

The Newark Public Schools, with over 60 schools, almost 6,000 employees and approximately 35,000 students is the largest and one of the oldest school systems in New Jersey. The ethnic diversity of the student population of the District with 44% African American, 36% Hispanic, and 8% white students provides a rich educational experience for our pre-kindergarten to secondary school students. Almost 80% of our students qualifying for free- or reduced-price lunch. Knowing the doors of opportunity that open through the power of education, the District seeks to ensure each and every child can choose their opportunities in college and career when they complete their time in the District.

Newark Public Schools is at a particularly unique and important moment in time. After over 20 years of being a state-controlled district, the District is on the cusp of returning to local control and seeks a Superintendent to lead through this crucial transition.

The return comes on the heels of clear demonstration of sustained progress for our system and more importantly our students. The District has demonstrated significant progress, both on building sustainable systems that keep schools and students at the center of their operations, but more importantly, on increasing the outcomes for our students. Newark students have made huge strides in math and reading achievement, with Partnership for Assessment of Readiness for College and Careers (PARCC) scores growing 11 percentage points in English Language Arts (ELA) and 7 percentage points in math in just the last two years, outpacing the state’s growth in both subjects. In addition, when comparing schools in Newark to the 37 most demographically similar districts in the state, proficiency scores rose from the 33rd percentile six years ago to the 83rd percentile in math in today and from the 44th to 81st percentile in ELA.¹ Last year, even while graduation requirements have increased, 78% of students graduated on time, up from a graduation rate of 61% in 2011. In all, 75% of last year’s graduating class earned admission to a two- or four-year college, with a number of students attending top universities. Lastly, and

¹ Margolis, J. (2017, October), *Progress in Newark’s Schools from 2010 to 2017*,

perhaps most importantly, Newark has seen a drastic improvement in outcomes for low-income and minority students. Low income students in Newark now outperform their peers in nearly every big city in the country that takes the PARCC exam, and the achievement gap between African American students and their peers has shrunk significantly; today, there are three times as many African American students attending schools that beat the state average as there were in 2009.

Beyond the district, the city of Newark led by Mayor Ras Baraka, strong community organizers, and civic and business leaders is a city on the rise. As the city of Newark continues to build a strong economic base and to expand its cultural offerings for residents and visitors alike, the District joins the city at an exciting time of growth and opportunity.

The State has been tracking the District's progress as well, and, acknowledging the improvement and growth the District has made, the New Jersey State Board of Education voted in September 2017 to begin the process of returning authority and power to the locally-elected school board. This will mean that, upon the creation of a Transition Plan, the District will be governed by the locally-elected nine-member Board of Education.

The District is proud to see the acknowledgement of our progress, but also recognizes that the work is not yet done. Indeed, in this transition, the selection of a Superintendent will be among the most significant decisions the district's Board of Education will make. The Superintendent, selected by and reporting to the Board of Education, will recommend all policies to the Board, oversee educational programing and evaluation of staff for the District, develop and administer the budget, and manage the day-to-day administration of the District.

III. SCOPE OF SERVICES

This Request for Proposal (RFP) seeks responses from experienced and qualified individuals, organizations, and/or firms specializing in assisting with employment searches for administrators of educational organizations. The Superintendent Selection Committee, comprised of members from the Board of Education as well as local community members will work with the selected firm to develop a Superintendent search process and a timeline for the search activities.

Duties and activities will include:

- Meeting and working with designated stakeholders, including Board Members, members of the Selection Committee, and District staff;
- Development of timeline and plan for recruitment, selection, and communications;
- The creation of a position description and qualifications, after discussion and feedback from stakeholders about the preferred background, experience, and characteristics;
- Conducting key aspects of the recruitment process required for the search, such as advertising nationally and providing assistance with coordination of logistics for finalist interviews;

- Identification and assessment of high-quality candidates based on established criteria through a national search;
- Creation of candidate profiles and support for client in preparation and debriefing for candidate interviews;
- Conducting thorough background checks and collecting all relevant information on potential candidate(s) that might negatively impact the District or the candidate's professional reputation; and
- Securing a satisfactory conclusion to the search with the selection of a Superintendent who can lead the District to continued progress.

IV. MINIMAL QUALIFICATIONS

All proposals will be evaluated to determine whether they meet the following Minimum Qualifications:

1. A minimum of five (5) years of conducting searches for superintendents of school districts and leaders of educational organizations, including experience in working with large urban school district(s), with a preference for additional years of experience.
2. Demonstrated success (i.e. retention) of placed superintendents
3. Possession of New Jersey Business Registration Certification or consent to secure same.
4. Experience and expertise in assisting schools and districts with high poverty, special populations, and the demonstrated cultural sensitivity of individuals providing services.

PROPOSALS THAT DO NOT CLEARLY EXHIBIT ALL OF THE ABOVE WILL NOT BE FURTHER EVALUATED.

V. PROPOSAL REQUIREMENTS

A complete proposal in response to this solicitation will consist of two parts: (1) the Program Proposal and (2) the Cost Proposal. This section describes the information that should be included in each component of the Proposal.

Please note that Program Proposals should not exceed fifteen (15) pages in length. Proposal must be written in Times New Roman, 12 pt font and 1.5 line spacing. No hard binders and no staples please; please use binder clips only to collate the documents. We encourage respondents to respond concisely with focus on the elements described in this section. Additional information can be included in an Appendix, but potential partners will be primarily evaluated based upon the information in the Program Proposal unless otherwise noted.

PROGRAM PROPOSAL

The Program Proposal includes details of how your organization proposes to address the required scope of services and the resources it brings to this service delivery. It is required that you organize your program proposal in the following four sections: Minimum Requirements, Proposed Services and Work Plan, Organizational Capacity, and Demonstrated Effectiveness.

1. MINIMUM REQUIREMENTS

In this section, provide information addressing the Minimum Requirements outlined in Section IV of the RFP. You may provide documentation related to the Minimum Requirements as an attachment to your proposal (see Proposal Checklist in Section IV).

2. PROPOSED SERVICES AND WORK PLAN

Work Plan

This section of the narrative must be a detailed, clear, and concise description of your proposed process for conducting a superintendent search. Your proposal should show a clear understanding of the services requested and demonstrate how your plan will address the scope of services outlined. All proposals should include a detailed plan to achieve these duties.

Specifically, the following elements must be included in the proposal:

- The individual/organization/firm's approach that sets them apart from other search firms.
- An outline of activities for assisting the Board/District in the search and selection of a Superintendent.
- An explanation of the recommended process for involving key stakeholders (the Board, school district staff, community members, etc.) in the selection process.
- A recommended timeline for carrying out the search and selection process. (Note: The current goal is to have a selected Superintendent for the start of the 2018-19 school year.)

3. ORGANIZATIONAL CAPACITY

Entities responding to the solicitation must provide a description of its organizational capacity to deliver the scope of services required. Strong preference will be given during the evaluation of proposals to organizations that demonstrate such experience and propose key personnel to be assigned who show similar documented experiences required.

1. Provide a brief summary of the proposing organization including year of founding, number of employees and location of offices.
2. Respondents must provide a list of all personnel to be assigned to the contract. This list will identify the labor category of each individual assigned and provide a summary of each individual's function and role in providing services.
3. Résumés must be submitted for up to 5 individual assigned to the contract as identified on the comprehensive list of personnel. Résumés should be constructed to emphasize relevant qualifications and experience of the individuals assigned in successfully

providing services of a nature similar to those required including working with schools and districts facing challenges similar to the challenges facing NPS. Please include these in the Appendix.

4. The respondent must submit a comprehensive chart showing the hours proposed to attain the goals/activities described in the Work Plan.
5. Describe the firm's financial and administrative capacity to deliver the proposed services. A financial statement for the most recent fiscal year should be included as an attachment in the Appendix.
5. Provide an organizational chart for the overall company responding to the RFP, showing the specific members of the organization slated to work on this project.

4. DEMONSTRATED EFFECTIVENESS

In this section, please outline why your organization/firm/individual has the required experience in conducting successful superintendent searches. (The District reserves the right to verify any experience presented.)

1. Describe briefly the evidence of your successful superintendent search services, including examples of urban school districts with which you have partnered.
2. Provide details of methods used and outcomes, including retention data.
3. Provide information for a minimum of three (3) client references. For each reference, please provide the name and position, organization, contact information, a brief description of the services provided, and a timeframe for when the services were delivered.

COST PROPOSAL

Please provide this information using the **Cost Proposal Form** attached. **Prices must include all of your costs.**

It is imperative that you use the form and/or format provided. Failure to do so may result in rejection of the proposal. Evaluators must be able to compare pricing and services uniformly. Please propose pricing per unit of service. **Prices should include all of your costs.**

The District reserves the right to review the records used for your cost calculations supporting your prices prior to entering into a contract with you.

VI. CONTRACT PERIOD

The **contract is for up to one (1) year** from the date of award. The District reserves the right to make an award for all or some of the services proposed each vendor. Pricing on all services shall remain as submitted. Please review the attached standard contract terms and conditions.

VII. PROPOSAL EVALUATION PROCESS

Evaluation Process

- All proposals received by Newark Public Schools will be reviewed to determine if the proposal meets all of the submission requirements and Minimum Qualifications prescribed in this solicitation. An Evaluation Committee comprised of qualified professionals will review and evaluate each proposal, applying the evaluation criteria provided below.
- The Newark Public Schools reserves the right to verify information contained in a proposal.
- The District will require the finalist(s) to make a demonstration of their services as an oral presentation in person in support of their proposal. Respondents must be available for presentation on dates within one to two weeks of submission of the proposal, at dates selected by the district.
- All commitments made in the proposal shall become a part of any resultant contract. The final contract shall represent the terms and conditions of the agreement.

CONSENT TO THIRTY-DAY EXTENSION FOR AWARDING OF BIDS

THE BIDDER HEREBY AGREES TO ALLOW THE DISTRICT THE RIGHT TO EXTEND THE DATE FOR THE AWARDING OF BID(S) FROM SIXTY (60) TO NINETY (90) DAYS. THE NINETY DAY PERIOD SHALL BE COMPUTED COMMENCING WITH THE DATE DESIGNATED AS THE FINAL DATE FOR RECEIPT OF BIDS.

SIGNATURE OF BIDDER

DATE

Evaluation Criteria

The table below will be used to evaluate each submitted proposal. The closer your proposal meets the desired criteria listed, the higher the evaluation points it will receive in the related response category.

Response Category	Desired Characteristics
Program Plan	• Work plan includes a clear description of deliverables and a timeline for service delivery. • Services are based on established research and best practices
Managerial / Organizational Capacity	• Documented evidence that the organization has the human and organizational capacity to deliver proposed services.
Technical Capacity	• Organization has technical capability of customizing services to meet the needs of Newark Public Schools.
Demonstrated Effectiveness	• Documented evidence of prior successful experience in similar urban districts for delivering proposed services.
Pricing	• Pricing outlines all related costs. • Costs are appropriate for services proposed.

VIII. PROPOSAL PACKAGING AND SUBMISSIONS

It is the offerer's responsibility to ensure that it has a complete and thorough understanding of all requirements regarding the specifications prior to the submission of its proposal.

Proposals shall be enclosed in a single sealed package plainly marked with the title of proposal and solicitation number. All proposals will be firm offers and may not be withdrawn for a period of sixty (60) calendar days following the last day for acceptance. Each proposal must be signed on behalf of the offeror by an officer authorized to bind the organization.

ONE (1) CLEARLY MARKED ORIGINAL PROGRAM PROPOSAL AND COST PROPOSAL, AND SIX (6) COMPLETE/EXACT COPIES MUST BE SUBMITTED. ADDITIONALLY, ONE (1) ELECTRONIC FLASH DRIVE OF THE ENTIRE PROGRAM PROPOSAL MUST BE INCLUDED.

ALL MATERIALS MUST ARRIVE AT THE OFFICE OF THE PURCHASING, 2 CEDAR STREET, NEWARK, NEW JERSEY 07102, NO LATER THAN 12:00 P.M. ON TUESDAY, DECEMBER 12, 2017. DOCUMENTS RECEIVED AFTER 12:00 P.M. ARE CONSIDERED LATE AND WILL BE REJECTED.

ANY PROPOSAL RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL BE RETURNED, UNOPENED, TO THE BIDDER. BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF THE BID PROPOSAL AND NO BIDS SHALL BE CONSIDERED WHICH ARE PRESENTED AFTER THE PUBLIC CALL FOR RECEIVING BIDS. BIDS DELIVERED BY HAND SHOULD FACTOR TIME NEEDED FOR MESSENGER TO UNDERGO SECURITY CLEARANCE. BIDS DELIVERED BY MAIL SHOULD BE DELIVERED TO THE DISTRICT 24 HOURS PRIOR TO DEADLINE TO ENSURE RECEIPT BY THE PURCHASING DEPARTMENT BY THE BID RECEIPT DEADLINE.

IV. PROPOSER'S CHECKLIST

In order to facilitate expeditious and accurate completion of all responses, please refer to the following checklist. Please ensure that you have included each of the following documents in your response. The attachments include:

- ☐ Proposal Submission Form
- ☐ Program Proposal
- ☐ Cost Proposal
- ☐ Organizational Chart
- ☐ Political Disclosure Form
- ☐ Stockholder Disclosure Form
- ☐ W9
- ☐ Affirmative Action Certificate
- ☐ Iran Disclosure Form
- ☐ New Jersey Business Registration Certificate
- ☐ Non-Collusion Affidavit
- ☐ Consent to Thirty-Day Extension For Awarding Bids
- ☐ Supplementary Documentation (e.g., Audited Financial Statement, evaluation reports)
- ☐ Flash Drive

The District reserves the right to reject any and all proposals and the right as its option to waive or refuse to waive any defect or informality in any proposal. Any questions regarding this solicitation should be directed to Sherelle Spriggs in the Office of Purchasing in writing via email: sspriggs@nps.k12.nj.us no later than eight (8) business days prior to the proposal submission deadline. The specific section and page number to which each question refers to is to be indicated.

Superintendent Search Firm Request For Proposals 8862

Cost Proposal

THE EVALUATIVE PROCESS REQUIRES AN ASSESSMENT OF COST FOR VARIOUS SERVICES. THE OVERALL PROPOSED PRICE MAY CONTAIN ONE OR MORE COMPONENTS. THIS PRICING TABLE HAS BEEN DEVELOPED TO PROVIDE UNIFORMITY FOR EVALUATIVE PURPOSES. INDICATE PRICING AS APPLICABLE FOR SERVICES PROPOSED.

Company Name _____	
Description of Service	Fee
Percentage of Candidate's First Year Salary	
Fixed Upfront Service Charge	
Please use the space(s) provided below to identify any additional services	
Other	
Other	
Other	
Other	
Other	
Other	
Other	
Other	
Proposal Total	

All documents prepared by the Contractor under the Contract, finished or unfinished, shall become the property of the District. All travel expenses must be incorporated into the fee provided. The district will not pay for travel expenses.

Superintendent Search Firm Request For Proposals 8862
Submission Form
(Attach this form to the front of your proposal)

LEGAL NAME OF COMPANY	
STREET ADDRESS (MAIN OFFICE)	
CITY	
STATE	
ZIP CODE	
FEDERAL TAX IDENTIFICATION NO.	
NJ BUSINESS REGISTRATION CERTIFICATE (BRC) #	
<i>If not, confirm agreement to secure (BRC) by initialing here:</i>	
CONTACT PERSON FOR THIS PROPOSAL	
CONTACT PERSON'S TELEPHONE	
CONTACT PERSON'S FAX	
CONTACT PERSON'S EMAIL	
AUTHORIZED SIGNATURE	
AUTHORIZED NAME AND TITLE	
DATE OF SIGNATURE	
ARE YOU A MINORITY OR WOMEN-OWNED ENTERPRISE?	

CERTIFICATIONS, REPRESENTATIONS, AND SPECIAL CONDITIONS

The certifications, representations, and conditions listed below will be contained in the resultant contract, if any. Firms submitting a proposal in response to this Request who are not prepared to accept any of the following provisions, or wish to include additional provisions in the Contract, are required to discuss with specificity (i) the provisions to which they take exception; (ii) the reasons for any such exceptions; (iii) and any substitute for (or additional) language regarding the provisions to which exception is taken. The District will evaluate any such exceptions, make such adjustments in the proposer's rating as it deems appropriate, and determine in its sole discretion whether to accept such exceptions and/or additional provisions. In any event, the terms contained in this Certifications, Representations and Special Conditions section will govern and take precedence over any other terms contained in any other contract that may be referenced as part of or incorporated into this contract.

I.1. Order of Precedence - If there are any inconsistencies in this solicitation, the Special Conditions section shall take precedence over the General Conditions section.

I.2. Inspection and Audit - The District, upon reasonable written notice, shall have access for the purpose of audit and investigation to any and all non-privileged books, documents, papers and records of the Contractor, which pertain to the Contract or the project undertaken pursuant to the Contract.

The Contractor agrees to maintain adequate fiscal records and shall maintain records of time and expenses in regard to Contractor personnel performing Contractor's obligations under the Contract. At such time records shall (i) include the number of hours worked by each staff level; (ii) shall itemize the hours worked by each staff level; and (iii) shall itemize the hours worked by each professional performing the Contractor's obligations under the Contractor.

Pursuant N.J.S.A. 52:15C-14(d), the contractor shall maintain all documentation related to products, transactions or services under this contract for a period of five year from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request. (OK 06.06.14)

I.3. Changes and Amendments - Changes which affect the scope of work, period of performance, expenses, and the like, shall not be valid or enforceable against either party unless in writing and signed by an authorized officer of both parties.

I.4. Confidentiality and Ownership - All information and data gained from review of the District's operations or interviews with the District's personnel shall be deemed confidential. The Contractor shall keep such data confidential and agrees not to make use of such data other than for its performance under the Contract. The Contractor shall not divulge to any third party any of the proceedings without the prior written consent of the District. The Contractor's obligations to maintain confidentiality shall survive any termination, cancellation or completed performance of the Contract.

All documents prepared or assembled by the Contractor under the Contract are confidential and proprietary information of the District and the Contractor agrees that they shall not be made available to any individual or organization without the prior written approval of the District.

I.4.1 Confidentiality - Both parties and their agents agree to maintain all client information confidentially in accordance with all New Jersey state and federal laws and regulations, including but not limited to, the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Family Educational Rights and Privacy Act ("FERPA"), Federal Regulations (42 CFR-Part 2 and 42 CFR-Parts 160 & 164), and the N.J. Children of Substance Abusers Legislation of 1999 (N.J.S.A. 18A:40A-7.1) It is specifically acknowledged and agreed upon by that parties that willful or negligent unauthorized disclosure of personal information in Education Records by Contractor to any unauthorized person or third party shall entitle NPS to seek any remedies available to NPS at law or in equity and to terminate any services or agreement for services immediately.

I.5. Independent Contractors - Both parties in the performance of the Contract will be acting in an independent capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be deemed or construed to be the agents or employees of the other party for any purpose whatsoever.

I.6. Covenant Against Contingent Fees - The Contractor warrants that it has not employed any person to solicit or secure the Contract upon any contract for a commission, percentage or contingency fee. Breach of this warranty shall give the District the right to terminate the Contract or, at its discretion, to deduct from the Contractor's compensation the amount of such commission, brokerage or contingent fees.

I.7. Certificate and Release - Prior to final payment under the Contract the Contractor shall execute and deliver to the District a "Certificate and Release" in a form acceptable to the District. The Certificate and Release shall contain a release of all claims against the District by the Contractor under and by virtue of the Contract (other than such claims, if any) as may be specifically excepted by the Contractor as stated amounts set forth therein.

I.8. Nondiscrimination - In connection with the performance of work under this Contract, the contractor agrees as follows:

- (i) the contractor, 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, 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 Contract Compliance Officer setting forth provisions of this non-discrimination clause;
- (ii) the Contractor or sub-contractor 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;
- (iii) the Contractor or sub-contractor, where applicable, will send to each labor union or

- representative of workers with which it has a collective bargaining agreement or other Contract or understanding, a notice, to be provided by the Public Agency Contracting Officer advising the labor union or workers' representatives 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;
- (iv) the Contractor or sub-contractor, where applicable, agrees to comply with any 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.
 - (v) the Contractor or sub-contractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by Section 5.2 of the regulations 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 Div. of Contract Compliance & EEO Office pursuant to Section 5.2 of the regulations promulgated by the treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time;
 - (vi) the Contractor or sub-contractor agrees to inform in writing all recruitment agencies, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices;
 - (vii) the Contractor or sub-contractor 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 court decisions;
 - (viii) the Contractor or sub-contractor agrees to revise 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, 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.
 - (ix) the Contractor and its sub-contractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO Office as may be requested by the office from time to time in order to carry out the purpose of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

I.9. Workers' Compensation Insurance - All personnel assigned to this project by the Contractor shall be deemed to be employees, agents and representatives of the Contractor for any and all purposes. The Contractor agrees to maintain Workers' Compensation Insurance for all employees of the Contractor working on the District's premises. The Contractor shall during the course of performance of the Contract maintain such insurance that will protect the District from any and all claims and liabilities for damages for personal injury. The Contractor agrees to provide the District with appropriate insurance certificates evidencing such insurance immediately after execution of the Contract and prior to starting work. Except in instances where immediate medical attention is required, if any employee, agent and/or representative of Contractor becomes injured while on District property, Contractor agrees that said employee, agent or representative must contact the

Contractor for instruction with regard to Workers Compensation procedures and that Contractor will not look to the District for any costs associated with Workers Compensation claims.. (OK 06.06.14)

I.10. INSURANCE REQUIREMENTS

The Contractor shall procure and maintain for the duration of the contract commercial insurance against claims for injuries to persons and/or damages to property which may arise from or in connection with the performance of work hereunder by the contractor, his agents representatives, employees or subcontractors. Prior to commencing work under this contract, the Contractor shall provide the Newark Public Schools with a Certificate of Insurance. The Certificate of Insurance is to be signed by a person authorized by the insurer to bind coverage on its behalf. The Certificate of Insurance shall be delivered to the District's Director of Business Services and approved by the District's Risk Manager, before work under the contract commences.

Prior to the start of work, the Contractor (and if applicable the sub-contractor) must submit a Certificate of Insurance as evidence that the following insurance coverage's are in place for the duration of the contract. The Contractor will secure the required insurance at their expense. The Certificate of Insurance must contain the following information: Name of Insurance Company, insurance policy number, policy period, limits of liability, deductibles if any.

The Newark Public Schools is to be added as an **additional insured** but only as our interest may appear on all Certificates of Insurance.

MINIMUM SCOPE AND LIMITS OF INSURANCE

- A. Comprehensive General Liability Insurance including Completed Operations Coverage, covering bodily injury, personal injury and property damage. Limits of Liability shall be not less than \$1,000,000 Combined Single Limit.
- B. Workers' Compensation and Employers Liability Insurance as required by the State Law of New Jersey.
- C. Commercial Automobile Liability Insurance, with limits of liability not less than \$1,000,000 Combined Single Limit.

I.11. Termination of the Contract - at any time after the execution of the Contract between the District and the Contractor, the District may terminate the service provided by Contractor without penalty. The Contractor shall be notified by the District in writing via certified or registered mail, return receipt requested, of any partial or complete termination of the Contract. Accordingly, the Contractor's services shall be halted ten (10) days after actual receipt of notice and the Contract will be terminated in accordance with the District's notice. In such event, all documents prepared by the Contractor under the Contract, finished or unfinished, shall become the property of the District, and the Contractor shall be entitled to be paid for the work done up until the date of termination.

I.12. Non-assignment - The Contract and the rights and duties hereunder shall not be assignable by the parties except upon written consent of the other party(ies).

I.13. Promotional Literature - The Contractor agrees that the term "Newark Public Schools" or any derivation thereof shall not be utilized in any promotional literature, advertisement or client lists

(excluding proposals) without the express prior written consent of the District.

I.14. Captions and Paragraph Headings - Titles and headings shall be for convenience only. Any conflict between the titles/headings and the text shall be resolved in favor of the text.

I.15. Notices - Any notice or other communication, including a change of address or change of contact, shall be in writing and mailed to the contact's address via certified or registered mail, return receipt requested, and to the attention of the parties, set forth below:

If to the Contractor:

If to the District:

Director of Support Services
Newark Public Schools
2 Cedar Street
Newark, New Jersey 07102

I.16. *All vendors wishing to do business with Newark Public Schools must be registered with the State of New Jersey and provide proof of registration by attaching a copy of their Business Registration Certificate (BRC) issued by the State of NJ Division of Revenue.*

Pursuant to N.J.S.A. 52:32-44 as amended by P.L. 2004 – Chapter 57, all bidders shall submit with their bid 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 bid package shall be cause for the rejection of the entire bid. *Proof of registration must be received before the contract is issued for non-bid contracts.*

The Contractor, which is a corporation or unincorporated association, must file a certificate evidencing the fact that it is authorized to do business in the State of New Jersey. The Contractor conducting business under an assumed name must file a County Clerk's certificate to conduct business under such assumed name. The Contractor conducting business as a partnership must file a County Clerk's certificate evidencing the filing with such Clerk of a certificate of partnership.

If the Contractor is an IRS registered 501 (c) non-profit organizations and/or governmental agency, the contractor will be exempt from this requirement and therefore does not need to submit a Business Registration Certificate.

I.17. Contractor's Assets - The Contractor must be prepared to prove to the satisfaction of the District that it has net liquid assets available for the proposed contract in an amount equal to fifteen percent (15%) of the aggregate of its bid. The District does not regard credit, borrowed money, equity in real estate, life insurance, reserves representing prepayment of taxes and other expenses, equipment, deposits held as security for other contracts, the capital of proposed subcontractors and similar items, as liquid assets available for this work. The Contractor is expected to be financed adequately so as to promptly pay all labor and materials as such obligation become due, to avoid the necessity for assignment of any monies payable to the Contractor hereunder.

I.18. New Jersey Law - The Contract shall be governed by and construed in accordance with the laws of the State of New Jersey. Any and all proceedings relating to the subject matter hereof shall be maintained in the courts sitting in New Jersey, which courts shall have exclusive jurisdiction for each purpose. The parties hereto hereby consent to submit themselves to the jurisdiction of such courts with respect to any proceedings arising out of, under or related to the Contract.

I.19. The Contractor shall provide proof to the District that each worker assigned to a project involving contact with children has had a criminal history background check, and that said check indicates that no criminal history record information exists on file in either the Identification Division of the Federal Bureau of Investigation or the State Bureau of Identification which would disqualify said employee from employment pursuant to N.J.S.A. 18A:6-7.1 et seq. Failure to provide proof of a criminal history background check for any employee at a contract school location will be deemed a breach of contract by the Contractor.

If it is discovered during the course of the Contract that an employee is working at a contract school location with either a disqualifying criminal history record information or no criminal history background check, said employee is to be immediately removed by the Contractor. Failure to immediately remove said employee either upon notification by the District or discovery by the Contractor shall constitute a material breach of contract. Prior of clearance by the Department of Education or a temporary waiver pending receipt of qualification to work from the Department of Education shall be provided to the District by the Contractor prior to assignment and commencement of work of each employee.

I19.1 Code of Conduct on District Property- All contractor employees must have identification prominently displayed at all times. Upon each visit, employee must report to register with security upon entering location(s). Employee must also sign out upon leaving the location(s). Contractor agrees that all employees, agents or representatives assigned to a project school location will adhere to and comply with the District's Code of Conduct including the rules of professional and ethical conduct as set forth in the District's written policies, procedures and standards of care and protocols of the District. The District reserves the right require Contractor to withdraw any employee, agent or representative from the school location in circumstances where:

- a. The employee, agent or representative's behavior is unacceptable to the District; and/or
- b. The employee, agent or representative's conduct violates District policy; and/or
- c. The employee, agent or representative's conduct is disruptive to the Distirct's operations or the learning environment.

The Contractor agrees that the District reserves the right to exclude any Contractor employee, agent or representative from its premises whose performance, conduct or state of health poses a threat or disruption to District staff or students. In the event of such action, Contractor agrees to provide full cooperation in removing the individual and replacing the individual with another acceptable employee if necessary.

I.20. Compliance with Other Laws - The Contract shall be governed by and construed in accordance with the laws of the State of New Jersey. Any and all proceedings relating to the subject mater hereof shall be maintained in the courts sitting in New Jersey, which courts shall have exclusive jurisdiction of such courts with respect to any proceedings arising out of, under or related to the Contract.

wl.21. Indemnification - In addition to any liability or obligation to the District that may exist under any other provision of this Contract or by statute or otherwise, the Contractor shall be liable to and hereby agrees to indemnify, save and hold harmless the District from and against any and all damages, lawsuits, claims, liabilities and expenses, including reasonable attorney's fees and court costs, which the District may sustain, be subject to or be caused to incur by virtue of or as a result of any settlement approved by the Contractor or of an adverse determination of any claim, demand, suit, proceeding, action or cause of action for any matter or claim that arises as a result of this Contract and the work performed under this Contract including but not limited to the following:

- a. Any negligence or willful misconduct of the Contractor, its agents, servants, employees, officers, partners, consultants or subcontractors or
- b. Any infringement of any claims copyright or patent right of reports, designs, plans, drawings or specifications furnished by the Contractor or subcontractors.
- c. This indemnification or obligation is not limited by, but is in addition to the insurance obligations contained in this contract, including but not limited to section I.9 and I.10.

I.22. Disputes - In the event of a dispute arising under the Contract, the Contractor, within thirty (30) days after such dispute shall have arisen, shall notify the District in writing of its contention and submit its claim, specifying the nature of the claim and the sum claimed. If the dispute arises before performance of the related services, the written notice shall be submitted prior to commencing such services. In any event, the Contractor shall proceed with its duties under the Contract in compliance with the instructions of the District, but such compliance shall not be deemed to be a waiver of the Contractor's right to pursue its claim, provided it has notified the District in writing as provided above.

I.23. Force Majeure - Neither party shall be responsible for any failure or delay in the performance of any obligation caused by acts of God, flood, fire, war or the public enemy, explosions, governmental regulations whether or not valid, court order or other unavoidable causes beyond their reasonable control. In the occurrence of such unforeseeable event(s), the contractor is obligated to provide written notification to the Director of its inability to render work, services and/or performance to the District as soon as possible.

I.24. Interest by Members of Local District and Local Governing body - No member, officer or employee of the District during his tenure or for one (1) year thereafter shall have any interest, direct or indirect, in the Contract or its proceeds in accordance with the Public School Ethics Act and other applicable law.

I.25. Severability - If any provision of the Contract shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall in no way be affected or impaired thereby and shall remain in full force and effect.

I.26. No Waiver - No waiver or breach of any provision of the Contract shall constitute a waiver of any other provision.

I.27. Cumulative Remedies - The remedies provided for in the Contract shall be cumulative and shall not preclude the assertion by any party of any other rights such party may have under applicable law or otherwise.

I.28. **Cost Liability** – Contractor agrees that the Newark Public Schools assumes no responsibility and has no liability for any costs incurred by bidders prior to issuance of an agreement, contract, or purchase order. Contractor also agrees that the Newark Public Schools is not responsible for services performed without an authorized purchase order and that only the issuance of a duly issued purchase order from the Newark Public Schools authorizes the performance of services. Further, the Newark Public Schools is under no obligation to pay for any services that exceed the amount of funds authorized on its purchase order, or the total amount specified in the Contract, without written approval from the District's Director of Support Services and/or the State District Superintendent. It is expressly understood by Contractor that any services performed without a duly issued purchase order authorized by the Newark Public Schools will be considered gratis and the services will be considered to have been performed free of charge for the District.

I.29. **Price Alteration** - Bid prices must be typed or written in ink or the bid will be subject to the automatic rejection provisions of the Administrative Code. Any price change (including "whiteouts") must be initialed-or that item will be disqualified. This policy is meant to protect both the District and the bidder.

I.30. DEFINITIONS

All-inclusive Hourly Rate - All direct and indirect costs shall include but not be limited to: overhead; fee or profit; clerical support; travel expenses; safety equipment; materials; supplies; managerial support and all documents; forms; and reproductions thereof. Hourly rates shall also include portal-to-portal expenses. Time spent in traveling to and from the work site and/or employee's normal workstation should not be included in the hourly rate.

1. **Bidder** - A person partnership, firm, corporation or joint venture submitting a bid response proposal for the purpose of obtaining a District contract.
2. **Contractor** - The bidder awarded a District contract to perform the tasks required by this RFP.
3. **Formal Date of Award** - Effective date of Contract and work initiation.
4. **May** - indicates something that is not mandatory, but is permissible.
5. **Must** - Indicates a mandatory requirement. Failure to meet mandatory requirements may result in the rejection of a proposal as non-responsive.
6. **Should** - Indicates something that is recommended, but not mandatory. If the bidder fails to provide recommended information, the District may, at its sole option, ask the bidder to provide the information or evaluate the proposal without the information.

I.31. **Award of Contract** - It is the preference of the District to award this project to one (1) or more firm(s). However, the District reserves the option to delete certain portions of the work effort and award them to (a) firms(s) which demonstrate(s) unique expertise in these areas.

I.32. **Commencement of Work** - The Contractor(s) will commence work upon notice to proceed in accordance with the terms of the Contract.

I.33. Prime Contractor Responsibilities

I.33.1. The District will consider the Prime Contractor to be the sole point of contact with regard to contractual matters and the Prime Contractor will be required to assume sole responsibility for the complete effort stipulated in the RFP. Payment will be made only to the Prime Contractor.

I.33.2. The Prime Contractor is responsible for assuring subcontractor compliance with all terms and conditions of this RFP. The Prime Contractor will assume sole responsibility for any payments due the subcontractor(s) under this Contract.

I.34. Ownership of Material - The District, or its representative, shall have access to the Contractor's work papers at reasonable times during the contract period. The availability of work papers and documentation should be made reasonably available at the District's request. Ownership of all data, material, and documentation (excluding work papers) originated and prepared for the District pursuant to this RFP shall belong exclusively to the District.

I.35. Restrictions against Disclosure - The Contractor agrees to keep all information about the District's deliberations and its financial records, and contracts, in strict confidence.

I.36. Responsibility of the Contractor - The Contractor is responsible for the professional quality, technical accuracy and timely completion and delivery of all deliverables and other services furnished by the Contractor under this Contract. The Contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The approval of deliverables furnished under this contract shall not in any way relieve the Contractor of responsibility for the technical adequacy of its work. The review, approval, acceptance or payment for any of the services shall not be construed as a waiver of any rights under the Contract or of any cause for action arising out of the performance of this Contract. The Contractor's obligations under this clause are in addition to the Contractor's other expressed or implied assurance under this Contract or state law and in no way will diminish any other rights that the District may have against the Contractor for faulty materials, equipment or work.

I.37. Subcontracting - The firm(s) selected will not be permitted to subcontract any work required as part of this engagement, unless prior written authorization is obtained from the District. The Contractor submits that all subcontracting firms selected are free of conflicts under the education laws of New Jersey. If any conflict exists which would disqualify a subcontractor, the Contractor agrees to save and hold the District harmless in any action stemming from such conflict in accordance with the terms specified in paragraph I.20, above.

I.38. Delivery and Damages - If circumstances beyond the control of the Contractor result in a late delivery, it is the responsibility and obligation of the Contractor to make the details immediately known to the Purchasing Division, 2 Cedar Street, Newark, NJ and the Project Manager. If the Contractor cannot meet the delivery date(s) as specified in his/her proposal, he/she shall be liable to the District to the sum of \$5000.00 per normal workday that such delivery is late. Ten percent (10%) of the Contract cost is the maximum amount of liability. These said sums should be treated as liquidated damages and not a penalty.

I.39. Effort Required Beyond the Scope of this Request For Proposal - The Contractor should be prepared to support hearings, meetings, and other activities which may result from this work

performed under the Contract resulting from this procurement.

I.40. Special Projects/Additional Work - At the request of the District, the Contractor(s) may be authorized by the State District Superintendent to perform additional activities beyond the scope of the RFP. Any such authorization shall be given in writing and is to be in accordance with the hourly rates of various skill levels supplied by the firm in its response proposal.

I.41. Project Management - General - All contractor activities to be performed under all parts of the Contract will be accomplished in consultation with, under the direction of and with the approval of the District's Project Manager. The District's Project Manager will be responsible for the approval of all deliverables for each element of the tasks and or sub-tasks in the scope of work.

I.42. Substitution of Personnel or Subcontractor

I.42.1 If, during the term of the Contract, the Contractor or Subcontractor cannot provide the management and supervisory personnel as proposed and requests a substitution, that substitution must be an approved equal or better than the original proposed personnel. The Contractor or Subcontractor will provide detailed resume qualifications and justification, which will be forwarded to the District Project Manager for written approval prior to any personnel substitution. It is acknowledged by the Contractor that every reasonable attempt shall be made to assign the personnel listed in the Contractor's bid response proposal. The District reserves the right at its sole discretion to disapprove personnel substitutions that it may deem unsatisfactory.

I.42.2. No Contractor, project or management personnel shall be permanently assigned until they have been interviewed and approved by the District's Project Manager. Personnel assigned temporarily during the start-up period must be identified and their function(s) defined.

I.42.3. In the event that any management personnel are found to be unacceptable by the District's Project Manager, or are replaced or transferred by the Contractor for any reason, the individual(s) assigned as replacement(s) shall equal or exceed in qualifications and experience the individual(s) proposed by the Contractor in their original bid response proposal.

I.42.4. In the event that the Prime Contractor desires to substitute a subcontractor, the Prime Contractor will identify the organization, officers and the contractual agreement to be made which will be forwarded to the District's Project Manager and the Executive Director, Division of Purchasing for approval prior to the commencement of any work by the recommended substitute subcontractor.

I.43. District's Option to Reduce Scope of Work

I.42.1. The District Shall have the option at its sole discretion, to consider the project, or any task or sub-task thereof, completed before all of said task or tasks have been performed, whenever, in the judgment of the District based upon results of work already performed, the goals of the project have been successfully achieved, or can be successfully achieved through a reduced scope of work. In such event, the District may reduce the scope of work for any task, tasks or portions thereof by written notice to the Contractor.

I.42.2. Upon receipt of such notification, the Contractor will submit to the District within five (5) working days an itemization of the work effort already completed by task, or subtask. In addition the Contractor must submit an itemization of the further work effort which will be required to complete the affected tasks or subtask in accordance with said notification. Upon approval of the proposed work effort by the District, the Contractor shall complete the project in accordance with said approval. The Contractor shall be compensated in accordance with the applicable portions of the cost proposal.

I.44. Suspension of Work - The Project Manager may at any time for valid reason direct the Contractor to suspend work under this approved Contract for a specific period of time. Such order shall be given by at least ten (10) days' notice in writing and shall specify the period during which work shall be stopped. The Contractor shall be paid up until the stop order but subsequent payments shall be held in abeyance until final project decision. Any permanent Contract termination shall be in accordance with paragraph I.10, above.

The Contractor, unless terminated, shall resume work upon the date specified in the stop work order, or upon such other date specified in the stop work order, or upon such other date as the Project Manager may thereafter specify in writing. The period during which work shall have been stopped shall be deemed added to the Contractor's approved schedule of performance. Stoppage of work under this section shall not, however, be construed as extending the term of the Contract unless authorized by the State District Superintendent, and shall not give rise to any claim against the District. It must be understood that all pricing proposed by the Contractor in response to this RFP must remain firm and constant during the entire Contract, and any extensions, notwithstanding the level of effort dictated by the Using Agency or the level of available funding.

I.45. Proposal Preparation and Submission Instructions - General Instructions - The bid response proposal is the District's primary vehicle for obtaining essential information on which Contract award decisions are based.

Bidders are cautioned that their failure to submit the information as required may result in a determination that the bidder's proposal is non-responsive to RFP requirements. A qualifying statement by the bidder which affects change-(s) to this RFP's Purchase Bureau Standard Terms and Conditions, Special Terms and Conditions Specifications or other RFP requirements may be regarded as non-responsive. Consequently, the bidder's eligibility for Contract award may be jeopardized. Therefore, bidders are encouraged not to take exception to the District's Terms, Conditions or Specifications. In the event that a bidder wishes to take exception to any of the District's Terms, Conditions or Specifications, such exceptions should be detailed in a cover letter to the bid response proposal and must cross reference the applicable RFP page and section reference number.

All instructions contained in the solicitation document (RFP) should be met in order to qualify for consideration for award. Proposals, which do not meet or comply with all instructions, may be considered non-responsive.

The information required to be submitted in response to this request for proposal has been determined by the Using Agency and the Purchase Bureau to be essential for use by the District in the bid evaluation and contract award process. The Director will use this information as a basis for his/her determination on contract award(s).

I.46. **Proposal Delivery and Identification** - It is the responsibility of the bidder to clearly and properly identify and label his/her bid response proposal to aid the District in properly handling the bid. The exterior of the bid submission package should be clearly labeled with the solicitation number, correct final bid opening date and solicitation name/description. Anticipate potential delivery delays by allowing adequate time for hand, postal, courier or other delivery services.

I.47. **Proposal Format and Content** - The proposal should be submitted in one volume (where practical) and that volume divided into three (3), easily identified sections as follows:

I.48. **Technical Proposal - Section 1** - This section shall describe the bidder's approach and plans for accomplishing the work outlined in the Scope of Work section. Those plans and approaches should be described in sufficient detail to permit the District to evaluate them fairly with a minimum of possible misinterpretation. Furthermore, the bidder should demonstrate and describe the effort, skills and understanding of the project necessary to satisfactorily provide the services. This section of the proposal shall contain at least the following information:

I.48.1. **Management Overview** - This section of the bidder's bid response proposal will set forth the bidder's overall technical approach and plans to meet the requirements of the RFP in narrative format. The contents of this narrative should be designed to convince the District that the bidder understands the objective that the Contract is intended to meet, the nature of the work and level of effort necessary to successfully provide the services and that the bidder's general approach and plans to provide the services are appropriate to the task(s) involved.

I.48.2 **Detailed Plans and Approach** - This section of the bidder's response proposal will set forth in detail the bidder's plans and approach for providing all services required by the Scope of Work. The bidder's response should clearly cross reference RFP section/task numbers as well as page numbers.

The contents of the bidder's response to this section should be designed to
Convince the District that the bidder's detailed plans and approach proposed to provide the required scope of work are realistic, attainable, appropriate and that the proposed plans will lead to successful provision of services.

Mere reiterations of RFP tasks are strongly discouraged, as they do not provide insight into the bidder's understanding of the ability to provide these services.

I.48.3. **Project Management** - The bidder will describe the firm's general approach to managing the project. This section will include the bidder's specific plans to manage, control and supervise the project in order to insure satisfactory provision of services in accordance with the requirements. The plan will also include bidder's approach to liaison with the District's project manager including project coordination, status meetings, status reports and the like.

I.48.4. **Project Scheduling and Control** - The bidder will propose a project schedule appropriate to the complexity of the project. The project schedule will be designed to meet the requirements of the District for project completion. If key dates for the project are included in the RFP, the bidder's schedule will reflect these dates.

The project schedule will identify the scheduled completion date for each task and sub-task required by the scope of work along with the deliverable item(s) to be submitted as evidence of completion of the tasks and sub-tasks.

The bidder will identify the project scheduling and control methodology(ies) to be used and will provide the rationale for choosing the methodology(ies).

I.48.5. Sampling Methodology - Proposals submitted in response to this RFP shall stipulate the sampling methodologies proposed to be used to complete the assessments specified in the Scope of Work.

I. 48.6. Potential Problems - This Section of the bidder's proposal will set forth a summary of problems that the bidder anticipates during the course of providing these services. For each problem identified, the bidder will provide the bidders proposed solution to that problem.

I.48.7. Information on Subcontractors (if applicable) - The bidder will comply with the requirements of the RFP Section concerning subcontracting. In addition, the bidder will supply the following detailed information concerning any subcontractors to be used in providing the required services:

- A. Name and address of subcontractor(s);
- B. Detailed description of services to be provided by the subcontractor;
- C. Detailed resumes for subcontractor personnel assigned to the project that demonstrate the individual(s) knowledge, ability and experience as it relates to the services to be provided; and,
- D. Documented experience of the subcontractor in successfully providing the services they will also supply under this Contract.

I.49. Organizational Support and Experience - Section 2 - This section shall contain all pertinent information relating to the bidder's organization, personnel, and experience, including, but not limited to, references, with contact name and telephone number, that will serve to substantiate the bidder's qualifications and capabilities to perform the services required by the RFP.

It is highly desirable that the successful bidding firm has documented experience in successfully completing similar engagements. Strong preference will be given during the evaluation of proposals to firm(s) that demonstrate such experience, and that propose individuals to be assigned to this project, that show similar documented experiences required by this RFP. It is recommended that the bidder specifically structure the references of the firm and the résumés of individuals assigned to highlight this type of experience.

This section shall contain the following information:

I.49.1. Location - Location of the bidder's office that will be responsible for managing this Contract (including telephone number and contact individual).

I.49.2. Organization Chart {Contract Specific} - Provide an organization chart, along with a written description of firm's proposed project team organization, reporting relationships, each member's role and responsibilities, proposed key staff assigned to the project, and the extent of past working relationships between team members, if any.

I.49.3. Organization Chart {Entire Firm} - An organization chart showing the bidding firm's entire organizational structure. This chart will show the relationship of the individuals assigned to this Contract to the bidder's overall organizational structure.

I.49.4. Contract Personnel - The bidder shall provide a comprehensive list of all personnel to be assigned to the Contract. This list will identify the labor category of each individual assigned and provide a summary of each individual's function and role in providing services. The bidder may also list back up staff that may be called upon to assist or replace primary individuals assigned. Back up staff must be clearly identified as back up. List similar projects completed by each individual. For each project, include all information indicated above. Describe in detail the responsibility of each individual.

I.49.5. Résumés - A résumé must be submitted for each individual assigned to the Contract as identified on the project organization chart and the comprehensive list of personnel required above. Résumés should be constructed to emphasize relevant qualifications and experience of the individuals assigned in successfully providing services of a similar nature to those required by this RFP.

I.49.6. Person-Hour/Labor Category Mix Proposed - The bidder would submit a comprehensive chart showing the person-hours proposed to meet the requirements of this RFP. This chart will be designed to correlate to the tasks and sub-tasks required by the RFP. The bidder will set forth, for each task and sub-task, the total number of person-hours, broken down by labor category, proposed to complete the project.

I.49.7. Experience of Bidding Firm on Projects of Similar Size and Scope - The bidder shall provide a comprehensive listing of projects of a similar size and scope that have been successfully completed by the bidding firm as documentation of the firm's ability to successfully undertake and complete the services required by this RFP. Emphasis should be placed on projects that are very similar in size and scope to those required by this RFP. A description of the project should be included and should show how the project relates to the ability of the firm to complete the services required by this RFP. Include the name and address of the reference together with a person to contact for a reference check and telephone number. Dates should be given for each engagement.

I.49.8. Financial Capability of the Bidder - The bidder should provide proof of the firm's financial capacity and capabilities to undertake and successfully complete the project. A financial statement for the most recent fiscal year or bank references is acceptable.

I.49.9. *Form must be submitted as required by N.J.A.C. 17:27-3. 7(a).*

- a. Div. of Contract Compliance & EEO - The bidder to whom this project is awarded will be required to submit a completed Div. of Contract Compliance & EEO Employee Information Report (Form AA302) within ten (10) days of notice of intent to award.

I.50. Cost Proposal - Section 3

I.50.1. Price Sheet - Bidders shall submit their prices on a separate sheet(s). Failure to submit all information requested may result in your bid being considered non-responsive. All bids, pricing and proposed costs submitted shall include all direct and indirect costs as well as any fringe benefits costs, taxes, permits, royalties, license fees and administrative fees and shall include but not be

limited to: fee or profit, travel expenses, materials, supplies or any other cost or expense associated with the work to be performed. All prices shall be the total prices to be paid by the District. Bidder/Contractor shall obtain and pay for all permits, licenses and inspections required, in connection with the performance of the Contract, by law, ordinances, rules or regulations of any public body, agency or authority, having jurisdiction over any matter pertaining to the performance of the Contract.

It is expressly understood that the Newark Public Schools is a tax exempt entity of the State of New Jersey. It is the responsibility of Bidders/Contractors to be informed as to the provisions of law relating to tax exemptions applicable to sales to the Newark Public Schools, regardless of whether the tax, if payable, would be chargeable to the seller or purchaser. It shall be the obligation of the Contractor to do all things necessary to effectuate such exemptions and to obtain from the appropriate governmental agencies and officers such tax waivers as are required to effectuate available exemptions. Such certificates, as may be required by law or by the rules and regulations of governmental agencies and officers to identify the District as the purchaser of specific articles in connection with application by the Contractor for tax exemptions or tax waivers on articles sold to the Newark Public Schools, may be obtained by the Contractor at the office of the Director.

It is the responsibility of the bidder/Contractor to be informed as to the provisions of law relating to the costs associated with the work to be performed during the entire duration of the contract. Should any law and/or regulation relating to the costs associated with the work to be performed under this Contract change during the term of the Contract, Contractor agrees to be responsible for any additional costs associated with said change.

I.50.2 In accordance to Title 18A:18A-36, bidders are requested to hold prices firm for a minimum of sixty (60) days in order that an award can be made. Bidder may agree to hold prices and related terms and conditions, for an additional thirty days, by signature of authorized agent on company and/or organization.

PRINTED NAME

SIGNATURE

I.50.3. Additional Work Hourly Rates - Bidders shall also provide a comprehensive listing of any and all labor categories that may be used to perform work which is additional to the services required for this project, as may be required. These rates are to be stated on Appendix A. Loaded hourly rates are to be submitted for any and all labor categories that the bidder anticipates may be required to perform all services required by this RFP. Failure to include a labor category along with a loaded hourly rate may exclude that category from eligibility to perform additional work.

***IMPORTANT NOTE:** All "hourly rates" listed are to be all-inclusive (i.e., they are to include all direct and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, material, supplies, managerial support and all documents, forms, and reproductions thereof).

I.51. Corporation of Partnership Ownership Disclosure Statement (Chapter 33, Laws Of 1977, Assembly Bill No. 22, 1976, Approved March 8, 1977)

I.51.1. No corporation or partnership 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, the cost of which is to be paid with or out of any public funds, by the State, or county, municipality or school district of any subsidiary or agency of the State, or by any authority, District, or commission which exercises governmental functions, unless prior to the receipt of the bid accompanying the bid, of said corporation or said partnership, there is submitted a statement setting forth the names and address of all stockholders in the corporation or partnership who own ten percent (10 %) or more of its stock, of any class or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding ten percent (10 %) or more of that corporation's stock, or the individual partners owning ten percent (10 %) or greater interest in that partnership, 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, exceeding the ten percent (10%) ownership criteria established in this act, has been listed. List all names and addresses of stockholders owning ten percent (10%) or greater interest in this corporation or partnership:

NAME	ADDRESS

 No stockholder owns ten percent (10 %) or greater interest in this corporation or partnership.

I.51.2 Non-Collusion Affidavit:

By signing and submitting this bid the contractor certifies that this proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly to indirectly, with any bidder or person to put in a sham bid or to refrain from bidding, and has not, in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid prices or affiant or of any other bidder, or to fix any overhead, profit or cost element of said price, or of that of any other bidder, or to secure any advantage against the person interested on the proposed Contract; and that all statements in said proposal or bid are true.

Signature of Bidder/Contractor _____

I.51.3 Disclosure of Investment Activities in Iran:

By signing and submitting this bid, the contractor has fully disclosed all relevant investiture, in Iran, of bidder, its parents, subsidiaries and affiliates in accordance to Public Law 2012 c.25. Failure to fully complete and certify by signature, the attached form will render the bid/proposal nonresponsive

I.52. MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

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

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

DURING THE PERFORMANCE OF THIS CONTRACT, THE CONTRACTOR AGREES AS FOLLOWS:

(i) the Contractor or sub-contractor, 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 identify 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.

(ii) the Contractor or sub-contractor 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.

(iii) the Contractor or sub-contractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other Contract or understanding, a notice, to be provided by the Public Agency Contracting Officer advising the labor union or workers' representatives 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;

(iv) the Contractor or sub-contractor, 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. P.L.

(v) the Contractor or sub-contractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with go faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

(vi) the Contractor or sub-contractor agrees to inform in writing its appropriate recruitment agencies, including but not limited to employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or

indirect discriminatory practices;

(vii) the Contractor or sub-contractor 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 court decisions;

(viii) In conforming with the targeted employment goals, the Contractor or sub-contractor 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, 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.

(ix) 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 Affirmation Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302

The Contractor and its sub-contractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code (NJAC 17:27)**.

I52.2 Within seven (7) days after receipt of the notification of award of contract, the Contractor will present one of the following to the District:

- (1) Letter of Federal Affirmation Action Plan Approval
- (2) Certificate of Employee Information Report
- (3) Employee Information Report Form AA302

if the Contractor cannot present "1", or "2", and the Contractor has never before applied for "2", the Contractor is required to submit a completed Employee Information Report (Form AA302). This form will be made available to Contractors by the public agency awarding the Contract. It must be submitted to both the District and the Division of Public Contracts Equal Employment Opportunity Compliance in order to apply for a Certificate of Employee Information Report.

I52.3 A Contractor's bid must be rejected as non-responsive if the successful Contractor fails to submit either "1", "2", or "3", listed in I52.2 above within the time specified.

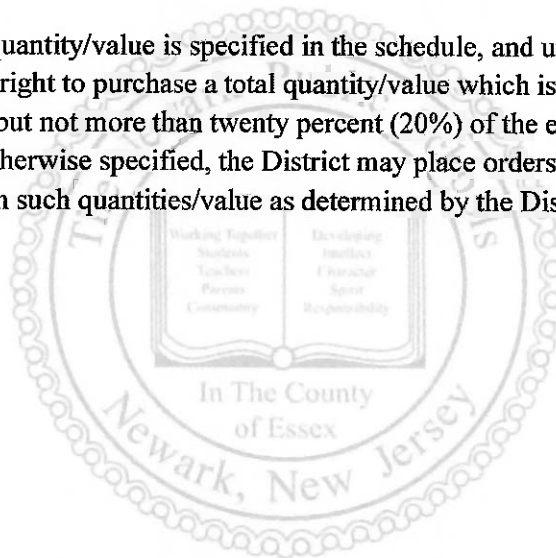
SECTION I - REPRESENTATIONS, CERTIFICATIONS AND STATEMENTS OF OFFEROR
(contd.)

I52.4 When the Employee Information report is completed by the Contractor, the copy marked "Public Agency" will be submitted to the public agency, the copy marked " Contractor " will be retained by the Contractor, and the remaining copies will be forwarded immediately to:

Div. of Contract Compliance & EEO
P.O. Box 209
Trenton, New Jersey 08625

- ___ A Vendor Div. of Contract Compliance & EEO Employee Information Report is enclosed.
- ___ A Federal Certificate of Approval is enclosed.
- ___ A Div. of Contract Compliance & EEO/Employee Information Certificate is enclosed.

I53. Where an estimated quantity/value is specified in the schedule, and unless otherwise specified, the District shall have the right to purchase a total quantity/value which is more or less than the estimated quantity/ value but not more than twenty percent (20%) of the estimated Contract quantity/value. Unless otherwise specified, the District may place orders at such times during the term of the Contract and in such quantities/value as determined by the District.



NEWARK PUBLIC SCHOOLS

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 **Contract:** _____ **Date** _____

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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A. 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)

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Vendor Name: _____ Date: _____

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

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26

County Name: Essex

State: Governor, and Legislative Leadership Committees

Legislative District #: 21, 27, 28, 29, 34, 36, 40

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Executive

County Clerk

Surrogate

Sheriff

Registrar of Deeds

Municipalities (Mayor and members of governing body, regardless of title):

Belleville Township

Bloomfield Township

Caldwell Borough

Cedar Grove Township

East Orange City

Essex Fells Borough

Glen Ridge Borough

Irvington Township

Livingston Township

Maplewood Township

Millburn Township

Montclair Township

Newark City

Nutley Township

Orange City

Roseland Borough

South Orange Village

Verona Township

West Caldwell Township

North Caldwell Borough

Board of Education (Members of the Board):

Belleville Township

Bloomfield Township

Caldwell Borough

Cedar Grove Township

East Orange City

Essex Fells Borough

Glen Ridge Borough

Irvington Township

Livingston Township

Maplewood Township

Millburn Township

Montclair Township

Newark City

Nutley Township

Orange City

Roseland Borough

South Orange Village

Verona Township

West Caldwell Township

North Caldwell Borough

County: Essex

City of Newark Board of Education (Members of the Board):

Mr. Marques-Aquil Lewis, Chairperson

Mr. Tave Padilla, Vice Chairperson

Ms. Dashay Carter

Ms. Kim Gaddy

Ms. Josephine Garcia

Ms. Crystal C. Fonseca

Ms. Leah Owens

Mr. Reginald Bledsoe

Ms. Flohisha Johnson

Ms. Gina Matos, Student Representative

Fire Districts (Board of Fire Commissioners):

None

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: _____

Date: _____

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership

☐ Corporation

☐ Sole Proprietorship

☐ Limited Partnership

☐ Limited Liability Corporation

☐ Limited Liability Partnership

☐ Subchapter S Corporation

☐ Nonprofit Organization

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this ____ day of _____, 2____.	_____ (Affiant)
(Notary Public)	_____ (Print name & title of affiant)
My Commission expires:	_____ (Corporate Seal)

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
OWNERSHIP DISCLOSURE FORM**

Solicitation Number: _____ **Bidder/Offeror:** _____

PART 1: PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR "NO" BOX.
ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO COMPLETE THIS FORM PURSUANT TO N.J.S.A. 52:25-24.2
PLEASE NOTE: IF THE BIDDER/OFFEROR IS A NON-PROFIT, THIS FORM IS NOT REQUIRED. PLEASE COMPLETE THE SEPARATE DISCLOSURE OF INVESTIGATIONS FORM.

- | | | |
|---|--------------------------|--------------------------|
| | YES | NO |
| 1. Are there any individuals, corporations or partnerships owning a 10% or greater interest in the bidder/offeror? | ☐ | ☐ |

IF THE ANSWER TO QUESTION 1 IS NO, PLEASE SIGN AND DATE THE FORM. YOU DO NOT HAVE TO COMPLETE ANY MORE QUESTIONS ON THIS FORM. IF THE ANSWER TO QUESTION 1 IS YES, PLEASE ANSWER QUESTIONS 2-4 BELOW.

- | | | |
|---|--------------------------|--------------------------|
| 2. Of those parties owning a 10% or greater interest in the bidder/offeror, are any of those parties individuals ? | ☐ | ☐ |
| 3. Of those parties owning a 10% or greater interest in the bidder/offeror, are any of those parties corporations or partnerships ? | ☐ | ☐ |
| 4. If your answer to Question 3 is "YES", are there any parties owning a 10% or greater interest in the corporation or partnership referenced in Question 3? | ☐ | ☐ |

IF ANY OF THE ANSWERS TO QUESTIONS 2-4 ARE YES, PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO QUESTIONS 2-4 ANSWERED AS "YES".

For Questions 2-4 answered "YES", you must disclose identifying information related to the individuals, partnerships and/or corporations owning a 10% or greater interest in the bidder/offeror. Further, if one or more of these entities is itself a corporation or partnership, you must also disclose all parties that own a 10% or greater interest in that corporation or partnership. This information is required by statute.

TO COMPLETE PART 2, PLEASE PROVIDE THE REQUESTED INFORMATION PERTAINING TO EITHER INDIVIDUALS OR PARTNERSHIPS/CORPORATIONS HAVING A 10% OR GREATER INTEREST IN THE BIDDER/OFFEROR. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ENTRY" BUTTON IN THE APPROPRIATE ENTITY TYPE.

Individuals	
Name: _____	Date of Birth: _____
Office Held: _____	Ownership Interest _____ %
Home Address: _____	
City _____	State _____ Zip Code _____
Are there additional entities holding 10% or greater ownership interest in the bidder/offeror and its parent corporation/partnership?	
☐ Yes or ☐ No	
Delete Entry	
Add An Additional Individuals Entry	

Partnerships/Corporations

Entity Name: _____

Partner Name: _____

Ownership
Interest _____ %

Business Address: _____

City _____

State _____

Zip Code _____

Delete Entry

Are there **additional** entities holding **10% or greater** ownership interest in the bidder/offeree and its parent corporation/partnership?

☐ Yes or ☐ No

Add An Additional Partnerships/Corporations Entry

ONCE YOU HAVE IDENTIFIED ALL PARTIES HAVING A 10% OR GREATER OWNERSHIP INTEREST IN THE BIDDER/OFFEROR AND ITS PARENT CORPORATION/PARTNERSHIPS, PLEASE SIGN AND DATE BELOW AND PROCEED TO THE DISCLOSURE OF INVESTIGATIONS FORM.

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

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

FEIN/SSN: _____

ALL BIDDER/OFFERORS SHOULD COMPLETE THE DISCLOSURE OF INVESTIGATIONS FORM

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING BIDDER FORM**

Solicitation Number: _____ **Bidder/Offeror:** _____

PART 1: PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR "NO" BOX.
PLEASE REFER TO THE PERSONS AND/OR ENTITIES LISTED ON YOUR OWNERSHIP DISCLOSURE FORM WHEN ANSWERING THE QUESTIONS BELOW.

NON-PROFIT ENTITIES: PLEASE LIST ALL OFFICERS/DIRECTORS IN PART 2 OF THIS FORM. YOU WILL BE REQUIRED TO ANSWER THE QUESTIONS BELOW WITH RESPECT TO THESE INDIVIDUALS.

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Has any person or entity listed on this form or its attachments ever been arrested, charged, indicted, or convicted in a criminal or disorderly persons matter by the State of New Jersey (or political subdivision thereof), any other state or the U.S. Government? | ☐ | ☐ |
| 2. Has any person or entity listed on this form or its attachments ever been suspended, debarred or otherwise declared ineligible by any government agency from bidding or contracting to provide services, labor, materials or supplies? | ☐ | ☐ |
| 3. Are there currently any pending criminal matters or debarment proceedings in which the firm and/or its officers and/or managers are involved? | ☐ | ☐ |
| 4. Has any person or entity listed on this form or its attachments been denied any license, permit or similar authorization required to engage in the work applied for herein, or has any such license, permit or similar authorization been revoked by any agency of federal, state or local government? | ☐ | ☐ |

IF ANY OF THE ANSWERS TO QUESTIONS 1-4 ARE YES, PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW.
IF ALL OF THE ANSWERS TO QUESTIONS 1-4 ARE NO, PLEASE READ AND SIGN THE FORM BELOW. NO FURTHER ACTION IS NEEDED.
IF YOU ARE A NON-PROFIT, YOU MUST DISCLOSE ALL OFFICERS/DIRECTORS IN PART 2 BELOW.

PART 2: PROVIDING ADDITIONAL INFORMATION

For Questions 1-4 answered "YES", you **must** provide a detailed description of any investigation or litigation, including but not limited to administrative complaints or other administrative proceedings, involving public sector clients during the past 5 years. This description must include the nature and status of the investigation, and for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and if applicable, disposition. Please provide this information in the box labeled "Additional Information" below. The box will prompt you to provide the information referenced above. Please provide thorough answers to each question. Click on the "Add Additional Information" button below the box if you need to make additional entries.

Non-profit bidder/offerors must disclose the individuals serving as officers or directors for purposes of this form. Please indicate all individuals acting in either capacity by providing the information located in the "Officers/Directors" box. If additional entries are needed, click the "Add an Officer/Director Entry" button.

Once all required information has been disclosed, complete the certification beneath the "Additional Information" section below. Failure to complete this form may render your proposal non-responsive.

Additional Information

Person or Entity _____ Date of Inception: _____

Current Status _____

Brief Description _____

Caption of Action (if applicable) _____ Disposition of Action (if applicable) _____

Delete Entry

Bidder/Offeror Contact Name _____

Contact Phone Number _____

Add Additional Information

Officers/Directors

Name: _____

Title _____ DOB _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ E-Mail _____

Delete Entry

Add An Additional Officer/Director Entry

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

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

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

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 _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

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

Full Name (Print): _____

Signature: _____

Title: _____

Date: _____

NEWARK PUBLIC SCHOOLS
DEPARTMENT OF PURCHASING
VENDOR SETUP/CHANGE REQUEST

Please Fax to 973-733-6600

DO YOU ACCEPT PURCHASE ORDERS _____ **YES OR** _____ **NO**

DATE: _____ VENDOR# _____

BUYER/CLERK'S NAME: _____ Debarment Status Checked _____

Please provide the following information:

VENDOR'S NAME _____

ADDRESS FOR PURCHASE ORDERS: _____ IF DIFFERENT, ADDRESS FOR PAYMENT _____

PHONE# _____ FAX# _____

EMAIL ADDRESS TO **RECEIVE ALL PURCHASE ORDERS (only 1 email address needed):**

CONTACT PERSON FOR PURCHASE ORDERS: _____

THIS IS A COMMERCIAL ____ NON-PROFIT ____ OR GOVERNMENT AGENCY ____

IF COMMERICAL IS BUSINESS LARGE _____ OR SMALL _____
(100 EMPLOYEES OR LESS)

IS THIS FIRM A WOMAN OWNED BUSINESS _____ (51% OR MORE)

IS THIS FIRM A MINORITY OWNED BUSINESS _____ (51% OR MORE)

NEWARK PUBLIC SCHOOL EMPLOYEE Yes____ No____

IF MINORITY OWNED, IS IT ASIAN AMERICAN _____ AFRICAN AMERICAN _____

HISPANIC AMERICAN _____ NATIVE AMERICAN _____ OR PORTUGUESE _____

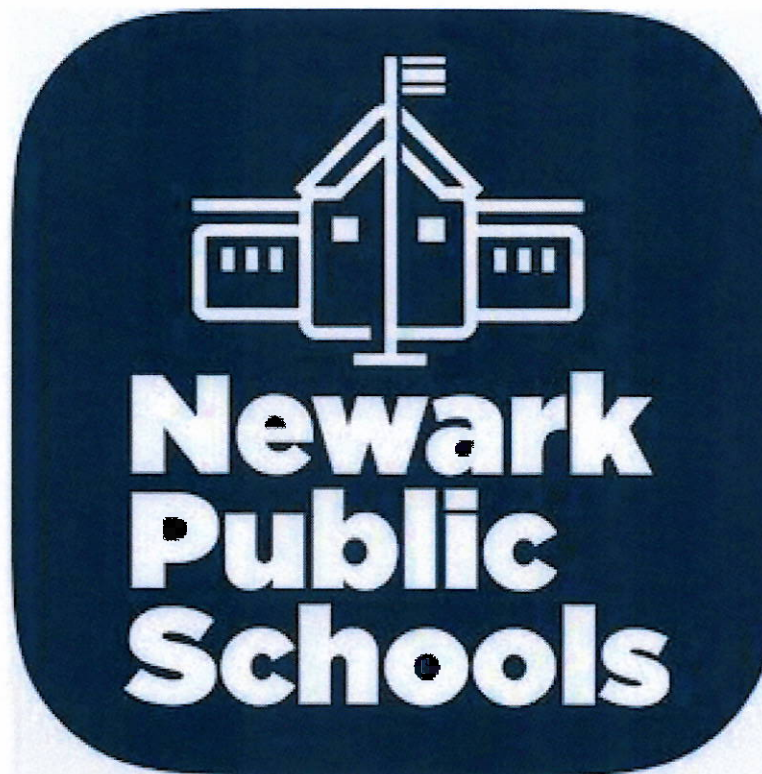
TAX ID# _____ NJ Business Registration # _____

CONSULTANT/EMPLOYEE'S SOCIAL SECURITY# _____

VENDOR CLASSIFICATION: Circle One: Goods - Service - Goods&Service - Construction

Only a purchase order issued by a school or central office department authorizes the performance of services. Newark Public Schools is not responsible for services performed without an authorized Purchase Order.

**Contractor's Proposal, attached as
Exhibit "C"**



Newark Public Schools Superintendent Search Proposal



HYA Executive Search
Hazard, Young, Altea & Associates



HYA Executive Search

Hazard, Young, Attea & Associates

December 5, 2017

Mr. Marques-Aquil Lewis, Board Chairperson
Newark Public Schools
2 Cedar Street
Newark, NJ 07102

Dear Members of the Newark Public Schools Board of Education:

Thank you for the opportunity to present this overview of the services that Hazard, Young, Attea & Associates, (HYA) can provide to the Newark Public Schools (NPS) in your search for a new Superintendent. Why is HYA exceptional amongst educational search firms? We believe it is due to the following factors:

NATIONAL REACH – LOCAL KNOWLEDGE: We have conducted over 1200 searches and are represented by associates across the nation. We have also conducted searches for more than half of the member districts of the Council of Great City Schools and 47 of the 100 largest districts in the country.

THE BOARD PORTAL: Communication and organization are critical to successful searches. Our web-based delivery system gives the Board anytime, anywhere access to all documents regarding the search. Whether through a tablet, smart phone, laptop or desktop computer, the Board and the search Associates have confidential access to all information associated with the search in an organized, transparent, and timely manner.

RESEARCH BASED COMMUNITY ENGAGEMENT: HYA's community engagement process and online survey employ research-based approaches to identifying the goals, needs, and priorities of the school system along with the desired characteristics of its next leader. The survey was developed based on research on effective leadership.

MORE THAN A BACKGROUND CHECK – EXECUTIVE DUE DILIGENCE: HYA's comprehensive and expanded background checks are completed by independent third-party investigators and include an executive summary allowing for an analysis of findings, not simply dozens of articles and documents for Board members to read.

Our technical proposal, which follows, was written and coded based on the requirements defined in your RFP. Additionally, the brochure entitled, HYA Signature Search Process, defines a prototypical search, but please know that HYA customizes each search to the District's and Board's specific needs and wishes.

Sincerely,

William H. Adams, Ed.D., East Coast Regional President
Hazard, Young, Attea & Associates
HYA Executive Search Division of ECRA Group, Inc.



1. MINIMUM REQUIREMENTS

HYA proposes we will exceed all of the following minimum requirements:

1. A minimum of five (5) years of conducting searches for superintendents of school districts and leaders of educational organizations, including experience in working with large urban school district(s), with a preference for additional years of experience.
2. Demonstrated success (i.e. retention) of placed superintendents
3. Possession of New Jersey Business Registration Certification or consent to secure same.
4. Experience and expertise in assisting schools and districts with high poverty, special populations, and the demonstrated cultural sensitivity of individuals providing services.

2. PROPOSED SERVICES AND WORK PLAN

Work Plan

Hazard, Young, Attea and Associates, (HYA) Proposes to conduct a national search for talented and highly qualified candidates for the position of superintendent of Schools for Newark Public Schools (hereinafter referred to as NPS). The process outlined represents a prototypical search. Upon selection, the Associates will meet with the Board to discuss this process and modify it to meet the Board's unique needs. The following is a description of each phase in the search:

The Engage phase consists of designing and planning a process of engaging the Board and stakeholders through interviews, online surveys (available in world languages), and focus groups. Information from these interactions assists the Board in developing a leadership profile and selection criteria that match the priorities of the community and that meet the unique needs of the local district. This disciplined, inclusive and research-based approach ensures all stakeholders have the opportunity to be a part of the search process and provides valuable feedback about the school district based on HYA's local research and professional understanding of the district's standing in the broader marketplace. In an effort to be fully transparent to the community, an internet link is provided to the HYA website which details the search process and the vacancy announcement.



The Recruit phase consists of leveraging HYA's extensive national network of Associates across multiple offices and incorporating advertising strategies (as selected and paid for by the Board pursuant to Appendix A) that results in the identification and recruitment of exceptionally talented leaders. HYA can also recruit non-traditional candidates, i.e. executives that have worked in business, military, private or public sector. HYA works in close partnership with state and national organizations with numerous Associates serving on those Boards.

The Select phase consists of providing the Board with a slate of candidates that were interviewed by HYA Associates using the Leadership Profile established by the Board. HYA Associates are committed to spending the necessary time and energy on the details to find the right candidates to bring to the Board. The search team then facilitates the Board interviews and appointment process including reviewing candidates' references. HYA's ability to gain important background information regarding candidates - beyond what appears on an individual's resume - is a unique and distinguishing characteristic of HYA, and is attributable to the integrity of the firm, Associates, and the vast networks of professional relationships built through years in the education field. A workshop on interviewing and construction of interview questions is facilitated by the Associates for the Board. Executive due diligence including formal background and media checks complete the Select phase.

The Transition phase consists of assisting the Board and new Superintendent to assure a successful transition. Appointing a new leader is the first step toward accomplishing organizational and student goals for success. Included in the search fee is a transition meeting with the new Superintendent and representative(s) of the Board regarding the information learned throughout the search process, in particular, the Community and Leadership Profile Survey. Additional transition services are available.

- 
- **The individual/organization/firm's approach that sets them apart from other search firms.**

National Reach – Local Focus

Established in 1987, Hazard, Young, Attea & Associates (HYA) is one of the oldest and largest search firms having assisted more than 1000 school boards select exceptionally talented leadership in school systems across the nation, large and small, urban and rural. HYA's reputation and experience make it one of the preeminent school search firms in the nation and a standard which others often emulate. HYA Associates are located across the country to conveniently serve clients and are thus uniquely qualified to bring local - as well as national - perspectives, knowledge, experience, and connections to each search.

The Board Portal

Communication and organization are critical to successful searches. Our web-based delivery system gives the Board anytime, anywhere access to all documents regarding the search. Whether through a tablet, smart phone, laptop or desktop computer, the Board and the search Associates have confidential access to all information associated with the search in an organized, transparent, and timely manner.

Executive Oversight

Every HYA search has executive oversight by a Regional President, and HYA's Director of Operations serves as project manager to ensure all details are carefully managed. HYA has professionally staffed offices, a technological infrastructure, and a staff of full-time employees. Our tech team serves as a resource to school districts for linking the online community survey and other search materials to their website. These resources make HYA capable of responding to Board's requests in a very timely fashion.

Research Based

HYA is the leadership division of ECRA group, a premier research and analytics firm with over 35 years of experience supporting school districts in improving student outcomes. HYA's community engagement process and online survey employ research-based approaches to identifying the goals, needs, and priorities of the school system along with the desired



characteristics of its next leader. The survey was developed based on research on effective leadership. The resulting Community and Leadership Profile Survey Report provides information on the current state of the District, essential information the Board will use in the selection process and the new leader can use day one of employment. Furthermore, by blending consulting, professional service, and technology, HYA/ECRA group offers transition services and an analytics infrastructure to help the Board and their new leader better understand the interrelationships among school functions, and the impact of decisions and expenditures on student outcomes.

- **An outline of activities for assisting the Board/District in the search and selection of a Superintendent.**

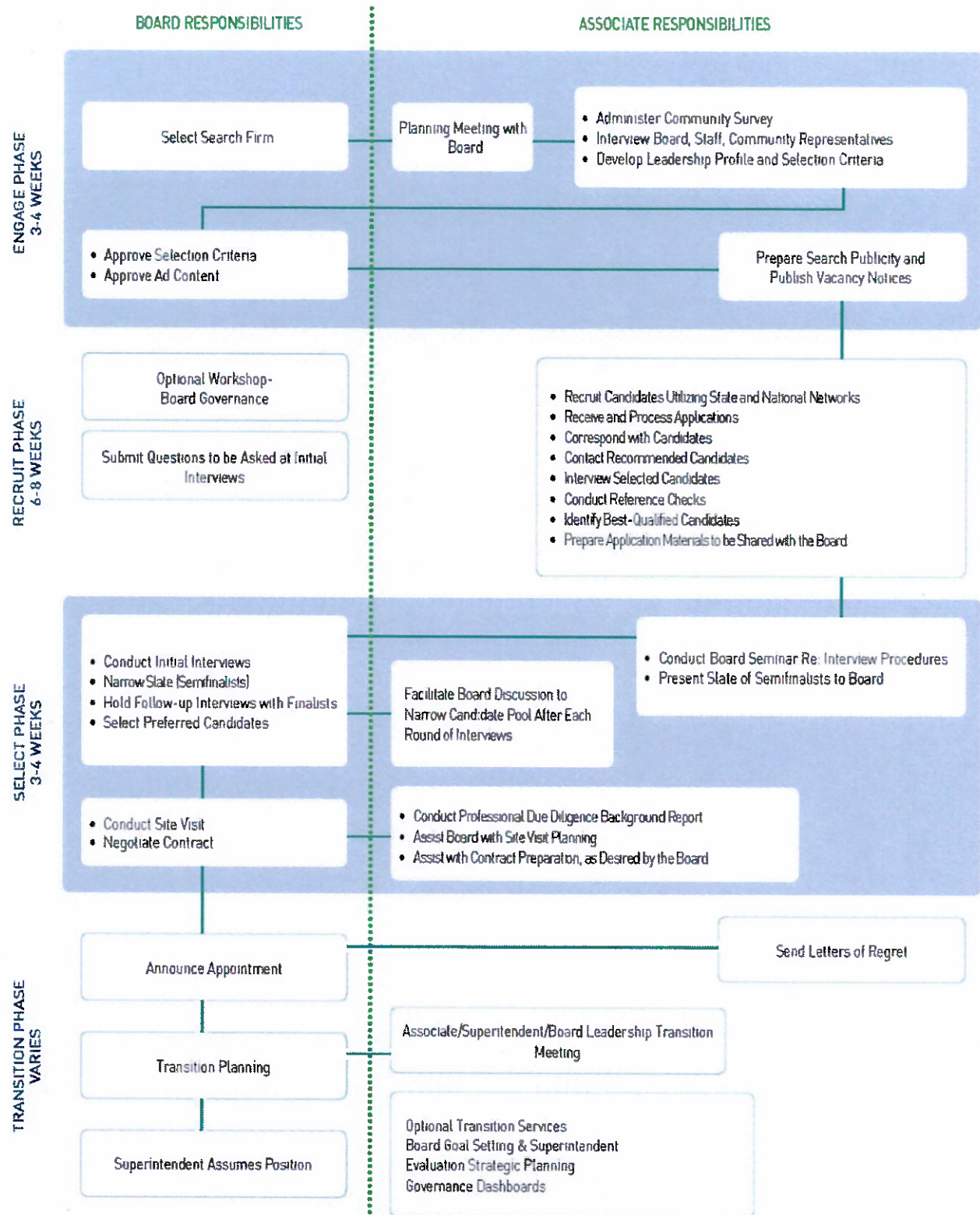
SCOPE OF SERVICES



Engage Phase

- Conduct a Planning Meeting with the Board and provide a summary of said meeting which will detail the timeline and steps of the search process and decisions made by the board;
- Survey community constituents electronically and provide a report of findings;
- Provide for up to four individual consultant days for interviews, focus groups, and/or town hall meetings to gather in-person input from constituent groups as decided by the board; additional days are billed at \$1000/day;
- Present a *Leadership Profile Report* to the Board, and propose *Desired Characteristics* based on the data from the survey, interviews with district and community representatives and other material made available to the associates;

HYA Signature Search Process





Recruit Phase

- Prepare and place advertisements as selected and paid for by the Board;
- Recruit and contact candidates utilizing national networks;
- Correspond with candidates regarding the search process, timeline, *Leadership Profile Report* and *Desired Characteristics*;
- Interview candidates;
- Conduct reference checks;
- Identify best qualified candidates;
- Prepare application materials of selected slate of candidates for Board consideration;



Select Phase

- Present a slate of candidates, the number of candidates to be determined by the Board with a recommendation from HYA;
- Conduct the Interview Workshop and provide materials and protocol to ensure informative effective Board interviews;
- Schedule interviews for the Board with selected semi-finalists and finalists;
- Facilitate Board discussion to narrow candidate pool after each round of interviews;
- Coordinate and provide third party, independent investigative background check(s) of candidates as selected and paid for by the Board;



Transition Phase

- Communicate with all unsuccessful candidates at the close of the search and the appointment of the new Superintendent;
- Hold a debriefing meeting with the new Superintendent and Board regarding information learned throughout the search process;
- Offer other transition services to be considered by the Board and if desired, paid for by the Board.



GUARANTEES

Fixed Price

Throughout the search process the consultants will be available to counsel with the Board about the search. The consultants will assist the Board until the Board determines it has found the appropriate candidate for the position.

Non-Solicitation of Selected Candidate

The Superintendent appointed with HYA's assistance will not be presented to another Board as a candidate if it would result in the Superintendent leaving the District within five (5) years of employment unless the Board provides written authorization to HYA that they may do so.

Two-Year Window

If the Superintendent departs from the position during the first year under any circumstances or within two (2) years if a majority of the Board is still in place, HYA will conduct a new search for the Board for no additional consulting fee.

Price Match

HYA will agree to match the price of any competitive bid as long as the bid is for a comparable level of services and support (both time and process).

- **An explanation of the recommended process for involving key stakeholders (the Board, school district staff, community members, etc.) in the selection process.**

Ideally, we strive for 100% engagement on the part of the various stakeholders through our focus groups and online community survey. We hope we reach all stakeholders with an interest in providing input. We recommend that the process includes individual interviews with each of the Board Members, focus groups with a broad variety of stakeholder groups identified by the Board, and the use of the online survey.

Community Engagement & Confidentiality Options

	Full Disclosure of Candidates Interviewed	Finalists Names with Community Forums	Confidential Stakeholder Committee Involved	Completely Confidential
Description of Option	The names of all candidates being interviewed by the Board are released to the public.	The name of the three finalists being interviewed would be released and community forums would be held to meet the candidates.	No names of candidates would be released publicly, but the Board would have a staff/community committee interview the finalists to provide feedback.	Board conducts all interviews and keeps names of candidates completely confidential throughout the entire process.
Questions Related to Option	What benefit does it provide to release the name of all applicants interviewed?	What input would be sought from community members after meeting candidates? How will stakeholders gather information?	What feedback and input does the Board want from the committee? How to structure committee membership?	Do the community and staff accept that this is the Board's decision? Will there be push back?
Benefits of Option	Staff and community members will see the process as totally open and feel the Board is being as transparent as possible.	Stakeholders will have an option to meet the finalists and express an opinion on their preference.	Some stakeholders will be involved and will provide input to the Board in making their decision, which may provide information that would be helpful with their decision.	The Board will have the broadest field from which to select their next superintendent.
Drawbacks of Option	Very few if any active superintendents will consider the position. Stakeholders will make judgments about the Board's decision based on whatever information they gather on their own.	Stakeholders will form an opinion on their preference and may feel the Board did not listen to them if a different candidate is chosen. Successful superintendents will be unlikely to put their name into consideration.	Some stakeholders may feel the process is not open enough as they will want to know who is being considered. Some members of the committee may violate the confidentiality agreement. Some candidates may not apply.	Stakeholders may feel the Board is not interested in their views. Community reaction may impact the acceptance of the preferred candidate. If confidentiality is violated, it may be viewed that a board member did so.

- A recommended timeline for carrying out the search and selection process.
(Note: The current goal is to have a selected Superintendent for the start of the 2018-19 school year.)

Activity	Proposed Dates
Planning meeting with board	12/19/2017 or within two weeks of appointment
Online survey open	01/03/2018 – 01/16/2018
Leadership profile development interviews/focus groups	01/03/2018 – 01/09/2018
<i>Leadership Profile Report</i> presented to board	01/23/2018
Seminar for interviews and final stages of search process	03/13/2018
Slate presented to board	03/20/2018
Board initial interviews	Week of 03/26/2018
Boards meets to identify semi-finalists	Week of 04/02/2018
Board interviews with semi-finalists	Week of 04/09/2018
Third-party background checks	Week of 04/16/2018
Board site visit	Optional
Announcement of appointment	04/26/2018 or 05/15/2018
Superintendent assumes responsibility	07/01/2018 or soon as possible thereafter
Retreat with new superintendent (optional)	To be determined after appointment of new Superintendent

3. ORGANIZATIONAL CAPACITY

1. Provide a brief summary of the proposing organization including year of founding, number of employees and location of offices.

Hazard, Young, Attea & Associates began working with Boards more than 30 years ago in an effort to assist them in making the best leadership decisions possible. Our firm has more experience in identifying quality educational executives than any other firm in the industry. During a typical year, we conduct 30 – 45 executive searches, concurrently. Since 1987, we has assisted over 1,200 school boards with executive searches, student enrollment in these districts has ranged from less than 100 students to upwards of 640,000. Presently, we are



represented by 100+ Associates from throughout the United States who assist with the firm's mission to provide aggressive, thorough and quality assistance to school boards in need of identifying and recruiting highly qualified executives for superintendencies and other administrative positions. Our Associates are uniquely qualified to bring local – as well as national – perspectives, knowledge, experience and connections to each search and bring extensive executive search experience and broad educational backgrounds to our practice. Through continuing involvement in school and university work, our Associates are aware of current educational issues and have strong relationships with educational leaders and opinion-makers in administrative leadership and management. Associates work as independent contractors and are supported by the employees in our home office. The home office is located in Schaumburg, IL, with regional offices in Palo Alto, CA and Jersey City, NJ. Support of the parent company, ECRA Group, Inc. includes following areas: accounting/business office, IT services (including online surveys), marketing, administrative support, etc. There are approximately 35 staff members employed at our home office.

2. Respondents must provide a list of all personnel to be assigned to the contract.

This list will identify the labor category of each individual assigned and provide a summary of each individual's function and role in providing services.

THE SEARCH TEAM

HYA assigns an individual management team to each executive search that it conducts. Upon the concurrence of the Board, HYA proposes the following search team for NPS.

HYA Associate	Cell Phone	Email
Dwight Pfennig	570-269-9069	dwight.pfennig@gmail.com
Diana McCauley	336-202-0304	dianamccauley@bellsouth.net
Ed McCormick	845-264-1222	ed@mcccsi.com

The three associates identified above will have primary responsibility for providing in field consultant services and contract implementation supported by overall coordination/supervision of the regional president and the corporate staff named. Executive oversight for this search will be provided by the East Coast Regional President, Dr. William H. Adams. Contact: 609-471-4046; billadams@ecragroup.com

The Director of Operations, Therese Meyer, serves as project manager and can be reached at 847-318-0072 and theresemeyer@ecragroup.com

3. **Résumés must be submitted for up to 5 individual assigned to the contract as identified on the comprehensive list of personnel. Résumés should be constructed to emphasize relevant qualifications and experience of the individuals assigned in successfully providing services of a nature similar to those required including working with schools and districts facing challenges similar to the challenges facing NPS. Please include these in the Appendix.**

Resumes for each team member and the East Coast Regional President are attached.

4. **The respondent must submit a comprehensive chart showing the hours proposed to attain the goals/activities described in the Work Plan.**

Phase & Deliverables	# of Days	Team Member(s) Responsible
Planning Phase: • Planning meeting with Board for development of, plan for recruitment, selection, and communications • Community forums and stakeholder interviews • Leadership Profile report presentation	1 Up to 6 1 (after development of Profile for 10-15 days)	Dwight Pfennig, Diana McCauley, Ed McCormick Dwight Pfennig, Diana McCauley, Ed McCormick Dwight Pfennig, Diana McCauley, Ed McCormick
Recruitment Phase: • Creation of position description and qualifications • Advertise • Review applications² • Check references (initial references) • Interview potential candidates	3 42 (on-going) (on-going) 4-10 4 4	Dwight Pfennig, Diana McCauley, Ed McCormick (given district input as well) ECRA/HYA; Associates Dwight Pfennig, Diana McCauley, Ed McCormick Dwight Pfennig, Diana McCauley, Ed McCormick Dwight Pfennig, Diana McCauley, Ed McCormick



Phase & Deliverables	# of Days	Team Member(s) Responsible
Selection Phase: • Interviewing workshop • Slate presentation • Facilitation of first round interviewing • Facilitation of second round interviewing	1 1 1 1	Dwight Pfennig, Diana McCauley, Ed McCormick (for all of these)
Appointment Phase: • Third party background checks • Site visit • Contract negotiations	# of days for these activities varies	Baker/Eubanks (delivered by Associates) Board Members (accompanied by Associates at Board expense, if requested) Dwight Pfennig, Diana McCauley, Ed McCormick

5. Describe the firm's financial and administrative capacity to deliver the proposed services. A financial statement for the most recent fiscal year should be included as an attachment in the Appendix.

The parent company, ECRA Group, Inc., has been in business for over 30 years, and has long standing exclusive partnerships with state and national organizations such as the American Association of School Administrators (AASA). ECRA Group is well capitalized, carries no debt, and has never defaulted on any financial obligations in over 30 years.

6. Provide an organizational chart for the overall company responding to the RFP, showing the specific members of the organization slated to work on this project.

In addition to the key personnel listed under above, the following is the HYA management structure:

- There are three regional presidents: Dr. Carolyn McKennan (West Coast), Dr. Max McGee (Midwest) and Dr. William Adams (East Coast). They provide executive oversight for every search.
- Nanci Perez is the Chief Operating Officer. She provides oversight and/or review of any contracts.

- 
- Therese Meyer is the Director of Operations. She coordinates the Associates' activities.
 - Daneyelle Martell and Elenid Hansen are Executive Assistants to the Director of Operations.
 - HYA Associates work as Independent contractors. Please see attached resumes for background information on the proposed Associates for the search.

4. DEMONSTRATED EFFECTIVENESS

1. Describe briefly the evidence of your successful superintendent search services, including examples of urban school districts with which you have partnered.

HYA has particular familiarity and significant success with large and urban districts. We understand the current and emerging challenges facing larger districts including achievement expectations, student mobility, dropout concerns, achievement gap issues, English Language Learner requirements, the needs of immigrant students generally, issues related to poverty, and state/federal regulatory requirements. The current marketplace is highly competitive because many high poverty districts are looking for candidates with experience in that kind of district. When Superintendents are successful in high poverty districts, Boards do everything they can to keep them in place. The most important element in a candidate's decision about changing jobs is the quality of the Board and the willingness of Board members to work as a team to improve the system. Hiring the right superintendent is more important than ever as large districts work to improve student performance amid ever growing challenges. Our firm has successfully served more than half of the member school districts of the Council of the Great City Schools. Additionally, the firm has served 14 of the 25 largest school districts in the country, as well as 44 of the nation's 100 largest districts. Most recently we have served Beaverton School District (OR); Boston Public Schools (MA); Fairfax County PS (VA); Garland ISD (TX); Houston ISD (TX); Humble ISD (TX); Jersey City Public Schools (NJ); Los Angeles USD (CA); Loudoun County Schools (VA); Montgomery County PS (MD); Portland Public Schools (OR); Santa Ana Unified SD (CA); and Virginia Beach City PS (VA).

Information on large urban Districts we have served can be found on the attached reference list.

2. Provide details of methods used and outcomes, including retention data.

HYA incorporates executive due diligence in the search process. The comprehensive and expanded background checks are completed by independent third-party investigators and include an executive summary allowing for an analysis of findings, not simply dozens of articles and documents for Board members to read. The investigative procedures are comprehensive and thorough with a focus on the public school landscape - well beyond what constituents will produce through a simple internet search. This includes on-site research of primary source documents at relevant county court houses for criminal record history. Each background search requires 7-10 working days to complete. HYA offers optional transition services that would benefit Boards and new Superintendents during the transition period and the Superintendent's first year in the school district.

Experience - We have conducted well over 1,200 searches and have established a history of longevity amongst the individuals slated by the firm. Over 80% are still in the position for which they were hired or have retired. HYA will stay with the district until the Board is satisfied. Aggressive recruitment - Your HYA Associates will develop a strong knowledge of your community and district and will aggressively recruit candidates for consideration for the slate. Large national network - Our Associates possess extensive prior experience leading districts, and therefore understand what is required to identify successful talent for leadership positions.

3. Provide information for a minimum of three (3) client references. For each reference, please provide the name and position, organization, contact information, a brief description of the services provided, and a timeframe for when the services were delivered.

HYA's reputation for effectiveness and integrity is extremely important. The following references were chosen because the board worked with the HYA consultant(s) being proposed for the search or because the district has a similar demographic profile to the district. The reference contact information includes the *Board President* of the District. In addition to the references listed below, an extensive list of national searches our firm has completed since 2013 is attached.



District Name (State) Service Provided	Year	Reference Name Contact Information
Boston Public Schools (MA) Superintendent Search	2015	Michael O'Neill 617.947.2967
Fairfax County PS (VA) Superintendent Search	2017 2013	Sandy Evans 571.423.1083
Hempstead Union Free School District (NY) Superintendent Search	2017	Maribel Touré 516.434.4000
Houston ISD (TX) Superintendent Search	2016	Manuel Rodriguez 713.498.5649
Indianapolis Public Schools (IN) Superintendent Search	2013	Diane Arnold 317.679.8844
Jersey City Public Schools (NJ) Superintendent Search	2013	Suzanne Mack 201.344.7599
Providence PSD (RI) Superintendent Search	2015	Nicholas Hemond 401.453.8600
Richmond Public Schools (VA) Superintendent Search	2017 2009	Tom Farrell 804.819.2112
Stamford SD (CT) Superintendent Search	2015	Geoff Alswanger 203.968.0233

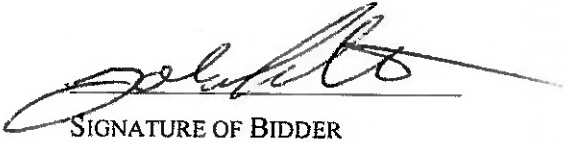
VII. PROPOSAL EVALUATION PROCESS

Evaluation Process

- All proposals received by Newark Public Schools will be reviewed to determine if the proposal meets all of the submission requirements and Minimum Qualifications prescribed in this solicitation. An Evaluation Committee comprised of qualified professionals will review and evaluate each proposal, applying the evaluation criteria provided below.
- The Newark Public Schools reserves the right to verify information contained in a proposal.
- The District will require the finalist(s) to make a demonstration of their services as an oral presentation in person in support of their proposal. Respondents must be available for presentation on dates within one to two weeks of submission of the proposal, at dates selected by the district.
- All commitments made in the proposal shall become a part of any resultant contract. The final contract shall represent the terms and conditions of the agreement.

CONSENT TO THIRTY-DAY EXTENSION FOR AWARDING OF BIDS

THE BIDDER HEREBY AGREES TO ALLOW THE DISTRICT THE RIGHT TO EXTEND THE DATE FOR THE AWARDING OF BID(S) FROM SIXTY (60) TO NINETY (90) DAYS. THE NINETY DAY PERIOD SHALL BE COMPUTED COMMENCING WITH THE DATE DESIGNATED AS THE FINAL DATE FOR RECEIPT OF BIDS.


SIGNATURE OF BIDDER

12/07/2017

DATE

Superintendent Search Firm Request For Proposals 8862

Submission Form

(Attach this form to the front of your proposal)

LEGAL NAME OF COMPANY	Hazard, Young, Attea & Associates
STREET ADDRESS (MAIN OFFICE)	1475 E. Woodfield Rd., 14th Fl.
CITY	Schaumburg
STATE	IL
ZIP CODE	60173
FEDERAL TAX IDENTIFICATION NO.	27-0092348
NJ BUSINESS REGISTRATION CERTIFICATE (BRC) #	1754011
<i>If not, confirm agreement to secure (BRC) by initialing here:</i>	
CONTACT PERSON FOR THIS PROPOSAL	Therese Meyer
CONTACT PERSON'S TELEPHONE	847-318-0072
CONTACT PERSON'S FAX	847-318-6751
CONTACT PERSON'S EMAIL	hya@ecragroup.com
AUTHORIZED SIGNATURE	
AUTHORIZED NAME AND TITLE	John Gatta, Chief Executive Officer
DATE OF SIGNATURE	12/07/2017
ARE YOU A MINORITY OR WOMEN-OWNED ENTERPRISE?	NO

NEWARK PUBLIC SCHOOLS

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 Contract: _____ Date 12/07/2017

Vendor Name:	Hazard, Young, Attea & Associates		
Address:	1475 E. Woodfield Rd., 14th Fl.		
City:	Schaumburg	State:	IL Zip: 60173

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.



John Gatta

Chief Executive Officer

Signature

Printed Name

Title

A. 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)

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: Hazard, Young, Attea & Associates

Date: 12/07/2017



I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR



I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:



Partnership



Corporation



Sole Proprietorship



Limited Partnership



Limited Liability Corporation



Limited Liability Partnership



Subchapter S Corporation



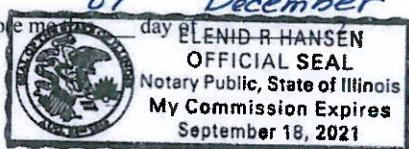
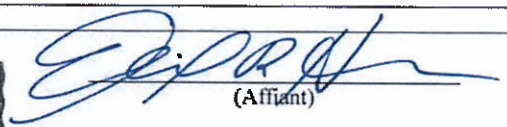
Nonprofit Organization

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: John Gatta	Name: Louis Gatta
Home Address: [REDACTED]	Home Address: [REDACTED]
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:



Subscribed and sworn before me on <u>07</u> day of <u>December</u> <u>2017</u>		 (Affiant)
(Notary Public)		<u>Elenid R. Hansen, Exec. Asst.</u> (Print name & title of affiant)
My Commission expires:		(Corporate Seal)

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
OWNERSHIP DISCLOSURE FORM**

Solicitation Number: 8862

Bidder/Offoror: Hazard, Young, Attea & Associates

PART 1: PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR "NO" BOX.

ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO COMPLETE THIS FORM PURSUANT TO N.J.S.A. 52:25-24.2
PLEASE NOTE: IF THE BIDDER/OFFEROR IS A NON-PROFIT, THIS FORM IS NOT REQUIRED. PLEASE COMPLETE THE SEPARATE DISCLOSURE OF INVESTIGATIONS FORM.

YES NO

1. Are there any individuals, corporations or partnerships owning a **10% or greater** interest in the bidder/offoror? ☒ ☐

IF THE ANSWER TO QUESTION 1 IS NO, PLEASE SIGN AND DATE THE FORM. YOU DO NOT HAVE TO COMPLETE ANY MORE QUESTIONS ON THIS FORM. IF THE ANSWER TO QUESTION 1 IS YES, PLEASE ANSWER QUESTIONS 2-4 BELOW.

2. Of those parties owning a 10% or greater interest in the bidder/offoror, are any of those parties **individuals**? ☒ ☐
3. Of those parties owning a 10% or greater interest in the bidder/offoror, are any of those parties **corporations or partnerships**? ☐ ☒
4. If your answer to Question 3 is "YES", are there any parties owning a **10% or greater** interest in the corporation or partnership referenced in Question 3? ☐ ☒

IF ANY OF THE ANSWERS TO QUESTIONS 2-4 ARE YES, PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO QUESTIONS 2-4 ANSWERED AS "YES".

For Questions 2-4 answered "YES", you **must** disclose identifying information related to the individuals, partnerships and/or corporations owning a 10% or greater interest in the bidder/offoror. Further, if one or more of these entities is itself a corporation or partnership, you must also disclose all parties that own a 10% or greater interest in that corporation or partnership. This information is required by statute.

TO COMPLETE PART 2, PLEASE PROVIDE THE REQUESTED INFORMATION PERTAINING TO EITHER INDIVIDUALS OR PARTNERSHIPS/CORPORATIONS HAVING A 10% OR GREATER INTEREST IN THE BIDDER/OFFEROR. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ENTRY" BUTTON IN THE APPROPRIATE ENTITY TYPE.

Individuals			
Name:	<u>John Gatta</u>	Date of Birth:	
Office Held:	<u>CEO</u>	Ownership Interest	<u>46</u> %
Home Address:			
City		State	
		Zip Code	
Are there additional entities holding 10% or greater ownership interest in the bidder/offoror and its parent corporation/partnership? ☒ Yes or ☐ No			
Add An Additional Individuals Entry			
Delete Entry			

Individuals

Name: Louis Gatta Date of Birth: [REDACTED]
Office Held: COB Ownership Interest: 56 %
Home Address: [REDACTED]
City: [REDACTED] State: [REDACTED] Zip Code: [REDACTED]
Are there **additional** entities holding **10% or greater** ownership interest in the bidder/offeror and its parent corporation/partnership?
☐ Yes or ☒ No

Delete Entry

Add An Additional Individuals Entry

ONCE YOU HAVE IDENTIFIED ALL PARTIES HAVING A 10% OR GREATER OWNERSHIP INTEREST IN THE BIDDER/OFFEROR AND ITS PARENT CORPORATION/PARTNERSHIPS, PLEASE SIGN AND DATE BELOW AND PROCEED TO THE DISCLOSURE OF INVESTIGATIONS FORM.

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

Full Name (Print): John Gatta

Signature: [Signature]

Title: Chief Executive Officer

Date: 12/07/2017

FEIN/SSN: 27-0092348

ALL BIDDER/OFFERORS SHOULD COMPLETE THE DISCLOSURE OF INVESTIGATIONS FORM

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING BIDDER FORM**

Solicitation Number: 8862

Bidder/Offoror: Hazard, Young, Attea & Associates

PART 1: PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR "NO" BOX.
PLEASE REFER TO THE PERSONS AND/OR ENTITIES LISTED ON YOUR OWNERSHIP DISCLOSURE FORM WHEN ANSWERING THE QUESTIONS BELOW.

NON-PROFIT ENTITIES: PLEASE LIST **ALL** OFFICERS/DIRECTORS IN **PART 2** OF THIS FORM. YOU WILL BE REQUIRED TO ANSWER THE QUESTIONS BELOW WITH RESPECT TO THESE INDIVIDUALS.

- | | YES | NO |
|---|--------------------------|-------------------------------------|
| 1. Has any person or entity listed on this form or its attachments ever been arrested, charged, indicted, or convicted in a criminal or disorderly persons matter by the State of New Jersey (or political subdivision thereof), any other state or the U.S. Government? | ☐ | ☒ |
| 2. Has any person or entity listed on this form or its attachments ever been suspended, debarred or otherwise declared ineligible by any government agency from bidding or contracting to provide services, labor, materials or supplies? | ☐ | ☒ |
| 3. Are there currently any pending criminal matters or debarment proceedings in which the firm and/or its officers and/or managers are involved? | ☐ | ☒ |
| 4. Has any person or entity listed on this form or its attachments been denied any license, permit or similar authorization required to engage in the work applied for herein, or has any such license, permit or similar authorization been revoked by any agency of federal, state or local government? | ☐ | ☒ |

IF **ANY** OF THE ANSWERS TO QUESTIONS 1-4 ARE **YES**, PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW.
IF **ALL** OF THE ANSWERS TO QUESTIONS 1-4 ARE **NO**, PLEASE READ AND SIGN THE FORM BELOW. NO FURTHER ACTION IS NEEDED.
IF YOU ARE A NON-PROFIT, YOU MUST DISCLOSE ALL OFFICERS/DIRECTORS IN PART 2 BELOW.

PART 2: PROVIDING ADDITIONAL INFORMATION

For Questions 1-4 answered "YES", you **must** provide a detailed description of any investigation or litigation, including but not limited to administrative complaints or other administrative proceedings, involving public sector clients during the past 5 years. This description must include the nature and status of the investigation, and for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and if applicable, disposition. Please provide this information in the box labeled "Additional Information" below. The box will prompt you to provide the information referenced above. Please provide thorough answers to each question. Click on the "Add Additional Information" button below the box if you need to make additional entries.

Non-profit bidder/offorors must disclose the individuals serving as officers or directors for purposes of this form. Please indicate all individuals acting in either capacity by providing the information located in the "Officers/Directors" box. If additional entries are needed, click the "Add an Officer/Director Entry" button.

Once all required information has been disclosed, complete the certification beneath the "Additional Information" section below. Failure to complete this form may render your proposal non-responsive.

Additional Information

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

Full Name (Print): John Gatta

Signature: 

Title: Chief Executive Officer

Date: 12/07/2017

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

Quote Number: 8862

Bidder/Offoror: Hazard, Young, Attea & Associates

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 <u>N/A</u>	Relationship to Bidder/Offoror _____
Description of Activities _____ _____	
Duration of Engagement _____	Anticipated Cessation Date _____
Bidder/Offoror Contact Name _____	Contact Phone Number _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

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

Full Name (Print): John Gatta

Signature: _____

Title: Chief Executive Officer

Date: 12/07/2017

Please Fax to 973-733-6600

VENDOR# _____

Please provide the following information:

FAX# _____

Only a purchase order issued by a school or central office department authorizes the performance of services. Newark Public Schools is not responsible for services performed without an authorized Purchase Order.

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

ECRA Group Incorporated

2 Business name/disregarded entity name, if different from above

Hazard Young Attea & Associates

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:

- ☐ Individual/sole proprietor or single-member LLC
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
 Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶
- ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate

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.)

1475 E Woodfield Rd 14th Floor

6 City, state, and ZIP code

Schaumburg, IL 60173

Requester's name and address (optional)

7 List account number(s) here (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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

2 7 - 0 0 9 2 3 4 8

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 on page 3.

Sign
Here

Signature of
U.S. person ▶

Date ▶

4/29/16

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Certification 52791

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT
INITIAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-MAY-2014** to **15-MAY-2021**

**HAZARD YOUNG ATTEA & ASSOCIATES
5600 N. RIVER ROAD SUITE 180
ROSEMONT IL 60018**



A handwritten signature in black ink, appearing to read "A. P. Sidamon-Eristoff", is written over the seal.

Andrew P. Sidamon-Eristoff
State Treasurer

11/15/12

Taxpayer Identification# 270-092-348/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME: ECRA GROUP INC	TRADE NAME:	
ADDRESS: 5600 N RIVER RD STE 180 ROSEMONT IL 60018-5184	SEQUENCE NUMBER: 1754011	
EFFECTIVE DATE: 11/15/12	ISSUANCE DATE: 11/15/12	
FORM-BRC (04-08), 0205848V		Director New Jersey Division of Revenue
This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.		

DWIGHT R. PFENNIG

EDUCATION

Ed.D.	Seton Hall University	1994
M.A.	Seton Hall University	1978
B.A.	Monmouth University	1972

PROFESSIONAL EXPERIENCE

2014-Present	Vice President, ECRA Group, Inc. (IL)
2012-Present	Senior Associate, Hazard, Young, Attea & Associates (IL)
2011-2014	Assistant Professor for Educational Leadership, SUNY (NY)
2005-2011	Superintendent of Schools, Pocono Mountain School District (PA)
2002-2005	Deputy Commissioner of Education, New Jersey State Department of Education (NJ)
1995-2002	Superintendent, Morris School District (NJ)
1991-1994	Superintendent, North Plainfield School District (NJ)
1988-1991	Superintendent, Keyport School District (NJ)
1997-1999	Adjunct Professor, College of Saint Elizabeth (NJ)
1996-1999	Adjunct Professor, Seton Hall University (NJ)
1986-1988	Principal, Glen Ridge Middle School, Glen Ridge Public Schools (NJ)
1984-1986	Principal, Keyport Central Elementary School, Keyport School District (NJ)
1980-1984	Vice Principal, Keyport High School, Keyport School District (NJ)
1977-1979	Teacher, Middletown Township Public Schools (NJ)
1972-1977	Teacher, Cranford Public School District (NJ)
1972	Teacher, Middletown Township Public Schools (NJ)

CURRENT/PAST CIVIC/PROFESSIONAL ACTIVITIES

Lessons Learned, LLC, Educational/Professional Consultants, Founder and President
New Jersey Government (Open Public) Records Council
Current and past volunteer for the Monmouth County 4H Club Kids for Kids Dance
Marathon and Prom for Monmouth County Handicapped Citizens (26 years)
The Aubrey Fund for Pediatric Cancer Research at Memorial Sloan Kettering
Inaugural Seton Hall University Advisory Board for the Accelerated Doctoral Program

PROFESSIONAL MEMBERSHIPS

American Association of School Administrators
Council of Chief State School Officers – Former member and President of the Deputies' Leadership Commission (2002-2003)
District Management Council, Boston, MA
Penn State University Educational Outreach Advisory Board

AWARDS AND RECOGNITIONS

First recipient of an endowed chair at SUNY Cortland, the Louise M. Conley Chair in Educational Leadership
Led Pocono Mountain to STEM Organization recognition for student achievement (2010)
Featured as a "Power Broker/Educational Leader" by the Pocono Record (2008)
Received a plaque in recognition for community service presented by the Emerald Lakes Association, PA (September 2006)

DIANA POLLARD MCCAULEY

EDUCATION

Ed.D.	Temple University	1985
M.S.	Villanova University	1978
Ed.M.	Temple University	1973
B.S.	Cheyney University	1971

PROFESSIONAL EXPERIENCE

1998 -	Senior Associate, Hazard, Young, Attea & Associates
2006 - 2012	Sales Associate, JRL Enterprises, I Can Learn Education Systems
2005 - 2006	Associate Vice President Institutional Development, Benedict College, Columbia, SC
2003 - 2005	Chair, Division of Social Sciences and Education and Associate Professor, Bennett College, Greensboro, NC Director, Office of Sponsored Programs, Bennett College, Greensboro, NC
1998-1999	Assistant to the President for Diversity and Affirmative Action, Illinois State University, Normal, IL
1995-1998	Associate Dean, Undergraduate Studies, Illinois State University, Normal, IL
1994-1995	Chair, Education Department, Illinois Wesleyan University, Bloomington, IL
1992-1995	Associate Professor of Education, Illinois Wesleyan University, Bloomington, IL
1992-1996	Adjunct Faculty, Department of Educational Administration and Foundations, Illinois State University, Normal, IL
1990-1991	Mathematics Teacher, Tredyffrin/Easttown Middle School, Devon, PA
1988-1990	Assistant Dean, College of Arts and Sciences, Villanova University, Villanova, PA
1980-1981	Adjunct Math Faculty, Delaware County Community College, Media, PA
1973-1988	Associate Director, Office for Social Action Programs, Villanova University, Villanova, PA
1971-1973	Mathematics Teacher, Philadelphia Public School District, Philadelphia, PA

COMMUNITY/BOARD SERVICE

Board Member, District 87 Public Schools, Bloomington, IL, Appointed 1992, Elected 1993-2004
Board Member, McLean County Historical Society, 1997-2004
Member, Rotary International, 1997-Present

HONORS AND SPECIAL RECOGNITION

Recipient, Illinois State Board of Education, 1996-97 *Those Who Excel Awards Program, Award of Merit*, October 5, 1996
Recipient, The Minority Professionals Opportunities Program (Illinois State University) *Exemplary Mentor Award*, 1996
Recipient, Illinois Women Administrators – *Dare To Be Great Award*, 1994
Featured in *A Gathering of Sisters*, a pictorial documentary of African American Women, 1994

EDWARD L. MCCORMICK

PROFESSIONAL EXPERIENCE

2014 - Present	Associate, Hazard, Young, Attea & Associates
2005 - Present	President and CEO McCormick Consulting Services, Inc. Strategic planning, superintendent searches and board development
2002 - 2005	President Family Partnership Center ("FPC") Poughkeepsie, NY
1969 - 2002	IBM Finance and procurement

PROFESSIONAL PROFILE

Senior Management Positions	Influencing Decision-Makers
Financial and Business Plan Development	Recruiting and Training Staff
Budget Development and Assessment	Team Building
Leading Marketing Initiatives	Public Speaking
Strategic Planning Development	Community Engagement Strategies
Working with Media	Reviewing Internal Controls
Working with Elected Officials	Working with Labor and Management

COMMUNITY EXPERIENCE

Elected to the Arlington School Board in 1986.

Served on Dutchess BOCES Board and a number of statewide boards: New York State (NYS) United Way, NYS School Boards Association (NYSSBA).

Served as President of NYSSBA.

Served on the National School Boards Board of Directors 2009-2011.

Served as Chair of the National Black Caucus of School Board Members 2009-2011.

Currently Chairperson of American Heart Association Dutchess-Ulster Division, member of the boards of Healthquest, Dutchess County Economic Development Corporation, Patterns for Progress, Cornell Cooperative Extension, St. Francis Hospital and Association for Senior Citizens (Chairman).

Currently Chairperson of NYS Education Conference Board and NYS Board of Regents Appointee to chair the state-run district Roosevelt on Long Island, NY.

Currently a member of Hospice, Inc., and New Horizons Inc. Board of Directors.

WILLIAM H. ADAMS

EDUCATION

Ed.D.	Rutgers University, New Brunswick, NJ
M.A.	Rowan University, Glassboro, NJ
B.A.	Rowan University, Glassboro, NJ

EXPERIENCE

2014 – Present	East Coast Regional President, Hazard, Young, Attea & Associates
2006 – 2014	Ray & Associates, Cedar Rapids, IA
1987	New Jersey Regional Day School at Mannington
1986 – Present	CEO and Principal Consultant, W.H. Adams & Associates, LLC, Naples, FL
1984 – 1988	Radey & Fuller Associates, Cherry Hill, NJ
1982	US Department of Education, Title VI Grant
1977	NJ Council on Vocational Education, Trenton, NJ
1973 – 2008	Superintendent of Schools, Salem County Vocational Technical Schools, Woodstown, NJ
1969 – 1973	High School Principal , Camden County Vocational Technical Schools, Pennsauken, NJ

AWARDS

AASA Distinguished Service Award, 2010
NJASA Designated Superintendent Emeritus, 2009
National School Boards American School First Place MAGNA Award, 2008
New Jersey Association of School Administrators Distinguished Service Award, 2005
New Jersey Superintendent of the Year, 1994
AASA James R. Kirkpatrick Legislative Award for testimony before the US Senate, House and GAO, 1991
Rutgers University Graduate School of Education “Distinguished Alumni Award”, 1992
Executive Educator, formerly published by the National School Boards Association,
Top 100 School Administrators in North America, 1980

PROFESSIONAL ACTIVITIES

National Center for Educational Research and Technology (NCERT) – Board of Directors (2007-13)
AASA Corporate Advisement Team (2006)
AASA Publications Review Board (2006 – present)
American Association of School Administrators Executive Committee (1998–01 & 2004–07)
Salem County One Stop Management Team for the Cumberland/Salem Workforce Investment Act (2000 – 2008)
New Jersey Association of School Administrators
Treasurer (1994 – 1995)
Secretary (1995 – 1996)
President-Elect (1996 – 1997)
President (1997 – 1998)
AASA Legislative Corps (1990 - present)
State Advisory Council for the Gifted and Talented (1984–87)
N.J. Commissioner’s Advisory Council for the Handicapped (1978–86), Chairperson (1978–82)

SELECT HYA SUPERINTENDENT SEARCH HISTORY WITH REFERENCES

2017

0 – 2,500 Students	2,501 – 5,000 Students	5,001 – 7,500 Students	7,501 - 20,000 Students	20,001+ Students
Bexley City SD (OH) 2,274 Students, K-12 Melissa LaCroix melissa.lacroix@bexleyschools.org Harvard CUSD 50 (IL) 2,400 Students, PK-12 Sandra Theriault Stheriault@cusd50.org Richland SD88 (IL) 915 Students, K-8 Julie Starasrich 815.690.0674	Beacon City Schools (NY) 3,600 Students, K-12 Meredith Heuer 917.447.6562 Chappaqua Central SD (NY) 4,000 Students, K-12 Allison Gardner 914.409.7696 Concord Public Schools & Concord-Carlisle Regional School District (MA) 3,355 students, K-12 Johanna Boynton 978.318.1500 Duxbury Public Schools (MA) 3,250 students, PK-12 Anne Ward, awardlux@verizon.net Hunterdon Central Regional HS (NJ) 2,990 Students, 9-12 Deborah Labbadia 908.616.8588 Madison SD (NJ) 2,604 Students, K-12 Lisa Ellis 201.400.2349 Manhasset Union Free SD (NY) 3,300 Students, K-12 Regina Rule 914.602.1483 Pelham Public Schools (NY) 2,800 Students, K-12 Madeline Smith 646.209.5213 Rescue Union SD (CA) 3,766 Students, PK-8 Nancy Brownell, 916.769.7417 Rye City SD (NY) 3,384 Students, K-12 Katy Keoghane Glassberg glassberg.katy@ryeschools.org	Franklin Public Schools (MA) 5,447 students, PK-12 Kevin O'Malley 774.571.8486 Hempstead Union Free School District (NY) 6,000 Students, PK-12 Maribel Touré 516.434.4000	Clarke County SD (GA) 13,500 students, PK-12 Charles Worthy, 706.255.7795 Crowley ISD (TX) 15,200 Students, PK-12 June W. Davis 817.292.6092 Cupertino USD (CA) 18,000, PK-12 Anjali Kausar 408.827.8336 El Rancho USD (CA) 8,800 students, PK-12 Dr. Aurora Villon, 562.965.8636 L'Anse Creuse PS (MI) 12,000 Students, K-12 Amy Servial 586.822.9302. amyservial@gmail.com Dr. Terri Spencer 248.520.0334 tmsedd@gmail.com Richland SD (WA) 13,400 Students, K-12 Rick Jansons, 509.528.3488 rick.jansons@rpsd.edu Sequoia Union HSD (CA) 9,000 Students, 9-12 Carrie Dubois, cdubois@dnorcal.com	Fairfax County PS (VA) 183,000 students, PK-12 Sandy Evans, 571.423.1083 Garland ISD (TX) 57,400 Students, PK-12 Larry H. Glick 972.475.4000 Midland ISD (TX) 25,000 Students, PK-12 Rick Davis 432.683.6686 Portland Public Schools (OR) 49,200 students, PK-12 Amy Kohnstamm 503.913.3945 Richmond City SD (VA) 22,000 Students, PK-12 Dawn Pope 804.402.5000 Thomas Farrell 804.513.0523



HYA | Executive Search
Hazard, Young, Althea & Associates

SELECT HYA SUPERINTENDENT SEARCH HISTORY WITH REFERENCES

2016

0 – 2,500 Students	2,501 – 5,000 Students	5,001 – 7,500 Students	7,501 - 20,000 Students	20,001+ Students
Brisbane SD (CA) 450 students, TK-8 Leo Tingin 415.269.4149 ltingin@brsbarnesd.org Carlisle Public Schools (MA) 620 students PK-8 Melissa McMorrow 978.369.6550 CCSD 89 – Glen Ellyn (IL) 2,000 students PK-8 Mike Nelson 773.469.7750 Gravenstein Union SD (CA) 748 students K-8 Jim Horn 707.823.1052 Harvey School District 152 (IL) 2,300 students PK-8 Gloria Johnson gjohnson@harvey152.org Soquel Union Elementary SD (CA) 1,900 students PK-8 Judy McGooden 408.818.1263 Woodbridge School District (CT) 780 students, PK-6 Margaret Hamilton, 203.494.7591 mhamm@sbcsglobal.net	Bedford Central School District (NY) 3,600 students K-12 Jennifer Gerken 914.262.3526 Jefferson UHSD (CA) 5,000 students 9-12 Rosie Tejeda 415.250.5123 Laguna Beach USD (CA) 3,037 students K-12 Carol Normandin 949.497.7700 ext. 5202 Minooka Community HSD #111 (IL) 2,700 students 9-12 Mike Brozovich mbrozovich@mchs.net New Albany-Plain Local SD (OH) 4,882 students PK-12 Debra Kalinsky dkalinsky@earthlink.net Walnut Creek ESD (CA) 3,600 students K-8 Kate Peña 925.287.0494	Westport Public Schools (CT) 5,770 students PK-12 Michael Gordon 203.255.2244	Campbell Union HSD (CA) 8,000 students 9 - 12 Linda Coyfía 408.230.7414 Carlsbad USD (CA) 11,000 students, K-12 Claudine Jones 760.331.5000 Fairfield Public Schools (CT) 10,000 students PK-12 Philip Dwyer dwyer_philip@yahoo.com Manchester School District (NH) 15,000 Students PK-12 Debra Langton 603.669.8338 Santa Barbara Unified SD (CA) 15,500 students PK-12 Kate Parker kparker@sbunified.org Stamford SD (CT) 16,000 students K-12 Geoff Alswanger 203.968.0233	Beaverton School District (OR) 40,725 students K-12 Anne Bryan 503.679.5040 Blue Valley SD 229 (KS) 22,000 students PK-12 Mike Seitz 913.226.7765 Houston ISD (TX) 215,000 students PK-12 Manuel Rodriguez 713.498.5649 Humble ISD (TX) 41,000 students PK-12 Robert Stiton 281.450.2472 Los Angeles USD (CA) 640,000 students PK-12 Steve Zimmer 213.241.6387 Northwest ISD (TX) 21,000 students PK-12 Mark Schuler 817.948.6425 Josh Wright 682.472.1846 Phoenix Union HSD (AZ) 27,000 students 9-12 Lela Aiston 602.278.2002 Providence PSD (RI) 24,000 students PK-12 Nicholas Hemond 401.453.8600 Santa Ana Unified SD (CA) 56,000 students PK-12 John Palacio 714.542.0589



HYA Executive Search
Hazard, Young, Allen & Associates

SELECT HYA SUPERINTENDENT SEARCH HISTORY WITH REFERENCES

2015

0 – 2,500 Students	2,501 – 5,000 Students	5,001 – 7,500 Students	7,501 - 20,000 Students	20,001+ Students
Galt Joint Union High SD (CA) 2,300 students 9-12 Terry Parker Owning 209.810.0720 Highland Falls-Fort Montgomery CSD (NY) 1,000 students K-12 Anne Lawless 914.588.0384 Northbrook/Glenview SD 30 (IL) 1,130 K-8 students Chuck Gilles 847.498.4190 cgilles@district30.org Rockridge CUSD #300 (IL) 1,100 students PK-12 Jeff Widdop 309.793.8001 Salem Elementary SD111 (IL) 970 students PK-8 Terry Barnfield 618.267.0514 Saratoga Union School District (CA) 2,100 students K-8 Arel Negera 408.656.9137 Trevor-Wilmot Consolidated SD (WI) 565 students PK-8 Tom Steiner 262.862.2356	City Schools of Decatur (GA) 4,200 students PK-12 Annie Caioia 404.371.3601 Fayetteville-Manlius Central SD (NY) 4,420 students K-12 Marissa Joy Milms 315.682.3231 Freeport School District 145 (IL) 4,187 students PK-12 Janice Crutchfield janice.crutchfield@fscd145.org Mahopac Central School District (NY) 5,000 students K-12 Michael Solafani 914.939.1256	Cambridge Public Schools (MA) 7,000 students PK-12 Mayor David Maher 303.249.6575 Barbara Allen 617.349.6441 ballen@cpsd.us CCSD 62 – Des Plaines (IL) 5,200 students PK-8 Stephanie Duckmann 847.824.1136 Centinela Valley Union HSD (CA) 6,600 students 9-12 Hugo M. Rojas II 310.263.3200 Flint Community Schools (MI) 7,000 students PK-12 Isaiah Oliver 810.210.6823 isaiah.m.oliver@gmail.com Hudson School District #2611 (WI) 5,600 students K-12 Jamie Johnson 751.381.7105 Oak Park Elementary SD 97 (IL) 5,900 students PK-8 Bob Spatz bspsz@op97.org Pemberton Township Schools (NJ) 5,000 students 9-12 Sandy Glaswon glaswon@pemb.org Union Elementary SD (CA) 5,000 students K-8 Sheila Billings 408.888.3268	Bridgewater-Raritan RSD (NJ) 8,800 students K-12 Ann Marie Mead 732.216.7268 amead@brsrd.k12.nj.us Eugene School District 4J (OR) 16,000 students K-12 Jim Torrey 541.790.7707 Franklin Township PS (NJ) 8,300 students PK-12 Edward Polosnak 732.745.1866 Jefferson County Schools (WV) 9,000 students PK-12 Scott Studduth scottstud@gmail.com Montgomery County PS (VA) 9,500 students PK-12 James Lyons 540-831-9864 joeylyons@mcps.org Orleans Parish School Board (LA) 11,000 students PK-12 Nolan Marshall, Jr. 504.460.1496 San Mateo-Foster City SD (CA) 12,000 students PK-8 Audrey Ng 626.862.4582 South San Francisco USD (CA) 9,375 students PK-12 Rosa Acosta 650.754.3672 West Allis-West Milwaukee SD (WI) 9,877 students PK-12 Patricia Kerfin 414.604.3000	Boston Public Schools (MA) 57,300 students PK-12 Michael O'Neill 617.947.2967 Colorado Association of School Executive (CO) Executive Director Diana Sirko 970.618.1829 Montgomery County PS (MD) 154,000 students PK-12 Mike Durso 240.401.0674 Sioux Falls School District (SD) 23,000 students PK-12 Kent Albery 605.941.3740



HYA Executive Search
Hazard, Young, Allee & Associates

SELECT HYA SUPERINTENDENT SEARCH HISTORY WITH REFERENCES

2014

0 – 2,500 Students	2,501 – 5,000 Students	5,001 – 7,500 Students	7,501 - 20,000 Students	20,001+ Students
Clarke County Schools (VA) 1,950 students PK-12 Janet Creager Alger 540.664.1163 Green Brook Township PS (NJ) 930 students K-8 James Benscoter benscoter@gbtps.org Haldane Central School District (NY) 883 students K-12 Jennifer Daly 917.450.1630 Maple Dale-Indian Hill SD (WI) 500 students K-8 Chris Soyke 414.540.4092 Moffat County SD RE-1 (CO) 2,402 students PK-12 J.B. Chapman 970.846.2671 Palos CCSD 118 (IL) 1,882 students PK-8 Sheila Pacholski 312.835.3589 Ross Valley School District (CA) 2,200 students PK-8 Anne Capron 415.686.2926 Roselle School District #12 (IL) 690 students K-8 Lisa Mondo 630.240.1709	Asheville City Schools (NC) 4,081 students PK-12 Jaquelyn Hallum 828.258.8118 Katonah-Lewisboro SD (NY) 3,200 students, K-12 Marjorie Schrif 516.972.3614 North Plainfield School District (NJ) 3,152 students K-12 Linda Bond-Nelson 908.922.0377 Princeton Public Schools (NJ) 3,800 students PK-12 Timothy Quinn 609.921.0428 Somerville Public Schools (MA) 4,987 students PK-12 Paul Bockelman 617.833.8863 Summit Public Schools (NJ) 4,100 students K-12 Celia Colbert 908.399.6131 Wilton Public Schools (CT) 4,320 students PK-12 Bruce Liky 203.722.6474	Accomack County Schools (VA) 5,200 students PK-12 Romie Holden 757.710.1830 Baldwin Union Free SD (NY) 5,000 students K-12 Mary Jo O'Hagan 516.589.2994 ohagarmaryjo@gmail.com Cleveland Heights-University Heights City School District (OH) 5,800 students PK-12 Ron Register 216.403.4708 r_register@chuh.org Evanston-Stokje SD 65 (IL) 7,082 students PK-8 Traci Quattroci 847.859.8005 Lexington Public Schools (MA) 6,600 students PK-12 Margaret Coppe mccoppe@sch.cl.lexington.ma.us Linn-Mar Community SD (IA) 7,000 Students PK-12 Tim Isenberg tisenberg@linnmar.k12.ia.us Parsippany-Troy Hills SD (NJ) 7,300 students PK-12 Fran Orthwein 973.263.7200 orthwein@aol.com Ridgefield Public Schools (CT) 5,500 students K-12 Austin Drukker 203.894.5550 Woodstock CUSD 200 (IL) 6,145 students PK-12 Paul Meyer 815.337.2503	City SD of New Rochelle (NY) 11,600 students PK-12 David Lacher 914.671.2171 Eanes ISD (TX) 7,803 students K-12 Rob Hargett 512.415.4656 rhargett@eanesisd.net East Brunswick PS (NJ) 8,309 students K-12 Brad Cohen 732.613.6700 Portsmouth Public Schools (VA) 15,200 students PK-12 James Bridgford 757.434.2567 Rowland Unified SD (CA) 14,000 students K-12 Heidi Gallegos heidigallegos@gmail.com Shoreline District #412 (WA) 9,000 students PK-12 Mike Jacobs or Debi Entlichman 206.393.6111 Toms River Regional Schools (NJ) 17,000 students K-12 Joseph Torrone jtorrone@trschools.com	Loudoun County Schools (VA) 70,000 students PK-12 Eric Hornberger 571.291.5685 Virginia Beach City PS (VA) 70,259 students K-12 Dan Edwards 757.263.1016



SELECT HYA SUPERINTENDENT SEARCH HISTORY WITH REFERENCES

2013

0 – 2,500 Students	2,501 – 5,000 Students	5,001 – 7,500 Students	7,501 - 20,000 Students	20,001+ Students
Fox Point-Bayside Schools (WI) 500 students PK-8 Deb Friberg deb_friberg@hotmail.com High Point Regional HS District (NU) 800 students 9-12 Paul Derin 973.875.7205 Nicolet High School (WI) 1,300 students 9-12 Marilyn Franklin 414.352.1180 Portola Valley School District (CA) 700 students PK-8 Jocelyn Swisher 650.851.1777 Public Schools of the Tarrytowns (NY) 2,100 students PK-12 Mimi Godwin 914.564.9621 Secaucus School District (NJ) 2,190 students PK-12 Jack McStowe jmcstowe@sboe.us Sunnybrook SD 171 (IL) 1,015 students K-8 Lance Lape 708.895.7790 Tuckahoe Union Free SD (NY) 1,100 students K-12 Julio Urbina 212.239.3030 Watchung Hills Regional HS (NJ) 2,068 students 9-12 Robert Horowitz 732.563.1122	Belmont-Redwood Shores SD (CA) 3,600 students K-8 Robert Tashjian 650.520.5354 Monona Grove School District (WI) 3,121 students PK-12 Susan Fox 608.222.5015 Tukwila School District (WA) 2,920 students K-12 Mark Wahlsstrom wahlseaa@yahoo.com	Oconomowoc Area Schools (WI) 5,100 students PK-12 Don Wiemer 262.490.0804 Passaic City SD (NJ) 7,000 students PK-12 Byron Bostos 973.470.5500 Piscataway Twp Schools (NJ) 7,200 students K-12 Tom Mosier tmosier@pway.org Shaker Heights City Schools (OH) 5,500 students K-12 Annette Sutherland 216.991.8573 St John the Baptist Parish SD (LA) 6,253 students PK-12 Gerald Keller 504.628.5277 Syosset Central SD (NY) 6,527 students K-12 Michael Cohen 516.567.7780 mcgrateful@gmail.com	Alvord Unified SD (CA) 19,812 students K-12 Art Kaspergreen artjr@gmail.com Decatur Public Schools (IL) 9,000 students PK-12 Brian Hodges 217.877.8901 Portage Public Schools (MI) 8,700 students K-12 Robert Snyder 269.381.3585 San Leandro Unified SD (CA) 8,800 students K-12 Diana J. Proia 510.483.0744	Fairfax County Schools (VA) 166,000 students PK-12 Illyong Moon 703.409.0270 Fort Bend ISD (TX) 69,000 students PK-12 Jim Rice 832.563.2942 Indianapolis Public Schools (IN) 30,000 students PK-12 Diane Arnold 317.679.8844 Jersey City Public Schools (NJ) 26,000 students PK-12 Suzanne Mack 201.344.7599 Round Rock ISD (TX) 47,328 students PK-12 Catherine Hanna 512.731.6604 Stafford County PS (VA) 27,463 students PK-12 Stephanie Johnson 540.295.0233 johnsonsj@staffordschools.net



HYA Executive Search
Hazard, Young, Allen & Associates

HYA looks forward to the possibility of working with the Board and assisting with the selection of a new leader. Please contact HYA at 847-318-0072 or at hya@ecragroup.com with questions or requests for additional information.

Hazard, Young, Attea & Associates

1475 E. Woodfield Rd, 14th Floor
Schaumburg, IL 60173
(847) 318-0072

East Coast Regional office

Jersey City, NJ

West Coast Regional office

Palo Alto, CA

www.hyasearch.com

Superintendent Search Firm Request For Proposals 8862

Cost Proposal

THE EVALUATIVE PROCESS REQUIRES AN ASSESSMENT OF COST FOR VARIOUS SERVICES. THE OVERALL PROPOSED PRICE MAY CONTAIN ONE OR MORE COMPONENTS. THIS PRICING TABLE HAS BEEN DEVELOPED TO PROVIDE UNIFORMITY FOR EVALUATIVE PURPOSES. INDICATE PRICING AS APPLICABLE FOR SERVICES PROPOSED.

Company Name Hazard, Young, Attea & Associates	
Description of Service	Fee
Percentage of Candidate's First Year Salary HYA's executive search pricing structure is based on the level of services desired, the complexity and size of the district, the number of associates directly assigned to the search and the projected time required to complete a successful search. The HYA proposed services include all four stages of the HYA signature search process. They are engagement, recruitment, selection and transition. To comply with the request for percentage of first-year salary HYA calculated an all-inclusive search fee as being 19% of a projected successor superintendent's first year salary of \$210,000. This comprehensive all-inclusive search fee is proposed at \$39,000.	\$39,000
Fixed Upfront Service Charge Projected advertising services, executive due diligence for three potential finalist and consultant/associate travel expenses based on GSA guidelines are provided in the spaces below for additional services. The proposal is based on all documents being provided in an electronic format. HYA is a green company and charges a 5% surcharge for production of paper documents.	N/A
Other HYA works with clients to consider numerous approaches to advertising and marketing for executive leadership positions. The HYA team will create and coordinate all advertising at the board's direction. Three national packages are offered. Based on the scope of this leadership position package three as defined in the HYA I can be of proposal is offered at \$5000. In addition to encourage greater diversity in the candidate pool advertising is proposed with the Association of Latino Administrators and Superintendents (ALAS) and the National Association of Black School Educators (NASBE) at a cost of \$520. HYA also recommends the Northeast advertising package with NJASA, NYSCOSS and CAPSS at a cost of \$780. The total cost in the fee column for all three advertising services is \$6,300.	\$6,300
Other The primary team that will be assigned to the search will consist of a lead associate from New Jersey and associates from two other states. In addition, all 120+ nationwide associates will be utilized as part of the recruitment network. Our regional president, with extensive New Jersey experience and knowledge, will provide executive oversight and coordination for the search. On-site stakeholder and focus group meetings, Board meetings, and candidate interviews that require consultant/associate travel and related expenses, will be charged up to a maximum of \$6,000, subject to documentation and adherence to GAO guidelines.	\$6,000
Other HYA uses a third-party, Baker Eubanks, to perform due diligence background checks. An independent third-party investigator completes the comprehensive and expanded background check described in the proposal. It includes an executive summary allowing for an analysis of findings. For this search, it is recommended that the comprehensive option described in the proposal, be utilized for up to three finalists. In addition to the criminal, civil, financial, motor vehicle investigation and credential verification, the comprehensive option provides a five-year timeframe news media review and a social media review. The cost of the comprehensive due diligence service is \$1,950 per candidate. Based on a maximum of three final candidates, total cost of this service will not exceed \$5,850.	\$5,850
Proposal Total	\$58,050

***Other**

Not included in this proposal are candidate expenses that the Board may pay at its discretion for candidates to travel and participate in the interview process. Because HYA has no way of determining at this juncture where the candidates reside an accurate cost cannot be determined. Further, the Board may set top stops on any such travel related expenses it approves.

All documents prepared by the Contractor under the Contract, finished or unfinished, shall become the property of the District. All travel expenses must be incorporated into the fee provided. The district will not pay for travel expenses.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/29/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DSP Insurance Services 1900 E. Golf Road Suite 650 Schaumburg IL 60173	CONTACT NAME: PHONE (A/C, No. Ext): (847) 934-6100 FAX (A/C, No): (847) 934-6186 E-MAIL ADDRESS:														
INSURED ECRA Group, Inc. 1475 E. Woodfield Rd. 14th Flr Schaumburg IL 60173	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Sentinel Insurance Company, LT</td><td>11000</td></tr><tr><td>INSURER B: Hartford Insurance Co Of Midwest</td><td>37478</td></tr><tr><td>INSURER C: AmTrust Insurance Company</td><td>15954</td></tr><tr><td>INSURER D: Federal Insurance Company</td><td>20281</td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Sentinel Insurance Company, LT	11000	INSURER B: Hartford Insurance Co Of Midwest	37478	INSURER C: AmTrust Insurance Company	15954	INSURER D: Federal Insurance Company	20281	INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER C: AmTrust Insurance Company	15954														
INSURER D: Federal Insurance Company	20281														
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER: Cert ID 21384

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			83SBAPY2314	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			KPP1030061-03	07/01/2017	07/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			83SBAPY2314	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N/A		83WECBM2787	07/01/2017	07/01/2018	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability			82256406	07/01/2017	07/01/2018	Ea. Claim/Aggregate \$ 2,000,000 \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Newark Public Schools is named as Additional Insured with respects to General Liability when required by written contract

CERTIFICATE HOLDER**CANCELLATION**

CERTIFICATE HOLDER Newark Public Schools 765 Broad St Newark NJ 07102	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

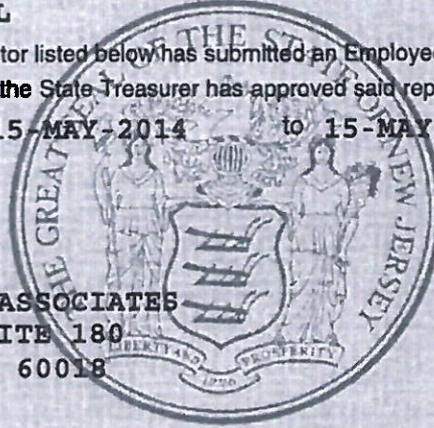
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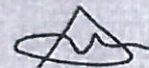
Certification 52791

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT
INITIAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-MAY-2014** to **15-MAY-2021**

**HAZARD YOUNG ATTEA & ASSOCIATES
5600 N. RIVER ROAD SUITE 180
ROSEMONT IL 60018**




Andrew P. Sidamon-Eristoff
State Treasurer

68

NEWARK PUBLIC SCHOOLS

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 Contract: _____ Date 12/07/2017

Vendor Name:	Hazard, Young, Attea & Associates		
Address:	1475 E. Woodfield Rd., 14th Fl.		
City:	Schaumburg	State:	IL Zip: 60173

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.



John Gatta

Chief Executive Officer

Signature

Printed Name

Title

A. 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)

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: Hazard, Young, Attea & Associates

Date: 12/07/2017



I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR



I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:



Partnership



Corporation



Sole Proprietorship



Limited Partnership



Limited Liability Corporation



Limited Liability Partnership



Subchapter S Corporation



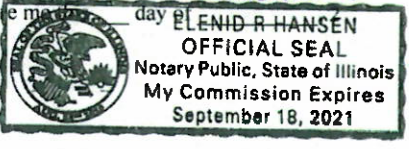
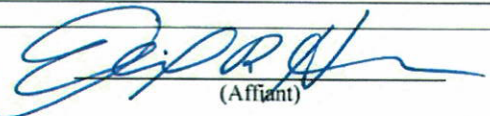
Nonprofit Organization

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: <u>John Gatta</u>	Name: <u>Louis Gatta</u>
Home Address: [REDACTED]	Home Address: [REDACTED]
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:



Subscribed and sworn before me on <u>07</u> day of <u>December</u> <u>2017</u>		 (Affiant)
(Notary Public)		<u>Elenid R. Hansen, Exec. Asst.</u> (Print name & title of affiant)
My Commission expires:		(Corporate Seal)

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
OWNERSHIP DISCLOSURE FORM**

Solicitation Number: 8862

Bidder/Offeror: Hazard, Young, Attea & Associates

PART 1: PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR "NO" BOX.
ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO COMPLETE THIS FORM PURSUANT TO N.J.S.A. 52:25-24.2
PLEASE NOTE: IF THE BIDDER/OFFEROR IS A NON-PROFIT, THIS FORM IS NOT REQUIRED. PLEASE COMPLETE THE SEPARATE DISCLOSURE OF INVESTIGATIONS FORM.

YES NO

1. Are there any individuals, corporations or partnerships owning a **10% or greater** interest in the bidder/offeror? ☒ YES ☐ NO

IF THE ANSWER TO QUESTION 1 IS NO, PLEASE SIGN AND DATE THE FORM. YOU DO NOT HAVE TO COMPLETE ANY MORE QUESTIONS ON THIS FORM. IF THE ANSWER TO QUESTION 1 IS YES, PLEASE ANSWER QUESTIONS 2-4 BELOW.

2. Of those parties owning a 10% or greater interest in the bidder/offeror, are any of those parties **individuals**? ☒ YES ☐ NO
3. Of those parties owning a 10% or greater interest in the bidder/offeror, are any of those parties **corporations or partnerships**? ☐ YES ☒ NO
4. If your answer to Question 3 is "YES", are there any parties owning a **10% or greater** interest in the corporation or partnership referenced in Question 3? ☐ YES ☒ NO

IF ANY OF THE ANSWERS TO QUESTIONS 2-4 ARE YES, PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO QUESTIONS 2-4 ANSWERED AS "YES".

For Questions 2-4 answered "YES", you **must** disclose identifying information related to the individuals, partnerships and/or corporations owning a 10% or greater interest in the bidder/offeror. Further, if one or more of these entities is itself a corporation or partnership, you must also disclose all parties that own a 10% or greater interest in that corporation or partnership. This information is required by statute.

TO COMPLETE PART 2, PLEASE PROVIDE THE REQUESTED INFORMATION PERTAINING TO EITHER INDIVIDUALS OR PARTNERSHIPS/CORPORATIONS HAVING A 10% OR GREATER INTEREST IN THE BIDDER/OFFEROR. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ENTRY" BUTTON IN THE APPROPRIATE ENTITY TYPE.

Individuals			
Name:	<u>John Gatta</u>	Date of Birth:	
Office Held:	<u>CEO</u>	Ownership Interest	<u>46</u> %
Home Address:			
City		State	
		Zip Code	
Are there additional entities holding 10% or greater ownership interest in the bidder/offeror and its parent corporation/partnership?			
☒ Yes or ☐ No			
Add An Additional Individuals Entry			
Delete Entry			

Individuals

Name:	<u>Louis Gatta</u>	Date of Birth:	<u>[REDACTED]</u>	Delete Entry
Office Held:	<u>COB</u>	Ownership Interest	<u>56 %</u>	
Home Address:	<u>[REDACTED]</u>			
City	<u>[REDACTED]</u>	State	<u>[REDACTED]</u>	
		Zip Code	<u>[REDACTED]</u>	
Are there additional entities holding 10% or greater ownership interest in the bidder/offor and its parent corporation/partnership?				
☐ Yes or ☒ No				
Add An Additional Individuals Entry				

ONCE YOU HAVE IDENTIFIED **ALL** PARTIES HAVING A 10% OR GREATER OWNERSHIP INTEREST IN THE BIDDER/OFFEROR AND ITS PARENT CORPORATION/PARTNERSHIPS, PLEASE SIGN AND DATE BELOW AND PROCEED TO THE **DISCLOSURE OF INVESTIGATIONS FORM**.

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

Full Name (Print): John Gatta Signature: 
Title: Chief Executive Officer Date: 12/07/2017
FEIN/SSN: 27-0092348

ALL BIDDER/OFFERORS SHOULD COMPLETE THE DISCLOSURE OF INVESTIGATIONS FORM

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING BIDDER FORM**

Solicitation Number: 8862

Bidder/Offeror: Hazard, Young, Attea & Associates

PART 1: PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR "NO" BOX.
PLEASE REFER TO THE PERSONS AND/OR ENTITIES LISTED ON YOUR OWNERSHIP DISCLOSURE FORM WHEN ANSWERING THE QUESTIONS BELOW.

NON-PROFIT ENTITIES: PLEASE LIST **ALL** OFFICERS/DIRECTORS IN **PART 2** OF THIS FORM. YOU WILL BE REQUIRED TO ANSWER THE QUESTIONS BELOW WITH RESPECT TO THESE INDIVIDUALS.

- | | YES | NO |
|---|--------------------------|-------------------------------------|
| 1. Has any person or entity listed on this form or its attachments ever been arrested, charged, indicted, or convicted in a criminal or disorderly persons matter by the State of New Jersey (or political subdivision thereof), any other state or the U.S. Government? | ☐ | ☒ |
| 2. Has any person or entity listed on this form or its attachments ever been suspended, debarred or otherwise declared ineligible by any government agency from bidding or contracting to provide services, labor, materials or supplies? | ☐ | ☒ |
| 3. Are there currently any pending criminal matters or debarment proceedings in which the firm and/or its officers and/or managers are involved? | ☐ | ☒ |
| 4. Has any person or entity listed on this form or its attachments been denied any license, permit or similar authorization required to engage in the work applied for herein, or has any such license, permit or similar authorization been revoked by any agency of federal, state or local government? | ☐ | ☒ |

IF **ANY** OF THE ANSWERS TO QUESTIONS 1-4 ARE **YES**, PLEASE **PROVIDE** THE REQUESTED INFORMATION IN PART 2 BELOW.
IF **ALL** OF THE ANSWERS TO QUESTIONS 1-4 ARE **NO**, PLEASE READ AND SIGN THE FORM BELOW. NO FURTHER ACTION IS NEEDED.
IF YOU ARE A NON-PROFIT, YOU **MUST** DISCLOSE ALL OFFICERS/DIRECTORS IN PART 2 BELOW.

PART 2: PROVIDING ADDITIONAL INFORMATION

For Questions 1-4 answered "YES", you **must** provide a detailed description of any investigation or litigation, including but not limited to administrative complaints or other administrative proceedings, involving public sector clients during the past 5 years. This description must include the nature and status of the investigation, and for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and if applicable, disposition. Please provide this information in the box labeled "Additional Information" below. The box will prompt you to provide the information referenced above. Please provide thorough answers to each question. Click on the "Add Additional Information" button below the box if you need to make additional entries.

Non-profit bidder/offerors must disclose the individuals serving as officers or directors for purposes of this form. Please indicate all individuals acting in either capacity by providing the information located in the "Officers/Directors" box. If additional entries are needed, click the "Add an Officer/Director Entry" button.

Once all required information has been disclosed, complete the certification beneath the "Additional Information" section below. Failure to complete this form may render your proposal non-responsive.

Additional Information

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

Full Name (Print): John Gatta

Signature: 

Title: Chief Executive Officer

Date: 12/07/2017

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

Quote Number: 8862

Bidder/Offorer: Hazard, Young, Attea & Associates

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 <u>N/A</u>	Relationship to Bidder/Offorer _____
Description of Activities _____	
Duration of Engagement _____ Anticipated Cessation Date _____	
Bidder/Offorer Contact Name _____	Contact Phone Number _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

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

Full Name (Print): John Gatta

Signature: _____

Title: Chief Executive Officer

Date: _____

12/07/2017

11/15/12

Taxpayer Identification# 270-092-348/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME: ECRA GROUP INC	TRADE NAME:	
ADDRESS: 5600 N RIVER RD STE 180 ROSEMONT IL 60018-5184	SEQUENCE NUMBER: 1754011	
EFFECTIVE DATE: 11/15/12	ISSUANCE DATE: 11/15/12	
FORM-BRC (04-08), D205846V		Director New Jersey Division of Revenue
This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.		

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. ECRA Group Incorporated	
	2 Business name/disregarded entity name, if different from above Hazard Young Attea & Associates	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ ☐ Other (see instructions) ▶ ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.	
	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.) 1475 E Woodfield Rd 14th Floor	Requester's name and address (optional)
	6 City, state, and ZIP code Schaumburg, IL 60173	
	7 List account number(s) here (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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-				-	
or								
Employer identification number								
2	7	-	0	0	9	2	3	4

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 on page 3.

Sign
Here

Signature of
U.S. person ▶

Date ▶

4/29/16

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

NEWARK PUBLIC SCHOOLS
DEPARTMENT OF PURCHASING
VENDOR SETUP/CHANGE REQUEST

Please Fax to 973-733-6600

DO YOU ACCEPT PURCHASE ORDERS X **YES OR** **NO**

DATE: 2/07/2017

VENDOR#

BUYER/CLERK'S NAME:

Debarment Status Checked

Please provide the following information:

VENDOR'S NAME Hazard, Young, Attea & Associates

ADDRESS FOR PURCHASE ORDERS:

IF DIFFERENT, ADDRESS FOR PAYMENT

 1475 E. Woodfield Rd. 14th Fl.

 Schaumburg, IL 60173

PHONE# 847-318-0072

FAX#

EMAIL ADDRESS TO **RECEIVE ALL PURCHASE ORDERS (only 1 email address needed):**
 suehinman@ecragroup.com

CONTACT PERSON FOR PURCHASE ORDERS: Sue Hinman

THIS IS A COMMERCIAL X NON-PROFIT OR GOVERNMENT AGENCY

IF COMMERCIAL IS BUSINESS LARGE OR SMALL X
(100 EMPLOYEES OR LESS)

IS THIS FIRM A WOMAN OWNED BUSINESS NO (51% OR MORE)

IS THIS FIRM A MINORITY OWNED BUSINESS NO (51% OR MORE)

NEWARK PUBLIC SCHOOL EMPLOYEE Yes No X

IF MINORITY OWNED, IS IT ASIAN AMERICAN NO AFRICAN AMERICAN NO

HISPANIC AMERICAN NO NATIVE AMERICAN NO OR PORTUGUESE NO

TAX ID# 27-0092348

NJ Business Registration # 1754011

CONSULTANT/EMPLOYEE'S SOCIAL SECURITY# N/A

VENDOR CLASSIFICATION: Circle One: Goods - Service - Goods&Service - Construction

Only a purchase order issued by a school or central office department authorizes the performance of services. Newark Public Schools is not responsible for services performed without an authorized Purchase Order.



The Newark Public Schools
Division of Financial Services
Purchasing/Warehouse Department
2 Cedar Street
Newark, New Jersey 07102-3091
973-733-6549
Fax: 973-733-6600

Christopher Cerf
State District Superintendent

Sherelle Spriggs
Director of Support Services

January 17, 2018

Hazard, Young, Attea & Associates
1475 E. Woodfield Road, 14th Floor
Schaumburg, IL 60173
Attn: Therese Meyer

RE: Contract #8862 – Superintendent Search Firm

Dear Sir/Madam,

Congratulations you have been awarded a contract with Newark Public Schools. The enclosed must be completed in accordance with the instructions below. All documents must be returned to this office by January 31, 2018.

The following information is required to complete the contract.

- If the contractor is a corporation, the contract is to be signed by the president or other officer so empowered to act and said officer's signature attested to by the secretary.
- If sole proprietorship or partnership, the contract must be executed by the appropriate individuals and properly witnessed.
- Please return with the contracts the following items:
 - ☒ Certificate of Insurance (with Newark Public Schools listed as Additional Insured).
 - ☒ Certificate of Employee Information Report/AA302.
 - ☒ Political Disclosure Contribution (enclosed)
 - ☒ Stockholder Disclosure (enclosed)
 - ☒ Business Registration Certificate
 - ☒ Iran Disclosure Contribution (enclosed)
 - ☒ W-9 (enclosed)
 - ☒ Vendor Set-Up form (enclosed)

Failure to return the contract and requested documents by the due date will result in termination of the award. If you are unable to meet the deadline you must contact the undersigned immediately for an extension request. Your compliance with the instruction and timely return of the executed document is anticipated.

Very truly yours,

Chantal Scott

Chantal Scott
C3scott@NPS.k12.nj.us
Office of Purchasing
Enclosures: 1 set (3 contracts)