

**EGG HARBOR CITY BOARD OF EDUCATION
730 Havana Avenue
Egg Harbor City, NJ 08215**

**REQUEST FOR PROPOSAL
FOR
SUBSTITUTE STAFFING SERVICES**

**Substitute Teaching Staff
Substitute Paraprofessional Staff
Substitute Clerk/Secretary Staff
Substitute Custodial Staff**

Bid Due at Office of Business Administrator

**730 Havana Avenue
Egg Harbor City, NJ 08215**

June 1, 2016

ADVERTISEMENTS FOR PROPOSALS

Notice is hereby given that sealed proposals will be received by the Egg Harbor City Board of Education ("Owner") and opened and read in public at the Board of Education District Offices, which are located at **730 Havana Avenue**, New Jersey on June 1, 2016 at 1:00 p.m. for:

SUBSTITUTE STAFFING SERVICES

Substitute Teaching Staff
Substitute Paraprofessional Staff
Substitute Clerk/Secretary Staff
Substitute Custodial Staff

The work of this contract includes services necessary to provide substitute teachers, paraprofessionals, clerk/secretaries and custodians at various School District facilities on an as-needed basis, as determined by the Egg Harbor City Board of Education.

No proposals will be received after the above date and time unless the contract is re-advertised for proposals or unless the date and time for bid opening is changed by duly issued addendum. Proposals received after the Bid Date and Time established by the Owner will be returned unopened.

All proposals must be submitted in a *sealed* envelope addressed to Joseph F. Smurlo, Business Administrator, Egg Harbor City Board of Education, 730 Havana Avenue, Egg Harbor City, NJ 08215 clearly marked on the outside with the name and address of the Respondent and the following information:

BID FOR SUBSTITUTE STAFFING SERVICES 2016-2017 SCHOOL YEAR

Any general requests for information regarding this Advertisement For Proposals should be directed to Joseph F. Smurlo, Business Administrator, or submitted by email to jsmurlo@ehcs.k12.nj.us. Questions will not be entertained after 1:00 p.m. on the third business day before the bid date and time, unless the Owner in its sole discretion believes that an answer is required in order to maintain a competitive process. No oral or other communications during the bidding process shall bind the Owner except as shall be contained in a written Addendum which the Owner may, in its sole discretion, issue in accordance with applicable law.

No Respondent may withdraw his bid within sixty (60) days after the actual date of the bid opening thereof.

Respondents are required to comply with the requirements of P.L.1975, C. 127, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. Respondents are also required to comply with P.L. 1977, C. 33 (Stockholder Partnership Disclosure Requirement) and P.L. 2004 C. 57 (Business Registration provisions of N.J.S.A. 52:32-44). Respondents are advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 et seq. (P.L. 2005, C.271, S. 3) if the Respondent receives the contracts in excess of \$50,000 from public entities in a calendar year. It

is the Respondents responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at www.elec.state.nj.us.

The above-listing of relevant statutes and regulations is informational only and not intended to be all-inclusive. Respondents are required to comply with applicable laws and regulations.

The Owner assumes no responsibility whatsoever in connection with any defects arising out of the issuance of the Contract Documents or the receipt or failure to receive Proposals, including those which may arise out of the delay for any reason in obtaining or submitting the Bid, including but not limited to: traffic delay, messengering, mislabeling, mis-directions from any source, mis-delivery or otherwise. When it is in the best interest to do so and to the maximum extent of its discretion under applicable law, the Owner may award the Contract in whole or in part, select any combination of proposals and alternates may waive any informality. The Owner reserves the right to reject any or all proposals, to the maximum extent of its lawful discretion.

BY ORDER OF THE BOARD OF EDUCATION
CITY OF EGG HARBOR CITY
ATLANTIC COUNTY, NEW JERSEY

Joseph Smurlo
BUSINESS ADMINISTRATOR

GENERAL INFORMATION

A. PURPOSE.

The Egg Harbor City Board of Education is seeking proposals from qualified respondents as follows:

**Substitute Teaching Staffing Services
Substitute Para-Professional Staffing Services
Substitute Clerk/Secretary Services
Substitute Custodial Staffing Services
Substitute Nursing Services**

The term of contract for Request for Proposal of Educational Staffing Services Firm shall be from July 1, 2016 through June 30, 2017.

B. SCOPE OF SERVICE.

The Egg Harbor City School District desires to appoint a firm or firms whom will be responsible for providing qualified substitutes for **all teaching staff, paraprofessionals, clerk/secretary, and/or custodians** to fill positions on an as-needed basis at the request of Egg Harbor City School District. The District wants to ensure that competent substitute employees are available to staff the schools when permanent employees are not available to perform their duties and responsibilities. The District reserves the right to limit services to a specific grade level. Long term vacancies will be filled with teachers fully certified (e.g. holding a standard certificate in their given content area). For short term placements, teachers with a provisional, CE, CEAS certificates are preferred. **Contract may be awarded to separate firms for each category or combination of categories or may be awarded to one firm for all three categories.**

C. EVALUATION OF PROPOSALS.

A committee will be selected to evaluate proposals that have been submitted. Committee members are familiar with the need for services to be performed in the Request for Proposal. Evaluations will be pursuant to N.J.A.C. 5:34-4.2, as appropriate.

D. PROPOSAL VALIDITY.

All proposals shall remain firm for a period of sixty (60) days after the date for the specified receipt of proposals.

E. AWARD OF CONTRACT.

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

F. AUTHORIZATION TO WORK.

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

G. RIGHT TO MAKE CHANGES.

Any description of the Work notwithstanding, the Owner retains the absolute and unabridged right to alter the Work in any respect, at any time before or after award of contract, including by withdrawing the Advertisement for Proposals, changing, adding or deleting its scope, or, in the case of a partial or revised Work for which an award is made, to insist upon complete and satisfactory performance of Work consistent with the basis on which said award is made.

H. COMPLETE BID SUBMITTAL.

- i. Manner of Completion: Respondents shall fully and accurately complete all Bid Forms as required, with all attachments. Failure to include any required pricing information will render such Bid incomplete and non-responsive. Any rejection of the specified language and contents of the Bid Forms will also be sufficient grounds for the rejection of the Bid. Conditional Proposals will not be considered.
- ii. All blank spaces in the Bid Forms applicable to the Respondent shall be completely filled in. All insertions in the Bid Forms and all other required submittals shall be typewritten. Signatures shall be handwritten in ink only, preferably in blue and shall be fully legible when photocopied. The Respondent shall type its name below its signature wherever it appears on the Bid Forms. The completed Bid shall have no interlineations or erasures except those necessary to correct errors made by the Respondent. Respondent shall initial all corrections.
- iii. The Respondent shall familiarize himself with all forms provided by the Egg Harbor City Board of Education that are to be returned with the bid. If there are any forms that the Board is to provide that are either missing or illegible, it is the responsibility of the Respondent to contact the Business Office at (609) 561-3868 X126 for duplicate copies of the forms. This must be done before the bid date and time. The Board accepts no responsibility for duplicate forms that were not received by the Respondent in time for the Respondent to submit with his bid.
- iv. The Owner may consider informal any Bid not prepared and submitted in accordance with the provisions hereof and may waive informalities or may for any reason reject any and all informal Proposals.
- v. All documents returned to the Board shall be signed with an original signature in ink. Failure to sign and return all required documents with the Bid package may cause for disqualification and for the Bid to be rejected pursuant to N.J.S.A. 18A:18A-2(y) (non-responsive). The Board will not accept facsimile or rubber stamp signatures.

I. RESPONDENT'S DUTY TO NOTIFY OF ERRORS.

- i. Respondent's Duty of Full Investigation: Respondent shall carefully study, compare, correlate and coordinate its obligations both within the Bidding Documents and as to extrinsic information that may in any way affect its obligations, including circumstances pertaining to the description of the Work required by the Bidding Documents, the site or the use thereof in the performance of the Work, and any such other factors as may affect the Work. Except as specifically provided in the Contract Documents, the Contractor/Vendor assumes all risks and responsibility for any and all conditions and circumstances that pertain to the Work whether same are known or unknown to the Contractor/Vendor at the time of bidding.
- ii. Notice: Notice of any alleged error, omission or inconsistency that should have been reasonably identified prior to submitting a Bid shall be provided to the Owner immediately in order that the Owner in its discretion, may issue an Addendum. A Respondent's failure to do so constitutes an absolute waiver of any claims with respect to any error, omission or inconsistency that may thereafter be asserted with respect thereto, and shall bar any recovery regarding such claims.

J. BID OPENING.

All Proposals will be publicly opened in the Egg Harbor City Board of Education Office District Offices, and read beginning at 1:00 p.m. on Wednesday, June 1, 2016. Respondents and/or their authorized agents, and the general public are invited to be present at the bid opening. It is the responsibility of each Respondent to ensure that their bid is complete, and presented to the Business Office before the bid date and time. Proposals will not be accepted or received by the Board of Education after the advertised Bid date and time. The Egg Harbor City Board of Education assumes no responsibility whatsoever in connection with any defects arising out of the issuance of the Contract Documents or the receipt or failure to receive proposals, including those which may arise from delay for any reason in obtaining the Contract Documents or submitting the Contract Bid forms, including but not limited to traffic delay, messengering, mislabeling, mis-directions from any source, mid-delivery or otherwise.

K. LAWS AND REGULATIONS.

The successful Respondent is required to keep himself informed of and to comply with all applicable Federal, State and Local laws and rules and regulations of all authorities having jurisdiction over the subject matter of the contract. The successful Respondent shall also be responsible for securing and paying for all permits, governmental fees and licenses necessary for the proper execution and completion of the work required by the Contract. All equipment purchased must meet all applicable O.S.H.A. safety requirements.

L. POST-AWARD SUBMITTALS.

The successful Respondent shall provide its Post-Award Submittals, including all Contract Forms, all required insurance, (all of the above dated and fully effective

simultaneous with the date of the Agreement); and a list of key personnel, including business, mobile and emergency telephone and fax information, as and when required by the Owner.

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

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

N. INTERPRETATIONS AND ADDENDA

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

QUALIFICATIONS AND REQUIREMENTS OF RESPONDENTS

1. Description of Company background. Company should have at least three (3) years of experience providing substitute teacher, paraprofessional and/or custodial services to public school districts located in New Jersey preferred.
2. Listing of all Board of Education clients for each of the last three (3) years. Company should demonstrate experience with New Jersey K-12 school districts of similar size. Approximate student enrollment is 525 with a teaching staff of approximately 48; paraprofessional staff of about 12; and a custodial staff of about 6.
3. Company should have at least five (5) References from current Board of Education clients who are currently being provided substitute teacher, paraprofessional and/or custodial services.
4. Describe your proposed fee structure based on the current substitute rates, including employer taxes (Use State & Federal Tax rates) based rates paid to substitute teachers in the following categories:

- \$ 115 - Per Day Long Term Position – NJ Certified Teacher
- \$ 80 - Per Day NJ Sub Certified (Teacher's Certification)
- \$ 75 - Per Day NJ Sub Certified (BA/BS)
- \$ 70 - Per Day NJ Sub Certified (60 credits)
- Paraprofessional Subs paid same as teachers \$80/\$75/\$70
- \$ 70 - Per Day Clerk/Secretary
- \$ 70 - Per Day Custodian
- \$ 100 – Per Day Nurse

Include alternative fee structures based on rates that you recommend if different from above. Detail the cost of each fringe benefit included in the rate paid by the district to you.

Proposal must be submitted in any of the following categories:

Substitute Teaching Staff
Substitute Paraprofessional Staff
Substitute Clerk/Secretary Staff
Substitute Custodial Staff
Substitute Nurse

5. Information detailing successful placement/fill rates to include the processes/strategies, systems and best practices used to accomplish these actions. How many substitutes will you be able to provide per day? How many long term subs?
6. Invoice should be done in a manner that will facilitate comparing substitutes provided with school attendance records. Describe how you will do this.
7. Description of hiring, credentialing, training and evaluation process.

- Please describe the Company's hiring and credentialing process;
 - Please give a detailed explanation of your onsite training program for all newly hired and transitioning substitute teachers, paraprofessionals and/or custodians;
 - Please describe how you currently evaluate your staff. Include details on the frequency of feedback and observations, the rubrics used in evaluations as well as who is conducting evaluations/managing the feedback cycle for substitute teaching staff (Pertains to both teaching and support staff);
 - Please describe the escalation process should a staff member no longer be a fit for the Egg Harbor City School District.
8. Description of transition process from the district to your company's program. Include:
- a. Software Transition and Time Line;
 - b. Training District Substitutes.
9. Describe any web based personnel management software that will facilitate the services to be provided. **Company must be able to provide an online placement technology system, AESOP or similar program.** Please describe in detail the system your organization utilizes to include the business rules, user experience and any specifications required of the District in order to fully implement. Any additional costs associated with implementation should be outlined as well.
10. Names of individuals who will perform required tasks as well as the listing of their licenses.
- a. Identify the person who will be primarily responsible for the services required by the school district and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this RFP and on behalf of the Egg Harbor City School District.
 - b. Identify persons who will serve as back up to the primary person including resumes of all parties.
11. Describe your ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Egg Harbor City Board of Education. Any experience or knowledge of matters directly affecting the Egg Harbor City Board of Education should be addressed.
12. Applicant shall provide a sample copy of the applicant's contract. Sample contract must include all terms and conditions of this RFP. Contract shall be in a form acceptable to the Board of Education. The Board of Education reserves the right to make changes to this sample contract prior to execution by the successful applicant and the Board of Education. The Board of Education reserves the right to refuse any candidate for employment and require criminal history background checks for all candidates. The Contract can be terminated by either party with thirty (30) days written notice.

13. Firms responding to the RFP shall provide evidence that the minimum qualifications are met. Responses should also include cost details including hourly rates and/or retainer of the individuals who perform services and a list delineating the numbers and types of public clients represented by the company.

RFP SUBMISSION DOCUMENTS

The Egg Harbor City Board of Education seeks from all participating respondents' a Request for Proposal one (1) original with original signature and two (2) copies of the following:

1. **TRANSMITTAL LETTER - PROPOSAL.**

Each respondent shall submit a transmittal letter with the RFP that identifies the person submitting the proposal and includes a commitment by that person to provide the service required by the Egg Harbor City Board of Education. The letter of transmittal is to be addressed and mailed to:

Joseph F. Smurlo, Business Administrator
Egg Harbor City Board of Education
730 Havana Avenue
Egg Harbor City, NJ 08215

2. **DESCRIPTION OF SERVICES.**

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

3. **QUALIFICATIONS – RELEVANT EXPERIENCE.**

All respondents shall submit evidence and documentation highlighting qualifications and experience they have that will assist the district in the evaluation and selection process as discussed in the Qualifications Section.(Pages 8-10.)

4. **FEE PROPOSAL.**

Must provide a detailed fee structure of per diem rates for employees possibly assigned to service the Board of Education.

5. **SAMPLE CONTRACTS.**

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

6. **AFFIRMATIVE ACTION REQUIREMENTS.**

Each respondent shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

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

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

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

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

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

8. POLITICAL CONTRIBUTION DISCLOSURE STATEMENT – PAY TO PLAY.

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

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

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

“No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient

under P.L. 1973, c83 (codified as N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one year period.”

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

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

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

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

All respondents shall submit with their bid package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6a:23a-6.3 (A2) Award of Contract.

9. DISCLOSURE OF INVESTMENTS IN IRAN FORM.

10. RESPONDENT’S CERTIFICATION OF AUTHORITY, VERACITY, NON-COLLUSION AND NON-DEBARMENT FORM.

11. RESPONDENT’S CERTIFICATION OF WORKFORCE COMPOSITION, COMPENSATION AND WORKING CONDITIONS FORM.

12. VENDOR QUESTIONNAIRE/CERTIFICATION FORM.

Name:_____

Address:_____

City, State, Zip Code_____

Federal Tax ID Number_____

Phone Number ()_____ Extension_____

Fax No. ()_____ E-Mail_____

Authorized Agent_____ Title_____

Agent's Signature_____ **Date**_____

All proposals must be received no later than June 1, 2016 by 1:00 p.m. All proposals are to be sent to:

Joseph F. Smurlo, Business Administrator
Egg Harbor City Board of Education
730 Havana Avenue
Egg Harbor City, NJ 08215
Phone #: (609)965-1034 x101
Fax #: (609) 965-6719
E-mail: jsmurlo@ehcs.k12.nj.us

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

BID FORM: AFFIRMATIVE ACTION QUESTIONNAIRE

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

_____ Yes _____ No

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

2. Our company has a New Jersey State Certificate of Employee Information Report:

_____ Yes _____ No

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

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

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

Name: _____

Title: _____

Signature: _____

Date: _____

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

BID FORM: NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY }

}

COUNTY OF ATLANTIC }

SS _____
(Name of Bid/Project)

I, _____, of the _____ of
_____, in the County of _____

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

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

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

(Name of Contractor)

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

(Affiant's Signature)

(Seal) Notary Public of New Jersey

(Print Affiant's Name)

My Commission expires _____, 20____

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

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the

Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

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

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

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

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

Signature	Printed Name	Title

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)

STOCKHOLDER OR PARTNERSHIP DISCLOSURE AFFIDAVIT

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

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

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Use other side for other stockholders/partners.

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

Name of Contractor

Address

By: _____
(Print Name and Official Title)

Signature:_____

State of _____ }
County of _____ } SS _____

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

Notary Public_____

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

VENDOR QUESTIONNAIRE/CERTIFICATION

Name of Company _____

Street Address _____ PO Box _____

City, State, Zip _____

Business Phone Number (____) _____ Ext. _____

Emergency Phone Number (____) _____

FAX No. (____) _____ E-Mail _____

Years in Business _____ Number of Employees _____

References – Work previously done for School Systems in New Jersey

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

Vendor Certification

Direct/Indirect Interests

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

Gifts; Gratuities; Compensation

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

Vendor Contributions

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

I certify that I am not an official or employee of the Egg Harbor City Board of Education.

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

President or Authorized Agent

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