



REQUEST FOR QUALIFICATIONS:

Professional Insurance Consulting Services and Broker of Record

Issued By:

**The Board of Education of the Vocational School District in the County of Bergen
Paramus, New Jersey**

**John Susino
School Business Administrator/Board Secretary**



Issue Date: September 21, 2022

Due Date: October 19, 2022

NOTE: The Board of Education of the Vocational School District in the County of Bergen will consider qualifications only from firms or organizations that have demonstrated the capability and willingness to provide high-quality services in the manner described in this Request for Qualifications.

GLOSSARY

The following definitions shall apply to and are used in this Request for Qualifications:

- "**Board**" refers to The Board of Education of the Vocational School District in the County of Bergen.
- "**Bergen County Technical School District**" refers to The Board of Education of the Vocational Schools in the County of Bergen.
- "**Qualified Respondent**" refers to those Respondents who (in the sole judgment of the Board) have satisfied the qualification criteria set forth in this RFQ.
- "**Qualification Statement**" refers to the complete responses to this RFQ submitted by the Respondents.
- "**Respondent**" refers to the interested firm(s) that submits a Qualification Statement.
- "**RFQ**" refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction and Purpose

The Board is soliciting Qualification Statements from interested persons and/or firms for the provision of professional insurance consulting services/broker of record, as more particularly described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the Board with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The Board will review Qualification Statements only from those firms that submit a Qualification Statement which includes all the information required to be included as described herein (in the sole judgment of the Board). The Board intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Board to provide the greatest benefit to the taxpayers of the County of Bergen.

1.2 Project/Services

The Bergen County Technical School District Board of Education is soliciting proposals for an insurance consultant/broker of record for the period starting November 1, 2022 and ending October 31, 2023, or until such time as the Board may reorganize. The insurance consultant shall be required to perform the following services for the Board:

- a. Assistance with the development of long-range insurance strategies
- b. Review of insurance policies and contracts to ensure adequate coverage.
- c. Recommendations and assistance in the procurement of insurance coverage, including preparation of any required RFP's
- d. Analysis of proposals in connection with insurance procurement, including, but not limited to, establishing selection criteria, recommending marketplaces, evaluation of proposals and involvement in the selection process
- e. Acting as liaison between the Board and insurance carriers, brokers, providers, or claimants
- f. Continuous review and analysis of insurance coverage and policies to keep up with industry changes, continuing operations and growth
- g. Notification of Board staff as to local, state and federal regulations and recommendations for compliance as required
- h. Participation in on-going meetings with Board staff to review government regulations, insurance requirements, etc.
- i. Serve as Broker of Record on all Insurance coverage

1.3 Background

Bergen County Technical Schools was founded in 1951 to oversee the County's growing need for vocational education. At that time, students studied the union trades of plumbing, carpentry, masonry and electrical work. Over the years, the cornerstone of Bergen County Technical Schools' success has been the ability to continually adapt academic and skill preparation programs to meet to the changing needs of industry and business. As a high school option for students in the County, the district's programs must remain market driven. The county high schools are located in Hackensack, Paramus and Teterboro, Old Tappan and Demarest and provide education to nearly 3,300 students annually.

Bergen County Technical Schools also provides Adult and Continuing Education at our various campuses. With nearly 20,000 students enrolled yearly, BCTS provides full-time and part-time courses to adult enrollees.

1,4 Procurement Process and Schedule

The selection of Qualified Respondents is not subject to the provisions of 18A:18A-1 et seq. Public School Contracts Law. The selection is subject to the "New Jersey Pay-to-Play" Law, P.L. 2005 c.271 N.J.S.A. 40A:11-51. The insurance consultant is 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 if the contractor receives contracts in excess of \$50,000.00 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

The Board has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ. Qualification Statements will be evaluated in accordance with the criteria set forth in Section 2 of this RFQ, which will be applied in the same manner to each Qualification Statement received.

Qualification Statements will be reviewed and evaluated by the Board and its legal, professional, and/or financial advisors (collectively, the "Review Team"). The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFQ. Under no circumstances will a member of the review team review responses to an RFQ for a job which they or their firm submitted a response. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Board will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and financial standpoints). Each Respondent that meets the requirements of the RFQ (in the sole judgment of the Board) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the Board.

The RFQ process commences with the issuance of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Board reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFQ or the RFQ process shall be directed to the Board's designated contact person, in writing or via email.

Mr. John Susino
Business Administrator/Board Secretary
Bergen County Technical School District
540 Farview Avenue, Room 2300
Paramus, NJ 07652

Drop off hours:
8:30 a.m. – 11:30 a.m. and
1:30 p.m. – 3:30 p.m.

Email: johsus@bergen.org

Qualification Statements must be delivered and received by the Board office by 10:00 a.m. Prevailing Time on October 19, 2022.

Subsequent to issuance of this RFQ, the Board (through the issuance of addenda to all firms that have received a copy of the RFQ) may modify, supplement or amend the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Board.

TABLE 1
ANTICIPATED PROCUREMENT SCHEDULE
ACTIVITY DATE

Issuance of Request for Qualifications	September 21
Receipt of Qualification Statements	October 19
Opening of Bids	October 19
Review Team Analysis of Bids	October 19—October 28
Designation of Qualified Respondents	November 1 *

**The contract awarded under this process shall be made by resolution of the Board of Education. The award must be made within sixty (60) days of the receipt of the proposals, however subject to extension pursuant to N.J.S.A. 18A:18A-36 (a).*

1.5 Conditions Applicable to RFQ

Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- This document is an RFQ and does not constitute an RFP.
- This RFQ does not commit the Board to issue an RFP.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- The Board reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for this procurement.
- The Board reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ.
- The Board reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.
- All Qualification Statements shall become the property of the Board and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the Board (in the exercise of its sole discretion) in accordance with law.
- The Board may request Respondents to send representatives to the Board for interviews.
- Any and all Qualification Statements not received by the Board by 10:00 a.m. Prevailing Time on October 19, 2022 will be rejected.
- Neither the Board, nor their respective staffs, consultants or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

1.6. Rights of Board

The Board reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.

- To waive any technical non-conformance with the terms of this RFQ.
- To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.
- To conduct investigations of any or all of the Respondents, as the Board deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.
- To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion.) If terminated, the Board may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Board shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

1.7 Addendums or Amendments to RFQ

During the period provided for the preparation of responses to the RFQ, the Board may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Board and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

1.8 Cost of Proposal Preparation

Each proposal and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against the Board, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.

1.9. Proposal Format

Responses should cover all information requested in the Questions to be answered in this RFQ.

Responses which in the judgment of the Board fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SECTION 2 SCOPE OF SERVICES

It is the intent of the Board to solicit Qualification Statements from Respondents that have expertise in the provision of professional insurance consulting services/broker of record. Firms and/or persons responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

SECTION 3 SUBMISSION REQUIREMENTS

3.1. General Requirements

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

3.2. Administrative Information Requirements

The Respondent shall, as part of its Qualification Statement, provide the following information:

- An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
- An executed Letter of Qualification (See Appendix A to this RFQ).
- Name, address and telephone number of the firm or firms submitting the Qualification Statement pursuant to this RFQ, and the name of the key contact person.
- A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
 - a. Provide the names and business addresses of all Principals of the firm or firms submitting the Qualification Statement. For purposes of this RFQ, "Principals" mean persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.
 - b. If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process.
 - c. If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.
- An executed Letter of Intent (See Appendix B).
- The number of years your organization has been in business under the present name.
- The number of years the business organization has been under the current management.
- Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
- Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
- Confirm appropriate federal and state licenses to perform activities.
- Pursuant to P.L. 2004 c.57, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue.
- A statement that the insurance consultant agrees to comply with the Law Against Discrimination, pursuant to N.J.A.C. 17:27-1 et seq. as set forth at length in Appendix C attached hereto and made a part hereof.
- Fee Schedule
- Political Contribution Disclosure Form: Appendix D
- Iran Disclosure of investment activities form N.J.S.A. 18A:18A-49.4: Appendix E

3.3. Professional Information Requirements

- Respondent shall be a certified insurance broker with a minimum of (5) five-years' experience in consulting boards of education on insurance matters. The Board is seeking a candidate that has significant experience and familiarity with state, local government and board of education practices, and insurance consulting to boards of education that engage in a sending/receiving relationship with other boards of education. At a minimum, the following information on past experience should be included as appropriate to the RFQ:

- Description and scope of work by Respondent
- Name, address and contact information of references
- Explanation of perceived relevance of the experience to the RFQ
- Describe the services that Respondent would perform directly.
- Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.
- Does the Respondent normally employ union or non-union employees?
- Resumes of key employees
- A narrative statement of the Respondent's understanding of the Board's needs and goals.
- List all immediate relatives of Principal(s) of Respondent who are Board employees or elected officials of the Board. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

SECTION 4

SUBMISSION OF QUALIFICATION STATEMENTS

Respondents must submit their Qualification Statement to the following Designated Contact Person:

Mr. John Susino
Business Administrator/Board Secretary
Bergen County Technical School District
540 Farview Avenue, Room 2300
Paramus, NJ 07652

Drop off hours:
8:30 a.m. – 11:30 a.m. and
1:30 p.m. – 3:30 p.m.

Email: johsus@bergen.org

1. Qualification Statements must be marked as such on the cover of the package including on express mail version.
2. They must be received by the Board no later than 10:00 a.m. (prevailing time) on October 19, 2022. Qualification Statements received after this time will not be considered.
3. Facsimiles will not be accepted.
4. Submission options are:
 - 2 Paper versions (no staples or binding--must be easily scannable)
 - 1 Paper version plus one emailed pdf document to the email address above

The Board will not bear responsibility for delays in delivery for any reason.

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Qualification Statements and all related information must be bound, and signed and acknowledged by the Respondent.

SECTION 5 EVALUATION

The Board's objective in soliciting Qualification Statements is to enable it to select a firm or organization that will provide high quality and cost-effective services to the citizens of the County of Bergen. The Board will consider Qualification Statements only from firms or organizations that, in the Board's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Board in the manner described in this RFQ.

Proposals will be evaluated by the Board on the basis of the most advantageous submission, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the School District and the subject matter addressed under the contract;
3. Qualifications of the individual who will perform the service or activity and overall knowledge and familiarity with the operations of the School District;
4. Qualifications and experience of the other members of the professional's firm and experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey;
5. Ability to perform the service or activity in a timely fashion, including staffing and staff's familiarity of the service or activity; and
6. Other factors demonstrated to be in the best interest of the Board

APPENDIX A
LETTER OF QUALIFICATION

(To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[Insert date]

Mr. John Susino
Business Administrator/Board Secretary
Bergen County Technical School District
540 Farview Avenue, Room 2300
Paramus, NJ 07652

Dear Mr. Susino:

The undersigned has/have reviewed my/our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the Board of Education ("Board"), dated ____, in connection with the Board's need for _____.

I/We affirm that the contents of my/our Qualification Statement (which Qualification Statement is incorporated herein by reference) is accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of **(Name of Respondent)**.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

<u>(Signature of Chief Executive Officer)</u> _____	<u>(Signature of Chief Financial Officer)</u> _____
<u>(Typed Name and Title)</u> _____	<u>(Typed name and Title)</u> _____
<u>(Type Name of Firm) *</u> _____	<u>(Type Name of Firm) *</u> _____
Date: _____	Date: _____

**** If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.***

**APPENDIX B
LETTER OF INTENT**

(To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Attn: Mr. John Susino
Business Administrator/Board Secretary
Bergen County Technical School District Schools
540 Farview Avenue, Room 2300
Paramus, NJ 07652

Dear Mr. Susino:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the Board of Education ("Board"), dated _____, in connection with the Board's need for _____.

(Name of Respondent) HEREBY STATES:

The Qualification Statement contains accurate, factual and complete information.

(Name of Respondent) agrees (agrees) to participate in good faith in the procurement process as described in the RFQ and to adhere to the Board's procurement schedule.

(Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results there from shall be borne exclusively by the Respondent.

(Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Board.

(Name of Respondent) declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

(Name of Respondent) acknowledges and agrees that the Board may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Board shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

(Name of Respondent) acknowledges that any contract executed with respect to the provision of [insert services] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.

(Signature of Chief Executive Officer)
(Typed Name and Title) _____

(Type Name of Firm) * _____
Date _____

*** If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Intent.**

APPENDIX C
EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

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

N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

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

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are

taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

- 1 Letter of Federal Affirmative Action Plan Approval;
- 2 Certificate of Employee Information Report; or
- 3 Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: [http:// www.state.nj.us/treasury/contract compliance](http://www.state.nj.us/treasury/contract/compliance)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

Signature, President

Date

APPENDIX E
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Bergen County Technical School District

Respondent: _____

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://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 invent 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 Respondent _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

Respondent Contact Name _____ Contact Phone Number _____

ADD AN ADDITIONAL ACTIVITES ENTRY

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

Full Name (Print): _____ Signature: _____

Do Not Enter PIN as a Signature

Title: _____ Date: _____

APPENDIX F
CERTIFICATION OF COMPLIANCE
WITH CRIMINAL HISTORY RECORDS CHECK

On September 9, 2019, the Office of Fiscal Accountability and Compliance of the New Jersey Department of Education issued written guidance entitled **Contractor Employees Procedure for Criminal History Record Checks**. A copy is attached (Appendix G).

The Guidance requires, among other things, that contractors that come into regular contact with students be registered with the Office of Student Protection and that the contractor's employees performing work in a school facility undergo criminal history review checks.

To that end, **your compliance with the following is required only after a project has been awarded to your firm and but prior to any work beginning:**

1. Contractor employees who will be performing work in any school facility are required to submit to a Criminal History Review record check using codes assigned by the Office of Student Protection. The cost of the criminal history check shall be borne by the Contractor. **No employee of a contract service provider may commence work at a school facility without first having obtained an approval for employment from the Office of Student Protection;**
2. If you have not been assigned a code by the Office of Student Protection, you are required to apply for and receive a code. All costs or fees for applying for the code shall be borne by Contractor.
3. You are to provide the School Business Administrator with a list of all individuals who will be utilized by Contractor for any work in any school facility and who are required to undergo a criminal history record check.

I, _____, hereby certify that I am employed by _____ in the position of _____. I certify that I have read, understand, and will comply with the requirements above and am authorized to execute this Certification on behalf of my employer/organization. I certify that the foregoing statements made by me are true and I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Date: _____

APPENDIX G



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 9, 2019
To: Chief School Administrators, Charter School and Renaissance School Project Leads, Administrators of Private Schools for Students with Disabilities, Administrators of Nonpublic Schools
Route To: Personnel Responsible for Processing Background Checks, Authorized Vendors
From: Dr. Jamar E. Purnsley, Director Office of Fiscal Accountability and Compliance

Contractor Employees Procedure for Criminal History Record Checks

The Office of Student Protection suggests the following recommendation when educational facilities submit contractor employees (i.e., masons, building and roofing companies) for short-term and long-term projects. The school official, acting as a liaison to the construction contractor, must share with other school district administrators the names of the company's employees who will be submitting to a criminal record check. This process will assure that employees of the contractor who have not obtained their approval for employment and are disqualified or ineligible for school employment will be identified as a contractor service provider employee and not continue to be employed at school facilities and have direct contact with the student population.

To ensure compliance with the requirements of *N.J.S.A. 18A:6-7.2*, the Chief School Administrator shall direct the school official acting as a liaison to the construction company to obtain a list of individuals who will be employed by the contractor for the school facility project that will be undergoing a criminal history record check. The liaison shall then provide a copy of this list to the Superintendent's Office and Human Resource Director, as these offices will receive any adverse action correspondence from the OSP related to the criminal history record check process. Upon receipt of disqualification or ineligibility correspondence, the Superintendent's Office or Human Resource personnel shall review the contracted company list in order to determine if the subject of that letter is either a school employee or an employee of any contract service provider and take the appropriate action.

*As with any school employee, **no employee of a contract service provider shall commence work at a school facility without having first obtained an approval for employment from the Office of Student Protection.***

Approvals for employment for these type contracted employees shall be maintained with the liaison and copies forwarded to the Superintendent's Office.

For additional information/clarification, please contact the NJDOE's Office of Student Protection at (609) 376-3999.

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