



# **REQUEST FOR QUALIFICATIONS**

## **Professional Architectural Services**

**Board of Education of the  
Bergen County Special Services School District**  
PARAMUS, NEW JERSEY

**John Susino**  
Business Administrator & Board Secretary



**Issue Date: June 3, 2026**  
**Due Date: June 24, 2026**

**NOTE:** The Board of Education of the Special Services Schools 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:**

**"BCSS"** refers to Bergen County Special Services.

**"Board"** refers to the Board of Education of the Special Services Schools in the County of Bergen.

**"Qualification Statement"** refers to the complete responses to this RFQ submitted by the Respondents.

**"Qualified Respondent"** refers to those Respondents who (in the sole judgment of the Board) have satisfied the qualification criteria set forth in this RFQ.

**"RFQ"** refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

**"Respondent"** refers to the interested firm that submits a Qualification Statement.

## **SECTION 1**

### **INTRODUCTION AND GENERAL INFORMATION**

#### **1.1. Introduction and Purpose**

The Board is soliciting Qualification Statements from interested persons and firms for the provision of professional architectural services, as more particularly described herein. Through a request for qualification process described herein, persons and 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 all the information required and described herein (in the sole judgment of the Board). The Board intends to qualify persons and firms that (a) possess 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 most significant benefit to the taxpayers of the County of Bergen. The successful Respondent will provide the Board of Education with architectural services, relating but not necessarily limited to, planning, studies, reports, surveys, construction administration, graphic design, architectural design, interior design, Long-Range Facility Plans (LRFP), or related matters, as directed by the Board of Education. The successful Respondent shall have experience providing a broad range of architectural services to schools and educational communities.

#### **1.2. Project/Services**

The Board of Education of the Special Services Schools in the County of Bergen is soliciting qualifications for an architect of record for the period starting July 1, 2026, and ending June 30, 2027, or other such time as the Board may reorganize. The architect shall be required to perform the following services for the Board on an as-needed basis:

- Provide Facility Assessment
- Architectural Design
- Interior Design
- Long-Range Facility Planning
- Construction Administration
- Site Evaluations
- Schematic Concept Development
- Furniture and Equipment Design
- Construction Project Budget Projections
- Architectural Consulting

#### **1.3. Background**

BCSS is a unique, county-wide public school district established by an act passed by the New Jersey Legislature in 1971. Distinguished as the first Special Services school district in New Jersey, Bergen County is now one of eight such districts funded by the county, state, and sending schools. The mission of the BCSS School District is to effectively address the unique social, emotional, physical, intellectual, and career needs of students with disabilities. The District offers a broad spectrum of special education programs and services for children and adults with diverse learning disabilities. Further information regarding the District can be found on the District website <https://bcss.bergen.org/>.

#### **1.4. Procurement Process and Schedule**

The selection of Qualified Respondents is not governed by the provisions of 18A:18A-1 et seq. of the Public School Contracts Law. Instead, it is subject to the "New Jersey Pay-to-Play" Law, P.L. 2005 c.271 N.J.S.A. 40A:11-51. The architect is advised to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission if the contractor receives contracts exceeding \$50,000.00 from public entities within a calendar year. It is the contractor's responsibility to determine whether filing is required. Additional information can be obtained from ELEC at 888-313-3532 or [www.elec.state.nj.us](http://www.elec.state.nj.us).

The Board has designed a procurement process aimed at achieving the goals mentioned above while ensuring fair competition so that every individual and/or firm has an equal chance to submit a Qualification Statement in response to the RFQ. Qualification Statements will be evaluated based on the criteria outlined in Section 2 of this RFQ, which will be applied consistently to all submissions 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 examined to determine whether the Respondent has met the minimum requirements in professional, administrative, and financial areas as outlined in this RFQ. Under no circumstances will a member of the Review Team review responses to an RFQ for a project for which they or their firm has submitted a response. Based on the overall information in the Qualification Statement, including the reputation and experience of each Respondent, the Board will (at its sole discretion) decide which Respondents are qualified from professional, administrative, and financial perspectives. Each Respondent that meets the RFQ requirements (at the sole judgment of the Board) will be designated as a Qualified Respondent and will be eligible to participate in the selection process determined by the Board.

The RFQ process begins with issuing this RFQ. The steps involved and expected completion dates are listed in Table 1 below. The Board reserves the right, among other things, to change, modify, or adjust the procurement schedule with 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 Special Services School District  
Administrative Offices  
540 Farview Avenue, Paramus, NJ 07652

Drop off hours:  
8:30 a.m. – 3:30 p.m.  
(Closed June 19, 2026)

Email: johsus@bergen.org

Qualification Statements must be delivered and received by the Administrative Office by 10:00 a.m. Prevailing Time on June 24, 2026.

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 DATES**

Issuance of Request for Qualifications	June 3, 2026
Receipt of Qualification Statements Due	June 24, 2026
Opening of Bids	June 24, 2026
Review Team Analysis of Bids	June 24–July 8, 2026
Designation of Qualified Respondents	July 9, 2026*

\* 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 qualifications; 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, 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 June 24, 2026, will be rejected; and
- Neither the Board nor its respective staff, 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. Respondents will not be reimbursed for the costs of preparing, submitting, or 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; and
- To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion). If terminated, the Board may decide to start a new procurement process or exercise any other rights available 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. Addenda or Amendments to RFQ**

During the period allocated for preparing 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 must be prepared with full consideration of the addenda issued prior to the qualification submission date.

#### **1.8. Cost of RFQ Preparation**

Each qualification and all information required to be submitted under the RFQ shall be prepared at the sole cost and expense of the Respondent. There shall be no claims against the Board, its staff, or consultants for reimbursement of costs or expenses incurred in preparing the Qualification Statement or other information required by the RFQ.

### **1.9. Qualification Format**

Responses should cover all information requested in the questions for this RFQ.

Responses that, in the judgment of the Board, fail to meet the RFQ requirements, or are conditional, incomplete, unclear, include additions or deletions from the requested information, or contain errors, may be rejected.

## **SECTION 2** **SCOPE OF SERVICES**

The purpose of this qualification is to simplify the design and execution of projects across the District's various facilities. The chosen design professional must be ready to provide all necessary architectural and engineering services for these projects. There is no implied or anticipated volume of construction when this qualification is issued. The design professional will need to respond to the District's requests in a reasonable timeframe and provide a confirmed schedule for each project. Firms or individuals responding to this RFQ must show their ongoing ability to perform these services. The consultant shall attend Board of Education meetings as needed and report to the superintendent of schools or their designee regarding activities and projects.

## **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 present information clearly, factually, and concisely.

### **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 pages) of the information contained in all the other parts of the Qualification Statement;
- An executed Letter of Qualification **Appendix A**;
- 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:
  - Provide the names and business addresses of all Principals of the firm or firms submitting the Qualification Statement. For purposes of this RFQ, "Principals" means 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;
  - 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 parent's approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process;
  - If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required above for each member of the partnership, joint venture, or similar organization
- An executed Letter of Intent **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 the 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 reorganization proceedings in the last ten years. If yes, please explain;
- Confirm appropriate federal and state licenses to perform activities;
- Pursuant to P.L. 2004 c.57, all qualifications 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 architect agrees to comply with the Law Against Discrimination, pursuant to N.J.A.C. 17:27 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](#);
- Prohibited Russia-Belarus Activities & Iran Investment Activities form [Appendix E](#)
- Certification of Compliance with Criminal History Records Check: [Appendices F and G](#)
- Statement of Ownership Disclosure: [Appendix H](#)
- Affidavit of Non-collusion: [Appendix I](#)

### 3.3. Professional Information Requirements

- Respondent shall be a certified architect with a minimum of five years' experience in architectural services to boards of education and other government entities. The Board is seeking a candidate with significant experience and familiarity with state and local government practices, regulations, and services for boards of education engaged 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:
  - Provide evidence of experience in architectural services for clients, especially in the governmental sector. Indicate years in business and other related professional expertise;
  - Identify key personnel who will provide direct services to the Board of Education, including their relevant job histories, professional credentials, if any, and related experience, especially in, but not limited to, working with governmental sector clients; and
  - Provide examples of work on similar projects, including project scope, objectives, and success or failure to achieve those goals;
- Describe the services that Respondent would perform directly;
- Describe those portions of the Respondent's services, if any, that are subcontracted 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; and
- List all immediate relatives of the Principal(s) of the Respondent who are Board employees or elected officials of the Board. For the purposes of the above, "immediate relative" includes a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, or 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 Special Services School District  
Administrative Offices  
540 Farview Avenue  
Paramus, NJ 07652  
RE: BCSS RFQ Submission for *(List Professional Position Title)*

Drop off hours:  
8:30 a.m. – 3:30 p.m.  
(Closed June 19, 2026)

Email: johsus@bergen.org

1. Acceptable submissions must include one original signed paper Qualification Statement along with an electronic version:
  - a. Paper submissions must be a signed original Qualification Statement, bound, and acknowledged by the Respondent.
  - b. Paper submissions will only be accepted via the following forms of delivery: USPS certified mail, FedEx, UPS, courier, or self-delivery.
  - c. Submissions must be **marked on the outside package** as such: “BCSS RFQ Submission for *(List Professional Position Title)*.”
  - d. Electronic versions will be accepted via USB drive or email to johsus@bergen.org.
2. All submissions must be received by the Board no later than 10 a.m. on June 24, 2026, and will not be considered after this time. The Board will not be responsible for any delivery delays for any reason.
3. To be responsive, Qualification Statements must include all requested information and strictly adhere to the instructions provided herein. Qualification Statements and all related materials must be signed and acknowledged by the Respondent.

The Board reserves the right to reject any and all submissions, to waive any informality in the RFQ Process, and to accept any submissions which, in its judgment, are most advantageous, price and other factors considered, and will best serve the interest of the Board of Education.

All proposals shall be irrevocable, not subject to withdrawal, and shall be available for a period of sixty (60) days.

**SECTION 5**  
**EVALUATION**

The Board’s purpose in requesting Qualification Statements is to select a firm or organization capable of providing high-quality, cost-effective services to Bergen County’s residents. The Board will only review Qualification Statements from firms or organizations that, in its opinion, have demonstrated the ability and willingness to deliver excellent services as outlined in this RFQ.

Qualifications will be evaluated by the Board on the basis of the most advantageous submission, all relevant factors

considered. The evaluation will consider:

- Experience and reputation in the field;
- Knowledge of the School District and the subject matter addressed under the contract;
- Availability to accommodate the required meetings of the Board;
- Qualifications of the individual who will perform the service or activity and overall knowledge and familiarity with the operations of the School District;
- Qualifications and experience of the other members of the professional firm, and experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey;
- Ability to perform the service or activity in a timely fashion, including staffing and staff's familiarity with the service or activity; and
- 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 Special Services School District  
Administrative Office, Suite 2300  
540 Farview Avenue  
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) are 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.)

\_\_\_\_\_  
(Signature of Chief Executive Officer)  
\_\_\_\_\_  
(Typed Name and Title)  
\_\_\_\_\_  
(Type Name of Firm) \*  
Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Chief Financial 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 Qualification.***

**APPENDIX B**  
**LETTER OF INTENT**

**(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 Special Services School District  
Administrative Office, Suite 2300  
540 Farview Avenue  
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 qualification prepared and submitted in response to the RFP, or any negotiation which results therefrom 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, provided they are acceptable to the Board.

**(Name of Respondent)** declares that this Qualification Statement is made without connection with any other person, firm, or parties who have 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**

**AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS, INCLUDING PROFESSIONAL SERVICES**

This form is a summary of the successful respondent's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful respondent shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

1. A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

3. A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her Qualification Statement shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**APPENDIX D**  
**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 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 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 \$200 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 public agencies whose elected officials and/or candidate campaign committees are subject to 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.

The contractor must also complete the attached Ownership Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**



**APPENDIX D (continued)**  
**LIST OF AGENCIES WITH ELECTED OFFICIALS REQUIRED FOR**  
**POLITICAL CONTRIBUTION DISCLOSURE**  
**N.J.S.A. 19:44A-20.26**

**County Name: Bergen**

State: Governor

Legislative District #: 32, 35, 36, 37, 38, 39, & 40

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

County:

County Commissioners  
 County Executive

County Clerk  
 Surrogate

Sheriff

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

Allendale Borough	Fort Lee Borough	Moonachie Borough	Rockleigh Borough
Alpine Borough	Franklin Lakes Borough	New Milford Borough	Rutherford Borough
Bergenfield Borough	Garfield City	North Arlington Borough	Saddle Brook Township
Bogota Borough	Glen Rock Borough	Northvale Borough	Saddle River Borough
Carlstadt Borough	Hackensack City	Norwood Borough	South Hackensack Township
Cliffside Park Borough	Harrington Park Borough	Oakland Borough	Teaneck Township
Closter Borough	Hasbrouck Heights Borough	Old Tappan Borough	Tenaflly Borough
Cresskill Borough	Haworth Borough	Oradell Borough	Teterboro Borough
Demarest Borough	Hillsdale Borough	Palisades Park Borough	Upper Saddle River Borough
Dumont Borough	Ho-Ho-Kus Borough	Paramus Borough	Waldwick Borough
East Rutherford Borough	Leonia Borough	Park Ridge Borough	Wallington Borough
Edgewater Borough	Little Ferry Borough	Ramsey Borough	Washington Township
Elmwood Park Borough	Lodi Borough	Ridgefield Borough	Westwood Borough
Emerson Borough	Lyndhurst Township	Ridgefield Park Village	Woodcliff Lake Borough
Englewood City	Mahwah Township	Ridgewood Village	Wood-Ridge Borough
Englewood Cliffs Borough	Maywood Borough	River Edge Borough	Wyckoff Township
Fair Lawn Borough	Midland Park Borough	River Vale Township	
Fairview Borough	Montvale Borough	Rochelle Park Township	

Boards of Education (Members of the Board):

Allendale Borough	Franklin Lakes Borough	North Arlington Borough	River Vale Township
Alpine Borough	Garfield City	Northern Highlands Regional	Rochelle Park Township
Bergenfield Borough	Glen Rock Borough	Northern Valley Regional	Rockleigh Borough
Bogota Borough	Hackensack City	Northvale Borough	Rutherford Borough
Carlstadt Borough	Harrington Park Borough	Norwood Borough	Saddle Brook Township
Carlstadt-East Rutherford	Hasbrouck Heights Borough	Oakland Borough	Saddle River Borough
Cliffside Park Borough	Haworth Borough	Old Tappan Borough	South Hackensack Township
Closter Borough	Hillsdale Borough	Oradell Borough	Teaneck Township
Cresskill Borough	Ho Ho Kus Borough	Palisades Park	Tenaflly Borough
Demarest Borough	Leonia Borough	Paramus Borough	Teterboro
Dumont Borough	Little Ferry Borough	Park Ridge Borough	Upper Saddle River Borough
East Rutherford Borough	Lodi Borough	Pascack Valley Regional	Waldwick Borough
Edgewater Borough	Lyndhurst Township	Ramapo-Indian Hill Regional	Wallington Borough
Elmwood Park	Mahwah Township	Ramsey Borough	Westwood Regional
Emerson Borough	Maywood Borough	Ridgefield Borough	Wood Ridge Borough
Englewood Cliffs Borough	Midland Park Borough	Ridgefield Park Township	Woodcliff Lake Borough
Fair Lawn Borough	Montvale Borough	Ridgewood Village	Wyckoff Township
Fairview Borough	Moonachie Borough	River Dell Regional	
Fort Lee Borough	New Milford Borough	River Edge Borough	

Fire Districts (Board of Fire Commissioners):

None

**APPENDIX E**  
**COMBINED CERTIFICATION**  
**PROHIBITED ACTIVITIES IN RUSSIA/BELARUS & INVESTMENT ACTIVITIES IN IRAN**  
**(PAGE 1 OF 2)**

**Person or Entity:**

**Qualification Statement Solicitation/ Proposal Title:**

**PART 1: CERTIFICATION**

**COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW**

Pursuant to law, any person or entity that is a successful respondent or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>  
[www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf)

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification. A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

**CONTRACT AWARDS AND RENEWALS**

*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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. (Skip Part 2 and sign and complete the Certification below.)*

**CONTRACT AMENDMENTS AND EXTENSIONS**

*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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. (Skip Part 2 and sign and complete the Certification below.)*

**IF UNABLE TO CERTIFY**

*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.*

**APPENDIX E**  
**COMBINED CERTIFICATION**  
**PROHIBITED ACTIVITIES IN RUSSIA/BELARUS & INVESTMENT ACTIVITIES IN IRAN**  
**(PAGE 2 OF 2)**

**PART 2: ADDITIONAL INFORMATION**

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA/BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

**PART 3: CERTIFICATION OF TRUE AND COMPLETE INFORMATION**

*I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, 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 **BCTS and BCSS** are relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with **BCTS and BCSS** are to notify **BCTS and BCSS** 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. 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 **BCTS and BCSS** and that **BCTS and BCSS** at its option may declare any contract(s) resulting from this certification void and unenforceable.*

<b>Full Name: (Print)</b>		<b>Title:</b>	
<b>Signature:</b>		<b>Date:</b>	
<b>Statutory Reference</b>	P.L. 2022,c. 3 N.J.S.A. 52:32-55 et seq. N.J.S.A. 40A:11-2.1 N.J.S.A 18A:18A-49.4		
<b>Description</b>	P.L. 2022, c. 3 prohibits the award, renewal, amendment, or extension of State and local public contracts for goods or services with persons or entities engaging in prohibited activities in Russia or Belarus. P.L. 2012, c.25 prohibits the award or renewal of State and local public contracts for goods and services with persons or entities engaged in certain investment activities in the energy or finance sectors of Iran. Before a goods and services contract can be entered into, vendors and contractors must certify that neither they nor any parent entity, subsidiary, or affiliate is listed on the New Jersey Department of the Treasury's list of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 ("Russia-Belarus list") or in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 list").		

**MUST RETURN BOTH PAGES OF THIS FORM**

**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.

Members, State Board of Education  
Lamont O. Repollet, Ed.D., Commissioner  
NJDOE Staff  
Statewide Parent Advocacy Network

**APPENDIX H**  
**STATEMENT OF OWNERSHIP DISCLOSURE**

**N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)**

This statement shall be completed, certified to, and included with all Qualification Statements and proposal submissions. Failure to submit the required information is cause for automatic rejection of the Qualification Statement or proposal.

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Part I** Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)     Liability Company (LLC)
- Partnership             Limited Partnership             Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a respondent has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV 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 respondent/proposer; that the **<name of contracting unit>** 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 **<type of contracting unit>** to notify the **<type of contracting unit>** 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, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

**APPENDIX I**  
**AFFIDAVIT OF NON-COLLUSION**

STATE OF \_\_\_\_\_)

SS: \_\_\_\_\_

COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_, residing in the \_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_ and State of \_\_\_\_\_, of full age, being duly sworn according to law on my oath depose and say:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_, the firm responding to the RFQ. I executed the response to the RFQ with full authority to do so. The firm has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive contracting in connection with the above-named request for qualifications. All statements contained in the response to the RFQ and in this affidavit are true and correct, and made with the full knowledge that the Bergen County Special Services Schools will rely upon the truth of the statements contained in the response to the RFQ and in this affidavit in awarding the contract.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Notary Public of \_\_\_\_\_

My Commission expires \_\_\_/\_\_\_/20\_\_.