

**DEMAREST BOARD OF EDUCATION
DEMAREST, NEW JERSEY**

***REQUEST FOR PROPOSAL
(RFP)***

After Care Program

Antoinette Kelly

School Business Administrator/Board Secretary

Submission Date:

**Tuesday, June 25, 2024
11:00 AM**

Part I. Notice to Proposers

The Demarest Board of Education (“Board”) is soliciting proposals from licensed child care providers for the purpose of entering into a contract for an aftercare program for the 20024-2025 school year.

PROPOSALS ARE

TO BE SUBMITTED TO:

Antoinette Kelly, CPA
School Business Administrator/Board
Secretary
Demarest Board of Education
568 Piermont Road
Demarest, New Jersey 07627

BY: 11:00 a.m.

ON: Tuesday, June 25, 2024

by mail, delivery service or in person. No proposals will be accepted if they arrive after the date and time specified above.

Any interested provider (“Proposer”) must submit two copies of the proposal. Proposals must be placed in a *sealed* envelope/package, with the following information on the envelope.

Project:	After Care Program	Respondent: Company Name
Date:	Tuesday, June 25, 2024	Address
Time:	11:00 a.m.	<i>City, State Zip</i>

Failure to properly label the proposal envelope may lead to the rejection of the proposal.

All Proposals must be submitted on forms provided in this Request for Proposals (“RFP”) package.

If awarded a contract, respondent shall be required to comply with the requirements of N.J.S.A. 10:5-31, et seq. and N.J.A.C. 17:27-1.1, et seq.

The Board reserves the right to waive informalities in proposals and to reject any and all proposals, or parts thereof, if deemed in the best interests of the Board to do so.

Part II. Instructions to Proposers

1. Submission of Responses

Sealed responses shall be received, open and read by the Board's Business Administrator/Board Secretary on the date and time set forth in the Notice to Proposers.

Each document required to be submitted by the Proposer (see Bid Proposal Checklist, **Schedule 1, pg. 25**) must be properly completed in accordance with this RFP.

Sealed responses forwarded to the Board before the time of opening of bids may be withdrawn upon written application of the Proposer. Once proposals have been opened, they shall remain binding offers for a period of sixty (60) calendar days.

Each Proposer shall sign the documents to be submitted, where applicable, as follows:

- For a corporation, by an authorized principal executive officer;
- For a partnership or sole proprietorship, by a general partner or the proprietor respectively; or
- By a duly authorized representative.

2. Proposals & the Proposal Form

On the Proposal Form (see **Schedule 2, pg. 26**), the Proposer must state the prices offered, written or typed in ink, in words and numbers for each item requested. Any changes, corrections, whiteouts or strikeouts in the proposal must be initialed in ink by the person signing the bid.

If the amount shown in words and its equivalent in figures in the Proposal Form do not agree, the written words shall be binding. In the event there is a discrepancy between the unit prices and the extended totals, including any formula, the unit prices shall prevail.

Prices should be quoted without any federal or state taxes as the Board is exempt from such taxes.

Each respondent submitting a proposal for a service contract shall include in his proposal price all labor, materials, equipment, services, and other requirements necessary, or incidental to, the completion of the services, and other pertinent work as hereinafter described, in accordance with the RFP documents.

On the Proposal Form the respondent should set forth prices for all the services requested.

3. Interpretations and Addenda

No interpretation of the meaning of the RFP will be made to any respondent orally. Every request for such interpretations should be made in writing to the School Business

Administrator and must be received at least 7 business days prior to the date fixed for the opening of proposals. Any and all interpretations and any supplemental instructions will be distributed in the form of a written addendum. The addenda will be provided in accordance with N.J.S.A. 18A:18A-21(c). Failure of the respondent to acknowledge receipt of all addenda shall not relieve respondent from any obligation.

4. Objections To RFP Documents

All potential Proposers are advised to examine the RFP carefully. Any potential respondent who wishes to challenge the RFP shall file such challenge in writing no less than three (3) business days prior to the opening of the bids. Challenges filed after that time shall be considered void and have no impact on the Board or the award of a contract. N.J.S.A. 18A:18A-15.

5. Examination of Specifications, Acknowledgement

The Proposer, by submitting a proposal, acknowledges that s/he has carefully examined the RFP documents, addenda (if any), and the site; and that from his or her investigation, s/he has satisfied himself or herself as to the nature and location of the work, the general and local conditions and all matters which may in any way affect the services, and that as a result of such examination, s/he fully understands the intent and purpose thereof, his or her obligations thereunder, and that s/he will not make any claim for, or have any right to damages, because of the lack of any information.

6. Interested Parties

No employee, elected or appointed officer or official of the Board, or member of the immediate family of any such person, may respond to this RFP or have a financial interest in the services.

7. Award of Contract; Resolution; Number of Days

Any contract awarded under this process will be made by resolution of the Board, or by the Board's Business Administrator/Board Secretary, pursuant to N.J.S.A. 18A:18A-36 & -37. The award must be made within sixty (60) days of the receipt of the proposals, subject to extension, however, pursuant to N.J.S.A. 18A:18A-36(a).

It is the intention of the Board to award the contract to the Proposer whose response is the most advantageous to the Board, price and other factors considered, and who will provide the highest quality service at fair and competitive prices. The Board reserves the right to award contracts to multiple contractors when it is in the best interests of the Board.

Failure to execute and return the contract and required documents within the prescribed time may be cause for a delay in payment for services rendered or products received or the annulment of award by the Board with any financial security becoming property of the Board. The Board reserves the right to accept the proposal of another responsible Proposer.

8. Coordination of Activities

The following person will coordinate the activities for this proposal:

Name of Official: Antoinette Kelly
Position Title: Business Administrator/Board

Secretary

9. Presentation and Interviews

The Board may at its option require Proposers of its choice to attend interviews and make presentations to district officials. This process may only take place after proposals have been opened and reviewed and prior to the completion of the evaluation.

10. Documents/Materials to Be Submitted with Proposal

- A. *Checklist* The respondent is required to complete and submit the Proposal Checklist (see **Schedule 1, pg. 24**) indicating the Proposer has submitted the documents referenced therein.
- B. *Bid Proposal Form* the Proposer is required to complete and submit the Proposal Form with its response.
- C. Each Proposer shall acknowledge receipt of addenda (see **Schedule 3, pg. 26**), if any such addenda have been issued.
- D. *Affidavit of Non-Collusion* The affidavit of non-collusion (see **Schedule 4, pg. 27**), shall be completed, executed and submitted with the bid.
- E. *Chapter 271 Political Contribution Disclosure Form* Business entities (excluding those that are not non-profit organizations) receiving contracts in excess of \$17,500 from a board of education, are subject to the provisions of N.J.S.A. 19:44A-20.26. See N.J.A.C. 6A:23A-6.3 & Local Finance Notice 2010-3. Accordingly, Proposers should submit a completed Political Disclosure form, the instructions for which and a blank copy of which are attached hereto as **Schedule 5, pgs. 28-31**.
- F. *Iran Disclosure of Investment Activities Form* N.J.S.A. 52:32-55, et seq. (P.L. 2012, c.25) prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. Said law is applicable to school boards. N.J.S.A. 18A:18A-49.4. The Proposer shall, therefore, complete and submit with its proposal the Iran Disclosure form included as **Schedule 6, pg. 32** attached to the RFP.
- G. *Statement of Ownership* New Jersey law, N.J.S.A. 52:25-24.2, provides that no corporation or partnership shall be awarded any state, county, municipal or school district contract for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the proposal or accompanying the proposal of said

corporation or partnership there is submitted a statement. The statement shall set forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein. If one or more of such stockholders or partners is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporation's stock, or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the ten percent (10%) ownership criteria has been listed. Accordingly, the statement (see **Schedule 7, pgs. 33-34**) must be completed and submitted with the proposal.

- H. *Statement of Qualifications* the Proposer should set forth its qualifications to perform the services required, including its experience, other districts served, its familiarity with the Demarest School District, as well as addressing those criteria set forth in the Statement of Services. (See **Part III, pg. 11-16**)

11. *AFFIRMATIVE ACTION—EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC SCHOOLS*

Each company shall submit to the Board, after notification of award, but prior to execution of a goods and services contract, **one** of the following three documents:

- Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program;
- A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or
- An employee information report (Form AA302) provided by the Department of Treasury, Division of Purchase & Property and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C. 17:27-4.

Please note: A completed and signed Affirmative Action Questionnaire is requested with submission of the bid/proposal. See **Schedule 8, pg. 35**. However, the Board will accept in lieu of the Questionnaire, Affirmative Action Evidence in the form of a current Certificate of Employee Information Report submitted with the proposal.

If awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31, et seq. and N.J.A.C. 17:27, et seq., and the terms and conditions of the Mandatory Equal Employment Opportunity Language—Exhibit A, which language is as follows:

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 or services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http://www.state.nj.us/treasury/contract_compliance/).

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.

A. *Business Registration Certificate (N.J.S.A. 52:32-44)*

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

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

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

It is requested, but not required, that the respondent submit its Business Registration Certificate with its proposal.

B. *Insurance Certificate*

It is requested, but not required, that the respondent submit with its proposal its Insurance Certificate indicating its insurance coverages.

12. Provisions That Will Be Included in the Contract

A. *Anti-Bullying Bill of Rights—Reporting of Harassment, Intimidation and Bullying Contracted Service Provider*

The contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1, et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board.

In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed,

or has reliable information that a student has been subjected to harassment, intimidation, or bullying shall immediately report the incident to any school administrator, safe schools resource officer, the Anti-Bullying Coordinator, the Anti-Bullying Specialist or the School Business Administrator/Board Secretary.

B. Contractor/Vendor Requirements—Office of The New Jersey State Comptroller

Pursuant to N.J.A.C. 17:44-2.2 (see also N.J.S.A. 52:15C-14(d)), the Proposer shall maintain all documentation related to products, transactions or services under the contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

C. Criminal History Background Checks—N.J.S.A. 18A:6-7.1 et seq.

All Proposers seeking to become a provider of services to the Board, shall submit to the school district prior to commencement of the contract, evidence or proof that each employee assigned to provide services and that comes in regular contact with students, has had a criminal history background check, and furthermore, that said background check indicates that no criminal history record information exists on file for that worker.

If it is discovered during the course of the contract that an employee has a disqualifying criminal history or the employee has not had a criminal history background check, that employee is to be removed as a service provider immediately. Moreover, every Proposer shall comply with N.J.S.A. 18A:6-7.6 et seq., which requires any entity contracting with a public school district to conduct employment history reviews for child abuse and sexual misconduct of new employees and at the start of an employee's assignment to a new school entity.

*D. Affirmative Action Exhibit A Language Per **Section 11A (page 5)***

This mandatory language will be attached to the contract for services.

*E. Business Registration Language Per **Section 11B (page 7)***

The mandatory business registration language will be made a part of the contract for services

F. Insurance

The successful respondent shall be required to purchase and maintain in full force and effect insurance coverages with limits of not less than the following:

Commercial general liability coverage, written on a per occurrence basis, with a minimum of \$5,000,000 per occurrence, and \$5,000,000 aggregate. The general liability aggregate limit shall apply on a per project or per location basis, if applicable;

Workers' compensation coverage with limits in accordance with New Jersey Statutes;

Employers liability insurance limits shall be bodily injury by accident of \$5,000,000 each accident, bodily injury by disease \$5,000,000 each employee, bodily injury by disease \$5,000,000 policy limit, Abuse and Molestation \$1,000,000, Automobile Liability \$1,000,000, Employment Practices \$1,000,000, Directors and Officers \$1,000,000; and

An umbrella policy with limits of not less than \$5,000,000 per occurrence.

The policies shall list the Demarest Board of Education, and its employees, officers, officials and agents, as additional insureds on the commercial general liability and automobile liability policies. Each insurance policy shall contain a provision stating that neither the insured, nor the insurer may cancel, materially change, or refuse renewal without a minimum thirty (30) days prior written notice to the Board. In the event of cancellation due to non-payment of premiums, said notice shall be at least ten (10) days prior to cancellation. All insurance required pursuant to this section shall remain in full force and effect for the duration of the contract. Each insurance policy shall provide that neither the successful respondent, nor its insurer, shall have any right to subrogation against the Board. Each insurance policy shall provide primary coverage for any and all losses and shall be drafted so as to protect all of the parties.

The insurance carrier(s) shall be approved to conduct insurance business in New Jersey with an A.M. Best rating of A or better, and shall be subject to approval by the Board.

The successful Proposer shall provide the Board with declaration sheets and endorsements, and such other documents as requested by the Board evidencing the insurance coverage provided for herein.

G. *Indemnification*

The successful Proposer shall defend and indemnify the Board and hold, it, its officers, agents, representatives and employees, harmless from any and all losses, claims, liabilities or damages of any kind, including attorney's fees and costs, for personal injury (including death), professional liability, damage to property or other liabilities of any kind resulting from, or arising out of, the performance, or lack thereof, of the successful respondent's, its employees' and its agents' obligations under the contract.

H. *Political Contribution Annual Disclosure*

A business entity as defined by law is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005 Chapter 271 section 3) if the business entity receives contracts in excess of \$50,000 from public entities in a calendar year.

It is the business entity’s responsibility to determine if filing is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement commission at 1-888-313-3532 or at www.elec.nj.us.

PART III. Statement of Services

A. TECHNICAL SPECIFICATIONS AND EVALUATIVE CRITERIA

Introduction

1. CHILD CARE SERVICES – PROPOSAL REQUIREMENTS

A. Introduction

1. Background

The Demarest School District (the “District”) is a Bergen County based Pre-k to 8th grade school district. The District is comprised of one Pre-k to 1st grade elementary school, named County Road School, one 2nd to 4th grade elementary school, named Luther Lee Emerson School, and one 5th to 8th grade middle school, known as the Demarest Middle School.

Current student enrollment is approximately 787 and the number of teaching staff currently employed is approximately 87. The total school budget for the 2024-2025 fiscal year is approximately \$22,493,679. Additional information can be found at www.demarestpublicschools.org.

The District is dedicated to the education of students by instilling a passion for learning and exploration in a creative, nurturing environment. The Board is firm in its resolve to embrace the shared values of the community and has a strong belief that

- Every student will be offered a strong, challenging academic program.
- Students will be prepared for the continuously evolving technological world.
- Our community is part of a global society, and therefore each child must value diversity and develop self-respect, while demonstrating respect for others.
- We are a community of learners with the goal of improving student learning.
- Staff development is integral to teacher effectiveness and strategic school improvement.

- We embrace the standards set forth by the New Jersey Department of Education.
- We collaborate with the community, are flexible, responsive and fiscally responsible

The District recognizes that on site, affordable, quality childcare that is aligned with our school goals and values is beneficial for our school age children and their families.

B. Summary of Needs

A qualified provider is needed to meet the childcare needs of working families in the community who have students attending the District’s schools after normal school hours. Care is to be provided to the students of the County Road Elementary school and the Luther Lee Emerson Elementary school in space (and utilities) provided by the District at the school buildings. After care services shall be provided from dismissal until 6:00 p.m. The provider will work closely with the Demarest Board of Education to provide an affordable quality program.

C. Facilities Use Fee payable to the Board

The qualified provider shall pay a Facilities Use Fee to the Board in the amount of **\$2.00 per child per day**. The Facilities Use Fee can be adjusted by the Board annually, prior to the start of the school year by providing written notice of their intention.

2. DOCUMENTATION EXPECTED

With your proposal, all documents requested in this RFP must be submitted with your proposal, including all documents set forth on the Proposer’s Checklist and Proposer’s Questionnaire.

3. REQUIREMENTS AND FEATURES

A. Please address your ability to meet the following mandatory requirements:

- i. Current New Jersey Childcare License.
- ii. Ability to care for a minimum of 20 Kindergarten through grade 4 students and maintain a staff to student ratio that meets or exceeds state standards.
- iii. Provide after school care on all regular school days as well as school (weekday, non-holiday) vacation days.
- iv. Ability to obtain liability insurance of at least \$4,000,000 dollars.

B. Please address your ability to meet the following essential requirements:

- v. Provide a list of your hiring criteria.
- vi. Proof of financial stability in the form of financial statements for the past two years.
- vii. Provide a security or crisis management plan.

- C. Please address your ability to meet the following desirable requirements:
- viii. Ability to provide drop in care.
 - ix. Ability to increase staffing and enrollment in the event of a waiting list.

4. PROPOSER'S QUESTIONNAIRE

All Proposers shall complete the Proposer's Questionnaire on pages 18-20 as a mandatory response to the RFP. Proposers should add extra pages in the event they are necessary in order to provide thorough responses to the questions.

5. PROPOSER RESPONSIBILITIES

The successful Proposer ("Provider") will be expected to operate an After School Childcare Program for the 2024-2025, 2025-2026, 2026-2027 School Years in accordance with the State of New Jersey Manual of Requirement for Child Care Centers, and this RFP.

The successful Provider shall pay a Facilities Use Fee to the Board in the amount of \$2.00 per child per day to be paid on a monthly basis. The Facilities Use Fee can be increased by the Board annually, prior to the start of the school year by providing a written notice of intention to increase.

6. ASSIGNMENT OF CONTRACT

The Provider may not assign, reassign, or sublet the contract award at any time during the life of the contract.

7. PERIOD OF CONTRACT

The term of the Agreement will be for the three (3) year period beginning with the 2024-2025 school year, subject to extension by the Board for the 2025-2026 and 2026-2027 school years.

8. CARE AND USE OF THE PREMISES

The Provider will be responsible for maintaining the Premises, including any and all

property, owned by the Board, in as good condition as it is at the commencement of each use. Provider shall leave the Premises in a clean, broom swept condition at the end of the daily use, shall clean all tables and activity areas, and shall pay for all repairs resulting from the negligent or intentional acts of its agents, employees, licensees, students and invitees. Provider will notify the Board as soon as possible in the event Provider observes damage at the commencement of daily use and in the event damage occurs during Provider's daily use.

9. GENERAL

Subsequent to the receipt of Proposals, the School Business Administrator may require the submission of additional information either before or after the award of a contract, at no charge to the Board, in order to ascertain whether or not the services will be suitable to meet the needs as set forth in the RFP.

10. PROPOSAL EVALUATION

Proposal evaluation will be performed by a committee of the Board of Education. The committee reserves the right to interview the top ranked proposers. The award of contract shall be made to the responsible Proposer whose response to the RFP is determined to be the most advantageous to the Board, price and other factors considered, taking into consideration the proposal criteria set forth below. Proposers may be contacted for clarification regarding their proposals. Documented poor performance of Proposers on previous contracts with the Board or other governmental entities will be considered during evaluation and may be sufficient cause not to award.

11. EVALUATION CRITERIA

The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate responses to this RFP. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the evaluation process.

Technical Criteria: The Proposer's general approach and plans in meeting the requirements of this RFP.

The Proposer's documented experience in successfully providing services of a similar size and scope to those required by this RFP.

Management Criteria: The qualifications and experience of the Proposer's management, supervisory or other key personnel assigned to the contract, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to those required by this RFP.

The overall ability of the Proposer to undertake and implement a high quality aftercare program. This judgment will include, but not be limited to the following factors: the number and qualifications of management, supervisory and other staff proposed by the proposer to complete the contract, the availability and commitment to the contract of the Proposer's management, supervisory and other staff proposed

Cost Criteria: The Proposer's Program payment and enrollment plans (costs, registration fees, features, schedules).

B. PROPOSAL CONTENT

Each proposal must adhere to the following section number and format to be deemed responsive. Each bid proposal, in addition to all of the required forms required herein and by law, shall contain 7 distinct sections entitled and addressing each one of the below:

1. EXECUTIVE SUMMARY

The executive summary should be no more than five pages and be suitable for those audiences who do not require the entire proposal.

2. SERVICES OFFERED

Provide your ability to meet the requirements and features required in Part III on pages 11 through 14.

3. QUESTIONNAIRE

Provide your responses to the Proposer's Questionnaire, pages 18-20.

4. COMPANY PROFILE

Provide a profile of the company and specify contact/responsibility information relative to the services, *i.e.* management, staffing, number of representatives to be assigned to this contract, primary contacts, and certifications of proposed staff.

5. SUPPORT SERVICES

Specify any other support services available.

6. COST AND SCHEDULING ISSUES

Describe your program's payment and enrollment plans including but not limited to costs, registration fees, features, schedules, including whether services are provided Monday, Wednesday and Friday afternoons only, or Monday through Friday mornings.

7. REFERENCES

Provide five (5) references of similar contracts with school districts for which you currently or have in the past provided child care services giving the names, addresses, contact person, telephone numbers, number of children served, and length that contract has been in effect.

PROPOSER'S QUESTIONNAIRE

Please provide responses to the Proposer's Questionnaire. Please attach any applicable policies and use additional sheets as necessary.

A.	Describe the history of your program and your program philosophy.
B.	How is your program structured and what might a typical afternoon and morning include? Please provide copies of any sample morning and afternoon schedule.
C.	What is your organizational structure?
D	Are you a for-profit or non-profit organization?
E.	List your program's facility requirements as well as storage requirements.
F.	Describe your program's payment and enrollment plans (costs, registration fees, features, schedules, e.g., M, W, F afternoons only, or M-F mornings, etc).
G.	Please provide a three year budget and tuition plan.

H.	List your minimum and maximum enrollment numbers and wait list policy.
I.	Describe your staff training program.
J.	What is your program's model concerning parental input and or collaboration.
K.	What are your program's limitations with respect to a child's age and any special needs?
L.	Describe your program's ability to accommodate children with special needs.
M.	Describe your policy regarding parent communication.
N.	Describe your policy regarding parental contracts. Provide a copy of your parental communications policy.

O.	Describe any schedule policies we should be aware of. Provide copies of your schedule policies, if any.
P.	Describe your policy regarding student illness. Provide a copy of your student illness policy.
Q.	How do you address the need for providing delegates for the administration of medication? Provide copies of your medication administration policy.
R.	What coverage do you provide for regular staffing absences?
S.	Describe your program's pick up and drop off procedures as well as those for students involved in extra-curricular activities. Please also address your sign in and out procedures.
T.	What is your late pick up policy? Provide copies of your late pick up policy.
U.	Describe your approach and plan to providing after school snacks.
V.	Please add any comments you feel would best assist the review committee or describe any features of your program not covered in the above.

STATEMENT OF PROPOSER'S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. Questions may be answered on separate attached sheets. The Proposer may submit any additional information it desires.

1. _____
(Name of Proposer)

2. _____
(Permanent Main Office Address)

3. _____
(When Organized)

4. _____
(If a Corporation, Where Incorporated)

5. Number of years engaged in providing child care services under present firm or trade name?

6. General extent of the services performed by you. _____

7. Have you ever defaulted on a Contract? If so, prove complete details, including where and why?

8. Have you ever been involved in litigation on a contract for the provision of child care services? If so, provide complete details on any and all litigation in which you were involved, and include the names and addresses of all parties to the litigation?

9. Experience in providing before and after care services.

10. Background and experience of the principal members of your organization, including the officers.

11. Bank Reference. _____

12. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the proper agency? _____

13. The undersigned, hereby authorized and requests any person, firm or corporation to furnish any information requested by the proper agency in verification of the recitals comprising this Statement of Proposer's Qualifications.

14. Proposer's telephone number, fax number and e-mail address (if applicable).

Phone _____

Fax _____

Email _____

Dated at _____ this ____ day of _____, 2024 .

Proposer (Signature)

Subscribed and sworn to before me
this ____ day of _____, 2024.

Proposer (Print Name)

TITLE: _____

(Seal) Notary Public of New Jersey/
Specify Other State
My Commission Expires _____, 2024.

**AFFIDAVIT REGARDING LIST OF DEBARRED,
SUSPENDED OR DISQUALIFIED CONTRACTORS**

STATE OF NEW JERSEY/ _____

Specify, of Other

COUNTY OF _____

I, _____, of the (City, Town, Borough) of

_____ State of _____, of full age,

being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____,

the Proposer making the Proposal for the above named Project, and that I executed the said Proposal with full authority to do so; that said Proposer is not at the time of the making this bid included on the New Jersey State Treasurer's, or any State or Federal Government's list of Debarred, Suspended or Disqualified Contractors as a result of action taken by any State or Federal Agency.

Name of Proposer

By: _____

(Signature of Authorized Representative)

Subscribed and sworn to
before me this _____ day of
_____, 2024 .

Schedule 1

**After Care Program
PROPOSER'S CHECKLIST**

X - Required with Bid * - Required with Contract	DOCUMENT	INITIAL
X	This Checklist	
X	Proposal Form	
X	Acknowledgement of Addenda	
X	Non-Collusion Affidavit	
X	Political Contribution Disclosure Form	
X	Disclosure of Investment Activities in Iran Form	
X	Statement of Ownership Disclosure	
X	Statement of Qualifications	
X	Affirmative Action Questionnaire or Cert. of Employee Info. Report	
X	Business Registration Certificate	
X	Insurance certificate	
X	Flash Drive and 2 Copies of Proposal Documents	
X	Proposers' Questionnaire	
X	Affidavit Regarding List of Debarred, Suspended or Disqualified Persons	
X	Current NJ State Childcare License	
X	Statement of Assurance As to Training and Background Checks	
X	Certification of Non-Involvement In Russia Or Belarus	

By placing my initials in the boxes provided above, I acknowledge having read and fully understand all the requirements of each of the referenced documents.

PROPOSER (Signature)

Dated: _____

PROPOSER (Print Name)

Schedule 2

**After Care Program
PROPOSAL FORM**

TO: Demarest Board of Education

FROM:

(Proposer)

(Phone Number)

(Facsimile Number)

(Mailing Address)

(Cellular Phone Number)

(e-mail address)

The undersigned hereby agrees to provide complete performance in accordance with the RFP for the prices listed in its proposal submitted herewith. The Proposer represents that it has read and understands the RFP and that it has duly considered all information contained therein and at the location the services will be provided in the course of submitting its proposal. Moreover, submission of this proposal form serves as the Proposer's representation that if awarded the contract, it will not make any claims for, or have any right to, any concessions or damages because of lack of understanding of the RFP or lack of information concerning the services.

In signing this proposal, the Proposer certifies that its proposal was independently arrived at, without collusion, and that the proposal being submitted has not been knowingly disclosed to any other proposer or competitor prior to the opening of proposals.

By: _____(seal)
(Proposer)

(Authorized Signature)

(Printed Name)

(Title)

(Date)

Schedule 3

**After Care Program
ACKNOWLEDGEMENT OF ADDENDA**

The respondent acknowledges receipt of the hereinafter enumerated Addenda which have been issued during period of bidding and agrees that said Addenda shall become a part of this contract. The respondent shall list below the numbers and issuing dates of the Addenda.

<u>ADDENDA NO.</u>	<u>ISSUING DATES</u>
_____	_____
_____	_____
_____	_____
_____	_____

No Addenda Received

Name of Company _____

Address _____ P.O. Box _____

City, State, Zip Code _____

Name of Authorized Representative _____

Signature _____ Date _____

Schedule 4

**After Care Program
NON-COLLUSION AFFIDAVIT**

STATE OF _____) Date: _____
 :ss:
 COUNTY OF _____)

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

I am _____ of
 Position in Company
 the firm of _____
 and the respondent making the Proposal for the above named contract, and that I executed the said Proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this Proposal with any potential bidders, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named Proposal, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Board of Education relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said Proposal.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees of bona fide established commercial or selling agencies maintained by _____.

 (Signature of Affiant)

Subscribed and sworn to before me
 this _____ day of _____, 2024. _____
 (Printed Name)

NOTARY PUBLIC _____
 (Title)

Schedule 5 (Instructions)

After Care Program

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 (see next page for listing):

- 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. 52:34-25(b) itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

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

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

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

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

The enclosed form, or 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 Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the Demarest Board of Education no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

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

Signature	Printed Name	Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$200 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)

Continuation Page
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

Page ____ of _____

Vendor Name: _____

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)

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

County Name: Bergen

State: Governor, and Legislative Leadership Committees

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

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

County:

Freeholders

County Executive

County Clerk

Surrogate

Sheriff

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

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

(continued on next page)

Boards of Education (Members of the Board):

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

Fire Districts (Board of Fire Commissioners):

None

Schedule 6

After Care Program DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Solicitation Number: _____

Respondent/Bidder: _____

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 the 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 <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. 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 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 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 if its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, PLEASE PHOTOCOPY THIS FORM.

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

Schedule 7

After Care Program 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 bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid 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) Limited 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	Address

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

If a bidder 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 non-corporate 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	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 bidder/proposer; that the ***Demarest Board of Education*** 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 ***Demarest Board of Education*** to notify the ***Demarest Board of Education*** 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 ***Demarest Board of Education*** to declare any contract(s) resulting from this certification void and unenforceable.

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

Schedule 8

After Care Program

AFFIRMATIVE ACTION QUESTIONNAIRE

This form is to be completed and returned with the proposal. However, the Board will accept in lieu of this Questionnaire, a current Affirmative Action Evidence—Certificate of Employee Information Report

1. Our company has a Federal Affirmative Action Plan approval. Yes No

If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a N.J. State Certificate of Employee Information Report Yes No

If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered **“NO”** to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance: www.state.nj.us/treasury/contract/compliance/

- Click on “Employee Information Report”
- Complete and submit the form with the appropriate payment to:

Department of Treasury
Division of Public Contracts/EEO Compliance
P.O. Box 209
Trenton, NJ 08625

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education prior to the execution or award of contract.

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

Name: _____

Signature _____

Title _____ Date _____

Name of Company _____

Address _____

City, State, Zip _____



CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter “Vendorⁱ”) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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.

I, the undersigned, certify that I have read the definition of “Vendor” below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

B. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

C. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor’s activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor’s Authorized Representative

Date

Print Name and Title of Vendor’s Authorized Representative

Vendor’s FEIN

Vendor’s Name

Vendor’s Phone Number

Vendor’s Address (Street Address)

Vendor’s Fax Number

Vendor’s Address (City/State/Zip Code)

Vendor’s Email Address

ⁱ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).