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GENERAL COUNSEL  
—  
**STEVEN M. FULOP**  
MAYOR

# **JERSEY CITY REDEVELOPMENT AGENCY**

## **REQUEST FOR PROPOSALS**

**FOR**

## **PROPERTY MANAGEMENT AND SOCIAL SERVICES IN VETERANS RESIDENTIAL HOUSING DEVELOPMENT AT 665 OCEAN AVENUE**

**PROPOSAL DUE DATE**  
**OCTOBER 23, 2020 at 12:00 PM**

## JCRA MISSION STATEMENT

The staff and Board of Commissioners of the Jersey City Redevelopment Agency (the “**JCRA**”) are committed to stimulating responsible reinvestment in Jersey City that enhances the quality of life in all neighborhoods and communities of Jersey City. We believe that the strength and health of a great city is the economic, housing and quality of life opportunities that the city provides to its residents. The JCRA is committed to providing the residents of Jersey City with the widest range of job, housing and economic opportunities available to any city in the country today.

We are committed to enhancing the quality of life for all of the residents of Jersey City by guiding responsible development and reinvestment in all neighborhoods and communities in Jersey City.

## REQUEST FOR PROPOSALS

The JCRA has issued this Request for Proposals (the “**RFP**”) in accordance with the competitive contracting process described herein pursuant to the New Jersey Local Public Contracts Law *N.J.S.A. 40A:11-1 et seq.* (the “**LPCL**”). Specifically, the JCRA is requesting proposals pursuant to the competitive contracting provision of the LPCL, *N.J.S.A. 40A:11-4.1 to 4.5*, for property management and social services in a single-site supportive housing development for veterans (the “**Services**”) as further described herein.

All proposals are prepared at the cost and expense of the prospective contractor (the “**Respondent(s)**”). The JCRA is not responsible for paying for any of the costs or expenses associated with the preparation or submission of proposals.

Any successful Respondent is required to comply with requirements of the Law Against Discrimination, P.L. 1975, Ch. 127, *N.J.S.A. 10:5-31, et seq.*, the Affirmative Action Rules, *N.J.A.C. 17:27-1.1, et seq.*, and the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101, *et seq.*

Respondents and their subcontractors must at all times comply with all applicable obligations pursuant to The New Jersey Campaign Contributions and Expenditure Reporting Act, *N.J.S.A. 19:44A-1, et seq.*, and any local or municipal restrictions adopted in accordance with said Act, including but not necessarily limited to Ordinance No. 08-128 of the City of Jersey City, “Contractor Pay-To-Play Reform Ordinance,” adopted September 3, 2008 and Ordinance No. 09-096 of the City of Jersey City, “Redevelopment Pay-To-Play Reform Ordinance,” adopted September 9, 2009.

This RFP constitutes an invitation to submit proposals to the JCRA, and does not represent an offer, obligation or agreement on the part of the JCRA. The JCRA reserves the right to protect the best interests of the JCRA and the City of Jersey City (the “**City**”), to accept the proposal that, in the JCRA’s sole judgment, is most advantageous, price and other factors considered, to waive any technical errors, to reject any proposal (or any part thereof) for any reason whatsoever, or to reject all proposals in accordance with the provisions of the LCPL. The JCRA reserves the right at any

time to withdraw this RFP. In addition, the JCRA retains the right to make modifications or additions to the RFP.

No oral interpretation of any requirements of this RFP will be given to any prospective Respondent. All questions or inquiries regarding this RFP should be directed, in writing, to Jesamil Suazo, Director of Administrative Services at the JCRA:

Jersey City Redevelopment Agency  
66 York Street, 3<sup>rd</sup> Floor  
Jersey City, New Jersey 07302  
Email: [jsuazo@jcnj.org](mailto:jsuazo@jcnj.org)

Respondents are required to submit written questions to the JCRA regarding the RFP and its attachments, no later than 12:00pm on October 16, 2020. This deadline for questions is intended to permit the JCRA sufficient time to issue an addendum, if appropriate, without disrupting the procurement schedule. Questions submitted after the question deadline will not be accepted. Both the questions and responses will be posted on the Agency's website at <http://www.thejcra.org>. Respondents should check the website periodically for updates to the RFP as well as any questions/responses posted.

**A non-refundable fee of Fifty Dollars (\$50.00) in the form of a check will be required for each proposal, which payment shall be postmarked and/or received to the JCRA no later than October 23, 2020.** Any proposals received after the deadline or without the submission fee will be rejected.

All proposals must be delivered, electronically only, to the JCRA by 12:00 p.m. (EST) on Friday, October 23, 2020 and must be emailed to: [jusuazo@jcnj.org](mailto:jusuazo@jcnj.org). Responses submitted after 12:00 p.m. (EST) on that date will not be accepted. Responses must be submitted electronically, via email, to: [jsuazo@jcnj.org](mailto:jsuazo@jcnj.org), with "PROPERTY MANAGEMENT AND SOCIAL SERVICES RFP" in the subject line thereof.

Submissions should consist of one (1) PDF document, containing all the requested information and documentation.

All proposals will become the property of the JCRA and will not be returned to the Respondent.

Proposals will be evaluated based on the competitive contracting requirements set forth in the LPCL and its related regulations, and as set forth in this RFP. Proposals will be evaluated by an Evaluation Committee formed for the purposes of evaluating the submissions, to determine whether Proposals are responsive, and to evaluate the price proposals. The Evaluation Committee will furnish an Evaluation Report to the Executive Director and Board of Commissioners of the JCRA, not less than forty-eight (48) hours prior to the award of the contract.

**Key Dates**

RFP Issued	Friday, October 2, 2020
Deadline to Submit Questions	Friday, October 16, 2020
Proposal Submission Deadline	Friday, October 23, 2020
Finalist Interviews (if deemed necessary)	Tuesday, October 27– Friday, October 30, 2020
Respondents Notified of Decision	Friday, November 6, 2020
Anticipated Date of Contract Award	Tuesday, November 10, 2020

**OBJECTIVE**

It is the purpose and intent of the JCRA, owner of the Veterans Residential Housing Development in Honor of Jaime Vazquez (the “**Development**”) located at 665 Ocean Avenue, Jersey City, NJ 07305, to partner with an organization to provide supportive social services to formerly homeless veterans (the “**Tenants**”) accepted for and placed in residential housing at the Development. The supportive services organization will assist the resident veterans in obtaining medical care, applying for mainstream resources and entitlements, augmenting life skills, and applying for jobs.

It is the further intent of the JCRA to seek property management and supportive services for the Development. The property management service provider will coordinate with the supportive services organization to maintain a safe, clean cost-effective property.

**BACKGROUND & OVERVIEW**

The JCRA is issuing this RFP to solicit interested and qualified respondents to provide and coordinate the necessary Services to support formerly homeless veterans housed at 665 Ocean Avenue. The City has made assisting veterans a priority, first expanding services within the Resident Response Center and the local office of Veterans Affairs. The City has also worked with the organization *Helmets to Hardhats* to expand veteran hiring on construction sites. In conjunction with the Hudson County Alliance to End Homelessness, the City also helped create a committee with veteran and homelessness service providers as well as representatives from Jersey City’s Division of Community Development, the Mayor’s Office, and the Resident Response Center.

This RFP is specifically seeking proposals for two different functions, both supportive services and property management. A proposal may be submitted by a single organization capable of performing both functions, or by a partnership between a supportive services organization and a property management service provider.

The target population is very-low income veterans who have confronted homelessness or were residing in unsafe housing. The Respondent must have an established track record of successfully providing housing and supportive services to veterans.

The Development consists of eight (8) one-bedroom units, a community room for tenants, two commercial spaces on the ground floor, and a backyard patio area.

## **QUALIFICATIONS**

Minimum qualifications for Respondents:

- A minimum of five (5) years of experience managing property, real estate or facilities related to special needs housing; and
- A minimum of five (5) years of experience providing case management services to special needs populations related to one or all of the following groups: veterans, homeless, chronically homeless and indigent.

## **SCOPE OF WORK**

The selected Respondent will be responsible for providing supportive services as defined and required by the New Jersey Department of Community Affairs (the “DCA”) and for maintaining the Development in decent, safe, and sanitary condition. Specific expectations include, but are not limited to, the following:

### **Supportive Services.**

- Conduct needs assessments of Tenants;
- Refer Tenants to government and community services;
- Refer Tenants to opportunities for employment, training, and/or education;
- Assist Tenants in applying for eligible healthcare benefits, as well as substance abuse and/or mental health treatment, if applicable;
- Assist Tenants in applying for applicable mainstream resources and entitlements including Social Security, General Assistance, Medicaid, etc.; and
- Provide Tenants with information on additional available social, recreational, and other services to meet Tenants’ needs, and make referrals as appropriate.

### **Property Management Services.**

- Perform property management services, including but not limited to cleaning and maintaining common areas and making minor repairs;
- Tenant relations, including responding to Tenant maintenance requests and coordinating annual inspections by DCA and/or the City; and
- Perform administrative services relating to property management, including but not limited to rent collection and maintenance of lease records.

## **PROGRAM EVALUATION**

There will be a comprehensive evaluation to determine the effectiveness of supportive services. There will be mechanisms in place to measure program performance, including, but not limited to:

- Comprehensive Service Plan
- Staff Supervision
- Consumer Satisfaction Surveys.

## **COMPENSATION**

The Respondent shall submit a monthly report to the JCRA's Executive Director or her designee by the 5<sup>th</sup> of every month. After receipt of the monthly report, the monthly payment will be processed within twenty (20) business days.

## **DURATION OF CONTRACT**

The term of the contract to be awarded pursuant to this RFP shall commence on or about December 1, 2020 for an initial term of one (1) year. The Agency may, at its option, extend the term of the contract for up to four (4) additional periods of one (1) year each, provided that in accordance with competitive contracting procedures of the LPCL, the total contract term shall not exceed five (5) years.

## **FORMAT OF PROPOSALS**

The JCRA will evaluate all proposals guided by the evaluation criteria described below.

Each RFP proposal submission must contain, in sequence and with the appropriate heading, each of the following sections:

1. Title Page
2. Statement of Interest
3. Applicant Capacity and Experience
4. Partnership History
5. Program Description
6. References
7. Other Information
8. Fee Proposal
9. Required Documents & Forms

These required sections are further described and defined as follows:

1. Title Page

The proposal must include a title page, which identifies the name of Respondent(s), name of the Respondent's primary contact, Respondent's address, telephone number and email address.

2. Statement of Interest

Provide a brief statement which specifically addresses Respondent's interest in this project and Respondent's specialized experience with the target populations.

3. Applicant Capacity and Experience

- a. Provide a brief description of the organization's history, mission, staffing, and the services the organization provides/coordinates. Include the resumes of personnel that will be providing the proposed services. Such descriptions and/or resumes should be responsive to the required services described herein. If more than one person will provide the services, outline the role of each proposed team member, detailing the qualifications for the role that the team member possesses.
- b. Describe the capacity of the Respondent to coordinate, provide and/or act as a referral agent for community-based services that support the target populations.
- c. Briefly describe the organization's experience working with the target populations as well as its experience with performing property management and supportive services.

4. Partnership History

If partners are a part of your proposal, provide information on their history of collaboration with your organization and how the collaboration will facilitate a streamlined process for participant access to the services.

5. Program Description

- a. Provide a detailed description of the type of services to be provided to Tenants; specify whether this is an existing program or a new program/service for the organization.
- b. Explain how Tenants' needs are identified, how Comprehensive Service Plans are developed and how the services will increase stability for Tenants.
- c. Provide information on the means the organization will use to create linkages for Tenants to other community resources.

6. References

Provide at least three (3) references describing the services provided to such persons and the dates when such services were performed. Provide contact information for the references.

7. Other Information

If you believe that there are other services that the JCRA may require, outline such services and the cost of same. If you believe a different approach than the one described herein should be employed by the JCRA, please describe and explain your recommended approach.

8. Fee Proposal

Provide a fee proposal for the requested services and any recommended services. **Please include proposed fees for a one (1) year term AND proposed rates for optional years 2-5, which the JCRA may exercise at its discretion.**

9. Required Documents & Forms

Provide copies of the documents listed on the attached Respondent's Checklist including:

- A signed and completed Respondent's Checklist
- Schedule A – Statement of Ownership Disclosure;
- Schedule B – Non-Collusion Affidavit;
- Schedule C – Acknowledgment of Receipt of Addenda;
- Schedule D – Disclosure of Contributions to New Jersey Election Law Enforcement Commission;
- Schedule E – Disclosure of Investment Activities in Iran Form, substantially in the form attached; and
- Schedule F – A copy of Respondent's Business Registration Certificate.

Where applicable, the forms should be completed, executed and notarized.

## **PROPOSAL EVALUATION AND CRITERIA FOR SELECTION**

Proposals are being solicited pursuant to the competitive contracting process set forth in *N.J.S.A. 40A:11-4.1 et seq.*, as use of competitive contracting is permitted to award a contract for operation, management or administration of social service facilities or programs to a responsible Respondent based on price and other factors.

The JCRA and an Evaluation Committee designated by the JCRA (“**Evaluation Committee**”) shall review all Proposals to determine if they satisfy the RFP requirements and evaluate same based upon the evaluation criteria set forth in the RFP. The Evaluation Committee will rank each of the responsive proposals.

The JCRA may, at its discretion, schedule interviews with any or all Respondents for the purpose of further evaluation of the Respondent's capabilities, qualifications and proposed methodology.

After evaluating the proposals, the Evaluation Committee shall furnish a written report to the Board of Commissioners of the JCRA (“**Evaluation Report**”) setting forth its analysis of the proposals and the basis for its ranking of the responsive proposals. The Evaluation Committee will



not be required to rank a nonconforming or otherwise nonresponsive proposal. The names of the members of the Evaluation Committee shall not be disclosed until the Evaluation Report is presented to the JCRA.

If the JCRA determines to make an award, the Respondent with the highest averaged rank will be recommended to the JCRA by the Evaluation Committee for award of the contract.

The proposals will be evaluated on the following weighted criteria, taking into consideration, as may be applicable, specific inquiry as set forth in *N.J.A.C. 5:34-4.2*.

<b><u>CRITERIA WEIGHT</u></b>	<b><u>POINTS</u></b>
Qualifications, References and Capacity of Respondent	[0 – 25]
General Experience of the Respondent as Applicable to this Project	[0 – 25]
Property Management and Social Service, Plan and Approach	[0 – 25]
Fee Proposal	[0 – 25]

### **Mandatory Affirmative Action Compliance**

During the performance of the Contract hereunder, the 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*. Specifically, the Respondent shall not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, or affectional or sexual orientation. The Respondent shall be required to take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex or handicap. Such action 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 Respondent shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provision of this non-discrimination clause.

The Respondent shall in all solicitations or advertisements for employees placed by or on behalf of the Respondent, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex or handicap.

If applicable, the Respondent shall send to each labor union or representative of workers with which it has collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer advising the commitments under this Act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Respondent shall comply with the regulations promulgated by the New Jersey State Treasurer pursuant to *N.J.S.A. 10:5-31 et seq.*, as amended and supplemented from time to time.

The Respondent shall attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by *N.J.A.C. 17:27-5.2* promulgated by the Treasurer pursuant to *N.J.S.A. 10:5-31 et seq.*, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Officer pursuant to *N.J.A.C. 17:27-5.2* promulgated by the Treasurer pursuant to *N.J.S.A. 10:5-31 et seq.*, as amended and supplemented from time to time.

The Respondent shall inform in writing appropriate recruiting agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The Respondent shall review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The Respondent shall furnish such reports or other documents to the Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

The successful Respondent shall furnish, within three (3) days of the notice of intent to award or the signing of the Contract hereunder, one of the following to the JCRA:

1. Evidence of an existing, federally approved or sanctioned affirmative action program  
or
2. A certificate of Employee Information Report Approval  
or
3. A completed Employee Information Report (AA302).

### **Americans with Disabilities Act**

The Respondent shall be required to comply with the provisions of the Americans With Disabilities Act (42 U.S.C. § 12101 *et seq.*), as amended from time to time. The Respondent shall not discriminate against disabled persons in any aspect of employment inclusive of the application process, hiring, training, advancement and wages, benefits or employer-sponsored social activities.

**RESPONDENT’S CHECKLIST**

This Respondent’s Checklist is a required form, the purpose of which is to list those documents and information forms, certifications and other documents that the JCRA requires each Respondent to submit. This form lists each of the items required to be submitted with the proposal, and a place for the Respondent to indicate, by initialing each entry, that the Respondent has included those required items with the completed proposal. Each Respondent shall complete this checklist and submit it with the proposal, in addition to those documentary and informational forms, certificates and other documents that are listed. All forms, certificates and other documents shall be fully complete, signed and notarized where indicated.

Initials:

1. \_\_\_\_\_ Written proposal (including all requested responses and materials)
2. \_\_\_\_\_ Ownership Disclosure Statement
3. \_\_\_\_\_ Non-Collusion Affidavit
4. \_\_\_\_\_ Acknowledgment of Receipt of Addenda
5. \_\_\_\_\_ Disclosure of Contributions to New Jersey Election Law Enforcement  
Commission
6. \_\_\_\_\_ Investment in Iran Disclosure Form
7. \_\_\_\_\_ Business Registration Certificate
8. \_\_\_\_\_ This Respondent’s Checklist

\_\_\_\_\_  
Respondent’s Signature

\_\_\_\_\_  
Name of Respondent Printed or Typed

**SCHEDULE A**  
**OWNERSHIP DISCLOSURE STATEMENT**

**STOCKHOLDER OR PARTNERSHIP DISCLOSURE STATEMENT**

Respondents must comply with Chapter 33, Public Laws of 1977 (N.J.S.A. 52:25-24.2), requiring corporate and partnership Respondents for State, County, Municipal or Authority Contracts to submit a list of names and addresses of all stockholders owning ten percent (10%) or more of their stock of any class, or in the case of a partnership, the names and addresses of those partners owning ten percent (10%), or greater interest therein.

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

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Partnership              | <input type="checkbox"/> Corporation                   | <input type="checkbox"/> Sole Proprietorship           |
| <input type="checkbox"/> Limited Partnership      | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Subchapter S Corporation |  |  |

*Check the appropriate paragraph:*

\_\_\_\_\_ I certify that the list below contains the names and home addresses of all stockholders holding ten percent (10%) or more of the issued and outstanding stock of the undersigned (partnership/corporation).

\_\_\_\_\_ I certify that no one stockholder owns ten percent (10%) or more of the issued and outstanding stock of the undersigned (partnership/corporation).

Authorized Signature: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

Company Name: \_\_\_\_\_

*If there are no stockholders or partners owning a ten percent (10%) or greater interest therein, insert the word "NONE" below.*

**STOCKHOLDERS**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Percentage of Ownership: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Percentage of Ownership: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Percentage of Ownership: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Percentage of Ownership: \_\_\_\_\_

**SCHEDULE B**

**NON-COLLUSION AFFIDAVIT**

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY:

SS:

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

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

I am \_\_\_\_\_ of the firm of \_\_\_\_\_, the Respondent submitting the proposal for the contract involving the provision of property management and social services to the **Jersey City Redevelopment Agency**, and I executed the said proposal with full authority to do so. I have not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive process in connection with this procurement. All statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the **Jersey City Redevelopment Agency** will rely upon the truth of the statements contained in said proposal and in this affidavit in the review of said proposal and the award of 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 fees, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_.  
(Name of Respondent)

Authorized Signature: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and Sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 2020

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

**SCHEDULE C**

**ACKNOWLEDGMENT OF  
RECEIPT OF ADDENDA**

**JERSEY CITY REDEVELOPMENT AGENCY**  
**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

The undersigned Respondent hereby acknowledges receipt of the following Addenda:

<b><u>REFERENCE NUMBER OR TITLE OF ADDENDUM OR REVISION</u></b>	<b><u>Date Received</u></b>

**No addenda were received:**

Acknowledged for: \_\_\_\_\_  
(Name of Respondent)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type)

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**SCHEDULE D**  
**POLITICAL CONTRIBUTION DISCLOSURE FORM**

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

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

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

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

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

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

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

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

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

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

The contractor must also complete the attached Stockholder 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.**

<sup>1</sup> N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”





**SCHEDULE E**

**RESPONDENT'S DISCLOSURE – INVESTMENT IN IRAN**

Veterans Residential Housing Development – 665 Ocean Avenue

STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY, DIVISION OF PURCHASE AND PROPERTY  
33 WEST STATE STREET, P.O. BOX 230, TRENTON, NEW JERSEY 08625-0230

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

SOLICITATION # \_\_\_\_\_

VENDOR/BIDDER: \_\_\_\_\_

**PART 1  
CERTIFICATION**

**VENDOR/BIDDER MUST COMPLETE PART 1 BY CHECKING ONE OF THE BOXES**

**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person nor 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 engaged in investment activities in Iran. The Chapter 25 list is found on the Division’s website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a Vendor's/Bidder’s proposal non-responsive.** If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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.

**CHECK THE APPROPRIATE BOX**

A. I certify, pursuant to Public Law 2012, c. 25, that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury’s list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 (“Chapter 25 List”). Disregard Part 2 and complete and sign the Certification below.

**OR**

B. I am unable to certify as above because the Vendor/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 information will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2**

**PLEASE PROVIDE ADDITIONAL INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

If you checked Box “B” above, provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran by completing the boxes below.

ENTITY NAME: \_\_\_\_\_  
RELATIONSHIP TO VENDOR/BIDDER: \_\_\_\_\_  
DESCRIPTION OF ACTIVITIES: \_\_\_\_\_  
DURATION OF ENGAGEMENT: \_\_\_\_\_  
ANTICIPATED CESSATION DATE: \_\_\_\_\_  
VENDOR/BIDDER CONTACT NAME: \_\_\_\_\_  
VENDOR/BIDDER CONTACT PHONE NO.: \_\_\_\_\_

*Attach Additional Sheet if Necessary*

**CERTIFICATION**

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and my attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of any agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

**SCHEDULE F**

**BUSINESS REGISTRATION CERTIFICATE**

Attach a copy of Respondent's business registration certificate to proposal.