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MAYOR

JERSEY CITY REDEVELOPMENT AGENCY

REQUEST FOR PROPOSALS

FOR

PROPERTY MANAGEMENT AND SOCIAL SERVICES IN A RESIDENTIAL HOUSING DEVELOPMENT LOCATED AT 51 CRESCENT AVENUE

(REISSUED ON NOVEMBER 1, 2021)

**PLEASE BE ADVISED: A PREVIOUS VERSION OF THIS RFP WAS POSTED IN ERROR ON
OCTOBER 25, 2021. THIS COPY OF THE RFP SUPERSEDES THE VERSION PREVIOUSLY
POSTED.**

PROPOSAL DUE DATE
Wednesday, December 1, 2021 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 (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 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. Respondents at all times 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.

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 Elizabeth Vasquez, QPA at the JCRA:

Jersey City Redevelopment Agency
4 Jackson Square
Jersey City, New Jersey 07305
Email: evasquez@jcnj.org

Respondents are required to submit written questions to the JCRA regarding the RFP and its attachments, no later than 12:00pm on November 17, 2021. 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.

All proposals must be delivered, **electronically only**, to the JCRA by 12:00 p.m. (EST) on **Wednesday, December 1, 2021** and must be emailed to evasquez@jcnj.org with “PROPERTY MANAGEMENT AND SOCIAL SERVICES RFP” in the subject line thereof. Responses submitted after 12:00 p.m. (EST) on that date will not be accepted. **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 December 8, 2021.** Any proposals received after the deadline or without the submission fee will be rejected.

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	Monday, November 1, 2021
Deadline to Submit Questions	Wednesday, November 17, 2021
Deadline to Post Responses to Questions	Wednesday, November 24, 2021
Proposal Submission Deadline	Wednesday, December 1, 2021
Submission Fee Deadline (\$50.00)	Wednesday, December 8, 2021
Finalist Interviews (if deemed necessary)	Monday, December 6 – Friday, December 10, 2021
Respondents Notified of Decision	Monday, December 20, 2021
Anticipated Date of Contract Award	Tuesday, December 21, 2021

OBJECTIVE

It is the purpose and intent of the JCRA, owner of 51 Crescent Avenue, Jersey City, New Jersey 07304 (the “**Development**” or “**51 Crescent Avenue**”), to partner with an organization to provide supportive social services and long-term housing to formerly homeless or housing insecure families (the “**Tenants**”) accepted for and placed in residential housing at the Development. The supportive services organization will assist the residents in obtaining medical care, applying for mainstream resources and entitlements, augmenting life skills, applying for jobs, and achieving long-term stability and independence.

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 or housing insecure families housed at 51 Crescent Avenue.

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 families with children 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 formerly homeless families.

The Development consists of two (2) two-bedroom units.

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: domestic violence survivors, homeless families, 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; and/or
- Consumer Satisfaction Surveys.

COMPENSATION

The Respondent shall submit a monthly report to the JCRA’s Executive Director or her designee by the 5th 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 January 1, 2022 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 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 your Proposal includes a proposed partnership, provide information on the proposed partner's 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;
- Schedule F – A copy of Respondent’s Business Registration Certificate; and
- Schedule G – Mandatory Equal Employment Opportunity Language.

Where applicable, the forms must 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*.

<u>CRITERIA WEIGHT</u>	<u>POINTS</u>
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]

THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK.

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 (Schedule A)
3. _____ Non-Collusion Affidavit (Schedule B)
4. _____ Acknowledgment of Receipt of Addenda (Schedule C)
5. _____ Disclosure of Contributions to New Jersey Election Law Enforcement Commission (Schedule D)
6. _____ Investment in Iran Disclosure Form* (Schedule E)
7. _____ Business Registration Certificate* (Schedule F)
8. _____ Mandatory Equal Employment Opportunity Language (Schedule G)
9. _____ This Respondent’s Checklist

Respondent’s Signature

Name of Respondent Printed or Typed

* Submission of the NJ Business Registration Certificate (“**BRC**”) and the Disclosure of Investment Activities in Iran Form (“**Iran Disclosure Form**”) are not required at time of Proposal submission for the Respondent or for any subcontractors. However, the JCRA is requesting that the Respondent submit these documents with its Proposal. If the BRC or Iran Disclosure Form are not included with the Proposal, they must be submitted prior to the Contract award.

SCHEDULE A
OWNERSHIP DISCLOSURE STATEMENT

See attached.



OWNERSHIP DISCLOSURE FORM

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

BID SOLICITATION # AND TITLE: _____

VENDOR NAME: _____

PURSUANT TO N.J.S.A. 52:25-24.2, ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO PROVIDE A STATEMENT OF OWNERSHIP.

- | | | |
|---|--------------------------|--------------------------|
| | YES | NO |
| 1. The vendor is a Non-Profit Entity ; and therefore, no disclosure is necessary. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The vendor is a Sole Proprietor ; and therefore, no other disclosure is necessary.
A Sole Proprietor is a person who owns an unincorporated business by himself or her-self.
A limited liability company with a single member is not a Sole Proprietor. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The vendor is a corporation, partnership, or limited liability company . | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered **YES** to Question 3, you must disclose the following: **(a)** the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class; **(b)** all individual partners in the partnership who own a 10% or greater interest therein; or, **(c)** all members in the limited liability company who own a 10% or greater interest therein.*

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

- | | | |
|--|--------------------------|--------------------------|
| | YES | NO |
| 4. For each of the corporations, partnerships, or limited liability companies identified above, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed business entities? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered **YES** to Question 4, you must disclose the following: **(a)** the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class; **(b)** all individual partners in the partnership who own a 10% or greater interest therein; or, **(c)** all members in the limited liability company who own a 10% or greater interest therein. The disclosure(s) shall be continued until the names and addresses of every non-corporate stockholder, individual partner, and/or member a 10% or greater interest has been identified.*

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

5. As an alternative to completing this form, a Vendor with any direct or indirect parent entity which is publicly traded, may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10% or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10% or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10% or greater beneficial interest.*

* Attach additional sheets if necessary

SCHEDULE B
NON-COLLUSION AFFIDAVIT

See attached.

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 _____, 2021

Signature of Notary Public

SCHEDULE C

**ACKNOWLEDGMENT OF
RECEIPT OF ADDENDA**

See attached.

JERSEY CITY REDEVELOPMENT AGENCY
ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Respondent hereby acknowledges receipt of the following Addenda:

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

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

See attached.

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.**

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

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

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

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

SECTION 1. 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
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1.1 Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

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

SCHEDULE E
RESPONDENT'S DISCLOSURE – INVESTMENT IN IRAN

See attached.



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 130 TRENTON, NEW JERSEY 08615-0130

BID SOLICITATION # AND TITLE: _____

VENDOR/BIDDER NAME: _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran.

CHECK THE APPROPRIATE BOX

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

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 New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities
Relationship to Vendor/ Bidder
Description of Activities

Duration of Engagement
Anticipated Cessation Date

Attach Additional Sheets 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 any 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 my 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.

SCHEDULE G
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

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

The Respondent 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 or sex. Except with respect to affectional or sexual orientation, the Respondent will 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, affectional or sexual orientation or sex. 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 agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting for the provisions of this nondiscrimination clause.

The Respondent will, 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, affectional or sexual orientation or sex.

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

The Respondent 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 Respondent agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The Respondent agrees to inform in writing its appropriate recruitment agencies including, but not limited to, 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, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The Respondent 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 applicable employment goals, the Respondent agrees to 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, affectional or sexual orientation 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 Respondent shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

The Respondent shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Submitted by

Name of Respondent: _____

This _____ day of _____, 2021.

Authorized Signatory

Type or Printed Name & Title

Telephone Number