Reference: Request for Proposal – Occupational Therapy | Physical Therapy | Speech Therapy (OT|PT|ST) Services to the West New York Board of Education for the 2016-17 school year.

Dear Professional:

Thank you for your interest in the West New York Board of Education, 2016-2017 School Year Request for Proposal for (OT|PT|ST) Services.

Please be advised that professional service providers are to include a W-9 with the submission documents package. Omission of the W-9 will seriously delay review of the proposal.

Prospective submitters may address any questions regarding the RFP to my office by calling 201-553-4143.

All Request for Proposal are due no later than **2:00 p.m., Friday, May 6, 2016.** The West New York Board of Education plans to make the award at the next Board Meeting on May 18, 2016.

Proposals can be secured by contacting the Business Office or by visiting district's online site at (http://www.wnyschools.net/district/BOE_Bids.asp).

**Submission shall include one original paper copy and a compact disc containing all documents in PDF format.**

Best Regards,

Dean Austin
School Business Administrator
REQUEST FOR PROPOSAL for:

SCHOOL OT|PT and/or SPEECH THERAPY SERVICES

Contract Term
July 1, 2016 through June 30, 2017

Wednesday, May 6, 2016
Submission deadline - Date

2:00 p.m.
Submission deadline - Time

ADDRESS ALL PROPOSALS TO:
Mr. Dean v. B. Austin
School Business Administrator | Board Secretary
West New York Board of Education
6028 Broadway
West New York, New Jersey 07093-2808
GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING QUALIFICATION

West New York Board of Education  
6023 Broadway  
West New York, New Jersey 07093-2808

CONTACT PERSON

Dean v. B. Austin, School Business Administrator/Board Secretary  
West New York Board of Education  
6028 Broadway  
West New York, New Jersey 07093-2808  
(201) 553-4000 x 30063

PERIOD OF CONTRACT

July 1, 2016 through June 30, 2017 (inclusive)

CONTRACT FORM

The successful proposer shall be required to execute the Board’s form contract, which shall include indemnification, insurance, termination and licensing provisions.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the Board arising out of, or by reason of, the work performed and materials furnished under this Contract.
RIGHTS OF THE BOARD

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

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

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

The Board and the District reserve the right to:

- Reject any or all of the Proposals based on its selection criteria noted pursuant to law
- Issue subsequent Requests for Proposals
- Cancel the entire Request for Proposal
- Remedy technical errors in the Request for Proposal process
- Appoint evaluation committees to review Proposals
- Seek the assistance of outside technical experts in Proposal evaluation
- Investigate the qualifications of any Proposer under consideration
- Require confirmation of information furnished by a Proposer
- Require additional evidence of qualifications to perform the Services described in this RFP
- Accept other than the lowest offers

Failure to include in the proposal all information outlined herein may be cause for rejection of the proposal. Information and/or factors gathered during interviews, negotiations and any reference checks, and any other information or factors deemed relevant by the District, shall be utilized in the final award. The final award of a contract is subject to approval by the West New York Schools Board of Education.
WEST NEW YORK BOARD OF EDUCATION: FACTS AND FIGURES

The Board consists of nine members and the District is overseen on a daily basis by the Superintendent of Schools. The District is comprised of nine school buildings, serving approximately 8,500 students. The District has multiple special education programs and an extensive extra-curricular and interscholastic athletic program.

Introduction and Purpose

The West New York Board of Education is soliciting Requests for Proposals from interested persons and/or medical groups for the provision of School Occupational | Physical and/or Speech Therapy for related services to the Board of Education. The successful respondents shall have experience in providing a broad range of services to New Jersey public schools and education communities.

The successful respondent will provide the North Bergen Board of Education with a program to act as the district’s designated school OT/PT and/or Speech therapist and provide related examination, evaluation and follow-up as required. The successful respondent will be licensed to practice in the State of New Jersey, will assure board policy and insurance guidelines will be followed during program implementation and will maintain compliance with same and all Federal, State and relevant requirements.

Proposed Scope of Work

Must be familiar with the 3-to-1 model, consultation services to the classroom staff and all forms of therapy models (push in, pull out and consultation services) as well as IEP writing, evaluations and Service 504 students.

Aside from screenings, evaluating, and providing services either as a direct service, indirect service, or consultative in nature, the following list applies:

1. Identify critical issues or resolve important problems related to the students’ performance and/or IEP.
2. Understand how the students’ needs and classification affect classroom performance.
3. Develop individualized strategies, techniques and activities that support the needs of the student in the classroom.
4. Utilize activities in the classroom that support that curriculum and related service needs of the students.
5. Integrate services in the classroom in a proactive and meaningful manner, as, for example, by:
   - adapting/modifyin equipment that supports educational relevant activities and needs
   - providing recommendations/support to help manage challenging behaviors
   - providing ongoing consultation to the team regarding student issues; program issues; environmental issues, etc.
   - providing direct therapy services that positively impact student educational performance
   - providing formal and informal training & educational opportunities to support educational team needs
11. Participate in the development of the IEP, particularly by developing the PLAAFP, goals, and objectives to ensure that the students’ needs are met.
12. Provide consultation to the school’s I&RS Team, CST, and 504 Committee on an as-needed basis.
13. Provide accurate logs on EASYTRAC for the SEMI Initiative.
14. Provide consultation to parents, teachers and create home school training packets.
The school district will cooperate with the successful respondent by appointing a primary contact, by providing a comprehensive list of all facilities, and by providing appropriate and required notifications and documentation.

**Professional Information and Qualifications**

**Response Requirements**

Copies of this standardized submission requirements and selection criteria are on file and available from the Office of the Business Administrator. Each interested respondent shall submit the minimum following information:

1. Name of professional and/or group as applicable.
2. Address and telephone/fax numbers of the principal place of business and all other offices.
3. Provide evidence of OT/PT and or Speech therapist licensing in the State of New Jersey.
4. Identify key personnel who will provide direct services to the Board of Education including such persons’ relevant job histories, professional credentials, if any, and related experience, especially in, but not limited to, working with governmental sector clients.
5. Estimated cost analysis to undertake the Scope of Work described above per service that you offer, including expenses, and where appropriate, total cost of “not to exceed” amount.
8. Affirmative Action Questionnaire or Evidence.
11. Current Americans with Disabilities Act
13. Owner’s disclosure Statement
14. New Jersey Business Registration Certificate
15. Certificate of Employee Information Report
16. Chapter 271 Political Contribution Disclosure Form
17. Firm must provide evidence of business liability and errors and omissions insurance.
18. Any additional information you consider relevant to the Board of Education which will help us decide to select you or your group.

**Evaluative Criteria**

The evaluative criteria used in awarding a contract or agreement for professional services as described herein shall include:

- Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
- Experience and references (performance) of the respective therapist;
- Ability to provide appropriate evaluation and treatment in a timely manner; and
- Cost competitiveness.

**ADDRESS PROPOSAL TO:**

Dean Austin, School Business Administrator  
West New York Board of Education  
6028 Broadway  
West New York, New Jersey 07093  

**Due Date:** Friday, May 6, 2016  
**Time:** 2:00 p.m.
REQUEST FOR PROPOSAL CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR QUALIFICATION STATEMENT. PLEASE INITIAL BELOW, INDICATING THAT YOUR PROPOSAL STATEMENT INCLUDES THE ITEMIZED DOCUMENT. A QUALIFICATION STATEMENT SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS MAY BE REJECTED.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>INITIALS</th>
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<tbody>
<tr>
<td>Affirmative Action Compliance Notice (form provided)</td>
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<td>Affirmative Action Questionnaire or Evidence (form provided)</td>
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<td>Equal Employment Opportunity Language (form provided)</td>
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<td>Americans with Disabilities Act of 1990 Language (form provided)</td>
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<td>Non-Collusion Affidavit (form provided)</td>
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<td>Owner’s Disclosure Statement (form provided)</td>
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<td>Chapter 271 Political Contribution Disclosure Form (form provided)</td>
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<td>W-9 (form provided)</td>
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<tr>
<td>Disclosure of Investment Activities in Iran (form provided)</td>
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<tr>
<td>Contractor/Vendor Questionnaire/Certification (form provided)</td>
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<tr>
<td>Certificate of Employee Information Report AA302 (form provided)</td>
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<tr>
<td>New Jersey Business Registration Certificate (enclose)</td>
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</tbody>
</table>

Submission shall include one original paper copy and a compact disc containing all documents in PDF format.

Pursuant to New Jersey law, the Board shall not enter into a contract for goods or services unless the contractor provides of a copy of its business registration certificate at the time it submits its Proposal.

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.

Person, Firm or Corporation submitting Proposal: ____________________________

Authorized Agent Name & Title: ________________________________

Authorized Signature & Date: ________________________________
AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

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

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

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

OR

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

OR

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

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

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

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A 10:5-31 and N.J.A.C. 17:27-1 et seq. and agrees to furnish the required forms of evidence.

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

__________________________________
(COMPANY)

__________________________________
(SIGNATURE)

__________________________________
(PRINT NAME)

__________________________________
(TITLE)

__________________________________
(DATE)
AFFIRMATIVE ACTION QUESTIONNAIRE

This form is to be completed and returned with the proposal. However, the Board will accept in lieu of this Questionnaire, Affirmative Action Evidence stapled to this page.

1. Our company has a federal Affirmative Action Plan approval.
   
   _____ YES        _____ NO

   A. If yes, a Photostat copy of said approval shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.
   
   _____ YES        _____ NO

   A. If yes, a copy of the New Jersey State Certificate shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

3. If you answered NO to both questions above, an affirmative action Employee Information Report (AA-302) can be obtained on the following government site (http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf).

   Complete the form and forward it to the Affirmative Action Office, Department of Treasury, CN 209, Trenton, NJ 08625. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

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

Name of Company/Firm ____________________________________________________________

Name of Authorized Agent ________________________________ Title ________________

SIGNATURE ___________________________________________ Date ____________________
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE 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 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, where applicable, 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 contractor's commitments under this act 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 afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to report annually to the Division any data reflective of the results of all personal testing conducted during the previous year, including all data concerning such personal testing as required by the Division.

The contractor or subcontractor agrees to notify 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, 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 personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

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

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Subscribed and sworn to before me this day of ____________, 2016, ____________________________

Authorized Signature

____________________________________
Name & Title

Notary Signature & Seal
The contractor and the West New York Board of Education (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The contractor and the West New York Board of Education (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

____________________________________  _______________________
Authorized Signature                Date

_______________________________________________
Name & Title
NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY            } SS
COUNTY OF                      }

I, ____________________________________ residing in ____________________________
(Name of affiant)                              (Name of municipality)
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
>Title or position)                                                 (Name of firm)
the firm of ________________________________________________________________ and the bidder
(Name of firm) making the Proposal for the bid entitled ______________________________________________, and
>Title of bid proposal)                                                (Name of contracting unit)
that I executed the said Proposal with full authority to do so that said bidder has not, directly or
indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action
in restraint of free, competitive bidding in connection with the above named project; and that all
statements contained in said Proposal and in this affidavit are true and correct, and made with full
knowledge that the ____________________________________________
(Name of contracting unit) 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 bid.

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

__________________________________________________________
(Print Name of Contractor/Vendor)

Subscribed and sworn to: __________________________________________
(SIGNATURE OF CONTRACTOR/VENDOR)

before me this _____ day of ________________, __________.
   Month                        Year

__________________________________________                         __________Signature__________
Notary Public of

__________________________________________                         ____________________________
NOTARY PUBLIC SIGNATURE                      (Type or print name of affiant
under signature)

My commission expires ________________, __________, __________.
   Month                        Day                        Year (SEAL)
**STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP**

Please check one type of Ownership, complete the form, and execute where provided.

- ☐ Corporation  
- ☐ Limited Partnership  
- ☐ Partnership  
- ☐ Limited Liability Corp.  
- ☐ Solo Proprietorship  
- ☐ Limited Liability Partnership  
- ☐ Sub Chapter S Corp.  
- ☐ Other __________________________

No corporation "or partnership" shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid of said corporation or said partnership, there is submitted a statement setting forth the names and all individual partners in the partnership who own a 10% or greater interest therein, as the case may be." If one or more such stockholder "or partner" is itself a corporation "or partnership", the stockholder holding 10% or more of that corporation "or partnership" the individual partners owning 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 10% ownership criteria established in this act, has been listed.

**IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH BID.** In the event that there are no persons who own ten percent or more of the stock or ownership of the bidder, then such fact should be certified below as part of this disclosure.

Name of Company _______________________________________________

Address _________________________________________________________

City, State, Zip ____________________________

**List of Owners with Ten Percent (10%) or More Interest**

<table>
<thead>
<tr>
<th>Owner's Name</th>
<th>Home Address</th>
<th>Title/Office Held</th>
<th>Percent (%) of Partnership Shares Owned</th>
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**NOTE:** If you need more space than that provided above, please use an extra sheet for furnishing the above required information for any remaining persons or entities.

Signature _________________________ Date _______________________

If your firm is not a corporation and/or partnership, please explain below how your firm is organized and include a list of the various principals.

Our firm, ____________________________________________________________, is organized ____________________________________________________________

Names of Principals

_________________________________________  Title

_________________________________________  Title

_________________________________________  Title

_________________________________________  Title

_________________________________________  Title

Use additional paper if needed. Check here □ if additional sheets are attached.

Name of Company _____________________________________ Address _____________________________________

City, State, Zip ____________________________ Authorized Agent ________________ Title ________________

**SIGNATURE OF AUTHORIZED AGENT**

Subscribed and sworn before me this _______ day of ____________, 20_____.

(Notary Public)

My Commission expires:

_________________________________________  (Affiant)

(Print name & title of affiant)

(Corporate Seal)
West New York Board of Education  
Business Office  
6028 Broadway  
West New York, New Jersey 07093-2808  

Chapter 271  
Political Contribution Disclosure Form  
(Contracts that Exceed $17,500.00)  
Ref. N.J.S.A. 52:34-25  

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that ________________________________ (Business Entity) has made the following reportable political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

**Reportable Contributions**

<table>
<thead>
<tr>
<th>Date of Contribution</th>
<th>Amount of Contribution</th>
<th>Name of Recipient Elected Official/ Committee/Candidate</th>
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The Business Entity may attach additional pages if needed.

☐ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that ________________________________ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

**Certification**

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent ____________________________________________

Signature ________________________ Title _____________________________  
Business Entity____________________________________________________
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 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 (C19:44A-10.1) for the purpose of receiving contributions and making expenditures.”
P.L. 2005, c271

(Official version, Assembly Committee Substitute to A-3013, First Reprint*)

AN ACT authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

40A:11-51 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts there from to business entities that have made a contribution pursuant to P.L.1973, c.83 (C.19:44A-1 et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L.2004, c.19 (C.19:44A-20.2 et al.) and section 22 of P.L.1973, c.83 (C.19:44A-22).

b. The provisions of P.L.2004, c.19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L.2004, c.19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

52:34-25 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of $17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity holding thereon or negotiating therefor, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L.1973, c.83 (C.19:44A-1 et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; candidate committees of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; candidate committees of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; candidate committees of a candidate for, or holder of, a State elective office, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

P.L. 2005, c271

b. When a 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. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the 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, as appropriate; and

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

19:44A-20.13 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year $50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L.1973, c.83 (C.19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

P.L. 2005, c271

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a 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. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"interest" means the 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, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

* Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 10A:18A-51 is anticipated to show a reference to N.J.S.A. 40A:11-51 and to N.J.S.A. 52:34-25.
List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 52:34-25

County Name: Hudson
State: Governor, and Legislative Leadership Committees
Legislative District #: 32
State Senator and two members of the General Assembly per district.

County:

<table>
<thead>
<tr>
<th>Freeholders</th>
<th>County Clerk</th>
<th>Sheriff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surrogate</td>
<td>Registrar of Deeds</td>
<td></td>
</tr>
</tbody>
</table>

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

- Bayonne
- East Newark
- Guttenberg
- Harrison Town
- Hoboken
- Jersey City
- Kearny
- North Bergen
- Secaucus
- Union City
- Weehawken
- West New York

Boards of Education (Members of the Board):

<table>
<thead>
<tr>
<th>Bayonne</th>
<th>Jersey City</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Newark</td>
<td>Kearny</td>
</tr>
<tr>
<td>Guttenberg</td>
<td>North Bergen</td>
</tr>
<tr>
<td>Harrison Town</td>
<td>Secaucus</td>
</tr>
<tr>
<td>Hoboken</td>
<td>Union City</td>
</tr>
<tr>
<td>Hudson County Schools of Technology</td>
<td>Weehawken</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>West New York</td>
</tr>
</tbody>
</table>

Fire Districts (Board of Fire Commissioners):

None
Form W-9
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1. Name(s) as shown on your income tax return. Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above

3. Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - Individual/sole proprietor
   - Corporation
   - Partnership
   - Trust/estate
   - Limited liability company
   - Single-member LLC
   - Other (see instructions)

4. Exemptions (code(s) apply only to certain entities, not individuals; see instructions on page 3):
   - Exempt payee code(s) (if any)
   - Exemption from FATCA reporting code(s) (if any)
   - Applies to accounts maintained outside the U.S.

5. Address (number, street, and apt. or suite no.)

6. City, state, and ZIP code

7. List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get a TIN on page 3.

Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose TIN to enter.

Social security number

Or

Employer Identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN), adoption taxpayer identification number (ATIN), employer identification number (EIN), or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (sales or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third-party network transactions)

Cat. No. 1021X
Form W-9 (Rev. 12-2014)
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Name of Company: ____________________________________________________

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 the person or entity, or one of the person or entity’s parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this 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 person or entity.

I certify, pursuant to Public Law 2012, c.25, that the person or entity listed above for which I am authorized to bid/renew:

☐ is not providing goods or services of $20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran, AND

☐ is not a financial institution that extends $20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Passaic Board of Education under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2 – ONLY COMPLETE IF ENGAGING IN INVESTMENT ACTIVITIES IN IRAN

Part 2: Please provide further information related to investment activities in Iran

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the box below.

| Name: ___________________________ | Relationship to Bidder/Offeror __________________________ |
| Description of Activities ___________________________ |
| Duration of Engagement ___________________________ | Anticipated Cessation Date ___________________________ |
| Bidder/Offeror Contact Name _________________________ | Contact Phone Number _______________________________ |

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

Full Name (Print): ___________________________ Signature ___________________________

Title: ___________________________ Date: ___________________________

Name of Company: ___________________________ City/State/Zip: ___________________________
Contractor/Vendor Questionnaire/Certification

Name of Company _____________________________________________________________
Street Address ________________________________________ PO Box ________________
City, State, Zip ________________________________________________________________
Business Phone Number (____)_________________________ Ext. ___________________
Emergency Phone Number (_____)______________________________________________
FA No. (____)________________________ E-Mail _________________________________
Years in Business ______________________ Number of Employees _________________

References – Work previously done for School Systems in New Jersey

<table>
<thead>
<tr>
<th>Name of District</th>
<th>Address</th>
<th>Contact Person/Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the West New York Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the West New York Board of Education.

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a1-4) concerning vendor contributions to school board members.

I certify that I am not an official or employee of the West New York Board of Education.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

President or Authorized Agent

______________________________________________________________

Signature

Subscribed and sworn before me this _______day of __________, 2 _______.
(Notary Public)
My Commission expires:

__________________________
(Affiant)

__________________________
(Print name & title of affiant)

(Corporate Seal)
## Form AA302

**STATE OF NEW JERSEY**

**Division of Purchase & Property**

**Contract Compliance Audit Unit**

**EEO Monitoring Program**

**EMPLOYEE INFORMATION REPORT**

**SECTION A - COMPANY IDENTIFICATION**

1. **FID. NO. OR SOCIAL SECURITY**
2. **TYPE OF BUSINESS**
   - [ ] MFG
   - [ ] SERVICE
   - [ ] WHOLE
   - [ ] RETAIL
   - [ ] OTHER
3. **TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY**

4. **COMPANY NAME**

5. **STREET**
   - **CITY**
   - **COUNTY**
   - **STATE**
   - **ZIP CODE**

6. **NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)**
   - **CITY**
   - **STATE**
   - **ZIP CODE**

7. **CHECK ONE: IS THE COMPANY?**
   - [ ] SINGLE-ESTABLISHMENT EMPLOYER
   - [ ] MULTI-ESTABLISHMENT EMPLOYER

8. **IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ**

9. **TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT**
   - **CITY**
   - **COUNTY**
   - **STATE**
   - **ZIP CODE**

10. **PUBLIC AGENCY AWARDING CONTRACT**

11. **DATE RECEIVED**
12. **AUDIT DATE**
13. **ASSIGNED CERTIFICATION NUMBER**

**SECTION B - EMPLOYMENT DATA**

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. DO NOT SUBMIT AN EEO 1 REPORT.

<table>
<thead>
<tr>
<th>JOB CATEGORIES</th>
<th>ALL EMPLOYEES</th>
<th>PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COL. 1/3</td>
<td>COL. 1/3</td>
</tr>
<tr>
<td></td>
<td>COL. 2/3</td>
<td>COL. 2/3</td>
</tr>
<tr>
<td></td>
<td>COL. 3/3</td>
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</tr>
<tr>
<td></td>
<td>MLE</td>
<td>MLE</td>
</tr>
<tr>
<td></td>
<td>FEMALE</td>
<td>FEMALE</td>
</tr>
<tr>
<td></td>
<td>Amer. Indian</td>
<td>Amer. Indian</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td>Black</td>
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</tr>
<tr>
<td></td>
<td>Non-Min.</td>
<td>Non-Min.</td>
</tr>
<tr>
<td></td>
<td>Amer. Indian</td>
<td>Amer. Indian</td>
</tr>
<tr>
<td></td>
<td>Hispanic</td>
<td>Hispanic</td>
</tr>
<tr>
<td></td>
<td>Black</td>
<td>Black</td>
</tr>
</tbody>
</table>

**Officials/Managers**

**Professionals**

**Technicians**

**Sales Workers**

**Office & Clerical**

**Craftworkers (Skilled)**

**Operatives (Semi-skilled)**

**Laborers (Unskilled)**

**Service Workers**

**TOTAL**

**Total employment from previous Report (if any)**

**Temporary & Part-Time Employees**

The data below shall NOT be included in the figures for the appropriate categories above.

13. **HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED?**
   - [ ] Visual Survey
   - [ ] Employment Record
   - [ ] Other (Specify)

14. **IS THIS THE FIRST EMPLOYEE INFORMATION REPORT SUBMITTED?**

15. **IF NO, DATE LAST REPORT SUBMITTED**
   - **MO.**
   - **DAY**
   - **YEAR**

**SECTION C - SIGNATURE AND IDENTIFICATION**

16. **NAME OF PERSON COMPLETING FORM (Print or Type)**
17. **SIGNATURE**
18. **TITLE**
19. **DATE**
   - **MO.**
   - **Day**
   - **YEAR**

20. **ADDRESS NO. & STREET**
    - **CITY**
    - **COUNTY**
    - **STATE**
    - **ZIP CODE**

21. **PHONE (AREA CODE, NO., EXTENSION)**
INSTRUCTIONS FOR COMPLETING THE
EMPLOYEE INFORMATION REPORT (FORM AA302)

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM.
PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO
SUBMIT THE REQUIRED $150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. IF
YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS
FORM UNLESS YOUR ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE
THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

ITEM 1 - Enter the Federal Identification Number assigned by
the Internal Revenue Service, or if a Federal Employer
Identification Number has been applied for, or if your
business is such that you have not or will not receive a
Federal Employer Identification Number, enter the Social
Security Number of the owner or of one partner, in the case
of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF
BUSINESS. If you are engaged in more than one type of
business check the predominate one. If you are a
manufacturer deriving more than 50% of your receipts from
your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire
company, including part-time employees. This number shall
include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified.
If there is more than one company name, enter the
predominate one.

ITEM 5 - Enter the physical location of the company. Include
City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company
including the City, County, State and Zip Code. If there is
none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company
establishment. "Single-establishment Employer" shall include
an employer whose business is conducted at only one
physical location. "Multi-establishment Employer" shall
include an employer whose business is conducted at more
than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter
the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the
establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the
contract. Include City, County, State and Zip Code. This is
not applicable if you are renewing a current Certificate.

ITEM 11 - Enter the appropriate figures on all lines and in all
columns. THIS SHALL ONLY INCLUDE EMPLOYMENT
DATA FROM THE FACILITY THAT IS BEING AWARDED
THE CONTRACT. DO NOT list the same employee in more
than one job category. DO NOT attach an EEO-1 Report.

Racial/Ethnic Groups will be defined:
Black: Not of Hispanic origin. Persons having origin in any of
the Black racial groups of Africa.
Hispanic: Persons of Mexican, Puerto Rican, Cuban, or
Central or South American or other Spanish culture or origin,
regardless of race.
American Indian or Alaskan Native: Persons having origins in
any of the original peoples of North America, and who
maintain cultural identification through tribal affiliation or
community recognition.
Asian or Pacific Islander: Persons having origin in any of
the original peoples of the Far East, Southeast Asia, the
Indian Sub-continent or the Pacific Islands. This area
includes for example, China, Japan, Korea, the Philippine
Islands and Samoa.
Non-Minority: Any Persons not identified in any of the
aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic
group information was not obtained by 1 or 2, specify by what
other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to
prepare the employment data presented in item 12.

ITEM 14 - If this is the first time an Employee Information
Report has been submitted for this company, check block
"Yes".

ITEM 15 - If the answer to item 14 is "No", enter the date
when the last Employee Information Report was submitted by
this company.

ITEM 16 - Print or type the name of the person completing
the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being
completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN
THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE
VENDOR’S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDS THE CONTRACT
IF THIS IS THE VENDOR’S FIRST REPORT, AND FORWARD ONE COPY WITH A CHECK IN THE AMOUNT OF $150.00 PAYABLE TO
THE TREASURER, STATE OF NEW JERSEY. IT IS NON-REFUNDABLE.

NJ Department of the Treasury
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program
P.O. Box 206
Trenton, New Jersey 08625-0206
Telephone No. (609) 292-5473
AFFIDAVIT REGARDING LIST OF DEBARRED, SUSPENDED OR DISQUALIFIED CONTRACTORS

Proposer:____________________

STATE OF NEW JERSEY_________________________________________________________

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 Services, and that I executed the said Proposal with full authority to do so; that said Proposer is not at the time of the making of this bid / proposal 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 before me this ______ day of ______, 2 ______.

(Notary Public)

My Commission expires:

_________________________________
(Affiant)

(Print name & title of affiant)

(Corporate Seal)
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