



**Northern Burlington County
Regional Board of Education**

Request for Proposals

**Professional Services and
Extraordinary Unspecifiable Service
for Various Annual Services**

December 17, 2019

1:30 P.M.



NOTICE OF SOLICITATION - REQUESTS FOR PROPOSALS

Professional Services and Extra-ordinary Unspecifiable Services

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Northern Burlington County Regional Board of Education, located at **160 Mansfield Road East, Columbus, NJ 08022**, is seeking RFP's for professional services to be in compliance with the accountability regulations to be provided to the Board of Education as listed below for the period **January 6, 2020 to Reorganization of January 4, 2021, except as noted:**

Professional Services Sought:

1. Architect
2. Attorney
3. Auditor (7/1/20 – 6/30/21)
4. Bond Counsel
5. Civil Engineer
6. Mechanical Engineer
7. Financial Advisor
8. Medical Inspector

Extraordinary Unspecifiable Services Sought:

9. Health Insurance Broker
10. Labor Consultant / Negotiator

Requests for qualifications are on file at the Qualified Purchasing Agent's office at the **Board of Education Office, 160 Mansfield Road East, Columbus, NJ 08022** and may also be downloaded from the Board of Education's website at the following address: <http://www.nburlington.com>.

The Response to the RFP must be labeled with the **type of the services** as well as the date of the RFP opening and time and the Board must receive all RFP's not later than **December 17, 2019 by 1:30 p.m.** at the **Board of Education** office located at the **160 Mansfield Road East, Columbus, NJ 08022**. All questions concerning this notice should be addressed to the **Business Administrator/Board Secretary, Mr. Richard Kaz, at 609-298-3900, ext. 2080, or preferably via email at rkaz@nburlington.com**.

All statements of qualifications for professional service contracts and extraordinary unspecifiable services contracts shall include at a minimum the following information.

1. All required forms as per Appendix A
2. Names of individuals who will perform required tasks as well as the listing of their licenses.
 - A. Identify the person who will be primarily responsible for the services required by the Board of Education and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the Northern Burlington County Regional Board of Education.
 - B. Identify persons who will serve as back up to the primary person including resumes of all parties. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Northern Burlington County Regional Board of Education including all cost of services provided, staffing and a description of your familiarity with the services required by the Northern Burlington County Regional Board of Education including all cost of services provided.



INTRODUCTION

The School Business Administrator will represent the Board in the administration of this contract.

The Northern Burlington County Regional Board of Education (hereinafter "Board") is seeking proposals from qualified parties (hereinafter "Respondent") for professional services, in the Northern Burlington County Regional School District (hereinafter "District").

Qualifications will be evaluated on the basis of anticipated service, resources, past engagements and documented performance. Successful respondents will demonstrate the ability to fulfill the requirements of the contract, meet specifications, attain the objectives of the District and, all other factors being equal, provide the best value in terms of meeting the District's mission and cost objectives. Aside from those specific items mentioned in this RFP, the District will not dictate the structure of any plan nor any specific methodology. These will be left to the discretion of the respondent.

The term "Bidder", "submitter", "respondent", "vendor" and "contractor" may be intermingled throughout this specification. They are one and the same.

GENERAL RESPONDENT RESPONSIBILITIES

- 1) Respondent must meet all standards of local, State and federal requirements.
- 2) Bidder must provide evidence of knowledge in the area
- 3) An evaluation of each acceptable proposal will be completed by the District.
- 4) Solicitations shall be in conformance with the applicable requirements of the New Jersey Public School Contracts Law (N.J.S.A. 18A:18A-1 et. seq.).
- 5) The Respondent must provide a NJ Business Registration.

GENERAL PROVISIONS

PROPOSAL FORMAT

Because of the unique nature of the services being requested, the respondent is asked to prepare the proposal and provide at a minimum the following sections. The respondent is encouraged to provide additional information it believes will help the Board understand the respondent's capabilities to provide the review/audit.

1. Background information of principal person conducting the services
2. Proposal Cost Sheet
3. All required documents
 - a. Stockholder Disclosure Form
 - b. Affirmative Action Certificate
 - c. Non-collusion certificate
 - d. NJ Business Registration Certificate
 - e. IRS W9 Form
 - f. Iran Investments Disclosure Form
4. Other information as deemed necessary by respondent



AWARDING OF CONTRACT

All proposals will remain firm for a period extending 90 days from the indicated submission date for proposals.

Northern Burlington County Regional Board of Education reserves the right to reject any and all proposals submitted. The contract will be awarded to the respondent whose proposal is deemed in the best interest of the Northern Burlington County Regional Board of Education.

SPECIFIC REQUIREMENTS

All services are detailed below:



School Board Architect

Scope of Services

The Board of Education desires to appoint a firm to provide architectural services to the Board. Applicants should demonstrate knowledge and experience with respect to all aspects of architectural services required by a school board. Any experience or knowledge of matters that directly affect the Board of Education should be addressed:

Minimum Qualifications:

- 1) Must be certified to provide architectural services in the State of New Jersey.
- 2) Must have a minimum of ten (10) years experience in providing consulting services to boards of education.
- 3) Must be experienced in obtaining permits and approvals from various State, County and local regulatory agencies.
- 4) Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Board of Education including but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction clerks.
- 5) Must maintain a principal office location in close proximity to the Board of Education so as to be able to respond to emergent matters promptly.
- 6) Must be experienced in preparation of grant applications.
- 7) Must have project managers with at least ten (10) years of school board experience.
- 8) Must list past and present school boards served as architect.
- 9) Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

Term of Service: **January 6, 2020 to January 4, 2021**

Any questions regarding this Request for Proposals should be directed to **Mr. Richard Kaz, Business Administrator/Board Secretary, of the Northern Burlington County Regional Board of Education.**

All submissions must be labeled with the services as well as the date of the RFP opening and time and must be received at the **School District's Business Office by December 17, 2019 by 1:30 p.m.** at which time they will be publicly opened.



Board of Education Attorney (Solicitor)

Scope of Services:

Specialized services required – The selected professional (attorney) will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the solicitor will be expected to return a phone call to the Board of Education on the same day. The professional will also be expected to be available to provide advice to the Board of Education during non-business hours including the attendance at meetings when requested.

Minimum Qualifications

1. The firm shall have at least ten (10) years experience in representing public entities.
2. The firm shall designate one professional within the firm who will be assigned to represent the interest of the School District. This individual shall have been admitted and/or licensed in his/her profession and be in good standing.
3. The firm and individuals assigned to work with the School District shall be well versed in all aspects of the School District's operations.
4. Must provide hourly cost of services.

Term of Service: **January 6, 2020 to January 4, 2021**

Any questions regarding this Request for Proposals should be directed to **Mr. Richard Kaz, Business Administrator/Board Secretary, of the Northern Burlington County Regional Board of Education.**

All submissions must be labeled with the services as well as the date of the RFP opening and time and must be received at the **School District's Business Office by December 17, 2019 by 1:30 p.m.** at which time they will be publicly opened.



Board of Education Bond Counsel

Scope of Services:

Specialized services required – The selected professional (Bond Counsel) will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the solicitor will be expected to return a phone call to the Board of Education on the same day. The professional will also be expected to be available to provide advice to the Board of Education during non-business hours including the attendance at meetings when requested.

Minimum Qualifications

1. Solicitor's firm shall have two or more licensed professionals on staff whose major focus and work has been and remains providing professional service to and advising public school districts in financing issues.
2. The firm shall have at least ten (10) years experience in representing public school districts in the areas of financing.
3. The firm shall designate one professional within the firm who will be assigned to represent the interest of the School District. This individual shall have been admitted and/or licensed in his/her profession and be in good standing.
4. The firm and individuals assigned to work with the School District shall be well versed in all aspects of the School District's operations.
5. Must provide hourly cost of services.

Term of Service: **January 6, 2020 to January 4, 2021**

Any questions regarding this Request for Proposals should be directed to **Mr. Richard Kaz, Business Administrator/Board Secretary, of the Northern Burlington County Regional Board of Education.**

All submissions must be labeled with the services as well as the date of the RFP opening and time and must be received at the **School District's Business Office by December 17, 2019 by 1:30 p.m.** at which time they will be publicly opened.



Auditor

Scope of Services

The Board of Education desires to appoint a firm of certified public accountants to act as board auditors for the Northern Burlington County Regional Board of Education. Applicant should demonstrate knowledge of Board of Education auditing laws and regulations, and experience in providing advice to Boards of Education on records compliance issues. Any experience or knowledge of matters that directly affect the Northern Burlington County Regional of Education should be addressed.

Minimum Requirements

1. The firm must employ a minimum of two (2) certified public accountants who been licensed in that capacity for a period of not less than seven (7) years prior to the date of appointment.
2. The firm must employ a minimum of two (2) registered school board accountants licensed and qualified in that capacity for a minimum of two (2) years each prior to the appointment.
3. Must have a minimum of ten (10) years experience in providing auditing services to boards of education with the State of New Jersey.
4. Must maintain a current principal office with the State of New Jersey.
5. Must describe any special services available to school board clients.
6. Must list all past and present school board clients.
7. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

Term of Service: **January 6, 2020 to January 4, 2021**

Any questions regarding this Request for Proposals should be directed to **Mr. Richard Kaz, Business Administrator/Board Secretary, of the Northern Burlington County Regional Board of Education.**

All submissions must be labeled with the services as well as the date of the RFP opening and time and must be received at the **School District's Business Office by December 17, 2019 by 1:30 p.m.** at which time they will be publicly opened.



Board of Education Health Insurance Broker

Scope of Services

The Board of Education desires to appoint a firm to provide health insurance brokerage services to the board. Applicants should demonstrate knowledge and experience with the respect to all aspects of health insurance brokerage services required by a school board. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

Minimum Qualifications

1. Must be licensed to provide health insurance brokerage services in the State of New Jersey.
2. The professional will be expected to be available to provide advice to the Board of Education during non-business hours.
3. Must have been in business a minimum of ten (10) years.
4. Must maintain a principal office location in close proximity to the Board of Education so as to be able to respond to emergent matters promptly.
5. Must be currently servicing a minimum of 100 public school clients.
6. Must have an insurance professional with at least twenty (20) years of school board collective bargaining experience.
7. Must list a minimum of five (5) current school board clients.

The following table provides additional information regarding the district’s employees and plans that will be serviced by the Health Insurance Consultant:

Plan Type	Carrier	Number of Employees	Plan Offerings
Medical	State Health Benefits Plan (more than 5 years)	Approx. 230 covered Approx. 300 eligible	Link
Prescription	Horizon (approximately 1 year)	Approx. 230 covered Approx. 300 eligible	Link
Dental	Horizon (more than 5 years)	Approx. 276 covered Approx. 300 eligible	Link
FSA	Flexible Spending Plan (more than 5 years)	Approx. 16 enrolled Approx. 300 eligible	Link
Life	Not serviced by Health Insurance Consultant		
Disability	Not serviced by Health Insurance Consultant		
Voluntary Plans	Not serviced by Health Insurance Consultant		



All plan years are currently January 1st to December 31st with renewals effective January 1st.

Submittal must include Health Insurance Consultant compensation either by dollar amount per annum or percentage of health benefit plans no matter the method of collecting fees.

Term of Service: **January 6, 2020 to January 4, 2021**

Any questions regarding this Request for Proposals should be directed to **Mr. Richard Kaz, Business Administrator/Board Secretary, of the Northern Burlington County Regional Board of Education.**

All submissions must be labeled with the services as well as the date of the RFP opening and time and must be received at the **School District's Business Office by December 17, 2019 by 1:30 p.m.** at which time they will be publicly opened.



School Medical Inspector

Scope of Services

Specialized service required – The selected professional (medical inspector/physician) must have knowledge of medical treatment of students, district employees and a special interest in sports medicine. Time will be permitted to the district for student physicals, consultation, advice and comments to district administrators and personnel. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

Minimum Qualifications

1. Must be licensed physician in the State of New Jersey.
2. Must have experience in providing services to boards of education.
3. Must provide assistance with AIDS education.
4. Must maintain a principal office location in close proximity to the Board of Education so as to be able to respond to emergent matters promptly.
5. Must provide insight and advice regarding medical issues of students and staff.
6. Must conduct student physicals for all high school sports participants.
7. Must list work with school solicitor on medical/legal concerns.
8. Must advise district SAC and administration on issues related to student drug use.
9. Must coordinate activities and provide training to athletic trainers.
10. Must possess strong background in sports medicine.
11. Must review nursing service plan annually.
12. Must administer Hepatitis B immunizations to “at risk” employees.
13. Must be (or designated professional physician) in attendance at all varsity home football games.
14. Must update standing orders at the beginning of the school year.
15. Must have five (5) years experience as a School/Team physician in public school district areas.
16. Must certify weight data for all high school wrestlers.
17. Must provide cost of services.

Term of Service: **January 6, 2020 to January 4, 2021**

Any questions regarding this Request for Proposals should be directed to **Mr. Richard Kaz, Business Administrator/Board Secretary, of the Northern Burlington County Regional Board of Education.**

All submissions must be labeled with the services as well as the date of the RFP opening and time and must be received at the **School District’s Business Office by December 17, 2019 by 1:30 p.m.** at which time they will be publicly opened.



Board of Education Labor Consultant / Negotiator

Scope of Services:

Extraordinary Unspecifiable Specialized services required – The selected professional (Labor Consultant) will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the professional will be expected to return a phone call to the Board of Education on the same day. The professional will also be expected to be available to provide advice to the Board of Education during non-business hours including the attendance at meetings when requested.

Minimum Qualifications

1. The firm shall have at least ten (10) years experience in representing public school districts in the areas of labor consulting.
2. The firm shall designate one professional within the firm who will be assigned to represent the interest of the School District. This individual shall have sufficient knowledge of negotiating practices and human resources laws and practices.
3. The firm and individuals assigned to work with the School District shall be well versed in all aspects of the School District's contracts with collective bargaining units.
4. Must provide hourly cost of services.

Term of Service: **January 6, 2020 to January 4, 2021**

Any questions regarding this Request for Proposals should be directed to **Mr. Richard Kaz, Business Administrator/Board Secretary, of the Northern Burlington County Regional Board of Education.**

All submissions must be labeled with the services as well as the date of the RFP opening and time and must be received at the **School District's Business Office by December 17, 2019 by 1:30 p.m.** at which time they will be publicly opened.



Civil Engineer

Scope of Services:

The Board of Education desires professional civil engineering services to assist with particular projects as may be needed, aside from specific Environmental Compliance pertain to ongoing environmental compliance with the Right to Know Act. Projects may be any which are within the scope of professional engineering and surveying, but are anticipated to be primarily with building mechanical systems and site planning.

More specifically, as concerns civil engineering, the Board of Education seeks firms with experience in:

- Site planning.
- Civil engineering in general.
- Landscaping.

Cost estimating and construction contract administration are a requirement for all projects. A fee schedule for both hourly work and renovation projects is requested.

The successful contractor must have a minimum of five (5) years' experience in civil engineering services for NJ public schools, including the programming, design, cost estimating, preparation of construction documents, reproduction costs, bid development, bid evaluation, construction administration, final inspection and project acceptance for a New Jersey public entity.

ALL SUBMISSIONS SHALL INCLUDE THE FOLLOWING MINIMUM INFORMATION:

1. Name of the professional(s) to be assigned to perform the tasks.
2. Professional experience and education of the individuals to be assigned including a listing of experience with the Board of Education and/or experience with other school districts.
3. A statement concerning the ability of these individual(s) to perform tasks assigned by Board of Education in a timely fashion.
5. Professional licenses and certifications held by these individuals(s) to be assigned.
6. A description of the support staff available to the individuals(s) to be assigned.
7. A copy of the Certificate of Insurance issued by an insurance carrier licensed in the State of New Jersey for the contractor showing the amount of professional liability insurance and all other coverage shall be required upon award of contract.
8. A list of four (4) professional references with addresses and telephone contract numbers. Three (3) must have direct knowledge relating to your experience in the requested service.

Term of Service: January 6, 2020 to January 4, 2021

Any questions regarding this Request for Proposals should be directed to **Mr. Richard Kaz, Business Administrator/Board Secretary, of the Northern Burlington County Regional Board of Education.**

All submissions must be labeled with the services as well as the date of the RFP opening and time and must be received at the **School District's Business Office by December 17, 2019 by 1:30 p.m.** at which time they will be publicly opened.



Mechanical Engineer

Scope of Services:

The Board of Education desires professional mechanical engineering services to assist with particular projects as may be needed, aside from specific Environmental Compliance pertain to ongoing environmental compliance with the Right to Know Act. Projects may be any which are within the scope of professional engineering and surveying, but are anticipated to be primarily with building mechanical systems and site planning.

More specifically, as concerns mechanical engineering, the Board of Education seeks firms with experience in:

- All brands of commercial HVAC systems with experience in design, installation planning, and repair and maintenance.
- Building systems and controls.
- Expertise in energy management with history in ESIP project participation a plus.
- Expertise in solar panels and inverters.
- Expertise in building structure.
- Expertise in boilers and piping.

Cost estimating and construction contract administration are a requirement for all projects. A fee schedule for both hourly work and renovation projects is requested.

The successful contractor must have a minimum of five (5) years' experience in mechanical engineering services for NJ public schools, including the programming, design, cost estimating, preparation of construction documents, reproduction costs, bid development, bid evaluation, construction administration, final inspection and project acceptance for a New Jersey public entity.

ALL SUBMISSIONS SHALL INCLUDE THE FOLLOWING MINIMUM INFORMATION:

1. Name of the professional(s) to be assigned to perform the tasks.
2. Professional experience and education of the individuals to be assigned including a listing of experience with the Board of Education and/or experience with other school districts.
3. A statement concerning the ability of these individual(s) to perform tasks assigned by Board of Education in a timely fashion.
9. Professional licenses and certifications held by these individuals(s) to be assigned.
10. A description of the support staff available to the individuals(s) to be assigned.
11. A copy of the Certificate of Insurance issued by an insurance carrier licensed in the State of New Jersey for the contractor showing the amount of professional liability insurance and all other coverage shall be required upon award of contract.
12. A list of four (4) professional references with addresses and telephone contract numbers. Three (3) must have direct knowledge relating to your experience in the requested service.

Term of Service: January 6, 2020 to January 4, 2021

Any questions regarding this Request for Proposals should be directed to **Mr. Richard Kaz, Business Administrator/Board Secretary, of the Northern Burlington County Regional Board of Education.**

All submissions must be labeled with the services as well as the date of the RFP opening and time and must be received at the **School District's Business Office by December 17, 2019 by 1:30 p.m.** at which time they will be publicly opened.



Financial Advisor

Scope of Services:

The Board of Education desires to appoint a financial advisor who will assist the District in the analysis of financial information with respect to the issuance of bonds, notes and other obligations.

Minimum Qualifications

1. The firm shall have at least ten (10) years experience in providing financial advisory services to public school districts.
2. Must possess in-depth experience in school bond transactions.
3. Must have a minimum of at least one (1) principal with a master's degree in public administration or equivalent.
4. Must maintain a bona fide office in the State of New Jersey.
5. Must list all post and present public school clients.
6. Proposed cost of the service(s) or activities, including the hourly rate of individuals who will perform the services or activities. The proposed cost should include:
 - a) meetings
 - b) site visits and expenses
 - c) expenses for travel, postage, and telephone excluded from the hourly rate
 - d) additional services defined beyond the scope of regular activities.
7. Insurance. The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the District.

Term of Service: **January 6, 2020 to January 4, 2021**

Any questions regarding this Request for Proposals should be directed to **Mr. Richard Kaz, Business Administrator/Board Secretary, of the Northern Burlington County Regional Board of Education.**

All submissions must be labeled with the services as well as the date of the RFP opening and time and must be received at the **School District's Business Office by December 17, 2019 by 1:30 p.m.** at which time they will be publicly opened.



FORMS



NORTHERN BURLINGTON COUNTY REGIONAL SCHOOL DISTRICT

DISCLOSURE STATEMENT

ALL CORPORATE OR PARTNERSHIP BIDDERS SHALL COMPLETE THIS FORM WHICH IS IN ACCORDANCE WITH P.L. 1977 CH. 33 (N.J.S.A. 52:25-24.2)

List of shareholders or partners with 10% or more of the stock or interest in said corporation or partnership (all corporate partners or shareholders owning 10% or more of the stock must disclose their shareholders as above provided).

<u>Shareholder or Partner</u>	<u>% Interest</u>	<u>Address</u>
-------------------------------	-------------------	----------------

() No stockholder or partner of the corporation or partnership holds 10% or more ownership.

() Bidder is a corporation: EIN: _____

() Bidder is a partnership: EIN: _____

() Bidder is a sole proprietorship: EIN/SSN: _____

I hereby certify that the information given above is true and correct as of _____.
(Date of Bid)

Title & Signature of Authorized Representative

If there are any questions concerning this form or its completion, refer to Statute (PL 1977, CH. 33) N.J.S.A. 52:25-24.2

This document must be provided.



This document must be provided.

NORTHERN BURLINGTON COUNTY REGIONAL SCHOOL DISTRICT

AFFIRMATIVE ACTION (P.L. 1975, C. 127 (N.J.A.C. 17:27))

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

- (a) 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, sex, affectional or sexual orientation. The contractor 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, sex, affectional or sexual orientation. 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 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;
- (b) 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, sex, affectional or sexual orientation;
- (c) 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.
- (d) The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.
- (e) The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.
- (f) The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- (g) The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.



This document must be provided.

AFFIRMATIVE ACTION (Cont.)

- (h) 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, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.
- (i) The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

All successful vendors shall submit within 7 days of the notice of intent to award the contract or the signing of the contract one of the following:

1. Evidence of a federally approved Affirmative Action Plan;
2. A certificate of Employee Information Report Approval; or
3. A completed Employee Information Report (Form AA302). This form is available upon request from the Business Office of the Board of Education.



This document must be provided.

NORTHERN BURLINGTON COUNTY REGIONAL SCHOOL DISTRICT

AFFIRMATIVE ACTION
QUESTIONNAIRE

1. Our company has a federal Affirmative Action Plan approval.

_____ YES _____ NO

A. If yes, a photostatic 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) will be mailed to you. 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 _____

SIGNATURE _____

TITLE _____

DATE _____



This document must be provided.

NORTHERN BURLINGTON COUNTY REGIONAL SCHOOLS

FORM OF NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY, COUNTY OF _____

I, _____ of _____

of _____, in the County of _____,
(city, town, borough)

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 bidder making the Proposal for the Professional Service Contract, and that I executed the paid
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 bid and that all statements contained in said Proposal and in this
affidavit are true and correct, and made with full knowledge that the State of New Jersey 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 project.

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 or bona fide established commercial or selling agencies maintained by

(Name of Contractor)
(N.J.S.A. 52:34-15)

Signature

Subscribed and sworn before me this
_____ day of _____, 20____

(Seal Notary Public of New Jersey)

My commission expires _____, 20____



This document must be provided.

NORTHERN BURLINGTON COUNTY REGIONAL SCHOOLS

DISCLOSURE OF INVESTMENTS IN IRAN

In accordance with Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule of contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK EITHER SPACE:

- I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed below nor any of the entity's parents, subsidiaries, or affiliates is listed on the NJ Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, C. 25 ("Chapter 25 List"). I further certify that I am the person listed below, or I am an officer or representative of the entity listed below and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification.

OR

- I am unable to certify as above because I or the bidding entity and /or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions, fines and /or sanctions will be assessed as provided by law.



NORTHERN BURLINGTON COUNTY REGIONAL SCHOOLS

DISCLOSURE OF INVESTMENTS 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 boxes below.

PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTIONS. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES.

(Name of Contractor)

Signature

Subscribed and sworn before me this

_____ day of _____, 20____

(Seal Notary Public of New Jersey)

My commission expires _____, 20____