

HADDONFIELD BOARD OF EDUCATION

One Lincoln Avenue • Haddonfield, NJ 08033-1892
(856) 429-4130 • FAX: (856) 429-6015
www.haddonfield.k12.nj.us

REQUEST FOR PROPOSAL

(RFP)

SPECIAL EDUCATION AUDITING SERVICES

RFP19-01

SUBMISSION DATE:

August 9, 2018

1:00 PM

HADDONFIELD BOARD OF EDUCATION
ONE LINCOLN AVE.
HADDONFIELD, NJ 08033
REQUEST FOR PROPOSAL

The Haddonfield Board of Education, NJ, solicits proposals for the School Year 2018-2019:

**Proposal #: RFP19-01 Title: SPECIAL EDUCATION AUDITING SERVICES FOR THE
2018-2019 SCHOOL YEAR**

All necessary proposal specifications and proposal forms may be secured upon written request to:

Stephen Burns
School Business Administrator/Board Secretary
Haddonfield Board of Education
One Lincoln Ave.,
Haddonfield, NJ 08033
Fax: 856-429-6015
Email: sburns@haddonfield.k12.nj.us

Proposals must be sealed and delivered to the Business Office, Office of the School Business Administrator, Haddonfield Board of Education, on or before date and time indicated below. The envelope is to bear the following information:

Title: Special Education Auditing Services for the 2018/19 School Year
Proposal No.: RFP19-01
Name and address of the Respondent:
Date: August 9, 2018
Time: 1:00PM

The proposal opening process will begin on the above date and time in the Office of the School Business Administrator located in the Administration Building located at One Lincoln Ave, Haddonfield, NJ 08033. Proposals may also be submitted to the School Business Administrator or his designee at the proposal opening meeting, in the Haddonfield Board of Education Administration office, prior to the advertised date and time. On the advertised date and time, the School Business Administrator shall receive and open all proposals. No proposal shall be received after the time designated in the advertisement. (N.J.S.A. 18A:18A-21(b)). The Board of Education does not accept electronic (e-mail) submission of proposals.

The Haddonfield Board of Education will hold a pre-submission of proposal meeting on July 24, 2018 at 1:00PM in the Haddonfield Memorial High School. The purpose of this meeting is to review all legal and technical requirements of the proposal. Respondents are strongly encouraged to attend this meeting. Addenda to the proposal may be issued as a result of the meeting.

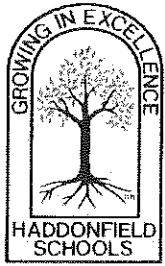
All respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et. Seq., Affirmative Action against Discrimination and N.J.A.C. 17:27-1 et seq.

Corporate respondents are required by law (N.J.S.A. 52:25.24.2) to submit a list of names and addresses of all stockholders owning 10% or more of their stock.

A Non-Collusion Affidavit and a Contractor Questionnaire/Certification also must be filled with the proposal. The proposal package will also include other documents that must be completed and returned with the proposal. Failure to comply complete and submit all required forms, may be cause for disqualification and rejection of the proposal.

The Board of Education reserves the right to reject any or all proposals pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y).

All proposals solicited and received are done so pursuant to N.J.S.A., 18A:18A-4, 1 et seq.



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REQUEST FOR PROPOSAL (RFP)

TECHNICAL SPECIFICATIONS

HADDONFIELD BOARD OF EDUCATION
ONE LINCOLN AVE.
HADDONFIELD, NJ 08033

REQUEST FOR PROPOSAL – RFP19-01

SPECIAL EDUCATION AUDITING SERVICES

Purpose of Proposal

It is the intent of the Board to solicit the Proposals from Respondents that have expertise in the provision of Special Education Auditing Services. Firms and/or persons responding to this RFP shall be able to demonstrate that they will have the continuing capabilities to perform these services to determine a District's compliance with Federal and state regulations.

A. Scope of Service (Technical Criteria)

The audit scope should reflect a review of records, program design and offerings as well as compliance with all aspects of N.J.A.C. Title 6A-Chapter 14-Special Education with particular emphasis on:

PROCEDURAL SAFEGUARDS

Due process hearings
Discipline/suspension/expulsion
Student records
Reimbursement for unilateral placement by parents
Settlements

SERVICES

General requirement for Child Study Team Members
Location, referral and identification of students who may have a disability
Evaluation Procedures
Determinations of eligibility for special education and related services
Individual Education Program
Re-evaluation
Related Services

PROGRAMS AND INSTRUCTION

General Requirements
Least Restrictive Environment
Program Options
Statewide assessment
Graduation

Number of students participating in statewide assessment since inception of PARCC
PARCC performance data, and comparison to state and similar schools in DFG

PROVIDING EDUCATIONAL AND RELATED SERVICES

General Requirements

Additional Compliance Issues (IDEA and N.J.A.C. 6A:14)

Review State and Federal report compliances

Establishment of Special Education Advisory Committee

Program Design and Vision for Future years

Evaluate the reasonableness of due process claims and unilateral placements and district's response to address concerns

Evaluate and make recommendation on articulation meetings and building level meetings.

Evaluate and make recommendations on projections for the 2019-20 Budget including types of classes to be offered

Comment feasibility of returning out of district students to in district placements.

Evaluate and make recommendations on Language based reading programs.

Evaluate and make recommendations on providing programs in district for behaviorally disabled students.

Evaluate and make recommendations on Staff Meetings and Professional Development offering.

Evaluate and make recommendations on Professional Development for Special Education Service Staff.

Evaluate and make recommendations on providing an 18-21 program for students with special needs.

Evaluate NJDOE parental survey data completed by district parents

In addition to the above, the audit should also include a review of the following and contain recommendations based on code, research and best practices:

Caseload analysis for Case Manager and Related Service Personnel compared to comparable districts and research based recommendations

Staffing patterns

Program delivery

Non-discriminatory identification and evaluation

Behavioral Services and Student Discipline

B. Qualifications of Respondents(Management Criteria)

Any company submitting a proposal should be able to provide proof that they:

- Have the capacity to provide timely and quality services outlined in the Technical Specifications
- Have measures in place to ensure that the professional reports are cohesive, concise and useful

- Are able to offer a high level of expertise both by the phone and in person
- Are financially stable
- Able to provide services at a reasonable price
- Have staff experienced with providing auditing services to other Public Schools in NJ>

C. Coordination of Activities

All efforts and assessment of performance shall be coordinated by Superintendent.

D. Fee Schedule – Payment

A purchase order will be issued to the successful company. The payment for services will be made on a monthly basis to reflect the level of effort expended provided that any supporting documentation requested by the district to substantiate those efforts, together with an invoice and voucher have been received by the district by the 15th of the month following the effort so claimed.

E. Presentation Package – (Evaluative Criteria)

All proposals will be evaluated on the basis of the district/s pre-determined, merit-based evaluative criteria as outlines within the RFP and Technical Specifications. The criteria are:

- I. Technical Criteria
- II. Management Criteria
- III. Cost Criteria

F. Evaluation Process – Weighting and Scoring of Proposals

The weighting of criteria below reflects the district’s determination of the respective significance in relationship to each of the criteria areas. The proposals will be evaluated and scored accordingly.

All RFP response are to be evaluated on the basis of whose response is the most advantageous to the district, price, and other factors considered, and whose response will provide the highest quality of service at fair and competitive prices.

The Haddonfield Board of Education will use a one hundred (100) point system in evaluating all proposals. The criteria to be evaluated are identified below:

	Category	Value Points
I.	Technical Criteria	60%
II.	Management Criteria	25%
III.	Cost Criteria	15%

*The office of the School Business Administrator will assist in the evaluation of the cost criteria.

Technical Criteria

Respondents should list all services to be rendered with their explanation in detail on how they will provide the services. Respondents shall also provide evidence of how services of similar type were provided to other schools in the nation and/or in New Jersey. Respondents, by submitting a proposal acknowledge that they fully understand the scope of service, and work to be performed. Respondents are to provide evidence of any innovation successful approaches in providing the services requested.

Management Criteria

a. Business Organization

The respondent shall submit a full description of the business organization to include, but not be limited to:

- Name, address, phone, fax, website, email address and other information of the professional firm or individual;
- An organizational chart noting the names of all principals and partners;
- Resumes of key staff members including professional licenses and certifications and
- Other information concerning individual of the professional firm that would assist the school district in the evaluation process.

b. Qualifications; Relevant Experience

Respondents shall submit documentation highlighting qualifications and experience they have that will assist the district in the evaluation and selection process. Such documentation shall include, but not be limited to:

- Evidence of providing services as listed in the specifications.
- Three letters of recommendation from other public school districts;
- Copies of professional or educational licenses of staff that will perform the services as listed in the specifications;
- List of any judgments within the last three years and/or a list of bankruptcy or organization proceedings within the last 5 years;
- Availability of personnel, facilities, equipment and other resources to provide the services requested in the timeframe required, and
- Other information concerning the firm and/or individual of the firm that would assist the district in the evaluation process

Costs Criteria

Fee proposals

Respondents are to submit a fee proposal schedule that complements the service that is being requested by the school district.

The fee provided by the respondent shall be a significant part of the evaluation process as conducted by the district and respondent should provide a full detailed analysis of their fee proposal.

All incidental expenses related to this contract, such as copying, binding, airfare, hotel, car or travel expenses incurred by the respondent to whom the contract is awarded, shall be the responsibility of the

respondent. The Board will not reimburse any vendor for any individual or segregated incidental expenses related to the contract. Such incidental and travel expenses should be incorporated into the company's overall proposal price.

There may be a circumstance where a request is made for the respondent to provide services not directly related to the contract. These services not related to the contract **are not** to be provided by the respondent. The district will procure these services separately by an authorized purchase order.

Extraordinary expenses that are incurred by the respondent in the performance of his or her duties may be brought to the Board of Education **prior** to the actual expenditure. The Board of Education upon recommendation of the appropriate administrator **may** consider reimbursing the expense or the Board of Education may procure the services separately.

G. Evaluation of Proposals – Evaluation Committee

A committee has been selected to evaluate proposals that have been submitted. Committee members are familiar with the need for services to be performed in the request for the proposal.

Committee members will be identified in the final report submitted to the Board of Education.

In accordance with the New Jersey Office of State Comptroller's publication:

“Best Practices for Awarding Services Contracts”

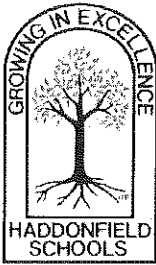
Section 4 – (The Need for an Evaluation Committee), it has been determined that the evaluators:

- “...are sufficiently qualified to evaluate the strengths and weaknesses of the proposals submitted.”
- “...have the relevant experience necessary to evaluate the proposal;” and
- “...are familiar with the need for the services to be performed in the request for proposals.”

Stephen Burns, School Board Business Administrator/Board Secretary will review and evaluate all proposals as they pertain to the procurement process.

H. Award of Contract

It is the intention of the Board of Education to award the contract to the respondent whose response is the most advantageous to the board, price and other factors considered; and who will provide the highest quality at fair and competitive prices.



HADDONFIELD BOARD OF EDUCATION

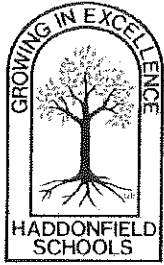
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REQUEST FOR PROPOSAL (RFP)

Model Evaluation Criteria Scoring Form



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Evaluation Criteria – Scoring Form

RFP19-01

Date: August 9, 2018 @ 1:00PM

SPECIAL EDUCATION AUDITING SERVICES

Name of Respondent: _____

	Category	Value Points
I.	Technical Criteria A. Description of Services	
II.	Management Criteria A. Business Organization B. Qualifications; Relevant Experience	
III. *	Cost Criteria – (Completed by Business Office)	
	TOTAL SCORE	

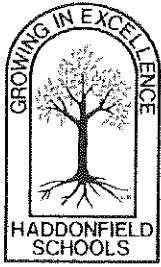
*The Office of the School Business Administrator will assist in the evaluation process of the cost criteria.

AWARD OF CONTRACT

It is the intention of the Board of Education to award the contract to the respondent whose response is the most advantageous to the board, price and other factors considered; and who will provide the highest quality service at fair and competitive prices.

Reviewer: _____

Points: _____



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REQUEST FOR PROPOSAL (RFP)

GENERAL SPECIFICATIONS

A. AFFIRMATIVE ACTION REQUIREMENTS

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

- i. Appropriate evidence that the respondent is operating under an existing federally approved or sanctioned affirmative action program; or
- ii. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or
- iii. 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.

Please note: A completed and signed Affirmative Action Questionnaire is required with submission of proposal. However, the Board will accept in lieu of the Questionnaire, Affirmative Action Evidence stapled to the Affirmative Action Questionnaire form.

“If awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27et.seq.”

B. AUTHORIZATION TO WORK – PURCHASE ORDER REQUIRED

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

C. PROPOSAL GUARANTEE AND BONDING REQUIREMENTS (N.J.S.A. 18A:18a-24)

Please note: The name, address, and phone number of the Board Underwriter as well as the Bond Number shall be included with all bonds submitted to the Board of Education.

1. Proposal Guarantee REQUIRED NOT REQUIRED

When required, each proposal shall be accompanied by a bond, cashier's or certified check for ten percent (10%) of the amount of the total contract, but not in excess of \$20,000. This guarantee shall be made payable to the Haddonfield Board of Education. Such deposit shall be forfeited upon refusal of a proposer to execute a contract; otherwise, checks shall be returned when the contract is executed and surety (performance) bond is filed with the Haddonfield Board of Education.

The security check for unsuccessful respondents will be returned as soon after the proposal closing as possible but in no event later than (10) days after said date.

Uncertified business checks, personal checks or money orders are not acceptable.

All bonds submitted must be signed and witnessed with original signatures. The board will not accept facsimile or rubber stamp signatures on the bond. Failure to sign the

bond by either the Surety or Principal shall be deemed cause for disqualification of the proposal. The Attorney-in-Fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the Power of Attorney.

The Haddonfield Board of Education will only accept bonds from companies that are licensed and qualified to do business in the State of New Jersey. Such a list (Approved Surety Companies) may be available upon request to the State of New Jersey, Department of Banking and Insurance, P.O. Box 325, Trenton, New Jersey 08625.

The board will not accept a proposal with multiple proposal/bid numbers listed on the bond.

Failure to submit a bond guarantee when required shall be cause for disqualification and rejection of proposal.

2. Certificate (Consent) of Surety REQUIRED NOT REQUIRED

When required, each proposer shall submit with its proposal a certificate from a surety company stating that the surety company will provide the contractor with a performance bond in an amount equal to the amount of the contract (N.J.S.A. 18A:18A-25). Such surety company must be licensed and qualified to do business in the State of New Jersey. The certificate (consent) of Surety, together with a power of attorney, must be submitted with the proposal. Failure to submit the certificate (consent) of Surety will be cause for disqualification and rejection of proposal.

3. Performance Bond REQUIRED NOT REQUIRED

When required, the successful respondent shall furnish a Performance, Payment and Completion Bond in sum of at least one hundred percent (100%) of the total amount payable by the terms of this Contract. Such written guarantee shall be made payable to the Haddonfield Board of Education and shall be in the form required by Statute.

Such bond shall further carry a stipulation that no advance, premature, excessive or delayed payments by the Owner shall in any way affect the obligation of the Surety on its bond.

Such bond shall further stipulate that no payment made to the Contractor, nor partial or entire use of occupancy of the work by the Owner shall be an acceptance of any work or materials not in accordance with this Contract and the Surety shall be equally bound to the same extent as the Contractor.

It is expressly stipulated that the Surety for the Contractor on the project shall be obligated to make periodic inquiries of the Owner at reasonable times, to determine whether its Principal has performed or was performing the Contract in accordance with all of its terms and conditions, particularly in relation to progress payment scheduled under said Contract with the Owner.

In the event the Contractor defaults or fails to perform or finish the work prescribed under the Contract for any reason whatsoever, it shall become the unqualified obligation of the Surety for the defaulting contractor to complete the Contract in accordance with its terms following receipt of notice from the owner of such default.

The Contractor shall execute a formal contract with the Board in the form required and in such number of counterparts as the Board may request. Such Performance, Payment and Completion Bond shall be furnished and such Contracts shall be executed and delivered by the contractor within the (10) days after the receipt of notice by the contractor of notice accepting his proposal by the Board.

The Haddonfield Board of Education will only accept performance bonds from surety companies that are licensed and qualified to do business in the State of New Jersey.

D. BUSINESS REGISTRATION CERTIFICATE (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:32-44 as amended by P.L. 2004- Chapter 57, all respondents shall submit with their proposal package a copy of their "New Jersey Business Registration Certificate" as issued by the Department of Treasury of the State of New Jersey. Failure to provide the New Jersey Business Registration Certification with the proposal package, or prior to the award of the contract, will be cause for the rejection of the entire proposal.

Goods and Services Contracts

N.J.S.A 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or preform services for contractor fulfilling this contract: 1) The contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used 3) during the term of this contract, the contractor and its affiliates shall collect, remit and notify all subcontractors and their affiliates that they must collect and remit to the Director of the New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day

of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a calling (609) 292-9292.

E. CONTRACTS

Upon notification of award of contract by the Haddonfield Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Haddonfield Board of Education.

The successful respondent shall sign and execute said contract and return it together with documents required by the district such as but not limited to:

- Professional Liability Certificate
- Criminal History Background evidence
- Other required documents as may be outlined in the proposal specifications

Within ten (10) days of receipt of notification of award of contract, the executed contracts and related documents must be returned to:

Stephen Burns
School Business Administrator/Board Secretary
Haddonfield Board of Education
One Lincoln Ave., Haddonfield, NJ 08033

F. DISCLOSURE of ACTIVITIES IN IRAN FORM – N.J.S.A. 18A18A-49.4

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of 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>.

Respondents must review this list prior to completing the below certification. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

In addition, respondents must provide a detailed, accurate and precise description of the activities of the respondents person/entity, or one of its parents, subsidiaries or affiliates engaging in the investment activities in Iran outlined above by completing the boxes on the lower portion of the enclosed form.

Failure to complete, sign and submit the Disclosure of Investment Activities in Iran form with the proposal shall be cause for rejection of the proposal.

G. DOCUMENTS, MISSING/ILLEGIBLE

The respondent shall familiarize himself with all forms* provided by the Board that are to be returned with the proposal. If there are any forms either missing or illegible, it is the responsibility of the respondent to contact Stephen Burns for duplicate copies of the forms. This must be done before the proposal submission. The Board accepts no responsibility for duplicate forms that were not received by the respondent in time for the respondent to submit with his proposal.

All documents returned to the Board shall be signed with an original signature in ink (blue). Failure to sign and return all required documents with the RFP package may be cause for disqualification and for the proposal to be rejected pursuant to N.J.S.A. 18A18A-2(y) (non-responsive). The Board will not accept facsimile or rubber stamp signatures.

H. DOCUMENT SIGNATURES – ORIGINAL; BLUE INK

All documents returned to the Board shall be signed with an original signature in BLUE INK. Failure to sign and return all required documents with the RFP package may be cause for disqualification and for the proposal to be rejected pursuant to N.J.S.A. 18A-2(y) (non-responsive). The Board will not accept facsimile or rubber stamp signatures.

*Forms provided by the Board of Education that must be returned with proposal.

- Acknowledge of Addenda (if applicable)
- Affirmative Action Questionnaire or Affirmative Action Evidence
- Chapter 271 – Political Contribution Disclosure Form
- Contractor/Vendor Questionnaire and Certification
- Disclosure of Investment Activities in Iran
- Non Collusion Affidavit
- Proposal Form
- Stockholders' Disclosure/Ownership Declaration

* Please check your RFP package for these forms!

I. EVALUATION OF CRITERIA

The school district intends to evaluate all proposals on the basis of the responses that are most advantageous to the district, price and other factors considered. Included in the evaluation process, but not limited to, are:

- Experience and ability to perform services;

- Qualifications and references;
- Organizations; staffing; facilities;
- Cost proposal;
- Ability to meet the Technical Specifications;
- Knowledge of the Instructional Practices and Services of a New Jersey school district;
- Other factors demonstrated in the respondent's presentation package that may be in the best interests of the school district.

J. FALSE MATERIAL REPRESENTATION – N.J.S.A. 2C:21-34-97(b)

A person commits a crime if the person knowingly makes a material representation that is false in connection with the negotiation, award or performance of a government contract. If the contract amount is for \$25,000.00 or above, the offender is guilty of a crime of the second degree. If the contract amount exceeds \$2,500.00 but is less than \$25,000.00, the offender is guilty of a crime of the third degree. If the contract amount is for \$2,500.00 or less, the offender is guilty of a crime of the fourth degree.

K. INCIDENTAL EXPENSES

All incidental expenses related to the services provided are the responsibility of professional service provider. The school district will not reimburse any provider for any incidental expenses related to the contract.

Travel – The total proposal cost submitted by respondents shall include any or all costs pertaining to travel to and from any site where the services are to be performed. The Haddonfield Board of Education will not pay any segregated costs for travel or incidentals.

L. INSURANCE AND INDEMNIFICATION REQUIRED NOT REQUIRED

The respondent to whom the contract is awarded for any service work or construction work shall secure, pay the premiums for and keep in force until the contract expires, insurance of the types of amounts listed below:

General Liability -	\$2,000,000	General Aggregate
	\$1,000,000	Products
	\$1,000,000	Personal Injury
	\$1,000,000	Each Occurrence
	\$50,000	Fire Damage
	\$5,000	Medical Expense

(A) Insurance Certificate – When Required

- a. The Service Provider must present to the Haddonfield Board of Education an insurance certificate in the above types and amounts before any work or service begins.
- b. Automobile liability insurance shall be included to cover any vehicle used by the insured.
- c. The certificate holder shall be as follows:

The Haddonfield Board of Education
 One Lincoln Ave.,
 Haddonfield, NJ 08033

- d. Additional Insured Claim -- The Service Provider must include the following clause on the insurance certificate.

“The Haddonfield Board of Education is named as an additional insured”

OTHER INSURANCES

WORKERS COMPENSATION Evidence of adequate Workers Compensation Insurance as required by the laws of the State of New Jersey and the United States, must be available for perusal. The minimum limits are the following, unless a greater amount is required by law:

Bodily Injury by Accident	\$1,000,000	Each Accident
Bodily Injury by Disease	\$1,000,000	Policy Limit
Bodily Injury by Disease	\$1,000,000	Each Employee
Contract Liability	Same as	General Liability
Automobile Liability	\$1,000,000	Per Occurrence

(B) Indemnification

The Service Provider shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the Board and its agents, employees and Board members, from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses (including, but not limited to, injury or damage to any person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract or the performance of services by the Service Provider under the agreement or by a party for the whole contract is liable. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this agreement.

The Service Provide is to assume all liability of every sort incident to the work, including property damage caused by him or his men or by any Service Provide employed by him or any of the Service Provider's men.

INSURANCE; PROFESSIONAL LIABILITY – CERTIFICATE REQUIRED

REQUIRED NOT REQUIRED

The successful respondent to whom the contract is awarded shall provide to the Board of Education with contract documents a Professional Liability Insurance Certificate with the following limits:

\$1,000,000 Each Incident; Occurrence; Wrongful Act
\$3,000,000 Aggregate

The insurance certificate name as to the certificate holder shall be as follows:

The Haddonfield Board of Education
One Lincoln Ave.,
Haddonfield, NJ 08033

And remain in full force during the term of contract.

M. INTERPRETATION AND ADDENDA

No interpretation of the meaning of the specifications will be made to any Respondent orally. Every request for such interpretations should be made in writing to the School Business Administrator and must be receive at least ten (10) days prior to the date fixed for the opening of proposals to be given consideration. Any and all interpretations and any supplemental instructions will be distributed in the form of written addenda to the specifications. The addenda will be provided in accordance with N.J.S.A. 18A:18A-21© to the respondents by certified mail or certified fax no later than seven (7) days Saturdays, Sundays, and holidays excepted, prior to the date for acceptance of proposals. All addenda so issued shall become part of the contract document.

N. NON COLLUSION AFFIDAVIT (N.J.S.A. 2A:93-6)

A notarized Non-Collusion Affidavit must be submitted with the proposal package.

O. POLITICAL CONTRIBUTION DISCLOSURE STATEMENT – PAY TO PLAY

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

available from the New Jersey Election Law Enforcement commission at 1-888-313-3532 or at www.elec.nj.us.

Pursuant to N.J.A.C. 6A:23A-6.3 (a1-4) please note the following:

Award of Contract – Reportable Contributions – N.J.A.C. 6A:23A-6.3(a)(1)

“No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L.1973, c83 (codified at N.J.S.A. 19:44A-1 et. Seq.) to a member of the board of education during the preceding one year period.”

Contributions During Term of Contract – Prohibited – N.J.A.C. 6A:23A-6.3(a)(2,3)

“Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract.”

When a business entity referred in 4.1e is a natural person, contribution by that person’s spouse or child that resides 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.”

Chapter 271 Political Contribution Disclosure Form – Required – N.J.A.C. 6A:23A-6.3 (a) (4)

All respondents shall submit with their proposal package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned J.J.A.C. 6A:23A-6.3 (a) (2) Award Contract.

P. **PRE-PROPOSAL MEETING** APPLICABLE NOT APPLICABLE

A pre-proposal meeting has been schedule as follows: July 24, 2018 at 1:00 PM in the Haddonfield Memorial High School, 401 Kings Highway East, Haddonfield, NJ 08033. All potential respondents are strongly encouraged to attend this very important meeting. Addenda to the proposal may be issued as a result of the meeting.

Q. **SUBCONTRACTING; ASSIGNMENT OF CONTRACT**

Contractors, services, providers, and all vendors with whom the Board of Education has an executed contract may not subcontract any part of any work done or consign any contract for goods or materials for the Board without first receiving written permission form the School Business Administrator.

R. SUBMISSION DEADLINE

The deadline to submit all RFP Packages is August 9, 2018 at 1 PM.

Submissions received after the date and time noted in the RFP Package shall not be considered.

S. SUBMISSION OF RFP PACKAGE – (Original and THREE (3) copies)

All RFP Proposal Package including the Letter of Transmittal and the Presentation Package are to be in a sealed envelope bearing the title of the proposal and number of the proposal in front and are to be delivered to:

Mr. Stephen Burns
Business Administrator/Board Secretary
Haddonfield Board of Education
One Lincoln Ave.
Haddonfield, NJ 08033

Respondents are to include:

- One original RFP Package with original signatures
- Three (3) copies of the RFP package

T. TERMINATION OF CONTRACT

If the Board determines that the contractor has failed to comply with the terms and conditions of the proposal upon which the issuance of the contract is based or that the contractor has failed to perform said service, duties and or responsibilities in a timely, proper, professional and/or efficient manner, then the Board shall have the authority to terminate the contract upon written notice setting forth the reason for termination and effective date of termination.

Termination by the Board of the contract does not absolve the contractor from potential liability for damages caused the District by the contractor's breach of this agreement. The Board may withhold payment due the contractor and apply same towards damages once established. The Board will act diligently in accordance with governing statutes to mitigate damages. Damages may include the additional cost of procuring said services or goods from other sources.

The contractor further agrees to indemnify and hold the District harmless from any liability to subcontractors or suppliers concerning work performed or goods provided arising out of the lawful termination of this agreement.

U. WITHDRAWAL OF PROPOSALS

Before the Proposal Due Date

The School Business Administrator may consider a written request from a respondent to withdraw a proposal if the written request is received by the School Business Administrator before the proposal due date. Any respondent who has been granted permission by the School Business Administrator to have his/her proposal withdrawn cannot resubmit a proposal for the same project.

After the Proposal Due Date

The Board of Education may consider a written request from a respondent to withdraw a proposal if the written request is received by the School Business Administrator within five (5) business days after the proposal opening. A request to withdraw a proposal after the specified number of days will not be honored.

The respondent who wishes to withdraw a proposal must provide a certification supported by written factual evidence that an error or omission was made by the respondent and that the error or omission was substantial computational error or an unintentional omission or both.

The request to withdraw a proposal after the proposal due date may be reviewed by the School Business Administrator, the interested administrators; and/or Board Attorney and a recommendation will be made to the Board of Education.

The Board of Education will be the final determining authority in permitting the proposal to be withdrawn.

ETHICS IN PURCHASING

Statement to Vendors

School District Responsibility

Recommendation of Purchases

It is the desire of the Haddonfield Board of Education to have all Board employees and officials practice exemplary ethical behavior in the procurement of goods, materials, supplies and services.

School district officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et seq.

Solicitation/Receipt of Gifts – Prohibited

School district officials and employees are prohibited from soliciting and receiving funds, gifts, materials, goods, services, favors and any other items of value from vendors doing business with the Haddonfield Board of Education.

Vendor Responsibility

Offer of Gifts, Gratuities – Prohibited

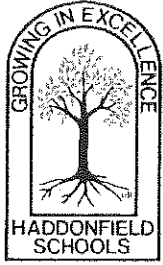
Any vendor doing business or proposing to do business with the Haddonfield Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Haddonfield Board of Education or to any member of the official's or employee's immediate family.

Vendor Influence – Prohibited

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Haddonfield Board of Education, in any manner which might tend to impair the objectivity or independence of judgement of said official or employee.

Vendor Certification

Vendors or potential vendors will be asked to certify that no official or employee of Haddonfield Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not official or employee of the Haddonfield Board of Education.



HADDONFIELD BOARD OF EDUCATION

One Lincoln Avenue • Haddonfield, NJ 08033-1892
(856) 429-4130 • FAX: (856) 429-6015
www.haddonfield.k12.nj.us

TO: All Vendors

UNAUTHORIZED ORDERS

Official Notification

Authorized Purchases

Haddonfield Board of Education only recognizes purchases made through the approved purchase order process. All purchases require a:

Written Purchase Order with authorized signatures and a Purchase Order Number.

Unauthorized Purchases

Any Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

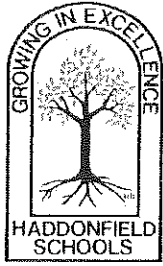
Vendors' Responsibility

- Do NOT Honor Requests!
Vendors are not to honor or accept any requests for goods or services unless the vendor receives a **written purchase order with authorized signatures and a purchase order number.**
- Contact the Business Office!
Please alert Stephen Burns at 856-429-7510 ext217, if any Board employee attempts to place an order without an authorized purchase order.
- You will NOT Get Paid!
The Haddonfield Board of Education will not be held responsible for any unauthorized orders or purchases.

Authorized Signatures

The Haddonfield Board of Education will only recognize purchase orders signed by:

Stephen Burns
Business Administrator/Board Secretary



HADDONFIELD BOARD OF EDUCATION

One Lincoln Avenue • Haddonfield, NJ 08033-1892

(856) 429-4130 • FAX: (856) 429-6015

www.haddonfield.k12.nj.us

Proposal Form

RFP19-01

Title: SPECIAL EDUCATION AUDITING SERVICES FOR THE 2018-2019 SCHOOL YEAR

Proposal Date: August 9, 2018 at 1:00 PM

I/We hereby submit the following cost proposal for SPECIAL EDUCATION AUDITING SERVICES FOR THE 2018/19 SCHOOL YEAR in accordance with the Technical Specifications and the RFP requirements:

Total Coast for an acceptable comprehensive report: \$ _____

Final payment will be made upon acceptance of the report by the Superintendent of Schools.

Name: _____

Address: _____

City, State, Zip Code: _____

Federal Tax ID Number: _____

Phone Number: () _____ E-Mail: _____

Fax No. () _____ E-Mail: _____

Authorized Agent: _____ Title: _____

Agent's Signature: _____ Date: _____

All proposals must be received no later than 1:00 PM on August 9, 2018 All proposals are to be sent to:

Stephen Burns
Business Administrator/Board Secretary
One Lincoln Ave.,
Haddonfield, NJ 08033

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE 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 take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable 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, 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 subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Please sign below that you have read and understood the EEO Language. This does not fulfill your obligation to submit one of the above-required documents prior to award of the contract.

Company: _____ Signature: _____

Address: _____

To be completed, signed below & returned with proposal.

Acknowledgement of Addenda

RFP19.01

**Title: SPECIAL EDUCATION AUDITING SERVICES
FOR THE 2018/19 SCHOOL YEAR**

Proposal Date: August 9, 2018 at 1:00 PM

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

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

No Addenda Received

Name of Company _____

Address _____ P.O. Box _____

City, State, Zip Code _____

Name of Authorized Representative _____

Signature _____ Date _____

To be completed and signed below & returned with proposal.

AFFIRMATIVE ACTION QUESTIONNAIRE

RFP19.01

**Title: SPECIAL EDUCATION AUDITING SERVICES
FOR THE 2018/19 SCHOOL YEAR**

Proposal Date: August 9, 2018 at 1:00 PM

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

1. Our Company has a federal Affirmative Action Plan Approval Yes No

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

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

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

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

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employee Opportunity Compliance: [www.state.nj.us/treasury/contract compliance/](http://www.state.nj.us/treasury/contract%20compliance/)

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

Department of Treasury
Division of Public Contracts/EEO Compliance
P.O. Box 209
Trenton, NJ 08625-0002

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education 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: _____

Name of Company: _____

Address: _____

To be completed and signed below & returned with proposal.

RFP19.01

**Title: SPECIAL EDUCATION AUDITING SERVICES
FOR THE 2018/19 SCHOOL YEAR**

Proposal Date: August 9, 2018 at 1:00 PM

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of 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.**

*

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

List of Agencies with Elected Officials Required for Political Contribution Disclosure

N.J.S.A. 19:44A-20.26

County Name: Camden

State: Governor, and Legislative Leadership Committees

Legislative District #: 4, 5, 6, & 7

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

County:

Freeholders County Clerk Sheriff Surrogate

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

Audubon Borough	Gloucester City	Pennsauken
Audubon Park	Gloucester Township	Township Pine Hill
Borough Barrington	Haddon Heights	Borough Pine
Borough Bellmawr	Borough Haddon	Valley Borough
Borough Berlin	Township Haddonfield	Runnemede
Borough	Borough	Borough Somerdale
Berlin Township	Hi-nella Borough	Borough Stratford
Brooklawn	Laurel Springs	Borough Tavistock
Borough Camden	Borough Lawnside	Borough Voorhees
City	Borough Lindenwold	Township Waterford
Cherry Hill	Borough Magnolia	Township Winslow
Township	Borough	Township
Chesilhurst Borough	Merchantville	Woodlynne Borough
Clementon Borough	Borough	
Collingswood	Mount Ephraim	
Borough Gibbsboro	Borough Oaklyn	
Borough	Borough	

Boards of Education (Members of the Board):

Audubon Borough	Cherry Hill Township	Haddon Township
Audubon Park	Chesilhurst	Haddonfield Borough Hi
Borough Barrington	Clementon Borough	Nella
Borough Bellmawr	Collingswood Borough	Laurel Springs Borough
Borough Berlin	Eastern Camden County	Lawnside Borough
Borough	Regional	Lindenwold Borough
Berlin Township	Gibbsboro Borough	Magnolia Borough
Black Horse Pike	Gloucester City	Merchantville Borough
Regional Brooklawn	Gloucester Township	Mount Ephraim Borough
Borough Camden City	Haddon Heights	Oaklyn Borough Pennsauken
	Borough	Township Pine Hill Borough

Pine Valley
Runnemedede
Borough
Somerdale
Borough
Sterling High School
District Stratford
Borough
Tavistock
Voorhees Township
Waterford
Township
Winslow
Township
Woodlynn
e Borough

Fire Districts (Board of Fire Commissioners):

Berlin Township Fire District
No. 1 Cherry Hill Fire District
No. 13 Gloucester Township
Fire District No. 1 Gloucester
Township Fire District No. 2
Gloucester Township Fire
District No. 3 Gloucester
Township Fire District No. 4
Gloucester Township Fire
District No. 5 Gloucester
Township Fire District No. 6
Haddon Township Fire District
No. 1 Haddon Township Fire
District No. 2 Haddon
Township Fire District No. 3
Haddon Township Fire District
No. 4 Lindenwold Borough Fire
District No. 1 Pine Hill Borough
Fire District No. 1 Voorhees
Township Fire District No. 3
Winslow Township Fire District
No.

**STATE OF NEW JERSEY – DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: _____

Bidder/Offeror: _____

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

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

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person 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 or contract, including but not limited to; imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of 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 above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will sign Part 2 and sign and complete the Certification below.

OR

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

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

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

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS, PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

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

ADD AN ADDITIONAL ACTIVITIES ENTRY

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 this 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: _____

To be completed and signed below & returned with proposal.

RFP19.01

Title: SPECIAL EDUCATION AUDITING SERVICES
FOR THE 2018/19 SCHOOL YEAR

Proposal Date: August 9, 2018 at 1:00 PM

NON-COLLUSION AFFIDAVIT

State of New Jersey

County of _____

Project Name:

I, _____ Of the City of

_____ of _____

(municipality)

in the County of _____ and 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 this Bid/Proposal for the above named project, and I executed the said Bid 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 Haddonfield Board of Education relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said 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 _____ (N.J.S.A. 52:34-15)

(Name of Contractor)

Subscribed and sworn to

(Also type or print name)

before me this day

(Signature)

_____, 20____

Notary public of

My Commission expires _____ 20____

This form must be signed and notarized and submitted with Quote.

To be completed and signed below & returned with proposal.

RFP19.01

Title: SPECIAL EDUCATION AUDITING SERVICES
FOR THE 2018/19 SCHOOL YEAR

Proposal Date: August 9, 2018 at 1:00 PM

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of

Organization: _____

Organization

Address: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

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

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. Attach additional sheets if more space is needed.

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. Attach additional sheets if more space is needed.

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the *<name of contracting unit>* is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with *<type of contracting unit>* to notify the *<type of contracting unit>* in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the *<type of contracting unit>* to declare any contract(s) resulting from this certification void and unenforceable.

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

To be completed and signed below & returned with proposal.

RFP19.01

Title: SPECIAL EDUCATION AUDITING SERVICES
FOR THE 2018/19 SCHOOL YEAR

Proposal Date: August 9, 2018 at 1:00 PM

To Be Completed, Signed Below and Returned With Proposal

Contractor/Vendor Questionnaire/Certification

Name of Company _____

Street Address _____ PO Box _____

City, State, Zip _____

Business Phone Number: () _____ Ext. _____

Emergency Phone Number: () _____

Fax Number: () _____ E-Mail _____

FEIN No. _____

Years in Business: _____ Number of Employees: _____

References – Work previously done for School Systems in New Jersey

<u>Name of District</u>	<u>Address</u>	<u>Contract Person/Title</u>	<u>Phone</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the Haddonfield 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 proposal 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 proposal, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

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

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 Board of Education.

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a) (1-4) concerning vendor contributions to school board members.

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 (Print)

Signature

STATE OF NEW JERSEY
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For instructions on completing the form, go to: http://www.state.nj.us/treasury/contract_compliance/forms/eo102ma.pdf

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. 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: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> 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		
10. PUBLIC AGENCY AWARDED CONTRACT		
		CITY COUNTY STATE ZIP CODE

Official Use Only	DATE RECEIVED	INAUG. DATE	ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Do not include in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in the contract. Do not submit EEO-1 REPORT. Do not submit v. 1, 2, & 3. DO NOT SUBMIT

JOB CATEGORIES	ALL EMPLOYEES			EMPLOYEE BREAKDOWN					
	COL. 1 TOTAL (Cols. 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	WHITE	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.
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.								

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES <input type="checkbox"/> 2. NO <input type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR
13. DATES OF PAYROLL PERIOD USED From: To:		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO. DAY YEAR
17. ADDRESS NO. & STREET	CITY	COUNTY	STATE ZIP CODE 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 YOU 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 AWARDED THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY (SEE IS NON-REFUNDABLE) TO:

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) 252-5473