

Hammonton Board of Education

Request for Proposals

2017-2018

**Professional Services and
Extraordinary Unspecifiable Services**

NOTICE OF SOLICITATION - *REQUESTS FOR PROPOSALS*
2017-2018 Professional Services and Extraordinary 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 Hammonton Board of Education, located at the **High School, 566 Old Forks Rd, Hammonton, NJ 08037**, 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 **July 1, 2017 to June 30, 2018, except as noted:**

Professional Services Sought:

1. **Auditor**
2. **NJDOT Drug testing and compliance**
3. **Occupational, Physical and/or Speech Therapy services**
4. **L.P.N. Nursing services (one-to-one)**

Extraordinary Unspecifiable Services Sought:

5. **Health Insurance Consultant**

All proposals are to be submitted in writing and received no later than Wednesday, May 3, 2017.
Proposals are to be submitted to:

Barbara Prettyman, Business Administrator/Qualified Purchasing Agent
566 Old Forks Road
Hammonton, NJ 08037
Phone (609) 567-7000
bprettyman@hammontonps.org

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
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 Hammonton 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 Hammonton Board of Education including all cost of services provided, staffing and a description of your familiarity with the services required by the Hammonton 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 Hammonton Board of Education (hereinafter "Board") is seeking proposals from qualified parties (hereinafter "Respondent") for the aforementioned services, in the Hammonton 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 services.

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 W4 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.

Hammonton 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 Hammonton Board of Education.

SPECIFIC REQUIREMENTS

All services are detailed below:

Auditor

Scope of Services

The Board of Education desires to appoint a firm of certified public accountants to act as board auditors for the Hammonton 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 Hammonton of Education should be addressed.

Minimum Requirements

1. The firm must employ a minimum of two (2) certified public accountants 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 seven (7) 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 lump sum fee for FYE 6/30/17 audit. CAFR will be written by Business Administrator. Also, hourly billing rates for employees possibly assigned to service the Board of Education.

Term: **July 1, 2017 to June 30, 2018 (CAFR 6/30/17)**

Any questions regarding this Request for Proposals should be directed to **Barbara Prettyman, School Business Administrator/Qualified Purchasing Agent, of the Hammonton Board of Education.**

All proposals must be submitted in writing and received no later than Wednesday, **May 3, 2017.**

Occupational, Physical and/or Speech Therapy Services

Scope of Services

The Board of Education desires to appoint a firm to provide Occupational, Physical and/or Speech Therapy Services. Applicants should demonstrate knowledge and experience with respect to all aspects of Occupational, Physical and/or Speech Therapy Services. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

Minimum Qualifications

1. Provider must be licensed to provide occupational, physical and/or speech therapy services in the State of New Jersey.
2. Proposer must be a New Jersey Department of Education approved clinic and agency.
3. Service providers shall meet the same minimum fingerprinting and background check requirements as all district staff members working with students in schools. Fingerprinting and background check reports shall be current and available.
4. Proposer shall have sufficient administrative staff to provide adequate oversight of the staff assigned to the district.
5. Therapy services may include direct services, consultation and evaluation services as determined by district need. Specific hours to be determined by individual IEPs for each student.
6. Therapy services shall be of a quality consistent with the generally accepted standards for the therapy profession as defined under the Code of Ethics and all applicable laws and regulations and be performed in accordance with reasonable rules, regulations, and policies of the Board of Education.
7. Required paperwork includes, but is not limited to, monthly log and billing statement. Logging of district services into SEMI system.
8. 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. Proposer must have been in business a minimum of ten (10) years.
9. Must list current New Jersey state, county, local and/or educational organization clients.
10. Must provide billing rates for 15 minute intervals for employees possibly assigned to service the Board of Education.

Term of Service: **July 1, 2017 to June 30, 2018**

Any questions regarding this Request for Proposals should be directed to **Barbara Prettyman, School Business Administrator/Qualified Purchasing Agent of the Hammonton Board of Education**. All proposals must be in writing and received no later than Wednesday, **May 3, 2017**.

L.P.N. Nursing Services (one-to-one)

Scope of Services

The Board of Education desires to appoint a firm to provide L.P.N. Nursing Services (one-to-one) to the board. Applicants should demonstrate knowledge and experience with the respect to all aspects of L.P.N. Nursing 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 L.P.N. Nursing services in the State of New Jersey.
2. Proposer must have been in business a minimum of five (5) years.
3. Service providers shall meet the same minimum fingerprinting and background check requirements as all district staff members working with students in schools. Fingerprinting and background check reports shall be current and available.
4. Proposer shall have sufficient administrative staff to provide adequate oversight of the staff assigned to the district.
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 list a minimum of three (3) current New Jersey state, county, local and/or educational organization clients.
7. Specific hours to be determined by individual IEPs for each student.
8. Required paperwork includes, but is not limited to, monthly log and billing statement. Logging of district services into SEMI system.
9. Must provide hourly rate schedule for L.P.N. Nursing services available to the board.

Term of Service: **July 1, 2017 to June 30, 2018**

Any questions regarding this Request for Proposals should be directed to **Barbara Prettyman, School Business Administrator/Qualified Purchasing Agent of the Hammonton Board of Education.**

All proposals must be submitted in writing and received no later than Wednesday, **May 3, 2017.**

NJDOT Drug Testing and Compliance

Scope of Services

The Board of Education desires to appoint a firm to provide NJDOT Drug Testing and Compliance services to the board. Applicants should demonstrate knowledge and experience with the respect to all aspects of NJDOT Drug Testing and Compliance 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 NJDOT drug testing and compliance 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 five (5) 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 list a minimum of three (3) current New Jersey state, county, local and/or educational organization clients.
6. Must provide rate schedule for NJDOT drug testing and compliance services available to the board.

Term of Service: **July 1, 2017 to June 30, 2018**

Any questions regarding this Request for Proposals should be directed to **Barbara Prettyman, School Business Administrator/Qualified Purchasing Agent of the Hammonton Board of Education.**

All proposals must be submitted in writing and received no later than Wednesday, **May 3, 2017.**

Health Insurance Consultant

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 including medical, prescription and/or dental coverage required by a school board. The broker will be responsible for negotiating, analyzing and recommending coverage for the district. The broker is to market and provide competitive proposals for district review, evaluation and consideration. 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 single group minimum of 300 insured staff members (excluding dependents and spouses).
6. Must list a minimum of five (5) current New Jersey state, county, local and/or educational organization clients.
7. Must submit the percentage of broker commission that will encompass the entire compensation the broker shall receive from all parties.

Term of Service: **July 1, 2017 to June 30, 2018**

Any questions regarding this Request for Proposals should be directed to **Barbara Prettyman, School Business Administrator/Qualified Purchasing Agent of the Hammonton Board of Education.**

All proposals must be submitted in writing and received no later than Wednesday, **May 3, 2017.**

FORMS

This document must be provided.

HAMMONTON BOARD OF EDUCATION

STOCKHOLDER 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).

Shareholder or Partner % Interest Address

() 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.

HAMMONTON BOARD OF EDUCATION

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.

HAMMONTON BOARD OF EDUCATION

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.

B. 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.

HAMMONTON BOARD OF EDUCATION

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 Service Contracting of Custodial Services Contracts, 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 _____, 19____

(Seal Notary Public of New Jersey)

My commission expires _____, 19____

This document must be provided.

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

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 Department'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 skip Part 2 and sign and complete the Certification below.

_____ 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 nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

(form continued on next page)

This document must be provided.

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

PART 2:

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

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

NAME _____

RELATIONSHIP TO BIDDER/OFFEROR _____

DESCRIPTION OF ACTIVITY _____

DURATION OF ENGAGEMENT _____

ANTICIPATED CESSATION DATE _____

BIDDER/OFFEROR CONTACT NAME _____

CONTACT PHONE NUMBER _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of 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 Board of Education and that the Board of Education at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ **Signature:** _____

Title: _____ **Date:** _____

Name of Company: _____ **City/State/Zip:** _____

This document must be provided.

**Hammonton Board of Education
Business Office**

566 Old Forks Road
Hammonton, New Jersey 08037

**Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed \$17,500.00)
Ref. N.J.S.A. 19:44A-20.26**

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

Reportable Contributions

<u>Date of Contribution</u>	<u>Amount of Contribution</u>	<u>Name of Recipient Elected Official/ Committee/Candidate</u>	<u>Name of Contributor</u>

The Business Entity may attach additional pages if needed.

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

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

Certification

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

Name of Authorized Agent _____

Signature _____ Title _____

Business Entity _____

P.L. 2005, c.271

(Unofficial version, Assembly Committee Substitute to A-913, First Reprint*)

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

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

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

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

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

19:44A-20.26 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefor, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L.1973, c.83 (C.19:44A-l et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, an elective office of that public entity, 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, or any continuing political committee.

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

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

c. As used in this section:

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

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and

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

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

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

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

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

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

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

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

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

As used in this section:

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

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

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

4. This act shall take effect immediately.

* Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40A.

**List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26**

County Name: Atlantic

State: Governor, and Legislative Leadership Committees

Legislative District #s #: 1, 2 & 9

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

County:

Freeholders
Surrogate

County Clerk
County Executive

Sheriff

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

Absecon City
Atlantic City
Brigantine City
Buena Borough
Buena Vista Township
Corbin City
Egg Harbor City
Egg Harbor Township

Estell Manor City
Folsom Borough
Galloway Township
Hamilton Township
Hammonton Town
Linwood City
Longport Borough
Margate City

Mullica Township
Northfield City
Pleasantville City
Port Republic City
Somers Point City
Ventnor City
Weymouth Township

Boards of Education (Members of the Board):

Absecon City
Atlantic City
Buena Regional
Egg Harbor City
Egg Harbor Township
Estell Manor City

Folsom Borough
Galloway Township
Greater Egg Harbor Regional
Hamilton Township
Hammonton Town
Longport Borough

Mainland Regional
Mullica Township
Northfield City
Pleasantville City
Somers Point City
Weymouth Township

Fire Districts (Board of Fire Commissioners):

Buena Borough Fire District No. 1
Buena Borough Fire District No. 2
Vista Township Fire District No. 1
Fire District No. 2

Buena Vista Township Fire District No. 3
Buena Vista Township Fire District No. 4 Buena
Buena Vista Township Fire District No. 5 Buena Vista Township

This document must be provided.

Hammonton Board of Education
Contractor/Vendor Questionnaire/Certification

Name of Company _____
Street Address _____ PO Box _____
City, State, Zip _____
Business Phone Number (____) _____ Ext. _____
Emergency Phone Number (____) _____
FAX No. (____) _____ E-Mail _____
FEIN No. _____
Years in Business _____ Number of Employees _____

List comparable contracts your company has held for New Jersey State, Local and Educational organizations as per requirements (add pages if necessary):

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

Vendor Certification

Direct/Indirect Interests

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

I certify that I am not an official or employee of the Hammonton 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 Hammonton 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

This document must be provided.

**AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability**

The contractor and the Hammonton Board of Education (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

Name: _____ Date: _____

Signature: _____ Title _____