**COLLINGSWOOD BOARD OF EDUCATION**
**100 LEES AVENUE**
**COLLINGSWOOD, NJ 08108**

# REQUEST FOR PROPOSAL

## A. PURPOSE:

The Collingswood Board of Education is seeking proposals from qualified respondents as follows:

**Board of Education Substitute Nursing Services**

## B. SCOPE OF SERVICE:

The Collingswood Board of Education seeks a qualified nursing staffing service to recruit, screen, and provide substitute nursing personnel on an as-needed basis. Services shall support continuity of student health services during staff absences, vacancies, and other District-approved needs.

The District will accept Registered Nurses (RNs) and Licensed Practical Nurses (LPNs) for assignments appropriate to their credentials and lawful scope of practice. RNs assigned to substitute for a certified school nurse shall hold a valid New Jersey Substitute School Nurse Non-Instructional Credential. LPNs may be considered only for separately approved nursing support or individual student care assignments and shall not independently replace a certified school nurse. A general substitute teaching credential does not authorize school nurse practice.

Before placement, the service shall verify and provide documentation of:
An active, unrestricted RN or LPN license authorizing practice in New Jersey, including valid multistate authority where applicable.
A valid New Jersey Substitute School Nurse Non-Instructional Credential for each RN assigned to substitute school nurse coverage.
Current CPR and AED certification appropriate for pediatric care; demonstrated competency in first aid and the procedures required for the assignment.
Required school employment criminal history clearance, fingerprinting, employment history review, and applicable health clearances.
Relevant experience, professional references, and training. School nursing or pediatric experience is preferred; documented competency in assigned student care procedures is required.
The service shall monitor expiration dates and promptly report any lapse, restriction, disciplinary action, or change affecting a nurse's eligibility. No nurse may begin work before District approval and completion of required clearance.

he District shall identify the school, dates, hours, required credential, duties, and student care needs for each request. Assignments may include full-day, partial-day, short-term, extended, field trip, or extended school year coverage when specifically authorized.
The service shall designate a primary coordinator and backup contact, acknowledge requests promptly, and provide the proposed nurse's name and qualifications before placement. The proposal shall state response times for advance and same-day requests, procedures for unfilled requests, and replacement coverage arrangements.

The District retains approval of all personnel and assignments. The service shall not replace an approved RN assignment with an LPN. LPN placements require advance District approval, a defined care assignment, and supervision or direction required by law and the student's care plan.

Assigned nurses shall perform only duties authorized by their license, credential, training, District policies, and applicable student care plans. Depending on the approved assignment, services may include:
Responding to student illness, injury, and emergencies; providing first aid; and activating emergency medical services when needed.
Administering medications and treatments only when legally authorized and supported by required orders, consents, and District procedures.
Implementing established individualized healthcare and emergency care plans, including nursing services identified in an IEP or Section 504 plan, as applicable.
Providing approved student-specific care, health monitoring, and assistance with screenings within the nurse's authorized role.
Communicating relevant health concerns to designated District personnel and parents or guardians, and maintaining accurate, timely health records.
LPNs shall perform only approved practical nursing duties under legally required supervision or direction. Duties reserved to an RN or certified school nurse shall remain with appropriately qualified personnel. The service shall identify any assignment requirement that its proposed nurse cannot lawfully or competently perform before accepting the assignment.

The service shall recruit and screen personnel; verify credentials; manage scheduling and attendance; and remain responsible for its employees' compensation, benefits, payroll taxes, and required insurance. It shall provide evidence of professional liability, general liability, and workers' compensation coverage meeting the District's contract requirements.
The service shall promptly notify the District of lateness, cancellation, or inability to fill an assignment and arrange an approved replacement when available. The District may require removal or replacement of personnel for performance, conduct, qualification, or student safety concerns. Continuity of personnel is preferred for recurring assignments.

The service and its personnel shall comply with applicable student privacy and health record requirements, including FERPA, and use District-approved systems. Records created for District services shall remain District records. Access shall be limited to authorized purposes; information shall not be retained, disclosed, or transmitted outside approved arrangements.

The proposal shall list separate RN and LPN rates, minimum billable hours, overtime or extended-day rates, cancellation terms, and all additional fees. Charges require advance District authorization. Invoices shall identify the nurse, license category, school or assignment, service dates, approved hours, applicable rate, and total charge, supported by District-approved time records.
minimum number of assignments or hours is guaranteed. The service shall comply with applicable credential service limits and promptly notify the District when an assignment approaches a limit.

## C. QUALIFICATIONS AND REQUIREMENTS OF RESPONDENTS:

1. Must be a certified New Jersey State RN or LPN with RN Supervision, provided by the agency. The agency must also provide a clear plan for substitutes in the event of an absence by the scheduled RN/LPN.

2. Must have a minimum of five (5) years of experience working with children.

3. The nursing services shall be of a quality consistent with the generally accepted standards for nurses under all applicable laws and regulations and be performed in accordance with reasonable rules, regulations, and policies of the Board of Education.

4. Must list past and present school boards of education served.

5. Must provide billing rates for employees possibly assigned to service the Board of Education.

6. **If there are more than three employees on staff, must be an approved NJDOE Clinic and/or Agency. Proof must be provided, otherwise proposal will be disqualified.**

The Board of Education shall utilize a one hundred (100) point system in evaluating proposals.

| | |
|---|---|
| Qualifications | 25 points |
| Relevant experience/Coordination | 25 points |
| Fee proposal/cost | 50 points |

## D. CONTRACT PERIOD:

The term of contract for Request for Proposal of One-on-One Nursing Services be from December 1, 2026 through June 30, 2027.

## E. COORDINATION OF ACTIVITIES:

All activities for this contract will be coordinated through the Administrative Offices of the Collingswood Board of Education, 100 Lees Avenue, Collingswood, NJ 08108 and addressed to Beth Ann Coleman, Assistant Superintendent/Board Secretary, 856-962-5702 x. 9004, bcoleman@collsk12.org.

## F. PRESENTATION PACKAGE – Submit the RFP Response

The Collingswood Board of Education seeks from all participating respondents information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

All respondents shall prepare a presentation package to be submitted with the RFP.

The following shall be included in the presentation package:

1. Transmittal Letter - Proposal

   Each respondent shall submit a transmittal letter with the RFP that identifies the person submitting the proposal and includes a commitment by that person to provide the service required by the Collingswood Board of Education.

2. Description of Services

   All respondents should list all services to be rendered with their explanation in detail of how the services will be provided. Respondents by submitting a proposal acknowledge that they fully understand the scope of work, activity, and service.

3. Qualifications – Relevant Experience

   All respondents shall submit evidence and documentation highlighting qualifications and experience they have that will assist the district in the evaluation and selection process.

4. Fee Proposal

   The proposal shall list separate RN and LPN rates, minimum billable hours, overtime or extended-day rates, cancellation terms, and all additional fees.

5. Letter of Transmittal

   The letter of transmittal is to be addressed and mailed to:

   Beth Ann Coleman, Assistant Superintendent/Board Secretary,
   Collingswood Board of Education
   100 Lees Avenue
   Collingswood, NJ 08108

**Reminder: The Letter of Transmittal and the Presentation Package are to be submitted with the RFP package.**

## G. SUBMISSION OF RFP PACKAGE:

All RFP Proposal Packages, including the Letter of Transmittal and the Presentation Package are to be addressed to:

Beth Ann Coleman, Assistant Superintendent/Board Secretary,
Collingswood Board of Education
100 Lees Avenue
Collingswood, NJ 08108

Respondents are to include:

- One original RFP Package with original signature
- One copy of the RFP Package.

**H. SUBMISSION DEADLINE**:

The deadline to submit all RFP Packages is November 10, 2026 at 10:00 a.m.

**I. EVALUATION OF PROPOSALS**:

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 Proposal. Committee members will be identified in the final report submitted to the board and also in the award of contract resolution.

**J. AWARD OF CONTRACT**

It is the intention of the Board of Education to award the contract to the respondent based upon relative experience, qualifications, and who will provide the highest quality of service at fair and competitive prices.

**K. AUTHORIZATION TO WORK**:

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

**L. DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL**:

- Affirmative Action Questionnaire;
- Stockholders Disclosure Statement;
- Vendor Questionnaire/Certification;
- New Jersey Business Registration Certificate;
- Chapter 271 Political Contribution Disclosure Form;
- Disclosure of Investment Activities in Iran;
- Disclosure of Investment is Russia/Belarus;
- Non-Collusion Affidavit;
- W-9; and
- Certificate of Insurance stating "Collingswood Public Schools as an additional insured on a primary insurance coverage basis".

**M. CONTRACTS**:

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

**N. 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.

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

Pursuant to N.J.S.A. 52:42-44 as amended by P.L. 2004 – Chapter 57, all respondents shall submit with their proposal package a coy 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 may be cause for the rejection of the entire proposal.

**Goods and Services**

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a 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; and **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 contract with a contracting agency. Information on the law and its requirements is available by calling (609)292-9292.

**P. TERMINATION OF CONTRACT**

If the Board determines that the contractor has failed to comply with the terms and conditions of the bid and/or proposal upon which the issuance of the contract is based or

that the contractor has failed to perform said service, duties, 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 resolve 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.

**Q. 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.

**R. POLITICAL CONDTRIBUTION 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 Election Law Enforcement Commission** pursuant to N.J.S.A. 19:44a-20.13 (P.L. 2005 Chapter 271 Section 3) if the business entity receives contracts in excess of $50,000 from 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 (a2)
"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 as 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 (a2,3)
"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 4.1(e) 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
All bidders shall submit with their bid 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 N.J.A.C. 6a:23a-6.3 (A2) Award of Contract.

## S. INTERPRETATIONS AND ADDENDA

No interpretation of the meaning of the specifications will be made to any Respondent orally. Every request for such interpretation should be made in writing to the Purchasing Agent and must be received 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 a 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.

## T. 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 from the Purchasing Agent.

The respondent by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents; and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal.

Name:_____

Address:_____

City, State, Zip Code_____

Federal Tax ID Number_____

Phone Number ( )_____ Extension_____

Fax No. ( )_____ E-Mail_____

Authorized Agent_____ Title_____

**Agent's Signature**_____ Date_____

All proposals must be received no later than November 10, 2026, at 10:00 a.m. All proposals are to be sent to:

Beth Ann Coleman, Assistant Superintendent/Board Secretary
Collingswood Board of Education
100 Lees Avenue
Collingswood, NJ 01808
Phone # (856)962-5702 x. 9004/Fax # (856)962-5723

Proposal documents may be faxed to the district however, an original copy must be mailed to the above address.

**AFFIRMATIVE ACTION QUESTIONNAIRE**

1. Our company has a federal Affirmative Action Plan approval. ____ Yes ____ No

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

2. Our company has a New Jersey State Certificate of Employee Information Report . ____ Yes ____ No

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

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. You must complete the form and forward it to the Affirmative Action Office, Department of Treasury, CN 209, Trenton, NJ 08625. A copy must be submitted to the Collingswood Board of Education within seven (7) working days of the notice of intent to award the contract or signing of the contract.

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

Name: _____

Title: _____

Signature: _____

Date: _____

**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY }
} SS
COUNTY OF CAMDEN }

_____
(Name of Bid/Project)

I,_____, of the_____of

_____, in the County of_____,

State of_____, of full age, being duly sworn according to law on my oath depose and say that:

I am_____of the firm of_____,
the bidder making the proposal for the above named project; that I executed the said Proposal with full authority to do so; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the 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 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 percentage, commission, brokerage or contingent fee, except bona fide employees or bona fide established commercial or

selling agencies maintained by_____in accordance with N.J.S.A 52:32.15
(Name of Contractor)

Subscribed and sworn before me this
_____day of_____, 20___

_____
(Affiant's Signature)

_____
(Seal) Notary Public of New Jersey

_____
(Print Affiant's Name)

My Commission expires_____, 20___

**THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH BID.**

# 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 $200 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.

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

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

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

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

## Part I – Vendor Information

| | | | |
|---|---|---|---|
| Vendor Name: | | | |
| Address: | | | |
| City: | | State: | Zip: |

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

| Signature | Printed Name | Title |
|---|---|---|

## Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than $200 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

| Contributor Name | Recipient Name | Date | Dollar Amount |
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# Continuation Page

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

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

Page ___ of _____

Vendor Name:

| Contributor Name | Recipient Name | Date | Dollar Amount |
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## STOCKHOLDER OR PARTNERSHIP DISCLOSURE AFFIDAVIT

In accordance with the Instructions to Bidders and the provisions of Chapter 33, Public Laws of 1977, State of New Jersey, N. J. S. A. 52:25-24.1, the undersigned hereby certifies the following Stockholder or Partnership information as complete and accurate:

**Stockholders or Partners Owning 10% or More of the Company Submitting Bid**

| Name of Stockholder/Partner | Address |
|---|---|
| Name of Stockholder/Partner | Address |
| Name of Stockholder/Partner | Address |
| Name of Stockholder/Partner | Address |

Use other side for other stockholders/partners.

____ No individual stockholder or partner owns ten percent (10%) or more of this corporation or partnership.

| Name of Contractor | Address |
|---|---|

By:_____
(Print Name and Official Title)

Signature:_____

State of_____}
} SS
County of_____}

Subscribed and sworn before me this_____day of_____, 20_

Notary Public_____

**THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH BID.**

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

Solicitation 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/Chapter25Listpdf. 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,** 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 authorized to make this certification on its behalf. **I will skip 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 box below.

**PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION.**

Name: _____ Relationship to Bidder/Offeror _____

Description of Activities _____

_____

Duration of Engagement _____ Anticipated Cessation Date _____

Bidder/Offeror Contact Name _____ Contact Phone Number _____

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

Full Name (Print):_____ Signature _____

Title: _____ Date: _____

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

DDP Standard Forms Packet (11/2013)

# ***Vendor Questionnaire/Certification***

Name of Company _____

Street Address _____ PO Box _____

City, State, Zip _____

Business Phone Number (____)_____ Ext. _____

Emergency Phone Number (_____)_____

FAX No. (____)_____ E-Mail _____

Years in Business _____ Number of Employees _____

References – Work previously done for School Systems in New Jersey

| | Name of District | Address | Contact Person/Title | Phone |
|---|---|---|---|---|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |

## *Vendor Certification*

Direct/Indirect Interests

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

Gifts; Gratuities; Compensation

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

Vendor Contributions

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

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

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

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President or Authorized Agent

# CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor[i]") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: https://sanctionssearch.ofac.treas.gov/. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

*(Check the Appropriate Box)*

◯ A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

***OR***

◯ B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

***OR***

◯ C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

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*(Attach Additional Sheets If Necessary.)*

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|---|---|
| Signature of Vendor's Authorized Representative | Date |
| Print Name and Title of Vendor's Authorized Representative | Vendor's FEIN |
| Vendor's Name | Vendor's Phone Number |
| Vendor's Address (Street Address) | Vendor's Fax Number |
| Vendor's Address (City/State/Zip Code) | Vendor's Email Address |

[i] Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).