Request for Proposals

Burlington County Alternative School Staffing Services

Board of Education of the Burlington County Special Services School District

2026-2027 School Year

REQUEST, SOLICITATION AND INVITATION FOR PROPOSAL FOR THE POSITION OF

BURLINGTON COUNTY ALTERNATIVE SCHOOL STAFFING

BOARD OF EDUCATION OF THE

BURLINGTON COUNTY ALTERNATIVE SCHOOL

Notice is given that the Board of Education of the Burlington County Alternative School (BCAS), Mount Laurel, NJ (LEA: Burlington County Special Services School District (BCSSSD), Westampton, NJ) is seeking PROPOSALS from qualified firms (as appropriate) for Staffing Services for the period **July 1, 2026, through June 30, 2027** with the option to extend the contract for up to two (2) additional one-year terms**.** Our organization is seeking a reliable and experienced staffing provider to deliver "personnel management services and human resources administration" and support the education objective of BCAS.

BACKGROUND

BCAS is a well-established educational institution that caters to students who require alternative teaching approaches. Our school's mission is to provide a safe and supportive environment that promotes academic excellence and personal growth. We are committed to offering high-quality education and comprehensive support services to help students reach their full potential.

SCOPE OF WORK

The BCSSSD Board of Education is currently seeking proposals from qualified Contractors that provide the service of managing, operating, and employing staffing services specifically at the Mt. Laurel Alternative School. The Contractor will be required to employ and to provide all management, personnel, and employment services to BCAS including, but not limited to, training, certification verification employment, financial, tax withholding, workers' compensation, insurance, social security, management, and oversight. The services will include the management and placement of teachers, secretaries, nurses, and other staff at BCAS.

The selected Contractor will provide administrative and technical direction for the management and operation of the Staffing operation throughout the School. Such direction will include, but not be limited to, assistance in the planning, organizing, coordination, direction, training, evaluating, and controlling of the Staffing to ensure that the District's classrooms have adequate coverage, and to enable students to be educated to the maximum extent appropriate. The Contractor will operate the School's Staffing Services in a condition acceptable to the School. The Contractor will control the cost of labor and maintain continuous availability of trained and experienced Staff. The Contractor is expected to provide administration and technical direction in the management of the Staff.

The scope of work and service to be delivered by the Contractor will be provided in accordance with the highest standards of professionalism, skill, workmanship, and applicable trade practices and will conform to all applicable codes, regulations, and BCSSSD policies.

Services that shall be provided include, but are not limited to, the following:

1. Staffing service shall recruit, screen, hire, train, place, track staff, and dismiss staff.
2. Staffing service shall ensure that all staff placed in BCAS have the proper credentials/certifications, medical clearance and appropriate background checks to work in a New Jersey Public School.
3. If the staffing service is not currently functioning in NJ, the service shall show success in entering the field in a prior state.
4. Below is a listing of staff we require positions for at this time. Staff may increase or decrease based on needs.
    - 1 Guidance Counselor
    - 1 School Social Worker
    - 1 BCBA
    - 2 Math Teachers
    - 1 English Teacher
    - 1 Biology Teacher
    - 1 Social Studies Teacher
    - 1 Spanish Teacher

- 1 Health/PE Teacher
- 1 School Nurse
- 2 Admin. Assistants/Secretaries

The proposal must also include how you plan to implement and support the Program by providing the following:

1. A detailed description of how your company will provide the services.
2. A description of your recruiting, hiring, credentialing, and evaluation process.
3. Detailed information regarding meetings and communication with BCSSSD.
4. Detailed explanation of your training programs for all new and transitioning substitutes. Also provide the experience and credentials of training staff.
5. All Firms responding to the RFP are expected to comply with the preparation instructions and submission requirements presented in this section for content and format. Failure to comply with these instructions and requirements may result in the disqualification of the offeror(s) proposal from further consideration. In order for the proposal to meet the requirements of the Request, Solicitation, and Invitation, the attached forms shall be fully completed and executed. Attachments or certifications set forth as attachments or certifications A, B, C, D, E, F, G, and H attached to this form, shall be completed and originally executed. Failure to attach required documents is cause for disqualification.

CONTRACT DURATION

The initial contract period will be for the **2026-2027 school year, commencing on July 1, 2026, and concluding on June 30, 2027** with the option to extend the contract for up to two (2) additional one-year terms**.**

PROPOSAL SUBMISSION

Proposals must submit the proposals and comply with the following:

1. Furnish complete information addressing each of the selection criteria listed above.
2. Clearly reference on the outside of the sealed envelope the service listed above for which the proposal is being submitted.
3. The contractor shall comply with the requirements of P.L.1975, c.127 (N.J.A.C. 17:27) regarding Affirmative Action;
4. The contractor shall comply with the requirements P.L.1977, c.33 requiring submission of a statement of corporate ownership;
5. The contractor shall comply with the requirements of P.L.2005, c.271 Political Contribution Disclosure.
6. The contractor shall comply with N.J.S.A. 52:32-44, requiring submission of a New Jersey Business Registration Certificate and the collection of use taxes;
7. IRS Form W-9.
8. All Firms responding to the RFP are expected to comply with the preparation instructions and submission requirements presented in this section for content and format. Failure to comply with these instructions and requirements may result in the disqualification of the offeror(s) proposal from further consideration. In order for the proposal to meet the requirements of the Request, Solicitation and Invitation, the attached forms shall be fully completed and executed. Attachments or certifications set forth as attachments or certifications A, B, C, D, E, F, G, and H attached to this form, shall be completed and originally executed. Failure to attach required documents is cause for disqualification.

The evaluation of the RFP will consider:

1. Technical considerations (responsiveness, scope of work, qualifications & experience, innovation, environmental respect);
2. Performance (track record, references & recommendations, responsibility, integrity, cultural sensitivity);
3. Cost (compensation proposal and/or proposed fee structure, full explanation); and
4. Local criteria (familiarity, community stake);
5. Other factors, if demonstrated to be in the best interest of the Board.

The proposal [including one (1) unbound copy] can be hand-delivered or sent overnight (via UPS, FedEx, or a similar carrier) to:

Attention: Andrew Willmott, CPA, Business Administrator
Burlington Special Services School District
2 Academy Drive
Westampton, New Jersey 08060

Or through Certified Mail (via USPS) to:

Attention: Andrew Willmott, CPA, Business Administrator
Burlington Special Services School District
20 Pioneer Boulevard
Westampton, New Jersey 08060

The deadline for submitting proposals is **10:00 a.m. on Thursday, June 18, 2026.** Proposals must be received by the Board in the required format at either of the addresses listed above on or before this date and time. No late submissions will be accepted. Any proposal not in the possession of Mr. Willmott by the specified date and time will not be accepted and will be returned unopened. The Burlington County Special Services School District will not be responsible for late delivery by the U.S. Mail or any other carrier.

All proposers shall comply with P.L.1977, c.33 requiring submission of a statement of corporate ownership; N.J.S.A. 52:32-44 requiring submission of a New Jersey Business Registration Certificate and the collection of use taxes; and with the provisions of P.L.1975, c.127 and N.J.A.C. 17:27 concerning equal employment opportunity and affirmative action and the submission of proof of compliance therewith.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq., which fully complies with "Best Practices for Awarding Services" promulgated by the New Jersey Office of the State Comptroller on March 4, 2010.

Andrew Willmott, CPA
BCSSSD/BCIT
Business Administrator/Board Secretary

Date: _____

Board of Education of the Burlington County Special Services School District

20 Pioneer Blvd.
Westampton, New Jersey 08060

Re: Request, Solicitation and Invitation for Proposal: Burlington County Alternative School Staffing Services

Dear Board of Education:

The undersigned hereby submits the enclosed proposal for the position of Burlington County Alternative School Staffing Services.

The undersigned hereby undertakes and promises to serve as Burlington County Alternative School Staffing Services and to do all work requested as appropriate and required herein as well as the contract documents concerning the same, including all written amendments and changes thereto, if any, which are incorporated herein by reference and made a part of this proposal.

SIGNATURE	BUSINESS NAME
Type or Print Full Name	Title
Telephone Number	Fax Number

Date

E-Mail

ATTACHMENT A

CERTIFICATION OF INSURANCE

I HEREBY CERTIFY THAT MY OFFICE CARRIES INSURANCE ADEQUATE TO PROTECT THE BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT BOARD OF EDUCATION ("BOARD") AND INDEMNIFY THE BOARD FOR ANY ERROR OR OMISSION COMMITTED BY THE UNDERSIGNED THAT CREATES LIABILITY TO THE BOARD. THIS INCLUDES ERRORS AND OMISSIONS POLICY AND ANY OTHER TYPE OF POLICY THAT CAN BE UTILIZED TO PROTECT THE INTERESTS OF THE BOARD. I HAVE ATTACHED COPIES OF THE DECLARATION PAGES OF EACH POLICY THAT DOES OR CAN PROTECT THE BOARD FROM ANY ERROR, OMISSION OR ACTIVITY IN WHICH I OR ANYONE FROM MY OFFICE MIGHT ENGAGE IN ON BEHALF OF THE BOARD.

I FURTHER CERTIFY THAT THE POLICIES OF INSURANCE THAT ARE CARRIED BY MY OFFICE SHALL CONTINUE TO BE CARRIED DURING THE ENTIRE TERM OF MY APPOINTMENT AS **BURLINGTON COUNTY ALTERNATIVE SCHOOL STAFFING SERVICES** IN THE EVENT THAT MY OFFICE IS SELECTED TO SERVE IN THAT CAPACITY. IN THE EVENT THAT THE DECLARATIONS PAGE(S) SUBMITTED SHOWS THE POLICY OR POLICIES OF INSURANCE WILL LAPSE DURING THE COURSE OF THE TERM OF MY APPOINTMENT, I WILL PROVIDE TO THE BOARD A COPY OF THE RENEWAL POLICY DECLARATION PAGE. I FURTHER CERTIFY THAT THE RENEWED POLICY SHALL HAVE THE SAME OR GREATER LIMITS OF LIABILITY AS THE ONE PROVIDED FOR AT THE BEGINNING OF MY APPOINTMENT.

CERTIFYING OFFICIAL:

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

ATTACHMENT B

CONFLICT OF INTEREST CERTIFICATION

THE UNDERSIGNED CERTIFIES TO THE BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT BOARD OF EDUCATION ("BOARD"), COUNTY OF BURLINGTON, STATE OF NEW JERSEY THAT IN PERFORMING SERVICES TO THE BOARD HE/SHE IS AWARE OF NO CIRCUMSTANCE THAT WOULD CONSTITUTE A CONFLICT OF INTEREST, FINANCIAL OR OTHERWISE, BETWEEN HIMSELF/HERSELF (OR HIS/HER FIRM) AND THE INTERESTS OF THE BOARD. THE UNDERSIGNED CERTIFIES THAT HE/SHE HAS MADE A SEARCH OF HIS/HER FIRM'S CLIENT BASE AND HAS EXECUTED THIS CERTIFICATION SUBSEQUENT TO SUCH SEARCH.

THE UNDERSIGNED ACKNOWLEDGES THIS IS A CONTINUING CERTIFICATION AND SHALL REMAIN IN EFFECT FOR THE TERM OF THE SERVICES CONTAINED IN THE SOLICITED REQUEST FOR PROPOSAL. I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE FALSE, THE BOARD IS FREE TO TERMINATE ANY PROFESSIONAL SERVICE AGREEMENT ENTERED INTO WITH THE UNDERSIGNED AND/OR HIS OR HER FIRM.

Applicant Signature: _____

Typed Firm Name: _____

Title: _____

Date: _____

ATTACHMENT C

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS PROPOSAL IS CORRECT AND ACCURATE TO MY PERSONAL KNOWLEDGE. I AM MAKING THIS CERTIFICATION IN GOOD FAITH.

CERTIFYING OFFICIAL:

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

ATTACHMENT D

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.

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 $300 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
			$

☐ Check here if the information is continued on subsequent page(s)

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
			$

☐ Check here if the information is continued on subsequent page(s)

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐Partnership ☐Corporation ☐Sole Proprietorship
☐Limited Partnership ☐Limited Liability Corporation ☐Limited Liability Partnership
☐Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: Home Address:	Name: Home Address:
Name: Home Address:	Name: Home Address:
Name: Home Address:	Name: Home Address:

Subscribed and sworn before me this ___ day of _____, 2__.

_____
(Affiant)

(Notary Public)

_____
(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

ATTACHMENT E

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. l7:27-5.2, 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**.

CERTIFYING OFFICIAL: NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

ATTACHMENT F

SECTION 000296- DEPARTMENT OF TREASURY BUSINESS REGISTRATION AFFIDAVIT

I,_____being full of age under oath depose and say:

5. I am a(n) owner, partner, and shareholder of the company set forth below and am duly authorized to execute this affidavit on its behalf.
6. _____, has registered in writing with the Department of Treasury in accordance with P.L.1999,c.39, the Title and text of P.L.2001,c,134 and R.S.54:50-9, repealing section 3 of P.L.2001,c.134(C.54:52-20), and supplementing Title 54 of the Revised Statutes in its entirety and have included the following information:

A contractor shall provide proof of valid business registration with the Division of Revenue in the Department of Treasury to any contracting State agency, no contract shall be entered into by a contracting State agency unless the contractor first provides proof of a valid copy of its business registration in accordance with the following schedule:

In response to requests for bids or a request for proposals, at the time of bid or proposal is submitted; or
For all other transactions, before the issuance of a purchase order or other contracting document. In its sole discretion, the contracting unit may waive this requirement if a business registration has been previously provided to the contracting agency.

A subcontractor under any contract with a contracting State agency shall provide proof of a valid copy of its business registration with the Division of Revenue to any contractor; verification information who shall forward it to the contracting State agency. No contract with a subcontractor shall be entered into by a contractor under any contract with a contracting State agency unless the subcontractor first provides proof of a valid business registration. The contracting agency shall file all business registrations received by the contracting agency with our procurement documents related to the contract.

A contract entered into by a contracting State agency with a provider of goods or services or a contractor of subcontractors of a construction project shall contain a notice of the provisions including provisions under subsection b. Of this section and this subsection for the contractor to comply with, and for the contractor to notify subcontractors by written notice to comply with subsection c. of this section. The contractor shall maintain and submit to the contracting agency a list of subcontractors and their addresses that may be updated from time to time during the course of the contract performance. A complete and accurate list shall be submitted before final payment is made for goods provided or services rendered or for construction of a construction project under the contract.

Notice of the provisions of this section shall be included by the contracting agency in any bid specification, request for proposals, or other documents notifying potential contractors or opportunities to provide goods or perform services for a contracting agency.

Nothing in this section shall in any way alter the provisions or change the responsibilities or obligations of the casino industry licensed as set forth in 92 of P.L.1977,c.110(C.5:12-92).

Name/Title: _____

Signature/Date: _____

ATTACHMENT G

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS
Burlington County Special Services School District
N.J.S.A. 18A:18A-49.5

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.

_____

_____

_____

_____

(Attach Additional Sheets If Necessary.)

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). NJ Rev. 1.22.2024

ATTACHMENT H

MACBRIDE PRINCIPLES FORM

NOTICE TO ALL BIDDERS
REQUIREMENT TO PROVIDE A CERTIFICATION IN COMPLIANCE WITH MACBRIDE PRINCIPLES AND NORTHERN IRELAND ACT OF 1989

Pursuant to Public Law 1995, c. 134, a responsible bidder selected, after public bidding, by the Director of the Division of Purchase and Property, pursuant to N.J.S.A. 52:34-12, or the Director of the Division of Building and Construction, pursuant to N.J.S.A. 52:32-2, must complete the certification below by checking one of the two representations listed and signing where indicated. If a bidder who would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Directors may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another bidder who has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Directors find contractors to be in violation of the principles which are the subject of this law, they shall take such 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 certify, pursuant to N.J.S.A. 52:34-12.2 that the entity for which I am authorized to bid:

☐ The Vendor/Bidder has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein through the operation of offices, plants, factories, or similar facilities, either directly or indirectly, through intermediaries, subsidiaries or affiliated companies over which it maintains effective control; or

☐ The Vendor/Bidder will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.8 and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

CERTIFYING OFFICIAL: NAME: _____

TITLE: _____

SIGNATURE:_____

DATE:_____