REQUEST FOR PROPOSALS

School District Regionalization Feasibility Study

New Jersey School Regionalization Efficiency Program (SREP)

Issued by:

RINGWOOD BOARD OF EDUCATION

Proposal Due Date: December 16, 2026 by 11:00 a.m.

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1. Introduction and Background

1.1 Issuing Authority

This Request for Proposals (RFP) is issued by the Ringwood Board of Education to solicit proposals from qualified consulting firms to conduct a comprehensive feasibility study for school district regionalization and/or consolidation as part of the New Jersey School Regionalization Efficiency Program (SREP).

1.2 District Information

Ringwood, Wanaque and Lakeland Regional will conduct a feasibility study to evaluate the school district regionalization. The study will assess enrollment trends, facility use, staffing, governance, cost-sharing, and fiscal impacts while identifying opportunities to enhance curriculum coordination, expand programming, and improve operational efficiency across a unified K-12 system.

1.3 Purpose of This RFP

The District seeks to engage a qualified consultant to conduct a feasibility study that will:

- Examine the potential benefits and challenges of school district regionalization;
- Evaluate educational, financial, and operational impacts;
- Provide data-driven recommendations to inform decision-making; and
- Meet all requirements of the SREP grant program administered by the New Jersey Department of Community Affairs, Division of Local Government Services.

2. Project Overview and Objectives

2.1 Project Goals

The feasibility study shall provide a comprehensive analysis to support informed decision-making regarding potential regionalization. Key objectives include:

- Assessment of potential educational enhancements for students;
- Analysis of fiscal impacts and cost savings opportunities;
- Evaluation of facility utilization;
- Review of administrative and operational efficiencies;
- Examination of equity considerations; and
- Community and stakeholder engagement.

2.2 Participating Districts

Ringwood Board of Education, Wanaque Board of Education and Lakeland Regional High School District.

2.3 Timeline

The feasibility study is expected to be completed within 12 months from contract execution, with deliverables as specified in Section 4. The District is required to make semi-annual progress reports to be submitted to the Division of Local Government Services as required by SREP.

3. SREP Program Requirements

3.1 Compliance with SREP Guidelines

All work performed under this contract must comply with the requirements established by P.L. 2021, c. 402 and the SREP Grant Program Guidelines. The feasibility study must demonstrate that the proposed regionalization:

- Reflects the potential for meaningful and implementable regionalization plans to advance an enhanced learning environment for participating school districts;
- Coordinates curriculum across schools and grades throughout the proposed consolidation/regionalization;
- Reflects the potential for improved efficiency and cost savings;
- Demonstrates that the proposed regionalization does not, and is not foreseeably likely to, increase or exacerbate the segregation of students by racial, socioeconomic, disability, or English language learner status;
- Leads to the establishment of a limited purpose or all purpose regional district to the maximum extent practicable;
- Consolidates school districts that are in close geographic proximity to each other; and
- Reflects a documented commitment from participating boards of education and municipal governing bodies to make good faith efforts to implement study recommendations.

3.2 Required Study Components

The feasibility study must evaluate the following factors:

- Current and projected enrollment trends;
- Facility utilization and capacity analysis;
- Existing send/receive relationships (if applicable);
- Administrative staffing structures and needs;
- Class size analysis and impacts;
- Student diversity enhancement opportunities;
- Debt obligations and contractual commitments;
- Faculty and staff needs, attrition, and transition planning;
- Transportation logistics and costs;
- Curriculum coordination and program offerings;
- Technology infrastructure and systems integration; and
- Special education services and programs.

4. Scope of Work

4.1 Data Collection and Analysis

The consultant shall collect and analyze comprehensive data including, but not limited to:

- Demographic and enrollment data (historical, current, and projected);
- Financial data (budgets, audits, tax rates, debt service, state aid);
- Facility assessments and utilization rates;
- Personnel data (staffing levels, salaries, benefits, contracts);
- Academic program inventories and student achievement data; and
- Transportation routes, costs, and service levels.

4.2 Stakeholder Engagement

The consultant shall work with the client to develop and implement a comprehensive stakeholder engagement plan, that could include:

- Public forums and community meetings;
- Surveys of parents, staff, and community members;
- Focus groups with key stakeholder populations;
- Interviews with district leadership and staff members; and
- Regular updates and communications to keep stakeholders informed.

4.3 Feasibility Analysis

The consultant shall conduct comprehensive analyses including, but not limited to:

4.3.1 Educational Impact Analysis

- Program offerings and curriculum coordination opportunities
- Class size impacts across grade levels
- Special education and support services
- Extracurricular and co-curricular opportunities
- Student achievement and academic outcomes

4.3.2 Financial Impact Analysis

- Tax impact projections for each municipality
- State aid implications and calculations
- Administrative cost savings opportunities
- Long-term financial sustainability projections (5+ years)

4.3.3 Governance Impact Analysis

- Governance structure recommendations
- Administrative staffing plans
- Facility use optimization
- Transportation efficiency and routing
- Technology systems integration

4.3.4 Demographic Impact Analysis

- Demographic analysis by race, socioeconomic status, disability, and English language learner status
- Assessment of potential segregation impacts
- Strategies to enhance equity

4.4 Development of Recommendations

Based on the analyses conducted, the consultant shall:

- Develop regionalization scenarios with pros and cons
- Provide clear, data-driven recommendations
- Outline implementation timelines and steps
- Identify potential challenges and mitigation strategies
- Address all SREP program requirements

4.5 Required Deliverables

- Project work plan and timeline (within 2 weeks of contract execution)
- Data collection instruments and stakeholder engagement plan
- Progress reports to District leadership
- Semi-annual progress reports to DLGS (SREP requirement, assistance provided to client)
- Draft feasibility study report for District review
- Final comprehensive feasibility study report
- Executive summary suitable for public distribution
- Presentation(s) to Boards of Education and community

5. Proposer Qualifications

5.1 Minimum Qualifications

Proposers must demonstrate:

- Previous experience with feasibility studies
- Expertise in New Jersey school finance, including state aid calculations and tax levy impacts
- Knowledge of New Jersey school law and regulations
- Demonstrated capacity to complete projects of this scope and complexity
- Current registration with the New Jersey Department of Treasury, Division of Revenue
- Compliance with all New Jersey public contracting requirements

5.2 Desired Qualifications

- Experience with at least three [3] school district regionalization or consolidation feasibility studies in New Jersey
- Experience working in Passaic County or similar geographic areas
- Expertise in stakeholder engagement and community facilitation
- Demonstrated understanding of equity issues in education

6. Proposal Requirements and Submission

6.1 Submission Instructions

Proposals must be submitted by December 16, 2026. Late submissions will not be accepted.

Submit 3 copies (one original and 2 copies) to:

Sheryl Leidig, School Business Administrator/Board Secretary
Ringwood Board of Education
121 Carletondale Road
Ringwood, NJ 07456

Electronic submissions should be sent to: businessoffice@njrps.org

Clearly mark all submissions: SREP Feasibility Study RFP

6.2 Required Proposal Contents

Proposals must include the following sections in the order listed:

6.2.1 Cover Letter and Executive Summary

- Letter of interest signed by an authorized representative
- Brief overview of firm's qualifications and approach
- Contact information for primary point of contact

6.2.2 Firm Information and Experience

- Firm background, history, and organizational structure
- Relevant experience with similar projects
- Client references from recent regionalization studies (minimum of 3)
- Professional certifications and qualifications

6.2.3 Project Team

- Resumes and qualifications of all key personnel
- Organizational team structure
- Identification of any subcontractors and their roles

6.2.4 Project Approach and Methodology

- Detailed description of proposed approach to all phases of work
- Data collection and analysis methods
- Stakeholder engagement strategy
- Quality assurance procedures
- How SREP requirements will be addressed

6.2.5 Project Timeline

- Detailed work plan with milestones and deliverables
- Project schedule showing all phases and activities
- Identification of critical path items

6.2.6 Cost Proposal

- Detailed cost breakdown by phase and task
- Hourly rates for all personnel
- Total not-to-exceed project cost
- Payment schedule proposal

6.2.7 Required Certifications and Forms

- New Jersey Business Registration Certificate
- Certificate of Insurance (or commitment to provide upon contract award)
- Affirmative Action Questionnaire
- Political Contribution Disclosure (per N.J.S.A. 19:44A-20.26)
- Disclosure of Investment Activities in Iran
- Non-Collusion Affidavit
- Statement of Ownership Disclosure (N.J.S.A. 52:25-24.2)
- Contractor/Vendor Questionnaire and Certification
- Certificate of Non-Involvement in Prohibited Activities in Russia or Belarus

6.3 Questions and Clarifications

All questions regarding this RFP must be submitted in writing to businessoffice@njrps.org by December 3, 2026. Responses will be provided to all prospective proposers by December 10, 2026.

7. Evaluation Criteria

Proposals will be evaluated by a selection committee using the following weighted criteria:

Evaluation Criterion	Weight
Experience and Qualifications	25%
Project Team Expertise	20%
Project Approach and Methodology	25%
Understanding of SREP Requirements	10%
Project Timeline and Work Plan	10%
Cost Proposal	10%
TOTAL	**100%**

7.1 Evaluation Process

- Initial screening for completeness and minimum qualifications
- Detailed evaluation by selection committee
- Interviews with top-ranked proposers (if deemed necessary)
- Reference checks
- Contract negotiations with selected firm

7.2 Selection and Award

The District reserves the right to:

- Reject any or all proposals
- Waive minor irregularities in proposals
- Request clarifications or additional information from proposers
- Negotiate with the selected proposer
- Award to other than the lowest cost proposer

8. Contract Terms and Conditions

8.1 Contract Type

The contract will be a professional services contract in accordance with N.J.S.A. 18A:18A-5. This is expected to be a not-to-exceed contract.

8.2 Payment Terms

Payment will be made on a bimonthly basis upon submission of invoices with supporting documentation. Final payment will be contingent upon acceptance of all deliverables. Note that SREP grant funding is provided on a reimbursement basis by the State.

8.3 Insurance

The respondent, to whom the contract is awarded, shall secure, pay the premiums for and keep in force until the contract expires, insurance of the types and amounts listed in the specifications

Commercial General Liability	$2,000,000 General Aggregate $2,000,000 Products $1,000,000 Personal Liability $1,000,000 Each Occurrence Combined Single Limit for Bodily Injury & Property Damage

(A) Insurance Certificate

a. The contractor must present to the Board of Education an insurance certificate in the above types and amounts before any work or service begins.
b. Automobile liability insurance shall be included to cover any vehicle used by the insured.
c. The certificate holder shall be as follows:
   Ringwood Board of Education
   % School Business Administrator/Board Secretary
d. Additional Insured Claim- The Contractor must include the following clause on the insurance certificate.
   "Ringwood Board of Education is named as an additional insured"

OTHER INSURANCES

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

Bodily Injury by Accident	$1,000,000 Each Accident
Bodily Injury by Disease	$1,000,000 Policy Limit
Bodily Injury by Disease	$1,000,000 Each Employee

(B) Indemnification

The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend and save harmless the Board and its agents, officers, employees and Board members, from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses (including, but not limited to, attorney's fees) in connection therewith whatsoever, which shall arise from or result directly or indirectly from (1) Contractor's breach of the Agreement/RFP; (2) Contractor's failure to comply with applicable Laws; and (3) any claims that products and/or services provided by Contractor violates or infringes upon the copyright or the intellectual property of a third party.

This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in the document. The contractor is to assume all liability of every sort incident to the work, including property damage caused by the subcontractor or their workers or by any subcontractor employed by the subcontractor or any of the subcontractor's workers.

8.4 Ownership of Work Product

All reports, data, and analyses developed under this contract will become the property of the District. The consultant may retain copies for reference and professional development purposes but may not use or distribute materials without District permission.

8.5 Confidentiality

The consultant must maintain confidentiality of all student, personnel, and proprietary district information in accordance with applicable laws and regulations, including FERPA and state privacy laws.

8.6 Compliance with Laws

The consultant must comply with all applicable federal, state, and local laws, including but not limited to:

- New Jersey Public School Contracts Law (N.J.S.A. 18A:18A-1 et seq.)
- New Jersey Law Against Discrimination (N.J.S.A. 10:5-1 et seq.)
- Americans with Disabilities Act
- Prevailing Wage Act (if applicable)

8.7 Termination

Either party may terminate this contract for convenience with sixty [60] days written notice. In the event of termination, the consultant will be compensated for work completed to date.

9. Required Forms

ACKNOWLEDGEMENT OF ADDENDA

The vendor acknowledges receipt of the hereinafter enumerated Addenda, which has been issued during the period of bidding, and agrees that said Addenda shall become a part of this contract. The vendor shall list the numbers and issuing dates for the Addenda below.

ADDENDUM NO.	ISSUING DATES
_____	_____
_____	_____
_____	_____
_____	_____

□ **NO ADDENDA RECEIVED**

Name of Business Entity _____

Address_____ P.O. Box _____

City, State, Zip Code _____

Name of Authorized Representative _____

Signature _____ Title _____

The Board of Education requests that this form be submitted with the RFP package.

AFFIRMATIVE ACTION QUESTIONNAIRE

Goods and Services Contracts

The Board of Education requests that this form be completed and returned with the proposal. However, the Board will accept in lieu of this Questionnaire, an Affirmative Action Evidence Certificate of Employee Information Report.

1. Our company has a Federal Affirmative Action Plan approval. ☐ Yes ☐ No
   If yes, please attach a copy of the plan to this questionnaire.

2. Our company has an N.J. State Certificate of Employee Information Report ☐ Yes ☐ No
   If yes, please attach a copy of the certificate to this questionnaire.

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

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance: NJ Department of the Treasury Contract Compliance (state.nj.us)

Select "Online Submission/Payment of EE/AA Employee Information Report" and
Please follow all the "Online Submission Instructions."

If completing the forms manually, please mail your forms and the $150.00 certificate fee in the form of a check or money order, made payable to: "Treasurer, State of New Jersey" to the address below:

NJ Department of the Treasury
Division of Purchase and Property Contract Compliance and Audit Unit
EEO Monitoring Program
PO Box 206 Trenton, NJ 08625-0206

Failure to submit the Certificate of Employee Information Report or other Affirmative Action evidence prior to the award of the contract will result in the proposal being rejected.

Name: _____

Signature _____

Title _____ Date _____

Name of Business Entity_____

City, State, Zip _____

ASSURANCE OF COMPLIANCE FORM

Assurance of Compliance Form

During the performance of this contract, a contracted service provider may come in contact with district students. The Board of Education fully understands its obligation to provide all students and staff members with a safe educational environment. To this end, if the Board of Education requires vendors to sign a statement of Assurance of Compliance, they must acknowledge their understanding of the below-listed requirements and the vendor's assurance of compliance with these listed requirements.

Anti-Bullying Reporting—Requirement N.J.S.A. 18A:37-13.1 et seq.; N.J.A.C. 6A:16-7.7 (c)

When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider who has witnessed or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer or the School Business Administrator/Board Secretary.

Criminal History Background Checks N.J.S.A. 18A:6-7.1

When applicable, the contracted service provider shall provide to the school district, prior to commencement of the contract, evidence or proof that each employee assigned to provide services and who comes in regular contact with students has had a criminal history background check and, furthermore, that said background check indicates that no criminal history record information exists on file for that worker. Failure to provide proof of criminal history background check for any employee coming in regular contact with students prior to commencement of contact may be cause for breach of contract. See NJDOE Broadcast 9/9/19

Pre-Employment Requirements P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq.

When applicable, all contracted service providers whose employees have regular contact with students shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq. Contracted service providers are to review the following New Jersey Department of Education Office of Student Protection—Pre-Employment Resource P.L. 2018 c.5 link below for guidance and compliance procedures.

https://www.nj.gov/education/crimhist/preemployment/

Name of Business Entity _____

Name of Authorized Representative _____

Signature _____ Date _____

As part of this proposal, all vendors are requested to sign and submit the enclosed Assurance of Compliance Form, acknowledging their responsibilities to comply with the above laws and administrative code.

Chapter 271
POLITICAL CONTRIBUTION DISCLOSURE FORM
(Contracts that Exceed $17,500.00)

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 (more than **$200** per election cycle) 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

Date of Contribution	Amount of Contribution	Name of Recipient	Name of Contributor

☐ **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

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.

Name of Authorized Agent _____

Signature _____ Title _____

Business Entity_____

The Board of Education requires that this form be submitted with the RFP package.

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 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 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.

The contractor must also complete the attached Ownership Disclosure Certification. This will assist the agency in meeting its obligations under the law.

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

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM
(Page 1)

BID SOLICITATION/PROPOSAL TITLE _____

VENDOR/BIDDER PROPOSER NAME _____

PART 1 COMPLETE BY CHECKING EITHER BOX.

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, 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 parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on the Treasury's website at

www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may 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.

CHECK THE APPROPRIATE BOX

- I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof 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.

Or

- I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate, and precise description of the activities in Part 2 below sign and complete the Certification below.

PART 2 ADDITIONAL INFORMATION

Please Provide Further Information Related to Investment Activities in Iran.
You must provide a detailed, accurate, and precise description of the activities of the person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activities in Iran below and, if more space is needed, on additional sheets provided by you.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM (Page 2)

PART 3: CERTIFICATION OF TRUE AND COMPLETE INFORMATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there 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 **Ringwood Board of Education** 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 **Ringwood Board of Education** to notify the **Ringwood Board of Education** 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 **Ringwood Board of Education** and that the **Ringwood Board of Education** at its option may declare any contract(s) resulting from this certification void and unenforceable.

The Disclosure of Investment Activities in Iran Form must be completed, certified, and submitted prior to the contract award. The Board of Education requests that this form be submitted with the RFP package.

Name of Vendor, Bidder, or Proposer _____

Print Full Name

Authorized Agent _____ Title _____

Signature _____ Date _____

The Board of Education requests that this form be submitted with the RFP package.

NON-COLLUSION AFFIDAVIT

Title of Proposal

I, _____of the City of _____
in the County of _____and the State of _____
of full age, being duly sworn according to law on my oath depose and say that:

I am_____ of the _____
Position Name of Business Entity

I am the vendor making the Proposal for the above names contract, and I executed the said Proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential vendors, or otherwise taken any action in restraint of free, competitive bidding in connection with the proposal, and that all statements contained in said proposal and this affidavit are true and correct, and made with full knowledge that the Board of Education relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said proposal.

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 of bona fide established commercial or selling agencies maintained by

_____
(Print Name of Contractor/Vendor)

Subscribed and sworn to: _____
(SIGNATURE OF CONTRACTOR/VENDOR)

before me this _____ day of _____, _____.
Month Year

_____ _____
NOTARY PUBLIC SIGNATURE Print Name of Notary Public

My commission expires _____ _____, _____.
Month Day Year

SEAL STAMP

The Board of Education requests that this form be submitted with the RFP package.

STATEMENT OF OWNERSHIP DISCLOSURE

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

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

Name of Organization: _____

Organization Address: _____

City, State, ZIP: _____

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

☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)

☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)

☐ Other (be specific): _____

Part II Check the appropriate box

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

OR

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

Name of Individual or Business Entity	Address

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

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

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

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

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

Part IV Certification

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

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

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

CONTRACTOR/VENDOR QUESTIONNAIRE CERTIFICATION

Title of Proposal

Name of Business Entity _____
Address _____ PO Box _____
City, State, Zip _____
Business Phone Number (____)_____ Emergency Phone Number (____) _____
FAX No. (____) _____ E-Mail _____
FEIN No. _____
Unique Entity Identifier (If Applicable) _____ CAGE Code (if applicable)_____

References – Work previously done for School Districts in New Jersey

	Name of District	Address	Contact Person/Title	Phone
1.	_____	_____	_____	_____

2. _____ _____ _____ _____
3. _____ _____ _____ _____

Vendor Certifications

Direct/Indirect Interests

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

Vendor Certifications

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.

Debarment Certification

I certify that my business entity and any person employed by my business entity, as well as any affiliates, are not debarred from contracting with a federal government agency or contracting with the State of New Jersey. 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 ***SIGNATURE***

The Board of Education requests that this form be submitted with the RFP package.

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

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.

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)	Vendor's Fax Number
Vendor's Address (City/State/Zip Code)	Vendor's Email Address

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. The Board of Education requests that this form be submitted with the RFP package.

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)
N.J.A.C. 17:27-1.1 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES 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 ensure that equal employment opportunity is afforded to such applicants in recruitment and employment 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 equal employment opportunity 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with N.J.A.C. l7:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, 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 re- 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 targeted 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, race, 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; or

Employee Information Report Form AA-302 (electronically provided by the Division through the Division's website at:

http://www.state.nj.us/treasury/contract_compliance.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

(July 2022)

The Board of Education requests that this form be submitted with the RFP package.

AMERICANS WITH DISABILITIES ACT
Equal Opportunity for Individuals with Disability

The contractor must comply with all provisions of the Americans with Disabilities Act (ADA), P.L 101-336, in accordance with 42 U.S.C. S121 01 et seq.

The contractor and the 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.

Contact Information

For questions or additional information regarding this RFP, please contact:

Sheryl Leidig, School Business Administrator/Board Secretary

Ringwood Board of Education
121 Carletondale Rd
Ringwood, NJ 07456
Phone: 973-962-7500
Email: businessoffice@njrps.org

END OF REQUEST FOR PROPOSALS