NOTE: The Brick Township Board of Education will consider proposals only from firms, organizations or individuals that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Proposals.

REQUEST FOR PROPOSALS

FOR THE PROVISION OF

PSYCHIATRIST SERVICES

for the

BRICK TOWNSHIP BOARD OF EDUCATION

for the periods of

July 1, 2015 - June 30, 2016
July 1, 2016 - June 30, 2017
July 1, 2017 - June 30, 2018

ISSUE DATE: May 7, 2015
DUE DATE: June 9, 2015

Issued by:

James W. Edwards, Jr. CPA, Business Administrator/Board Secretary
Brick Township Public Schools
GLOSSARY

The following definitions shall apply to and are used in this Request for Proposals:

"Board" - refers to the Brick Township Board of Education.

"Proposal Statement" - refers to the complete responses to this RFP submitted by the Respondents.

"Proposed Respondent" - refers to those Respondents who, in the sole judgment of the Board, have satisfied the proposal criteria set forth in this RFP.

"RFP" - refers to this Request for Proposals, including any amendments thereto or supplements thereto.

"Respondent" or "Respondents" - refers to the interested firm(s) or individuals that submit a Proposal Statement.
SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction and Purpose

The Board is soliciting Proposal Statements from interested persons and/or firms for the provision of consulting services, as more particularly described herein. Through a Request for Proposal process described herein, persons and/or firms interested in assisting the Board with the provision of such services must prepare and submit a Proposal Statement in accordance with the procedure and schedule in this RFP. The Board will review Proposal Statements only from those firms or individuals that submit a Proposal Statement which includes all the information required to be included as described herein (in the sole judgment of the Board).

The Board intends to accept proposals from person(s) and/or firm(s) that:

(a) Possess the professional, financial and administrative capabilities to provide the proposed services, and
(b) Will agree to work under the compensation terms and conditions determined by the Board to provide the greatest benefit to the Brick Township Board of Education.

1.2 Procurement Process and Schedule

The selection of Proposed Respondents is subject to the “New Jersey Local Unit Pay-to-Play” Law, N.J.S.A. 19:44A-20.4 et seq. The Board has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Proposal Statement in response to the request and will be evaluated in accordance with the criteria set forth in this RFP.

The Proposal Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFP. Based upon the totality of the information contained in the Proposal Statement, including information about the reputation and experience of each Respondent, the Board will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and financial standpoints). Each Respondent that meets the requirements of the RFP (in the sole
judgment of the Board) will be designated as a Proposed Respondent and will be
given the opportunity to participate in the selection process determined by the
Board.

The RFP process commences with the issuance of this RFP. The steps involved
in the process are found on the Procurement Schedule. The Board reserves the
right to, among other things, amend, modify or alter the Procurement Schedule
upon notice to all potential Respondents.

All communications concerning this RFP or the RFP process shall be directed
to the designated contact person, in writing.

**Designated Contact Person:**

James W. Edwards, Jr., CPA
Business Administrator/Board Secretary
Brick Township Public Schools
101 Hendrickson Avenue
Brick, NJ 08724

Proposal Statements must be submitted to, and be received by, the Board,
via mail or hand delivery, by 11:00 AM Prevailing Time on June 9, 2015.

**TABLE 1**

**ANTICIPATED PROCUREMENT SCHEDULE**

1. Issuance of Request for Proposals
2. Receipt of Proposal Statements
3. Opening of Proposals
4. Analysis of Proposals
5. Designation of Proposed Respondents deemed necessary or appropriate by the Board.
Section 1.3  Conditions Applicable to RFP

Upon submission of a Proposed Statement in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission, review and consideration of its Proposed Statement:

• The Board reserves the right to reject for any reason any and all responses and components thereof, and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement.

• The Board reserves the right to reject any Respondent that submits incomplete responses to this RFP, or a proposal Statement that is not responsive to the requirements of this RFP.

• The Board reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information.

• All Proposal Statements shall become the property of the Board and will not be returned.

• All Proposal Statements will be made available to the public at the appropriate time, as determined by the Board (in the exercise of its sole discretion) in accordance with law.

• The Board may request Respondents to send representatives to the Board for interviews.

• Any and all Proposal Statements not received by the Board by 11:00 AM Prevailing Time on June 9, 2015 will be rejected.

• Neither the Board, nor their respective staffs, consultants or advisors shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposal Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Proposal Statement or for participating in this procurement process.
Section 1.4 Rights of Board

The Board reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

• To determine that any Proposal Statement received complies or fails to comply with the terms of this RFP.

• To supplement, amend or otherwise modify the RFP through issuance of addenda via the Board’s web site.

• To waive any technical non-conformance with the terms of this RFP.

• To conduct investigations of any or all of the Respondents, as the Board deems necessary or convenient, to clarify the information provided as part of the Proposal Statement and to request additional information to support the information included in any Proposal Statement.

• To suspend or terminate the procurement process described in this RFP at any time (in its sole discretion). If terminated, the Board may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Board shall be under no obligation to complete all or any portion of the procurement process described in this RFP.

1.5 Addenda or Amendments to RFP

During the period provided for the preparation of responses to the RFP, the Board may issue addenda, amendments or answers to written inquiries via the Board’s web site. Those addenda when posted will become part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the proposal submission date.
1.6 **Cost of Proposal Preparation**

Each proposal and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against the Board, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Proposal Statement or other information required by the RFP.

1.7 **Proposal Format**

Responses should cover all information requested in the Questions to be answered in this RFP.

Responses which in the judgment of the Board fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

1.8 **Term**

The Psychiatrist RFP will be subject to three one year terms. The Board reserves the right to exercise renewal thereafter.

The length of terms for the Psychiatrist Services RFP shall be for the period of July 1, 2015 to June 30, 2016, July 1, 2016 to June 30, 2017 and July 1, 2017 to June 30, 2018.

1.9 **Compliance**

A proposal will not be a valid proposal and will not be read unless the following items are included in the proposal documents:

1.9.1 Statement of Ownership
1.9.2 Non-Collusion Affidavit
1.9.3 Affirmative Action Supplement
1.9.4 Political Contributions Disclosure Form
1.9.5 Request for Taxpayer Identification Number and Certification
1.9.6 Business Registration Certificate
1.9.7 Criminal History Review
1.9.8 Copy of current Certificate to provide Covered Services
1.9.9 Proof of approval to provide covered Services by the State of New Jersey, Department of Education.
2.0.0 Disclosure of Investment Activities in IRAN Certificate
SECTION 2

SCOPE OF SERVICES

It is the intent of the Board to solicit Proposal Statements from Respondents that have expertise in the provision of Psychiatrist. Firms and/or persons responding to this RFP shall be able to demonstrate that they will have the continuing capabilities to perform these services.

Required Services:

- Provide psychiatric evaluations, prescription of medications, and management of medication related issues.
- Provide diagnostic assessments and evaluations.

The location of services is all of the school buildings within the Brick Township School District or within a reasonable distance from the Brick Township Schools.
SECTION 3

SUBMISSION REQUIREMENTS

Section 3.1 General Requirements

The Proposal Statement submitted by the Respondent must meet or exceed the professional, administrative and financial Proposals set forth in this Section and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Proposal Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

Section 3.2 Administrative Information Requirements

The Respondent shall, as part of its Proposal Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Proposal Statement.

2. An executed Letter of Proposal (See Appendix A to this RFP).

3. Name, address and telephone number of the Respondent submitting the Proposal Statement pursuant to this RFP.

4. An executed Letter of Intent (See Appendix B).

5. Past experience with special education procedures with regard to Psychiatric Evaluations.

6. Any judgments, claims or suits pending or outstanding against respondent. If yes, please explain. If none, provide statement indicating none.

7. List all immediate relatives of Principal(s) of Respondent who are Board employees or elected officials of the Board. For purposes of the above “immediate relative” means a spouse, parent, stepparent, brother, sister, child,
stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation. If none, provide statement indicating none.

8. Ability to provide Professional Liability insurance in an amount no less than $1,000,000 naming the Brick Township Board of Education as additional insured.

9. All documents required as per section 1.9 of this Request for Proposal.

10. Statement that services will be provided at school or if not at school, statement indicating address of office where services will be performed.
SECTION 4

INSTRUCTIONS TO RESPONDENTS

4.1 Submission of Proposal Statements

Respondents must submit an original copy of their Proposal Statement to the Designated Contact Person:

James W. Edwards, Jr., CPA  
Business Administrator/Board Secretary  
101 Hendrickson Avenue  
Brick, NJ 08724

NOTE: Indicate "RFP for Psychiatrist" on the outside of the envelope.

Proposal Statements must be received by the Board no later than 11:00 AM prevailing time, on June 9, 2015, and must be mailed or hand-delivered. Proposal Statements forwarded by facsimile or e-mail will not be accepted. Proposal statements received after this time will not be considered. The Board will not bear responsibility for delays in delivery for any reason.

To be responsive, Proposal Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Proposal Statements and all related information must be bound, and signed and acknowledged by the Respondent.
SECTION 5

EVALUATION

The Board’s objective in soliciting Proposal Statements is to enable it to select a firm, organization or individual that will provide high quality and cost effective services to the Board. The Board will consider Proposal Statements only from firm organizations or individuals that, in the Board’s judgment, have demonstrated the capability and willingness to provide high quality services to the employees of the Board in the manner described in this RFP.

Proposals will be evaluated by the Board on the basis of the most advantageous submission, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field.
2. Knowledge of the Board and the subject matter addressed under the contract.
3. The fees for services.
4. Location (distance of primary office in relation to Brick Township Board of Education).
5. Thoroughness and completeness of respondent’s submittal.
LETTER OF PROPOSAL

(Note: To be typed on Respondent’s Letterhead. No modifications may be made to this letter.)

[insert date]

Attn: (INSERT CONTACT NAME)
      (INSERT ENTITY NAME)
      (INSERT ADDRESS)

Dear (INSERT CONTACT NAME):

The undersigned has/have reviewed my/our Proposal Statement submitted in response to the Request for Proposals (RFP) issued by the Brick Township Board of Education (“Board”) dated (INSERT DATE), in connection with the Board’s need for ____________________________.

I/We affirm that the contents of my/our Proposal Statement (which Proposal Statement is incorporated herein by reference) is accurate, factual and complete to the best of our knowledge and belief and that the Proposal Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer) OR ______________________

(Type Name and Title) (Typed Name and Title of Individuals)

(Type Name of Firm)* (Address) *

Dated: ___________________ Dated: ______________________

* If a joint venture, partnership or other formal organization is submitting a Proposal Statement, each participant shall execute this Letter of Proposal.
APPENDIX B
LETTER OF INTENT

(Note: To be typed on Respondent’s Letterhead. No modifications may be made to this letter.)

[insert date]

Attn:  (INSERT CONTACT NAME)
       (INSERT ENTITY NAME)
       (INSERT ADDRESS)

Dear:

The undersigned, as Respondent, has (have) submitted the attached Proposal Statement in response to a Request for Proposals (RFP), issued by the Brick Township Board of Education (“Board”), dated (INSERT DATE), in connection with the Board’s need for ________________________________.

(Name of Respondent) HEREBY STATES:

1. The Proposal Statement contains accurate, factual and complete information.

2. (Name of Respondent) agrees to participate in good faith in the procurement process as described in the RFP and to adhere to the Board’s procurement schedule.

3. (Name of Respondent) acknowledges that all costs incurred by it (them) in connection with the preparation and submission of the Proposal Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results there from shall be borne exclusively by the Respondent.

4. (Name of Respondent) hereby declares that the only persons participating in this Proposal Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Proposal Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Board. (Name of Respondent) declares that this Proposal Statement is made without connection with any other person, firm or parties who has submitted a
Proposal Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

5. **(Name of Respondent)** acknowledges and agrees that the Board may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Board shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

6. **(Name of Respondent)** acknowledges that the provision of [insert services] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

7. **(Name of Respondent)** submits a proposal for fixed fees, including out of pocket expenditures, as follows:

<table>
<thead>
<tr>
<th>Psychiatrist Services:</th>
<th>2015-2016</th>
<th>2016-2017</th>
<th>2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>$____/evaluation</td>
<td>$____/Evaluation</td>
<td>$____/Evaluation</td>
<td></td>
</tr>
</tbody>
</table>

8. **(Name of Respondent)** agrees, that if selected by the Board, to perform services outlined in RFP. **(Name of Respondent)** further agrees that if at any time during the period covered by this RFP, the Respondent is unable or unwilling to perform said services, that the Board may utilize the next available responsible Respondent, and **(Name of Respondent)** will reimburse the Board any cost difference between fee that would have been paid and the cost paid by the Board.

9. **(Name of Respondent)** agrees to defend, indemnify and hold the Brick Township Board of Education harmless with respect to any claim for injury to person or property arising out of acts of **(Name of Respondent)**, its subsidiaries, parents, agents, principals or employees.

10. **(Name of Respondent)** agrees that the services are being delivered and are intended to be performed in the State of New Jersey and shall be constructed and enforced in accordance with the laws of that State.
11. (Name of Respondent) agrees that the services may be terminated by the Board by giving the respondent 30 days advance written notice.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer or individual)

_____ (Typed Name and Title)

_____ (Type Name of Firm)*

Dated: ________________

* If a joint venture, partnership or other formal organization is submitting a Proposal Statement, each participant shall execute this Letter of Intent.
Required Forms

1. Statement of Ownership
2. Non-Collusion Affidavit
3. Affirmative Action Supplement
4. Notarized Political Contribution Disclosure Form (PCD)
5. W-9
6. Business Registration Certification
7. Criminal History Review
8. Disclosure of Investment of Activities in IRAN
STATEMENT OF OWNERSHIP

TO:   THE TOWNSHIP OF BRICK SCHOOL DISTRICT

In conformance with N.J.S.A 52:25-24.2, the following listing represents the names and addresses of all stockholders in the bidding corporation or partnership who own ten (10) percent or more of its stock of any class, or of all individual partners in the partnership who own a ten percent or greater interest therein:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>NO. OF SHARES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

__________________________________________  ______________________________
Signature and Title of Officer    Name or Corporation or Partnership

CERTIFICATION OF INAPPLICABILITY OF DISCLOSURE REQUIREMENTS

The undersigned certifies that he/she is familiar with N.J.S.A. 52:25-24.2 and that said requirements are inapplicable to:

__________________________________________  ______________________________
Name or Corporation or Partnership    Signature and Title of Officer
NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY  BRICK TOWNSHIP SCHOOL DISTRICT

COUNTY OF OCEAN

I, ___________________ of the Municipality of __________ in the County of _______ and the state of __________ of full age, being duly sworn according to law on my oath deposite and say that:

I am __________________ of the firm __________________ of __________________ of the bidder making the proposal for the above named project and 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 and the owner relies upon the truth of the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by:

________________________
(Name of Contractor)

Subscribed and sworn to:

________________________
(Also, type or print name of affidavit under signature.)

before me on this __________ day of __________________________

________________________ Notary Public of __________________________

My commission expires __________, 20__.
BRICK TOWNSHIP BOARD OF EDUCATION
AFFIRMATIVE ACTION SUPPLEMENT

P.L. 1975, C. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE
PROCUREMENT, PROFESSIONAL AND 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, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

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 worker's 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 the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time. The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, college, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
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.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable federal law and applicable federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

Name of Firm ___________________________________________ Date _____________

Signature_______________________________________________ Title _______________
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.

* N.J.S.A. 19:44A-3(b): “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.

<table>
<thead>
<tr>
<th>Contributor Name</th>
<th>Recipient Name</th>
<th>Date</th>
<th>Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Check here if the information is continued on subsequent page(s)
## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

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

Page ___ of ______

Vendor Name:

<table>
<thead>
<tr>
<th>Contributor Name</th>
<th>Recipient Name</th>
<th>Date</th>
<th>Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

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

Name of Business:

☐ I certify that the list 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 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:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address:</td>
<td>Home Address:</td>
</tr>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Home Address:</td>
<td>Home Address:</td>
</tr>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Home Address:</td>
<td>Home Address:</td>
</tr>
</tbody>
</table>

Subscribed and sworn before me this _____ day of ________, 2015

(Notary Public)

My Commission expires:

**Important**

Must be Notarized with Signature, Date and Notary Seal
Form W-9  
(Rev. October 2007)  
Department of the Treasury  
Internal Revenue Service  
Request for Taxpayer Identification Number and Certification  
Give form to the requester. Do not send to the IRS.

<table>
<thead>
<tr>
<th>Part I</th>
<th>Taxpayer Identification Number (TIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (as shown on your income tax return)</td>
<td></td>
</tr>
<tr>
<td>Business name, If different from above</td>
<td></td>
</tr>
<tr>
<td>Check appropriate box:</td>
<td></td>
</tr>
<tr>
<td>□ Individual/Sole proprietor</td>
<td>□ Corporation</td>
</tr>
<tr>
<td>□ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership)</td>
<td></td>
</tr>
<tr>
<td>□ Other (see instructions)</td>
<td></td>
</tr>
<tr>
<td>Address (number, street, and apt. or suite no.)</td>
<td>Requester’s name and address (optional)</td>
</tr>
<tr>
<td>City, state, and ZIP code</td>
<td></td>
</tr>
<tr>
<td>List account number(s) here (optional)</td>
<td></td>
</tr>
</tbody>
</table>

Part II  
Certification

Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am writing for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to back up withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage, interest paid, acquisition or abandonment of secu red property, cancellation of debt, or generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<table>
<thead>
<tr>
<th>Sign Here</th>
<th>Signature of U.S. person</th>
<th>Date</th>
</tr>
</thead>
</table>

General Instructions  
Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partner’s share of effectively connected income.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:
- An Individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or Organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partner’s share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.
BUSINESS REGISTRATION CERTIFICATE

Attach Business Registration Certificate

(If you do not have one – get one by applying online at New Jersey Business Registration.)
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION

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

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid 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 parts, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render the bid 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 below or any of the bidder’s parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury’s list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 (“Chapter 25 List”). I further certify that I am the person listed below, or I am an officer or representative of the entity listed below and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the bid 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 person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, PLEASE ADD AN ADDITIONAL SHEET(S) OF PAPER

| Name __________________________________________ | Relationship to Bidder __________________________________________ |
| Description of Activities ________________________ | Duration of Engagement ________________________ | Anticipated Cessation Date ________________________ |
| Proposer Contact Name ____________________________ | Contact Phone ____________________________ |

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 Brick Township 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 Board of Education to notify the 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 Brick Township Board of Education and that the Board of Education at its option may declare any contract(s) resulting from this certification void and unenforceable.

Name of Proposer: ______________________________________

Full Name (Print): ______________________________________ Signature: ______________________________________

Title: ______________________________________
Go on-line to http://www.nj.gov/education/educators/crimhist

Click “File Authorization and Make Electronic Payment for Criminal History Record Check”

Select One of the Following Options:
“New Administration Fee Request (New Applicants Only)”
OR
“Archive Application Request” $31.25 Fee  
(Applicants Previously Fingerprinted for the Department of Education and Approved After February 2003)

Select Item 1 — FOR: All Job Positions, EXCEPT School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools
OR
Select Item 2 — FOR: All School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities, Charter Schools and Authorized School Bus Contractors

Complete the requested applicant information (to include the County Code 29 and Brick Township School District Code 0530) and proceed to the Legal Certification. In order to continue with the e-Payment process, read and accept the terms of the AA&C by checking the box.

Please complete the required payment information. There is a $10.00 Administrative Fee for the department to process the request and issue an approval letter. There will also be an additional $1.00 Convenience Fee charged by the private vendor, NicUSA, for processing the credit card information. Methods of payment are Visa, MasterCard, American Express or Discover Credit Cards.

You MUST click the “Make Payment” button only one time to complete the transaction.

After completing the transaction, you will be presented with three required steps:

1) View and print your Applicant Authorization & Certification (AA&C) confirmation page (click the print button in the upper-right corner of the page). This must be submitted to Human Resources.

2) Complete and print your IdentoGO NJ Universal Fingerprint Form — Make sure you click the “Submit” button at the bottom of the page. You must bring this form with you to your fingerprint appointment or they will not fingerprint you. You will then have to reschedule your appointment.
3) Access the MorphoTrust web page to schedule a fingerprinting appointment and submit to LiveScan Fingerprinting -- $65.45 Fee.

- Please call the Criminal History Review Unit at 609 – 292 - 0508 if you have any questions.

- Approximately 2-3 weeks after getting fingerprinted you will receive in the mail your fingerprint clearance letter. It will have a blue seal in the middle. You must submit a copy of this letter to Human Resources immediately with the above noted receipts. You retain the originals for your permanent records.