

# CLINTON TOWNSHIP BOARD OF EDUCATION

LEBANON, NEW JERSEY



## ***REQUEST FOR PROPOSAL (RFP)***

Before and After Care Program

**RFP 23-01**



Mark Kramer, School Business Administrator/Board Secretary

Submission Date:

Tuesday, February 21, 2023  
10:00 AM



## Part II. Instructions to Respondents

### 1. Submission of Responses

Sealed responses shall be received, opened and read by the Board's School Business Administrator/Board Secretary on the date and time set forth in this RFP.

Each document required to be submitted by the respondent (see Proposal Checklist, **Schedule 1, pg. 15**) must be properly completed in accordance with this RFP.

Sealed responses forwarded to the Board before the time of opening of the proposals may be withdrawn upon written application of the respondent. Once proposals have been opened, they shall remain binding offers for a period of sixty (60) calendar days.

Each respondent shall sign the documents to be submitted, where applicable, as follows:

- For a corporation, by an authorized principal executive officer;
- For a partnership or sole proprietorship, by a general partner or the proprietor respectively; or
- By a duly authorized representative.

### 2. Proposals & the Proposal Form

On the Proposal Form (see **Schedule 2, pgs. 16**), the respondent must state the prices offered, written or typed in ink, in words and numbers for each item requested. Any changes, corrections, whiteouts or strikeouts in the proposal must be initiated in ink by the person signing the bid.

If the amount shown in words and its equivalent in figures in the Proposal Form do not agree, the written words shall be binding. In the event there is a discrepancy between the unit prices and the extended totals, including any formula, the unit prices shall prevail. Prices should be quoted without any federal or state taxes as the Board is exempt from such taxes.

Each respondent submitting a proposal for a service contract shall include in the proposal price all labor, materials, equipment, services, and other requirements necessary, or incidental to, the completion of the services, and other pertinent work as hereinafter described, in accordance with the RFP documents. On the Proposal Form the respondent should set forth prices for all the services requested.

### 3. Interpretations and Addenda

No interpretation of the meaning of the RFP will be made to any respondent orally. Every request for such interpretations should be made in writing to the School Business Administrator/Board Secretary and must be received at least 7 business days prior to the date fixed for the opening of proposals.

Any and all interpretations and any supplemental instructions will be distributed in the form of a written addendum. The addenda will be provided in accordance with N.J.S.A. 18A:18A-21(c). Failure of the respondent to acknowledge receipt of all addenda shall not relieve respondent from any obligation.

4. Objections to RFP Documents

All potential respondents are advised to examine the RFP carefully. Any potential respondent who wishes to challenge the RFP shall file such challenge in writing as set forth above in **Part II, Section 3** no less than three (3) business days prior to the opening of the bids. Challenges filed after that time shall be considered void and having no impact on the Board or the award of a contract. N.J.S.A. 18A:18A-15.

5. Examination of Specifications, Acknowledgement

The respondent, by submitting a proposal, acknowledges that he/she has carefully examined the RFP documents, addenda (if any), and the site; and that from his/her investigation, he/she has satisfied himself/herself as to the nature and location of the work, the general and local conditions and all matters which may in any way affect the services, and that as a result of such examination, he/she fully understands the intent and purpose thereof, his/her obligations thereunder, and that he/she will not make any claim for, or have any right to damages, because of the lack of any information.

6. Interested Parties

No employee, elected or appointed officer or official of the Board, or member of the immediate family of any such person, may respond to this RFP or have a financial interest in the services.

7. Award of Contract; Resolution; Number of Days

Any contract awarded under this process will be made by resolution of the Board, or by the Board's School Business Administrator/Board Secretary, pursuant to N.J.S.A. 18A:18A-36 & -37. The award must be made within sixty (60) days of the receipt of the proposals, however subject to extension pursuant to N.J.S.A. 18A:18A-36 (a).

It is the intention of the Board to award the contract to the respondent(s) whose response is the most advantageous to the Board, price and other factors considered, and who will provide the highest quality service at fair and competitive prices. The Board reserves the right to award contracts to multiple contractors when it is in the best interest of the Board.

Failure to execute and return the contract and required documents within the prescribed time may be cause for the annulment of award by the Board with any financial security becoming property of the Board. The Board reserves the right to accept the proposal of another responsible respondent.

8. Coordination of Activities

The following person is expected to coordinate the activities for this proposal:

Name of Official: Carl Blanchard  
Position Title: Director, Curriculum, Learning & Grants

9. Presentation and Interviews

The Board, may at its option, require respondents of its choice to attend interviews and make presentations to district officials. This process may only take place after proposals have been opened and reviewed and prior to the completion of the evaluation.

10. Documents/Materials Required to Be Submitted with Proposal

- A. *Proposal Checklist* The respondent is required to complete and submit the Proposal Checklist (see **Schedule 1, pg. 15**) indicating the respondent has submitted the documents referenced therein.
- B. *Proposal Form* The respondent is required to complete and submit the Proposal Form (see **Schedule 2, pg. 16**) with its response.
- C. *Acknowledgement of Addenda* Each respondent shall acknowledge receipt of addenda (see **Schedule 3, pg. 17**), if any such addenda have been issued.
- D. *Non-Collusion Affidavit* The non-collusion affidavit (see **Schedule 4, pg. 18**), shall be completed, executed and submitted with the Proposal.
- E. *Chapter 271 Political Contribution Disclosure Form Business* entities (excluding those that are not non-profit organizations) receiving contracts in excess of \$17,500 from a board of education, are subject to the provisions of N.J.S.A. 19:44A-20.26. See N.J.A.C. 6A:23A-6.3 & Local Finance Notice 2010-3. Accordingly, respondents should submit a completed Political Disclosure form, the instructions for which and a blank copy of which are attached hereto as **Schedule 5, pgs. 19-23**.
- F. *Disclosure of Investment Activities in Iran Form* N.J.S.A. 52:32-55, et seq. (P.L. 2012, c.25) prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. Said law is applicable to school boards. N.J.S.A. 18A:18A-49.4 The respondent shall, therefore, complete and submit with its proposal the Iran Disclosure form included as **Schedule 6, pgs. 24-25** attached to the RFP.
- G. *Certificate of Non-Involvement in Prohibited Activities in Russia and Belarus* - Pursuant to P.L. 2022, c.3, Vendors shall submit appropriate certification that the Vendor or entity is not identified on a list of contractors engaged in certain prohibited activities regarding investment in Russia and Belarus, and/or actively engaged in such conduct whether or not identified on said list. A sample form is included as part of the proposal documents. The respondent shall, therefore, complete and submit with its proposal the Iran Disclosure form included as **Schedule 10, pg. 30** attached to the RFP.
- H. *Statement of Ownership Disclosure* New Jersey law, N.J.S.A. 52:25-24.2, provides that no corporation or partnership shall be awarded any state, county, municipal or school district contract for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or accompanying the bid of said corporation or partnership there is submitted a statement.

The statement shall set forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock of any class, or of all individual

partners in the partnership who own a ten percent (10%) or greater interest therein. If one or more of such stockholders or partners is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporation's stock, or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the ten percent (10%) ownership criteria has been listed. Accordingly, the statement (see **Schedule 7, pgs. 26-27**) must be completed and submitted with the bid.

- I. *Statement of Qualifications* The respondent should set forth its qualifications to perform the services required, including its experience, other districts served, its familiarity with the Clinton Township School District, as well as addressing those criteria set forth in the Statement of Services. (See **Part III, pg. 11**)

#### 11. Documents that are Requested to be Submitted with Proposal, but Not Mandatory

##### A. *Affirmative Action - Equal Employment Opportunity in Public Schools*

Each company shall submit to the Board, after notification of award, but prior to execution of a goods and services contract, **one** of the following three documents:

- Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program;
- A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or
- An employee information report (Form AA302) provided by the Department of Treasury, Division of Purchase & Property and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C. 17:27-4.

Please note: A completed and signed Affirmative Action Questionnaire is requested with submission of the proposal. (See **Schedule 8, pg. 28**) However, the Board will accept in lieu of the Questionnaire, Affirmative Action Evidence in the form of a current Certificate of Employee Information Report submitted with the proposal.

If awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31, et seq. and N.J.A.C. 17:27, et seq., and the terms and conditions of the Mandatory Equal Employment Opportunity Language—Exhibit A, which language is as follows:

##### B. Contractor/Vendor Questionnaire and Certification

Each company shall submit to the board a completed and signed Contractor/Vendor Questionnaire and Certification form. (See **Schedule 9, pg. 29**).

**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 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. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, 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 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 or 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 and distributed to the public agency through the Division's website at:

[http://www.state.nj.us/treasury/contract\\_compliance/](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.

*C. Business Registration Certificate (N.J.S.A. 52:32-44)*

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) The contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor;
- 2) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; and
- 3) During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1, et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

It is requested, but not required, that the respondent submit its Business Registration Certificate with its proposal.



D. *Insurance Certificate*

It is requested, but not required, that the respondent submit with its proposal its Insurance Certificate indicating its insurance coverages.

12. Provisions That Will Be Included In the Contract

A. *Anti-Bullying Bill of Rights—Reporting of Harassment, Intimidation and Bullying Contracted Service Provider*

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. The district’s Anti-Bullying Policy is available at:

<https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=5512&search=bullying&id=8123269e120b4bd38bfd33f99750a769>

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 subjected to harassment, intimidation, or bullying shall immediately report the incident to any school administrator, safe schools resource officer, the Anti-Bullying Coordinator, the Anti-Bullying Specialist or the School Business Administrator/Board Secretary.

B. *Contractor/Vendor Requirements—Office of The New Jersey State Comptroller*

Pursuant to N.J.A.C. 17:44-2.2 (see also N.J.S.A. 52:15C-14(d)), the respondent shall maintain all documentation related to products, transactions or services under the contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

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

Providers for the services of this contract, shall submit to the school district prior to commencement of the contract, evidence or proof that each employee assigned to provide services and that 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.

If it is discovered during the course of the contract that an employee has a disqualifying criminal history or the employee has not had a criminal history background check, that employee is to be removed as a service provider immediately.

D. *Pass the Trash*

In addition, by submitting a proposal, the vendor warrants that to the best of its knowledge, none of its employees or staff members which are, or could be, assigned to the any network school, or have regular contact with students, have ever been the subject of a substantiated complaint of child abuse or sexual misconduct in any prior school district in which the employee or staff member was assigned or employed. Provider further warrants that, as required by New Jersey P.L. 2018, c.5, it

has collected from its employees all documentation required by law, including a list of the staff member's prior places of employment and an affirmative statement from the employee/applicant that he/she has never been the subject of a substantiated complaint of child abuse or sexual misconduct.

**E. *Affirmative Action Exhibit A Language Per Section 11A***

This mandatory language will be attached to the contract for services.

**F. *Business Registration Certificate Language Per Section 11B***

The mandatory Business Registration Certificate language will be made a part of the contract for services

**G. *Insurance***

The successful respondent shall be required to purchase and maintain in full force and effect insurance coverages with limits of not less than the following:

Commercial general liability coverage, written on a per occurrence basis, with a minimum of \$1,000,000 per occurrence, and \$2,000,000 aggregate. The general liability aggregate limit shall apply on a per project or per location basis, if applicable;

Workers' compensation coverage with limits in accordance with New Jersey Statutes;

Employers liability insurance limits shall be bodily injury by accident of \$1,000,000 each accident, bodily injury by disease \$1,000,000 each employee, bodily injury by disease \$1,000,000 policy limit; and

An umbrella policy with limits of not less than \$1,000,000 per occurrence.

The policies shall list the Clinton Township Board of Education, and its employees, officers, officials and agents, as additional insureds on the commercial general liability and automobile liability policies.

Each insurance policy shall contain a provision stating that neither the insured, nor the insurer may cancel, materially change, or refuse renewal without a minimum thirty (30) days prior written notice to the Board. In the event of cancellation due to non-payment of premiums, said notice shall be at least ten (10) days prior to cancellation. All insurance required pursuant to this section shall remain in full force and effect for the duration of the contract.

Each insurance policy shall provide that neither the successful respondent, nor its insurer, shall have any right to subrogation against the Board. Each insurance policy shall provide primary coverage for any and all losses and shall be drafted so as to protect all of the parties.

The insurance carrier(s) shall be approved to conduct insurance business in New Jersey with an A.M. Best rating of A or better, and shall be subject to approval by the Board.

The successful respondent shall provide the Board with declaration sheets and endorsements, and such other documents as requested by the Board evidencing the insurance coverage provided for herein.

H. *Indemnification*

The successful respondent shall defend and indemnify the Board and hold, it, its officers, agents, representatives and employees, harmless from any and all losses, claims, liabilities or damages of any kind, including attorney's fees and costs, for personal injury (including death), professional liability, damage to property or other liabilities of any kind resulting from, or arising out of, the performance, or lack thereof, of the successful respondent's, its employees' and its agents' obligations under the contract.

I. *Political Contribution Annual Disclosure*

A business entity as defined by law is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005 Chapter 271 section 3) if the business entity receives contracts in excess of \$50,000 from public entities in a calendar year. It is the business entity's responsibility to determine if filing is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement commission at 1-888-313-3532 or at [www.elec.nj.us](http://www.elec.nj.us).

J. *No Subcontracting; Assignment of Contract*

The successful respondent shall not subcontract or assign the services required under this RFP without first receiving written authorization from the Board.

**PART III. Statement of Services**

1. The District

The Clinton Township School District (the "District") is a Hunterdon County based pre-kindergarten to 8<sup>th</sup> grade school district. The District comprises one pre-k to 2nd grade school, one 3rd to 5th grade school, one 6th to 8th grade school, and one currently non operating school. Current student enrollment is approximately 1,200 and there is a workforce of approximately 300. The general fund budget for the 2022-2023 fiscal year is approximately \$30,000,000. Additional information can be found at [www.ctsdnj.org](http://www.ctsdnj.org).

2. Scope of Services and Deliverables

The purpose of this RFP is to provide a school aged before and after care program to Clinton Township students. The services will include the development, staffing, and all administrative work necessary to operate the program. The successful respondent shall comply with all local, state, and federal directives, orders and laws applicable to this request.

The program to be provided shall include, but is not limited to the following:

- a. The program shall be held at each school in the Clinton Township School District. Respondent will have access to the either the all-purpose room, gymnasium, cafeteria or other space designated by the district and will be allowed space for the respondent's storage cabinets and refrigerator/freezer.
- b. The Board will provide maintenance and utilities at the above facilities and will keep them in appropriate condition for the successful respondent to conduct the program. This will include compliance with all State and local governing regulations regarding facilities.
- c. The successful applicant shall comply with all State and local governing regulations (specifically N.J.S.A. 30:5B-1 to 15 and N.J.A.C. 3A:52-1.1, et seq.). The Board shall cooperate and coordinate with the successful respondent regarding compliance.
- d. The operation of the Program is contingent upon adequate enrollment (a minimum of ten (10) full time children per month).
- e. The program will follow the District calendar and will not be operational on days when the schools are scheduled to be closed to students or on days when there is an emergency school closing.
- f. After full session days, the aftercare portion of the program shall operate between the hours of school dismissal and 6:30 p.m. On scheduled single session days, the program shall operate between the hours of school dismissal and 6:30 p.m. The before care portion of the program shall operate between the hours of 7:00 a.m. and the start of school.
- g. The program will be open to children who reside in or attend public school in the Clinton Township School District and who are in grades Kindergarten through Eighth.
- h. The program activities shall include, but not be limited to, the following

Ages 5-9: Creative time, playtime, nutrition time, project time, people time, homework time, homework helper

Ages 10-12: The above activities are adapted to older children, playtime to include team sports, fitness, skill classes, project time to include month long workshops, people time to include assisting with younger children, junior leaders, organized clubs, all for the value of education.

- i. The successful respondent shall provide the administration of the program, including, but limited to, management, finances, personnel, liability insurance, development of activities and registration.
- j. The Board will not provide bus transportation of the children enrolled in the program.
- k. The successful respondent shall conduct regular meetings with a parents' advisory committee which shall be organized by the successful respondent through Board referrals and shall consist of between eight (8) and fifteen (15) parents.
- l. The successful respondent and the Board shall coordinate and cooperate with each other regarding care of equipment, and signage for doors. The Board shall issue the successful respondent a swipe pass for building access during the hours of operation of the program. Emergency contact numbers for School Officials/Custodian shall be given to the successful respondent by the Board.
- m. The successful respondent shall replace or repair any Board property (whether real or personal) that is damaged as a result of or arising out of the successful respondent's use of the Board's equipment, property and facilities.
- n. The following are anticipated tuition fees to be charged children in the program per month:

AFTER SCHOOL PORTION OF PROGRAM (MAXIMUM SUGGESTED MONTHLY RATES)

# Days	First Child		Additional Children	
	Before 4:30 P.M. Pick-up	6:30 P.M. Pick-up	Before 4:30 P.M. Pick up	6:30 P.M. Pick-up
5	\$ 285.00	\$ 315.00	\$ 275.00	\$ 305.00
4	\$ 265.00	\$ 295.00	\$ 255.00	\$ 285.00
3	\$ 225.00	\$ 255.00	\$ 215.00	\$ 245.00
2	\$ 200.00	\$ 230.00	\$ 190.00	\$ 220.00

BEFORE SCHOOL PORTION OF PROGRAM (MAXIMUM SUGGESTED MONTHLY RATES)

# Days	First Child	Add'l Child
	7:00 A.M. – School Starts	7:00 A.M. - School Starts
5	\$ 185.00	\$ 175.00
4	\$ 175.00	\$ 165.00
3	\$ 155.00	\$ 145.00
2	\$ 145.00	\$ 135.00

- o. At the time of registration there will be a security deposit equal to one month’s tuition that may be applied to the child’s last month in the program.
- p. The successful respondent shall make scholarships available for families who are unable to afford the rates, but the total value of the scholarships shall not exceed a total of \$15,000 for the term of the contract.
- q. If there is not an additional cost, the provider should work with the district staff to provide a reasonable rate for district students for days when there are faculty meetings, or on days off.

3. Program Goals & Objectives

The suggested objectives of the school age child care program are as follows:

- a. To support and strengthen the family unit by focusing on:
  - Improving communication among family members
  - Increasing their ability to work and play together;
  - Helping families to share their values with each other; and
  - Increasing their sense of community with other families;
- b. To help children develop their fullest potential by focusing on:
  - Self-awareness, confidence and feelings of self-worth;
  - Interpersonal relationships;
  - Values development;
  - Academic achievement;
  - Physical skills; and
  - Health and nutrition;
- c. To deliver the program in a positive environment of safety, support and care by focusing on:
  - Having all children be safe and happy in the program; and

- Broadening the community, national and world understanding of children and parents.
- d. Conducting the program in accordance with the successful respondent operating principles and philosophy.

4. Term

The program will begin on or about September 1, 2023, and will continue to run through the end of the 2023-2024 school year. The Board reserves the exclusive option of extending the contract to be awarded for one two-year, or two one-year periods on the same terms and conditions as specified in the awarded contract. See N.J.S.A. 18A:18A:42.

5. Program Fee

The Board will charge the successful respondent a fee for the school year for use of the facility. This fee will be paid in two equal installments i.e. by September 1, of each school year and January 1, of each school year. The minimum fee the Board will charge is \$25,000. Respondents should submit a fee at or above the said amount as part of its Proposal.

6. Plan to Implement Services

The proposal must also include how respondent plans develop and implement the program set forth above by providing the following:

- a. A detailed description of how respondent will provide the services;
- b. A description of respondent's recruiting, hiring, credentialing, and evaluation process;
- c. A description of how and with whom the respondent will staff the program;
- d. A detailed description of program activities respondent plans to provide.

7. Qualifications of Respondent

All respondents shall be duly authorized to do business by the State of New Jersey. Competency, fitness and financial responsibility of respondents and staff will be considered in making the award. Respondents should support their claims of competency, fitness, and financial responsibility with evidence satisfactory to the Board.

Able to implement all health and safety protocols as identified by the CDC, NJDOH and the district are to be implemented should the need arise. The proposal must provide the following identifying information for the respondent:

- a. Name and Address;
- b. Length of time in existence;
- c. A brief description of respondent's background;
- d. A list of a minimum of 5 before/after care programs respondent has conducted Please provide a contact name, title, and telephone number.
- e. Resumes of company personnel that will be assigned to handle the District's account;
- f. List of the minimum qualifications that each of your assigned employee will possess that will be working hands on with those enrolled in the program;

- g. Statement regarding the financial stability of the respondent and the ability of the respondent to perform the requested services included in this RFP; and
- h. A disclosure of any contractual or personal relationship that exists or has existed between the respondent and any subcontractors and their employees and the Clinton Township Board of Education and its employees.

**Schedule 1**

**Before and After Care Program  
RFP 23-01**

**PROPOSAL CHECKLIST**

Required with RFP	DOCUMENT	INITIAL
X	<b>This Checklist</b>	
X	<b>Proposal Form</b>	
X	<b>Acknowledgement of Addenda</b>	
X	<b>Non-Collusion Affidavit</b>	
X	<b>Political Contribution Disclosure Form</b>	
X	<b>Disclosure of Investment Activities in Iran</b>	
X	<b>Statement of Ownership Disclosure</b>	
X	<b>Statement of Qualifications</b>	
X	<b>Flash Drive and 2 Copies of Proposal Documents</b>	
X	<b>Affirmative Action Questionnaire or Cert. of Employee Info. Report</b>	
X	<b>Business Registration Certificate</b>	
X	<b>Insurance Certificate</b>	
X	<b>Contractor/Vendor Questionnaire &amp; Certification</b>	
X	<b>Certification of Non-Involvement in Prohibited Activities in Russia or Belarus</b>	

**Schedule 2**

**Before and After Care Program  
RFP 23-01**

**PROPOSAL FORM**

TO: Clinton Township Board of Education

FROM:

\_\_\_\_\_  
(Respondent)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Facsimile Number)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(Cellular Phone Number)

\_\_\_\_\_  
(e-mail address)

The undersigned hereby agrees to provide complete performance in accordance with the RFP for the prices listed in this Proposal Form. The respondent represents that it has read and understands the RFP and that it has duly considered all information contained therein and at the location the services will be provided in the course of submitting its response. Moreover, submission of this response serves as the respondent's representation that if awarded the contract, it will not make any claims for, or have any right to, any concessions or damages because of lack of understanding of the RFP or lack of information concerning the services.

Set forth the amount the Board will be paid for the respondent's use of the Board's facilities in providing the program (minimum fee \$25,000):

\$ \_\_\_\_\_  
(price in figures)

\_\_\_\_\_  
(Price in Words)

\_\_\_\_\_  
(Contractor) (seal)

By: \_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)



**Schedule 3**

**Before and After Care Program  
RFP 23-01**

**ACKNOWLEDGEMENT OF ADDENDA**

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

<u>ADDENDA NO.</u>	<u>ISSUING DATES</u>
_____	_____
_____	_____
_____	_____
_____	_____

**No Addenda Received**

Name of Company \_\_\_\_\_

Address \_\_\_\_\_ P.O. Box \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Name of Authorized Representative \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Schedule 4**

**Before and After Care Program  
RFP 23-01**

**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age,  
being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

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 \_\_\_\_\_ relies upon  
the truth of the statements contained in said Proposal  
(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

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

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2\_\_\_\_

\_\_\_\_\_  
(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)

**Clinton Township Board of Education**

**Chapter 271  
Political Contribution Disclosure Form  
(Contracts that Exceed \$17,500.00)  
Ref. N.J.S.A. 52:34-25**

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

**Reportable Contributions**

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

The Business Entity may attach additional pages if needed.

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

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

**Certification**

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

Name of Authorized Agent \_\_\_\_\_

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_

Business Entity \_\_\_\_\_

## Schedule 5 (Instructions)

### Before and After Care Program

RFP 23-01

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

### Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

<sup>1</sup> N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.

**P.L. 2005, c.271**

(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint\*)

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

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

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

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

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

**52:34-25** 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for Proposals, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity Proposal thereon or negotiating therefor, to submit along with its Proposal or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L.1973, c.83 (C.19:44A-I et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, an elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

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

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

c. As used in this section:

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

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

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

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

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

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

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

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

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

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

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

As used in this section:

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

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

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

4. This act shall take effect immediately.

\* Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40A:11-51 and to N.J.S.A. 52:34-25.

**List of Agencies with Elected Officials Required for Political Contribution Disclosure  
N.J.S.A. 52:34-25**

County Name: Hunterdon  
State: Governor, and Legislative Leadership Committees  
Legislative District #: 23, & 24  
State Senator and two members of the General Assembly per district.

County:  
Freeholders                      County Clerk                      Sheriff                      Surrogate

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

Alexandria Township	Franklin Township	Lebanon Township
Bethlehem Township	Frenchtown Borough	Milford Borough
Bloomsbury Borough	Glen Gardner Borough	Raritan Township
Califon Borough	Hampton Borough	Readington Township
Clinton Town	High Bridge Borough	Stockton Borough
Clinton Township	Holland Township	Tewksbury Township
Delaware Township	Kingwood Township	Union Township
East Amwell Township	Lambertville City	West Amwell Township
Flemington Borough	Lebanon Borough	

Boards of Education (Members of the Board):

Alexandria Township	Franklin Township	Lebanon Township
Bethlehem Township	Frenchtown Borough	Milford Borough
Bloomsbury Borough	Glen Gardner Borough	N Hunt/Voorhees Regional
Califon Borough	Hampton Borough	Readington Township
Clinton Town	High Bridge Borough	South Hunterdon Regional
Clinton Township	Holland Township	Stockton Borough
Delaware Township	Hunterdon Central Regional	Tewksbury Township
Delaware Valley Regional	Kingwood Township	Union Township
East Amwell Township	Lambertville City	West Amwell Township
Flemington-Raritan Regional	Lebanon Borough	

Fire Districts (Board of Fire Commissioners):

East Amwell Township Fire District No. 1  
Franklin Township Fire District No.1  
Lambertville City Fire District No. 1

**Schedule 6**

**Before and After Care Program  
RFP 23-01  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**IRAN DISCLOSURE OF INVESTMENT ACTIVITIES N.J.S.A. 18A:18A-49.4**

The Board of Education, pursuant to N.J.S.A. 18A:18A-49.4, shall implement and comply with Public Law 2012, c.25, Disclosure of Investment Activities in Iran—N.J.S.A. 52:32-55 et seq.

**Certification Required—Prior to the Award of Contract—N.J.S.A. 52:32-58 (a)**

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify, prior to the award of contract, that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury’s Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division’s website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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.

If the Board determines that a person or entity has submitted a false certification concerning its engagement in investment activities in Iran under section 4 of P.L.2012, c.25 (C.52:32-58), the board shall report to the New Jersey Attorney General the name of that person or entity, and the Attorney General shall determine whether to bring a civil action against the person to collect the penalty prescribed in paragraph (1) of subsection a. of section 5 of P.L.2012, c.25 (C.52:32-59).

In addition, bidders must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes on the lower portion of the enclosed form.

The Board has provided within the specifications, a Disclosure of Investments Activities certification form for all persons or entities, that plan to submit a bid, respond to a proposal, or renew a contract with the board, to complete, sign and submit with the proposal. Such certification is required to be submitted prior to the award of contract.

**The Disclosure of Investment Activities in Iran Form is to be completed, certified and submitted prior to the award of contract.**



**Schedule 6**

**Before and After Care Program  
RFP 23-01**

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**CLINTON TOWNSHIP BOARD OF EDUCATION  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM**

**BID SOLICITATION/PROPOSAL TITLE** \_\_\_\_\_  
**VENDOR/BIDDER NAME** \_\_\_\_\_

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury’s Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division’s website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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.

**CHECK THE APPROPRIATE BOX**

- I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury’s Chapter 25 List of entities determined to be engaged in prohibited activities in Iran. **OR**
- I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury’s Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities \_\_\_\_\_  
Relationship to Vendor/ Bidder \_\_\_\_\_  
Description of Activities \_\_\_\_\_  
Duration of Engagement \_\_\_\_\_  
Anticipated Cessation Date \_\_\_\_\_

*Attach Additional Sheets If Necessary*

**CERTIFICATION**

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State 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. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title **Version REV. 2.1 2021**

**This form is to be completed, certified and submitted prior to the award of contract.**

**Schedule 7**

**Before and After Care Program  
RFP 23-01**

**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 to, 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 own 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)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business 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 which 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	Home Address (for Individuals) or Business 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 to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

**Schedule 8**

**Before and After Care Program  
RFP 23-01**

**AFFIRMATIVE ACTION QUESTIONNAIRE**

This form is to be completed and returned with the proposal. However, the Board will accept in lieu of this Questionnaire Affirmative Action Certificate of Employee Information Report stapled to this page.

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 a 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:

[www.state.nj.us/treasury/contract/compliance/](http://www.state.nj.us/treasury/contract/compliance/)

- Click on “Employee Information Report”
- Complete and submit the form with the appropriate payment to:

Department of Treasury  
Division of Purchase and Property  
Contract Compliance and Audit Unit—EEO Monitoring Program  
P.O. Box 206  
Trenton, NJ 08625-0206

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education prior to the execution or award of contract.

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

Name: \_\_\_\_\_

**Signature** \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Schedule 9**

**Before and After Care Program  
RFP 23-01**

**CONTRACTOR/VENDOR QUESTIONNAIRE & CERTIFICATION**

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

References – Work previously done for School Systems in New Jersey

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

**Vendor Certification**

**Direct/Indirect Interests**

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

**Gifts; Gratuities; Compensation**

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

**Vendor Contributions**

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a) (1-4) concerning vendor contributions to school board members.

I certify that my company is not debarred from doing business with any public entity in New Jersey or the United States of America.

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

\_\_\_\_\_  
**President or Authorized Agent (Print)**

\_\_\_\_\_  
**SIGNATURE**



CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3

CONTRACT / BID SOLICITATION TITLE \_\_\_\_\_

CONTRACT / BID SOLICITATION No. \_\_\_\_\_

CHECK THE APPROPRIATE BOX

[ ] I, the undersigned, am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Bidder is not engaged in prohibited activities in Russia or Belarus as such term is defined in P.L.2022, c.3, section 1.e, except as permitted by federal law.

I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

OR

[ ] I, the undersigned am unable to certify above because the person or entity seeking to enter into or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the activities is provided below.

Failure to provide such description will result in the Quote being rendered as non-responsive, and the Department/Division will not be permitted to contract with such person or entity, and if a Quote is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Description of Prohibited Activity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*Attach Additional Sheets If Necessary.*

If you certify that the bidder is engaged in activities prohibited by P.L. 2022, c. 3, the bidder shall have 90 days to cease engaging in any prohibited activities and on or before the 90th day after this certification, shall provide an updated certification. If the bidder does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the State shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the State that were issued on or after the effective date of P.L. 2022, c. 3.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative

\_\_\_\_\_  
Vendor Name

<sup>1</sup> Engaged in prohibited activities in Russia or Belarus" means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.