ADVERTISEMENT FOR REQUEST FOR PROPOSALS

TOWNSHIP OF VOORHEES

**NOTICE IS hereby given** that sealed proposals will be received by the Township of Voorhees up to **2:00 p.m.** prevailing time, on **Wednesday, December 14,** **2022;** at which time the proposals will be publicly unsealed and the contents announced for the following:

TOWNSHIP ATTORNEY

TOWNSHIP CONFLICT ATTORNEY

TOWNSHIP SPECIAL COAH ATTORNEY

TOWNSHIP BOND ATTORNEY

TOWNSHIP AUDITOR

TOWNSHIP ARCHITECT OF RECORD

TOWNSHIP ENGINEER

TOWNSHIP SPECIAL PROJECTS ENGINEER

TOWNSHIP SEWER ENGINEER

TOWNSHIP PLANNING BOARD ENGINEER

TOWNSHIP ZONING BOARD ENGINEER

TOWNSHIP PLANNING BOARD ATTORNEY

TOWNSHIP ZONING BOARD ATTORNEY

TOWNSHIP PUBLIC DEFENDER

TOWNSHIP FINANCIAL ADVISOR

TOWNSHIP PLANNING BOARD AND ZONING BOARD CONFLICT ATTORNEY

TOWNSHIP PROSECUTOR INCLUDING ZONING AND LAND USE

TOWNSHIP INSURANCE BROKER (PROPERTY AND CASUALTY)

TOWNSHIP INSURANCE BROKER (RISK MANAGER HEALTH INSURANCE)

TOWNSHIP REAL ESTATE APPRAISER CONSULTANT

TOWNSHIP ENGINEER FOR ENVIRONMENTAL COMMISSION

The Request for Proposal documents may be examined and/or obtained from the Township of Voorhees, Clerk’s Office, 2400 Voorhees Town Center, Voorhees, New Jersey 08043, during normal business hours and are also available online on the Township’s website at: <http://www.voorheesnj.com>.

Respondents must submit two (2) paper copes and one (1) electronic copy per proposal. Proposals may be hand delivered or mailed. In the case of mailed proposals, the Township assumes no responsibility for proposals received after the designated time and date, and will return late proposals to the Bidder unopened.

In addition, all qualifications shall comply with P.L. 1977, c.33 requiring submission of a statement of corporate ownership, N.J.S.A. 52:32-44 requiring submission of a New Jersey Business Registration Certificate; P.L. 1975, c.127 and N.J.A.C. 17:27-1 et seq., requiring compliance with equal employment opportunity and affirmative action laws and the submission of proof of compliance therewith; Disclosure of Investments in Iran and with P.L. 2022, c.3 and submit a Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

This Request for Proposals is being solicited through a fair and open process in accordance with the requirements of N.J.S.A. 19:44A-20.4 et seq.

**Dated:** November 21, 2022

Dee Ober, RMC

Township Clerk

**III. CRITERIA FOR EVALUATION OF QUALIFICATIONS.** The Request for Qualifications Review Committee will independently evaluate each submission and selection will be made upon the following criteria:

1. Experience and reputation in the field.

2. Knowledge of the subject matter of the services to be provided to the Township.

3. Knowledge of the Township, its affairs, and operations.

1. Availability to accommodate any required meetings of the Township.
2. Rate Structure.
3. Compliance with the minimum qualifications established by the Township for the position.
4. Other factors determined to be in the best interest of the Township.

IV. PROPOSAL REQUIREMENTS:

1. Scope of Services

2. Resume

3. Facilities

4. Conflict of Interest

5. Fees

**V.** **DETAILED EXPLANATIONS**: The following explains what the Township expects in each of the major sections:

1. **SCOPE OF SERVICES: -** The Township of Voorhees is requesting qualification statements to provide professional services for the Township of Voorhees for all professionals set forth below. Your response should detail the firm or individual’s qualifications to provide that type of service.

The minimum qualifications established by the Township for the professional appointments are as follows:

**A. MUNICIPAL ATTORNEY:**

Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than 15 years preceding appointment. Must have a minimum 15 years’ experience representing municipal entities and be experienced regarding the Municipal Land Use Law, the Municipal Budget Law, the Municipal Bond Law, the Open Public Meetings Act, the Open Public Records Act, the Open Public Bidding Law and Fair Housing Act. Must demonstrate experience representing other municipalities in COAH litigation. Must have experience preparing municipal resolutions and ordinances and preparing and issuing opinion letters for the issuance of bonds and/or bond anticipation notes.

**B. MUNICIPAL AUDITOR:**

Must be a certified public accountant and be certified by the State of New Jersey as a registered municipal accountant. The applicant must have a minimum 15 years’ experience representing municipal entities in connection with municipal audits, budgets and the issuance of bonds and/or bond anticipation notes. The applicant must have sufficient support staff to provide all services required by the Township of Voorhees including, but not limited to, the preparation of the municipal budget, municipal audit, debt statements, official statements and all other documents relating to the issuance of bonds, as well as all other financial matters pertaining to municipal government.

**C. MUNICIPAL BOND COUNSEL**

Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment. Must have a minimum of ten (10) years’ experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes. Must have sufficient support staff to provide all services required by the Township of Voorhees including, but not limited to, the preparation of all documents necessary and incidental to the issuance of the bonds and other municipal obligations. Must list past and present public entities represented as Bond Counsel.

**D.** **MUNICIPAL ENGINEER:**

A firm must designate one (1) engineer to serve as Municipal Engineer. The designated engineer must be licensed as an engineer in the State of New Jersey for at least 15 years and have represented municipalities and municipally owned water and sewerage utilities for at least ten (10) years. The individual engineer should be a certified municipal engineer. The engineer must be thoroughly familiar with the Municipal Land Use Law, and the Pinelands Comprehensive Plan and all Pinelands Rules and Regulations. The engineer must also be experienced in preparing bid specifications for various municipal construction projects and knowledge and experience in preparing and submitting grant applications. The firm and/or engineer must have sufficient support staff to provide all services required by the Township of Voorhees including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the engineer’s duties and responsibilities.

**E. MUNICIPAL PLANNER:**

Must be licensed by the New Jersey State Board of Professional Planners for at least 15 years and served as a municipal planner for at least ten (10) years. The planner must be thoroughly familiar with the Municipal Land Use Law and Fair Housing Act and must have experience preparing Master Plans, and zoning and land use ordinances. The planner must have experience regarding the Pinelands Comprehensive Management Plan and be familiar with all Pinelands’ rules and regulations. The planner must also be knowledgeable of COAH regulations and procedures. The firm and/or planner must have sufficient support staff to provide all services required by the Township of Voorhees including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the planner’s duties and responsibilities.

**F. MUNICIPAL PLANNING BOARD ATTORNEY:**

Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than five (5) years preceding appointment. The planning board attorney must have a minimum three (3) years’ experience representing individuals and/or entities before municipal planning boards. Prior representation of a planning board is preferable. The planning board attorney must be knowledgeable and experienced regarding the Municipal Land Use Law, and the Pinelands Comprehensive Management Plan and all Pinelands Rules and Regulations.

**G.** **MUNICIPAL PLANNING BOARD ENGINEER:**

A firm must designate one engineer to serve as planning board engineer. The designated engineer must be licensed as an engineer in the State of New Jersey for at least 15 years, and have represented municipalities, planning boards and/or zoning boards for at least ten (10) years. The planning board engineer must be thoroughly familiar with the Municipal Land Use Law. The firm and/or engineer must have sufficient support staff to provide all services required by the Township of Voorhees, including, but not limited to, the review of planning board applications to ensure compliance with the Municipal Land Use Law and Township ordinances, and the preparation of reports and other documents necessary and incidental to the performance of the engineer’s duties and responsibilities. The engineer must also be knowledgeable and experienced with regard to the Pinelands Comprehensive Management Plan and all Pinelands Rules and Regulations.

**H. MUNICIPAL WATER & SEWER ENGINEER:**

A firm must designate one (1) engineer to serve as Municipal Engineer. The designated engineer must be licensed as an engineer in the State of New Jersey for at least 15 years and have represented municipalities and municipally owned water and sewerage utilities for at least ten (10) years. The individual engineer should be a certified municipal engineer. The engineer must also be experienced in preparing bid specifications for various municipal water & sewer projects and knowledge and experience in preparing and submitting grant applications. The engineer must be able to implement and oversee the installation, setup, and operation of a SCADA water control system. The firm and/or engineer must have sufficient support staff to provide all services required by the Township of Voorhees including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the engineer’s duties and responsibilities.

**I. MUNICIPAL PROSECUTOR:**

Must be licensed to practice law in the State of New Jersey and be eligible to appear before all state courts. Must have a minimum five (5) years’ experience prosecuting matters in municipal court in the State of New Jersey.

**J MUNICIPAL PUBLIC DEFENDER:**

Must be licensed to practice law in the State of New Jersey and eligible to appear before all state courts. Must have a minimum five (5) years’ experience as a Public Defender in municipal courts in the State of New Jersey.

**K. MUNICIPAL PLANNING BOARD PLANNER:**

Must be licensed by the New Jersey State Board of Professional Planners for at least 15 years and served as a municipal planner for at least ten (10) years. The planner must be thoroughly familiar with the Municipal Land Use Law and Fair Housing Act and must have experience preparing Master Plans, and zoning and land use ordinances. The planner must have experience regarding the Pinelands Comprehensive Management Plan and be familiar with all Pinelands’ rules and regulations. The planner must also be knowledgeable of COAH regulations and procedures. The firm and/or planner must have sufficient support staff to provide all services required by the Township of Voorhees including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the planner’s duties and responsibilities.

**L. SPECIAL COUNSEL FOR COAH:**

Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment. Must have a minimum ten (10) years’ experience representing municipal entities and must be experienced regarding the Municipal Land Use Law, and the Fair Housing Act. Must demonstrate experience representing municipalities in COAH litigation.

**M. RISK MANAGEMENT CONSULTANT/INSURANCE BROKER OF RECORD:**

Must have three (3) years of experience in providing Risk Management consulting services to municipalities and/or counties. The firm must have sufficient staff to provide all services required by the Township of Voorhees, including, but not limited to:

1. Assist the Township in identifying its insurable Property and Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.

2. Assist the Township in understanding and negotiating for the various coverage’s available from the Fund, and insurance companies.

3. Review with the Township any additional coverage available from the Fund and subject to the Township ’s authorization to place such coverage outside the Fund.

4. Assist the Township in the preparation of applications, statements of values and similar appraisal work by the Consultant.

5. Review Certificates of Insurance from contractors, vendors, and professionals when requested by the Township.

6. Review the Township ’s assessment as prepared by the Fund and assist the Township in the preparation of its annual insurance budget.

7. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives.

**N.** **SPECIAL PROJECTS ENGINEER:**

A firm must designate one (1) engineer to serve as Municipal Engineer. The designated engineer must be licensed as an engineer in the State of New Jersey for at least 15 years and have represented municipalities and municipally owned water and sewerage utilities for at least ten (10) years. The individual engineer should be a certified municipal engineer. The engineer must be thoroughly familiar with the Municipal Land Use Law, and the Pinelands Comprehensive Plan and all Pinelands Rules and Regulations. The engineer must also be experienced in preparing bid specifications for various municipal construction projects and knowledge and experience in preparing and submitting grant applications. The firm and/or engineer must have sufficient support staff to provide all services required by the Township of Voorhees including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the engineer’s duties and responsibilities.

**O. INTERNET TECHNOLOGY SERVICES**

Must have at least 5 years of experience working with clients using Edmunds financial software. Must be able to provide three (3) government references proving that you have worked with their Edmunds software.

**1. Network Administration and Troubleshooting.**

1 – Identify and correct problems with the Local Area Network as they

arise.

2 – Identify and correct problems with the Wide Area Network connection as they arise.

3 – Configure firewall for maximum security and flexibility.

**2. Server Administration.**

1 – Keep server up to date and secured.

2 – Ensure backups are being performed and stored correctly.

3 – Create user accounts and manage security policies.

4 – Rebuild the server and restore its systems from backup in case of

failure.

**3. Desktop System Installation and Support.**

1 – Assist staff with various computer related questions to ensure smooth day-to-day operation of the facility.

2 – Install and set up new and rebuilt computers, including installing operating system and any necessary software, setting them up on the network, setting them up for backups, adjusting email client settings.

3 – Install and set up new office equipment (printers, scanners, fax

machines, copiers, etc.

4 – Make sure all machines are properly backed up.

5 – When necessary, restore a system from backup.

6 – Make sure all machines are up to date and free of viruses and spyware.

7 – Perform minor hardware repairs (such as replacing hard drive, upgrading memory, etc.).

**4. Hardware Purchase Consultation.**

1 – Assist in hardware purchase decisions.

2. **RESUME -** All resumes submitted to the Township of Voorhees shall include the following:

1. Name and address of your firm and the corporate officer authorized to execute agreements.

2. A brief description of your firm’s history, ownership, organizational structure, location of its management, and licenses to do business in the State of New Jersey.

3. The names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the Township and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the Township.

4. A listing of local governmental clients with which you have similar contracts; include the name, address, and telephone number of the contact person. Please designate at least two (2) governmental entities as references.

5. A statement of your firm’s insurance coverage. Firms need not provide an insurance certificate specific to the Township in responding to this RFP. An insurance certificate will be required prior to commencing work after selection of a firm to provide services relative to a specific project.

6. A statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm’s operations.

3. **FACILITIES – OFFICE LOCATIONS:**

1. For your firm’s facilities which will service this project:

i) The location

* + - 1. Firm personnel assigned to this location
      2. Activities of the firm performed at this location

2. For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should leave this paragraph blank.

4. **CONFLICT OF INTEREST: -** Disclosure of any potential conflicts of interest that the firm may have in performing these services for the Township of Voorhees.

5. **FEES -** Set forth in detail your compensation proposal.

**VI. COMPLIANCE:** In addition, all qualifications shall comply with P.L. 1977, c.33 requiring submission of a statement of corporate ownership, N.J.S.A. 52:32-44 requiring submission of a New Jersey Business Registration Certificate; P.L. 1975, c.127 and N.J.A.C. 17:27-1 et seq., requiring compliance with equal employment opportunity and affirmative action laws and the submission of proof of compliance therewith; Disclosure of Investments in Iran and with P.L. 2022, c.3 and submit a Certification of Non-Involvement in Prohibited Activities in Russia or Belarus.

**VII. RESERVATION OF RIGHTS**: The Township reserves the right to reject any and all qualifications, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

**CORPORATE DISCLOSURE STATEMENT**

Chapter 33 of the Public Laws of 1977 (NJSA 52:25-24.2) provides in pertinent part that no partnership or corporation 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 partnership or corporation, there is submitted a statement containing the following information:

1. If the bidder is a partnership, then the statement shall set forth the names and addresses or all partners who own a 10% or greater interest in the partnership.
2. If the bidder is a corporation, then the statement shall set forth the names and addresses or all stockholders in the corporation who own 10% or more of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.

A.. **STOCKHOLDERS OR PARTNERS OWNING 10% OR MORE OF THE COMPANY SUBMITTING THE BID:**

**NAME: ADDRESS:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature

**B. NO STOCKHOLDER OR PARTNER OWNS 10% OR MORE OF THE COMPANY SUBMITTING THE BID**

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

Signature

**C. THE BID IS BEING SUBMITTED BY AN INDIVIDUAL WHO OPERATES AS A SOLE PROPRIETOR.**

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

Signature

**THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH YOUR PROPOSAL**

**REQUIRED EVIDENCE AFFIRMATIVE ACTION REGULATIONS**

**P.L. 1975, C. 127 (N.J.A.C. 17:27)**

**If awarded a contract,** all procurement and service contractors will be required to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Purchasing Agent:

1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctions Affirmative Action Plan (good for one year from the date of the letter.)

OR

2. A photocopy of approved Certificate of Employee Information Report.

OR

3. An Affirmative Action Employee Information Report (Form AA302)

**All successful construction contractors** must submit within three days of the signing of the contract an Initial Project Workforce Report (AA201) for any contract award that meets or exceeds the Public Agency bidding threshold.

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, c. 127

The following questions must be answered by all bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

YES NO

If yes, please submit a copy of such approval.

2. Do you have a Certificate of Employee Information Report Approval?

YES NO

If yes, please submit a copy of such certificate.

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L. 1975, c. 127 and agrees to furnish the required documentation pursuant to the law.

COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: A contractor’s bid must be rejected as non-responsive if a contractor fails to comply with requirements of P.L. 1975, c. 127, within the time frame.**

Text

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**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**OPS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART 1**

Pursuant to Public Law 2012, c. 25 any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates (any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity), 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 State of New Jersey, Department of Treasury, Division of Purchase and Property 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 a bidder's proposal non-responsive. If the Authority finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**PLEASE CHECK THE APPROPRIATE BOX:**

􀀀 I certify, pursuant to Public Law 2012 c. 25, that neither the bidder listed above nor any of the bidder's

Parents, 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 above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

**OR**

􀀀 I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2**

**You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the box below.**

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

Relationship to Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duration of Engagement: \_\_\_\_\_\_\_\_\_\_ Anticipated Cessation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposer Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Authority 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 Authority to notify the Authority in writing of any changes to the answers or 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 Authority and the Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.**

Full Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**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. \_N/A\_\_\_**

|  |
| --- |
| **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,](https://pub.njleg.state.nj.us/Bills/2022/PL22/3_.PDF) [c.3,](https://pub.njleg.state.nj.us/Bills/2022/PL22/3_.PDF)[1](#_bookmark0) 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 Vendor’s Authorized Representative |  | Date |
| Print Name and Title of Vendor’s Authorized Representative |  |  |

|  |  |  |
| --- | --- | --- |
| Vendor Name |  | Vendor Phone Number |
| Vendor Address (Street Address) |  | Vendor Fax Number |
| Vendor Address (City/State/Zip Code) |  | Vendor Email Address for Authorized Representative |

1 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.

NJ Rev. 6.8.2022