

Essex Regional Educational Services Commission
333 Fairfield Road
Fairfield, NJ 07004

REQUEST FOR PROPOSALS

**ESSEX REGIONAL EDUCATIONAL SERVICES
COMMISSION**

FORENSIC AUDIT SERVICES

Essex Regional Educational Services Commission
333 Fairfield Rd.
Fairfield, NJ 07004

NOTICE

**REQUEST, SOLICITATION, AND INVITATION FOR PROPOSAL FOR
FORENSIC AUDIT SERVICES**

The Essex Regional Educational Services Commission ("The ERESC") is seeking proposals for forensic audit services for the 2012/2013, 2013/2014, 2014/2015, 2015/2016, 2016/2017, 2017/2018 School/Fiscal Years.

Proposals must be submitted to The ERESC Business Office at the address below no later than **10:00 a.m. on Tuesday, July 23, 2019. Proposals will be accepted on July 22, 2019 at the address below between the hours of 10:00 AM and 4:00 PM.**

Essex Regional Educational Services Commission
333 Fairfield Rd.
Fairfield, NJ 07004
ATT: Carrie Grapstein, Interim School Business Administrator/Board Secretary

The Request for Proposal ("RFP Documents") are on file at the Essex Regional Educational Services Commission ("ERESC") Business Office, 333 Fairfield Road Fairfield, New Jersey 07004. The RFP may be downloaded for free from the ERESC website www.eresc.org. Paper copies are available at the ERESC Business Office between the hours of 9:00 a.m. and 4:00 p.m., upon receipt of \$10.00. The RFP documents will be mailed upon request, provided fees for postage and handling are paid in advance. Addenda (if any) will be available on the ERESC website www.eresc.org no later than 7 days (not including Saturdays, Sundays and holidays) prior to the deadline for submission..

Two original copies of the proposal must be submitted in enclosed sealed opaque envelopes, prominently bearing the name and address of the offeror(s) and the RFP on the outside; addressed to the BUSINESS OFFICE, ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION, 333 Fairfield Road, Fairfield, NJ 07004 Attention: Carrie Grapstein, Interim School Business Administrator/Board Secretary, and shall be delivered by any means before the date and time set forth above. No proposals shall be accepted after the date and time set forth above. The Commission reserves the right to reject any and all bids pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y). All proposals will remain firm offers and may not be withdrawn for sixty (60) days following the deadline for submission. Proposals must be signed by an authorized officer of the Firm.

Offerors (s) are urged to submit enough information to enable evaluators to fully ascertain each offeror(s) capability to perform all the requirements contemplated by this solicitation. All commitments made in the proposal shall become a part of any resultant contract. Negotiations may be conducted with all offeror(s) considered to be in the competitive range, if it is determined that negotiations are required. However, the district may award a contract without discussion.

All Firms responding to this RFP are expected to comply with preparation and submission requirements for both content and format. Failure to comply with these instructions and requirements may result in the disqualification of the offeror's proposal. It is the offeror's responsibility to ensure that he/she understands all the requirements and specifications of the RFP, expressed or implied, prior to the submission of the proposal.

The response to this request, together with the related costs, data, and supporting documentation will be used to select the vendor for this project. The ERESC reserves the right to reject any and all proposals and to waive any defect or informality in any proposal. All responsive proposals will be subject to an evaluation by qualified ERESC personnel.

Award of contract(s) will be made that are in the best interests of The Essex Regional Educational Services Commission.

DESCRIPTION OF SERVICES REQUIRED

A. Purpose

a. The Essex Regional Educational Services Commission is soliciting Requests for Proposals for the purpose of entering into a Contract for Forensic Audit Services for School/Fiscal Years 2012-2017.

B. Scope of Work

a. The auditor shall perform such forensic accounting procedures as necessary to identify, quantify, and ameliorate any and all irregular contracting, purchasing, procurement, inventory, standard operating procedures, policies, regulations, and/or other financial activity past and present relating to SY/FY 2012/2013, SY/FY 2013/2014, SY/FY 2014/2015, SY/FY 2015/2016, SY/FY 2016/2017, and SY/FY 2017/2018. Submission must include quotes for hourly rates.

b. During the initial investigation, the scope of work may be further expanded or altered at the recommendation of the auditor, with written approval from the ERESA Superintendent and the ERESA Board of Education. Submission must include quotes for hourly rates for additional services.

c. After completion of the service contract for this request, further forensic investigation may be requested. Furthermore, the forensic auditor shall be available as a witness both fact and expert, to support any and all legal action on behalf of the ERESA. Submission must include quotes for hourly rates for additional services.

C. Reports Required

a. Following the completion of the audit, the auditor shall issue a written report communicating all discovered abnormal activity, past or present, its quantification, cause and consequence.

b. Immediately upon completion of the forensic audit, the auditor shall present a verbal report of its findings to the ERESA Superintendent, Board of Education, and Board Solicitor.

c. For the forensic activity so engaged, the auditor will be required to quantify and document its results to a level consistent with Generally Accepted Accounting Principles and Government Auditing Standards.

d. It is further expected that the auditor will advise the ERESA Superintendent and Board of Education and recommend appropriate actions that should be taken to prevent further irregular activities relating to contracting, purchasing, inventory, standard operating procedures, policies, regulations, procurement and other financial activity.

e. All working papers and reports must be retained, at the auditor's expense for a minimum of seven (7) years, unless the Firm is notified in writing by the Superintendent and the Board of Education to extend that period. In addition, the forensic auditor shall respond to reasonable inquiries from successor auditors and allow successor auditors to review working papers relating to matters of continuing account and contractual significance.

D. Professional & Minimum Qualifications Required

a. Firms submitting quotes must be qualified to perform independent audits of school districts in Essex County in the State of New Jersey, must be certified in Financial Forensics (CFF) and be licensed as Certified Fraud Examiners (CFE). The Firm must have been engaged as independent Forensic Auditors during the last five (5) years. The selected Firm shall be retained for the express purpose of rendering an opinion on the activity and procedures related to the financial affairs of the Essex Regional Educational Services Commission for the periods previously indicated.

b. The Firm must outline staff members' experience and expertise in conducting forensic audits of public entities and must name staff members who are certified in Financial Forensics and Fraud Examination.

c. The Firm must be a member of the American Institute of Certified Public Accountants.

d. The Firm must employ a minimum of three (3) certified public accountants who have been licensed in that capacity for a period of not less than five (5) years.

e. The Firm must employ a minimum of one (1) public school accountant licensed and qualified in that capacity for a minimum of five (5) years.

f. The Firm must have a minimum of five (5) years of experience in providing auditing services to Boards of Education within the State of New Jersey.

g. The Firm must maintain a current principal office within the State of New Jersey.

I. The Firm must provide a list of current clients who are either public entities or Boards of Education.

E. Independence

a. The Firm must provide an affirmative statement that it is independent of The Essex Regional Educational Services Commission as defined by Generally Accepted Accounting Standards and the U.S. Comptroller General's Government Auditing Standards.

b. The Firm must list and describe any member of the Firm's professional relationships involving the Essex Regional Educational Services Commission or any of its agencies for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

F. Firm Experience

a. The proposal must provide the following information about the Firm:

- i. size
- ii. size of the forensic governmental auditing staff
- iii. location of the office(s) from which the work on this engagement is to be performed
- iv. quantity and experience of the staff to be employed on this engagement
- v. three (3) professional references

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b. The Firm must also provide results of the Firm's latest federal or state desk reviews or reviews of its field audits. Additionally, the Firm must provide information regarding the circumstances and status of any disciplinary action with state regulatory bodies or professional organizations during the past three (3) years.

G. Insurance / Indemnification

a. The successful respondent to whom the contract is awarded shall provide The Essex Regional Educational Services Commission with contract documents and Professional Liability Insurance Certificates with the following limits.

- I. \$1,000,000 Each Incident; Occurrence, Wrongful Act
- ii. \$3,000,000 Aggregate.

b. The Certificate of Insurance and the insurance policies shall name The ERESC Board of Education as additionally insured through the life of the contract. Additionally, the Certificate of Insurance shall name the ERESC members and employees as additionally insured. The certificate holder shall be as follows:

The Essex Regional Educational Services Commission
Carrie Grapstein
Interim School Business Administrator/Board Secretary
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c. The successful respondent shall defend and indemnify the ERESC Board of Education 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 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.

H. Miscellaneous

a. The successful respondent shall comply with all local, state and federal directives, orders, and laws as applicable to this agreement, including not but not limited to, NJSA Title 18A and NJAC Title 6A.

b. All submissions shall include all legal documents requested.

c. The contract, if awarded, shall be awarded to the professional services provider who submits a response which is deemed to provide the highest quality of service at a fair and competitive price and is most advantageous to the ERESC, price and other factors considered.

I. Selection Criteria

a. Criteria will be scored on a scale of "0" to "100" per evaluator with the maximum number points available for each criterion as noted in this section. The maximum number of points to be scored under this process is 100 points per evaluation personnel. Scoring is based on a point total per evaluator and not a percentage. The highest-ranking submission will be determined by using a

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combination of Offeror(s) total scores for criteria listed below. Selection will not be based solely on lowest price. T

Criteria	Maximum Points
Qualifications and Experience	25
Methodology & Approach	25
Price Proposal	25
Three (3) Required Professional References	25

Request for Proposal

Special Forensic Audit Services 2015-2019

Required Documentation

All prospective Firms must include the following documents with proposal. The following documents be included in proposal by all prospective Firms:

- Certificate of Liability Insurance (Attachment A)
- Conflict of Interest Certification (Attachment B)
- Proposal Certification (Attachment C)
- Statement of Corporate Ownership (Attachment D)
- Chapter 271 Political Disclosure Statement (Attachment E)
- One of the following: (Signed Attachment F)
 - o Letter of Federal Affirmative Action Plan Approval
 - o Certificate of Employee Information Report
 - o Employee Information Report Form AA302
- Business Registration Certificate (Attachment G)
- Iran Statement (Attachment H)

ATTACHMENT A

CERTIFICATION OF INSURANCE

I hereby certify that my office carries insurance adequate to protect the Essex Regional Educational Services Commission and indemnify the ERESK for any error or omission committed by the undersigned that creates liability for the ERESK. This includes an Error and Omissions Policy and any other type of policy that can be utilized to protect the interests of the ERESK. I have attached copies of the declaration pages of each policy that does or can protect the ERESK from any Error, Omission or activity in which I, or anyone from my office might engage in on behalf of the ERESK.

I further certify that the policies of insurance that are carried by my office shall continue to be carried during the entire term of my appointment as the Forensic Auditor, should my office be selected to serve in that capacity. If the declarations page(s) show the policy or policies of insurance will lapse during the term of my appointment, I will provide a copy of the renewal policy declaration page to the ERESK. I further certify that the renewal policy shall have the same or greater limits of liability as the one provided at the beginning of my appointment.

CERTIFYING OFFICIAL: **NAME:** _____
TITLE: _____
SIGNATURE: _____
DATE: _____

ATTACHMENT B

CONFLICT OF INTEREST CERTIFICATION

The undersigned certifies to the Essex Regional Educational Services Commission in the County of Essex, State of New Jersey, that in performing services to the ERESC, he/she is aware of no circumstance that would constitute a conflict of interest, financial or otherwise, between himself/herself (or His/her Firm) and the interests of the ERESC. The undersigned certifies that he/she has made a search of his/her Firm's client base and has executed this certification subsequent to such search.

The undersigned acknowledges that this certification shall remain in effect for the term of the services contained in the solicited request for proposal. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are false, the ERESC is free to terminate any Professional Services Agreement entered with the undersigned and/or his or her Firm.

Applicant Signature: _____

Firm Name (Please Print): _____

Title: _____

Date: _____

ATTACHMENT C

I hereby certify that the information contained in this proposal, to the best of my knowledge is correct and accurate. I am making this certification in good faith.

CERTIFYING OFFICIAL: **NAME:** _____
TITLE: _____
SIGNATURE: _____
DATE: _____

ATTACHMENT D

STATEMENT OF CORPORATE OWNERSHIP

Part I – Ownership Disclosure Certification

I certify that the list below contains the names and home addresses of all owners having an “Interest” in the “Business Entity.” Check the selection that represents the type of Business Entity:

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

NAME OF OWNER	HOME ADDRESS

Part 2 – Signature and Certification:

I certify that the foregoing statements made by me are true to the best of my knowledge, information and belief. I am aware that if made any statements that are knowingly false, I am subject to punishment under the law.

Name of Business Entity: _____

Signature: _____ Date: _____

Print Name: _____ Title: _____

ATTACHMENT E (INSTRUCTIONS)

271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Firm 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.

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The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the

disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

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

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

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

ATTACHMENT E (REQUIRED WITH SUBMISSION)

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

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

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Printed Name	Title	Signature

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

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

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

Local Education Agencies (Board Member and members of governing body, regardless of title):

Mr. Richard Williams, Irvington Board of Education	Mr. Lydell E. Carter, Orange Board of Education	Ms. Ronnie Konner, Livingston Board of Education
Mr. Salvatore Carnavole, Essex County Vocational Technical Schools	Ms. Christine Lamparello, Belleville Board of Education	
Ms. Robin Baker, South Orange/Maplewood Board of Education	Ms. Ellen Rodgers, Bloomfield Board of Education	
Mr. Reginald Bledsoe, Newark Board of Education	Ms. Marjorie Perry, East Orange Board of Education	

ATTACHMENT F

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the Firm agrees as follows:

The Firm, 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 Firm will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Firm 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 Firm, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Firm, 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 Firm, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Firm's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Firm, 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 Firm agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

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The Firm agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The Firm agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

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

The Firm shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

The Firm shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested in order to carry out the purposes of these regulations. Public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

CERTIFYING OFFICIAL: **NAME:** _____

TITLE: _____

SIGNATURE: _____

DATE: _____

ATTACHMENT G

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS

The Firm shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the project.

Before final payment on the contract is made by the contracting agency, the Firm shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in fulfillment of the contract or shall attest that no subcontractors were used.

For the term of the contract, the Firm and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a Contractor.

A business organization that fails to provide a copy of a business registration as required pursuant to Section 1 of P.L. 2001, c.134 (C.52:32-44, *et al.*) or subsection e. or f. of Section 92 of P.L. 1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a Contractor.

Proof of Business Registration
(Attach certificate)

Name

Registration Number

ATTACHMENT H

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN
STATE OF NEW JERSEY – DIVISION OF PURCHASE AND PROPERTY

Bid/Quote/RFP Number: _____ Contractor/Proposer: _____

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL 'NON-RESPONSIVE'.

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, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed 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: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN. 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 boxes below. **PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. ATTACH EXTRA SHEETS FOR ADDITIONAL DESCRIPTION ENTRIES.**

Name: _____ Relationship to Proposer: _____

Description of Activities:

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333 Fairfield Rd.
Fairfield, NJ 07004

Duration of Engagement: _____ Cessation Date: _____

Proposer Contact Name: _____ Phone Number: _____

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; that the State of New Jersey 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 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, 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 State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature _____

Title: _____ Date: _____

Address: _____ City _____ State _____ Zip _____