



## **Evesham Township School District**

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Request For Qualifications  
Behavioral Intervention Services  
Related Service Providers  
Professional Evaluations

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Release Date: March 20, 2024  
Due Date: April 9, 2024

**EVESHAM TOWNSHIP SCHOOL DISTRICT  
BOARD OF EDUCATION  
NOTICE OF SOLICITATION  
REQUEST FOR QUALIFICATIONS**

**Notice of Solicitation**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Evesham Township School District, 25 South Maple Avenue, Marlton, New Jersey 08053 is seeking RFQ's for professional services to be provided to the Board of Education as listed below for the period July 1, 2024 to June 30, 2025.

- 1. Behavioral Intervention Services for Students with Autism**
- 2. Related Service Providers (Speech, Occupational Therapy, Physical Therapy, Nursing)**
- 3. Professional Evaluations (Psychiatric, Neurological, Audiological, Central Auditory Processing)**

The request for qualifications is on file at the Business Office at 25 South Maple Avenue, Marlton, New Jersey 08053 and may also be downloaded from the Board of Education's website [www.evesham.k12.nj.us](http://www.evesham.k12.nj.us)

The School Business Administrator/Board Secretary must receive all RFQ's **no later than 1:00 P.M. on Tuesday, April 9, 2024** at the Board of Education office located at 25 South Maple Avenue, Marlton, New Jersey 08053. All questions concerning this notice should be addressed to the School Business Administrator/Board Secretary, Jonathan Yates at 856-983-1800 ext. 5040.

**Scope of Services**

The Board of Education desires to appoint an individual or company to provide Related Services for students with disabilities. Applicants should demonstrate knowledge and experience with respect to the type of services required by a school board. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

**Minimum Qualifications**

1. Must be an Approved Clinic and/or Agency (or exempt) in accordance with Title 6A:14-5.1 & 5.2.
2. Must be certified by the State of New Jersey in the area of expertise.
3. Must have a minimum of three (3) years experience in providing therapeutic services in schools, other venues or the equivalent.
4. Must be experienced in all areas of evaluation and able to prepare professional reports consistent with State Special Education Code.

RFQ – Professional Services

5. Proof of appropriate insurance coverage as defined in Appendix A must be submitted;
6. Statement of compliance with N.J.S.A. 10:5-1 et. seq., and P.L. 1975, C. 127;
7. Chapter 271 Political Disclosure Form;
8. In accordance with P.L. 2004 c. 57, respondent must provide a Business Registration Certificate issued by the State of New Jersey regardless of any prior submission to the Board of said certificate.
9. All forms and documents provided in this RFQ in Appendices B & C must accompany submission of proposals.
10. Must have documented fingerprinting information as per State of New Jersey requirements.
11. Must provide hourly billing rates.

**Evaluation of Proposals**

The School District intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.

The proposals will be evaluated by a committee of school district staff and a recommendation will be made to the Board of Education based upon information supplied by each proposer in response to this RFQ and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the operations of the School District.
- Experience of the individual or company in providing similar services to other public bodies.
- Qualifications and experience of the professional.
- Qualifications and experience of the other members of the professional's company.
- The hourly rates proposed. The proposal shall identify whether clerical and other overhead costs will be billed separately or included in the hourly labor rate.

Any questions regarding this Request for Qualifications should be directed to Jonathan Yates, School Business Administrator/Board Secretary of the Evesham Township School District. Please submit **one (1)** copy of the proposal to:

Mr. Jonathan Yates, School Business Administrator  
Evesham Township School District  
25 South Maple Avenue  
Marlton, New Jersey 08053  
856-983-1800

RFQ – Professional Services

All submissions must be received at the School District's Administrative Office by **Tuesday, April 9, 2024, no later than 1:00 P.M.** at which time they will be publicly opened.

The Evesham Township Board of Education reserves the right to award separate contracts to individuals or companies, which specialize in particular areas of the aforementioned scope of services.

The Evesham Township Board of Education shall award a contract to the individual or company that best meets the needs and interests of the Board and the school district.

The Evesham Township Board of Education reserves the right to negotiate the terms and conditions of a contract with the successful individual or company to obtain the most cost effective services for the school district.

# Appendix A

## District Insurance Requirements

Group 4  
Professional Service Providers  
Minimum Requirements

- A. Professional Liability (other than physicians)
    - 1. \$1,000,000 Errors and Omissions Insurance
    - 2. 30 day notice of intent to cancel, non-renew, or make material change in coverage.
    - 3. Executed Indemnity and Hold Harmless Agreement (See Appendix B), or similar provision should be included in service contract.
    - 4. "Additional Insured" Agreement is not required
    - 5. General Liability and Automobile Liability with Combined Single Limits of Liability of \$1,000,000 each, and Workers Compensation Insurance.
  
  - B. Medical Malpractice (physicians, dentists, psychologists, etc.)
    - 1. \$1,000,000 Medical Malpractice Insurance
    - 2. 30 day notice of intent to cancel, non-renew, or make material change in coverage.
    - 3. Executed Indemnity and Hold Harmless Agreement (See Appendix B), or similar provision should be included in service contract.
    - 4. "Additional Insured" Agreement is not required
    - 5. General Liability and Automobile Liability with Combined Single Limits of Liability of \$1,000,000 each, and Workers Compensation Insurance.
  
  - C. Workers Compensation
    - 1. Certificate of Insurance indicating "statutory" limits
    - 2. 30 day notice of intent to cancel, non-renew, or make material change in coverage
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## Appendix B

### Indemnity and Hold Harmless Agreement

(Contractor, if corporation, also responsible individual of corporation signing individually) agrees to indemnify and hold harmless The Evesham Township School District, and their agents and employees, from an against all claims, damages, losses, and expenses, including reasonable attorney’s fees in case it shall be necessary to file an action, arising out of the performance of the work herein, which is 1) for personal or bodily injury, illness or death, or for property damage, including loss of use, and 2) caused in whole or in part by (Name of Contractor) negligent act or omission or that of a subcontractor, or that of anyone employed by them or for whose acts contractor or subcontractor may be liable. This indemnification and agreement shall apply in all instances whether The Evesham Township School District is made a party to the action or claim or is subsequently made a party to the action by third-party in-pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.

\_\_\_\_\_  
Printed Name of Contractor

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_

Appendix C  
Required Forms and Information



Evesham Township School District  
Leroy Meland Administration Building  
25 South Maple Avenue  
Marlton, NJ 08053

The respondent by signing this proposal form, acknowledges that he/she has carefully examined the RFQ requirements and documents; and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the RFQ

Title of Proposal \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

Federal Tax ID Number \_\_\_\_\_

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

Fax No. (     ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Authorized Agent \_\_\_\_\_ Title \_\_\_\_\_

*Agent's Signature* \_\_\_\_\_ Date \_\_\_\_\_

All proposals must be received no later than **Tuesday, April 9, 2024, 1:00 PM**. All proposals are to be sent to:

Mr. Jonathan Yates  
School Business Administrator/Board Secretary  
25 South Maple Avenue  
Marlton, New Jersey 08053  
Phone # (856) 983-1800 Ext. 5040/Fax # (856) 988-0804

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# **Ethics in Purchasing**

## **Statement to Vendors**

### **School District Responsibility**

#### ***Recommendation of Purchases***

It is the desire of the Evesham Township School District Board of Education to have all Board employees and officials practice exemplary ethical behavior in the procurement of goods, materials, supplies, and services.

School district officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et. seq.

#### ***Solicitation/Receipt of Gifts – Prohibited***

School district officials and employees are prohibited from soliciting and receiving funds, gifts, materials, goods, services, favors, and any other items of value from vendors doing business with the Evesham Township School District Board of Education or anyone proposing to do business with the Evesham Township School District.

### **Vendor Responsibility**

#### ***Offer of Gifts, Gratuities -- Prohibited***

Any vendor doing business or proposing to do business with the Evesham Township School District, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Evesham Township School District or to any member of the official's or employee's immediate family.

#### ***Vendor Influence -- Prohibited***

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Evesham Township School District, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

### **Vendor Certification**

Vendors or potential vendors will be asked to certify that no official or employee of the Evesham Township School District Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Evesham Township School District Board of Education.

Mr. Jonathan Yates  
School Business Administrator/Board Secretary  
Purchasing Agent

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Evesham Township School District  
Leroy Meland Administration Building  
25 South Maple Avenue  
Marlton, NJ 08053

Jonathan Yates  
School Business Administrator/  
Board Secretary/Purchasing Agent

Voice: (856) 983-1800 Ext. 5040  
Fax: (856) 988-0804

TO: All Vendors

<p style="text-align: center;"><b>UNAUTHORIZED ORDERS</b> <b>Official Notification</b></p>
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**Authorized Purchases**

The Evesham Township School District Board of Education only recognizes purchases made through the approved purchase order process. All purchases require a written Purchase Order with authorized signatures and a Purchase Order Number.

**Unauthorized Purchases**

Any Board of Education member or employee who attempts to order and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

**Vendors' Responsibility**

- Do NOT Honor Verbal Requests!

Vendors are not to honor or accept any requests for goods or services unless the vendor receives a **written purchase order** with **authorized signatures** and a **purchase order number**.

- Contact the Business Office!

Please alert Ms. Lisa Rozzo at (856) 983-1800 Ext. 5120, if any Board Member or employee attempts to place an order without an authorized purchase order.

- You will NOT Get Paid!

The Evesham Township School District Board of Education will not be held responsible for any unauthorized orders or purchases.

**Authorized Signatures**

The Evesham Township School District Board of Education will only recognize purchase orders signed by:

**Mr. Jonathan Yates**  
**School Business Administrator,**  
**Board Secretary, Purchasing Agent**

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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 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.

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

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

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

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [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 Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27. (REVISED 4/10)

*We encourage minority businesses, women's business enterprises, and labor surplus area firms to submit proposals to be considered for the awarding of contracts*

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**AFFIRMATIVE ACTION COMPLIANCE NOTICE  
N.J.S.A. 10:5-31 and N.J.A.C. 17:27  
GOODS AND SERVICES CONTRACTS  
(INCLUDING PROFESSIONAL SERVICES)**

(TO ACCOMPANY PROPOSAL)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A 10:5-31 and N.J.A.C. 17:27-1 et seq.

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

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

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

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

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# FORM OF NON-COLLUSION AFFIDAVIT

(TO ACCOMPANY PROPOSAL)

STATE OF NEW JERSEY, COUNTY OF \_\_\_\_\_.

I, \_\_\_\_\_ of the \_\_\_\_\_  
(city, town, borough)

State of, \_\_\_\_\_, of full age, being duly sworn according to law on my oath  
depose and say that:

I am \_\_\_\_\_ of the company of \_\_\_\_\_, the vendor  
making the Proposal the above referenced RFP, and that I execute the said Proposal with full  
authority to do so, that, said vendor 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 RFP and that all statements contained in said  
Proposal and in this affidavit are true and correct, and made with full knowledge that the  
State of New Jersey relies upon the truth of the statements contained in this affidavit in  
awarding the contract for the said project.

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

\_\_\_\_\_ (Name of Contractor)

(N.J.S.A. 52:34-15)

\_\_\_\_\_  
Authorized Signature

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 .

\_\_\_\_\_  
(Seal) Notary Public of New Jersey

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## VENDOR CERTIFICATION

(TO ACCOMPANY PROPOSAL)

***Direct/Indirect Interests***

I declare and certify that no member of the Evesham Township School District 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 bid 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 bid, 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 Evesham Township School District Board of Education.

***Vendor Contributions***

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a1-4) concerning vendor contributions to school board members.

I certify that I am not an official or employee of the Evesham Township School District Board of Education.

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.

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President or Authorized Agent

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*Signature*

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## 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.

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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."**

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**STATEMENT OF OWNERSHIP  
(OWNERSHIP DISCLOSURE CERTIFICATION)  
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 Included with  
All Bid and Proposal Submissions**

**Name of Business:** \_\_\_\_\_

**Address of Business:** \_\_\_\_\_

**Name of person completing this form:** \_\_\_\_\_

**N.J.S.A. 52:25-24.2:**

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth 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.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

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RFQ – Professional Services

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.

**Failure of the bidder/proposer to submit the required information is cause for automatic rejection of the bid or proposal**

**Part I**

**Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
- Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
- Partnership  Limited Partnership  Limited Liability Partnership
- Limited Liability Company
- For-profit Corporation (including Subchapters C and S or Professional Corporation)
- Other (be specific): \_\_\_\_\_

**Part II**

I certify that 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.

**OR**

I certify that 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 that no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.

**Sign and notarize the form below, and, if necessary, complete the list below.**

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

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RFQ – Professional Services

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded:**

“To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.”

Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

**OR**

Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent.

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**AND**

Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

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Subscribed and sworn before me this

\_\_ day of \_\_\_\_\_, 2

\_\_\_\_\_  
(Affiant)

(Notary Public)

\_\_\_\_\_  
(Print name of affiant and title if applicable)

My Commission expires:

\_\_\_\_\_  
(Corporate Seal if a Corporation)

**EVESHAM TWP 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.**

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

**Evesham Township Board of Education  
25 S. Maple Avenue  
Marlton, NJ 08053  
N.J.S.A. 18A:18A-49.5**

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter “Vendor<sup>1</sup>”) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule, or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**I, the undersigned, certify that I have read the definition of “Vendor” below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:**

*(Check the Appropriate Box)*

A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

**OR**

B. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

**OR**

C. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor’s activity related to Russia and/or Belarus is consistent with federal law is set forth below.

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*(Attach Additional Sheets If Necessary.)*

<hr/> Signature of Vendor’s Authorized Representative	<hr/> Date
<hr/> Print Name and Title of Vendor’s Authorized Representative	<hr/> Vendor’s FEIN
<hr/> Vendor’s Name	<hr/> Vendor’s Phone Number
<hr/> Vendor’s Address (Street Address)	<hr/> Vendor’s Fax Number
<hr/> Vendor’s Address (City/State/Zip Code)	<hr/> Vendor’s Email Address

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2). NJ Rev. 1.22.2024