

Request for Proposal & Qualifications

For Conducting a Feasibility Study for Unification of
Pinelands Regional School Districts

Tuesday, October 27, 2020

1:00pm EST

Pinelands Administration Building

Nicholas K Brown, SBA/BS
520 Nugentown Rd
Little Egg Harbor, NJ 08087

Notice to Providers

PUBLIC NOTICE

The Pinelands Regional Board of Education is seeking the services of a professional consultant to prepare a high-level feasibility study (i.e. the Study) regarding the possible Unification of Pinelands Regional School Districts, including Little Egg Harbor, Tuckerton, Bass River and Eagleswood Township School Districts. The Study will provide the partnering organizations and the residents of the communities they represent, with a comprehensive evaluation examining the educational and financial benefits and/or detriments of the set of structural alternatives to the presently configured independent school districts within Ocean and Burlington County, New Jersey. The services are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.7. You can access the Request for Proposal documents on the District's website at <https://www.pinelandsregional.org/rfps>, or email nbrown@prsdnj.org to request a copy.

Interested applicants must submit one (1) original **CLEARLY** marked as original, fourteen (14) printed copies and one (1) electronic copy submitted on either a Compact Disc (CD) or USB device. The device must be virus free. Proposals shall be made on the standard bid forms and submitted in the manner designated within this document. They shall be enclosed in sealed envelopes bearing the legend, **"Proposal and Qualifications For Conducting a Feasibility Study for the Unification of Pinelands Regional School Districts"** on the outermost package. All documents are to be submitted in person or by mail to **Attention: Nicholas Brown, School Business Administrator, 520 Nugentown Rd, Little Egg Harbor, New Jersey 08087 to be received no later than 1:00 P.M. on Tuesday, October 27, 2020** at which time all proposals received shall be publicly opened and announced by the Business Administrator or his designee.

The information to be submitted in order to be considered is as follows: professional resume and/or other materials which shall include at a minimum full name and business address; dates of licensure in the State of New Jersey, if applicable; a listing of any professional affiliations or memberships in any professional societies or organizations, with an indication as to any offices held therein; the number of licensed professionals employed by/affiliated with the applicant; a listing of all special accreditations held by the individual licensed professional or business entity; and a listing of all previous public entities served by the business entity or licensed professional, indicating the dates of service and position held; a listing of all feasibility studies or shared services studies conducted in the last 48 months. The applicant shall also submit the proposed rate(s) of compensation requested.

This study will be funded by a New Jersey Department of Community Affairs (DCA), Division of Local Government Services (DLGS) Local Efficiency Achievement Program (LEAP) grant.

Proposals will be evaluated by a review committee and all recommendations submitted to and received by the Pinelands Regional Board of Education, who may award the contract for the study to be conducted. The award of the Contract will be based on the following criteria: (i) responsiveness to the required submissions as outlined in the Request for Proposal and Qualifications (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the Counties of Ocean and Burlington, and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the District; (v) availability to accommodate meeting and interface requirements with the Board(s) of Education for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including support staff, which are deemed most adequate to service the needs of the Pinelands Board of Education; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The Pinelands Board of Education reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the Pinelands Board of Education.

The Pinelands Board of Education's determination of the applicant who is most advantageous to the goals and objectives of the Board shall be final and conclusive.

Respondents are required to comply with the requirements of P.L. 1975, C. 127 (NJAC 17:27) Affirmative Action and P.L. 1977, c. 33 (N.J.S.A. 52:25-24.2) Corporate Disclosure.

General Information on the Pinelands Regional School District

Pinelands Regional Board of Education is governed by a nine-member Board that consists of members who reside in each sending District. Those sending Districts are Little Egg Harbor, Bass River, Tuckerton and Eagleswood Township. The Boards operate on a fiscal year budget from July 1 – June 30. The Boards generally meet once per month.

Pinelands Regional operates three campuses that include the Pinelands Regional High School, Junior High School and Administration building. The combined enrollment of the Pinelands District is 1,561 students' grades 7-12. Elementary School students attend the following sending Districts:

- The Little Egg Harbor School District operates two campuses that include the Frog Pond Elementary School, George J Mitchell School and The Robert C Wood Early Childhood Center. The combined enrollment of the Little Egg Harbor District is 1,635 students' grades preK-6.
- The Tuckerton Board of Education operates the Tuckerton Elementary School with enrollment of 311 students grades preK-6.
- The Eagleswood Township School District operates the Eagleswood Township Elementary School with enrollment of 137 students grades preK-6.
- The Bass River Board of Education is non-operational school district which operates the Bass River Elementary School, however, all 77 Bass River students attend Little Egg Harbor Schools on a send receive relationship.

The combined Boards of Education, own and occupy eleven (11) buildings on these campuses. Most of the buildings are located in Ocean County and Bass River is located in Burlington County with various dates of construction and updating at each facility.

Proposals shall be submitted as described herein and all pages of this document, including the necessary forms to be signed, must be initialed in the bottom right-hand corner and returned with the proposal. Failure to do so may be cause for rejection of the proposal. Proposals shall be returned in sealed envelopes addressed to:

Pinelands Regional School District
520 Nugentown Rd
Little Egg Harbor, NJ 08087

It shall be the responsibility of the respondent to ensure that their complete proposal submission is delivered to the location and at the date and time listed herein. The Board accepts no responsibility for proposals that are not delivered to the location and/or at the date and time listed herein.

The envelope shall be prominently marked: **"Proposal and Qualification For Conducting a Feasibility Study for Unification of Pinelands Regional School Districts"**. Proposers shall provide one (1) original and fourteen (14) copies and one (1) electronic copy submitted on either a Compact Disc (CD) or USB device (32 GB) or (16 GB) only. The device must be free of viruses. The original set shall be clearly marked "original". The Board accepts no liability for proposals opened or unopened in error due to the absence of such prominent notation.

Contract Form

This request for proposal package, which includes indemnification, insurance, termination and licensing provisions, becomes part of the contract upon the Proposer's signature. The successful vendor shall be required to execute Pinelands Regional's approved contract form which includes specific dates and the authorized Board signatures. Where inconsistent, the terms of the Board's contract shall prevail.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the District arising out of, or by reason of, the work done, and materials furnished under this Contract.

Vendor Inquiries

General and Technical questions concerning the request for proposal and qualification shall be made in writing and via email and directed to the Pinelands Regional School District, Nicholas Brown 520 Nugentown Road, Little Egg Harbor, NJ 08087, nbrown@prsdnj.org.

To be considered, all questions must be submitted in writing no later than October 16, 2020 at 4:30 P.M.

Check List

<input type="checkbox"/>	Proposal Guarantee	
<input type="checkbox"/>	Certificate or Consent of Surety Form	
<input checked="" type="checkbox"/>	Complete Proposal Packet with Each Page Initialed	
<input checked="" type="checkbox"/>	Official Proposal Sheet	
<input checked="" type="checkbox"/>	Statement of Authority	
<input checked="" type="checkbox"/>	Vendor Information Sheet	
<input checked="" type="checkbox"/>	Vendor Questionnaire	
<input checked="" type="checkbox"/>	Subcontractor Disclosure as required by N.J.S.A. 40A:11-16 and their BRC and Non-Profit Forms	
<input checked="" type="checkbox"/>	Affirmative Action Requirements	
<input checked="" type="checkbox"/>	Equal Employment Opportunity Language	
<input checked="" type="checkbox"/>	Corporate Disclosure Statement pursuant to N.J.S.A. 52:25-24.2- Notarized and Raised Seal	
<input checked="" type="checkbox"/>	Consent of Insurance- Notarized and Raised Seal	
<input checked="" type="checkbox"/>	Non-Collusion Affidavit- Notarized and Raised Seal	
<input type="checkbox"/>	Debarment Certification	
<input type="checkbox"/>	Prevailing Wage Rate Determination	
<input checked="" type="checkbox"/>	Disclosure of Investment Activity in Iran	
<input checked="" type="checkbox"/>	Acknowledge of Receipt of Addenda Form	
<input checked="" type="checkbox"/>	Conflicts with Terms and Conditions, if applicable	
<input checked="" type="checkbox"/>	Exceptions to Specifications, if applicable	
<input type="checkbox"/>		
<input type="checkbox"/>		

THE ITEMS THAT ARE CHECKED BELOW MUST BE SUBMITTED BY CONTRACT AWARD DATE

<input checked="" type="checkbox"/>	Certificates of the Required Insurance naming Pinelands Board Additional Insured	
<input checked="" type="checkbox"/>	<u>New Jersey Business Registration Certificate (Updated September 2018)</u>	
	W-9 Taxpayer Identification Number and Certificate	

READ ONLY

<input checked="" type="checkbox"/>	Americans With Disability Act of 1990 Language	
<input type="checkbox"/>		

The items and/or forms indicated above must be reviewed and/or submitted with your proposal. This checklist is provided for informational purposes only. All required documentation may not be listed above, and it shall be the responsibility of the proposer to carefully review this document, complete the proposal packet, familiarize themselves with the requirements of the packet, and to submit with their proposal all required documentation.

The undersigned hereby acknowledges that they have submitted and/or reviewed all the documents required as described herein:

Name of Company: _____

Signature: _____ Date: _____

Print Name: _____ Title: _____

Standard Terms and Conditions**1. Terms Governing all Contracts**

In order to be environmentally sensitive, the Pinelands Board requests vendors to NOT utilize three ring binders, plastic coated covers or divider tabs in their proposals or to bind or burse the proposal documents with plastic rings.

- 1.1 Unless the proposer is specifically instructed otherwise in this request for proposal, the following terms and conditions shall apply to all contracts or purchase agreements made with the Pinelands Regional School District. These terms are in addition to the terms and conditions set forth in the contract form and should be read in conjunction with same unless the request for proposal specifically indicates otherwise. In the event that the proposer would like to present terms and conditions that are in conflict with these terms and conditions or those set forth in the contract, the proposer must present those conflicts in an attached document clearly marked "Conflicts with Terms and Conditions" for the Pinelands Regional School District to consider. This document must be attached to the request for proposal and must be signed and dated by an official of the proposing company. Any conflicting terms and conditions that the Pinelands Regional School District is willing to accept will be reflected in an addendum to the RFP. The Board's terms and conditions shall prevail over any conflicts set forth in a vendor's proposal that were not submitted through the above process and approved by the Board. Nothing in these terms and conditions shall prohibit the Board Solicitor from amending a contract when the Solicitor determines it is in the best interests of the Board.
- 1.2 **Exceptions to Specifications** - Exceptions, if any, to the specifications, shall be noted, and must be detailed in writing at the time of the proposal. Exceptions to the specifications must be attached to the proposal packet and must be noted "Exceptions to Specifications" and must be signed and dated by an official of the proposer's company. Please note that proposals received without any exceptions noted shall be assumed to be in complete compliance with the specifications. It should be noted that failure to list "Exceptions to Specifications" shall in no way provide relief to vendors providing services which do not meet the technical specifications. Vendors found to be supplying services which are not identified as "Exceptions to Specifications" shall be subject to legal action.
- 1.3 **Addenda** - Each and every request for interpretation of these specifications shall be made in writing, addressed and forwarded to the Pinelands Board Business Administrator, who may send written instructions to the prospective vendors in the form of addenda. If an addendum is issued, prospective vendors shall acknowledge receipt of such on the form provided within this proposal document, entitled "Acknowledgment of Receipt of Addenda", and must return this form with their submission. Failure to acknowledge and return with your submission the receipt of any issued addenda for this proposal on the "Acknowledgement of Receipt of Addenda" form provided in this proposal document shall be cause for your proposal to be rejected.
- 1.4 **Oral Instructions** - Neither the Pinelands Regional School District nor its authorized representatives will be responsible in any way for oral answers unconfirmed in writing to any inquiries regarding the intent or meaning of these specifications.
- 1.5 **Reservations** - The Pinelands Regional School District reserves the right to reject any or all proposals, if necessary, or to waive any informalities in the proposals, and unless otherwise specified by the proposer, to accept any item, items or services in the proposals should it be deemed in the best interest of the Board to do so. The Board also reserves the right to split awards, award individual items, or to award groups of items and categories of items.

- 1.6 **Time for Making Awards** - The Pinelands Regional School District normally awards contracts or rejects all proposals within thirty (30) days, but in no case more than sixty (60) days. The proposer, at the request of the contracting unit, may agree to have their proposals held for consideration for a longer period, which may occur in this matter while the Pinelands Regional School District awaits NJDCA funding for the study.
- 1.7 **Tie Proposals** - The Pinelands Regional School District reserves the right to award at their discretion to any one of the tie proposals.
- 1.8 **Signatures** - The proposal must be signed in ink by a company official in order to be accepted by the Pinelands Regional School District as a valid proposal. Failure to sign the proposal may result in your proposal being rejected.
- 1.9 **Differences** - The Board may, after proposals are opened, request from any vendor, clarification of any statement or information contained in their proposal. Should any differences arise between the contracting parties as to the meaning or intent of these Instructions or Specifications, the Board Business Administrator or his designated representative's decision is to be final conclusive.
- 1.10 **Mailed Proposals** – The Board recommends hand-delivering proposals. They may also be mailed consistent with the provisions of the legal notice to proposer. In the case of mailed proposals, the Board assumes no responsibility for proposals received after the designated date and time and will return late proposals unopened.
- 1.11 **Conflicts of Interest** - No proposer shall influence, or attempt to influence or cause to be influenced, any Board officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee. No proposer shall cause or influence, or attempt to cause or influence, any Board officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.
- 1.12 **Trademark** - By submission of the proposal, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Board harmless in any case of any such infringement.

2. State Law Requirements

These specifications, instructions to proposers, and all accompanying documents, the proposal and contract awarded to the successful proposer shall be construed in accordance with the laws of the State of New Jersey.

- 2.1 **Business Registration** - Pursuant to N.J.S.A. 52:32-44, the Pinelands Regional School District is prohibited from entering into a contract with an entity unless the proposer and each subcontractor named in the proposal have a valid Business Registration Certificate on file with the Division of Revenue. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract: the contractor shall provide written notice, to its subcontractors to submit proof of Business Registration to the contractor; prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State. A contractor, subcontractor or supplier who fails to provide proof of Business Registration or provides false Business Registration information shall be liable to a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each Business Registration not properly provided or maintained under a contract with a contracting agency. Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.
- 2.2 **Anti-Discrimination** - All parties to any contract with the Pinelands Regional School District agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within N.J.S.A. 10:2-1 through N.J.S.A. 10:2-4, N.J.S.A. 10:5-1 et seq. and N.J.S.A. 10:5-31 through 10:5-38, and all rules and regulations issued there under are hereby incorporated by reference.
- 2.3 **Pay to Play Prohibitions** - Pursuant to N.J.S.A. 19:44A-20.13 et seq (L.2005, c. 51), and specifically, N.J.S.A. 19:44A-20.21, it shall be a breach of the terms of the contract for the business entity to: make or solicit a contribution in violation of the statute; knowingly conceal or misrepresent a contribution given or received; make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution; make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate of holder of the public office of Governor, or to any State or Board committee; engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation; fund

- contributions made by third parties, including consultants, attorneys, family members, and employees; engage in any exchange of contributions to circumvent the intent of the Legislation; or directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the Legislation.
- 2.4 **Americans with Disabilities Act** - The contractor must comply with all provisions of the Americans with Disabilities Act (ADA), P.L. 101-336, in accordance with 42 U.S.C. 12101, et seq.
- 2.5 **Affirmative Action Law** - In accordance with Affirmative Action Law, P.L. 1975, c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful proposer must agree to obtain individual employer certification and number and complete Affirmative Action employee information report.
- 2.6 **Corporate Disclosure** – No corporation or partnership may be awarded a contract for the performance of work or the furnishing of materials or supplies, unless it lists with its proposal, or prior thereto, the names and addresses of all stockholders who own ten (10) percent or more of its stock of any class, or all individual partners who own a ten (10) percent or greater interest therein (N.J.S.A. 52:25-24.2, P.L. 1977, Chapter 33).
- 2.7 **Financial and Ability Verification** – The Board, pursuant to the Local Public Contracts Law, may require from any person proposing to provide services to the Board, a statement showing his financial ability and experience in performing public work before furnishing him with the Contract Documents, therefore, and if not satisfied with the sufficiency of the statement, may refuse the Contract Documents to him.
- 2.8 **Indemnification** - The proposer or subcontractor, where applicable, shall be responsible for, shall keep, save and hold the Pinelands Regional School District harmless from, shall indemnify and shall defend the Pinelands Regional School District against any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of the proposer's services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the proposer's failure to provide for the safety and protection of its employees, or from proposer's performance or failure to perform pursuant to the terms and provisions of this Contract.
- 2.9 **Political Contribution Disclosure** – The successful vendor will be awarded this contract based on merits and abilities of that vendor to provide the goods and services as described herein. In the event this contract is not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq., the undersigned will hereby attest that vendor, its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one year period preceding the award of the contract that would, pursuant to P.L. 2004, C19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any party or committee in the Pinelands Regional School District if a member of that party is serving in an elective public office of that Board when the contract is awarded, or to any candidate committee of any person serving in an elective public office of Pinelands Board when the contract is awarded.
- 2.10 **N.J.S.A. Statue 34: 9-2** - Resident citizens to be preferred in employment on public works. In the construction of any public work for the state, or any Board, city, township, borough, or other municipal corporation or any board, committee, commission or officer thereof, whether the same be a building, excavation, sewer, or drainage construction, road building, paving, bridge, or any other form or kind of public work, preference in employment thereon shall be given to citizens of the State of New Jersey who have resided and maintained domiciles within the State for a period of not less than one (1) year immediately prior to such employment. Persons other than citizens

of the State may be employed when such citizens are not available. Every contract for the construction of public works shall provide that if this section is not complied with the Contract shall be voidable at the instance of the State or Board. All boards, officers, agents or employees having the power to enter into contracts which provide for the expenditure of public money on public works, shall file in the Office of the Commissioner of Labor the name and address of all Contractors holding Contracts with the state, or any Board, or municipal corporation, or with any board, committee, commission or officer thereof. Upon the demand of the Commissioner, a Contractor shall furnish a list of name and address of all his or its Sub-contractors. Each Contractor performing work for the state, or for any Board, or municipal corporation, or for any board, committee, commission, or officer thereof shall keep a list of his or its employees, stating whether they are native born citizens or naturalized citizens, and in case of naturalization, the date thereof and the name of the court in which granted. Any person, firm, or corporation violating the provisions of this section shall be deemed and adjudged a disorderly person, and upon conviction shall be punishable by a fine of not less than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00) or by imprisonment of not less than thirty days (30) nor more than ninety days (90), or by both such fine and imprisonment.

3. Insurance (Required for this contract)

- 3.1 The successful vendor shall not commence any work in connection with the awarded contract until all the following types of insurance have been obtained and the Solicitor and/or Risk Management Consultant for the Pinelands Regional School District has approved the insurance policies. All insurance policies shall be obtained from an insurance company authorized to conduct business in the State of New Jersey and one that maintains an office in the State of New Jersey. The vendor shall furnish proof of insurance coverage by Certificate of Insurance accompanying the contract documents and shall name the Pinelands Regional School District as additional insured. Such Certificate of Insurance shall provide that the insurance company give the Pinelands Regional School District thirty (30) days prior notice of any changes or cancellation terms of such policies during the period of coverage. The Pinelands Regional School District shall be exempt from, and in no way liable for, any sums of money that may represent a deductible in any insurance policy. The payment of any such deductible shall be the sole responsibility of the vendor providing such insurance.
- 3.2 The vendor shall furnish proof of insurance coverage by Certificate of Insurance accompanying the contract documents and shall name the **Pinelands Regional School District as additional insured (see paragraph below) on a primary and non-contributory basis. Additional insured status shall apply to General Liability, Automobile Liability and Umbrella (Excess) policies.** Such Certificate of Insurance shall provide that the insurance company give the Pinelands Regional School District thirty (30) days prior notice of any changes or cancellation terms of such policies during the period of coverage. The Pinelands Regional School District shall be exempt from, and in no way liable for, any sums of money that may represent a deductible of any insurance policy. The payment of any such deductible shall be the sole responsibility of the vendor providing such insurance. Failure to provide suitable certificate of insurance or prior notice of any change in policy may be cause for termination of the contract. Certificates of Insurance that are provided after receipt of the Proposal but before the execution of the contract may be e-mailed to nbrown@prsdnj.org or mailed to:

Pinelands Regional Board of Education
Nicholas K. Brown
520 Nugentown Rd
Little Egg Harbor, NJ 08087

- 3.3 Additional Insured-** Pinelands Regional Board of Education, 520, Nugentown Rd, Little Egg Harbor, NJ 08087 (including Affiliates) shall be named as an ADDITIONAL INSURED on all liability policies (General Liability, Automobile Liability and Umbrella Excess), except Workers' Compensation and Professional Liability, for ongoing operations and completed operations on a primary and non- contributory basis.
- 3.4 Waiver of Rights of Subrogation-** Consultant shall waive all rights of recovery, where allowed by law, against Pinelands Board of Education and all the additional insured for loss or damage covered by any of the insurance maintained by the Contractor.
- 3.5 The proposer's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.
- 3.6 On any construction, reconstruction, alteration, or similar project, the Contractor shall require each Subcontractor to carry insurance coverage equal to or exceeding the type and level of coverage required to be carried by the Contractor. This coverage shall be in addition to the coverage carried by the Contractor and shall list the Board of Chosen Freeholders as Additional Insured on the policy.
- 3.7 It shall be the responsibility of the successful vendor to maintain in force such insurance policies named herein during the life of this contract.
- A. **Workers' Compensation and Employer's Liability-REQUIRED:** including Occupational Diseases, shall be required of the successful vendor, covering its employees engaged in the work, in accordance with the statutory requirements of the laws of the State of New Jersey. The Worker's Compensation Insurance Policy shall contain an Employee's Liability endorsement providing limits of not less than statutory requirements, provided in the State in which the work is to be performed and elsewhere as may be required and shall include:
- Workers' Compensation Coverage:** Statutory Requirements
- Employers Liability Limits** not less than:
- Bodily Injury by Accident: \$100,000 Each Accident
- Bodily Injury by Disease: \$100,000 Each Employee
- Bodily Injury by Disease: \$500,000 Policy Limit
- Includes coverage for sole proprietors, partners, members or officers working at the job site
- B. **Commercial General Liability-REQUIRED:** Provided on ISO form CG 00 01 04 13 or an equivalent form including Premises - Operations, Independent Contractors, Products/Completed Operations, Broad Form Property Damage, Contractual Liability, and Personal Injury and Advertising Injury.
- Occurrence Form with the following limits:
- General Aggregate: \$2,000,000
- Products/Completed Operations Aggregate: \$2,000,000
- Each Occurrence: \$1,000,000
- Personal and Advertising Injury: \$1,000,000
- C. **Automobile Liability-REQUIRED:** Coverage to include All Owned, Hired and Non-Owned Vehicles (or "Any Auto/Vehicle"), if you do not have any Owned Vehicles you are still required to maintain coverage for Hired and Non-Owned Vehicles as either a stand-alone policy or endorsed onto the Commercial General Liability policy above.
- Per Accident Combined Single Limit \$1,000,000

For Conducting a Feasibility Study for Unification of Pinelands Regional

- D. **Commercial Umbrella/Excess Liability:** Policy(ies) to apply on a Following Form Basis of the following:

Commercial General Liability,
Automobile Liability, and
Employers Liability Coverage.
Minimum Limits of Liability
Occurrence Limit: \$5,000,000
Aggregate Limit: \$5,000,000

- E. **Professional Liability-REQUIRED:** During the life of this contract, the Contractor shall procure and maintain Professional Liability Insurance with limits not less than \$1,000,000 per claim/\$1,000,000 annual aggregate. This insurance shall provide coverage for wrongful acts the contract is responsible for rendering or failing to render professional services. If coverage is on a "claims made" basis, the Contractor must maintain comparable coverage and limits for a minimum of four (4) years following the expiration of said contract.
- F. All required insurance coverage must be in effect no later than 12:01 A.M., prevailing time, at the start of the day of the contract and remain in effect for the duration of the contract, including any extensions.

SAMPLE CERTIFICATE OF INSURANCE

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.					
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).					
PRODUCER		CONTACT NAME:		FAX (A/C, No):	
		PHONE (A/C, No, Ext):			
		E-MAIL ADDRESS:			
		INSURER(S) AFFORDING COVERAGE		NAIC #	
INSURED		INSURER A:			
		INSURER B:			
		INSURER C:			
		INSURER D:			
		INSURER E:			
		INSURER F:			
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. DATE	POLICY EXPIRATION DATE	LIMITS
GENERAL LIABILITY					
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
<input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (EA occurrence) \$
					MED EXP (Any one person) \$
					PERSONAL & ADV INJURY \$
					GENERAL AGGREGATE \$ 2,000,000
					PRODUCTS - COMPOD AGG \$
GEN'L AGGREGATE LIMIT APPLIES PER:					
<input type="checkbox"/> POLICY	<input type="checkbox"/> PRO				
<input type="checkbox"/> SUBJECT	<input type="checkbox"/> LOC				
AUTOMOBILE LIABILITY					
<input type="checkbox"/> ANY AUTO					COMBINED SINGLE LIMIT (EA accident) \$
<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per person) \$
<input type="checkbox"/> HIRED AUTOS					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$
<input checked="" type="checkbox"/> UMBRELLA LIAB					EACH OCCURRENCE \$ 5,000,000
<input checked="" type="checkbox"/> EXCESS LIAB					AGGREGATE \$ 5,000,000
<input type="checkbox"/> DED.	<input type="checkbox"/> RETENTION \$				
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER (EXCLUDED)?					ANY STATUTORY LIMITS OTHER \$
(Mandatory in NJ)					E.L. EACH ACCIDENT \$ 2,000,000
If not, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 2,000,000
					E.L. DISEASE - POLICY LIMIT \$ 2,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)					
Salem County, (including Affiliates) shall be added as ADDITIONAL INSUREDS on all liability policies (except Workers' Compensation and Professional Liability), for ongoing operations and completed operations on a primary noncontributory basis."					
CERTIFICATE HOLDER		CANCELLATION			
County of Salem 94 Market Street Salem, NJ 08079		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
		AUTHORIZED REPRESENTATIVE			

ACORD 25 (2010/05)

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4. Terms Related to Price and Payment

- 4.1 Carelessness in quoting prices or in preparation of the proposal otherwise shall not relieve the proposer. All quotations made on the proposal form shall be made with a typewriter, or pen and ink. Any alterations, erasures, and/or white outs shall be initialed in ink by the proposer. Failure to provide all information, and/or failure to initial alterations may cause your proposal to be rejected.
- 4.2 Prices shall be net, including any charges for packing, crating, containers, etc. All transportation charges shall be fully prepaid by the contractor, F.O.B. destination and placement at locations specified by the Pinelands Regional School District. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the contractor's convenience. The vendor shall guarantee any or all materials and services supplied under these specifications. Defective or inferior items shall be replaced at the expense of the vendor. In the case of rejected materials, the vendor shall be responsible for return freight charges.
- 4.3 **Additional Claims** - The successful proposer agrees that he will make no claim for additional payment or any other concession because of any misinterpretation or misunderstanding of the contract on his part, or of any failure to fully acquaint himself with any conditions related to the contract.
- 4.4 **Items Proposal** - No proposer will be allowed to offer more than one price on each item even though he may feel that he has two (2) or more types/products that will meet the specifications. Proposers must determine for themselves which type/product to offer. If said proposer should submit more than one price on any item, all prices for the item may be rejected. If the amount shown in words and its equivalent in words do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error in the summation of the extended totals, the computation by the Pinelands Regional School District of the extended totals shall govern. The award of contract will be made on the **PRICE and OTHER FACTORS**, to the best interest of the Pinelands Regional School District. However, if for any reason the Pinelands Regional School District deems it inadvisable to make an award of the item herein described, no award will be recommended, and their decision is to be final and conclusive.
- 4.5 **Quantity** - Unless otherwise specified on the Proposal Form or in the Technical Instructions for individual classes of commodities, the quantities listed are approximate only, and the Board does not guarantee to purchase any definite, minimum, or maximum quantities.
- 4.6 **Taxes** - The Pinelands Regional School District is exempt from any State sales tax and Federal excise tax. In submitting its proposal, the proposer certifies that its total base proposal does not include any NJ State Sales Tax. The successful vendor shall be responsible for charging, collecting, and paying any and all other taxes that may be applicable. The contractor shall be responsible for applying for and obtaining a New Jersey Sales Tax Certificate if required by law.
- 4.7 **Permit Fees** - All proposals submitted shall include in the price of any applicable permits or fees required by any other government entity that has jurisdiction to require the same. Vendor awarded the work will be responsible for filing for all permits required to complete the job.
- 4.8 **Payment** - A purchase order will be issued for each order from the Pinelands Board Purchasing Department. No other order shall be accepted. With each purchase order, a voucher will be submitted for a Claimant signature. The vendor will sign the voucher and return it to the User Department. Upon receipt of the entire order, the payment will be sent following Board approval the following month. Proof of delivery documentation shall be attached to all vouchers submitted for payment. Please note that Board vouchers received ten days prior to a Board meeting are usually paid following that meeting. Promptness in submitting vouchers is of advantage to the vendor. The Board shall not be responsible for any late fees or service fees.

- 4.9 **New Jersey Prompt Payment Act** - The New Jersey Prompt Payment Act, N.J.S.A. 52:32-32 et seq., requires state agencies to pay for goods and services within sixty (60) days of the agency's receipt of a properly executed Purchase Order or within sixty (60) days of receipt and acceptance of goods and services, whichever is later. Properly executed performance security, when required, must be received by the Pinelands Regional School District prior to processing any payments for goods and services accepted by state agencies.

5. Terms Related to Termination/Cancellation

- 5.1 **Termination for Default** - The contractor's right to perform this contract may be terminated by the Board in the event services are not performed as called for in the contract. Thereafter, the Board may have the service performed by others and the Contractor shall be liable for all costs to the Board in excess of the contract price for the remaining portion of the contract.
- 5.2 **Termination for Convenience** - If the Board elects to terminate this contract for any reason, written notice will be given at least thirty (30) days in advance of the effective date. The contractor will be paid for all labor and material provided as of the termination date. No consideration will be given for the loss of anticipated revenue on the cancelled portion of the contract.
- 5.3 **Cancellation for Unappropriated Funds** – Pinelands obligation to make payment under this contract is contingent upon the availability of appropriated funds and receipt of revenues from which payment for contract purposes can be made. No legal liability on the part of the Pinelands Regional School District for payment of any money shall arise unless and until funds are appropriated each fiscal year to the using agency by the Business Administrator and made available through receipt of revenues.

END OF GENERAL INSTRUCTIONS

Technical Specifications**REQUEST FOR PROPOSALS**

Pinelands Regional Board of Education is seeking a professional consultant (the “Consultant”) to prepare a comprehensive feasibility study (the “Study”) to provide the partnering Boards of Education and the residents of the communities they represent with a Study examining the educational and financial benefits and/or detriments of a set of structural alternatives to the presently configured independent school districts within the Pinelands Regional School District located in Ocean County, New Jersey.

BACKGROUND AND STUDY OVERVIEW

The public education system is comprised of a mix of Pre-K6 and 7-12 districts servicing Ocean and Burlington County with sending district relationships for the High School Students. In all cases, districts are named after the communities they serve.

There are currently four elementary school districts that send their students to Pinelands Regional. The Pinelands Board of Education will serve as the lead agency in this study and the elementary school districts are participating agencies.

- Little Egg Harbor School District consists of a seven (7) member Board of Education comprised of Township residents that makes up approximately 75% of the regional high school enrollment. Little Egg Harbor residents also have six (6) seats on the Pinelands Regional Board.
- Tuckerton Elementary School District is a seven (7) member Board of Education comprised of Tuckerton residents that makes up about 15% of the regional high school enrollment. Tuckerton residents also have one (1) seats on the Pinelands Regional Board.
- Eagleswood Elementary School District is a five (5) member Board of Education comprised of Eagleswood Township residents that makes up about 5% of the regional high school enrollment. Eagleswood residents also have one (1) seats on the Pinelands Regional Board.
- Bass River Board of Education is a five (5) member Board of Education comprised of Township residents that makes up about 5% of the regional high school enrollment. Bass River residents also have one (1) seats on the Pinelands Regional Board.

The Lead Agency was awarded a LEAP Implementation Grant in the amount of \$90,000 to study the formation of a unified regional school district. All agencies wish to perform a study of the educational and financial benefits and detriments of dissolving the individual districts and forming a single Unified school district of the same members. Participating agencies also want to consider alternative structures. An alternative structure would include a study of the educational and financial benefits and detriments of one or more of the current sending Districts remaining an independent elementary District and joining the newly formed prek-12 District on a send receive relationship for their High School aged students.

This Study requires evaluation of a unified regional school district as referenced in the *Path to Progress* document authored on behalf of the New Jersey Legislature.

The Study should compare the costs and benefits, short-term (three years) and long-term (10 years), of making any changes, and of each alternative in relation to the existing configuration. The Study should also provide an analysis of a unified regional school district versus the current state. The analysis should include a 10-year demographic and enrollment trend analysis. The Study should further include tax and state funding analysis for the same period for the current and future states.

The Study should propose measures of educational quality and should evaluate the existing configuration and proposed alternatives against those measures. The Study should further provide an analysis on the probability for improvement against those measures in the existing configuration and the proposed alternatives over three-, five- and ten-year periods. The Study should identify and take into account any impacts resulting from any transition to a new configuration.

A feasibility Study is the necessary first step in understanding the potential impact of merging of the current districts and concurrent formation of a unified regional school district.

SUBMITTAL REQUIREMENTS

It is requested that written proposals include the following information:

- i. Firm name, address, telephone number, fax number, web address and email address
- ii. Type of organization (partnership, corporation, etc.)
- iii. Names of principals
- iv. Lump sum fee
- v. Provide a brief background of the firm and any proposed consultants, including both school finance and educational expertise
- vi. Location of office(s) where the bulk of the work will be carried out
- vii. If the above designated office is not local, what will be done locally and by whom
- viii. Develop a summary of the firm's approach to each phase in providing service for this project
- ix. Copy of business registration certification
- x. Copies of other required disclosure certifications
- xi. Supply resumes of lead personnel and other personnel who would be assigned to this project
- xii. Supply references as outlined in section entitled References and Consultant Qualifications

TIMELINES

RFP will be released on Friday October 9, 2020. All feasibility Study proposals are due by 1:00 P.M. Tuesday, October 27, 2020. The Feasibility Study will be completed within 180 days after the award of the contract and a final report presented to the Board not later than Friday July 30, 2021 (each bidder should state whether this deadline is sufficient to allow for a well-presented and comprehensive study).

BIDDER RESPONSIBILITY

The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP. The Boards of Education, and school districts are not responsible for any expenses that vendors may incur in submitting their bid.

RESERVATION OF RIGHTS

The Pinelands Regional School reserves the right to waive any informality and to reject any and all proposals.

PROPOSAL REVIEW AND SELECTION OF CONSULTANT

Proposals will be received by the Pinelands Regional Board of Education and will be evaluated by members of a Project Steering Committee consisting of the following members or their designee:

- Dr. Melissa McCooley, Superintendent Pinelands and Little Egg Harbor Schools
 - Mrs. Janet Gangemi, Superintendent Tuckerton Schools
 - Mrs. Deborah Snyder, Superintendent Eagleswood School District
 - Mrs. Kim Hanadel, Pinelands Board Member
 - Mr. Steve Halford, Eagleswood Board Member
 - Mr. David Colapietro, Tuckerton Board Member
 - Mr. Nicholas Brown, Business Administrator Little Egg Harbor, Pinelands and Bass River Schools
 - Mr. Jonathon Yates, Asst. Business Administrator, Little Egg, Pinelands and Bass River Schools
 - Mr. Tyler Verga, Business Administrator Eaglewood Schools
- The selected consulting firm will work under the direction of this Project Steering Committee.

The Project Steering Committee shall interview all Proposal finalists and make a recommendation to Pinelands Board of Education (the "Lead Agency") for the selection of the Consultant. The firm or consultant(s) will have demonstrated school finance and education expertise. The selection of the independent Consultant shall only be made upon receiving the support of the majority of the Project Steering Committee. It is anticipated the selection of the Consultant would be made no later than November 18, 2020, at which time the terms of a professional services agreement would be finalized with the Consultant. Once a Consultant is selected and an agreement approved, the Project Steering Committee shall also be the group authorized to work with the Consultant to complete the project work plan.

For Conducting a Feasibility Study for Unification of Pinelands Regional

Since this is a Proposal for the receipt of professional services, the Proposal that may best serve the partnering agencies is not solely determined on the proposed fee alone. The partnering agencies will also consider all relevant and material factors that pertain to the qualifications of the consulting firm.

The Lead Agency reserves the right on behalf of the partners to reject any and all Proposals that they believe are not in the best interest of the partnership.

FEASIBILITY STUDY MEETINGS & CONSULTANT COORDINATION

If selected, the Consultant would primarily hold meetings with the Project Steering Committee throughout the preparation of the Study. The Consultant should also be prepared, if necessary, to attend a public meeting of the participating agencies to present or clarify the findings included in the final report.

The Consultant's primary point of contact will be Pinelands Regional Superintendent, Dr. Melissa McCooley 520 Nugentown Rd, Little Egg Harbor, NJ mmccooley@prsdnj.org, who will coordinate the meetings and the distribution of Consultant –provided material to the Pinelands Board. The Consultant will be responsible for facilitating any public meetings, deciding on meeting content, preparing the public meeting agendas, preparing documents for distribution, and preparing draft and final meeting minutes.

PRIOR STUDIES & RELEVANT REPORTS

Consultants interested in submitting a Proposal and completing the Study should be aware of the following previous study, documents, and reports, which will be available through the Superintendent of Pinelands Regional:

- Bass River Township School District Feasibility Study, authored by SRI & ETTC, Stockton University February 2020

CONSULTANT QUALIFICATIONS & REFERENCES

The Consultant shall describe how the project is to be approached and describe why they are the most uniquely qualified firm to prepare this Study for the participating organizations. To be considered, the Consultant must possess experience in core areas of the feasibility study evaluating school district restructuring.

If applicable, the Consultant shall identify previous work, including any school district restructuring or dissolution studies, which it has prepared over the past ten (10) years. The response shall include whether the firm was the principal firm on the project or whether it was a sub-contractor, together with a listing of responsibilities on each project. At least three (3) school and/or municipal references from different agencies must be provided for similar areas of expertise. A detailed history of the Consulting firm as well as the qualifications of all firm principals and staff to be assigned to the project shall also be provided in the Proposal. Firms selected to be interviewed should be prepared to provide samples of prior studies relevant to the project. A sample professional services agreement shall also be included in the Proposal. This agreement must be reviewed by and acceptable to the Pinelands Board of Education.

SCOPE OF WORK

The successful bidder will gather information from the school districts as prescribed. The role of the bidder is to collect and analyze the following data that will enable the Board of Education to make an informed recommendation concerning the configuration of the school districts:

1. A brief, general description of the community of the constituent school districts including:
 - i. Population;
 - ii. Selected and projected population demographic characteristics, based on the most recent Census, including projected enrollment at each of the school districts over a ten-year period;
 - iii. Socio-economic complexion, based upon the most recent data collected by the State of NJ.

For Conducting a Feasibility Study for Unification of Pinelands Regional

2. Race, age distribution, average education attainment, median household income, housing units, and median price of single-family homes.
3. The proposed structure of the new board of education of the Unified Regional School District that ensures representation from all constituent communities.
4. A statement of the maximum salary available for a superintendent in the resulting districts and an analysis of the market for highly qualified superintendents expected to preside over some of the best districts in the State at that salary, including the expected time it will take to hire such a superintendent and subsequently any staff.
5. An analysis of the impact of unification, if any, on the ranking of the unified school districts in the annual ranking of high schools, the ranking of the high schools by number of AP and IB exams taken per student, or college dual credit or dual enrollment offerings or other supplementary programs.
6. An analysis of administrative staffing, collective bargaining agreements and compensation guides of the constituent school districts and including but not limited to:
 - i. The existing and proposed administrative organizational structures of each of the unified school district(s), including any cost sharing efficiencies that will be lost or gained as a result of the proposed alternatives;
 - ii. Copies of each constituent school district's bargaining agreement(s) and the associated salary guides.
 - iii. Identify any labor relations issues – e.g. placement of teachers (NJSA 18A: 13-42, 49, 64). This section shall specifically discuss the potential for movement of teachers between schools within the unified district.
 - iv. Identify a strategy to preserve as many jobs across participating Districts as possible in a newly formed unified District and an accompanying attrition plan that utilizes non-replacements of retired staff over a multi-year period of implementation to minimize job loss
7. A summary report showing each constituent local public school district's first and last step of the salary guides for the current and last year of each school district's current bargaining agreement(s); showing lowest and highest starting salaries among the salary guides and the lowest and highest top salaries among the salary guides for current and last year of each school district's current bargaining agreement(s); the length of the guide; each school district's current average teacher salary and average years of service, and any provisions for longevity pay; number of staff on each step/ladder of the salary guides

8. The impact on total teacher compensation including benefits in every school in the unified district as compared to the existing structure.

A statement of the recommended measure(s) of educational quality and, using such measure(s), a comparative analysis of the existing and proposed unified school district's education program, an analysis of the impact on those measures of the existing configuration and alternatives over a three-year, five-year and ten-year period (including explaining and accounting for any impacts resulting from any transition to a new configuration) and recommendations and guidance for establishing the educational programs for the unified school district:

- i. Curriculum covering articulation between local public schools within the unified district and across grade levels including content and pacing, and compliance with State's Core Curriculum Content Standards;
 - ii. Class size policies;
 - iii. Instructional delivery;
 - iv. Length and number of school days for staff and students;
 - v. Instructional time per day;
 - vi. Class schedules and scheduling methodology;
 - vii. Special, elective and advanced placement courses;
 - viii. Special education programs and programs for other special populations;
 - ix. Student support services;
 - x. Extra and co-curricular activities; and
 - xi. Staffing of instructional and support services;
 - xii. Student information management system(s);
 - xiii. Other district technologies including business office, instructional technologies, security technologies, websites, and others.
9. An analysis of potential impact, positive and negative, on the effectiveness and efficiency of the existing and proposed configuration over a five- and ten-year period (including explaining and accounting for any impacts resulting from any transition to a new configuration) including but not limited to:

- i. Existing state aid and the effect of unification on same;
 - ii. Existing shared materials, administrative staff (including without limitation, superintendent, business administrator, faculty development and department leads) or faculty, including proposals for continuing and or replacing same and any associated costs or savings;
 - iii. Amount and servicing of existing debt by the unified district;
 - iv. Allocation of assets other than school buildings to the unified district;
 - v. Any academic opportunities or programs that currently exist and their associated cost within the current districts, the feasibility of maintaining the programs in the unified district, and the net cost of maintaining or replacing those programs for the unified district;
 - vi. Existing academic programs, with the intent to maintain or improve quality;
 - vii. Shared services and their associated cost including administration, that will be removed as a result of unification and impact on the new district;
 - viii. Special education programs and services consistent with the requirements of the IDEA (i.e.: more efficient inclusive practices, returning out-of-district placements, staff consolidation and maximization of special education class sizes to legal limits), and including the current cost of special education programs and the change, if any, in that number after the proposed unification with a goal toward maintaining existing service levels;
 - ix. Maximization of pupil transportation cost savings or additional expenses and other efficiencies and/or challenges through coordinated bell schedules, tiered bus routes, and other efficiencies and/or challenges created by the unification;
 - x. Hiring superintendent and administrative staff;
 - xi. Movement of teachers within the unified district;
 - xii. Impact on district technologies, e.g. computer networks and administrative systems such as finance and human resources, maintenance, telephone systems, etc.; and
 - xiii. Other economies of scale to be considered are, but not limited to, staff development, curriculum development, health services, guidance services, media services, food services, extra and co-curricular activities, common calendar, operation and maintenance of plant, etc.
 - xiv. Utilizing all of the currently operational facilities of all participating agencies
10. An analysis of socio-economic and demographic information including *but not limited to*:
- i. Current and projected enrollment data (birth data, etc.) for the succeeding ten school years by location, school and grade and for the proposed unified district as a whole;

- ii. Enrollment data by location, school and grade showing the current racial composition of the student population and the resulting racial composition for the proposed unified district, as a whole;
 - iii. Enrollment data showing the school food service eligibility status (free, reduced or paid) of the student population by location, school and grade and for the proposed unified district, as a whole; and
 - iv. Attendance by school building, grade and current and projected enrollment of the constituent school districts and recommended grade configurations and attendance for each existing school building, of the proposed unified district.
11. Regarding the formation of a Board school district, additional information shall be included as follows:
- i. A comparison of the estimated state aid and property tax impact for the proposed unified district and the sum of state aid and property taxes for the existing school districts; and
 - ii. Using any previous applicable feasibility and literature studies regarding increased or decreased costs or contributions to shared costs, an impact assessment for the existing school districts and proposed alternative of property tax apportionment among the constituent school districts for a five-year period, and the transition to an equalized funding base (using Board Taxation Rate model);
 - iii. A comprehensive financial analysis of current and projected spending, local community wealth, debt limit and current debt burden, including but not limited to:
 - a. The projected current operating expenses of the existing school districts operating unchanged, and in which the plan is issued, and the estimated operating expenses of new, Unified Board school district, both individually and in the aggregate;
 - b. The aggregate equalized valuation, average equalized valuation and equalized valuation per pupil of each constituent school district or, if a constituent school district in a regional school district, of each municipality of the regional school district; or, the impact of implementing a new Regional School Tax Rate structure upon a proposed Unified Board school district;
 - c. The per student cost and cost per average household in each municipality of the existing and proposed alternatives;
 - d. The aggregate income, average household income and aggregate income per pupil of each constituent local public school district or, if a constituent school district is a regional school district, of each municipality of the Unified school district;

- e. The borrowing margin of each constituent local public school district or, if a regional school district, each municipality of the regional school district, and the projected borrowing margin of the proposed unified school district as determined in accordance with N.J. S.A. 18A:24-1 et seq;
 - f. A schedule showing for each constituent local public school district, or if a regional school district, its' municipalities, the original and current debt principal balance(s) and remaining debt service schedule(s) by debt issuance, and percentage of each constituent district's debt principal to the aggregate;
 - g. Debt principal, debt interest, and interest of all proposed constituent school districts;
 - h. Existing and proposed capacities of school buildings and impact on the proposed district's Long-Range Facilities Plan (LRFP), if additional space is needed; or if space may be curtailed.
 - i. The individual and aggregate historical and replacement costs as of June 30 of the school year prior to the year in which the plan is issued of school buildings and additions, grounds, furnishings and equipment of each constituent school district and for the proposed unified school district, as a whole;
 - j. The individual and aggregate projected additional costs as of June 30 of the school year prior to the year in which the plan is issued contained in each constituent school district's approved LRFP of school buildings and additions, grounds, furnishings and equipment of each constituent school district and for the proposed unified school district, as a whole;
 - k. A proposed transitional budget to support the transition from current state to the proposed new district; and
 - l. Opportunities for greater state aid or for other programs that the current school districts do not currently qualify for due to their size.
12. An executive summary which includes recommendations and conclusions outlining the financial, racial and educational impact of the proposed regional school district or any alternatives arrangements. This should also capture the potential impact of negative factors projected to occur – e.g. loss of state or federal funding or the impact of new salary guides, etc.
13. An outline of the process (and possible voting requirements) necessary to advance a dissolution and any reconfiguration.

WORK-PLAN & TIME-LINE

A detailed work-plan and schedule with benchmarks shall be provided in both a narrative and graph format for the work to be performed in developing this Study. The narrative should describe the Consultant's approach to the project and detail how the services will be provided. It should include the Consultant's method of working with its clients.

BUDGET, SAMPLE AGREEMENT & INSURANCE

The Proposal shall include a lump sum fee with an estimated number of hours to be performed by each staff member(s) assigned to this project. The lump sum fee should include all anticipated reimbursable or other expenses. If any work is to be subcontracted, the Proposal should reference the specific areas and costs. The Proposal shall include a sample agreement to be entered into with the Consultant at the time of award, which is subject to the review and approval of the Pinelands Board Solicitor.

DELIVERY OF PRELIMINARY AND FINAL REPORTS

The Consultant should anticipate providing fourteen (14) hard copies and one (1) electronic version of the Preliminary and Final Reports. It is emphasized that all Consultant report submissions, including all text, maps, tables and figures, shall be provided in a format that is compatible with existing computer programs and formats so that it is in a form that can be reproduced, modified, and updated by the partnering agencies over the long term. The electronic submission must also be in a format that would be easy for the agencies to update and modify and allow for the involved organizations to post it on their websites for public viewing

The undersigned hereby agrees to Conduct a Feasibility Study for Unification of Pinelands Board School Districts and in accordance with the Request for Proposal and Qualifications advertised to be received and opened at 1:00 P.M. on Tuesday, October 27, 2020.

Official Bid Form

Numeric Total Lump Sum Bid \$ _____

Written Total Lump Sum Bid _____

Do you have any exceptions to the RFP? Yes_____ No_____. If yes, list them as required in the section 1.2 of this bid packet.

Do you have any conflicts with the Terms and Conditions? Yes_____ No_____. If yes, list them as required in the section 1.1 of this bid packet.

Do you intend to use subcontractors to perform any aspect of the work described herein?
Yes_____ No_____. If yes, you must complete the Subcontractor List and provide all of the documentation for subcontractors as detailed and required herein.

Statement of Authority

By submitting and signing this Proposal, we certify that we are familiar with all conditions and requirements of this Proposal.

RFP SUBMITTED FOR:

Company: _____

Address: _____

Proposal Submitted By: _____

(Please Print)

Signature: _____

(Proposal must be signed to be valid)

Title: _____ Date: _____

Telephone: _____ Facsimile: _____

Email Address _____

Taxpayer Identification Number: _____

Do you have any exceptions to the specifications? Yes _____ No _____. If yes, list them as required in the section 1.2 of this proposal packet.

Do you have any conflicts with the Terms and Conditions? Yes _____ No _____. If yes, list them as required in the section 1.1 of this proposal packet.

Vendor Information Sheet

In order to guarantee that all future correspondence is directed to the correct person, assure proper ordering, and to expedite future payments, the following information must be provided with this proposal:

Name of Business: _____

Physical Address: _____

Mailing Address (if different than above): _____

Phone: _____ Fax: _____

Email: _____

Website: _____

Contractor's Contact Information:

Name: _____

Business Hours Phone: _____ Mobile Phone: _____

After Hours Phone: _____ Pager: _____

Contractor's Project Superintendent:

Name: _____

Business Hours Phone: _____ Mobile Phone: _____

After Hours Phone: _____ Pager: _____

Contractor's Emergency Contact Person:

Name: _____

Business Hours Phone: _____ Mobile Phone: _____

After Hours Phone: _____ Pager: _____

We invite you to join our purchase order e-mail team if awarded this contract. Should you wish to receive purchase orders via e-mail, simply complete the following information and we will establish or update your file accordingly. Please set your e-mail settings to receive messages from nbrown@prsdnj.org

Name of Accounts Receivable Staff: _____

E-Mail Address to use for receipt of purchase orders: _____

Questionnaire

References: List three (3) public agencies presently or previously contracted to whom you provide or have provided the services as herein specified. Include a contact, telephone number and the number of years serviced.

1. _____

Year Installed/Service Provided: _____

2. _____

Year Installed/Service Provided: _____

3. _____

Year Installed/Service Provided: _____

How many employees does your company presently employ? _____

How many years has your company been working in your field of expertise and/or providing this product/service?

Has your company ever failed to complete any contract with regard to any of the services herein described? Yes ____ No ____ . If yes, provide details here: _____

Are you agreeable to an interview if requested? _____

Affirmative Action Requirements

RESPONDENTS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, c. 127 (N.J.S.A. 10:5-31, et seq.). See also N.J.A.C. 17:27 et seq.

REQUIRED AFFIRMATIVE ACTION EVIDENCE

- A. **PROCUREMENT & SERVICE CONTRACTS** (which are not subject to a federally approved or sanctioned affirmative action program). All successful vendors must submit within seven (7) calendar days of the notice of intent to award or the signing of the contract, whichever is sooner, one of the following:
1. A PHOTOCOPY OF THEIR FEDERAL LETTER OF AFFIRMATIVE ACTION PLAN APPROVAL
 2. A PHOTOCOPY OF THEIR CERTIFICATE OF EMPLOYEE INFORMATION REPORT
 3. A COMPLETED AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT AA302
- B. **CONSTRUCTION CONTRACTS** ALL SUCCESSFUL CONTRACTORS MUST SUBMIT WITHIN THREE (3) CALENDAR DAYS OF THE SIGNING OF THE CONTRACT AN INITIAL PROJECT MANNING REPORT AA 201 FOR ANY CONTRACT AWARD THAT MEETS OR EXCEEDS THE PUBLIC AGENCY BIDDING THRESHOLD.

COMPANY NAME: _____

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

TITLE: _____

Subcontractor Disclosure

Please set forth in the proposal the name or names of all Subcontractors to whom the Vendor will Subcontract to for this proposal. With each sub listed, a copy of their Contractor Registration Certificate must be provided to the Board Business prior to any Contract being awarded. The Pinelands Regional School District requires that all vendors list all subcontractors (including any and all sub-sub-contractors) who will complete work on this project. **After proposals are opened, no changes or substitutions to this subcontractor list will be permitted without written permission from the Pinelands Regional School District. Please include the name, address, and work to be completed by each subcontractor or sub-sub-contractor:**

1.) _____

2.) _____

3.) _____

4.) _____

5.) _____

Note:

Do not leave the subcontractor pages blank. If you do not intend to use any subcontractors, then you must so state that you will not be using subcontractors in the appropriate place on each page.

Americans with Disabilities Act

The Contractor and the Board do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (The "Act") (42 U.S.C. §12.101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made part of this Contract. In providing any aid, benefit, or service on behalf of the Board pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with this Act. In the event that the Contractor, its agents, servants, or employees, or subcontractors violate or are alleged to have violated this Act during the performance of this contract, the Contractor shall defend the Board in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless, the Board, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature, arising out of or claimed to arise out of the alleged violation. The Contractor shall, at his own expense, appear, defend, and pay any and all legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Board's grievance procedure, the Contractor agrees to abide by any decision of the Board which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Board or if the Board incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The Board shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Board or any of its agents, servants, and employees, the Board shall expeditiously forward or have forwarded to the Contractor, every demand, complaint, notice, summons, pleading, or other process received by the Board or its representatives.

It is expressly agreed and understood that any approval by the Board of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Board pursuant to this paragraph.

It is further agreed and understood that the Board assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of the Agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this Agreement, nor shall they be constructed to relieve the Contractor from any liability, nor preclude the Board from taking other actions available to it under any other provisions of this Agreement or otherwise at law.

Equal Employment Opportunity Language**EXHIBIT A (Revised 04/10)****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 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 Board 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

For Conducting a Feasibility Study for Unification of Pinelands Regional

sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, 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 or Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.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**.

I, the undersigned, do hereby agree to the terms as outlined in EXHIBIT A (Revised 04/10) from the New Jersey Public Law 1975, c. 127 (NJAC 17:27) MANDATORY AFFIRMATIVE ACTION LANGUAGE FOR GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS in the State of New Jersey.

SIGNATURE _____

PRINT NAME _____ TITLE _____

COMPANY _____

ADDRESS _____

Corporate Disclosure Statement

N.J.S.A. 52:25-24.2 (P.L. 1977 c33)

Failure of the vendor/respondent to submit the required information is cause for automatic rejection.

CHECK ONE:

☐

I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership

☒ Corporation

☒ Sole Proprietorship

☐ Limited Partnership

☒ Limited Liability Corporation

☒ Limited Liability Partnership

☐ Subchapter S Corporation

☒ Non- Profit Organization

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

Name	Address
Name	Address
Name	Address
Name	Address

Subscribed and sworn before me

this _____ day of _____, 20____

(Affiant)

(Notary Public)

(Print Name and Title)

My Commission expires: _____

Consent of Insurance Coverage

WHEREAS, _____ as principal, has submitted a proposal to provide goods and/or services as specified herein to the Pinelands Regional School District, and whereas, in order for such proposal to be considered, proof of insurance must be submitted therewith;

NOW, THEREFORE BE IT KNOWN THAT, if the Pinelands Regional School District shall accept the proposal of the Principal and the Principal shall enter into a contract with the Pinelands Regional School District in accordance with the terms of such proposal, we the undersigned, do hereby state that we will provide the Principal with insurance coverage as set below:

- A. The insurance to be provided shall be underwritten by a company licensed to conduct business in the State of New Jersey and who also maintains an office in the State of New Jersey.
- B. Comprehensive General Liability insurance in an amount no less than \$1,000,000.00 combined single limit including broad form comprehensive general liability insurance liability endorsement, and \$2,000,000.00 aggregate property damage per accident; and shall include provisions for thirty (30) days prior written notice to the Pinelands Regional School District of any changes, modifications, or cancellation of such coverage. The Pinelands Regional School District shall be included as an additional named insured.
- C. Comprehensive General Automobile Liability insurance in an amount no less than \$1,000,000.00 combined single limit covering owned, non-owned, or hired vehicles and shall include provisions for thirty (30) days prior written notice to the Pinelands Regional School District of any changes, modifications, or cancellation of such coverage. The Pinelands Regional School District shall be included as an additional named insured.
- D. Professional Liability Insurance with limits not less than \$1,000,000 per claim/\$1,000,000 annual aggregate. This insurance shall provide coverage for wrongful acts the contract is responsible for rendering or failing to render professional services. If coverage is on a "claims made" basis, the Contractor must maintain comparable coverage and limits for a minimum of four (4) years following the expiration of said contract.
- E. All policies maintained shall name the Pinelands Regional School District as an additional named insured and shall provide for thirty (30) days prior written notice to the Pinelands Regional School District of any changes, modifications, or cancellation terms of such policies and we shall provide the Office of the Board Counsel with certificates of insurance evidencing such policies and provisions.
- F. All required insurance coverage must be in effect no later than 12:01 A.M., prevailing time, at the start of the day of the contract and remain in effect for the duration of the contract, including any extensions.

PRINCIPAL:

Sworn to and subscribed
Before me on this _____
Day of _____,
20____.

(Proposer's Company Name)

(Authorized Signature for the Principal)

NOTARY PUBLIC

INSURER:

My Commission expires: _____

(Insurer's Company Name)

(Authorized Signature for the Insurer)

Non-Collusion Affidavit

State of _____

Board of _____ SS:

I, _____ residing in _____
(Name of Affiant) (Name of Municipality)
in the Board of _____ and the State of _____,
of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm _____
(Title or Position) (Name of Firm)
the vendor making the proposal for the above named project, and that I executed the said proposal with full authority so to do; 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 named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Pinelands Regional School District in 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 bona fide employees or bona fide established commercial or selling agencies maintained by _____ (N.J.S.A. 52:34-15).

(Name of Contractor)

Sworn to and subscribed
Before me on this _____
Day of _____,
20_____.

(Signature of Affiant)_____
(Print Name of Affiant)_____
NOTARY PUBLIC

My Commission expires: _____

Business Registration Certificates and Compliance

Revised Contract Language for Business Registration Certificates and Compliance (9-2018)

Pursuant to N.J.S.A. 52:32-44, Pinelands Board ("Contracting Agency") is prohibited from entering into a contract with an entity unless the vendor/proposer/contractor, and each subcontractor that is required by law to be named in a proposal/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a proposal or proposal shall provide proof of business registration to the vendor, who in turn, shall provide it to the Contracting Agency prior to the time of contract, purchase order, or another contracting document is awarded or authorized.

During the course of contract performance:

- (1) The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) The contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.

The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered in the State. Any questions in this regard can be directed to the Division of Taxation at (609) 292-6400. Form NJ- REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml.

SAMPLES BUSINESS REGISTRATION CERTIFICATES

**STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE**

FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
700000000
TRENTON, NJ 08646

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT
TAXPAYER IDENTIFICATION#: 970-081-382/300
ADDRESS: 847 ROEBLING AVE
TRENTON NJ 08611
EFFECTIVE DATE: 01/01/01
FORM NJ-REG(01-01)

TRADE NAME: CLIENT REGISTRATION
SEQUENCE NUMBER: 0107230
ISSUANCE DATE: 07/14/04

Signature: [Handwritten Signature]

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

**STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE**

Taxpayer Name: TAX REG TEST ACCOUNT
Trade Name:
Address: 847 ROEBLING AVE
TRENTON, NJ 08611
Certificate Number: 1093907
Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

- (3) Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.
- (4) Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

Disclosure of Investment Activity in Iran

Bid Number: _____

Proposer: _____

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 the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this 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 person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal:

- ☐ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,
AND
- ☐ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the New Jersey Turnpike Authority under penalty of perjury. 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 proposer, 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 State of New Jersey 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 State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

Acknowledgment of Receipt of Addenda

The undersigned Vendor hereby acknowledges receipt of the following Addenda:

Addendum Number

Dated

☐ No addenda were received

Acknowledged for: _____
(Name of Vendor)

By: _____
(Signature of Authorized Representative)

Name: _____

Title: _____

FAILURE TO ACKNOWLEDGE AND RETURN WITH YOUR PROPOSAL SUBMISSION THE RECEIPT OF ANY ISSUED ADDENDA FOR THIS PROPOSAL ON THIS ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM SHALL BE CAUSE FOR YOUR PROPOSAL TO BE REJECTED.

Proposal Scoring Sheet

Proposal and Qualifications For Conducting a Feasibility Study for Unification of Pinelands Regional School Districts

NAME: _____

VENDOR: _____

DESCRIPTION	POSSIBLE	POINTS
Company Overview and Qualifications		
Approach to Data Gathering and Feasibility Study		
Ability to Complete Study within 60-90 days		
Experience completing projects of similar size and type		
Price Proposal		
TOTAL SCORE	100	

- Scoring:
- 90-100- very good
- 80-89- good
- 70-79 acceptable
- 0-69 unacceptable