Request for Proposals – Audit Services

Board of Education of the
Burlington County Special Services School District and
Institute of Technology of the County of Burlington

2018-2019 School Year
REQUEST, SOLICITATION AND INVITATION FOR PROPOSAL
FOR THE POSITION OF
BOARD OF EDUCATION OF THE
BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT AND
INSTITUTE OF TECHNOLOGY

AUDIT SERVICES

INTRODUCTION

The Board of Education of the Burlington County Special Services School District and Institute of Technology (“Board”), County of Burlington and State of New Jersey, is seeking proposals from licensed public school accountants for the professional audit/accounting services to begin with the audit for the 2018-2019 school year. This proposal should be inclusive of both The Burlington County Special Services School District and The Burlington County Institute of Technology School District.

The Burlington County Special Services School District and The Burlington County Institute of Technology are independent reporting entities within the criteria adopted by the Governmental Accounting Standards Board “GASB” as established by GASB 14. All funds and account groups of the District are included in this report.

The response to this request, together with the related costs, data, and supporting documentation will be used to make the final vendor selection. The proposals will be included as part of the contract between the Board of Education of the Burlington County Special Services School District and Institute of Technology and the selected firm. The district reserves the right to reject any and all proposals and the right to its option to waive or refuse to waive any defect or informality in any proposal. Qualified district personnel for the purpose of selecting proposals with whom negotiations may be conducted, will subject all responsive proposals received to an evaluation.

Offeror(s) are cautioned to initially submit sufficient information to enable the evaluation personnel to fully ascertain each offeror(s) capability to perform all the requirements contemplated by this solicitation. All commitments made in the proposal shall become a part of any resultant contract.

Negotiations may be conducted with all offeror(s) considered to be in the competitive range, if it is determined that negotiations are required. However, the district may award a contract without discussion.

Proposal must be submitted so as to arrive to the Board Office no later than 10:00 a.m. on Tuesday, June 19, 2018.

Attention: Theresa L. Margiotta
School Business Administrator/Board Secretary
Burlington County Special Services School District
20 Pioneer Blvd
Westampton, NJ 08060

Award of contract(s) will be made in the best interest of The Board of Education of the Burlington County Special Services School District and Institute of Technology.
SCOPE OF SERVICE

Comprehensive audit of the general purpose financial statements comprised of the following funds:

1. General Fund
2. Special Revenues
3. Debt Service
4. Capital Projects
5. Food Service
6. Trust & Agency
7. Student Activities/Athletic
8. Other
   a. Child Nutrition Program
   b. The Title I Program and other grant programs
   c. The application for state school aid “ASSA”
   d. Compliance audit on all federal and state grant programs as required under the Single Audit Act
   e. Study and evaluate the District’s internal accounting controls
   f. Assist in the maintenance of a perpetual fixed asset inventory system
   g. Assist in preparing the District to be in compliance with GASB 34
   h. Submission of the Audit Summary diskette to the Department of Education
   i. Assist in the preparation of the Comprehensive Annual Financial Report “CAFR”
   j. Copies of CAFR and Management report to creditors
   k. Audit period is for Fiscal Year ending June 30, 2019
   l. Additional agreed upon Management and/or Financial Advisory Services may be required on an ongoing basis. Please advise us of any hourly rate quote for such services.

PERFORM STATUTORY AUDIT SERVICES

The Firm will perform the annual audit pursuant to N.J.S.A. 18A:23-1 et seq., and in accordance with the Standard Audit Programs and Procedures for Boards of Education as distributed by the New Jersey Department of Education. The audit shall be appropriately planned with professional personnel assigned, sufficient to complete the audit within the mandated timelines and in accordance with Generally Accepted Auditing Standards “GAAS”. On or about October 15, following the close of the fiscal year, (June 30th), the Firm will provide six (6) copies of the CAFR to include the Management report, to the District’s School Business Administrator. In addition, six (6) copies of the synopsis and the transmittal of the Audit Summary diskette are to be delivered to the School Business Administrator.
Provide audit progress reports as they may be required or requested, containing:

1. Status of audit
2. Comments and recommendations
3. Comments or previous recommendations

The firm will confer and discuss matters relating to the audit and financial practices of the school district as required, and attend a meeting of the district’s Finance Committee for the purpose of presenting the audit upon completion. When necessary, a brief public presentation will be given at a regular monthly board meeting. Dates of said meetings are to be determined. Submission of the audit report past the state mandated deadline is deemed unacceptable. The audit must include all requirements established by State and/or Federal governments for the full and accurate reporting of the District’s financial records.

**REQUIREMENTS FOR QUOTATION SUBMISSION**

The following requirements are necessary for the acceptance of quotations. The firm will at a minimum satisfy the following:

1. Have a Registered Municipal Accountant and/or a Certified Public Accountant licensed as a Public School Accountant pursuant to N.J.S.A. 18A:23-8
2. Have extensive experience in State and Federal Fund accounting
3. Demonstrated experience conducting audits of School Districts in the State of New Jersey
4. Demonstrated the ability to understand and resolve complex public school financial and accounting issues
5. Demonstrated working knowledge of GAAP
6. Provide proof of liability insurance with limits in amounts sufficient to adequately protect the District

**SELECTION CRITERIA**

The overall proposal will be evaluated on the following factors:

1. Fee quotation
2. Quality of the proposal
3. Experience
4. Depth of support
5. Other
PROPOSAL PREPARATION & SUBMISSION

All Firms responding the RFP are expected to comply with the preparation instructions and submission requirements presented in this section for content and format. Failure to comply with these instructions and requirements may result in the disqualification of the offeror(s) proposal from further consideration.

Exceptions to RFP
It is permissible to take exception to the RFP, though all such exceptions must be clearly identified with a written explanation included. The written explanation should include an outline of the scope of the exception, the ramifications, and a description of the advantages/disadvantages.

Proposal Packaging & Submission
It is the offeror(s) responsibility to ensure that they have a complete and thorough understanding of all the requirements, expressed or implied, regarding the specifications of the RFP prior to the submission of the proposal.

The offeror(s) must indicate the individual who will be directly responsible for the preparation of the district's CAFR. The Board of Education reserves the right to conduct an interview meeting with the firm's representative who will be responsible for the District’s CAFR.

Proposals shall be enclosed in a single sealed package plainly marked with the words “PROPOSAL FOR PROFESSIONAL AUDIT/ACCOUNTING SERVICES”. All proposals will be firm offers and may not be withdrawn for sixty (60) day following the last day for acceptance of best and final offer. Proposals must be signed by an officer of the Firm who is authorized to bind the Firm.

RENEWAL OPTION

The District reserves the right to exercise an option to renew the contract for an additional one-year period. The contract is renewable at the option of the District. If the District exercises this option for renewal, the contract as renewed shall be deemed to include this option provision. The Firm can preempt this right to extension by giving the School Business Administrator written notice sixty (60) days before the scheduled contract completion date. In any case, the Firm is obligated to complete the work required by an order issued and accepted prior to the expiration date of the contract.
PROPOSAL FORM

Auditing Services

The undersigned agrees to provide Audit services for the Board of Education of the Burlington County Special Services School District and Institute of Technology in accordance with RFP #01 and any amendments or clarifications, and accepts the terms therefore as binding contractual obligations if the following proposal is accepted.

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<thead>
<tr>
<th></th>
<th>BCSSSD</th>
<th>BCIT</th>
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<tbody>
<tr>
<td>Annual Fee (Year 1)</td>
<td>$_________</td>
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<tr>
<td>Annual Fee (Year 2 – optional)</td>
<td>$_________</td>
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<tr>
<td>Hourly Fee Listing</td>
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<td>Partners</td>
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<tr>
<td>Auditors/Staff</td>
<td>$_________</td>
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<tr>
<td>Reduction for District prepared Schedules and Reports</td>
<td>$_________</td>
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</table>

Name of Firm: __________________________________________________

Name of Individual responsible for the Burlington County Institute of Technology account: __________________________________________________

Name of Individual responsible for the Burlington County Special Services School District account: __________________________________________________

Address of Firm: __________________________________________________

Telephone Number: __________________________________________________

Signature: __________________________________________________

Printed Name and Title: __________________________________________________
Request for Proposal
Auditing Services 2017-2018

Required Documentation

The following documents should be included in proposal by all prospective firms:

- One of the following:
  - Letter of Federal Affirmative Action Plan Approval
  - Certificate of Employee Information Report
  - Employee Information Report Form AA302
- Business Registration Certificate
- Chapter 271 (PCD) Disclosure Statement “Pay to Play”
- Attachment A – I (See Attached)
- Certificate of Liability Insurance
Date:

Board of Education of the Burlington County Special Services School District and Institute of Technology
20 Pioneer Blvd
Westampton, New Jersey 08060

Re: Request, Solicitation and Invitation for proposal - Auditor

Dear Board of Education:

The undersigned hereby submits the enclosed proposal for the position of Solicitor.

The undersigned hereby undertakes and promises to serve as Solicitor and to do all work requested as appropriate and required herein as well as the contract documents concerning the same, including all written amendments and changes thereto, if any, which are incorporated herein by reference and made a part of this proposal.

__________________________________________________________
SIGNATURE

__________________________________________________________
BUSINESS NAME

__________________________________________________________
Type or Print Full Name

__________________________________________________________
Title

__________________________________________________________
Date

__________________________________________________________
Telephone Number

__________________________________________________________
Fax Number

__________________________________________________________
E-Mail
CERTIFICATION OF INSURANCE

I HEREBY CERTIFY THAT MY OFFICE CARRIES INSURANCE ADEQUATE TO PROTECT THE BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY SCHOOL DISTRICT BOARD OF EDUCATION (“BOARD”) AND INDEMNIFY THE BOARD FOR ANY ERROR OR OMISSION COMMITTED BY THE UNDERSIGNED THAT CREATES LIABILITY TO THE BOARD. THIS INCLUDES ERRORS AND OMISSIONS POLICY AND ANY OTHER TYPE OF POLICY THAT CAN BE UTILIZED TO PROTECT THE INTERESTS OF THE BOARD. I HAVE ATTACHED COPIES OF THE DECLARATION PAGES OF EACH POLICY THAT DOES OR CAN PROTECT THE BOARD FROM ANY ERROR, OMISSION OR ACTIVITY IN WHICH I OR ANYONE FROM MY OFFICE MIGHT ENGAGE IN ON BEHALF OF THE BOARD.

I FURTHER CERTIFY THAT THE POLICIES OF INSURANCE THAT ARE CARRIED BY MY OFFICE SHALL CONTINUE TO BE CARRIED DURING THE ENTIRE TERM OF MY APPOINTMENT AS SOLICITOR, IN THE EVENT THAT MY OFFICE IS SELECTED TO SERVE IN THAT CAPACITY. IN THE EVENT THAT THE DECLARATIONS PAGE(S) SUBMITTED SHOWS THE POLICY OR POLICIES OF INSURANCE WILL LAPSE DURING THE COURSE OF THE TERM OF MY APPOINTMENT, I WILL PROVIDE TO THE BOARD A COPY OF THE RENEWAL POLICY DECLARATION PAGE. I FURTHER CERTIFY THAT THE RENEWED POLICY SHALL HAVE THE SAME OR GREATER LIMITS OF LIABILITY AS THE ONE PROVIDED FOR AT THE BEGINNING OF MY APPOINTMENT.

CERTIFYING OFFICIAL:

NAME: ________________________________
TITLE: ________________________________
SIGNATURE: __________________________
DATE: ________________________________
ATTACHMENT B

CONFLICT OF INTEREST CERTIFICATION

THE UNDERSIGNED CERTIFIES TO THE BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY SCHOOL DISTRICT BOARD OF EDUCATION ("BOARD"), COUNTY OF BURLINGTON, STATE OF NEW JERSEY THAT IN PERFORMING SERVICES TO THE BOARD HE/SHE IS AWARE OF NO CIRCUMSTANCE THAT WOULD CONSTITUTE A CONFLICT OF INTEREST, FINANCIAL OR OTHERWISE, BETWEEN HIMSELF/HERSELF (OR HIS/HER FIRM) AND THE INTERESTS OF THE BOARD. THE UNDERSIGNED CERTIFIES THAT HE/SHE HAS MADE A SEARCH OF HIS/HER FIRM’S CLIENT BASE AND HAS EXECUTED THIS CERTIFICATION SUBSEQUENT TO SUCH SEARCH.

THE UNDERSIGNED ACKNOWLEDGES THIS IS A CONTINUING CERTIFICATION, AND SHALL REMAIN IN EFFECT FOR THE TERM OF THE SERVICES CONTAINED IN THE SOLICITED REQUEST FOR PROPOSAL. I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE FALSE, THE BOARD IS FREE TO TERMINATE ANY PROFESSIONAL SERVICE AGREEMENT ENTERED INTO WITH THE UNDERSIGNED AND/OR HIS OR HER FIRM.

Applicant Signature: __________________________________________

Typed Firm Name: ___________________________________________

Title: ______________________________________________________

Date: __________________________
ATTACHMENT C

I HEREBY CERTIFY THE INFORMATION CONTAINED IN THIS PROPOSAL IS CORRECT AND ACCURATE TO MY PERSONAL KNOWLEDGE. I AM MAKING THIS CERTIFICATION IN GOOD FAITH.

CERTIFYING OFFICIAL:

NAME: __________________________________________

TITLE: __________________________________________

SIGNATURE: ____________________________________

DATE: _________________________________________
ATTACHMENT D

STATEMENT OF CORPORATE OWNERSHIP

Part I – Ownership Disclosure Certification
☐ I certify that the list below contains the names and home addresses of all owners having an “Interest” in the “Business Entity”.

Check the box that represents the type of Business Entity:
☐ Partnership ☐ Corporation ☐ Sole Proprietorship ☐ Subchapter S Corporation
☐ Limited Partnership ☐ Limited Liability Corporation ☐ Limited Liability Partnership

<table>
<thead>
<tr>
<th>Name of Owner</th>
<th>Home Address</th>
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Part 2 – Signature and Certification:
I certify that the foregoing statements made by me are true to the best of my knowledge, information and belief. I am aware that if made any statements that are knowingly false, I am subject to punishment under the law.

Name of Business Entity: ________________________________________________________________

Signature: __________________________ Date: __________________________

Print Name: __________________________ Title: __________________________
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 (www.nj.gov/dca/jgs/lfnsc1/menu.shtml).

1. The disclosure is required for all contracts in excess of $17,300 that are not awarded pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).

2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.

3. The submission must be received from the contractor and on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.

4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
   a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at www.nj.gov/dca/jgs/p2p. They will be updated from time-to-time as necessary.
   b. A public agency using these forms should edit them to properly reflect the correct legislative district(s). As the forms are county-based, they list all legislative districts in each county. **Districts that do not represent the public agency should be removed from the lists.**
   c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
   d. The form may be used “as-is”, subject to edits as described herein.
   e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the instructions and the form be printed on the same piece of paper. The form notes that the instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
   f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.

5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation. A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor’s commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.
SECTION 000296 - DEPARTMENT OF TREASURY BUSINESS REGISTRATION

AFFIDAVIT

I, ____________________________, being of full age under oath depose and say:

1. I am a(n) owner, partner, shareholder of officer of the company as: forth below and am duly authorized to execute this affidavit on its behalf.

2. ____________________________, has registered in writing with the Department of Treasury in accordance with P.L.1999, c.39, the Title and text of P.L.2001, c.134 and R.S.S4:50-9, repealing section 3 of P.L.2001, c.134 (C.54:52-20), and supplementing Title 54 of the Revised Statutes in its entirety and have included the following information:

A contractor shall provide proof of valid business registration with the Division of Revenue in the Department of the Treasury to any contracting State agency; no contract shall be entered into by any contracting State agency unless the contractor first provides proof of a valid copy of its business registration in accordance with the following schedule:

a. In response to a request for bids or a request for proposals, at the time a bid or proposal is submitted; or

b. For all other transactions, before the issuance of a purchase order or other contracting document. In its sole discretion, the contracting unit may waive this requirement if a business registration has been previously provided to the contracting agency.

A subcontractor under any contract with a contracting State agency shall provide proof of a valid copy of its business registration with the Division of Revenue to any contractor; verification information who shall be forwarded by the contractor forward it to the contracting State agency. No contract with a subcontractor shall be entered into by any contractor under any contract with a contracting State agency unless the subcontractor first provides proof of valid business registration. The contracting agency shall file all business registrations received by the contracting agency with other procurement documents related to the contract.

A contract entered into by a contracting State agency with a provider of goods or services or a contractor or subcontractor of a construction project shall contain a notice of the provisions include provisions under subsection b. of this section and this subsection for the contractor to comply with, and for the contractor to notify subcontractors by written notice to comply with subsection c. of this section. A contracting agency shall not be responsible for a contractor's failure to comply with this section. 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 during the course of the contract performance. A complete and accurate list shall be submitted before final payment is made for goods provided or services rendered or for construction of a construction project under the contract.

Notice of the provisions of this section shall be included by the contracting agency in any bid specification, requests for proposals, or other documents notifying potential contractors of opportunities to provide goods or perform services for a contracting agency.

Nothing in this section shall in any way alter the provisions or change the responsibilities or obligations of casino industry licensees as set forth in section 92 of P.L.1977, c.110 (C.5:12-92).
STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN  

Quote Number:  
Bidder/Offeror:

PART 1: CERTIFICATION  
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.  
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.  
Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury’s Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division’s website at http://www.state.nj.us/treasury/purchase/pdfs/Chapter25List.pdf. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder’s proposal non-responsive. If the Director finds a person or entity to be in violation of law, she shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder’s parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury’s list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 (“Chapter 25 List”). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

☐ OR

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

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN  
You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Bidder/Offeror</th>
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</thead>
<tbody>
<tr>
<td>Description of Activities</td>
<td></td>
</tr>
<tr>
<td>Duration of Engagement</td>
<td>Anticipated Cessation Date</td>
</tr>
<tr>
<td>Bidder/Offeror Contact Name</td>
<td>Contact Phone Number</td>
</tr>
</tbody>
</table>

ADD AN ADDITIONAL ACTIVITIES ENTRY

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 hereby 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:  

DPP Standard Forms Packet 11/2013
ATTACHMENT I

MACBRIDE PRINCIPLES FORM

NOTICE TO ALL BIDDERS

REQUIREMENT TO PROVIDE A CERTIFICATION IN COMPLIANCE WITH MACBRIDE PRINCIPLES AND NORTHERN IRELAND ACT OF 1989

Pursuant to Public Law 1995, c. 134, a responsible bidder selected, after public bidding, by the Director of the Division of Purchase and Property, pursuant to N.J.S.A. 52:34-12, or the Director of the Division of Building and Construction, pursuant to N.J.S.A. 52:32-2, must complete the certification below by checking one of the two representations listed and signing where indicated. If a bidder who would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Directors may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another bidder who has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Directors find contractors to be in violation of the principles which are the subject of this law, they shall take such action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I certify, pursuant to N.J.S.A. 52:34-12.2 that the entity for which I am authorized to bid:

____ has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein through the operation of offices, plants, factories, or similar facilities, either directly or indirectly, through intermediaries, subsidiaries or affiliated companies over which it maintains effective control; or

____ will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.8 and in conformance with the United Kingdom’s Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

_________________________________________________________
Signature of Bidder

_________________________________________________________
Name (Type or Print)

_________________________________________________________
Title (Type or Print)

_________________________________________________________
Date