

condition of any bond purchase contract entered into by underwriters selected for this assignment.

**8.1.4 Chapter 92.** In accordance with P.L. 2005, c. 92, all service performed pursuant to this RFQ shall be performed within the United States.

**8.1.5 Certification of Non-Involvement in Prohibited Activities in Iran.** Pursuant to *N.J.S.A. 52:32-58*, firms must certify that neither the bidder, nor any of its parents, subsidiaries, and/or affiliates (as defined in *N.J.S.A. 52:32 – 56(e) (3)*), is listed on the Department of the Treasury’s List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in *N.J.S.A. 52:32 – 56(f)*. If the bidder is unable to so certify, the bidder shall provide a detailed and precise description of such activities.

**8.1.6 Mandatory EEO Language and State Policy Prohibiting Discrimination in the Workplace.** If awarded a contract, your firm shall be required to comply with the requirements of *N.J.S.A. 10:5-31 et seq.* and *N.J.A.C. 17:27 et seq.* and the terms set forth in **EXHIBITS A-1 and A-2**.

**8.1.7 New Jersey Business Registration.** Pursuant to the terms of *N.J.S.A. 52:32-44*, entities providing goods or services to the Authority must be registered with the New Jersey Department of the Treasury, Division of Revenue. Effective September 1, 2004, pursuant to an amendment to *N.J.S.A. 52:32-44*, State and local entities, including the Authority, are prohibited from entering into a contract with an entity unless the firm has provided a copy of its business registration certificate (or interim registration) as a part of its response.

To verify the registration status of your business and obtain a Business Registration Certificate visit the Division of Revenue website at: [https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLLoginJsp.jsp). If your firm is not already registered with the New Jersey Division of Revenue, the form should be completed online at the Division of Revenue website at: [www.state.nj.us/treasury/revenue/index.html](http://www.state.nj.us/treasury/revenue/index.html).

## **8.2 STATUTORILY REQUIRED FORMS**

The following statutorily-required forms can be downloaded from the Department of the Treasury website at: <http://www.state.nj.us/treasury/purchase/forms.shtml>.

- ~~State of New Jersey Standard Terms and Conditions~~
- Ownership Disclosure Form
- Disclosure of Investigations and Other Actions Involving Vendor

- Disclosure of Investment Activities in Iran Form
- Affirmative Action Compliance (submit one of the following):
  - New Jersey Certificate of Employee Information Report
  - Federal Letter of Approval Verifying a Federally Approved or Sanctioned Affirmative Action Program (*dated within one (1) year of submission*)
  - Affirmative Action Employee Information Report (AA-302)
- Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions
- Chapter 271 Vendor Certification and Political Disclosure Form
- MacBride Principles Form
- Proof of New Jersey Business Registration
- Source Disclosure Form

## **9.0 CHECKLIST, ATTACHMENTS AND EXHIBITS**

The Checklist on the following page is to be executed by an authorized signer, and all required forms and documents listed therein must be included and submitted with your Proposal.

RFQ CHECKLIST			DOCUMENT INCLUDED	
PROPOSAL	1	Written Proposal	<input type="checkbox"/>	
	2	Copies of the firm's most recent filing of G-37/38 Reports pursuant to Rules G-37 and G-38 of the Municipal Securities Rulemaking Board	<input type="checkbox"/>	
	3	One copy of your firm's most recent annual report and audited financial statements	<input type="checkbox"/>	
EXHIBITS	4	<b>EXHIBIT A-1</b> - Mandatory Equal Employment Opportunity Language - <i>Signed Acceptance and Acknowledgment</i>	<input type="checkbox"/>	
		<b>EXHIBIT A-2</b> - State Policy Prohibiting Discrimination in the Workplace and Vendor/Contractor Acknowledgment of Receipt	<input type="checkbox"/>	
	5	<b>EXHIBIT B</b> – Certification of No Change ( <i>only for firms who have previously submitted the certification and disclosure forms pursuant to P.L. 2005, c. 51/Executive Order No. 117</i> )	<input type="checkbox"/>	
DIVISION OF PURCHASE & PROPERTY FORMS	6	<del>State of New Jersey Terms and Conditions (Signed Acceptance of Terms &amp; Conditions)</del>	<input checked="" type="checkbox"/>	
	7	<a href="#">Ownership Disclosure Form</a>	<input type="checkbox"/>	
	8	<a href="#">Disclosure of Investigations and Other Actions Involving Vendor</a>	<input type="checkbox"/>	
	9	<a href="#">Disclosure of Investment Activities in Iran</a>	<input type="checkbox"/>	
	10	Affirmative Action Compliance (submit one of the following)	<input type="checkbox"/>	
		a. New Jersey Certificate of Employee Information Report		
		b. Federal Letter of Approval Verifying a Federally Approved or Sanctioned Affirmative Action Program (dated within one (1) year of submission of Proposal)		
		c. <a href="#">Affirmative Action Employee Information Report (AA-302)</a>		
	11	<a href="#">Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions</a> <b>OR</b> Certification of No Change ( <b>EXHIBIT B</b> )	<input type="checkbox"/>	
	12	<a href="#">Chapter 271 Vendor Certification and Political Disclosure Form</a>	<input type="checkbox"/>	
	13	<a href="#">MacBride Principles Form</a>	<input type="checkbox"/>	
	14	<a href="#">Proof of New Jersey Business Registration</a>	<input type="checkbox"/>	
	15	<a href="#">Source Disclosure Form</a>	<input type="checkbox"/>	
	MISCELLANEOUS	16	Small, Minority and/or Women-Owned Business Enterprise Certification or Documentation (if applicable)	<input type="checkbox"/>
		17	NJSTART Registration  NJSTART is a system which provides a “one-stop shop” for vendors to submit proposals, maintain required forms and certifications, and present purchase orders and invoices for payment. Visit <a href="http://www.njstart.gov">www.njstart.gov</a> and click on “Register” to start the process.	<input type="checkbox"/>

I hereby acknowledge that I have read and attached all the necessary documents that are required in response to this RFQ.

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

Submitted By: \_\_\_\_\_

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

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