

IS YOUR COMPANY RFP-READY?

**PRESENTED BY:
REBECCA MOLL FREED, ESQ.
GENOVA BURNS**

ACCNJ Associate Member Genova Burns will help you understand, develop and comply with best practices related to RFPs, Vendor Codes of Ethics, and MBE, WBE and DBE Requirements

- Understand applicable disclosure and certification requirements;
- Understand and develop template responses to standard RFP forms and questionnaires to ensure consistency and accuracy of responses;
- Develop and implement a robust Vendor Code of Ethics (taking government entity specific requirements into effect);
- Train management and relevant employees on the Vendor Code of Ethics;
- Develop and implement an RFP review and preparation process to ensure all information is accurate and no conflicts of interest exist;
- Understand and comply with laws related to political contributions and gifts and entertainment; and
- Understand the MBE, WBE and DBE requirements (whether the vendor itself is a certified company or is looking to subcontract to an MBE, WBE or DBE).

Please join us for this half-day interactive program to ensure that your company is RFP-Ready!

REGISTRANTS:

COMPANY:



**ASSOCIATED
CONSTRUCTION CONTRACTORS
OF NEW JERSEY**

**DATE:
TUESDAY,
FEBRUARY 25, 2020**

**TIME:
8:30 AM Registration
(Breakfast will be served)
9:00 AM Program
12:00 Noon Conclusion**

**LOCATION:
Association Offices
Raritan Center Plaza II
91 Fieldcrest Ave., A-19
Edison, NJ 08837**

**COST:
There is no charge, but
registration is required!**

**RETURN TO ACCNJ
Email: cfulton@accnj.org
or
Fax: 732-225-3105**