

RUTHERFORD BOARD OF EDUCATION

Business Office

176 Park Avenue

Rutherford, New Jersey 07070

REQUEST FOR PROPOSAL (RFP)

Audit Services

RFP 20-04

Submission Date:

Wednesday, May 27, 2020
12:00 Noon

RUTHERFORD BOARD OF EDUCATION

*Business Office
176 Park Avenue
Rutherford, New Jersey 07070*

**REQUEST FOR PROPOSAL
(RFP)**

**TECHNICAL
SPECIFICATIONS**

Mr. Joseph Kelly
Business Administrator
Board Secretary
Purchasing Agent

RUTHERFORD BOARD OF EDUCATION
Business Office
Rutherford, New Jersey 07070

REQUEST FOR PROPOSAL

AUDIT SERVICES
RFP 20-04

A. PURPOSE

The Rutherford Public School District is seeking proposals from qualified respondents as follows:

Audit Services

The purpose of this Request for Proposal (RFP) is to solicit proposals to perform the annual audit of the Rutherford Public School District (District) for school year 2019-2020, and is seeking optional proposed pricing for years 2 and 3 (i.e., 2020-2021 and 2021-2022) as required by N.J.S.A. 18A: 23-1 to 18A: 23-11 and additional audit procedures and reviews as specified in Scope of Work section.

This RFP will encompass the performance of an audit of the books, accounts and funds and a verification of all cash and bank balances of the District, and of any officer or employee thereof, and of any organization of public school pupils conducted under the auspices of the District. The audit shall also include a determination of the extent to which the school board has used contracts entered into by the State Division of Purchase and Property pursuant to P.L. 1969, c.104 (C.52: 25-16.1et seq.) in the purchase of materials, supplies, or equipment for the District.

The Rutherford Public School District's original budget for the school year 2019-2020 is approximately \$49,000,000. The District is a Type II school district serving approximately 2,700 students in grades Pre-K through 12 with approximately 400 employees.

Proposals are being solicited through a fair and open process. Under Title 18a-18a-5 (1) professional services are not required to be bid or advertised and the board is not required to award on the basis of lowest price and will award based on criteria as outlined in this request for proposals. The requests are being made to ensure the district receives the highest quality services at a fair and competitive price.

Background

The legislature has mandated that an annual audit of every school district's accounts and financial transactions shall be made by a Public School Accountant and that audit must be completed not later than five (5) months after the end of the school fiscal year.

N.J.S.A.18A: 23-8 requires that an audit of the accounts of a school district be made only by a registered municipal accountant or a certified public accountant of New Jersey who holds an active registration license as a public school accountant for New Jersey. Such registration license shall be issued to qualified persons by the New Jersey State Board of Public Accounts who have complied with statutory requirements and are authorized to make audits of accounts, and records of school districts of the State of New Jersey. New Jersey State Statute (N.J.S.A. 18A: 4-14) requires a uniform system of double-entry bookkeeping which is consistent with the

generally accepted accounting principles (GAAP) established by the Governmental Accounting Standards Board and which is consistent with the financial accounting terminology and classifications established by the National Center for Education Statistics for use in all school districts. The financial reporting requirements of GAAP include the issuance of a Comprehensive Annual Financial Report (CAFR) that encompasses all funds and account groups. These financial statements are the responsibility of Rutherford Public Schools' management and are its representation of the financial position at a given point in time and the operations of the District during a period of time. The District is required to prepare the financial statements and have them ready for the annual audit. The auditor's responsibility is to express an opinion on the annual financial statements based on their audit. The financial and compliance audit must be performed in accordance with the U.S. Office of Management and Budget (OMB) Circular No. A-133 "Audits of States and Local Governments and Non-Profit Organizations" and in accordance with the Single Audit Act of 1996. The audit must conform to standards established by the U.S. Comptroller General. The current audit standards are specified in

Government Auditing Standards (Comptroller General of the U.S. 1998 Revision; available from the Superintendent of Documents: Stock Number 020-000-00243-3). In accordance with NJOMB Circular 04-04, a copy of the audit firm's latest external quality control review report (peer review) shall be submitted to the school district prior to appointing said firm for the annual audit.

State Treasury Circular Letter: 98-07 (Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid Payments) was issued by the State Office of Management and Budget. It establishes State policy and procedures and outlines the responsibilities of State agencies and grant recipients to ensure that recipient single audits are performed according to Federal and State requirements. This Circular Letter required auditors to test and report on State Grant and State Aid compliance during the performance of recipient single audits in accordance with OMB Circular No.A-133 Compliance Supplement and the State Aid/Grant Compliance Supplement. The audit must be performed and submitted in accordance with the New Jersey State Department of Education publication, The Audit Program-Financial Accounting for New Jersey School Districts.

The Comprehensive Annual Financial Report (CAFR) must be prepared and submitted by the District in accordance with the New Jersey Department of Education publication, Financial Reporting for New Jersey School Districts, A Sample Comprehensive Annual Financial Report.

The audit must be completed no later than the date stated in the Audit Program. No provision is made for the issuance of extensions beyond the statutory due date.

B. SCOPE OF SERVICE

The primary objective of the Audit is the auditor's expression of an opinion on the District's annual financial statements, the District's system of internal controls and compliance with general and specific requirements of Federal and State financial assistance as described in the Audit Program.

An entrance conference or engagement meeting will be held with the School Business Administrator and Superintendent of Schools to discuss in detail the scope and purpose of the audit.

The 2019-2020 annual audit and option years are to be conducted pursuant to the Audit Program-Financial Accounting for New Jersey School Districts to include the books, accounts and monies and a verification of all cash and bank balances of the board of education, and any officer or employee of any organization conducted under the auspices of the District. The audit should include the review of the following areas:

1. General Fund
2. Special Revenue Funds
3. Capital Projects Funds
4. Debt Service Fund
5. Permanent Funds
6. Enterprise Funds and Internal Service Funds
7. Trust and Agency Funds
8. Student Activity Funds

In addition to the above, the audit must include the procedures listed below:

1. Review of budget line items transfers for compliance with N.J.S.A. 18A: 22-8.1 and N.J.A.C.6: 20-2A.11 to determine whether amounts transferred were used for the approved purposes.
2. Review of appropriations from fund balances for compliance with N.J.S.A. 18A: 22-8.1 and N.J.A.C. 6:20-2A.10, to N.J.A.C. 6:20-2A.11 to determine whether fund balances were used for approved purposes.
3. Review of expenditures to determine whether they have been appropriately classified consistent with the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey School Districts pursuant to N.J.S.A. 18A: 4-14 and N.J.A.C 6:20-2A.2(m).
4. Review of budgeted expenditure/appropriation accounts for compliance with N.J.A.C 6:20-2A-10.
5. Review of equipment expenditures charged within general fund, capital outlay for compliance with N.J.A.C 6: 20-2A.5.
6. Review of expenditures charged within general fund, capital outlay and capital projects fund to determine appropriateness of such expenditures and compliance with capital ordinances. A determination of whether general fund, capital outlay expenditures were made in accordance with the purposes described on the associate supporting budget documentation presented on the DOE diskette and approved by the County Superintendent must be included.
7. Review of expenditures charged to the Special Revenue (Fund 20).
8. Review of accounts payable and encumbrances for both the preceding and current year to determine compliance with GAAP. A determination of whether accounts payable and encumbrances were liquidated timely and the amount; percentage of canceled or aged (over 90 days) payables and encumbrances must be included.
9. A review of all consultants' compensation for compliance with the IRS regulations and a determination of consultant or employee status based on IRS guidelines.
10. Meet and comply with all current year requirements of NJDOE Audit program and State laws and codes concerning school board audits.
11. In addition to the scope of the audit and management report the district shall provide year end General Ledger balances and post-closing trial balance to the auditors who shall assist the district with recommended year end adjusting entries and input that data from the districts final trial balance and other required input into a CAFR software program to provide the district with a final CAFR report inclusive of all required financial statements and schedules and notes.
12. Provide any required information by way of review of administrators' contracts for the County Executive Superintendent as required for his approval of central office administrators' contracts.

13. Provide assistance with certain schedules included in the CAFR

The District reserves the right to expand the scope and priorities of these reviews. Any additional work required by the District which is beyond the scope of the contract will be performed at hourly rates stated in the successful bidder's cost proposal. The District School Business Administrator must approve any such work, in advance. All approvals for additional work must be in writing.

Fraud, Suspicion of Fraud or Unauditable Conditions

Upon the suspicion of or recognition of fraud, major accounting system deficiencies or major misstatements of accounts, the auditor should immediately contact the School Business Administrator and the Director of the Office of Compliance, New Jersey Department of Education. Firms will be required to produce a written report of the fraud or suspicion of fraud to the School Business Administrator and the Director of the Office of Compliance, New Jersey Department of Education.

If the contractor determines at any time during an engagement that the records are unauditable or a disclaimer of opinion is necessary, the contractor is required to notify the School Business Administrator and the Director of the Office of Compliance, New Jersey Department of Education immediately. Within five (5) days of such verbal notification, a follow-up letter is required, which details the reason why the agency is unauditable or why a disclaimer of opinion is necessary. The contractor should not proceed to perform any further work until advised by the School Business Administrator and the Director of the Office of Compliance, New Jersey Department of Education.

Standards

The selected contractor will be responsible for examining, reviewing and commenting upon all other supplementary items which fall within the performance of an audit conducted in accordance with generally accepted auditing standards, Government Auditing Standards, and as specified by the American Institute of Certified Public Accountants (AICPA).

Work Papers

The selected contractor shall at any given time during the course of the audit and at the conclusion thereof make available to the Director, Office of Compliance, New Jersey Department of Education for inspection or review, the work papers generated during the engagement. These papers will include but are not limited to the facts gathered and documents obtained, computations and analysis performed, and other pertinent data and work papers relating to the review.

All work papers will be indexed in a logical manner and show evidence that each working paper or group of papers has been subjected to appropriate supervisory review. Working papers must show the name of the auditor who prepared the paper and must be clearly titled and dated.

Exit Conference

Upon completion of the audit, and prior to submission of the final report, or at any time so designated by the School Business Administrator or as deemed necessary by the contractor, the contractor will meet with the School Business Administrator or his designated liaison to discuss audit findings.

Deliverable Products and Schedule

The contractor shall prepare twelve (12) soft cover bound copies and two (2) unbound copies in a three ring binder of the final Management Report and of the CAFR to be delivered to the Rutherford Public School District, 176 Park Avenue, Rutherford, NJ 07070. The Final audit report shall be prepared as required by directions specified in the Audit Program, as revised, and completed and submitted no later than the date as noted in the Audit Program.

The district shall submit to the State Department of Education the Audit Summary Worksheet diskette, transmittal letter, and supplemental data for tuition cost per pupil.

Special Projects/Additional Work

Should additional work, such as special projects, hearings, meetings or other activities beyond the scope of this RFP be needed by the Rutherford Public School District during the period as noted in the resultant contract from the award of this RFP, the contracted vendor must present to the Rutherford Public School District the same hourly rates for staff as presented in its RFP response for the 2019-2020 Audit. These rates shall be detailed out in written form in response to requests from the District for services beyond the scope of this RFP that may occur during the year term of the contract between the District and the contractor, (Section 3, Cost Proposal). Should the Rutherford Public School District elect or order additional items covered under the tasks and subtasks detailed in the scope of work section of this RFP the contractor will be paid the unit cost for each item in accordance with applicable unit costs or rates as submitted on the price sheets in Section 3, for task or subtask. Contractor shall not begin performing any additional work prior to obtaining written approval from the District School Business Administrator. Complete documentation must be submitted along with request for additional work. Additionally where District and Contractor cannot agree on requests for additional payment based upon findings of contract, both parties shall submit to non-binding arbitration before an arbitrator who is a member of American Arbitrators Association (AAA). This action shall only be applicable where additional work shall cause the total payment due contractor to exceed the contractual amount of work agreed to between both parties.

Proposer Meetings

Before auditing firms submit their response, they may meet with the School Business Administrator. The meeting will provide an opportunity for the Rutherford Public School District to answer any questions or to clarify the contents of this RFP. In the event that major modifications or changes to the RFP result from any Proposer's Meetings, the District will issue an addendum to the original RFP. Any and all addenda will become a part of the final contract. All proposers receiving the initial RFP will receive any and all addenda and/or other correspondence relating to this project issued prior to the Proposers Meetings.

Auditors RFP Proposed Timetable

Activity	Due Date
Release of RFP	Monday, May 1, 2020
Release of RFP Addendum	Friday, May 15, 2020
Proposal Due	Wednesday, May 27, 2020

How to Submit Your Proposal

One original and two (2) copies of your proposal should be submitted by May 27, 2020, and labelled as follows, no later than 12:00 pm to:

Rutherford Board of Education
176 Park Avenue
Rutherford, NJ 07070

Attn.: Joseph Kelly, Business Administrator/Board Secretary
RE: "Proposal for Audit Services"

Any questions should be directed to Mr. Kelly at (201) 939-1718 or at
jkelly@rutherfordschools.org.

GENERAL CONDITIONS

Price Alteration

Proposal prices must be typed or written in ink or proposal will be subject to the automatic rejection provisions of the administrative code. Any price change (including "white-outs") must be initialed or that item will be disqualified. This policy is meant to protect both the District and the Proposer.

Contract Extension

This contract may be extended beyond the original one-year term for up to two (2) one-year options as approved annually by the Board of Education and at mutually agreed upon terms.

Data Confidentiality

All data contained in the source documents supplied by the Rutherford Board of Education are to be considered confidential and shall be solely for the use of the issuing office and the using agency.

The contractor will be required to use reasonable care to protect the confidentiality of the data. Any use, sale or offering of this data in any form by the contractor, or his/her employees will be considered in violation of this contract and will cause infraction to be reported to the State Attorney General for possible prosecution. Penalties for violations of such guarantees will include, but are not limited to, cancellation of contract and/or legal action without damages paid by the Rutherford Public School District.

Responsibility of the Contractor

The contractor is responsible for the professional quality, technical accuracy and timely completion and delivery of all deliverables and other services furnished by the contractor under this contract. The contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The approval of deliverables furnished under this contract shall not in any way relieve the contractor of responsibility for the technical adequacy of its work.

The review, approval, acceptance or payment for any of the services shall not be construed as a waiver of any rights under the agreement or of any cause for action arising out of the performance of this contract. The contractor's obligations under this clause are in addition to the contractor's other expressed or implied assurance under this contract or state law and in no way will diminish any other rights that the Rutherford Public School District Board of Education may have against the contractor for faulty materials, equipment or work.

Delivery and Damages

If circumstances beyond the control of the contractor result in a late delivery, it is the responsibility and obligation of the contractor to make the details known immediately to the School Business Administrator in written form. If the successful bidder cannot meet the delivery date(s) for the effort as specified in his/her proposal, he/she shall be liable to the District to the sum of \$250.00 per normal workday that such delivery is late.

Form of Compensation and Payment

The contractor is authorized to submit invoices monthly for tasks satisfactorily completed. Invoices must reference the tasks detailed in the scope of work and must be in strict accordance with the firm prices submitted for each task on the pricing sheets of this RFP. All invoices must be approved by the Business Administrator before payment is authorized. Final payment will not be made until the contractor fully completes all services and the Exit Conference is complete.

Substitution of Personnel or Subcontractor

Only full time, permanent members of the contractor may be appointed to the audit engagement. If, during the term of the contract, the contractor cannot provide the management and supervisory personnel as proposed and requests a substitution, that substitution must be approved and have equal or better qualifications provided to the District. At no time shall the contractor's team not have a senior member present to provide management and interface with the District staff.

The contractor or subcontractor will provide detailed resume qualifications and justification, which will be forwarded to the School Business Administrator for written approval prior to any personnel substitution. The contractor acknowledges that every reasonable attempt shall be made to assign the personnel listed in the bidder's bid response proposal.

C. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:

General

The bid response proposal is the Rutherford Public School District's primary vehicle for obtaining essential information on which contract award decisions are based.

Bidders are cautioned that their failure to submit the information as required may result in a determination that the bidder's proposal is non-responsive to RFP requirements. Any qualifying statements by the bidder which effect change(s) to RFP Purchase Standard Terms and Conditions, Special Terms and Conditions, Specifications or other RFP requirements may be regarded as non-responsive. Consequently, the bidder's eligibility for contract award may be jeopardized. Therefore, bidders are encouraged not to take exception to the Terms, Conditions or Specifications. In the event that a bidder wishes to take exception to any of the Terms, Conditions or Specifications, such exceptions should be detailed in a cover letter to the bid response proposal and must cross reference the applicable RFP page and section reference number.

All instructions, contained in the solicitation document (RFP) should be met in order to qualify for consideration for award. Proposals which do not meet or comply with all instructions may be considered non-responsive.

Proposal Delivery and Identification

It is the responsibility of the bidder to clearly and properly identify and label his bid response proposal to aid the Rutherford Public School District in properly handling the bid. The exterior of the bid submission package should be clearly labeled with the bid opening date and “Proposal for Audit Services”. Anticipate potential delivery delays by allowing adequate time for hand, postal, courier or other delivery service.

Number of Bid Response Proposal Submissions Required

Bidders must submit one (1) clearly marked original bid response proposal and should submit two (2) complete/exact copies of the original. It is suggested that the bidder makes and retains a full copy of his/her bid response proposal for his/her records.

Proposal Format and Content

The proposal should be submitted in one volume (where practical) and that volume divided into three (3), easily identified sections as follows:

TECHNICAL PROPOSAL

This section shall describe the bidder’s approach and plans for accomplishing the audit work outlined in the scope of work section. Those plans and approaches should be described in sufficient detail to permit the Rutherford Board of Education to evaluate them fairly and with a minimum of possible misinterpretation. Furthermore, the bidder should demonstrate and describe the effort, skills and understanding of the project necessary to satisfactorily complete the project. This section of the proposal shall contain at least the following information:

Management Overview

This section of the bidder’s bid response will set forth the bidder’s overall technical approach and plans to meet the requirements of the RFP in narrative format.

The contents of this narrative should be designed to convince the Rutherford Public School District that the bidder understands the objectives that the project is intended to meet, the nature of the required work and level of effort necessary to successfully complete the project. In addition, this narrative should convince the Rutherford Public School District that the bidder’s general approach and plans to undertake and complete the project are appropriate to the task(s) involved.

Detailed Plans, Approach and Deliverables

This section of the bidder’s response proposal will set forth in detail the bidder’s plans and approach for completing all tasks required by the scope of work. The bidder’s response will cover each task set forth in the scope of work section of this RFP and will detail how the bidder intends to complete the required tasks. The bidder’s response should clearly cross reference RFP section/task and sub-task numbers as well as RFP page numbers.

For each task, the bidder will propose a deliverable item. A deliverable item is defined as tangible evidence of work completed. Each deliverable item will be cross-referenced to the appropriate RFP task scheduled.

The contents of the bidder’s response to this section should be designed to convince the Rutherford Public School District that the bidder’s detailed plans and approach proposed to complete the required scope of work are realistic, attainable and appropriate and that the proposed plans will lead to successful project completion. Mere reiterations of RFP tasks are

strongly discouraged as they do not provide insight into the bidder's understanding of the ability to complete the project.

PROJECT MANAGEMENT, SCHEDULING AND CONTROL

Contractor's Project Management

Bidder will describe the firm's general approach to managing the project. This section will include the bidder's specific plans to manage, control and supervise the project in order to insure satisfactory project completion in accordance with the required schedule.

Project Scheduling and Control

The bidder will propose a project schedule appropriate to the complexity of the project. The project schedule will be designed to meet the requirements of the Rutherford Public School District for project completion. It shall be integrated with the District's own project schedule for audit completion and mutually signed off.

The project schedule will identify the scheduled completion date for each task required by the scope of work along with the deliverable item(s) to be submitted as evidence of completion of the tasks.

The bidder will identify the project scheduling and control methodology(s) to be used and will provide the rationale for choosing the methodology. The use of charts is strongly encouraged.

Potential Problems

This section of the bidder's proposal will set forth a summary of problems that the bidder anticipates during the course of completing the project. For each problem identified, the bidder will provide the bidder's proposed solution to that problem.

Disclosure

As part of the proposal, each bidder must disclose all dealings within the past five years with any school district that received funds from the State of New Jersey. This disclosure pertains only to services which were paid for directly by the school district. Each bidder must disclose all affiliations with school districts for the past five years which would affect the bidder's independence with respect to the school district. This is required even though no compensation for services was received by the contractor or individual of the firm. This would include, but not be limited to, positions such as director, officer or employee. The bidder must give assurance that they have not filed a late annual school audit report in the last five years. Bidders who have filed late audit reports must provide justification for the late submission of reports.

D. ORGANIZATIONAL SUPPORT AND EXPERIENCE

This section shall contain all pertinent information relating to the bidder's organization, personnel, and experience, including but not limited to references, together with contact name and telephone number that will serve to substantiate the bidder's qualifications, and capabilities to perform the services required by the RFP. This section shall contain the following information: Location of bidder's office that will be responsible for managing this contract. Include telephone number and individual to contact.

A project organization chart showing the names of the individuals to be assigned to the project. The chart should include the labor category and title of each individual assigned.

An organization chart that shows the bidding firm's entire organizational structure. This chart

will show the relationship of the individuals assigned to this project to the bidder's overall organizational structure.

Bidder shall provide a comprehensive list of all personnel to be assigned to the project. This list will identify the labor category of each individual assigned and provide a summary of each individual's function and role on the project. Bidder may also list back up staff that may be called upon to assist or replace primary individuals assigned. Back up staff must be clearly identified as backup.

Each bidder must provide documentation that shows (5) five years of experience in the auditing of school districts. Consideration shall be given for experience in audits of Local Education Agencies (LEA), public schools within the State of New Jersey. This documentation should include all pertinent data of the entities audited and contact person for a reference check.

Bidder shall provide a comprehensive listing of projects of a similar size and scope that have been successfully completed by the bidding firm as documentation of the firm's ability to successfully undertake and complete the services required by this RFP. Emphasis should be placed on projects that are very similar in size and scope to those required by this RFP.

A description of the project should be included and should show how the project related to the ability of the contractor to complete the services required by this RFP. Include the name and address of the reference together with a person to contact for a reference check and telephone number. Dates should be given for each engagement.

Bidders must provide documentation that the contractor has sufficient professional staff to complete and file audit reports for all districts by the statutory deadline. Bidder must commit professional audit staff members to the project on a full time basis and a senior member in charge on a full time basis who has three or more years of governmental auditing experience. A detailed resume must be submitted for each individual assigned to the project organization chart and the comprehensive list of personnel assigned required above. Resumes should be constructed to emphasize relevant qualifications and experience of the individuals assigned in successfully completing projects of a similar size and scope to those required by this RFP.

Specifically, resumes should clearly identify previous experience in completing similar projects. A description of the project should be given and should show how the individual's work on the completed project relates to the individual's ability to contribute to the successful completion of the services required by this RFP. Include the name and address of reference together with a person to contact for a reference check and a telephone number. Dates should be given for each engagement.

Man-Hour/Labor Category Mixed Proposal

The bidder will submit a comprehensive chart showing the man-hours proposed to meet the requirements of this RFP. This chart will be designed to correlate to the tasks required by the RFP. The bidder will set forth, for each task and subtask, the total number of man-hours, broken down by the labor category, proposed to complete the project.

Bidder should provide proof of the firm's financial capacity and capabilities to undertake and successfully complete the project. A financial statement for the most recent year or bank reference is acceptable.

Bidder must include the audit firm's latest external quality control report in accordance with OMB Circular 93-05.

E. COST PROPOSAL

Billing Rates – Professional Skill Classifications

This section of the proposal shall contain all information related to cost. Each bidder must submit the all-inclusive hourly billing rates for each level of professional skill classification as defined below. For efficiency of presentation, the bidder should utilize the following classifications:

a. Partner

A partner is an individual who has ownership in the firm and the person who signs the audit report. Qualifications include extensive audit experience and managerial ability. This individual is charged with the overall management of the audit engagement and responsible for ensuring that all-necessary disclosures are made in the audit report.

b. Manager

This classification is directly under the partner. Qualifications include extensive audit experience and managerial ability. This individual is responsible for the direct management of complex audit engagements including the technical review of audit working papers.

c. Supervisor

This classification represents the third level of managerial positions. This individual performs the direct management over the field audit engagement and the complete detailed review of audit working papers for quality, completeness and adequate documentation to substantiate the audit report.

d. Senior Accountant

This classification represents the highest level of field staff (in charge). The educational background required is a Bachelor's Degree from an accredited College or University and at least three years of working experience in governmental contract auditing or with a certified public accounting firm.

e. Staff Accountant

This position requires an individual to possess a Bachelor's Degree from an accredited College or University. The position must represent a professional title in the bidder's organization. All staff individuals should be directly supervised during the field assignment by an audit senior.

Categories a, b and c represent managerial skill level positions. Categories d and e represent field audit staff. Each bidder should equate their professional skill classifications into the five-(5) categories. If the title differs in the bidder's organization, that title should be listed in parentheses after the particular category. Any bidder who does not have all five classifications should so designate the particular category as not applicable. In addition, each bidder must indicate which categories require a CPA certification to achieve that professional skill classification within their firm.

Bidders shall submit their prices on the attached pricing sheets. Failure to submit all information requested will result in your bid being considered non-responsive. Bidders are requested to hold prices firm and constant during the entire contract, in order that an award can be made.

BIDDERS COST PROPOSAL – Prices must include proposed fee for base year 2019-2020 and two optional years (2020-2021 and 2021-2022). Optional years are to be approved annually at the Board’s discretion. The proposed fees for the optional years will be considered in awarding the audit for the 2019-2020 school year.

Contract Expenses

Respondents are to note the following as it pertains to expenses related to the contract:

a. Expenses; Related to Contract; Incidental:

All incidental expenses related to this contract, incurred by the respondent to whom the contract is awarded, shall be the responsibility of the respondent. The Board will not reimburse any vendor for any incidental expenses related to the contract.

b. Expenses Not Related to the Contract; District Procedures

There may be a circumstance where a request is made for the respondent to provide services not directly related to the contract. These services not related to the contract are

not to be provided by the respondent. The district will procure these services separately.

c. Extraordinary Expenses

Extraordinary expenses to be incurred by the respondent in the performance of his/her duties may be brought to the Board prior to the actual expenditure. The Board, upon recommendation of the appropriate administrator, may consider reimbursing the expense, or the Board may procure the services separately.

F. EVALUATION PROCESS; METHODOLOGY OF AWARDING CONTRACT

The Board of Education will use a one hundred (100) point system in evaluating all proposals. The criteria to be evaluated are identified below:

	<u>Category</u>	<u>Value Points</u>
I.	Technical Criteria	
	A. Description of Services	10
II.	Management Criteria	40
	A. Business Organization 10	
	B. Qualifications; Relevant Experience 30	
III.	Cost Criteria	50
	A. Fee Proposal	

G. EVALUATION OF PROPOSALS -- Evaluation Committee

A committee has been selected to evaluate proposals that have been submitted. Committee members are familiar with the need for services to be performed in the request for proposal. Committee members will be identified in the final report submitted to the board and also in the award of contract resolution.

In accordance with the Office of State Comptroller's publication

Best Practices for Awarding Services Contracts

Section 4 – (*The Need for an Evaluation Committee*), it has been determined that the evaluators:

- “. . . are sufficiently qualified to evaluate the strengths and weaknesses of the proposals submitted.”
- “. . . have the relevant experience necessary to evaluate the proposal;” and
- “. . . are familiar with the need for the services to be performed in the request for proposals.”

Mr. Joseph Kelly, Business Administrator/Board Secretary/Purchasing Agent will review and evaluate all proposals as they pertain to the procurement process.

AWARD OF CONTRACT

It is the intention of the Board of Education to award the contract to the respondent whose response is the most advantageous to the board, price and other factors considered; and who will provide the highest quality service at fair and competitive prices.

RUTHERFORD BOARD OF EDUCATION
Business Office
176 Park Avenue
Rutherford, New Jersey 07070

REQUEST FOR PROPOSAL

Model Evaluation Criteria Scoring Form

Mr. Joseph Kelly
Business Administrator
Board Secretary
Purchasing Agent

RUTHERFORD BOARD OF EDUCATION
Business Office
176 Park Avenue

Evaluation Criteria
Scoring Form

RFP #20-04

Date: **Wednesday, May 27, 2020**

Request for Proposals – Audit Services

Name of Respondent _____

	<u>Category</u>	<u>Value Points</u>
I.	Technical Criteria A. Business Organization _____ B. Qualifications; Relevant Experience _____	_____
II.	Management Criteria A. Description of Services _____	_____
III.*	Cost Criteria -- (Completed by Business Office)	_____
	<i>TOTAL SCORE</i>	_____

*The Office of the Purchasing Agent will assist in the evaluation process of the cost criteria.

AWARD OF CONTRACT

It is the intention of the Board of Education to award the contract to the respondent whose response is the most advantageous to the board, price and other factors considered; and who will provide the highest quality service at fair and competitive prices.

Reviewer: _____

Points: _____

RUTHERFORD BOARD OF EDUCATION

*Business Office
176 Park Avenue
Rutherford, New Jersey 07070*

REQUEST FOR PROPOSAL

**GENERAL
SPECIFICATIONS**

Mr. Joseph Kelly
Business Administrator
Board Secretary
Purchasing Agent

A. AFFIRMATIVE ACTION REQUIREMENTS

Each respondent 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:

- i. Appropriate evidence that the respondent is operating under an existing federally approved or sanctioned affirmative action program; or
- ii. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or
- iii. An employee information report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C.17:27-4.

Please note: A completed and signed Affirmative Action Questionnaire is required with submission of proposal. However, the Board will accept in lieu of the Questionnaire, Affirmative Action Evidence stapled to the Affirmative Action Questionnaire form.

"If awarded a contract your company/firm will 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.

B. AUTHORIZATION TO WORK – PURCHASE ORDER REQUIRED

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

C. BUSINESS REGISTRATION CERTIFICATE (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:32-44 as amended by P.L. 2004 – Chapter 57, all respondents shall submit with their proposal package a copy of their "New Jersey Business Registration Certificate" as issued by the Department of Treasury of the State of New Jersey. Failure to provide the New Jersey Business Registration Certification with the proposal package, or prior to the award of contract, will be cause for the rejection of the entire proposal.

Goods and Services Contracts

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: **1)** The contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; **2)** 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; **3)** during the term of this contract, the contractor and its affiliates shall collect, remit, and notify all subcontractors and their affiliates that they must collect and remit to the Director of the 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 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

D. CONTRACTS

Upon notification of award of contract by the Rutherford Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Board of Education.

The successful respondent shall sign and execute said contract and return it together with documents required by the district such as but not limited to:

- Professional Liability Certificate;
- Criminal History Background evidence;
- Other required documents as may be outlined in the proposal specifications.

Within ten (10) days of receipt of notification of award of contract, the executed contracts and related documents must be returned to:

Mr. Joseph Kelly, Business Administrator,
Board Secretary, Purchasing Agent
Rutherford Board of Education
176 Park Avenue
Rutherford, New Jersey 07070

E. DOCUMENTS, MISSING/ILLEGIBLE

The respondent shall familiarize himself with all forms* provided by the Board that are to be returned with the proposal. If there are any forms either missing or illegible, it is the responsibility of the respondent to contact the Purchasing Agent at (973 470-5598) for duplicate copies of the forms. This must be done before the proposal submission. The Board accepts no responsibility for duplicate forms that were not received by the respondent in time for the respondent to submit with his proposal.

All documents returned to the Board shall be signed with an original signature in ink (blue). Failure to sign and return all required documents with the RFP package may be cause for disqualification and for the proposal to be rejected pursuant to N.J.S.A. 18A:18A-2(y) (non-responsive). The Board will not accept facsimile or rubber stamp signatures.

F. DOCUMENT SIGNATURES – ORIGINAL; BLUE INK

All documents returned to the Board shall be signed with an original signature in ink (blue). Failure to sign and return all required documents with the bid package may be cause for disqualification and for the bid to be rejected pursuant to N.J.S.A. 18A:18A-2(y) (non-responsive). The Board will not accept facsimile or rubber stamp signatures.

*Forms provided by the Board of Education that must be returned with proposal.

- Proposal Form
- Affirmative Action Questionnaire or Affirmative Action Evidence
- Non Collusion Affidavit
- Stockholders' Disclosure/ Ownership Declaration
- Contractor/Vendor Questionnaire and Certification
- Acknowledgement of Addenda
- Disclosure of Investment Activities in Iran

- Chapter 271 – Political Contribution Disclosure Form

*Please check your bid package for these forms!

G. EVALUATION OF CRITERIA

The school district intends to evaluate all proposals on the basis of the responses that are most advantageous to the district, price and other factors considered. Included in the evaluation process, but not limited to are:

- Experience and ability to perform services;
- Qualifications and references;
- Organization; staffing; facilities;
- Cost proposal;
- Knowledge of Rutherford Public School District and subject matter discussed in proposal;
- Other factors demonstrated in the respondent's presentation package that may be in the best interests of the school district.

H. FALSE MATERIAL REPRESENTATION – N.J.S.A. 2C:21-34-97(b)

A person commits a crime if the person knowingly makes a material representation that is false in connection with the negotiation, award or performance of a government contract. If the contract amount is for \$25,000.00 or above, the offender is guilty of a crime of the second degree. If the contract amount exceeds \$2,500.00, but is less than \$25,000.00, the offender is guilty of a crime of the third degree. If the contract amount is for \$2,500.00 or less, the offender is guilty of a crime of the fourth degree.

I. INCIDENTAL EXPENSES

All incidental expenses related to the services provided are the responsibility of professional service provider. The school district will not reimburse any provider for any incidental expenses related to the contract.

Travel – The proposal costs submitted by respondents shall include any or all costs pertaining to travel to and from any site where the services are to be performed. The Rutherford Public School District will not pay any costs for travel. Travel time is not to be charged on any hourly or service rate. Travel time to and from the site of service is to be borne by the respondent.

J. INSURANCE; PROFESSIONAL LIABILITY – CERTIFICATE REQUIRED

The successful respondent to whom the contract is awarded shall provide to the Board of Education with contract documents a Professional Liability Insurance Certificate with the following limits:

\$1,000,000 Each Incident; Occurrence; Wrongful Act
\$3,000,000 Aggregate

The insurance certificate name as to the certificate holder shall be as follows:

The Rutherford Board of Education
c/o The Business Office
176 Park Avenue
Rutherford, NJ 07070

and remain in full force during the term of contract.

K. INTERPRETATIONS AND ADDENDA

No interpretation of the meaning of the specifications will be made to any Respondent orally. Every request for such interpretations should be made in writing to the Purchasing Agent and must be received at least ten (10) days prior to the date fixed for the opening of proposals to be given consideration. Any and all interpretations and any supplemental instructions will be distributed in the form of a written addenda to the specifications. The addenda will be provided in accordance with N.J.S.A. 18A:18A-21(c) to the respondents by certified mail or certified fax no later than seven (7) days Saturdays, Sundays, and holidays excepted, prior to the date for acceptance of proposals. All addenda so issued shall become part of the contract document.

L. POLITICAL CONTRIBUTION DISCLOSURE STATEMENT – PAY TO PLAY

A business entity as defined by law is advised of its responsibility to file an annual disclosure statement on political contributions with the **New Jersey Election Law Enforcement Commission** pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005 Chapter 271 section 3) if the business entity receives contracts in excess of \$50,000 from public entities in a calendar year. It is the business entity's responsibility to determine if filing is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement commission at 1-888-313-3532 or at www.elec.nj.us.

Pursuant to N.J.A.C. 6A:23A-6.3 (a1-4) please note the following:

Award of Contract -- Reportable Contributions -- N.J.A.C. 6A:23A-6.3 (a1)

"No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L.1973, c83 (codified at N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one year period."

Contributions During Term of Contract – Prohibited -- N.J.A.C. 6A:23A-6.3 (a2, 3)

"Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et. seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract."

When a business entity referred in 4.1(e) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity."

Chapter 271 Political Contribution Disclosure Form – Required -- N.J.A.C. 6A:23A-6.3 (a4)

All bidders shall submit with their bid package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3 (a2) Award of Contract.

M. SUBCONTRACTING; ASSIGNMENT OF CONTRACT

Contractors, services providers, and all vendors with whom the Board of Education has an executed contract may not subcontract any part of any work done or consign any contract for goods or materials for the Board without first receiving written permission from the Purchasing Agent.

N. SUBMISSION DEADLINE

The deadline to submit all RFP Packages is

**Wednesday, May 27, 2020
12:00 Noon**

Submissions received after the date and time noted in the RFP Package shall not be considered.

O. SUBMISSION OF RFP PACKAGE – (Original and Copy)

All RFP Proposal Packages including the Letter of Transmittal and the Presentation Package are to be in a **sealed envelope** bearing the title of the proposal and number of the proposal in front and are to be delivered to:

Mr. Joseph Kelly, Business Administrator,
Board Secretary, Purchasing Agent
Rutherford Board of Education
176 Park Avenue
Rutherford, New Jersey 07070

Respondents are to include:

- One original RFP Package with original signature
- Two (2) copies of the RFP Package

P. TERMINATION OF CONTRACT

If the Board determines that the contractor has failed to comply with the terms and conditions of the bid and/or proposal upon which the issuance of the contract is based or that the contractor has failed to perform said service, duties and or responsibilities in a timely, proper, professional and/or efficient manner, then the Board shall have the authority to terminate the contract upon written notice setting forth the reason for termination and effective date of termination.

Termination by the Board of the contract does not absolve the contractor from potential liability for damages caused the District by the contractor's breach of this agreement. The Board may withhold payment due the contractor and apply same towards damages once established. The Board will act diligently in accordance with governing statutes to mitigate damages. Damages may include the additional cost of procuring said services or goods from other sources.

The contractor further agrees to indemnify and hold the District harmless from any liability to subcontractors or suppliers concerning work performed or goods provided arising out of the lawful termination of this agreement.

Q. WITHDRAWAL OF PROPOSALS

Before the Proposal Due Date

The Purchasing Agent may consider a written request from a respondent to withdraw a proposal if the written request is received by the Purchasing Agent before the proposal due date. Any respondent who has been granted permission by the Purchasing Agent to have his/her proposal withdrawn cannot re-submit a proposal for the same project.

After the Proposal Due Date

The Board of Education may consider a written request from a respondent to withdraw a proposal if the written request is received by the Purchasing Agent within five (5) business days after the proposal opening. A request to withdraw a proposal after the specified number of days will not be honored.

The respondent who wishes to withdraw a proposal must provide a certification supported by written factual evidence that an error or omission was made by the respondent and that the error or omission was a substantial computational error or an unintentional omission or both.

The request to withdraw a proposal after the proposal due date may be reviewed by the Purchasing Agent, the interested administrators; and/or the Board Attorney and a recommendation will be made to the Board of Education.

The Board of Education will be the final determining authority in permitting the proposal to be withdrawn.

RUTHERFORD BOARD OF EDUCATION

Business Office
176 Park Avenue
Rutherford, New Jersey 07070

Proposal Form

Audit Services

RFP 20-04

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

Name _____

Address _____ P.O. Box _____

City, State, Zip Code _____

Federal Tax ID Number _____

Phone Number () _____ Extension _____

Fax No. () _____ E-Mail _____

Authorized Agent _____ Title _____

Agent's Signature _____ Date _____

All proposals must be received no later than **Wednesday, May 27, 2020, 12:00 NOON**. All proposals are to be sent to:

Mr. Joseph Kelly, Business Administrator
Board Secretary, Purchasing Agent
176 Park Avenue
Rutherford, New Jersey 07070
Phone # 201-939-1718/Fax # 201-939-6350

ETHICS IN PURCHASING

Statement to Vendors

School District Responsibility

Recommendation of Purchases

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

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

Solicitation/Receipt of Gifts – Prohibited

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

Vendor Responsibility

Offer of Gifts, Gratuities -- Prohibited

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

Vendor Influence -- Prohibited

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

Vendor Certification

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

Mr. Joseph Kelly
Business Administrator
Board Secretary
Purchasing Agent

**RUTHERFORD BOARD OF EDUCATION
BUSINESS OFFICE
176 Park Avenue
Rutherford, New Jersey 07070**

Joseph Kelly
BOARD SECRETARY
SCHOOL BUSINESS ADMINISTRATOR
PURCHASING AGENT

VOICE: (201) 939-1718
FAX: (201) 939-6350

TO: All Vendors

UNAUTHORIZED ORDERS

Official Notification

Authorized Purchases

The Rutherford Board of Education only recognizes purchases made through the approved purchase order process. All purchases require a:

Written Purchase Order with **authorized signatures** and a **Purchase Order Number**.

Unauthorized Purchases

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

Vendors' Responsibility

- **Do NOT Honor Requests!**

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

- **Contact the Business Office!**

Please alert the Business Office at (201) 939-1718 if any Board employee attempts to place an order without an authorized purchase order.

- **You will NOT Get Paid!**

The Rutherford Board of Education will not be held responsible for any unauthorized orders or purchases.

Authorized Signatures

The Rutherford Board of Education will only recognize purchase orders signed by:

**Mr. Joseph Kelly
Business Administrator/Board Secretary/Purchasing Agent**

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)

N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES 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, affection-al 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, up-grading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprentice-ship. 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.

EXHIBIT A (Cont)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

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

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

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at:
http://www.state.nj.us/treasury/contract_compliance.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

To be completed and signed below.**Return With Bid****AFFIRMATIVE ACTION QUESTIONNAIRE****RFP 20-04****Date: Wednesday, May 27, 2020**

This form is to be completed and returned with the bid. However, the Board will accept in lieu of this Questionnaire, Affirmative Action Evidence Employee Information Report stapled to this page.

1. Our company has a federal Affirmative Action Plan approval. ☐ Yes ☐ No
If yes, please attach a copy of the plan to this questionnaire.
2. Our company has a N.J. State Certificate of Employee Information Report ☐ Yes ☐ No
If yes, please attach a copy of the certificate to this questionnaire.
3. If you answered **"NO"** to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance: www.state.nj.us/treasury/contract/compliance/

- Click on "Employee Information Report"
- Complete and submit the form with the appropriate payment to:

Department of Treasury
 Division of Public Contracts/EEO Compliance
 P.O. Box 209
 Trenton, NJ 08625-0002

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

Name: _____

Signature _____

Title _____ Date _____

Name of Company _____

Address _____

City, State, Zip _____

To be completed and returned with the proposal form.

Vendor Questionnaire/Certification

**Request for Proposals – Audit Services
RFP 20-04**

Name of Company _____

Street Address _____ PO Box _____

City, State, Zip _____

Business Phone Number (____) _____ Ext. _____

Emergency Phone Number (____) _____

FAX No. (____) _____ E-Mail _____

FEIN No. _____

Years in Business _____ Number of Employees _____

References – Work previously done for School Systems in New Jersey

	<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the Rutherford Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Rutherford Board of Education.

Vendor Contributions

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

I certify that I am not an official or employee of the Rutherford Board of Education.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

President or Authorized Agent

SIGNATURE

NON-COLLUSION AFFIDAVIT**Request for Proposals - Audit Services**

Re: Proposal for the Rutherford Board of Education.

STATE OF _____)

Date: Wednesday, May 27, 2020

:ss:
COUNTY OF _____)

I, _____ of the City of _____
in the County of _____ and the State of _____

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

I am _____ of
Position in Company
the firm of _____ and the bidder making
the Proposal for the above names contract, and that I executed the said Proposal with full authority
so to do; that I have not, directly or indirectly, entered into any agreement, participated in any
collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken
any action in restraint of free, competitive bidding in connection with the above named bid, and that
all statements contained in said Proposal and in this affidavit are true and correct, and made with full
knowledge that the Board of Education of the City of Rutherford relies upon the truth of the statements
contained in said Proposal and in the statements contained in this affidavit in awarding the contract
for the said bid.

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 of bona fide established commercial or selling agencies
maintained by

(Print Name of Contractor/Vendor)

Subscribed and sworn to: _____
(**SIGNATURE OF CONTRACTOR/VENDOR**)

before me this _____ day of _____, _____.
Month Year

NOTARY PUBLIC SIGNATURE

Print Name of Notary Public

My commission expires _____, _____. – Seal –
Month Day Year

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP**Request for Proposals - Audit Services**

Re: Proposal for the Rutherford Board of Education.

RFP # 20-04

Proposal Date: **Wednesday, May 27, 2020**Please check one type of Ownership, complete the form, and execute where provided.

<input type="checkbox"/>	<u>Corporation--</u>	<input type="checkbox"/>	<u>Limited Partnership--</u>
<input type="checkbox"/>	<u>Partnership--</u>	<input type="checkbox"/>	<u>Limited Liability Corp.--</u>
<input type="checkbox"/>	<u>Sole Proprietorship--</u>	<input type="checkbox"/>	<u>Limited Liability Partnership--</u>
<input type="checkbox"/>	<u>Sub Chapter S Corp.--</u>	<input type="checkbox"/>	Other-_____

No corporation "or partnership" shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid of said corporation or said partnership, there is submitted a statement setting forth the names and all individual partners in the partnership who own a 10% or greater interest therein, as the case may be." If one or more such stockholder "or partner" is itself a corporation "or partnership", the stockholder holding 10% or more of that corporation "or partnership" the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be, continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH BID. In the event that there are no persons who own ten percent or more of the stock or ownership of the bidder, then such fact should be certified below as part of this disclosure.

Name of Company _____

Address _____

City, State, Zip _____

List of Owners with Ten Percent (10%) or More Interest

<u>Owner's Name</u>	<u>Home Address</u>	<u>Title/Office Held</u>	<u>Percent (%) of Partnership Shares Owned</u>

NOTE: If you need more space than that provided above, please use an extra sheet for furnishing the above required information for any remaining persons or entities.

*Signature*_____
*Date****(form continued on next page) →→→***

To be completed and signed below.

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP (con't)

If your firm is not a corporation and/or partnership, please explain below how your firm is organized and include a list of the various principals.

Our firm, _____, is organized

Names of Principals

Title

Use additional paper if needed. Check here ☐ if additional sheets are attached.

Name of Company_____

Address_____

City, State, Zip_____

Authorized Agent_____ **Title**_____

SIGNATURE OF AUTHORIZED AGENT

D-2

To be completed and signed below.

Return With Bid

Acknowledgement of Addenda

RFP #20-04

Proposal Date: **Wednesday, May 27, 2020**

The Respondent acknowledges receipt of the hereinafter enumerated Addenda which have been issued during period of bidding and agrees that said Addenda shall become a part of this contract. The respondent shall list below the numbers and issuing dates of the Addenda.

<u>ADDENDA NO.</u>	<u>ISSUING DATES</u>
_____	_____
_____	_____
_____	_____
_____	_____

☐ **No Addenda Received**

Name of Company _____

Address _____ P.O. Box _____

City, State, Zip Code _____

Name of Authorized Representative _____

Signature _____ **Date** _____

E
Rutherford Board of Education
Rutherford, NJ 07070

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Solicitation Number: _____ Name of Company: _____

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 Department of the Treasury as a person or entity engaging 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 bid/renew:

- ☐ ***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 Rutherford Board of Education 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 – ONLY COMPLETE IF ENGAGING IN INVESTMENT ACTIVITIES IN IRAN

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 box below.

Name: _____ Relationship to Bidder/Offeror _____	
Description of Activities _____	
Duration of Engagement _____ Anticipated Cessation Date _____	
Bidder/Offeror 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: _____

Name of Company: _____ City/State/Zip: _____

Rutherford Board of Education

Business Office

176 Park Avenue
Rutherford, New Jersey 07070

Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed \$17,500.00)
Ref. N.J.S.A. 52:34-25

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

<u>Date of ontribution</u>	<u>Amount of Contribution</u>	<u>Name of Recipient Elected Official/ Committee/Candidate</u>	<u>Name of Contributor</u>

The Business Entity may attach additional pages if needed.

☐ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that _____ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent _____

Signature _____ Title _____

Business Entity _____

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

¹ N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

AN ACT authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

40A:11-51 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts therefrom to business entities that have made a contribution pursuant to P.L.1973, c.83 (C.19:44A-l et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L.2004, c.19 (C. 19:44A-20.2 et al.) and section 22 of P.L.1973, c.83 (C.19:44A-22).

b. The provisions of P.L.2004, c.19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L.2004, c.19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

52:34-25 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefor, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L.1973, c.83 (C.19:44A-l et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, an elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

19:44A-20.13 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L. 1973, c.83 (C.19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

* Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40A:11-51 and to N.J.S.A. 52:34-25.

**List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 52:34-25**

County Name: **Bergen**
State: Governor, and Legislative Leadership Committees
Legislative District #s: 32, 35, 36, 37, 38, 39, 40

State Senator and two members of the General Assembly per district.

County: Freeholders County Executive County Clerk Surrogate Sheriff

Fire Districts (Board of Fire Commissioners): None

Municipalities (Mayor and members of governing body, regardless of title):

Allendale Borough	Hasbrouck Heights Borough	Ridgefield Borough
Alpine Borough	Haworth Borough	Ridgefield Park Village
Bergenfield Borough	Hillsdale Borough	Ridgewood Village
Bogota Borough	Ho-Ho-Kus Borough	River Edge Borough
Carlstadt Borough	Leonida Borough	River Vale Township
Cliffside Park Borough	Little Ferry Borough	Rochelle Park Township
Closter Borough	Lodi Borough	Rockleigh Borough
Cresskill Borough	Lyndhurst Township	Rutherford Borough
Demarest Borough	Mahwah Township	Saddle Brook Township
Dumont Borough	Maywood Borough	Saddle River Borough
East Rutherford Borough	Midland Park Borough	South Hackensack Township
Edgewater Borough	Montvale Borough	Teaneck Township
Elmwood Park Borough	Moonachie Borough	Tenafly Borough
Emerson Borough	New Milford Borough	Teterboro Borough
Englewood City	North Arlington Borough	Upper Saddle River Borough
Englewood Cliffs Borough	Northvale Borough	Waldwick Borough
Fair Lawn Borough	Norwood Borough	Wallington Borough
Fairview Borough	Oakland Borough	Washington Township
Fort Lee Borough	Old Tappan Borough	Westwood Borough
Franklin Lakes Borough	Oradell Borough	Woodcliff Lake Borough
Garfield City	Palisades Park Borough	Wood-Ridge Borough
Glen Rock Borough	Paramus Borough	Wyckoff Township
Hackensack City	Park Ridge Borough	
Harrington Park Borough	Ramsey Borough	

Boards of Education (Members of the Board):

Allendale Borough	Haworth Borough	Ramapo-Indian Hill Regional
Alpine Borough	Hillsdale Borough	Ramsey Borough
Bergenfield Borough	Ho Ho Kus Borough	Ridgefield Borough
Bogota Borough	Leonida Borough	Ridgefield Park Township
Carlstadt Borough	Little Ferry Borough	Ridgewood Village
Carlstadt-East Rutherford	Lodi Borough	River Dell Regional
Cliffside Park Borough	Lyndhurst Township	River Edge Borough
Closter Borough	Mahwah Township	River Vale Township
Cresskill Borough	Maywood Borough	Rochelle Park Township
Demarest Borough	Midland Park Borough	Rockleigh
Dumont Borough	Montvale Borough	Rutherford Borough
East Rutherford Borough	Moonachie Borough	Saddle Brook Township
Edgewater Borough	New Milford Borough	Saddle River Borough
Elmwood Park	North Arlington Borough	South Hackensack Township
Emerson Borough	Northern Highlands Regional	Teaneck Township

Englewood Cliffs Borough Fair Lawn Borough Fairview Borough Fort Lee Borough Franklin Lakes Borough Garfield City Glen Rock Borough Hackensack City Harrington Park Borough Hasbrouck Heights Borough	Northern Valley Regional Northvale Borough Norwood Borough Oakland Borough Old Tappan Borough Oradell Borough Palisades Park Paramus Borough Park Ridge Borough Pascack Valley Regional	Tenaflly Borough Teterboro Upper Saddle River Borough Waldwick Borough Wallington Borough Westwood Regional Wood Ridge Borough Woodcliff Lake Borough Wyckoff Township
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STATE OF NEW JERSEY
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the form, go to: http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
4. COMPANY NAME		
5. STREET	CITY	COUNTY STATE ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)		CITY STATE ZIP CODE
7. CHECK ONE: IS THE COMPANY: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT		
10. PUBLIC AGENCY AWARDED CONTRACT		
CITY COUNTY STATE ZIP CODE		

Official Use Only	DATE RECEIVED	NAUG DATE	ASSIGNED CERTIFICATION NUMBER
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SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN EEO-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN											
	COL. 1 TOTAL (Cols 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	***** MALE *****						***** FEMALE *****					
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.		
Officials/ Managers															
Professionals															
Technicians															
Sales Workers															
Office & Clerical															
Craftworkers (Skilled)															
Operatives (Semi-skilled)															
Laborers (Unskilled)															
Service Workers															
TOTAL															
Total employment From previous Report (if any)															
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.														

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES <input type="checkbox"/> 2. NO <input type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR
13. DATES OF PAYROLL PERIOD USED From: To:		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO DAY YEAR
17. ADDRESS NO. & STREET	CITY	COUNTY	STATE ZIP CODE PHONE (AREA CODE, NO., EXTENSION)

INSTRUCTIONS FOR COMPLETING THE
EMPLOYEE INFORMATION REPORT (FORM AA302)

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM **AND TO SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE**. IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code. This is not applicable if you are renewing a current Certificate.

ITEM 11 - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. **DO NOT attach an EEO-1 Report.**

Racial/Ethnic Groups will be defined:

Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Islands and Samoa.

Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDED THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY **WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY(FEE IS NON-REFUNDABLE)** TO:

NJ Department of the Treasury
Division of Public Contracts Equal Employment Opportunity Compliance
P.O. Box 206
Trenton, New Jersey 08625-0206 Telephone No. (609) 292-5473

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Board of Education (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 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 there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, 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 its own expense, appear, defend, and pay any and all charges for 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 owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner 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 owner 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 owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner 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 owner pursuant to this paragraph.

It is further agreed and understood that the owner 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 this 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 construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Appendix A

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APPENDIX 1

Pricing Sheet for Audit Proposal

Breakdown of fees proposed:

		2019/2020	Option Year 2 2020/2021	Option Year 3 2021/2022
Total Audit Fee				
– Perform all services as described				
Manager	Hourly rate			
	Hours			
Supervisor	Hourly rate			
	Hours			
Sr. Accountant	Hourly rate			
	Hours			
Jr. Accountant	Hourly rate			
	Hours			

The grand total is the sum of the totals for all the individual labor categories.

The individual total for the labor category is the result of multiplying the all-inclusive hourly rate times the number of hours proposed.

Please provide any additional costs that you will be charging the district to perform services requested in this RFP not included in the proposed fee.

Other Charges Specify:

Rate or annual Cost:

_____	_____
_____	_____
_____	_____

