

**COLLINGSWOOD BOARD OF EDUCATION  
100 LEES AVENUE  
COLLINGSWOOD, NJ 08108**

**REQUEST FOR PROPOSAL**

**A. PURPOSE:**

The Collingswood Board of Education is seeking proposals from qualified respondents as follows:

**Curriculum Audit for the Collingswood and Oaklyn Public School Districts**

**B. SCOPE OF SERVICE:**

Collingswood Public Schools is interested in partnering with a consultant or firm with expertise in performing Independent Equity and Inclusivity audits in public schools. We invite qualified providers to submit proposals for a district-wide equity and inclusivity audit that will support our efforts to close opportunity gaps by providing underrepresented students with equitable access to programming and resources while also eliminating policies, practices, attitudes, and cultural messages that reinforce individual and institutional bias and disparate outcomes. Collingswood Public Schools is looking for an experienced professional who has worked with public education institutions to examine student access to high-quality programs, high-quality instruction, just discipline procedures, equitable resources, and root cause analysis of persistent achievement disparities. The Equity and Inclusivity audit will provide an opportunity to examine our systems, practices, and policies that impede access, opportunities, and equitable outcomes for underrepresented students' academic and social-emotional well-being. In addition to examining the student experience, the audit will provide us the opportunity to analyze the impact of our policies and practices on staff members. A successful audit will lead to actionable recommendations for increasing equity and inclusivity in the following domains: (1) lead for equity and access, (2) curriculum, instruction, and pedagogy, (3) professional learning, (4) staff diversity and hiring, (5) system operations and resources, (6) change and continuous improvement.

**Background:**

Collingswood Public Schools is a comprehensive school district that serves a diverse population of almost 2200 students preschool through grade 12 from the Boroughs of Collingswood, Oaklyn, and Woodlynne, New Jersey. The mission of the Collingswood Public Schools is to inspire confidence, critical thinking, creativity, and perseverance in every student. The school district focuses on meeting the students where they are and helping them to get where they need to be.

There are 9 public schools serving 2,254 students in the Collingswood Public School District. This district's average testing ranking is 6/10, which is in the top 50% of public schools in New Jersey. Public Schools in Collingswood Public School District have an average math proficiency score of 18% (versus the New Jersey public school average of 26%), and reading proficiency score of 56% (versus the 47% statewide average). Minority enrollment is 41% of the student body (majority Hispanic 30%, black 13%) which is less than the New Jersey public school average of 60% (majority Hispanic). The school district's graduation rate of 85-89% has stayed relatively flat over five school years. 39% of students have free/reduced lunch.

Collingswood High School and Thomas Sharp Elementary School are both school-wide Title I schools with School-Wide plans. Students in 6th-12th grades from the Oaklyn community attend Collingswood High School as part of a sending/receiving relationship. Students in 9th-12th grades from the Woodlynne community attend Collingswood High School as part of a sending/receiving relationship with the Woodlynne School District.

**C: QUALIFICATIONS AND REQUIREMENTS OF RESPONDENTS:**

The successful contractor must have the experience and capacity to examine the District’s attitudes, policies, practices, and systems in alignment with the following essential questions, which will guide the overall process of the Equity and Inclusivity Audit:

Areas of Focus	Research Questions	Key Variables of Interest
<p><b>Instructional Equity</b> Assesses Culturally Responsive Curriculum and Pedagogy</p>	<ul style="list-style-type: none"> <li>-To what extent do the District’s curriculum, instruction policies, and practices cultivate an equitable learning environment?</li> <li>-To what extent is the District curriculum diverse, equitable, and inclusive in embedded and explicit ways?</li> <li>-To what extent are current instructional and pedagogical practices impacting opportunity and achievement gaps?</li> <li>-To what extent do teachers and staff consistently utilize equitable instruction, provide equitable access to content, and meet the learning needs of all students?</li> <li>-To what extent do all students see themselves in the curriculum?</li> </ul>	<ul style="list-style-type: none"> <li>-Curriculum Materials</li> <li>-Course Catalogs</li> <li>-Instructional Frameworks</li> <li>-Student Work</li> <li>-Supervision of Instruction</li> </ul>
<p><b>Resource Equity</b> Assesses the Equitable Distribution of Instructional Materials and Human Resources</p>	<ul style="list-style-type: none"> <li>How well does the school system allocate resources and instructional materials to improve underrepresented students’ academic skills and prepare them for advanced coursework?</li> <li>-To what extent do the District’s</li> </ul>	<ul style="list-style-type: none"> <li>-Central Budget</li> <li>-School Budgets: Supplementary Funds /Grants - Technology</li> <li>-Facilities</li> <li>-Curricula</li> <li>-Staff Demographics</li> </ul>

	<p>financial policies and resource allocation practices ensure an equitable learning environment?</p> <p>-To what extent do underrepresented students have access to sufficiently rigorous curriculum to improve their academic skills and prepare for advanced coursework?</p>	
<p><b>Achievement Equity</b> Assesses the degree to which African American students are meeting key learning competencies to become college, career and life ready</p>	<p>-Where are underrepresented students experiencing academic growth and learning?</p> <p>-What school and District systems, policies and practices can be linked to underrepresented student academic growth and learning?</p>	<p>-State Assessments -District Assessment -Student Readiness to Learn -Graduation rates -Post-secondary readiness -Course grades -AP/IB Course Grades/Scores -Third Grade Reading Levels Student Work</p>
<p><b>Collaborating with Students, Families, and Communities</b> Assesses the degree to which sustained collaboration with underrepresented students, families, and communities creates trusting relationships, engagement, voice, and meaningful participation in the development of curriculum materials and instructional practices.</p>	<p>-To what extent is the District effectively engaging underrepresented communities to hear their needs and perspectives?</p> <p>-To what extent is the District effectively collaborating with communities to meet the needs of underrepresented students?</p> <p>-To what extent is the District soliciting active and authentic student input on curriculum materials and instructional practices?</p> <p>-To what extent do underrepresented students, families, and community members shape the educational process and school improvement practices?</p>	<p>-Annual Parent Survey -Family and Communication Engagement Coordinators -Parent Advisory Council -Parent &amp; Family Engagement Policy</p>
<p><b>Professional Learning and Personal Growth</b> Assesses ongoing opportunities and professional development to engage in improvement for equity and access</p>	<p>-To what degree does the District implement equity and inclusion professional learning in aligned and coherent ways?</p>	<p>-Professional learning plans -Professional development offerings -PD participant attendance and feedback -Supervision of instruction/ performance</p>

**D. CONTRACT PERIOD:**

The term of contract for Curriculum Auditor shall be from 2/27/24-6/30/24.

**E. COORDINATION OF ACTIVITIES:**

All activities for this contract will be coordinated through the Administrative Offices of the Collingswood Board of Education, 100 Lees Avenue, Collingswood, NJ 08108 and addressed to Beth Ann Coleman, Business Administrator/Board Secretary, 856-962-5702 [bcoleman@collsk12.org](mailto:bcoleman@collsk12.org).

**F. PRESENTATION PACKAGE – Submit the RFP Response**

The Collingswood Board of Education seeks from all participating respondents' information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

All respondents shall prepare a presentation package to be submitted with the RFP.

The following shall be included in the presentation package:

1. Transmittal Letter - Proposal

Each respondent shall submit a transmittal letter with the RFP that identifies the person submitting the proposal and includes a commitment by that person to provide the service required by the Collingswood Board of Education.

Proposals should include:

Description of the approach

Estimated timeline

Budget

Brief vita outlining key qualifications for each project team member

Work samples from previous audits or evaluations

2. Description of Services

All respondents should list all services to be rendered with their explanation in detail of how the services will be provided. Respondents by submitting a proposal acknowledge that they fully understand the scope of work, activity, and service.

Upon the completion of the audit, the auditor will write a thorough report of the findings. This report will be structured to share the following information overall and by each audit category.

1. Key Findings: What was learned?
2. Data Sources and Methods: What/How was information gathered?

3. Background: What contextual information will situate the data for the audience?
4. Analysis: What does the data tell us?
5. Conclusion, Goals, and Recommendations: Based on what was learned, what goals should CPS set to attain higher achievement and eliminate disparities? What are the recommended strategies within each audit category, along with examples of best practices for underrepresented students? What steps can be taken to achieve the identified goals?
6. Informal meetings with a small group of representative committee members to preview and interpret the findings and recommendations prior to public dissemination.
7. Formal presentations of results to:
  1. Ad Hoc Committee
  2. Board of Education

Ongoing, consistent communication with the District's point of contact for the project to ensure smooth implementation of work plan.

3. Qualifications – Relevant Experience

All respondents shall submit evidence and documentation highlighting qualifications and experience they have that will assist the district in the evaluation and selection process.

4. Fee Proposal

Provide an expected budget for your proposal. The exact total of the contract will depend on the scope of work and qualifications of the evaluator or team.

5. Letter of Transmittal

The letter of transmittal is to be addressed and mailed to:

Beth Ann Coleman, Business Administrator/Board Secretary,  
Collingswood Board of Education  
100 Lees Avenue  
Collingswood, NJ 08108

**Reminder: The Letter of Transmittal and the Presentation Package are to be submitted with the RFP package.**

**G. SUBMISSION OF RFP PACKAGE:**

All RFP Proposal Packages, including the Letter of Transmittal and the Presentation Package are to be addressed to:

Beth Ann Coleman, Business Administrator/Board Secretary,  
Collingswood Board of Education  
100 Lees Avenue  
Collingswood, NJ 08108

Respondents are to include:

- One original RFP Package with original signature
- One copy of the RFP Package.

**H. SUBMISSION DEADLINE:**

The deadline to submit all RFP Packages is February 8, 2024

**I. EVALUATION OF PROPOSALS:**

An evaluation committee will review the proposals. The role of the evaluation committee is to evaluate the submitted proposals and make a recommendation of award. The contract will be awarded to the qualified bidder whose proposal is most advantageous to the District. The evaluation criteria specified below will be considered but will not be the sole factor used to determine the successful bidder. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award based upon the evaluation criteria.

All proposals are to be evaluated on the basis of whose response is the most advantageous to the school district and whose response will provide the highest quality of service at fair and competitive prices.

Project approach and implementation                      50%

The board will consider the experience and reputation in the field, the knowledge possessed of the subject matter.

Relevant experience/qualifications                      20%

History and experience in performing the work, track record.

Hourly rate proposal/cost                                      25%

How does the fee proposal compare to others? Is the proposal clear and fully explained and documented?

Completion of paperwork                                      5%

The Board reserves the right to (a) not select any of the candidates, (b) require the candidates to submit additional information, (c) waive any informalities in the qualifications and (d) procure the services through other sources if deemed most advantageous to the Collingswood School District. The Board's determination as to the candidate who is most advantageous to the goals and objectives of the Collingswood Board of Education shall be final and conclusive.

**J. AWARD OF CONTRACT**

It is the intention of the Board of Education to award the contract to the respondent based upon relative experience, qualifications, and who will provide the highest quality of service at fair and competitive prices.

The procedures developed for the award of the contract constitutes a “fair and open” process pursuant to N.J.S.A. 19:44A-20.7. A decision on whether the contract will be awarded and to whom shall be made within sixty (60) days from the date the proposals are opened.

The proposal must be concise and clear.

This RFP does not commit the District to pay any expenses incurred by any firm in the submission or presentation of a proposal or in making the necessary studies to prepare a proposal. All such costs and expenses shall be borne by each firm.

As specified in this RFP, the Respondent will comply with all federal, state, and local laws, regulations, and ordinances applicable to this project, including but not limited to the requirements of the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. § 1232g, and it's implementing regulations (34 C.F.R. part 99), the Children’s Online Privacy Protection Act (“COPPA”), 15 U.S.C. § 6501-6505, and it's implementing regulations (16 C.F.R. § 312, et seq.), the Protection of Pupil Rights Amendment, (“PPRA”) 20 U.S.C, § 1232(h) and it's implementing regulations (34 C.F.R. § 98.1 et seq.), NJ Statutes, Regulations.

The consultant acknowledges that it has read this Request for Proposal in its entirety and understands it, and agrees to be bound by its terms and conditions.

Proposals must be submitted on time.

The Board reserves the right to reject any or all proposals

**K. AUTHORIZATION TO WORK:**

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

**L. DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL:**

- Affirmative Action Questionnaire;
- Stockholders Disclosure Statement;
- Vendor Questionnaire/Certification;
- New Jersey Business Registration Certificate;
- Chapter 271 Political Contribution Disclosure Form;
- Non-Collusion Affidavit; and
- W-9.
- Disclosure of Activities in Iran Form N.J.S.A. 18A:18A-49.4-  
<http://www.state.nj.us/treasury/purchase/pdf/chapter25list.pdf>  
Disclosure of activities in Russia/Belarus
- Insurance- General Commercial Liability \$1,000,000, Professional Liability \$2,000,000, and Workers’ Compensation- Statutory- Collingswood Board of Education in primary status.

**M. CONTRACTS:**

Upon notification of award of contract by the Collingswood 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.

**N. AFFIRMATIVE ACTION—EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC SCHOOLS**

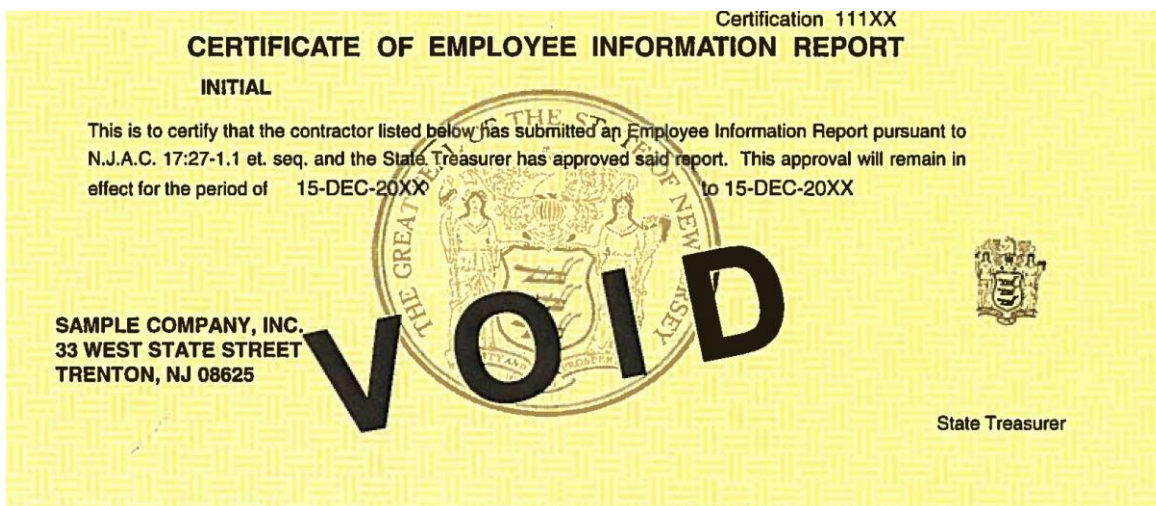
Each company shall submit to the Board of Education, after notification of award, but prior to execution of a goods and services contract, one of the following three (3) documents:

- Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program;
- A certificate of Employee Information Report approval issued in accordance with N.J.A.C.17:27-4; or
- The successful bidder (respondent) shall complete an Employee Information Report, Form AA-302, and submit it to the Division of Purchase and Property Contract Compliance and Audit Unit with a check or money order for \$150.00 made payable to the Treasurer, State of NJ and forward a copy of the form and check/money order to the board of education. Upon submission and review by the Division, the Report shall constitute evidence of compliance with the regulations.

Please note: A completed and signed Affirmative Action Questionnaire is requested with submission of bid/proposal. However, the Board will accept in lieu of the Questionnaire, Affirmative Action Evidence in the form of a current Certificate of Employee Information Report submitted with the bid/proposal.

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., and the terms and conditions of the Mandatory Equal Employment Opportunity Language—Exhibit A.

## Sample Certificate of Employee Information Report



All respondents are **requested** to submit with their response, a copy of their firm's Certificate of Employee Information Report. Failure to submit the Certificate or other required documents prior to the execution or award of contract will result in the rejection of the bid/proposal.

### **O. BUSINESS REGISTRATION CERTIFICATE** (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:42-44 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 may be cause for the rejection of the entire proposal.

### **Goods and Services**

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; and **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.

**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 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 resolve 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. 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.

**R. 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](http://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 (a2)

“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 as 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  
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.

#### **S. INTERPRETATIONS AND ADDENDA**

No interpretation of the meaning of the specifications will be made to any Respondent orally. Every request for such interpretation 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 written addenda to the specifications. The addenda will be provided in accordance with N.J.S.A. 18a:18A-21 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.

#### **T. ANTI-BULLYING BILL OF RIGHTS—REPORTING OF HARASSMENT, INTIMIDATION AND BULLYING CONTRACTED SERVICE PROVIDER**

When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. The district shall provide to the contracted service provider a copy of the board’s Anti-Bullying Policy. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

**U. 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.

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: \_\_\_\_\_

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 **Thursday February 8, 2024 at 10:00a.m.**  
All proposals are to be sent to:

Beth Ann Coleman, Business Administrator/Board Secretary  
Collingswood Board of Education  
100 Lees Avenue  
Collingswood, NJ 01808  
Phone # (856)962-5700 x. 1004/Fax # (856)962-5723

Proposal documents may be faxed to the district, however, an original copy must be mailed to the above address.

## AFFIRMATIVE ACTION QUESTIONNAIRE

1. Our company has a federal Affirmative Action Plan approval.  Yes  No

If yes, a copy of said approval must be submitted to the Collingswood Board of Education within seven (7) working days of the notice of intent to award the contract or signing of the contract.

2. Our company has a New Jersey State Certificate of Employee Information Report  Yes  No

If yes, a copy of the New Jersey State Certificate of Employee Information report must be submitted to the Collingswood Board of Education within seven (7) working days of the notice of intent to award the contract or signing of the contract.

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. You must complete the form and forward it to the Affirmative Action Office, Department of Treasury, CN 209, Trenton, NJ 08625. A copy must be submitted to the Collingswood Board of Education within seven (7) working days of the notice of intent to award the contract or signing of the contract.

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

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

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

Signature: \_\_\_\_\_

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



# 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.

\* 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."

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.**

## Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)





**Vendor Questionnaire/Certification**

Name of Company \_\_\_\_\_  
Street Address \_\_\_\_\_ PO Box \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Business Phone Number (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_  
Emergency Phone Number (\_\_\_\_) \_\_\_\_\_  
FAX No. (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_  
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 Collingswood 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 Collingswood 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 Collingswood 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.

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President or Authorized Agent

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND  
PROPERTY DISCLOSURE OF INVESTMENT ACTIVITIES IN  
IRAN**

**Quote Number:**

**Bidder/Offeror:**

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, 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 party

**PLEASE CHECK THE APPROPRIATE BOX:**

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

**OR**

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

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

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

Name	Relationship to Bidder/Offeror	Delete
Description of Activities		
Duration of Engagement	Anticipated Cessation Date	
Bidder/Offeror Contact Name	Contact Phone Number	

**ADD AN ADDITIONAL ACTIVITIES ENTRY**

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and 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 information contained herein; 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 am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____	Signature: _____
	<b>Do Not Enter PIN as a Signature</b>
Title: _____	Date: _____