



**HACKENSACK BOARD OF EDUCATION**  
**Business Office**  
*191 Second Street*  
*Hackensack, New Jersey 07601*

***REQUEST FOR PROPOSAL***  
***(RFP)***

**Professional Development –**  
**Mathematics for Teachers of Grades 3-8**  
Improving School Level Practices and Student Learning

**RFP #17-02**

Submission Date:  
Friday, September 16, 2016  
10:00 a.m.

**HACKENSACK BOARD OF EDUCATION  
Office of Business Administration  
191 Second Street  
Hackensack, New Jersey 07601**

**REQUEST FOR PROPOSAL**

**Professional Development – Mathematics for Teachers of  
Grades 3-8  
RFP #17-02**

**A. Purpose and Background**

The Hackensack Public School system (hereafter referred to as “HPSS”) is soliciting proposals from organizations or individuals that are qualified and interested in providing School Professional Development services in the field Mathematics in grades 3-8.

For the purposes of this RFP, the parties shall be referred to as follows:

- a) "Trainer" means the entity/person that will provide the professional development services
- b) "District" means the Hackensack Public Schools
- c) "Participants" means the educators/employees who will be receiving the training services

**B. Scope of Services**

The objective of the RFP is to obtain the most qualified individual or organization to provide a total of 8 full days TBD during the 2016-2017 school year.

Presentations on Math Instructional Needs Assessment and Progress Monitoring and Reporting, Effective Instructional Practices and Methods, and Job-Embedded Coaching for Teachers which includes Model Lessons should be geared toward practical applications that encourage teachers to utilize learned practices in their classrooms.

**Key PD Topics:**

- Needs Assessment and Classroom Observations – 1 day
- Foundational Professional Learning Grades 3-5 (Deepening Understanding of Content and Effective Instructional Practices) – 1 day
- Foundational Professional Learning Grades 6-8 (Deepening Understanding of Content and Effective Instructional Practices) – 1 day
- Job-embedded Coaching and Model Lessons – 2 days elementary
- Job embedded Coaching and Model Lessons – 2 days middle school
- Leadership – 1 day (2 half-day sessions)

### **C. QUALIFICATIONS OF RESPONDENTS**

Minimum 10 years teaching experience, preferably with some of that teaching experience working with Math students in the elementary and middle school grades;

Minimum 5 years working as an education consultant;

Experience working with adult learners;

Experience providing professional development to educators at district, state and national levels;

Expertise in Mathematics Education, specifically, differentiating the Mathematics core curriculum to provide both targeted and challenging learning opportunities for all students; instructional coaching and model lessons; authored articles and educational resources on Mathematics, preferred.

### **D. CONTRACT PERIOD**

The contract period will be for the 2016-2017 school year with specific dates to be determined based on the availability of the trainer and the district.

### **E. PRESENTATION PACKAGE – Submit the RFP Response**

The Hackensack 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. Submittals shall include one (1) original and two (2) copies of the completed RFP. Responses are to be received no later than 10:00 a.m. on Sept. 16, 2016 at the Board of Education Office located at 191 Second Street Hackensack, New Jersey 07601. Please label the sealed package "RFP for Professional Development"

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 Hackensack Board of Education.

#### **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.

#### **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**

All respondents are to submit a fee proposal that compliments the service that is being requested. If the district requests an hourly, daily, weekly rate or per case, per evaluation rate or even a lump sum rate, then the fee proposal submitted by the respondent must be the same.

#### **5. Letter of Transmittal**

The letter of transmittal and the Presentation Package are to be addressed and mailed to:

Ms. Pamela Hinman  
School Business Administrator  
Hackensack Board of Education  
191 Second Street  
Hackensack, NJ 07601

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

**F. SUBMISSION DEADLINE**

The deadline to submit all RFP Packages is Friday, Sept. 16, 2016.

**G. AWARD OF CONTRACT/SELECTION CRITERIA**

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 following is the criteria for evaluation of the proposal. Points shall be awarded based on the information contained in the proposal for each category as listed below on a scale of 1-10, with 10 meeting all required criteria and 1 not meeting the required criteria. The highest total score shall be the basis for the contract award.

<b>EVALUATION CRITERIA</b>	<b>SCORE/POINTS</b>
<b>TECHNICAL CRITERIA</b>	
Vendor’s proposal demonstrates a clear understanding of the scope of work and related objectives	<b>10</b>
Vendor’s proposal is complete and responsive to the technical/RFP requirements	<b>10</b>
Vendor’s past performance of like projects	<b>10</b>
Vendor’s use of innovative technology and techniques	<b>10</b>
<b>MANAGEMENT CRITERIA</b>	
History and experience in performing similar work	<b>15</b>
Availability of personnel, facilities, equipment, etc.	<b>10</b>
Qualification and experience of assigned personnel	<b>15</b>
Proof of related licenses and certifications	<b>5</b>
<b>COST CRITERIA</b>	
Competitiveness of hourly rates of professionals and support staff assigned to work on project	<b>15</b>
<b>POINT TOTALS</b>	<b>100</b>

The Hackensack Board of Education shall award a contract to firm or individual that best meets the needs and interests of the Board.

**H. AUTHORIZATION TO WORK**

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service and shall not bill or invoice the district in excess of the purchase order amount.

## I. DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL

REQUIRED	SUBMISSION REQUIREMENT	READ AND/OR SUBMITTED
✓	Proposal Forms	
✓	Stockholder Disclosure Certificate	
✓	Non-Collusion Affidavit	
✓	New Jersey Business Registration Certificate	
✓	Mandatory Affirmative Action Language	
✓	Americans With Disabilities Act of 1990 Language	
✓	Insurance Certificate or certification of agent	
-	Prevailing Wages	
-	Public Works Vendor Registration Act	

## J. CONTRACTS

Upon notification of award of contract by the Hackensack 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:

Ms. Pamela Hinman  
School Business Administrator  
Hackensack Board of Education  
191 Second Street  
Hackensack, NJ 07601

## **K. 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:

- 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.

## **L. 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 may be cause for the rejection of the entire proposal.

## **M. GOODS AND SERVICES CONTRACT**

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.

## **N. 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.

#### **O. 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.

#### **P. 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 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.

#### **Q. 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 Assistant Business Administrator 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 addendum 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.

## **R. 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.

### **PROPOSAL REQUIREMENTS**

- Provide all required and requested documentation and forms as indicated in this RFP.
- Professional Information and Qualifications
  - Name of Firm;
  - Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which professionals will be assigned to work with the District;
  - For staff assigned to conduct this work, a description of the professional's education, experience, qualifications, certifications and licenses, and number of years with the firm and a description of their experience with projects similar to those described above;
  - Experience related to providing professional grant writing services for public entities;
  - At least three (3) references, three (3) of which must have knowledge of your service to public entities;
  - No less than three (3) examples of your record of success (or significant achievements) serving public entities with similar projects;
  - The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
  - A complete and detailed schedule of hourly rates;
  - A copy of all required professional federal and/or state licenses to perform the required activities; and,
  - Any other information that the interested firm deems relevant.
- At the request of the District, give an oral demonstration/presentation of their services and equipment prior to award. Vendor will not be compensated for making the presentation.

Provide all required and requested documentation and forms as indicated in this RFP.

**Failure to submit documents requested may result in the determination that your proposal is non-responsive unless the District deems such a failure to be a minor informality.**



# FIRM QUALIFICATIONS

(Attach additional sheets if necessary)

COMPANY NAME \_\_\_\_\_

COMPANY LOCATIONS (if more than one, list principal location first)

---

---

---

COMPANY OVERVIEW, PRINCIPAL ACTIVITIES, ETC.

---

---

---

---

---

---

---

---

---

---

NUMBER OF EMPLOYEES \_\_\_\_\_

JOB CLASSIFICATION(S) OF EMPLOYEES (Include resumes of Managers and Supervisors as well as those who will be assigned to provide services)

---

---

---

---

YEAR COMPANY WAS ESTABLISHED \_\_\_\_\_

**Proposal Form**  
**PD – Mathematics for Teachers of Grades 3-8**

All fees shall include planning time, travel/transportation and materials during the contract term. No other costs will be paid by HPSS. Please use the table below as a guide. Each contract will require a not to exceed amount for approval prior to initiating services.

	<b>Hourly Amount / Program Amount</b>
Trainer	

	<b>Any Standard Fees or Discounts</b>

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

**Agent's Signature** \_\_\_\_\_ Date\_\_\_\_\_

All proposals must be received no later than **Friday, September 16, 2016, 10:00 a.m.**

All proposals are to be sent to:

**Pamela Hinman**  
**School Business Administrator**  
**Hackensack Board of Education**  
**191 Second Street**  
**Hackensack, New Jersey 07601**

EXHIBIT A  
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

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

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

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

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27.5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27.5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, 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 personal 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, 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  
Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

AFFIRMATIVE ACTION QUESTIONNAIRE

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

1. Our company has a federal Affirmative Action Plan approval.

Y E S        N O

A. If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a New Jersey State Certificate of Employee Information Report.

Y E S        N O

A. If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered **NO** to both questions above, an affirmative action *Employee Information Report (AA-302)* will be mailed to you. Complete the form and forward it to:

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

All fees for this application are to be paid directly to the Division. 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 \_\_\_\_\_

**Vendor Questionnaire/Certification**  
**PD- Mathematics for Teachers of Grades 3-8**  
**RFP**

Name of Company \_\_\_\_\_  
Street Address \_\_\_\_\_ PO Box \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Business Phone Number ( \_\_\_\_ ) \_\_\_\_\_ Ext. \_\_\_\_\_  
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 Hackensack 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 Hackensack 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 Hackensack 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**

**To be completed and returned with the proposal form.**

**NON-COLLUSION AFFIDAVIT**

**CONSULTANT SERVICES**

Re: Proposal for the Hackensack Board of Education.

STATE OF NEW JERSEY)

Date: **Friday, September 16, 2016**

:ss:

COUNTY OF

\_\_\_\_\_ 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, arid made with full knowledge that the Hackensack Board of Education 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 \_\_\_\_\_, \_\_\_\_\_.

**NOTARY PUBLIC SIGNATURE** \_\_\_\_\_

**Notary Public Printed Name** \_\_\_\_\_

My commission expires \_\_\_\_\_ - Seal -  
Month Day Year

**STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP**

**Consultant Services**

Re: Proposal for the Hackensack Board of Education.

Bid Date: **September 16, 2016**

Please check one type of Ownership, complete the form, and execute where provided.

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

<b>List of Owners with Ten Percent (10%) or More Interest</b>			
Owners Name	Home Address	Title/Office Held	Percent(%) of Partnership

*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.

***(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**



Pamela Hinman  
 School Business Administrator  
 Hackensack Board of Education  
 191 Second Street  
 Hackensack, New Jersey 07601

**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:

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

**Reportable Contributions**

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 \_\_\_\_\_

**P.L. 2005, c.271**

(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint\*)

**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-1 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-1 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 #: 32, 35, 36, 37, 38, 39, 40

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

County:

Freeholders  
Surrogate

County Clerk  
Registrar of Deeds

Sheriff

Fire Districts (Board of Fire Commissioners) - None

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

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

Boards of Education (Members of the Board):

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

