

**Brooklawn School District**

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Request For Qualifications  
Broker of Real Estate to Sell  
Brooklawn Board of Education  
Property

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Release Date: **January 24, 2022**

Due Date: **February 15, 2022**

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NOTICE OF SOLICITATION

## RFQ – Professional Services

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Brooklawn School District at 301 Haakon Road, Brooklawn, NJ 08030 is seeking Request For Qualifications (RFQ's) **for the Board's Broker of Real Estate to Sell Board of Education Property** to be provided to the Board of Education beginning **February 17, 2022**.

Requests for qualifications are on file at the School office at 301 Haakon Road, Brooklawn, NJ 08030 and may also be downloaded from the Board of Education's website at the following address:  
[www.alicecostello.com](http://www.alicecostello.com)

All RFQ's must be received by the School Business Administrator/Board Secretary no later than **10:00 AM (prevailing time) on February 15**, at the School office at 301 Haakon Road, Brooklawn, NJ 08030.

Appointments will be awarded at the **February 17, 2022** Board meeting. The Board of Education reserves the right to conduct interviews as deemed necessary.

All appointments shall be for an initial period of one (1) year beginning **February 17, 2022** and subject to the execution of an appropriate contract with the option for two additional one-year renewals.

All bidders are required to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et. seq., a Political Contribution Disclosure Form pursuant to N.J.S.A. 19:44A-20.23, and a State of New Jersey Business Registration Certificate pursuant to P.L. 2004, c.57.

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## Purpose

The following procedures are intended to comply with the fair and open model for awarding professional services contracts based upon qualifications and cost.

## Minimum Requirements

1. Additional minimum qualifications are described under the Scope of Service for each activity or service. At a minimum, responses must include the following:
2. Full name and business address;
3. Proof of licensure, where applicable;
4. Number of licensed professionals employed (if a professional firm). A description of THE PROPOSER'S qualifications, including education, licensure, and years of professional experience;
5. A reference listing of current Boards of Education to include contact name, title and phone number;
6. Hourly rate of individuals who will perform the services. This rate should be an inclusive rate. The Board will not reimburse for any meals or travel;
7. Proof of appropriate insurance coverage as defined in Appendix A must be submitted;
8. Statement of compliance with N.J.S.A. 10:5-1 et. seq., and P.L. 1975, C. 127;
9. Chapter 271 Political Disclosure Form;
10. In accordance with P.L. 2004 c. 57, respondent must provide a Business Registration Certificate issued by the State of New Jersey regardless of any prior submission to the Board of said certificate.
11. All forms and documents provided in this RFQ in Appendices B & C must accompany submission of proposals.

Applicants must submit one (1) complete copy of their proposal for consideration.

### **Submission of Proposals**

Respondents shall provide evidence that the minimum qualifications have been met. Proposals should also include cost details and explanations where appropriate.

**Basis for Award**

The Board of Education shall award professional service contracts based on qualifications and cost competitiveness. The selection criteria will include the following:

- Qualification of the individual(s) who will perform the service and overall knowledge of the school district operation.
- Qualification and experience of other members of the service organization and the organizations experience in providing the stated services to other public entities.
- The organizations ability to perform specified services in a timely manner.
- The costs proposed. Proposals should identify whether clerical, ancillary, and overhead costs will be billed separately or included in an hourly rate.

Any questions regarding the RFQ's should be directed to Samuel Dutkin, School Business Administrator/Board Secretary at (856) 456-4039 or sdutkin@alicecostello.com.

Please submit one (1) copy to:

**Attn: Samuel Dutkin  
Brooklawn School  
District 301 Haakon  
Road  
Brooklawn, NJ 08030**

**All submissions must be received at the School Office by 10:00 AM (prevailing time) on February 15, 2022.**

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## Board Broker of Real Estate RFQ

### Scope of Services

The Brooklawn Board of Education desires to appoint a **real estate brokerage firm** to act as **brokers of real estate to sell Board of Education property**. The Applicant should demonstrate knowledge of **selling commercial buildings, as well as, experience in working with municipal and government entities**. Any experience or knowledge of matters that directly affect the Brooklawn Board of Education should be addressed in the proposal.

### Minimum Qualifications

1. Must **possess a real estate brokerage license** in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment.
2. Must have a minimum of **five (5) years' experience in working with municipal and government entities.**
3. **Must have a minimum of five (5) years' experience in representing sellers of commercial properties in Camden County.**
4. **Must have a certified appraiser on staff within the brokerage firm.**
5. **Must list past and present commercial rental price listings along with commission(s) earned and retained.**
6. Must list past and present school districts or government entities represented and in what capacity.
7. **Must have knowledge regarding Brooklawn, New Jersey.**
8. Must describe any special services available to school district clients.
9. Must list **past and present municipal or government clients.**
10. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.
11. **Must provide the amount(s) or percentage(s) to be retained as commission for selling Brooklawn Board of Education property.**
12. **Must provide estimated valuation of property, located at 401 Community Road, Brooklawn, NJ 08030 (Church and Rectory buildings).**

Any questions regarding this Request for Qualification should be directed to Samuel Dutkin, School Business Administrator/Board Secretary at (856) 456-4039.

Please submit one (1) copy of the proposal to:

**Attn: Samuel Dutkin  
Brooklawn School District  
301 Haakon Road  
Brooklawn, NJ 08030**

All submissions must be received at the School District's Administrative Office by 10:00 AM on **February 15, 2022.**

Appendix A  
District Insurance Requirements

Brooklawn School District

**Group 4  
Professional Service Providers  
Minimum Requirements**

- A. Professional Liability (other than physicians)
    - 1. \$1,000,000 Errors and Omissions Insurance
    - 2. 30 day notice of intent to cancel, non-renew, or make material change in coverage.
    - 3. Executed Indemnity and Hold Harmless Agreement (See Appendix B), or similar provision should be included in service contract.
    - 4. "Additional Insured" Agreement is not required
    - 5. General Liability and Automobile Liability with Combined Single Limits of Liability of \$1,000,000 each, and Workers Compensation Insurance.
  
  - B. Medical Malpractice (physicians, dentists, psychologists, etc.)
    - 1. \$1,000,000 Medical Malpractice Insurance
    - 2. 30 day notice of intent to cancel, non-renew, or make material change in coverage.
    - 3. Executed Indemnity and Hold Harmless Agreement (See Appendix B), or similar provision should be included in service contract.
    - 4. "Additional Insured" Agreement is not required
    - 5. General Liability and Automobile Liability with Combined Single Limits of Liability of \$1,000,000 each, and Workers Compensation Insurance.
  
  - C. Workers Compensation
    - 1. Certificate of Insurance indicating "statutory" limits
    - 2. 30 day notice of intent to cancel, non-renew, or make material change in coverage
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## Appendix B

### Indemnity and Hold Harmless Agreement

(Contractor, if corporation, also responsible individual of corporation signing individually) agrees to indemnify and hold harmless The Brooklawn School District, and their agents and employees, from an against all claims, damages, losses, and expenses, including reasonable attorney's fees in case it shall be necessary to file an action, arising out of the performance of the work herein, which is 1) for personal or bodily injury, illness or death, or for property damage, including loss of use, and 2) caused in whole or in part by (Name of Contractor) negligent act or omission or that of a subcontractor, or that of anyone employed by them or for whose acts contractor or subcontractor may be liable. This indemnification and agreement shall apply in all instances whether The Brooklawn School District is made a party to the action or claim or is subsequently made a party to the action by third-party in-pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.

\_\_\_\_\_  
Printed Name of Contractor

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date



Appendix C  
Required Forms and Information

Brooklawn School District  
301 Haakon Road  
Brooklawn, NJ 08030

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

Title of 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 **February 15, 2022, 10:00 AM**. All proposals are to be sent to:

Mr. Samuel Dutkin  
School Business Administrator/Board Secretary  
Brooklawn School District  
301 Haakon Road  
Brooklawn, NJ 08030  
Phone # (856) 456-4039  
sdutkin@alicecostello.com

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# Ethics in Purchasing

## Statement to Vendors

### School District Responsibility

#### ***Recommendation of Purchases***

It is the desire of the Brooklawn School District 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 Brooklawn School District Board of Education or anyone proposing to do business with the Brooklawn School District.

### Vendor Responsibility

#### ***Offer of Gifts, Gratuities -- Prohibited***

Any vendor doing business or proposing to do business with the Brooklawn 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 Brooklawn 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 Brooklawn 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 Brooklawn School District 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 Brooklawn School District Board of Education.

Mr. Samuel Dutkin  
School Business Administrator/Board Secretary  
Purchasing Agent

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Brooklawn School District  
301 Haakon Road  
Brooklawn, NJ 08030

Samuel Dutkin  
School Business Administrator/  
Board Secretary/Purchasing Agent

Voice: (856) 456-4039  
Fax: (856) 456-2797

TO: All Vendors

<b>UNAUTHORIZED ORDERS</b> <b>Official Notification</b>
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**Authorized Purchases**

The Brooklawn School District 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 member or employee who attempts to order 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 Verbal 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 Mr. Samuel Dutkin, if any Board Member or employee attempts to place an order without an authorized purchase order.

- You will NOT Get Paid!

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

**Authorized Signatures**

The Brooklawn School District Board of Education will only recognize purchase orders signed by:

**Mr. Samuel Dutkin**  
**School Business Administrator,**  
**Board Secretary, Purchasing Agent**

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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  
GOODS, PROFESSIONAL SERVICE 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 be 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 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.

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.

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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
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 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.  
(REVISED 4/10)

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**AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**  
**GOODS AND SERVICES CONTRACTS**  
**(INCLUDING PROFESSIONAL SERVICES)**

(TO ACCOMPANY PROPOSAL)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of 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.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A 10:5-31 and N.J.A.C. 17:27-1 et seq.

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

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

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

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

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## FORM OF NON-COLLUSION AFFIDAVIT

(TO ACCOMPANY PROPOSAL)

STATE OF NEW JERSEY, COUNTY OF \_\_\_\_\_.

I, \_\_\_\_\_ of the \_\_\_\_\_  
(city, town, borough)

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

I am \_\_\_\_\_ of the company of \_\_\_\_\_, the vendor  
making the Proposal the above referenced RFP, and that I execute the said Proposal with full  
authority to do so, that, said vendor has not, directly or indirectly, entered into any  
agreement, participated in any collusion, or otherwise taken any action in restraint of free,  
competitive bidding in connection with the above RFP and that all statements contained in said  
Proposal and in this affidavit are true and correct, and made with full knowledge that the State  
of New Jersey relies upon the truth of the statements contained in this affidavit in awarding  
the contract for the said project.

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 for bona fide employees or bona fide established  
commercial or selling agencies maintained by:

\_\_\_\_\_  
(Name of Contractor)

(N.J.S.A. 52: 34-15)

\_\_\_\_\_  
Authorized Signature

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 .

\_\_\_\_\_  
(Seal) Notary Public of New Jersey

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## STOCKHOLDER DISCLOSURE STATEMENT

(TO ACCOMPANY PROPOSAL)

ALL CORPORATE OR PARTNERSHIP BIDDERS SHALL COMPLETE THIS FORM WHICH IS IN ACCORDANCE WITH P.L. 1977 CH. 33 (N.J.S.A. 52:25-24.2)

List of shareholders or partners with ten percent (10%) or more of the stock or interest in said corporation or partnership [all corporate partners or shareholders owning ten percent (10%) or more of the stock must disclose their shareholders as above provided.] *Use additional sheets of paper if necessary.*

Shareholder or Partner	% Interest	Address
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- No stockholder or partner of the corporation or partnership holds ten (10%) or more ownership.
- Bidder is not a corporation or partnership.

I hereby certify that the information given above is true and correct as of \_\_\_\_\_.  
Date

\_\_\_\_\_  
Name and Title of Authorized Representative (Print or Type)

\_\_\_\_\_  
Signature of Authorized Representative

If there are any questions concerning this form or its completion, refer to Statute (P.L. 1977, c. 33)

N.J.S.A. 52:25-24.2

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# VENDOR CERTIFICATION

(TO ACCOMPANY PROPOSAL)

***Direct/Indirect Interests***

I declare and certify that no member of the Brooklawn School District 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 Brooklawn School District 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 Brooklawn School District 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

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*Signature*

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## 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.

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**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.**

**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."**

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# STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

(TO ACCOMPANY PROPOSAL)

RFP: Health Insurance Brokerage Services  
Re: Proposal for the Brooklawn School District

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 \_\_\_\_\_

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

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

**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) DDD

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 \_\_\_\_\_

**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 \_\_\_\_\_

Description of Activities \_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

ADD AN ADDITIONAL SHEET FOR 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: \_\_\_\_\_

**Do Not Enter PIN as a Signature**

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