



WASHINGTON TOWNSHIP BOARD OF EDUCATION

REQUEST FOR PROPOSAL

#26-009 SOLICITOR FOR LEGAL SERVICES, Rebid

Enclosed are the terms, specifications, contract documents and proposal form.

BIDS DUE: WEDNESDAY, MAY 28, 2025 at 11:00 a.m.

RETURN BIDS TO:

**PURCHASING DEPT.
WASHINGTON TOWNSHIP BOARD OF EDUCATION
EILEEN ABBOTT CENTRAL ADMINISTRATION BUILDING
206 EAST HOLLY AVENUE
SEWELL, NJ 08080**

WASHINGTON TOWNSHIP BOARD OF EDUCATION
REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
RFP 26-009, SOLICITOR FOR LEGAL SERVICES, Rebid
SUPPLEMENTAL INSTRUCTIONS/SPECIFICATIONS

1. The Washington Township Board of Education (**hereinafter referred to as Board**) is accepting proposals from individuals and/or firms for Solicitor for Legal Services.
2. Specifications, Instructions to Proposers and other proposal documents are enclosed.
3. The Board retains the right to reject any and all proposals, to accept proposals in whole, in part or parts, and to take such action it may deem in the best interest of the Washington Township Board of Education, in accordance with statute. The Board reserves the right to cancel the contract at any time that the conditions established in the specification are not complied with or for any good and sufficient reason, if deemed in the best interest of the school district to do so.
4. Award of Contract, if a Contract is awarded, will be to the responsible responsive proposer(s) meeting the specifications. Price is only one of several factors to be considered. Any Proposer must be known to be engaged in the business and qualified to carry out his contract. **Satisfactory references are required.** The Board of Education will act to award a contract no later than 60 days after the date set for receipt of proposals. The Board reserves the option to renew the contract subject to Board approval, mutual agreement, and the provisions of statute.
5. Addenda/Interpretations and Challenges – No interpretation of the meaning of any of the proposal package documents will be made to any Proposer orally. The Board of Education will not be held responsible for any oral instructions. Any Addendum/Challenges shall be issued according to procedures established by statute. **Proposal package shall include acknowledgement of all addenda received.**
6. Proposers are required to comply with all requirements of the Public Schools Contracts Law, N.J.S.A. 18A:18A-1, et seq., as well as the provisions of N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27 and with all other Federal Laws and New Jersey Statutes not specified herein.
7. The Board intends to enter into a contract with the successful Proposer(s) incorporating all provisions of the Checklist, the Specifications and any addenda hereto. By submitting a Proposal, the Proposer is agreeing to enter into such a contract if they are awarded the work.
8. No Proposal may be withdrawn for a period of sixty (60) days after the date set for the opening of bids unless a written request is received by the School Business Administrator within five (5) business days after the proposal opening. A request to withdraw a proposal after the specified number of days will not be honored.
9. **ANTI-BULLYING BILL OF RIGHTS-REPORTING OF HARRASSMENT, INTIMIDATION AND BULLYING CONTRACTED SERVICE**-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.

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10. ANTI-DISCRIMINATION PROVISIONS-N.J.S.A. 10:2-1-N.J.S.A. 10:2-1.

Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

11. CONTRACTOR/VENDOR REQUIREMENTS-OFFICE OF THE NEW JERSEY STATE

COMPTROLLER-Contractors/vendors doing business with the Board of Education are reminded of the following legal requirements pertaining to the Office of the New Jersey State Comptroller.

- A. Access to Relevant Documents and Information-N.J.S.A. 52:15C-14 (d) Private vendors or other persons contracting with or receiving funds from a unit in the Executive branch of State government, including an entity exercising executive branch authority, Independent State authority, public institution of higher education, or unit of local government or Board of Education shall upon request by the State Comptroller provide the State Comptroller with prompt access to all relevant documents and information as a condition of the contract and receipt of public monies. The State Comptroller shall not disclose any documents or information to which access is provided that is confidential or proprietary. If the State Comptroller finds that any person receiving funds from a unit in the Executive branch of State government, including an entity exercising executive branch authority, independent State authority, public institution of higher education, or unit of local government or Board of Education refuses to provide information upon the request of the State Comptroller, or otherwise impedes or fails to cooperate with any audit or performance review, the State Comptroller may recommend to the contracting unit that the person be subject to termination of their contract, or temporarily or permanently debarred from contracting with the contracting unit.

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B. Maintenance of Contract Records-N.J.A.C. 17:44-2.2

Relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by OSC pursuant to N.J.S.A. 52:15C-14(d).

The contractor/vendor to whom a contract has been awarded, shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

12. DEBARMENT, SUSPENSION OR DISQUALIFICATION-The Board of Education will not enter into a contract for work with any person, company firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List or the State of New Jersey Consolidated Debarment Report (www.state.nj.us/treasury/debarred).

13. GENERAL CONDITIONS:

- **Authorization to Proceed-Successful Vendor/Contractor**

No Service shall be rendered by the successful contractor unless the vendor/contractor receives an approved purchase order authorizing the vendor/contractor to render the service.

- **Award of Contract**

It is the intention of the Board of Education to award the contract to the respondent(s) whose response is the most advantageous to the Board, price and other factors considered, and who will provide the highest quality service at fair and competitive prices. The Board reserves the right to award contracts to multiple contractors when it is in the best interest of the Board.

- **Return of Contract Documents-when required**

Upon notification of the award of contract by the Board of Education, the contractor may be required to sign and execute a formal contract with the Board.

- **Purchase Order-considered to be a contract. N.J.S.A. 18A:18-2(N)**

If a formal contract is not required by the Board of Education, an approved and signed Board of Education Purchase Order will constitute as a contractual agreement. When a formal contract is required, the contractor shall sign and execute said contracts and return the contracts with other required documents to the Office of the School Business Administrator/Board Secretary. Failure to execute the contract and return said contract and related documents within the prescribed time may be cause for a delay in payment for services rendered or products received or the annulment of award by the Board of Education with any financial security becoming property of the Board of Education. The Board of Education reserves the right to accept the proposal of the next lowest responsible respondent.

No contractor or vendor shall commence any project or deliver any goods until he is in receipt of an approved purchase order authorizing work to begin or goods to be delivered.

- **Renewal of Contract; Availability and Appropriation of Funds-When Applicable.**

The Board of Education may, at its discretion, request that a contract for certain services be renewed in full accordance with N.J.S.A. 18A:18A-42. The School Business Administrator/Board Secretary, may negotiate terms for a renewal of contract proposal and present such negotiated proposal to the Board of Education. All multi-year contracts and contract renewals are subject to the availability and appropriation annually of sufficient funds as may be needed to meet the extended obligation.

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The Board of Education is the final authority in awarding renewals of contracts. Contracts for professional services may be awarded only for twelve (12) months and cannot be renewed.

- **Term of Contract**

The successful respondent, to whom the contract is awarded, will be required to do and perform the work/services and to provide and furnish the material in connection therewith in accordance with the plans and specifications on or before the date listed in the Specifications.

14. **PAYMENTS**-Every effort will be made to pay vendors and contractors within thirty (30) to sixty (60) days provided the Board of Education receives the appropriate documentation including but not limited to:

- Signed voucher by vendor;
- Packing Slips; and
- Invoices.

Payment will be rendered upon completion of services or delivery of full order to the satisfaction of the Board of Education, unless otherwise agreed to by written contract or mandated by N.J.S.A. 18A:18A-40.1. The Board may, at its discretion, make partial payments.

All payments are subject to approval by the Board of Education at a public meeting. Payment may be delayed from time to time depending on the Board of Education meeting schedule.

Invoices-The invoice clearly outlines the goods received or services rendered and the date(s) the services were rendered.

- The invoice must include the full name and address of the company.
- The invoice must include the Board of Education purchase order number.
- The invoice must have the company's invoice number that may be used as reference.
- The invoice must list the goods or services rendered.
- The invoice must be submitted to the Business Office.
- Invoices must be submitted within thirty (30) days of service.

15. **PRESENTATION AND INTERVIEWS**-The Board of Education may at its option, require providers of its choice to attend interviews and make presentations to district officials. This process may only take place after proposals have been opened and reviewed and prior to the completion of the evaluation. **Under no circumstances shall the provisions of the proposal be subject to negotiations-N.J.S.A. 18A:18A-4.5 (b).**

16. If the RFP Specifications have been obtained from a third party and not from the Washington Township Board of Education, it is the vendor's responsibility to provide the Board with contact information in the event of an addendum. It is also the vendor's responsibility to ensure they are in receipt of the complete Specification packet. The Board will not be held liable for any missing aspect of Specifications if obtained by a third party.
17. To ensure the safety of our students, it is the policy of the Washington Township Board of Education, that all visitors to our schools shall sign in at the front office. **All visitors must provide their name, date, time in and time out of their visit.**
18. The Washington Township Board of Education encourages all businesses including those owned by minority, women and labor surplus area firms to respond to our invitations to bid or propose.

ETHICS IN PURCHASING
Statement to Vendors

School District Responsibility

Recommendation of Purchases

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

Vendor Responsibility

Offer of Gifts, Gratuities -- Prohibited

Any vendor doing business or proposing to do business with the Board of Education, 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 Board of Education 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 Board of Education, 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 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 Board of Education.

WASHINGTON TOWNSHIP BOARD OF EDUCATION
REQUEST FOR PROPOSALS
FOR PROFESSIONAL SERVICES
RFP 26-009, SOLICITOR FOR LEGAL SERVICES, Rebid
SPECIFICATIONS/PROPOSAL

The Washington Township Board of Education (WTBOE) is accepting proposals for Solicitor Services.

WTBOE DATA

- The Washington Township School District is a suburban school district located in Gloucester County, NJ.
- Student enrollment approximately 7,400.
- Total full and part-time employees approximately 1,400.
- Employees are represented by the following unions:
 - Washington Township Education Association (subdivision of NJEA),
 - Washington Township Schools Support Staff Association (subdivision of NJEA),
 - Washington Township Principal Association,
 - Washington Township Supervisors Association.
- WTBOE operates the following schools: 2 Early Childhood Centers, 6 elementary schools, 3 middle schools and 1 high school.
- WTBOE serves approximately 1,400 children with special needs.

REQUIREMENTS

1. Member of the New Jersey Bar Association.
2. Evidence of a minimum of \$2,000,000 in Professional Liability Insurance. Prior to the signing of the contract for this work, Professional Liability Insurance naming Washington Township Board of Education additional insured will be required.
3. Law firm is to provide references for other NJ school districts that they service.
4. The WTBOE requires that all bills be detailed as to what and when work was being performed and with or for whom. Example of billings required:

<u>Date</u>	<u>Attorney</u>	<u>Description</u>	<u>Time</u>	<u>Cost</u>
5/1/22	ABC	Phone conf. with Super. Re: Grievance BK.	.2 hrs.	100.00

Separate billings are required for individual lawsuits.

5. The WTBOE has a need for a firm who can demonstrate specialization in the following areas:
 - Special Education,
 - Civil Rights/Discrimination Law,
 - Public Sector Labor Law/Arbitration/Interpretation of Collective Bargaining Agreements,
 - Workers Compensation,
 - Family Medical Leave Act/ADA,
 - Mold Litigation,
 - First Amendment Rights,
 - Construction Litigation,
 - General Corporate,
 - Business and Tax,
 - Real Estate and Land Use,
 - Public Finance/Bond Counsel,
 - Regulatory and Governmental Affairs, and
 - Student Discipline and Residency Issues.

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SPECIFICATIONS/PROPOSAL
PAGE 2**

6. PROPOSAL - The following information is required to be submitted:

- A. List all current New Jersey schools/clients and length of service to each. Please identify the grade level of each school and identify any that may be regional schools.
- B. Identify any on-going legal proceeding or pending legal proceeding (arbitration, complaint or court action) filed by a client against your firm for any opinions offered in the past five years.
- C. List all New Jersey public school clients that have terminated services in the past two years.
- D. Background information of the professional(s) to be assigned to the Washington Township Board of Education
- E. Proposed fee structure. **No Separate Mileage/Travel Expenses will be paid.**
- F. All documentation listed on the RFP Checklist must accompany the Proposal.

Information beyond the minimum requirements that will assist the Board in making a determination, may also be submitted.

7. SUBCONTRACTORS

Proposal shall identify subcontractors vendor proposes to use, if any, in any phase of the work covered by the Specification. The Proposer will set forth on the prescribed form included in the RFP checklist documents the name or names of all subcontractors to whom the proposer will subcontract work, along with evidence of State of New Jersey Business Registration Certificate/License. Subcontractors are required to comply with all requirements of P.L. 1975, c.127, as well as N.J.S.A. 18A:18A-1 et seq., Public School Contract Law.

8. SELECTION CRITERIA - The Board of Education will evaluate proposals using the following criteria:

- A. Experience with New Jersey public school districts.
- B. Availability of staff to meet the service needs of the district.
- C. References from **at least** three (3) current public school clients.
- D. Fee proposal.

PROPOSAL SUBMISSION

One original printed Proposal and one complete copy of your proposal on a flash drive shall be submitted in a sealed envelope showing the name and address of the Proposer and plainly marked with the appropriate RFP Title, RFP number, due date, and time of the proposal opening. If you are unable to provide one copy of your proposal on a flash drive, please submit an additional/second printed copy in the sealed envelope. The one **original** printed Proposal will constitute the **Official Proposal** should any discrepancy arise and should be marked as "original". **Sealed Proposals are to be submitted to:**

Sealed Proposals are to be submitted to:

Ms. Janine M. Wechter, CPA
School Business Administrator/Board Secretary
C/O Purchasing Department
Washington Township Board of Education
Eileen Abbott Central Administration Building
206 East Holly Avenue
Sewell, New Jersey 08080.

Sealed proposals for RFP 26-009, Solicitor for Legal Services, Rebid, are to be submitted in writing and received on or before 11:00 A.M., on Wednesday, May 28, 2025. Any proposal received after this date and time will be disqualified. It is understood and agreed upon that any person in the Board of Education will be absolved from responsibility for the premature opening of any bid not properly labeled and sealed.

WASHINGTON TOWNSHIP BOARD OF EDUCATION

****THIS PROPOSAL FORM MUST BE COMPLETED
AND RETURNED ALONG WITH ALL REQUIRED DOCUMENTATION****

(IF NECESSARY, FOR ADDITIONAL ENTRIES MAKE A COPY OF THE PROPOSAL FORM PAGE
(OR PAGES) AS REQUIRED**)**

PROPOSAL FORM

FOR PROFESSIONAL SERVICES

RFP 26-009, SOLICITOR FOR LEGAL SERVICES, Rebid

The undersigned hereby proposes to furnish and deliver all the required services as specified in the Specifications/Proposal, for which prices are hereby given, in strict accordance with these specifications, conditions and requirements. No plea of mistake in such an accepted quotation shall be available to the undersigned. **Any Exceptions to the Specifications/Proposal must be clearly stated.**

Information beyond this Proposal Form requirements may also be submitted.

Print Name of Company: _____

Address: _____

Person completing Proposal (Print Name): _____

Authorized Signature: _____

Title (Print): _____

Telephone Number: _____ Fax Number: _____

Email: _____

Date: _____

SERVICES:

The Washington Township Board of Education (WTBOE) is accepting proposals for solicitor services.

Services will commence upon award of a contract, **tentatively** on July 1, 2025 through June 30, 2026, with an option to extend the contract provisions, subject to mutual agreement, Board approval and the provisions of Statute. Prices must be firm for the duration of the one-year agreement.

Any Proposer for services must be known to be engaged in the business and qualified to carry out his contract. **Satisfactory references are required with your Proposal. At least, three (3) references** with the name, contact person and telephone number for similar contracts **must be included** with your Proposal.

The Proposer must be a provider of Legal Services of similar size and scope as the Washington Township Board of Education and **shall submit documentation** to this effect with your Proposal.

FEES FOR SERVICES AS DETAILED IN SPECIFICATIONS:

FEES AND ASSOCIATED COSTS (NO SEPARATE MILEAGE/TRAVEL EXPENSES WILL BE PAID.):

1.) LIST POSITION/TITLE (INDIVIDUAL):

HOURLY RATE

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

2.) LIST ANY ASSOCIATED/ADDITIONAL FEES AND COSTS:

COST

_____ (LIST/PRINT DETAILS)	\$ _____
_____ (LIST/PRINT DETAILS)	\$ _____
_____ (LIST/PRINT DETAILS)	\$ _____

3.) List of all current New Jersey public school clients with experience in work similar in scope of services to this contract, length of service to each (**List Start/End Date**), and the grade level of each school.

4.) List at least three client references for whom services similar to this request for proposals are currently being provided, including for each client:

<u>Name of Organization</u>	<u>Address</u>	<u>Contact Person/ Telephone No.</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

PROPOSAL FORM
RFP 26-009, SOLICITOR FOR LEGAL SERVICES
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4. _____

5. _____

- 5.) **Identify** any on-going legal proceeding or pending legal proceeding (arbitration, complaint or court action) filed by a client against your firm for any opinions offered in the past five years.

- 6.) **Identify** any New Jersey public school clients that have terminated services in the past two years.

- 7.) **List below in detail ANY EXCEPTIONS to the RFP Specifications/Proposal or any additional information for consideration (please print):**

**All documentation listed on the RFP Checklist must accompany the Proposal.
Information beyond the minimum requirements may also be submitted.**

ACKNOWLEDGMENT OF ADDENDA - State the number of the latest addendum to the bid package upon which the bid is based, **or state none**, if no addenda has been issued.

Sealed Proposals submitted in writing **for RFP 26-009, Solicitor for Legal Services, Rebid**, will be received, at Prevailing Time, by Ms. Janine M. Wechter, School Business Administrator/Board Secretary, **no later than 11:00 A.M. on Wednesday, May 28, 2025.** Any proposals received after this date and time will be disqualified.

One original printed Proposal and one complete copy of your proposal on a flash drive shall be submitted in a sealed envelope showing the name and address of the Proposer and plainly marked with the appropriate RFP Title, RFP number, due date, and time of the proposal opening. If you are unable to provide one copy of your proposal on a flash drive, please submit an additional/second printed copy in the sealed envelope. The one **original** printed Proposal will constitute the **Official Proposal** should any discrepancy arise and should be marked as "original". **Sealed Proposals are to be submitted to:**

Ms. Janine M. Wechter, CPA
School Business Administrator/ Board Secretary
C/O Purchasing Department
Washington Township Board of Education
Eileen Abbott Central Administration Building
206 East Holly Avenue
Sewell, NJ 08080

**WASHINGTON TOWNSHIP BOARD OF EDUCATION
EILEEN ABBOTT CENTRAL ADMINISTRATION BUILDING
206 EAST HOLLY AVENUE
Sewell, New Jersey 08080
Telephone: (856) 589-6644
Fax: (856) 582-1918**

CHECKLIST

RFP 26-009 SOLICITOR FOR LEGAL SERVICES, RE-BID

The following documents **must accompany your Proposal** (signed and completed as stated on each form):

- _____ **Proposal Form, *if provided***, with Prices as outlined in Specifications. Proposals should include experience in public school environment, references, and any other qualifications that will assist the Board in making a determination.
- _____ Mandatory Affirmative Action Language, Federal Affirmative Action Plan Approval or a Certificate of Employee Information Report or Affirmative Action Employee Information Report.
- _____ Statement of Ownership (Stockholder Disclosure Certification).
- _____ Non-Collusion Affidavit.
- _____ Acknowledgement of Addenda.
- _____ C. 271 Political Disclosure Form (Instructions, Form, and List of Agency Officials).
- _____ Contractor/Vendor Questionnaire and Certification.
- _____ W-9, Request for Taxpayer Identification Number and Certification.
- _____ Evidence of Liability Insurance. (If awarded a contract and prior to signing of the contract for this work, Liability Insurance naming Washington Township Board of Education additional insured will be required.)

The following documents **should be provided prior to the award of the contract** (signed and completed as stated on each form):

State of New Jersey Business Registration Certificate/License.

Disclosure of Investment Activities in Iran.

Certification of Non-Involvement in Prohibited Activities in Russia Belarus.

AFFIRMATIVE ACTION QUESTIONNAIRE

Proposal No. **26-009**

Proposal Date: **Wednesday, May 28, 2025**

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

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

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

2. Our company has a N.J. State Certificate of Employee Information Report. ☐ Yes ☐ No

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

3. If you answered **"NO"** to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance:

www.state.nj.us/treasury/contract_compliance/

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

Department of Treasury
Division of Purchase and Property
Contract Compliance and Audit Unit—EEO Monitoring Program
P.O. Box 206
Trenton, NJ 08625-0206

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education prior to the execution or award of 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 _____

(Revised, 7/22)

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A.10:5-31 et seq. (P.L.1975, c.127)
N.J.A.C. 17:27 et seq.,
GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, 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.

EXHIBIT A (Cont)

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

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

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

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

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division through the Division's website at:

http://www.state.nj.us/treasury/contract_compliance/.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1-1 et seq.

Company Name (Print)

Signature

Date

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV 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/proposer; that the **W.T.B.O.E.** 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 **W.T.B.O.E.** to notify the **W.T.B.O.E.** 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, permitting the **W.T.B.O.E.** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY)

) SS

COUNTY OF _____)

Name of Project

I, _____, of the City of _____,
in the County of _____, and State of _____, of full age, being duly sworn
according to law on my oath depose and say that:

I am

_____,
of the firm of _____, the proposer/bidder making
the proposal for the above-named project and that I executed the said proposal with full authority to do so; that
said proposer/bidder 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-named project;
and that all statements contained in said proposal and in this affidavit are true and correct and made with full
knowledge that the Owner 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 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
bona fide employees or bona fide established commercial or selling agencies maintained by

Name of Contractor

in accordance with N.J.S.A. 52:34-15. I understand that if I violate the provisions set forth in this Affidavit the
owner shall have the right to annul this contract or be entitled to any other appropriate remedy as set forth in
N.J.S.A. 52:34-15.

Subscribed and sworn
to before me this

_____ day

of _____, 20 _____

Also type or print name of affiant
under signature

Notary Public of

My Commission expires _____ 20 _____



**WASHINGTON TOWNSHIP BOARD OF EDUCATION
EILEEN ABBOTT CENTRAL ADMINISTRATION BUILDING
206 EAST HOLLY AVENUE
SEWELL, NEW JERSEY 08080-9931
Telephone (856) 589-6644
Fax (856) 582-1918**

ACKNOWLEDGEMENT OF ADDENDA

Proposal Number 26-009

Proposal Date: **Wednesday, May 28, 2025**

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

ADDENDA NO.

ISSUING DATES

☐ **No Addenda Received**

Name of Company _____

Address _____ P.O. Box _____

City, State, Zip Code _____

Name of Authorized Representative _____

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 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 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 \$200 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

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

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

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

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

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

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

The contractor must also complete the attached Ownership 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.**

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 \$200 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)

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

Vendor Name:

[illegible]

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26

County Name:

State: Governor

Legislative District #s:

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

County:

County Commissioners
{County Executive}

County Clerk
Surrogate

Sheriff

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

Clayton Borough	Logan Township	Swedesboro Borough
Deptford Township	Mantua Township	Washington Township
East Greenwich Township	Monroe Township	Wenonah Borough
Elk Township	National Park Borough	West Deptford Township
Franklin Township	Newfield Borough	Westville Borough
Glassboro Borough	Paulsboro Borough	Woodbury City
Greenwich Township	Pitman Borough	Woodbury Heights Borough
Harrison Township	South Harrison Township	Woolwich Township

Boards of Education (Members of the Board):

Clayton Borough	Greenwich Township	Pitman Borough
Clearview Regional	Harrison Township	South Harrison Township
Delsea Regional High	Kingsway Regional	Swedesboro-Woolwich
Deptford Township	Logan Township	*Washington Township
East Greenwich Township	Mantua Township	Wenonah Borough
Elk Township	Monroe Township	West Deptford Township
Franklin Township	National Park Borough	Westville Borough
Gateway Regional	Newfield Borough	Woodbury City
Glassboro	Paulsboro Borough	Woodbury Heights Borough

Fire Districts (Board of Fire Commissioners):

Deptford Township Fire District No. 1
Franklin Township Fire District No. 1
Franklin Township Fire District No. 2
Franklin Township Fire District No. 3
Franklin Township Fire District No. 4
Franklin Township Fire District No. 5
Harrison Township Fire District No. 1
Washington Township Fire District No. 1
Westville Borough Fire District No. 1

***Washington Township Board of Education Members 2025-2026:**

Julie Kozempel, Steven Serrano, Connie Baker, Patricia Blome, Carol Chila, Elayne Clancy, Linda Hartong, Scott Laliberte, Ralph Ross Sr.

To be completed, signed below & returned with proposal.

CONTRACTOR/VENDOR QUESTIONNAIRE CERTIFICATION

**SOLICITOR FOR LEGAL SERVICES, RE-BID
RFP 26-009**

Name of Company _____
Street Address _____ PO Box _____
City, State, Zip _____
Business Phone Number (____) _____ Ext. _____
Emergency Phone Number (____) _____
FAX No. (____) _____ E-Mail _____
FEIN No. _____
Years in Business _____ Number of Employees _____

References – Work previously done for School Systems in New Jersey

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

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the Washington Township 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 Washington Township Board of Education.

Vendor Certifications

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a) (1-4) concerning vendor contributions to school board members.

I certify that my company is not debarred from doing business with any public entity in New Jersey or the United States of America.

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

WASHINGTON TOWNSHIP BOARD OF EDUCATION
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM
(Page 1)

BID SOLICITATION/PROPOSAL TITLE _____

VENDOR/BIDDER PROPOSER NAME _____

PART 1 COMPLETE BY CHECKING EITHER BOX.

Pursuant to Public Law 2012, c.25 any person or entity that is a successful bidder or proper, 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 parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on the Treasury's website at

<https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>.

The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may 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.

CHECK THE APPROPRIATE BOX

☐ I certify, pursuant to Public Law 2012, c.25, that neither the person or entity above, nor any parent entity, subsidiary, or affiliate thereof 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 person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate, and precise description of the activities in Part 2 below sign and complete the Certification below. information requested below.

PART 2 ADDITIONAL INFORMATION

Please Provide Further Information Related to Investment Activities in Iran.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or a parent entity subsidiary, or affiliate thereof engaging in investment activities in Iran below and, if more space is needed, on additional sheets provided by you.

**WASHINGTON TOWNSHIP BOARD OF EDUCATION
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM
(Page 2)**

PART 3: CERTIFICATION OF TRUE AND COMPLETE INFORMATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

I acknowledge that the Washington Township Board of Education is relying on the information contained herein and thereby acknowledge that I am under continuing obligation from the date of this certification through the completion of any contracts with the Washington Township Board of Education to notify the Washington Township Board of Education in writing of any changes to the answers of information contained herein.

I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Washington Township Board of Education and that the Washington Board of Education at its option may declare any contract(s) resulting from this certification void and unenforceable.

Name of Vendor, or Proper _____
Print Full Name

Authorized Agent _____ Title _____

Signature _____ Date _____

Version REV. 2.22 2024

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

**WASHINGTON TOWNSHIP BOARD OF EDUCATION
SEWELL, NEW JERSEY 08080
N.J.S.A. 18A:18A-49.5**

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor"¹) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

- ☐ A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

- ☐ B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

- ☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative

Date

Print Name and Title of Vendor's Authorized Representative

Vendor's FEIN

Vendor's Name

Vendor's Phone Number

Vendor's Address (Street Address)

Vendor's Fax Number

Vendor's Address (City/State/Zip Code)

Vendor's Email Address

¹ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2). NJ Rev. 1.22.2024