

**RAHWAY BOARD OF EDUCATION**

**REQUEST FOR QUALIFICATIONS FOR:**

**HEALTH INSURANCE CONSULTANT/BROKER SERVICES  
AND RISK MANAGEMENT SERVICES**

**Contract Term March 1, 2016 through January 31, 2017**

**SUBMISSION DEADLINE**

**11:00 A.M.**

**Friday, January 22, 2016**

**ADDRESS ALL QUALIFICATIONS TO:**

**Albert DiGiorgio, Business Administrator/Board Secretary  
Rahway Board of Education  
P.O. Box 1024  
1138 Kline Place  
Rahway, New Jersey 07065**

## **GENERAL INFORMATION & SUMMARY**

### **ORGANIZATION REQUESTING QUALIFICATION**

Rahway Board of Education  
P.O. Box 1024  
1138 Kline Place  
Rahway, New Jersey 07065

### **CONTACT PERSON**

Albert DiGiorgio, Business Administrator/Board Secretary  
Rahway Board of Education  
P.O. Box 1024  
1138 Kline Place  
Rahway, New Jersey 07065  
(732) 396-1010  
adigiorgio@rahway.net

### **PURPOSE OF REQUEST**

The Rahway Board of Education is requesting qualifications from qualified individuals and firms (hereinafter also referred to as the “contractor(s)”, “consultant(s)” or “proposer(s)”) to provide Health Insurance Consultant/Broker Services for medical, prescription, dental and voluntary benefits and Risk Management Services to the Board. Qualifications will be evaluated in accordance with the criteria set forth in this RFQ. One or more individuals/firms may be selected to provide services.

### **PERIOD OF CONTRACT**

March 1, 2016 through January 31, 2017, with an option to renew for up to two (2) years.

### **CONTRACT FORM**

The successful proposer (“Contractor”) shall be required to execute the Board’s form contract, which shall include indemnification, insurance, termination and licensing provisions. It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the Board arising out of, or by reason of, the work performed and materials furnished under this Contract.

**DETAILED REQUIREMENTS OF THE REQUEST FOR QUALIFICATIONS FOR  
HEALTH INSURANCE CONSULTANT/BROKER SERVICES  
AND RISK MANAGEMENT SERVICES**

1. **RAHWAY BOARD OF EDUCATION FACTS AND FIGURES:** The Rahway Board of Education (“Board”) consists of nine members and the District is overseen on a daily basis by the Superintendent of Schools. The District is comprised of six school buildings, serving approximately 3,700 students. The District has multiple special education programs and an extensive extra-curricular and interscholastic athletic program.
2. **NATURE/SCOPE OF SERVICES:** The Rahway Board of Education is requesting qualifications for Health Insurance Consultant/Broker Services for medical, prescription, dental and voluntary benefits and Risk Management Services.

The insurance consultant/broker will be required to perform, but not be limited to, the following services:

- A. Assistance with the development of long-range insurance strategies;
- B. Management of the Board’s insurance program as assigned;
- C. Review of all insurance policies and contracts to ensure adequate coverage;
- D. Recommendations and assistance in the procurement of all insurance coverage, including preparation of any required RFQ’s or RFP’s;
- E. Analysis of proposals in connection with insurance procurement, including, but not limited to, establishing selection criteria, recommending marketplaces, evaluation of proposals and involvement in the selection process;
- F. Identification and analysis of risks arising out of current and future operations;
- G. Preparation of specifications for quotations every three (3) years or sooner, as required by the Board;
- H. Loss Control and Safety Review Services;
- I. Coordination of appraisals of physical assets to determine proper insurable values, limits required and special terms required by the Board;
- J. Continuous review and analysis of loss information from current and prior insurance companies and presentation of findings to the Board;
- K. Review of contracts for insurance compliance;
- L. Acting as liaison between the Board and all insurance carriers, brokers, providers, or claimants;

- M. Monitoring, review and presentation of data to help manage claims on all current and future policies;
  - N. Review and analysis of rating classifications on various insurance contracts to determine the most beneficial ones to utilize;
  - O. Continuous review and analysis of insurance coverage and policies to keep up with industry changes, continuing operations and growth;
  - P. Research and analysis of alternatives to current risk funding mechanisms to meet the changing needs of the Board;
  - Q. Preparation of all certificates of insurance, automobile identification cards and other required documents within 24 hours of the Board's request;
  - R. Notification of Board staff as to local, state and federal regulations and recommendations for compliance as required;
  - S. Participation in on-going meetings with Board staff to review losses, safety recommendations, government regulations, insurance requirements, etc.;
  - T. Review of audits of current and previous policies for accuracy and potential premium savings;
  - U. Performance of self-insurance feasibility studies where applicable and recommendations to Board staff;
  - V. Identification of areas of risk and the associated strengths and weaknesses of the Board to manage those risks;
  - W. Assistance in the development of alternative strategies to reduce risk to assets and resources;
  - X. Consultation as to the probable impact of strategies elected by the Board;
  - Y. Provision of monitoring feedback via loss runs and associated analysis to verify the adequacy of the controls selected as well as checks for negative trends, which may require corrective action.
3. **STANDARD REQUIREMENTS OF TECHNICAL QUALIFICATIONS:** Proposer should submit a technical qualification, which contains the following:
- A. The name of the proposer, the principal place of business and, if different, the place where the services will be provided;
  - B. Proposer must demonstrate at least five (5) years of experience providing insurance broker/consultant services to boards of education in New Jersey. Proposer shall provide a listing of all other engagements where services of the

type being proposed were provided in the past. This list should include other boards of education and other levels of municipal service. Contact information for the recipients of the similar services must be provided. The Board reserves the right to obtain references from any of the parties listed;

- C. The names, qualifications, certifications held, titles, experience and training of all persons who would be assigned to provide services to the Board;
  - D. A description of any particular area(s) of expertise you or your firm may possess that have not been included in the responses provided above;
  - E. A statement that neither the firm nor any individuals assigned to this project have ever been prohibited from working with public entities in the State of New Jersey;
  - F. Affirmative Action Compliance Notice (form provided);
  - G. Affirmative Action Questionnaire (form provided) or Certificate of Employee Information Report or other Affirmative Action Evidence in lieu of questionnaire;
  - H. Executed Equal Employment Opportunity Language (form provided);
  - I. Executed Americans with Disabilities Act of 1990 Language (form provided);
  - J. Executed Non-Collusion Affidavit (form provided);
  - K. Executed Owner's Disclosure Statement (form provided);
  - L. Proposer's New Jersey Business Registration Certificate;
  - M. Chapter 271 Political Contribution Disclosure Form (form provided).
4. **QUALIFICATION EVALUATION:** The Board will select the most advantageous qualifications based on the following factors and will make the award(s) that is in the best interest of the Board:
- A. Relevance and extent of qualifications, experience, reputation and training of personnel to be assigned;
  - B. Knowledge of public education in the State of New Jersey and the subject matter to be addressed under this engagement;
  - C. Relevance and extent of similar engagements performed;
  - D. All required information requested in the qualification is provided.

Each qualification must satisfy the objectives and requirements detailed in this RFQ. The successful proposer shall be determined by an evaluation of the total content of the qualification submitted. The Board reserves the right to:

- (a) Not select any qualifications;
- (b) Select only portions of a particular proposer's qualification for further consideration;
- (c) Award a contract for the requested services at any time within the calendar year after review of the Qualifications and approval of same by the Board: every qualification should be valid through this time period.

The Board is not obligated to explain the results of the evaluation process to any proposer.

- 5. **QUALIFICATION LIMITATIONS:** This RFQ is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Board by issuance of this RFQ. The Board reserves the right at the Board's sole discretion to refuse any qualification submitted.
- 6. **USE OF INFORMATION:** Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the Board to the proposer in connection with this RFQ shall remain the property of the Board. When in tangible form, all copies of such information shall be returned to the Board upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Board or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFQ, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.
- 7. **GENERAL TERMS AND CONDITIONS:**
  - A. The Board reserves the right to reject any or all qualifications, if necessary, or to waive any informalities in the qualifications, and, unless otherwise specified by the proposer, to accept any item, items or services in the qualifications should it be deemed in the best interest of the Board to do so.
  - B. In case of failure by the successful proposer, the Board may procure the articles or services from other sources, deduct the cost of the replacement from money due to the proposer under the contract and hold the proposer responsible for any excess cost occasioned thereby.
  - C. The proposer shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.
  - D. The person authorized to do so must sign each qualification.
  - E. The contract shall be in effect through January 31, 2017 unless otherwise stated.

- F. Qualifications may be hand delivered or mailed consistent with the provisions of the legal notice to proposers. In the case of mailed qualifications, the Board assumes no responsibility for qualifications received after the designated date and time and will return late qualifications unopened. Qualifications will not be accepted by facsimile or e-mail.
- G. By submission of the qualification, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Board harmless in any case of any such infringement.
- H. No proposer shall influence, or attempt to influence, or cause to be influenced, any Board officer or employee to use his/her official capacity in any manner, which might tend to impair the objectivity or independence of judgment of said officer or employee.
- I. No proposer shall cause or influence, or attempt to cause or influence, any Board officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.
- J. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Board Counsel's decision shall be final and conclusive.
- K. The Board shall not be responsible for any expenditure of monies or other expenses incurred by the proposer in making its qualification.
- L. The checklist, affidavits, notices and the like presented at the end of this Request for Qualifications are a part of this Request for Qualifications and shall be completed and submitted as part of this qualification.

**REQUEST FOR QUALIFICATIONS CHECKLIST**

**THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR QUALIFICATION STATEMENT. PLEASE INITIAL BELOW, INDICATING THAT YOUR QUALIFICATION STATEMENT INCLUDES THE ITEMIZED DOCUMENT. A QUALIFICATION STATEMENT SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS MAY BE REJECTED.**

ITEM	INITIALS
Original & twelve (12) copies of completed qualification package	
Affirmative Action Compliance Notice (form provided)	
Affirmative Action Questionnaire or Evidence	
Equal Employment Opportunity Language (form provided)	
Americans with Disabilities Act of 1990 Language (form provided)	
Non-Collusion Affidavit (form provided)	
Owner's Disclosure Statement (form provided)	
New Jersey Business Registration Certificate	
Certificate of Employee Information Report	
Chapter 271 Political Contribution Disclosure Form (form provided)	

Pursuant to New Jersey law, the Board shall not enter into a contract for goods or services unless the contractor provides a copy of its business registration certificate at the time it submits its qualifications.

**THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.**

Person, Firm or Corporation submitting Proposal: \_\_\_\_\_

Authorized Agent Name & Title: \_\_\_\_\_

Authorized Signature & Date: \_\_\_\_\_



**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)**

This form is a summary of the successful proposer'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 proposer 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 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 proposal 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.

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(COMPANY)

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(SIGNATURE)

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(PRINT NAME)

---

(TITLE)

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(DATE)

**AFFIRMATIVE ACTION QUESTIONNAIRE**

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

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

\_\_\_\_\_YES                      \_\_\_\_\_NO

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

2. Our company has a New Jersey State Certificate of Approval.

\_\_\_\_\_YES                      \_\_\_\_\_NO

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

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

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

Name of Company/Firm \_\_\_\_\_

Name of Authorized Agent \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

### GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

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

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

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

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2 or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

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

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public.

Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant **to Subchapter 10 of the Administrative Code at N.J.A.C.17:27.**

Subscribed and sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 2016.

\_\_\_\_\_

Notary Signature & Seal

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Name & Title

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

The contractor and the Rahway Board of Education (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Title



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

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

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

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 proposal or accompanying the proposal 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 PROPOSAL.** In the event that there are no persons who own ten percent or more of the stock or ownership of the vendor, 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\_\_\_\_\_

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 as a

\_\_\_\_\_

Names of Principals

Title

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized Signature

Name & Title

Subscribed and sworn before me this \_\_\_\_\_day of \_\_\_\_\_, 2016

\_\_\_\_\_

Notary Public Signature & Seal

**Rahway Board of Education**

**P.O. Box 1024**

**Kline Place**

**Rahway, New Jersey 07065**

**Chapter 271**

**Political Contribution Disclosure Form**

**(Contracts that Exceed \$17,500.00)**

**Ref. N.J.S.A. 52:34-25**

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

**Reportable Contributions**

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

The Business Entity may attach additional pages if needed.

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

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

**Certification**

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

Name of Authorized Agent \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Business Entity \_\_\_\_\_