

**PARTNERSHIP FOR HADDONFIELD
NEW JERSEY**

**ACCOUNTING & FINANCIAL SERVICES
REQUEST FOR PROPOSAL**

Project Name: Accounting & Financial Services

Date Packet Available: December 20, 2022

Bid Due By: January 18, 2023, by 3:00 P.M. EDT

Bid Submitted By: _____

REQUEST FOR PROPOSAL

Accounting & Financial Services

NOTICE IS HEREBY GIVEN that proposals and qualifications are being solicited by the Partnership for Haddonfield (PfH) to obtain “Accounting & Financial Services” as described herein for the Partnership for Haddonfield. Individuals responding to this Request for Proposal should have extensive experience, a knowledgeable background, and qualifications in the provision of the services described herein.

The RFP package for this service is available online at www.downtownhaddonfield.com in Room 101 of Municipal Hall, Borough of Haddonfield, 242 Kings Highway East, Haddonfield, NJ 08033 during regular business hours (8:30 am to 4:30 pm).

Interested respondents shall submit one (1) original; four (4) bound copies of their proposal of which one (1) must be unbound for further copying (if necessary).

The Partnership for Haddonfield requires that the RFP response be submitted by January 18, 2023, prior to 3:00 p.m. in Room 101 of the Haddonfield Borough Hall. There will be a public reading of the names and respective cost proposals at 3:00 p.m. on January 18, 2023, in Room 102 of the Municipal Hall.

Michael Marciante
Executive Director

SPECIFICATION AND PROPOSAL FOR ACCOUNTING & FINANCIAL SERVICES PARTNERSHIP FOR HADDONFIELD

Intent: The Partnership for Haddonfield is issuing a Request for Proposals (RFP) to firms and professionals to provide Accounting and Financial Services.

The Partnership proposes a contract term of one (1) year with either party having the option to terminate the contract with thirty (30) days' written notice of its intention to terminate. The estimated effective date of this agreement is February 1, 2023.

Please submit the completed RFP form included in this communication, along with any additional information regarding services the financial institution offers to non-profits.

I. Terms of the accounting agreement:

Applicants should demonstrate knowledge of accounting, payroll, and tax filing laws and regulations and experience in providing advice to non-profit entities on records compliance issues. Any experience or knowledge of matters that directly affect the Partnership for Haddonfield should be addressed.

1. The firm, institution, or professional must be fully registered as a business and licensed to practice in the State of New Jersey.
2. The Partnership reserves the right to hold oral discussions with all proposers prior to selections.
3. By submitting a proposal, the proposer certifies that he or she has fully read and understands the RFP and has full knowledge of the scope, nature, quantity, and quality of the work to be performed.
4. The proposer shall furnish such additional information as the Partnership may reasonably require. The Partnership reserves the right to make reasonable inquiries of the qualifications of the proposer, as it deems appropriate.
5. The Partnership reserves the right to reject any/or all proposals, and the right to accept the proposal that it considers most favorable to the Partnership's interests. In addition, the Partnership reserves the right to seek new proposals when such a procedure is in its best interests to do so.

II. Required Services to be Provided

1. Conduct bank reconciliations for all bank accounts monthly.
2. Develop an annual yearend financial report.
3. Assist in the development of the annual budget as needed.
4. File Federal, State, and all appropriate taxes on behalf of the Partnership for Haddonfield.
5. Manage payroll, including the filing of all taxes, for PfH staff.
6. Provide advice on any and all financial dealings as needed.

7. File annual CRI-300R, 990, Insurance Audits, and any necessary tax filing forms.

III. Mandatory Minimum Requirements

1. Evidence of licensure to practice in the State of New Jersey.
2. Must have a minimum of seven (7) years of experience in providing accounting services, filing taxes, and/or managing payroll within the State of New Jersey.
3. Description of the staff employed by the firm including partners, managers, and other staff including numbers employed for each category. Include the number of Registered Certified Public Accountants.
4. Addresses of offices located in close proximity to Haddonfield.
5. Provide resumes of partners and managers in the firm expected to act on this assignment.
6. Respondents must demonstrate a proven record of advisory services.
7. Amount of Professional Liability Insurance coverage maintained.
8. Must describe any special services available to non-profit clients.
9. Description of any other factors the proposing party believes is relevant to its ability to provide the Borough with superior service.

IV. General Information:

The Partnership maintains accounts as listed below.

- The 2022 Annual Budget is \$278,000.
- The Partnership for Haddonfield has three (3) Bank Accounts.
- The Partnership for Haddonfield one (1) full-time employee, is looking to hire one (1) part-time employee and contracts approximately thirty (30) professional services annually.
- The Partnership for Haddonfield has ceased its old town-wide paper gift card system and moved to a community digital e-gift card. The Bank Account that managed the paper gift card will eventually cease as vouchers continue to come in and are actively being redeemed. The digital gift card is autonomous with no clerical maintenance required other than promotional ones.

The Partnership issues approximately *175* checks and deposits approximately *25* checks annually.

V. Cost Proposal: Respondent must include one or the other of the following:

1. A list of applicable monthly rates associated with the personnel who would provide the type of work listed in the “Section 3 – Services to be Provided” portion of this RFP as well as the number of hours assumed needed to complete the work.
 - a. As well as the number of hours assumed needed to complete the work.
2. A list of hourly rates for each task listed in “Section 3 – Services to be Provided” portion of this RFP. For examples:
 - Monthly Bank Reconciliation
 - Filing Taxes
 - Payroll Fees

- Hourly rate for when services exceed the monthly rate.

VI. Information Requested of the Proposer (including mandatory forms):

Please organize your proposals in the following manner:

1. Title page: Show name of the institution, address, telephone, and fax numbers, name of contact person and the date the proposal was submitted to the Partnership.
2. Table of Contents: Include a clear identification of the material by section and page number.
3. Letter of Transmittal: The letter is not to exceed two pages in length and should contain the following information:
 - a. State the proposer's understanding of the scope of the service to be performed.
 - b. Indicate whether proposer is a parent or subsidiary associated with a holding company and describe its relationship to other in the group, if applicable.
 - c. Financial reports for the previous two years. (Please include as an attachment at the end of your proposal.)
 - d. State if the proposer is chartered to do business in the State of New Jersey and attach a Governmental Unit Depository Protection Act certification of eligibility.

VII. INSURANCE AND INDEMNIFICATION: The Respondent awarded the contract must assume all risks connected with this work. The Respondent awarded the contract shall comply with all State Laws and Regulations concerning Worker's Compensation and shall maintain such insurance as will protect the Respondent against all claims for damages for personal injury, including death, and property damage which may arise during or as a result of the work done under this Contract, either by the Respondent awarded the contract or by any subcontractor or anyone directly or indirectly employed by either of them.

The Respondent awarded the contract shall not commence work under this Contract until all insurance required by this section has been obtained and such insurance has been approved by the Borough of Haddonfield, nor shall the Respondent allow any subcontractor to commence work until all similar insurance required of the subcontractor has been obtained and approved. The Respondent's insurance shall apply to and provide coverage for all subcontractors and/or suppliers unless the Respondent forwards to the Borough the Certificate of Insurance for the subcontractor and/or supplier. Insurance coverage shall remain in effect until all work under the Contract has been accepted by the Borough and at all times thereafter when the Respondent may be replacing defective work.

The Respondent awarded the contract shall furnish the Borough with proof of insurance by providing a Certificate of Insurance from the authorized agent. The Borough of Haddonfield & the Partnership for Haddonfield shall be named as additional insured. The Respondent awarded the contract shall give the Borough 30 days written notice of any material change in, cancellation of, or expiration of the policies. Any insurance company providing coverage must be authorized to do business in the State of New Jersey.

The following insurance is required:

Professional Liability – Minimum of \$1,000,000 errors and omissions per occurrence

General Liability – Minimum of \$1,000,000 per occurrence based upon the specific work and values involved. The Borough shall be named as additional insured with respect to general liability.

Worker’s Compensation and Employer’s Liability – Statutory

RFP DOCUMENT CHECKLIST

VIII. Summary of Financial Institution’s Qualifications:

1. Indicate the institution’s background in providing banking services to municipal units of government, in general, and specifically, to municipalities the size of the Partnership for Haddonfield. Provide a listing of municipal client references that are presently using the institution’s professional services – i.e., the client name, address, telephone number and contact person.
2. Provide a completed “Proposal Form” (Exhibit A) with responses to all identified services. You may expand the form to include items which the Partnership did not identify, but which you think should be listed, whether it is a chargeable item or not.
3. Please provide any other material that may be helpful in reviewing the proposal, including any attachments, schedules, financial information, etc.

VIX Evaluation of Proposals:

The contract will be awarded to the proposer providing the primary accounting firm or professional at the lowest net cost and who meets the needs of the Partnership most efficiently, provided the price is reasonable and is in the best interest of the Partnership to accept it.

Proposals will be evaluated by the Partnership on the basis of which is the most advantageous, price and other factors considered. The evaluation will consider:

1. Experience and reputation in the field; and
2. Knowledge of NJ non-profit operations; and
3. Cost Proposal; and
4. Responsiveness to the needs of the Partnership; and
5. Other factors demonstrated to be in the best interest of the Partnership for Haddonfield.

The following questions will be used to assist in the evaluation:

1. Technical Criteria:
 - a. Does the Respondent’s proposal demonstrate a clear understanding of the scope of work and related objectives?
 - b. Is the proposal complete and responsive to the specific RFP requirements?

2. Management Criteria:

a. History and experience in performing the work:

- i. Does the Respondent document a record of reliability of timely delivery and on-time and on-budget implementation?
- ii. Does the Respondent demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?
- iii. Does the Respondent have a record of moral integrity?

b. Availability of personnel, facilities, equipment and other resources:

- i. Are the available resources of the respondent sufficient to meet the needs of the Partnership?
- ii. To what extent does the respondent rely on in-house resources vs. contracted resources?
- iii. Is the availability of in-house and contract resources documented?

c. Qualifications and experience of personnel:

3. Cost Criteria:

a. Cost of goods to be provided or services to be performed:

- i. Relative cost: How does the cost compare to other similarly scored proposals?
- ii. Full explanation: Is the price and its component charges, fees, etc. adequately explained or documented?

Partnership shall not be obligated to explain the results of the evaluation process to any Respondent.

IX. INDEMNIFICATION: The selected individual or firm shall defend, indemnify and hold harmless the Borough of Haddonfield, the Partnership for Haddonfield its officers, agents, and employees from any and all claims and costs of any nature whether for personal injury, property damage, or other liability arising out of or in any way connected with the individual or firm's acts or provisions under this proposal.

X. Additional information:

1. Any questions relative to interpretation of specifications or the RFP process should be directed to the Executive Director for the Partnership.

Please direct inquires to:

Michael Marciante
Executive Director
Partnership for Haddonfield
Email: downtown@haddonfield-nj.gov
Phone: (856) 520-3598

XI. Receipt of Proposal:

One (1) original, and four (4) bound copies of their proposal of which one (1) must be unbound for further copying (if necessary) in a sealed envelope marked "Accounting & Financial Services" submitted by your institution must be received in Room 101 of Municipal Hall no later than 3:00 P.M. on January 18, 2023.

All proposals submitted shall be binding for ninety (90) calendar days following the above due date.

Proposals received by the Partnership after the time specified will not be considered.

All information required by the RFP must be supplied to constitute a valid proposal.

The Admin Committee will review and evaluate all proposals submitted in response to the RFP. Based on the results of this evaluation, the Admin Committee will make a recommendation to the Partnership for Haddonfield Board Members. A contract will be executed upon the Board's approval.

XII. Proposer's Warranty:

The person signing the proposal warrants that:

1. He or she is an officer of the organization.
2. He or she has been specifically authorized to offer a proposal in full compliance with all requirements and conditions as set forth in the RFP.

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)

The Borough of Haddonfield has provided our firm _____
_____ with Exhibit A, Mandatory Equal Employment
Opportunity Language concerning the General Affirmative Action
Requirements for Public Agencies awarding Contracts under N.J.S.A. 10:5-
31 et. Seq. and N.J.A.C. 17:27-1.1 et seq.

This acknowledgement is to assert that I am familiar with the affirmative
action requirements, and agree to comply with the rules and regulations.
This is further evidenced by providing you with our most current
"Certificate of Employee Information Report."

Company: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

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 take affirmative action to ensure that such applicants are recruited and employed, 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 action 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, 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C.17:27-5.2, or a binding determination of the applicable 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 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 applicable 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 subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

BUSINESS ENTITY DISCLOSURE
CERTIFICATION FOR NON-FAIR AND
OPEN CONTRACTS REQUIRED
PURSUANT TO N.J.S.A 19:44A-20.8
BOROUGH OF HADDONFIELD

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the _____ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one-year period preceding January 1, 2021 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Borough of Haddonfield as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

See Attached List of Elected Officials and County Committee Representatives

Part II – Ownership Disclosure Certification

Δ I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- | | |
|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Subchapter S Corporation |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Limited Liability Corporation | |

Name of Stock or Shareholder	Home Address (Optional)

Part III – Signature and Attestation

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____
 Signed: _____ Title: _____
 Print Name: _____ Date: _____

Subscribed and sworn before me this _____ day of _____, 2 ____.

My Commission expires: _____

(Affiant)

*(Print name &
title of affiant)(
Corporate Seal)*

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form:

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; “interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

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The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)

19:44A-3 Definitions. In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same

elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

***“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)***

**CERTIFICATION OF COMPLIANCE WITH CAMPAIGN CONTRIBUTION  
LAW**

I understand that pursuant to N.J.S.A. 19:44A-20.2 et seq. a business entity that has entered into a contract having an anticipated value in excess of \$17,500 with a municipality, county or any agency or instrumentality thereof, cannot make a reportable political contribution to a county committee of a political party in that municipality if a member of that political party is currently serving in an elective public office of that municipality when the contract is awarded. I further understand that the language above only applies when the contract is not part of a "fair and open" public bidding process.

Pursuant to N.J.S.A. 19:44A-20.8(a), I, \_\_\_\_\_,  
do hereby certify that the business entity \_\_\_\_\_,  
of which my title/position in the business entity is \_\_\_\_\_,  
and/or anyone having any interest (meaning ownership and control of more than 10% of the profits or assets of the business entity, or 10% of the stock) in the business entity, has/have not made a contribution that would bar the award of this contract pursuant to N.J.S.A. 19:44A-20.2, et seq.

I further understand that pursuant to N.J.S.A. 19:44A-20.8(b), the above-referenced business entity has a continuing obligation to report to the Election Law Enforcement Commission any contributions that constitute a violation of the Act that are made during the duration of this contract.

I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

**DATED:**

\_\_\_\_\_  
(SIGNATURE)



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 New Jersey 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.**

| ADD AN ADDITIONAL ACTIVITIES ENTRY |

**Certification:** I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto 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 State of New Jersey is relying on the information contained herein and thereby acknowledge 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 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 State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

|                          |                  |
|--------------------------|------------------|
| Full Name (Print): _____ | Signature: _____ |
| Title: _____             | Date: _____      |

DPP Standard Forms Packet 11/2013

ny Respondent. \_\_\_\_\_

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