



NJCU FOUNDATION



Request for Proposals

External Audit Services for New Jersey City University Foundation, Inc.

RFP #19-001F

Issuance Date: 3/29/2019

Bid Opening: 4/16/2019

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1. INFORMATION FOR BIDDERS

1.1 BACKGROUND

The New Jersey City University Foundation, Inc. (“Foundation”) is a non-profit organization that advances the mission of New Jersey City University (the “University”) as it evolves itself into a nationally recognized leader in urban public education while maintaining its commitment to transforming the lives and livelihoods of its diverse student community. The Foundation is committed to securing philanthropic funding through the identification and pursuit of private gifts, grants, and endowments.

The Foundation is a 501(c) (3) tax-exempt organization and acts primarily as a fund-raising entity to supplement the resources available to New Jersey City University and its Board of Trustees. Gifts made through the Foundation are deductible for federal income, gift, and estate tax purposes. Donor generosity is essential to enhance the core disciplines, encourage interdisciplinary research and put academic excellence to work in contributing to the New Jersey City University community as a whole.

In addition to its fundraising activities, the Foundation ground leases certain real properties from the University then develops and manages these properties for the University’s use and financial benefit, such as the Foundation’s plan for the property that is the subject of this RFP.

The Foundation reports under Financial Accounting Standards Board (FASB) standards, including FASB Statement No. 116 and 117, “Accounting for Contributions” and “Financial Statements of Not-for-Profit Organizations”, respectively, and has a June 30th year end.

1.2 PURPOSE AND INTENT

New Jersey City University Foundation Inc. (the “Foundation”) is issuing this Request for Proposals (“RFP”), which seeks to provide External Audit and other professional services for New Jersey City University Foundation, Inc. Final award of this contract will not be governed solely on the lowest prices submitted.

The intent of this RFP is to award a contract to a responsible bidder(s), whose bid, conforming to this RFP, is most advantageous to the Foundation, price and other factors considered. Should additional work be required that falls under the subject of the awarded contract during the contract term the Foundation reserves the right to separately procure the individual requirements and subsequently requesting the contractor to submit a written proposal and upon approval, a purchase order will be issued to authorize the work.

The Foundation considers any information which it may have released either orally or in writing prior to the issuance of this RFP, to be preliminary in nature and the Foundation shall not be bound by such information.

The Foundation's obligation is contingent upon the availability of funds.

1.2.1 CONTRACT TERMS

The intent of this RFP is to award a contract to the responsible bidder(s), whose bid, conforming to this RFP, is most advantageous to the Foundation, price and other factors considered. The Foundation intends to award a contract(s) for one (1) year commencing from the date of award renewable at the option of the University for two (2) additional one (1) year terms. The initial audit period shall be for the fiscal years of 2019 through 2020.

If, at any time during the term of this award either the Foundation or the vendor considers terminating the agreement, they shall give the other party written notice that it is considering such action, which notice shall set forth with sufficient specificity such party's reasons for contemplating termination. During the following thirty- (30) day period the parties shall discuss, in good faith, the party's reasons for considering termination in an effort to avoid the need for such action. Following the thirty (30) day discussion period, the party considering termination, if not fully satisfied, may elect to terminate the agreement by giving the other party thirty (30) days written notice.

Should additional work be required, which is beyond the scope of this RFP but is related to the overall contract, the vendor will be requested to submit a written proposal and upon approval, a purchase order will be issued to authorize the work.

1.2.2 SUPPLIER DIVERSITY

New Jersey City University Foundation, Inc. recognizes the importance of supplier diversity in its procurement practices. The Foundation is committed to contracting with qualified suppliers from all parts of the business community in procuring needed goods and services. By encouraging the participation of Small Business Enterprises (SBEs), Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs), collectively SMWBEs, in the procurement process, the Foundation strengthens contracting opportunities for

SMWBEs, while at the same time providing a value-added strategy that increases competition to ensure that the Foundation's funds are maximized.

1.3 SOLICITATION SCHEDULE

EVENT	DATE
RFP Issued	March 29, 2019
Questions Due from Bidders	April 4, 2019
Foundation Response to Bidders with advertised Addendum #1	April 9, 2019
Bid Proposals Due	April 16, 2019 by 2:00pm

1.3.1 QUESTION AND ANSWER PERIOD

Inquiries regarding this RFP must be submitted in writing and can either be e-mailed to Edie DeVecchio, edelveccio@njcu.edu and Amanda McGee, amcgee@njcu.edu or faxed to 201-200-3238.

The cut-off date for questions and inquiries relating to this RFP is indicated on the solicitation schedule, section 1.3. Addendum to this RFP, if any, will be posted on the Bidding Opportunities webpage and emailed to anyone who downloaded the bid on and after the date per 1.3 Solicitation Schedule

Telephone calls will not be permitted.

1.3.2 SUBMISSION OF BID PROPOSAL

In order to be considered for award, the bid proposal must be received by Procurement Services at the appropriate location by the required time in a sealed envelope. The date and time is indicated on the cover sheet. To respond to this proposal, vendors should:

Submit one (1) hard copy marked original, nine (9) additional hard copies, and one (1) digital copy on either CD or flash drive of its proposal in accordance with the bid submission deadline contained herein, which must be received no later than **2:00 PM on April 16, 2019** to the following location:

New Jersey City University Foundation Inc.
2039 J.F. Kennedy Blvd.
Jersey City, NJ 07305
Procurement Services Department
Hepburn Hall, Room 111

Attention: Edie DeVecchio
Associate Vice President of Business Services

Responses received after this time and date will not be considered. E-mailed and/or faxed proposals will not be accepted. The University is not responsible for lost or misdirected documents. Bids must be enclosed in a sealed envelope/package bearing the name of the Bidder and **RFP # 19-001F** clearly marked on the outside of the envelope.

The prospective bidder assumes sole responsibility for submitting a complete bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder's failure to comply with all requirements of the RFP.

1.4 ADDITIONAL INFORMATION

1.4.1 BIDDER RESPONSIBILITY

The Foundation assumes no responsibility for the completeness or the accuracy of any information presented in this RFP, or otherwise distributed or made available during this procurement process, except as expressly stated to the contrary. Without limiting the generality of the foregoing, the Foundation will not be bound by or be responsible for any explanation or interpretation of the proposed documents other than those prepared in writing. In no event may a respondent to this RFP rely on any oral statement made by the Foundation or any of the University's agents, employees, advisors, or consultants.

Should a respondent find discrepancies in or omissions from this RFP and related documents, the respondent shall immediately notify the Foundation, in writing, and a written addendum or bulletin of instructions, if necessary, will be mailed or delivered to each respondent.

The Foundation considers any information which it may have provided either orally or in writing prior to the issuance of this RFP, to be preliminary in nature and the Foundation shall not be bound by such information. The Foundation's obligation is contingent upon the availability of funds.

1.4.2 COST LIABILITY

The Foundation assumes no responsibility and bears no liability for cost incurred by a bidder in the preparation and submittal of a bid proposal in response to this RFP.

1.4.3 PRICE ALTERATION

Bid prices must be typed or written in ink. Any price change (including “white-outs”) must be initialed. Failure to initial price changes shall preclude a contract award from being made to the bidder.

1.4.5 BID ERRORS

A bidder may request that its bid proposal be withdrawn prior to bid opening. Such a request must be made, in writing, to the Associate Vice President of Business Services. If the request is granted, the bidder may submit a revised bid proposal as long as the revised bid proposal is received prior to the announced date and time for the opening of the bid proposals and at the place specified.

If, after the opening of bid proposals but before contract award, a bidder discovers an error in its bid proposal, the bidder may make written request to the Associate Vice President of Business Services for authorization to withdraw its bid proposal from consideration for award. Evidence of the bidder’s good faith in making this request shall be used in making the determination. The factors that will be considered are that the mistake is so significant that to enforce the contract resulting from the bid proposal would be unconscionable; that the mistake relates to a material feature of the contract; that the mistake occurred notwithstanding the bidder’s exercise of reasonable care; and that the Foundation will not be significantly prejudiced by granting the withdrawal of the bid proposal.

If, during the evaluation of bid proposals received, an obvious pricing error made by a potential contract awardee is found, the Foundation’s Contract Administrator shall issue written notice to the bidder. The bidder will have five days after receipt of the notice to confirm its pricing. If the bidder fails to respond, its bid proposal shall be considered withdrawn, and no further consideration shall be given it. If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between the unit price and extended price and the bidder’s intention is not readily discernible from other parts of the bid proposal, the Contract Administrator may seek clarification from the bidder to ascertain the true intent of the bid proposal.

2. SCOPE OF WORK

This Request for Proposal (RFP) is issued to obtain external auditing and other professional services for New Jersey City University Foundation, Inc. (the "Foundation") hereinafter referred to as the Foundation.

2.1 SERVICES INCLUDE:

2.1.1 Annual Audit of the Foundation's Financial Statements in accordance with Generally Accepted Auditing Standards as set forth by the American Institute of Certified Public Accountants (AICPA).

2.1.2 Tax filings for Form 990.

2.2 REPORTS AND OTHER SERVICES REQUIRED

2.2.1 Audit Report including opinion on the Foundation's Financial Statements.

2.2.2 Management Letters, including comments on the Foundation's internal control structure, adequacy of accounting procedures, and other matters of significance along with the firm's recommendations to assist the Foundation in making improvements and achieving operational efficiencies.

2.2.3 Entrance and Exit Conferences with appropriate representatives of the Foundation. Audit results and a preliminary draft of the Management Letter must be present at the exit conference.

2.2.4 The independent audit firm should be prepared to attend the Board of Trustee's meetings and other meetings, which may result from this project. When in the opinion of the Foundation such additional effort is beyond the scope of this Request for Proposal, an amendment to the contract will be issued.

2.3 ADDITIONAL WORK

Should additional work be required, which is beyond the scope of this RFP but is related to the overall contract, the vendor will be requested to submit a written proposal and upon approval, a purchase order will be issued to authorize the work.

3. SUBMISSION DELIVERABLES

Statements of Qualifications should be presented in the same order as the items are below. Firms should respond to each item completely and clearly. Attachments that amplify responses or provide relevant illustrations are welcome.

- 3.1 Your proposal should also contain an Executive Summary, not to exceed three pages, indicating why your firm should be selected.
- 3.2 Describe your firm relative to others. For example, how do you differ? What are your strengths? How does your firm's philosophy differ from that of other firms? Your comments should include a discussion of staff training, pertinent results of recent Peer Reviews, and the status of any disciplinary actions taken against the firm.
- 3.3 The nonprofit environment is the subject of extensive studies and declarations by the various standard-setting bodies (i.e., FASB, AICPA). Describe the firm's position on any relevant regulatory issues pertaining to not-for-profit. Identify and discuss any emerging issues that you predict will need to be addressed in future years.
- 3.4 Provide a representative list not-for-profits audited by your firm regionally or nationally. Note those that are new clients within the past two years. Also, indicate those lost in the past five years and the reasons why. Your list should include the names and phone numbers of individuals whom we may contact at each institution.
- 3.5 Identify the office that would be assigned to this engagement. What is the size of staff in this office (by staff level and field) and the number of clients served? What has been the Audit Staff turnover experience in this office?
- 3.6 Identify the partners, managers, and other staff who will be responsible for the audit and provide resumes for each. Provide the names and contact information for other, similarly sized clients of the partner and manager that will be assigned to our organization for reference purposes.
- 3.7 Describe your firm's resources and expertise for providing assistance with tax issues related to nonprofit organizations.

- 3.8 Describe your firm's policies regarding the continuous assignment of a staff member to an Audit Team and the replacement of a staff member on the Audit Team who is either promoted or separated from your firm.
- 3.9 Describe your firm's policies regarding rotation of the lead audit partner (and concurring partner, if applicable) and partner time-out requirements for your not-for-profit clients.
- 3.10 Describe the Nonprofit experience of the office identified in 3.4 above, particularly for companies in the not-for-profit sector of a comparable size to the Foundations.
- 3.11 Explain your standard audit approach to the review of automated systems, including the review of user department and data center procedures and system security.
- 3.12 Describe the training provided to partners, managers, and other audit staff in the field of not-for-profits in general and specifically on new reporting guidelines for not-for-profits.
- 3.13 Are there any existing or potential relationships between your firm and the Foundation or any employee, officer, agent, or servant of the Foundation that could lessen your independence and objectivity because of a perceived or actual conflict of interest?
- 3.14 Provide a sample of your standard contract document and/or Engagement Letter.
- 3.15 Describe how your firm would work with the Foundation Staff and the present Foundation external auditors to ensure a smooth and efficient transition. Indicate the key events that would need to take place in this process.
- 3.16 Identify any expectations that the firm has of the Foundation's Staff (i.e., deadlines, materials needed) and logistical needs (i.e., office space).
- 3.17 Given the current business and economic conditions, are there any financial or structural adjustments, current or contemplated, that might adversely affect the ability of the firm to complete a three-year engagement?

- 3.18 Describe your firm’s involvement with any of the professional associations, special committees, or task forces that are currently shaping not-for-profit accounting and audit standards.
- 3.19 Identify publications, training programs, and/or other regular services offered to your clients that may be of interest to the Foundation.
- 3.20 Describe any pending, concluded or threatened litigation, administrative proceedings or federal or state investigations or audits, subpoenas or other information requests of or involving your firm or owners, principals or employees of your firm during the period beginning January 1, 2005 to present. Describe the nature and status of the matter and the resolution, if concluded. List any sanctions or penalties brought against your firm or any of its personnel (including suspension or debarment) imposed on your firm or any of its personnel by any regulatory or licensing agencies. Please include a description of the reasons for the sanction or penalties and whether such sanctions or penalties are subject to appeal. Please describe any potential conflict that may affect your service to the Foundation.
- 3.21 Provide all Forms and Attachments as detailed in Section 4.3.1 of this RFP.
- 3.22 Oral Presentation
- Firms who submit a proposal in response to this Request for Proposal may be required to give an oral presentation of their proposal to the Evaluation Committee. This will provide an opportunity for the vendor to clarify or elaborate on their proposal document but in no way add to the proposal document or change the Bidder’s original bid. The Evaluation Committee will schedule the time and location of these presentations.
- 3.23 Indicate if your firm has been certified as a “small business” by the New Jersey Commerce and Economic Growth Commission, now part of the NJ Treasury Department.
- 3.24 Describe your firm’s policy relative to the prohibition of discriminatory employment practices, affirmative action and equal opportunity and note the minority and female participating employees would serve the Foundation.
- 3.25 Provide information on those individuals assigned to work with the Foundation including documentation of training and experience in providing the desired services. Specifically identify the name and contact information for the individual assigned to

act as the coordinator for both the firm's proposal and any subsequent responses required of the firm as a part of the RFP process.

- 3.26 Provide a list of all of the firm's clients comparable to the Foundation indicating the length of service of each account. The Foundation may contact and/or visit any of these accounts.
- 3.27 Provide a list of institutions of non-profit with which the firm has signed a term contract.
- 3.28 Provide a list of all clients lost within the last three years which includes:
 - a. A contact name and telephone number
 - b. Length of service at the account

4. BID PROPOSAL PREPARATION AND SUBMISSION

4.1 GENERAL

The bidder is advised to read and follow all instruction contained in the RFP, and subsequent Addendums, in preparing and submitting its bid proposal.

Note: Bid Proposals shall not contain URLs (Uniform Resource Locators, i.e. the global address of documents and other resources on the World Wide Web) or web addresses. Inasmuch as the web contains dynamically changing content, inclusion of a URL or web address in a bid response is indicative of potentially changing information. Inclusion of a URL or web address in a bid response implies that bid proposal's content changes as the reference web pages change.

4.2 BID PROPOSAL DELIVERY AND IDENTIFICATION

In order to be considered for award, the bid proposal must be received by Procurement Services at the appropriate location by the required time in a sealed envelope as per Section 1.3.2. The date and time is indicated on the cover sheet.

THE EXTERIOR OF ALL BID PROPOSAL PACKAGES ARE TO BE LABELED WITH THE RFP NUMBER, TITLE, AND THE BIDDERS NAME AND ADDRESS.

Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposal. Late bid proposals are ineligible for consideration.

4.3 BID PROPOSAL CONTENT

4.3.1 MANDATORY SUBMITTAL FORMS

The following forms/certificates are to be included in your Proposal Response, Attachments can be found in Appendix A:

- A. Statement of Compliance (attached).
- B. Non-Collusion Statement (attached).
- C. Disclosure of Investment Activities in Iran (attached).
- D. MacBride Principles Certification (attached).

- E. New Jersey Business Registration Certificate.
- F. Request for Taxpayer Identification Number and Certification (Current W-9 Form).
- G. Supplier Form (attached).
- H. If applicable, NJ Small Business Enterprise (SBE), Woman Business Enterprise (WBE), and/or Minority Business Enterprise (MBE) Certification(s).
- I. Point of Contact Form (attached).

5. FINANCIAL PROPOSAL

The portion of the proposal that refers to specific fees for professional services must include the following:

- 5.1 A Fee Schedule for audit services inclusive of all projected out-of-pocket expenses for each of the three years identified in this RFP. Proposed fees can vary from year to year. Information should be segregated by general audit of the Foundation's financial statements and tax filing.
- 5.2 A fixed fee and an estimate of the number of hours for both audit and management dedicated to each of the three (3) years covered by this RFP.

Again, information should be segregated by general audit of the Foundation's financial statements and tax filing.
- 5.3 An explanation of the firm's policy for distinguishing between billable audit services and nonchargeable services. Also explain the firm's policy on responding to periodic technical questions and any fees associated with such services.
- 5.4 Provide a schedule of additional fees for technical, tax or additional audit services that may be required. Specify the discounted hourly rates for these services by employee level.
- 5.5 Audit Cycle Dates

The following are expected timeframes for the Annual Audit Cycle, which are subject to change by the Foundation.

April	Formal Engagement Letter and Pre-Audit Conference
May	Preliminary Field Work including Internal Control Review and sampling.
June	Contribution Review.
July	Begin major fieldwork.
August	Final fieldwork.
September	Draft of Audited Financial Statements and Management Letter.
October	Partner and Manager from the firm are required to attend a meeting of the Finance Committee of the Board of Trustees to discuss the Audit Reports and Management Letter. Issuance of final Audited Financial Statements

Appendix A – Required Forms/Certificates

STATEMENT OF COMPLIANCE

1. We, the Undersigned, acting through its authorized officers and intending to be legally bond, agree that this bid proposal shall constitute an offer by the Undersigned to enter into a Contract with the acts and things therein provided, which offer shall be irrevocable for 60 calendar days with additional extension upon consent, from the date of opening hereof and that the University may accept this offer at any time during said period by notifying the Undersigned of the acceptance of said offer.

2. We, the Undersigned, a sole proprietor/partnership/corporation created and existing under the laws of the State of _____, has its business at

Vendor Name _____

Vendor Address _____

Telephone _____

Fax _____

E-Mail _____

Sign by _____
Proprietor/Principal/President

Attested by _____
Secretary



PURCHASING DEPARTMENT

NON-COLLUSION STATEMENT

DATE: _____

New Jersey City University
Purchasing Department
2039 Kennedy Boulevard
Jersey City, New Jersey 07305

This is to certify that the undersigned responder, _____, has not, either 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 proposal submitted to New Jersey City University on the _____ day of _____ 2018.

Signature of Responder _____

Corporate Seal:

Attest: _____
Secretary

Sworn to and subscribed before this _____

day of _____ 2018.

My Commission expires _____.

Notary Public

THIS STATEMENT MUST BE COMPLETED AND SIGNED IN ORDER FOR THE RFP RESPONSE TO BE CONSIDERED.

NON-COLLUSION STATEMENT

New Jersey City University requires as a condition precedent to acceptance of RFP responses, a sworn statement executed by, or on behalf, of the person, firm, association or corporation to whom such contract is to be awarded certifying that such person, firm, association or corporation has not, either 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 such contract. The form for this sworn statement is included in the proposal and must be properly executed in order to have the RFP response considered.

State of New Jersey
Division of Purchase and Property
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Solicitation Number: _____ **Bidder/Offeror:** _____

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 the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this 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 person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

- is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, **AND**
- is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase and Property under penalty of perjury. FAILURE to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____	Relationship to Bidder/Offeror _____
Description of Activities _____	

Duration of Engagement _____	Anticipated Cessation Date _____
Bidder/Offeror Contact Name _____	Contact Phone Number _____

ADD AN ADDITIONAL 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: _____

MACBRIDE PRINCIPLES FORM

BIDDER'S REQUIREMENT: TO PROVIDE A CERTIFICATION IN COMPLIANCE WITH THE MACBRIDE PRINCIPLES AND NORTHERN IRELAND ACT OF 1989.

Pursuant to Public Law 1995, c. 134, a responsible bidder selected, after public bidding, by the Director of the Division of Purchase and Property, pursuant to N.J.S.A. 52:34-12, must complete the certification below by checking one of the two representations listed and signing where indicated. If a bidder who would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Director may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another bidder who has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Director finds contractors to be in violation of the principles which are the subject of this law, they shall take such 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 certify, pursuant to N.J.S.A. 52:34-12.2, that the entity for which I am authorized to bid:

Has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein through the operation of offices, plants, factories, or similar facilities, either directly or indirectly, through intermediaries, subsidiaries or affiliated companies over which it maintains effective control; or

Will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride Principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.8 and in conformance with the Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles.

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature:

Print Name:

Title:

Firm Name:

Date:

"N.J.S.A. 52:34-13.2 CERTIFICATION"
SOURCE DISCLOSURE CERTIFICATION FORM

Contractor: _____ Waiver Number: _____

I hereby certify and say:

I have personal knowledge of the facts set forth herein and am authorized to make this Certification on behalf of the Contractor.

The Contractor submits this Certification in response to the referenced contract issued by the Division of Purchase and Property, Department of the Treasury, State of New Jersey (the "Division"), in accordance with the requirements of N.J.S.A. 52:34-13.2.

Instructions:

List every location where services will be performed by the Contractor and all Subcontractors.

If any of the services cannot be performed within the United States, the Contractor shall state, with specificity the reasons why the services cannot be so performed. Attach additional pages if necessary.

Contractor and/or Subcontractor	Description of Services	Performance Location[s] by COUNTRY	Reasons why services cannot be performed in USA
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Any changes to the information set forth in this Certification during the term of any contract awarded under the referenced solicitation or extension thereof will be immediately reported by the Contractor to the Director, Division of Purchase and Property (the "Director").

The Director shall determine whether sufficient justification has been provided by the Contractor to form the basis of his certification that the services cannot be performed in the United States and whether to seek the approval of the Treasurer.

I understand that, after award of a contract to the Contractor, it is determined that the Contractor has shifted services declared above to be provided within the United States to sources outside the United States, prior to a written determination by the Director that extraordinary circumstances require the shift of services or that the failure to shift the services would result in economic hardship to the State of New Jersey, the Contractor shall be deemed in breach of contract, which contract will be subject to termination for cause pursuant to Section 3.5b.1 of the Standard Terms and Conditions.

I further understand that this Certification is submitted on behalf of the Contractor in order to induce the Division to accept a bid proposal, with knowledge that the Division is relying upon the truth of the statements contained herein.

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Contractor: _____
[Name of Organization or Entity]

By: _____

Title: _____

Print Name: _____

Date: _____



SUPPLIER FORM

Procurement Department
 2039 Kennedy Blvd., Hepburn Hall, Room 111
 Jersey City, New Jersey 07305-1597
 Telephone 201-200-3159 Fax: 201-200-3238
 Email: ps@njcu.edu

Instructions/Purpose: In order to comply with various government regulations and to update our supplier information files, please complete and return this form to the email above.

Supplier Name:					
PURCHASE ORDER INFORMATION					
Mailing Address:					
City:		State:		ZIP:	
Sales Contact:				Title:	
Direct Phone:		General Phone:		Fax:	
Email Address:		General Email:			
<u>PO Dispatch Email Address (for use in auto dispatch):</u>					
REMIT TO INFORMATION (if different from above)					
Mailing Address:					
City:		State:		ZIP:	
AP Contact:				Title:	
Direct Phone:		General Phone:		Fax:	
Email Address:		General Email:			

 TYPE OF BUSINESS: (CHECK ALL THAT APPLY)

MINORITY BUSINESS ENTERPRISE (MBE):

- | | | |
|--|--|---|
| <input type="checkbox"/> African American | <input type="checkbox"/> Asian American | <input type="checkbox"/> Multiple Ethnicities |
| <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Native American | <input type="checkbox"/> Unspecified |

WOMEN BUSINESS ENTERPRISE (WBE)

SMALL BUSINESS ENTERPRISE (SBE)

NONE OF THE ABOVE

OTHER (please describe): _____

I ATTEST THAT INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY INFORMATION WILLFULLY FALSIFIED OR OMITTED MAY RESULT IN THIS FIRM BEING DISBARRED FROM BIDDING ON CONTRACTS FOR A PERIOD OF UP TO TWO YEARS, AND LIABILITY ATTENDANT TO CIVIL AND CRIMINAL PENALTIES. THE COMPLETION OF THIS FORM IN NO WAY OBLIGES THE UNIVERSITY OR GUARANTEES OPPORTUNITIES TO BID OR RECEIVE ORDERS.

SIGNATURE _____ DATE _____



In order to ensure we contact the correct person when issuing information about this RFP please provide the following information:

Point of Contact: _____

Title: _____

Address: _____

Apt/Suite: _____

City: _____

State: _____

Zip Code: _____

Telephone Number: _____

Fax Number: _____

Email address: _____