

NOTE: The Borough of Fair Lawn will consider proposals only from person(s), firm(s) or organization(s) that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Proposals.

**REQUEST FOR PROPOSALS  
FOR THE PROVISION OF  
PUBLIC RELATIONS SPECIALIST CONSULTING SERVICES**

**ISSUE DATE: April 13, 2022**

**DUE DATE: May 17, 2022 at 10:00 a.m.**

**Issued by:**

**Borough of Fair Lawn**

**NOTICE OF REQUEST FOR PROPOSALS  
FOR THE PROVISION OF PUBLIC RELATIONS SPECIALIST CONSULTING  
SERVICES**

**Notice** is hereby given that sealed Proposals will be received by the Borough of Fair Lawn (“Borough”), at 8-01 Fair Lawn Avenue, Fair Lawn, New Jersey, Room 206, on **Tuesday, May 17, 2022 at 10:00 a.m.** prevailing time, and publicly opened and read aloud for:

***PUBLIC RELATIONS SPECIALIST CONSULTING SERVICES***

An original and one copy of Proposals must be submitted to, and received by, the Borough Clerk at the above address on or before the date and time set forth above. Proposals shall be submitted using the Proposal Forms furnished in the Request for Proposals (RFP). Proposals shall be enclosed in sealed envelopes clearly marked on the outside with “Public Relations Specialist Consulting Services,” and containing the Proposer’s name and address. Faxed or emailed Proposals will not be accepted.

Proposals received after the date and time set forth above, regardless of cause of delay, will not be accepted but will be returned unopened to the Proposer(s).

The RFP may be obtained by contacting the Borough Clerk’s Office, telephone 201-794-5340, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding legal holidays, or by emailing [bids@fairlawn.org](mailto:bids@fairlawn.org). The Borough will not be responsible if a prospective Respondent cannot download the RFP documents. PROPOSALS MAY NOT BE SUBMITTED ELECTRONICALLY.

The selection of a qualified respondent and award of a contract is subject to the provisions of the Local Public Contracts Law, specifically the Competitive Contracting provisions at N.J.S.A. 40A:11-4.1 et seq. The Borough shall award a contract or reject all Proposals within sixty (60) days of receipt of Proposals. Respondents shall be subject to compliance with the Borough’s Local Pay to Play ordinance, codified in the Borough Code at Chapter 2, Article XXI entitled, “Withholding No Bid Public Contracts from Political Contributors.”

Respondents are required to comply with the affirmative action and non-discrimination provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

The Borough reserves the right to waive any informalities or irregularities in the Proposals received and to reject any and all Proposals, pursuant to applicable law.

Dated: April 13, 2022

Borough of Fair Lawn

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## **GLOSSARY**

The following definitions shall apply to and are used in this Request for Proposals:

"Borough" refers to the Borough of Fair Lawn.

"Contract" means the contract between the Borough and the Successful Respondent for performance of the Services being solicited pursuant to this RFP.

"Proposal" refers to the complete response to this RFP submitted by Respondents.

"Proposal Documents" means this RFP, including all forms, terms and conditions and amendments and supplements thereto, if any.

"Qualified Respondent" refers to those Respondents who (in the sole judgment of the Borough) have satisfied the qualification criteria set forth in this RFP.

"RFP" refers to this Request for Proposals, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" refers to the interested person(s), firm(s) or organizations(s) that submit a Proposal in response to the RFP.

"Services" refers to the Public Relations Specialist Consulting Services solicited by the Borough to be provided by the Successful Respondent.

"Successful Respondent" means the Qualified Respondent selected to perform the Services.

## **SECTION 1**

### **INTRODUCTION AND GENERAL INFORMATION**

#### **1.1. Introduction and Purpose**

The Borough is soliciting Proposals from Respondents for the provision of the Services, as more particularly described herein, pursuant to the competitive contracting provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-4.1 et seq. Through the RFP process described herein, Respondents interested in assisting the Borough with the provision of the Services must prepare and submit a sealed Proposal in accordance with the procedure and schedule in this RFP. The Borough will review Proposals only from those Respondents that submit a Proposal that includes, in the sole judgment of the Borough, all the required information and documentation described herein.

The Borough is seeking Proposals from Qualified Respondents with a demonstrated record of providing reliable and efficient Public Relations Specialist Consulting Services in a cost-effective manner. The Successful Respondent must be prepared to provide the Services commencing on July 1, 2022.

#### **1.2. Procurement Process**

The Borough is proceeding with the selection of a Successful Respondent for the provision of the Services pursuant to the Competitive Contracting procedures set forth at N.J.S.A. 40A:11-4.1 et seq. Respondents are encouraged to familiarize themselves with the provisions thereof.

All Respondents to this RFP must evidence the ability to provide the Services contemplated herein.

The Proposals will be evaluated in accordance with Section 4 hereof. Generally, the Borough will select the Successful Respondent based on an evaluation and ranking, which shall include technical, management and financial criteria. The selection process will comply in all respects with the Competitive Contracting requirements, as set forth in N.J.S.A. 40A:11-4.1 et seq.

#### **1.3. Questions**

All questions concerning this RFP shall be submitted in writing on or before **4:00 p.m. prevailing time on Wednesday, May 4, 2022**, via regular mail, overnight or express mail, hand delivery or email, to the Designated Contact Person set forth below:

Responses will be issued to all Respondents of record no later than **4:00 p.m. on Tuesday, May 10, 2022**. The Borough will not provide or be responsible for oral clarifications.

**Designated Contact Person:**

Nicholas Magarelli  
Acting Municipal Clerk  
Borough of Fair Lawn  
8-01 Fair Lawn Avenue  
Fair Lawn, NJ 07410  
Email: [nmagarelli@fairlawn.org](mailto:nmagarelli@fairlawn.org)

#### **1.4 Submission of Proposals**

**An original and one copy of all Proposals must be submitted in a sealed envelope to, and be received by, the Designated Contact Person set forth above, via regular mail, overnight or express mail, or hand delivery no later than 10:00 a.m., prevailing time, on Tuesday, May 17, 2022** Proposals will be publicly opened in the Office of the Borough Clerk on that date and time. **Proposals will not be accepted by facsimile transmission or email.**

**Respondent's name and address must be printed on the outside of the sealed envelope, together with the words: "Request for Proposals for Public Relations Specialist Consulting Services"**

Subsequent to issuance of this RFP, the Borough may modify, supplement or amend the provisions of the RFP in order to respond to inquiries received from prospective Respondents prior to the date and time set forth in Subsection 1.3 above, or as otherwise deemed necessary or appropriate by and in the sole judgment of the Borough.

**The Borough will provide any addenda to this RFP to all Respondents who have registered for and downloaded a copy of the RFP from its website or who have requested a copy of the RFP from the Clerk's Office. Additionally, the Borough will post any addenda to this RFP on the Borough's website. It is recommended that all Respondents visit the Borough's website on a daily basis for earliest access to any addenda issued by the Borough in connection with this RFP.**

## 1.5 Anticipated Procurement Schedule

The RFP process commences with the issuance of this RFP. The steps involved in the process and the anticipated completion dates are set forth below. The Borough reserves the right to, among other things, amend, modify or alter the Anticipated Procurement Schedule upon notice to all potential Respondents.

Issuance of RFP	Wednesday, April 13, 2022
Deadline for Receipt of Written Questions	Thursday, May 4, 2022 at 4:00 p.m.
Response to Written Questions	Tuesday, May 10, 2022 at 4:00 p.m.
Receipt of Proposals	Tuesday, May 17, 2022 at 10:00 a.m.
Anticipated Contract Award	Friday, July 1, 2022

**The Successful Respondent shall be prepared to provide Services commencing on July 1, 2022. The term of the contract awarded will commence on July 1, 2022 and terminate on June 30, 2023.**

## Section 1.6. Conditions Applicable to RFP

Upon submission of a sealed Proposal in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission, and review and consideration of its Proposal:

- The issuance of the RFP is not intended to, and shall not be construed to commit the Borough to execute any contract.
- The Borough reserves the exclusive rights set forth in Section 1.7 hereof.
- All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.
- The Borough reserves the right (in its sole judgment and pursuant to applicable law) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement.
- Failure of any Respondent to submit a Proposal that completely addresses the requirements of this RFP (including submittal as part of such Proposal of all documents required to be submitted under the terms of this RFP), at the times and

in the manner specified in this RFP, will result in the rejection of the Proposal by the Borough.

- All documentation and information provided by the Borough in connection with this RFP is believed to be accurate and correct; however, the Borough makes no guarantees as to the accuracy of the information provided. Each Respondent is instructed to notify the Borough in accordance with Section 1.3 hereof if it believes that any information provided herein is not accurate and/or correct.
- Reasonable efforts will be taken by the Borough to keep information of a confidential or proprietary nature confidential during and after the procurement process, as permitted by law, when such information has been previously and properly identified by the Respondent.
- All activities related to the provision of the Services, as generally described herein, shall be subject to compliance with all applicable federal, State and local laws, regulations and/or other applicable requirements.
- All Proposals shall become the property of the Borough and will not be returned.
- All Proposals will be made available to the public at the appropriate time, as determined by the Borough (in the exercise of its sole discretion) in accordance with law.
- The Borough may request Respondents to appear at the Borough for interviews.
- Any and all Proposals not received by the Borough by the prescribed time herein will be rejected.
- Neither the Borough, nor its staff, consultants or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposals, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Proposal or for participating in this procurement process.



### **Section 1.7. Rights of the Borough**

The Borough reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

- To determine that any Proposals received complies or fails to comply with the terms of this RFP.
- To reject any Proposal that is not received by the Borough on or before the date and time set for in Subsection 1.4, above.
- To supplement, amend or otherwise modify the RFP through issuance of addenda to all prospective Respondents who have received a copy of this RFP.
- To waive any technical non-conformance with the terms of this RFP.
- To change or alter the schedule for any events called for in this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP.
- To conduct investigations of any or all of the Respondents, as the Borough deems necessary or convenient, to clarify the information provided as part of the Proposals and to request additional information to support the information included in any Proposal.
- To suspend, abandon or terminate the procurement process described in this RFP at any time (in the Borough's sole discretion.) If terminated, the Borough may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

### **1.8 Examination of Documents, Familiarity with the Services Required to be Performed**

It is the responsibility of each Respondent, before submitting a Proposal, to (a) examine the RFP thoroughly, (b) become familiar with and consider all federal, State and local laws, regulations, ordinances, permits, approvals and orders that may affect the provision of the Services, and (c) notify the Borough of all conflicts, errors or discrepancies in the RFP.

Before submitting a Proposal, each Respondent, at its own expense, shall make or request or obtain any additional inspections, examinations, or studies and obtain any additional data and information that the Respondent deems necessary to compile its Proposal. The failure or omission of the Respondent to receive and examine any form, instrument or document, or to make required inquiries, shall not relieve the Respondent from any obligations and responsibilities relating to the Services, if selected as the Successful Respondent.

The submission of a Proposal will constitute a conclusive and binding representation by Respondent that such Respondent has agreed to, and complied with, every requirement of this RFP, that the procurement process chosen by the Borough has been conducted and implemented in a legally permissible manner and that the Proposal documents are sufficient in scope and detail to indicate and convey the understanding of the parties as to all terms and conditions for performing and furnishing Services.

## **1.9 ELEC Requirements**

All Respondents are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3) if the Respondent receives contracts in excess of \$50,000 from public entities in a calendar year. It is the Respondent's responsibility to determine if filing is necessary. Additional information on this requirement may be obtained from the New Jersey Election Law Enforcement Commission.

## **SECTION 2**

### **SCOPE OF SERVICES**

It is the intent of the Borough to solicit Proposals from Respondents that have expertise in the provision of Public Relations Specialist Consulting Services. Respondents to this RFP shall be able to demonstrate that they will have the continuing capabilities to perform the Services. The term of any contract awarded will commence on July 1, 2022 and terminate on June 30, 2023.

The Borough of Fair Lawn is seeking an experienced and qualified public relations firm to assist the Borough in crafting and disseminating information of public importance, and to be liaison to the Governing Body during any high-profile or other events or incidents of public importance regarding the Borough. The Successful Respondent will work under the direction of the Mayor or his/her designee to provide the Services, as they are required. The Borough intends to select one Successful Respondent to enter into a contract for the Services.

Payment for Services will be made based on the number of hours for each task completed by identified personnel at the hourly rate proposed by Respondent for each such personnel. Invoices, describing the tasks, the number of hours and the identity of each such personnel who worked on the tasks, together with their hourly rate as proposed by the Successful Respondent in response to this RFP, any other fees as so proposed by the Successful Respondent, and the total amount due, shall be submitted to the Borough on a monthly basis.

The Services to be performed under any contract awarded to the Successful Respondent shall generally include public relations, press releases and communication strategies and shall be provided on an as-needed basis. The specific Services to be provided will be based on the needs related to the specific matter at hand. Specific items of work for each task will vary; however, examples of tasks could include, but are not limited to, the following:

1. Be available to consult with Borough representatives on an as needed basis as required;
2. Attend Council meetings and Borough events, as needed or requested;
3. Execute targeted public information in the forms of featured articles and related publicity for Borough events, promotions and important community information;
4. Write, format (with photos) and distribute press releases to print, online and broadcast media, including but not limited to recapping events that have occurred and addressing public comments received regarding such events;
5. Utilize social media to generate interest in, and improve, the Borough's overall social media presence;
6. Deliver key messages to the public through a public relations campaign via the press, social media and other media; and
7. Provide on-call public relations services; and be available for discussion on communication strategy or guidance when called upon, including nights and weekends, if necessary.

The above list is not intended to be exclusive; other tasks related to the Services may be requested as the need arises.

## **SECTION 3**

### **SUBMISSION REQUIREMENTS**

#### **Section 3.1 General Requirements.**

Respondent's Proposal must meet or exceed the professional and administrative qualifications set forth in this Section 3 and shall incorporate the information requested below.

1. An executed Letter of Qualification and Qualification Statement as set forth in Appendix A;
2. Respondents shall submit a fee proposal with their Proposal, setting forth the hourly rate for all personnel to be assigned to perform the Services, all reimbursable expenses, and any other proposed fees or charges, with a description thereof (Appendix A-1);
3. Affirmative Action Compliance as set forth in Appendix B;
4. An executed Letter of Intent as set forth in Appendix C;
5. An executed Ownership Disclosure Statement as set forth in Appendix D;
6. Conform to the requirements of the Borough of Fair Lawn's Local Pay to Play ordinance, codified in the Borough at Chapter 2, Article XXI entitled "Withholding No Bid Contracts from Political Contributors" and submit the required forms in Appendix E; and
7. A copy of the Respondent's Business Registration Certificate;
8. Completed Appendices F, G and H; and
9. In addition to all other information to be submitted by Respondents pursuant to this RFP, Respondents shall submit the Proposal Checklist (Exhibit I), together with all checklist Appendices and information required to be submitted pursuant to the Checklist.

#### **Section 3.2 Supplemental Information**

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

### **Section 3.3    Disclosure of Information in Proposals**

If Respondent chooses to include material of a proprietary nature in the Proposal, the Borough will attempt to keep such material confidential to the extent permitted by applicable law. The Respondent must specifically identify each page of its Proposal that contains such information by properly marking the applicable pages. Preferably, any sections that contain material of a proprietary nature shall be severable or removable from the Proposal to assist the Borough in protecting this information. The Respondent shall include the following notice in the introduction of the relevant section:

*“The data on pages \_\_\_\_ identified by \_\_\_\_ (symbol) and labeled “Proprietary Information,” contain information that is a trade secret and/or which, if disclosed, would cause substantial injury to (Respondent's) competitive position. (Respondent) requests that such data be used only for the evaluation of the Proposal, and understands that disclosure will be limited only to the extent that the Borough determines it proper or to the extent that the Borough deems disclosure necessary according to law. If a Contract is awarded to (Respondent), the Borough will have the right to use or disclose the data as provided in the Contract executed with the Respondent.”*

The Borough will seek to prevent the unauthorized disclosure of this information in applying the proprietary standard to marked data. However, the Borough assumes no liability for any loss, damage, or injury that may result from any disclosure or use of marked data or any disclosure of this or other information.

### **3.4    Withdrawal**

A Respondent may withdraw its Proposal prior to the date and time set for the opening of the Proposals provided that a written request to withdraw the Proposal is hand-delivered to the Borough, by or on behalf of an accredited representative of the Respondent, or the request is delivered by certified U.S. Mail. The request to withdraw the Proposal must be received by the Borough prior to the commencement of Proposal opening.

### **3.5    Proposal Acceptance or Rejection**

Subject to applicable law, the Borough reserves the right to (a) abandon this procurement process; (b) reject any or all Proposals; and (c) waive any non-material informality or non-conformance in the Proposals.

### **3.6    Disposal of Proposals**

All Proposals are the property of the Borough and will not be returned. At the conclusion of the procurement process, the Borough may dispose of any and all copies of Proposals received in whatever manner it deems appropriate. However, prior to such disposal, the Borough will use

its best efforts to prevent the unauthorized disclosure of proprietary information, provided same is properly identified in accordance with Subsection 3.3 hereof. In no event will the Borough assume liability for any loss, damage or injury that may result from any disclosure or use of marked data.

### **3.7 Proposal Submission**

All Proposals must be submitted complete with all requested information and are to be in conformance with the instructions set forth herein and as required by subsequent addenda, if and as applicable. The Proposal and all related information must be bound and must be signed and acknowledged by the Respondent in accordance with the directions herein.

### **3.8 Completeness**

Each of the instructions set forth in this Section 3 must be followed in order for a Proposal to be deemed responsive to the Request for Proposals. In all cases, the Borough reserves the right to determine, in its sole discretion, whether any aspect of the Proposal meets the submission requirements of the RFP. The Borough reserves the right to reject any Proposal that, in its sole judgment, does not comply with the submission guidelines set forth in this RFP. In addition, notwithstanding any of the provisions hereof, the Borough reserves the right to waive any informality in the Proposals.

### **3.9 Form of Proposal**

The Respondent shall provide the appropriate information required for each Section in accordance with the following content and format requirements.

1. One (1) original and one (1) copy of the Proposal shall be submitted. The original must be clearly marked and contain original documents. Each set of documents are to be numbered sequentially (with number 1 being the original) on the upper right-hand corner of each corner.
2. The Proposal shall be concise, clear, factual, and complete with a minimum of extraneous material.
4. The Proposal shall be indexed and sectioned and shall be prefaced with a table of contents.
5. The Proposal documents shall be typed or printed (1-1/2 spacing) on 8-1/2" x 11" paper.
6. Charts and tables, if appropriate, should be attached.

### **3.10 Financial Information Submittal Requirements**

The Proposal shall contain an annual financial statement for the general partner and/or controlling entity of the Respondent for the last three (3) years.

## SECTION 4

### EVALUATION

#### 4.1 Evaluation Criteria

The Borough's objective in soliciting Proposals is to enable it to select a Qualified Respondent that will provide high quality and cost-effective Public Relations Specialist Consulting Services to Borough. The Borough will consider Proposals only from Qualified Respondents that, in the Borough's judgment, have demonstrated the capability, experience and willingness to provide high quality services in the manner described in and required by this RFP.

Proposals will be evaluated by the Borough on the basis of the most advantageous, all relevant factors considered. The evaluation will consider:

- (a) Experience and reputation in the field;
- (b) Knowledge of the Borough of Fair Lawn in relation to the Services to be provided under the contract;
- (c) Availability to attend meetings and events of the Borough of Fair Lawn and to be on-call to address the Borough's need as and when requested;
- (d) Number of years practicing in the field;
- (e) Familiarity with the Borough of Fair Lawn;
- (f) Availability of personnel and other resources;
- (g) Reasonableness of Cost Proposal; and
- (h) Other factors determined to be in the best interests of the Borough of Fair Lawn



## **4.2 Basis for Award**

After completion of the review of Proposals and any clarifications consistent with the RFP, and after any interviews, the Borough's evaluation team shall evaluate the Proposals in accordance with the Evaluation Criteria in Section 4.1, and prepare an evaluation report recommending an award to the Successful Respondent, if any. In accordance with the Competitive Contracting provisions of N.J.S.A. 40A:11-4.1 et seq., the report shall be made available to the public forty-eight (48) hours prior to adoption of a resolution awarding a contract hereunder.

## APPENDIX A

### LETTER OF QUALIFICATION

**(Note: To be typed on Respondent's letterhead. No modifications may be made to this letter)**

[insert date]

Nicholas Magarelli  
Office of the Municipal Clerk  
Borough of Fair Lawn  
8-01 Fair Lawn Avenue  
Fair Lawn, NJ 07410

Dear Mr. Magarelli:

The undersigned has reviewed our Proposal submitted in response to the Request for Proposals (RFS) issued by the Borough of Fair Lawn ("Borough"), dated April 13, 2022, in connection with the Borough's need for Public Relations Specialist Consulting Services.

We affirm that the contents of our Proposal (which Proposal is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Proposal is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent),

(Respondent shall sign and complete the spaces provided below. If a joint venture, partnership or other formal organization is submitting a Proposal, each participant shall execute the Qualification Statement, attached.)

(Signature of Officer)

(Type Name and Title)

(Type Name of Firm)

Dated: \_\_\_\_\_

**QUALIFICATION STATEMENT**  
**Administrative Information Requirements**

1. Name, address and telephone number of the person, firm or firms submitting the Qualification Statement pursuant to this RFP, and the name of the key contact person.
2. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
  - (a) Provide the names and addresses of all Principals of the firm or firms submitting the Qualification Statement. For purposes of this RFP, "Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.
  - (b) If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Proposal. Describe the approval process.
  - (c) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.
3. The number of years your organization has been in business under the present name.
4. A statement that the Respondent is in compliance with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
5. Any judgments, claims or suits pending or outstanding against company. If yes, please explain.
6. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.

7. Confirm appropriate federal and state licenses to perform activities.

### **Professional Information Requirements**

8. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFP. At a minimum, the following information on past experience should be included as appropriate to the RFP:
  1. Description and scope of work by Respondent
  2. Name, address and contact information of at least (3) three references
  3. Explanation of perceived relevance of the experience to the RFP
9. Describe the services that Respondent would perform directly and provide address of office location from where Service shall be provided.
10. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.
11. Does the Respondent employ union or non-union employees?
12. Resumes of key employees and for all personnel that will be utilized in providing the Services. The resumes shall indicate their years of service and experience in providing similar Services.
13. Organizational chart of Respondent's firm or company.
14. List all immediate relatives of Principal(s) of Respondent who are Borough employees or elected officials of the Borough. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

**APPENDIX A-1**  
**COST PROPOSAL**

**TO: BOROUGH OF FAIR LAWN**

**RE: REQUEST FOR PROPOSALS FOR PUBLIC RELATIONS SPECIALIST  
CONSULTING SERVICES**

The undersigned, authorized to bind the Respondent, hereby acknowledges Respondent's understanding and acceptance of the terms, conditions and requirements included in the RFP and all Appendices, including this **Appendix A-1**, and any addenda thereto, and proposes the following:

**1. Hourly Rate:** Respondent proposes the following all-inclusive hourly rate to be charged to the Borough for the Services to be rendered. If different rates apply for different personnel, please list the hourly rate for each with a description of the tasks they will perform:

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**2. Reimbursable expenses or other fees:** Respondent must set forth below and describe any reimbursable expenses or other fees proposed to be charged for the Services.

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\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Type or Print Name

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

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

## **APPENDIX B**

### **AFFIRMATIVE ACTION**

#### **Affirmative Action Plan Compliance**

Respondents shall submit with their Proposals one of the three (3) documents listed below. In accordance with N.J.A.C. 17:27.4.3, submission thereof is a precondition to entering into a valid and binding professional services contract with the Borough, if awarded a contract.

- i. Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program; or
- ii. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4;
- iii. An initial employee information report consisting of forms provided by the affirmative action office and completed by the contractor in accordance with N.J.A.C. 17:27.

## APPENDIX C

### LETTER OF INTENT

**(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)**

[insert date]

Nicholas Magarelli  
Office of the Municipal Clerk  
Borough of Fair Lawn  
8-01 Fair Lawn Avenue  
Fair Lawn, NJ 07410

Dear Mr. Magarelli:

The undersigned, as Respondent, has (have) submitted the attached Proposal in response to a Request for Proposals (RFP), issued by the Borough of Fair Lawn ("Borough"), dated [insert date] in connection with the Borough's need for Public Relations Specialist Consulting Services.

(Name of Respondent) HEREBY STATES:

1. The Proposal contains accurate, factual and complete information.
2. (Name of Respondent) agrees (agrees) to participate in good faith in the procurement process as described in the RFP and to adhere to the Borough's procurement schedule.
3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Proposal and submitted in response to the RFP shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Proposal as Principals are named herein and that no person other than those herein mentioned has any participation in this Proposal or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Borough.

5. (Name of Respondent) declares that this Proposal is made without connection with any other person, firm or parties who have submitted a Proposal, except as expressly set forth below, and that it has been prepared and has been submitted in good faith and without collusion or fraud.

6. (Name of Respondent) acknowledges and agrees that the Borough may modify, amend, abandon, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Borough shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

7. (Name of Respondent) acknowledges that any contract executed with respect to the provision of the Public Relations Specialist Consulting Service must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

(Typed Name and Title)

(Type Name of Firm)\*

Dated: \_\_\_\_\_

\* If a joint venture, partnership or other formal organization is submitting a Proposal, each participant shall execute this Letter of Intent.



## **APPENDIX D**

### **BOROUGH OF FAIR LAWN**

#### **OWNERSHIP DISCLOSURE STATEMENT**

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

#### **This Statement Shall Be Included with Proposal Submission**

**Name of Respondent:** \_\_\_\_\_

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, 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, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships, apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.

**Failure of the Respondent to submit the required information is cause for automatic rejection of the proposal.**

## Part I

**Check the box that represents the type of business organization:**

- ☐ Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
- ☐ Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
- ☐ Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Partnership
- ☐ Limited Liability Company
- ☐ For-profit Corporation (including Subchapters C and S or Professional Corporation)
- ☐ Other (be specific): \_\_\_\_\_

## Part II

☐ I certify that the list below contains the names and addresses of all stockholders in the corporation who own ten (10) percent or more of its stock, of any class, or of all individual partners in the partnership who own a ten (10) percent or greater interest therein, or of all members in the limited liability company who own a ten (10) percent or greater interest therein, as the case may be.

**OR**

☐ I certify that no one stockholder in the corporation owns ten (10) percent or more of its stock, of any class, or no individual partner in the partnership owns a ten (10) percent or greater interest therein, or that no member in the limited liability company owns a ten (10) percent or greater interest therein, as the case may be.

**Sign and notarize the form below, and, if necessary, complete the list below.**

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

**Name:**

**Home Address:**

**Name:**

**Home Address:**

**Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded:**

“To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, shall also submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.”

☐ Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

**OR**

☐ Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent.

**AND**

☐ Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

**Respondent must sign below, and Respondent’s signature must be notarized:**

\_\_\_\_\_  
Name of Respondent

\_\_\_\_\_  
Affiant (Signature individual authorized to sign on behalf of Respondent)

\_\_\_\_\_  
Title

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

A Notary Public of the State of \_\_\_\_\_

My Commission expires: \_\_\_\_\_

Subscribed and sworn before me this\_\_\_\_  
day of \_\_\_\_\_, 2022

(Notary Seal)

\_\_\_\_\_  
Notary Public of  
My Commission Expires:

## APPENDIX E

### CONTRIBUTION STATEMENT BY PROFESSIONAL BUSINESS ENTITY PURSUANT TO BOROUGH CODE AT CHAPTER 2, ARTICLE XXI, WITHHOLDING NO-BID PUBLIC CONTRACT FROM POLITICAL CONTRIBUTORS

<NAME OF CONTRACTING AGENCY>

#### **Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that \_\_\_\_\_ (“Business Entity”) has not made and will not make any contributions in excess of the thresholds specified in Subsection E of Section 2-126 of the Revised General Ordinances of the Borough of Fair Lawn, which is included at the end of this Contribution Statement, within two (2) calendar years of January 1, 2022 that would bar the award of a contract, to any of the following named candidate committees, joint candidate committees; continuing political committees (PACS) or political party committees representing the elected officials of the Borough of Fair Lawn, as those terms are defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Any candidate committee of Gail Rottenstrich	Bergen County Republicans, Inc.
Any candidate committee of Josh Reinitz	Bergen County Republican Organization/Committee
Any candidate committee of Kurt Peluso	
Any candidate committee of Cristina Cutrone	Fair Lawn Republican Organization/Committee
Any candidate committee of Kris Krause	Fair Lawn Democratic Organization/Committee
Any other candidate committee of any candidate for Fair Lawn Borough Council	Bergen County Democratic Organization/Committee
Any other Donee identified in Section 2-126 of the Fair Lawn Borough Code	Any PAC organized to support Borough candidates/officeholders

#### **Part II – Ownership Disclosure Certification**

☐ 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.  
Use Additional Sheets, as necessary.

#### **Check the box that represents the type of business entity:**

☐ Partnership      ☐ Corporation      ☐ Sole Proprietorship      ☐ Subchapter S Corporation  
☐ Limited Partnership      ☐ Limited Liability Corporation      ☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address

[CONTINUED ON NEXT PAGE]

### **Part 3 – 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: \_\_\_\_\_

Signature of Affiant: \_\_\_\_\_

Title: \_\_\_\_\_ Printed Name of Affiant: \_\_\_\_\_

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

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public of  
My Commission expires:

(Notary Seal)

## **Chapter 2. Administration, Departments and Budget and Fiscal Procedures**

### **Article XXI. Withholding No-Bid Public Contracts From Political Contributors**

#### **§ 2-126. Awarding public contracts to certain contributors prohibited.**

A. Any other provision of law to the contrary notwithstanding, the Borough and any of its purchasing agents or agencies, its statutory boards, and its independent authorities, as the case may be, shall not enter into an agreement or otherwise contract on a no-bid basis to procure services, including banking services or insurance coverage services, including those awarded pursuant to a "fair and open" process, from any professional business entity, if that entity has solicited or made any contribution of money, or pledged a contribution, including in-kind contributions, to a campaign committee of any Borough candidate or holder of a public office in the Borough, whether or not that officeholder has the ultimate responsibility for the award of the contract, or to any Borough or Bergen County party committee, or to any political action committee (PAC) that is organized for the primary purpose of promoting or supporting Borough candidates or Borough officeholders, including any state party or legislative leadership committees, in excess of the thresholds specified in Subsection **E** below, if such contribution or pledge is made within two calendar years immediately preceding the date of the municipal decision awarding such contract or agreement.

B. Except as permitted in Subsection **E** below, no professional business entity that enters into negotiations for, or agrees to, any contract or agreement on a no-bid basis with the municipality or any department or agency thereof, or its statutory boards, or its independent authorities, for the rendition of professional, banking or insurance services or any other no-bid consultation services, including those awarded to "fair and open" process, shall knowingly solicit or make any contribution of money, or pledge a contribution, including in-kind contributions, to any Borough candidate or

holder of a public office in the Borough, whether or not that officeholder has the ultimate responsibility for the award of the contract, or to any Borough or Bergen County party committee, or to any political action committee (PAC) that is organized for the primary purpose of promoting or supporting Borough candidates or Borough officeholders, including any state party or legislative leadership committee, between the time of first communication between that business entity and the Borough regarding a specific professional services agreement and the later of the termination of negotiations or the completion of the contract or agreement.

C. For purposes of this article, a "professional business entity" seeking a public contract means an individual, including the individual's spouse, and any unemancipated child living in the household of such person, a firm, corporation, professional corporation, partnership, limited partnership, limited-liability company, unincorporated association or similar organization. The definition of a "business entity" encompasses all principals and partners who own 10% or more of the equity in the business entity, and any officers employed by the entity, as well as any subsidiaries directly controlled by the business entity.

D. For purposes of this section, the office that is considered to have ultimate responsibility for the award of the contract shall be:

(1) The governing body of the Borough, if the contract requires approval or appropriation from the Council.

(2) The Mayor of the Borough, if the contract requires approval of the Mayor, or if a public officer who is responsible for the award of a contract is appointed by the Mayor.

E. Any individual or entity meeting the definition of "professional business entity" under this section may contribute, in any election cycle for Borough candidates, a maximum of \$300 for any purpose to any campaign committee of any Borough candidate or holder of public office in the Borough, to any Borough or Bergen County party committee, or to any political action committee, or to any political action committee (PAC) that is organized for the primary purpose of promoting or supporting Borough candidates or Borough officeholders, including any state party or legislative leadership committee.

#### **§ 2-127. Contributions made prior to effective date.**

No contribution of money or any other thing of value, including in-kind contributions, made by a professional business entity to any municipal candidate for Mayor or Council, or municipal or county party committee or PAC that is organized for the primary purpose of promoting or supporting Borough candidates or Borough officeholders, including any state party or legislative leadership committee, shall be deemed a violation of this section, nor shall an agreement for property, goods or services, of any kind whatsoever, be disqualified thereby, if that contribution was made by the professional business entity prior to the effective date of this article.

#### **§ 2-128. Contribution statement by professional business entity.**

A. Prior to awarding any contract or agreement to procure services with any professional business entity, including banking or insurance coverage services, the Borough of Fair Lawn or any of its purchasing agents or agencies, as the case may be, shall receive a sworn statement from the professional business entity made under penalty of perjury that the professional business entity has not made a contribution in violation of § 2-126 of this article.

B. The professional business entity shall have a continuing duty to report any violations of this article that may occur during the negotiation or duration of a contract. The certification required under this section shall be made prior to entry into the contract or agreement with the Borough and shall be in addition to any other certifications that may be required by any other provision of law.

**§ 2-129. Return of excess contributions.**

A professional business entity or Borough candidate or officeholder or municipal county party committee or PAC that is organized for the primary purpose of promoting or supporting Borough candidates or Borough officeholders may cure a violation of § **2-126** if, within 30 days after the general election, the professional business entity notifies the Borough Council in writing and seeks and receives reimbursement of a contribution from the Borough candidate or municipal or county political party or PAC or state party or legislative leadership committee.

**§ 2-130. Violations and penalties.**

A. All Borough professional service agreements shall provide that it shall be a breach of the terms of the government contract for a professional business entity to violate § **2-126** or to knowingly conceal or misrepresent contributions given or received, or to make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution.

B. Any professional business entity which or who knowingly fails to reveal a contribution made in violation of this article, or who knowingly makes or solicits contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution, shall be disqualified from eligibility for future Borough contracts for a period of four calendar years from the date of the violation.

**§ 2-130.1. Contracts required by public exigency or emergency.**

This section shall not prohibit the awarding of a contract when either:

A. A public exigency or emergency requires the immediate delivery of goods or performance of services as determined by the Borough Manager; or

B. The contract is for extraordinary and unspecifiable services under N.J.S.A. 40A:11-5(1)(a)(ii), as determined by Borough Manager.

**APPENDIX F**

**BOROUGH OF FAIR LAWN**

**NON-COLLUSION AFFIDAVIT**

---

State of \_\_\_\_\_

County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ of the City of \_\_\_\_\_ in  
the County of \_\_\_\_\_ and State of \_\_\_\_\_ full age,

being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_,  
(Title or position) (Name of firm)

the Respondent making this Proposal, and that I executed the said Proposal with full authority so to do; that said Respondent has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive contracting in connection with the Request for Proposals, dated **April 13, 2022** issued by the Borough of Fair Lawn (the "Borough"); and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Borough will rely upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the Contract.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_.  
(Name of Respondent)

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

\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name of affiant under Signature

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_



## **APPENDIX G**

### **BOROUGH OF FAIR LAWN**

#### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq.; N.J.A.C. 17:27-1 et seq.**

#### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of the Services, the Contractor must agree as follows:

a. The Contractor or subcontractor 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 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 contracting officer setting forth provisions of this nondiscrimination clause.

b. 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.

c. The Contractor or subcontractor will send to each labor union or representative of 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.

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

e. The Contractor or subcontractor shall furnish such reports or other documents to the affirmative action office 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 affirmative action office for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1 et seq.

f. The Contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed

by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the affirmative action office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time.

g. The Contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including 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 that engages in direct or indirect discriminatory practices.

h. 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.

i. 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, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal Court decisions.

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

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

j. The Contractor or its subcontractors shall furnish such reports or other documents to the Division of Purchase and Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Full Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

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

## APPENDIX H

### DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Proposer: \_\_\_\_\_

#### **PART 1: CERTIFICATION**

**PROPOSERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.  
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE BID 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 bid non-responsive.** If the Borough finds a person or entity to be in violation of law, the Borough shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

#### **PLEASE CHECK THE APPROPRIATE BOX:**

- ☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is **listed** on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

#### **OR**

- ☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

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

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

**EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE  
QUESTIONS, PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED  
TO MAKE ADDITIONAL ENTRIES, PLEASE PROVIDE ON A SEPARATE ATTACHED PAGE.**

Name \_\_\_\_\_ Relationship to Respondent \_\_\_\_\_

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

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

Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

**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 Borough 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 Borough 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 Borough at its option may declare any contract(s) resulting from this certification void and unenforceable.**

Full Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

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

**APPENDIX I**  
**BOROUGH OF FAIR LAWN**  
**PROPOSAL CHECKLIST**

**REQUEST FOR QUALIFICATIONS FOR THE PROVISION OF PUBLIC RELATIONS  
SPECIALIST CONSULTING SERVICES FOR THE BOROUGH OF FAIR LAWN**

**Dated:** \_\_\_\_\_

**PROPOSAL CHECK-LIST**

**Name of Respondent:** \_\_\_\_\_

The following is a check-list of all items that each **Respondent shall submit with its Proposal** in order for its Proposal to be considered by the Borough in accordance with the provisions of the RFP. Capitalized terms not defined in this check-list shall be as defined in the RFP. **Respondents shall submit a copy of this Proposal Checklist with their Proposals.**

**(1) Failure to submit any of the following documents may be cause for rejection of the Proposal:**

	<b>CHECK</b>
Letter of Qualification (Appendix A) .....	( )
Cost Proposal (Appendix A-1) .....	( )
Affirmative Action Compliance (Appendix B) .....	( )
Letter of Intent (Appendix C) .....	( )
Ownership Disclosure Statement (Appendix D) .....	( )
Contribution Statement (Appendix E) .....	( )
Non-Collusion Affidavit (Appendix F) .....	( )
Mandatory EEO Compliance (Appendix G) .....	( )
Disclosure of Investment Activities in Iran (Appendix H) .....	( )
Proposal Checklist (Appendix I) .....	( )