

NEW JERSEY INTERGOVERNMENTAL INSURANCE FUND



REQUEST FOR PROPOSAL

**Position of: THIRD PARTY ADMINISTRATOR FOR THE
MULTI-LINE INSURANCE FUND**

Submission Deadline: November 14, 2019

**Submission Location: NJiif, Co-Administrators
Mr. John Serapiglia
Polaris Galaxy Insurance, LLC
777 Terrace Avenue, Suite 309
Hasbrouck Heights, New Jersey
07604**

RFP Number: 2020-003

New Jersey Intergovernmental Insurance Fund

GENERAL INFORMATION NOTICE (“GIN”)

INTRODUCTION TO MULTI-LINE INSURANCE FUND (“ML FUND”) THIRD PARTY ADMINISTRATOR (“TPA”) RFP FOR 2020

Third Party Administrator (“TPA”) Multi-Line RFP #2020-003

The NJIIF is soliciting proposals (“RFP”s) for its Multi-Line Insurance Fund for 2020 for the position of Third Party Administrator (“TPA”). Interested parties (“Applicants” or “Vendors”) may submit proposals for the listed position in accordance with the following requirements.

Sealed proposals for RFP #2020-003 for the NJIIF’s Multi-Line Fund will be received by the New Jersey Intergovernmental Insurance Fund (NJIIF), C/O John A. Serapiglia and Eric J. Nemeth, P.C, Polaris Galaxy Insurance, LLC, 777 Terrace Ave., Suite 309, Hasbrouck Heights, NJ 07604 until 2:00 P.M. prevailing time, November 14, 2019. All proposals will be opened at 2 P.M. at the same address.

RFP’s must be received in a sealed envelope bearing the name and address of the bidder and shall be endorsed with the title of the Professional Service being quoted and the applicable RFP number, addressed to the “**New Jersey Intergovernmental Insurance Fund, Attention Administrators**” at the place and hour listed above.

Please note that proposals received after the above dates or which fail to comply with the listed Minimum Proposal Requirements set forth in RFP #2020-003 will not be considered.

All proposals shall address the “Minimum Requirements for Vendor Response” in the RFP, but may also include such other information that the Applicant believes will assist the NJIIF in evaluating the proposal.

The NJIIF’s selection of a Vendor for the above listed position will be based on review of the documentation and information submitted as well as independent research performed by the NJIIF, such as review of references, an evaluation of performance with other governmental and non-governmental entities and/or all other available information. The NJIIF reserves the right to choose one or more professionals for each service, or to choose not to make a selection based on the Notice, or to post subsequent RFP’s for the same, similar or different services.



New Jersey Pay to Play Compliance

Compliance with N.J.S. 19:44A-20.4 ET. Seq.

The NJIIF is a joint insurance fund whose whole operations fall within the ambit of legislation which became effective on January 1, 2006 known as the “Local Unit Pay to Play Law”, codified at N.J.S.A. 19:44A-20.4 et. Seq. (“PTP”). In Compliance with the PTP, the NJIIF has chosen to enter into contracts for its professionals in accordance with N.J.S.A. 19:44A-20.7, otherwise known as the “fair and open process”. In that regard, the NJIIF is soliciting proposals for the Professional services listed below. In addition, to the General Information, Notice, and Bid Document Check List provided; clicking on the Professional service link will provide a description of the services requested, proposal requirements and the criteria pursuant to which proposals will be evaluated by the NJIIF.

New Jersey Intergovernmental Insurance Fund 2020 RFP Background Information

The New Jersey Intergovernmental Fund (NJIF) is a New Jersey approved self-insured, reinsured Public Entity Insurance Pool serving twenty two members statewide. The NJIF offers all New Jersey public entities multiple lines of insurance including; Workers Compensation, General Liability, Police Professional, Public Officials, Automobile, Property, Inland Marine, Cyber, Boiler Machinery, Blanket Accident for Emergency employees and volunteers, Crime and Environmental coverages.

2019 MEMBERSHIP

Township of Aberdeen	Borough of Riverdale
City of Asbury Park	Borough of Roseland
City of Bayonne	Borough of Teterboro
Township of Cedar Grove	City of Union City
Borough of Hasbrouck Heights	Union City Parking Authority
Borough of Mantoloking	Township of Verona
Township of Maplewood	Borough of Wanaque
Township of Mine Hill	County of Warren
Morristown Parking Authority	Warren County Mosquito Comm.
Borough of North Haledon	Township of Wayne
Township of Old Bridge	Borough of Woodland Park

These public entities collectively form the following data:

Building Values:	\$1,062,507,642	Number of Vehicles:	2,219
Full Time Employees:	3,289	Part Time Employees:	2,030
Resident Population:	503,881	Seasonal:	1,287
Payroll Information:	\$280,192,028	Budget:	\$676,842,166



RFP # 2020-003

REQUEST FOR PROPOSAL (“RFP”) THIRD PARTY ADMINISTRATOR FOR THE MULTI-LINE INSURANCE FUND FOR 2020

The NJIIF is soliciting proposals for the position of Third Party Administrator (“TPA”) for its Multi-Line Insurance Fund which provides its members with insurance coverages for general, public official/employment practices, police professional, property, automobile, auto physical damage, boiler and machinery and environmental liabilities (“ML Fund”) for calendar year 2020 with the option to extend the contract for those services for 2021 and 2022. The NJIIF’s selection of a vendor (“applicant”) for the position of TPA will be based upon a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et.seq. Please note that in order to have its proposal considered by the NJIIF, the applicant must satisfy the minimum requirements for the position of TPA as set forth in Section III hereof and comply with the proposal requirements set forth in the GIN.

- I.) **Appointment of TPA:** The Executive Board of the NJIIF intends to consider appointment of a TPA for the ML Fund Line for a term of one year, with options to extend the term for as many as two additional years (2021 and 2022). No substitution for the services proposed by an applicant may be made by the applicant without the express written consent of the NJIIF Executive Board, which consent may be withheld in its sole discretion.

- II.) **Scope of Services:** The TPA shall be required to perform the following minimum duties as well as those prescribed by applicable law, subject to review and approval by the NJIIF.
 1. Review all initial notices of claim, including tort claim forms, and assess the NJIIF’s obligation to reimburse such claimants in accordance with applicable law.
 2. In coordination with the ML Fund’s General Counsel (“G.C.”), establish, maintain and revise (where reasonably necessary) estimated reserve figures for all claims.
 3. Conduct reasonable investigation into all initial claims, coordinating such efforts with GC to maximize the confidentiality of such investigations.
 4. Proceed with the payment or denial of claims being pursued by third parties under tort claim or other initial notices of claim, as appropriate, pursuant to applicable law and where authorized by the NJIIF
 5. Where claims have risen to the level of litigation, refer such matters to the GC, and provide support to the GC and any assigned defense counsel in defense of such matters.

6. Maintain and provide to the NJIIF upon its request statistical evaluation of all claims, including by way of example and not limitation, monthly amounts paid on each open claim, claim experience for all Fund operating years, etc.
7. Notify the NJIIF's excess carrier where there is reason to believe that a claim will exceed the Fund's self-insured claim retention or where such reporting is mandated by the terms of each such excess policy.
8. Respond to inquiries by the NJIIF's Committees, Administrators and GC.
9. Pursue subrogation against all potentially responsible third parties and advise the GC of all matters where such recovery may be possible no later than three months following notice of each such claim. Where third parties fail to respond to subrogation demands, the TPA shall coordinate with GC to pursue those claims.
10. Attend monthly meetings of the NJIIF, and special meetings where requested by the Executive Board.
11. For general liability and property damage claims, the TPA's files shall reflect, where appropriate, 48 hour claimant/insured contact, tort claims forms, C.I.B. reports, scene photo and/or diagram, police reports, medical records, medical authorizations, signed or recorded statements, properly executed releases, estimates or appraisals, weather reports, and, based upon communications with GC, evaluation of liability and case value, case handling strategy, and adjuster reserving methodology.
12. Acknowledge and agree that in the event it is awarded a contract for service by the NJIIF for 2020 or any portion thereof, it shall be prohibited from receiving payment, reimbursement or any form of compensation from any person for services provided by the TPA on behalf of the NJIIF or its members, without first obtaining prior, written consent of the NJIIF.
13. Ensure settlement payments are made in compliance with applicable laws, including Medicare and Medicaid.
14. Ensure settlement payments and vendor invoices are paid within 15 days of receipt of payment requests from the GC or such vendors.
15. Ensure that proper financial controls are in effect for the NJIIF's account. In that regard, Applicant, if selected, shall conduct annual financial audits of the NJIIF's account in order to demonstrate that all claim receipts and payments have been fully and properly accounted for, and in conjunction with the NJIIF's CFO, shall ensure that the NJIIF's cash accounts are in balance on a monthly basis.
16. Optional: At Applicant's option, it may provide safety and loss control services, including facility inspections, employee training and risk management assessments. If such services are being offered by Applicant, the proposal shall set forth the scope and details of such services, the number of labor hours allocated per year and the credentials for the individuals performing the work. If a proposal for safety and loss control services is submitted, Applicant, in submitting its response to this RFP, shall represent and agree that in its contract with the NJIIF (should Applicant be retained) that any materials physically distributed or



electronically transmitted to the NJIIF's insureds shall be boldly marked with the NJIIF logo and shall indicate that the materials are part of the safety services provided by the NJIIF. Further, in submitting its response to this RFP, the Applicant shall describe in detail all streaming and on-line safety training videos available to the NJIIF's insureds and if there is any additional cost associated with the NJIIF's access to such training materials (and if so, the applicable charges).

III.) **Minimum Qualifications and Vendor Response to this Solicitation of Proposals:** In order for its proposal to be considered by the NJIIF, interested parties submitting proposals in response to this solicitation must meet the following minimum requirements:

1. **Minimum Qualifications:** In order to fulfill the duties of TPA, it must be demonstrated to the satisfaction of the NJIIF (unless the subject requirement is expressly waived in writing by the NJIIF, which waiver, if any, may be provided at the sole discretion of the NJIIF) that the applicant:
 1. Has served in the role of TPA for a New Jersey joint insurance fund for no less than seven (7) years or has at least ten (10) years of experience working as an TPA for governmental entities in New Jersey.
 2. Has sufficient staff to satisfy the scope of services described in Section II hereof.
 3. Operates a claims database that allows remote access for clients and ML Fund Professionals.
 4. Has a high degree of knowledge of (a) finance and operation of local government units in New Jersey, (b) insurance matters involving NJ governmental entities, (c) the regulations and other requirements of the NJ Dept. of Banking and Insurance and NJDCA pertaining to joint insurance funds, and (d) financial matters relating to joint insurance funds.
 5. Has served as a claims manager and adjuster for general liability, auto liability and related matters for governmental entities for at least ten (10) years.
 6. Carries statutory worker compensation insurance, auto and general liability coverage with limits of not less than \$2,000,000 claims/\$2,000,000 aggregate, professional liability insurance with limits of not less than \$5,000,000 per claim/ aggregate and cyber liability with limits of \$1,000,000 per claim for each of the following coverages: Liability Limit, Media Content Insurance, Security and Privacy Liability Insurance, Regulatory Action Sublimit of Liability, Network Interruption Insurance, Event Management Insurance and Cyber Extortion Insurance. All policies except Workers Compensation and Professional Liability shall name the NJIIF as an additional insured.



2. **Minimum Requirements for Vendor Response to the NJIIF's Solicitation of Proposals:** Applicants wishing to provide a proposal in response to the NJIIF's solicitation shall provide the following minimum information in its proposal, which proposal must be submitted at the location and within the time constraints set forth above:
1. Full name, Federal I.D. number, business address, phone and fax number of entity or person submitting the proposal.
 2. List of all individuals who, if selected, will provide services to the NJIIF, along with a summary of the post-high school education and licenses held by each such person.
 3. Number of years each person providing services has worked for New Jersey joint insurance funds, the identities of those funds and the services provided to each.
 4. A description of the services to be provided in addition to those set forth in Section II hereof.
 5. A list of all subcontractors or vendors through which applicant intends on providing service to the NJIIF.
 6. In submitting its response to this RFP, the applicant shall make the affirmative representation that other than as set forth in Schedule FD, attached to its proposal, within the last twelve months, it has received no payment, compensation or reimbursement in any form from any person, company or entity for the referral or assignment of work, business or for services provided to or on behalf of the NJIIF or any of its members. Applicant shall complete Schedule FD providing therein a detailed list of all individuals that have paid or reimbursed applicant during the past twelve months and the amounts of all such payments where such payment(s), compensation or reimbursement was/were derived from, based upon or related to the NJIIF.
 7. Completed Respondent's Information Sheet (Please use Exhibit A-1).
 8. A copy or description of the professional liability insurance policy maintained to cover the individual(s) providing services to the NJIIF.
 9. Proposed lump sum, annual cost to provide the services set forth in Section II and III (B) (4) hereof during 2020. The applicant shall also provide lump sum, annual pricing for calendar years 2021 and 2022 in the event the NJIIF, in its sole discretion, chooses to extend the contract with the selected applicant. The proposal shall include pricing for safety and loss control if same are being offered by applicant. (Please use Exhibit A-2).
 10. The RFP Document Check List, initialed and all requirements on list attached. (Please use Exhibit B)
 11. A statement that the applicant complies with N.J.S.A. 10:5-1 et. seq. Law Against Discrimination) and P.L. 1975, C 127 (Affirmative Action). (Please use Exhibit C)

12. Completed Stockholder Disclosure Certification (Please use Exhibit D).
13. Completed Non-Collusion Affidavit (Please use Exhibit E)
14. Completed Schedule FD (Please use Exhibit F)¹
15. The name and address of least three (3) references consisting of clients for which the applicant has provided in the past five (5) years.
16. A list and description of all professional liability claims, if any, brought against the applicant during the past five (5) years.
17. A copy or description of your Disaster Recovery Plan
18. The applicant shall provide the NJIIF with five (5) hard copies of its proposal one via disc or PDF
19. A summary of the procedures used to confirm that claim settlements are in compliance with all Medicare and Medicaid requirements.
20. A list of all other insurance carriers, including joint insurance funds (collectively "Carriers"), to whom third party administrator and/or loss and safety control services are currently being provided in New Jersey, and describe the services Applicant proposes it will provide to the NJIIF that are distinct from the services provided to other Carriers and that will exclusively be provided to the NJIIF's members.
21. Applicants are encouraged to provide any supplemental information deemed important and the reason it should be considered in the overall evaluation.
22. In the event Applicant is requested to take over claims from a prior TPA provide all fees associated with the takeover of such claims. (Please attach as addendum to Exhibit A-2).
23. Details of all safety programs and videos available to the NJIIF and its members in an on-line or streaming format.

IV.) **Basis for Award of Professional Services Contract:** The NJIIF shall award the agreement for the professional services described herein, at its sole discretion, based upon numerous factors, including by way of example and not limitation, vendor qualifications, merit, proposal cost, references and experience with issues confronting the NJIIF. The NJIIF reserves the right to select a vendor and negotiate with said vendor the compensation to be paid for its services and other terms of the contract pursuant to which said services will be rendered to the Fund.. A final award shall be made by Resolution adopted by a majority of the Executive Board of the NJIIF based upon the proposal made to the NJIIF that has been determined to be **the most advantageous to the NJIIF, price**

¹ Schedule FD includes a detailed list of all individuals that have paid or reimbursed Applicant during the past twelve months and the amount of all such payments where such payment(s), compensation or reimbursement was/were derived from, based upon or related to the NJIIF. Applicant acknowledges and agrees that in the event it is awarded a contract for service by the NJIIF for 2020, it shall be prohibited from receiving payment, reimbursement or any form of compensation from any person for services provided by Vendor on behalf of the NJIIF or its members, without first obtaining the prior written consent of the NJIIF.

and other factors considered. The specific criteria will include, by way of example and not limitation:

1. Responsiveness to the scope of services;
2. Organization of the proposal;
3. Experience, reputation, and qualifications of the principal assigned to service the NJIIF;
4. History and experience with similar types of governmental entities;
5. Knowledge of the operations of JIF's and Insurance Pools in N.J., the NJIIF and the services to be provided as TPA;
6. Knowledge of N.J. auto insurance and other laws applicable to the ML Fund
7. Favorable references from Public sector clients for whom similar services are/were provided;
8. Supplemental information provided as part of the proposal;
9. Other factors the Executive Board deems in the best interest of the NJIIF membership;
10. The NJIIF reserves the right to reject any proposal(s), to waive any irregularities or technicalities and to accept the proposal deemed the most advantageous to the NJIIF;
11. All awards are and shall be subject to the availability of funds

Exhibit A-1

RESPONDENTS INFORMATION SHEET

Please fill in the following information and submit with your proposal:

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

FEDERAL I.D. NUMBER: _____

NAME OF PERSON PREPARING BID: _____

PHONE NUMBER _____ EXT. _____

CONTACT PERSON FOR CORRESPONDANCE REGARDING THE PROPOSAL

NAME: _____

ADDRESS: _____

PHONE: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

PROJECT COORDINATOR

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

CELL PHONE NUMBER: _____

FAX NUMBER: _____

PERSON TO CONTACT: _____

EMAIL ADDRESS: _____

Exhibit A-2
NJIF PROPOSAL FORM

Applicant name & title: _____

Signature: _____

Address: _____

Phone: _____ Fax: _____

Title/Number of RFP: _____

The following as applicable:

1.) TPA Services	2020	2021	2022
Flat/Annual rate for the proposal services:	\$_____	\$_____	\$_____
Per claim flat fee rate for the proposal services:	\$_____	\$_____	\$_____
Hourly Rate for providing services outlined herein:	\$_____	\$_____	\$_____
Hourly Rate for additional services/personnel:	\$_____	\$_____	\$_____

Description _____

2.) Safety and Loss Control Services	2020	2021	2022
Flat/Annual rate for the proposal services:	\$_____	\$_____	\$_____
Per claim flat fee rate for the proposal services:	\$_____	\$_____	\$_____
Hourly Rate for providing services outlined herein:	\$_____	\$_____	\$_____
Hourly Rate for additional services/personnel:	\$_____	\$_____	\$_____

Description _____

3.) Any other anticipated expenses/costs:	\$_____	\$_____	\$_____
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Description _____

Exhibit B

RFP DOCUMENT CHECKLIST

Instructions to Respondents and Statutory Requirements

Initial each checked entry to confirm applicant's review and response to each item

Required by NJIIF	Submission Requirement	Initial
X	RFP Document Checklist (Exhibit B)	
X	Business Registration Certificate Form (mandatory with RFP submission)	
X	Stockholder Disclosure Certification Form (Exhibit D)	
X	Non-Collusion Affidavit Form (Exhibit E)	
X	Photocopy of Affirmative Action Compliance - Evidence and Language Read and Acknowledged (Exhibit C)	
X	RFP Proposal Form (Exhibit A-2)	
X	Respondent's Information Sheet (Exhibit A-1)	
X	Financial Disclosure (Schedule FD)	

Place the following mandatory submissions at the beginning of the Proposal:

1. Business Registration Certificate



Exhibit C

AFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____ DATE: _____

N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

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

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

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

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

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

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Exhibit D

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business _____

- I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
- OR
- I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

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

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

(copy if need more space)

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

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

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)



Exhibit E

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of
full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the _____ relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

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

Subscribed and sworn to

before me this day _____ of

Signature

_____, 2 _____

(Type or print name of affiant)

Notary Public

My commission expires: _____
(Seal)

Exhibit F

**Schedule FD
Vendor Financial Disclosure Form**

Entity Name / Source of Compensation	Amount Received from a.) 1/1/19 – 12/31/19 Anticipated to be Paid From b.) 1/1/20-1/31/20	
	a.)	b.)
	a.)	b.)
	a.)	b.)
	a.)	b.)

By submitting its response to this RFP, _____ hereby represents and warrants that other than as set forth in this Schedule FD, other than payments that listed above, it has received no payment, compensation or reimbursement and anticipates receiving no future payments, compensation or reimbursement, in any form from any person, company or entity for the referral or assignment of work, business or services provided to or on behalf of the NJIIF or any of its members.

Name (printed)

Witnessed by:

Signature

Date

Contract Language for BRC Compliance

Goods and Services Contracts (including purchase orders)

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract: 1) the contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; 3) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

Construction Contracts (including public works related purchase orders)

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers or attest that none was used; and,
- 4) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit, to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.
- 5) A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements are available by calling (609) 292-9292.