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**COUNTY OF OCEAN
ADMINISTRATION BUILDING
101 HOOPER AVENUE
TOMS RIVER, NEW JERSEY 08753**

COMPETITIVE CONTRACT

PROPOSAL

FOR

***DIVISION OF FAMILY DEVELOPMENT (DFD)
WORK FIRST NEW JERSEY (WFNJ)
TRANSPORTATION PROGRAM***

NOTICE OF COMPETITIVE CONTRACTING PROPOSAL
Division of Family Development (DFD) Work First New Jersey (WFNJ)
Transportation Program

The Ocean County Department of Human Services is seeking sealed proposals for the Division of Family Development (DFD) Work First New Jersey (WFNJ) Transportation Program. The successful proposer(s) will provide services for the period of January 1, 2027 – June 30, 2028, with the option to renew for up to three (3) additional periods up to 12 months, contingent upon the successful delivery of services and funding availability.

This program provides donated vehicles and vehicle-related assistance to eligible Temporary Assistance for Needy Families (TANF) participants who face transportation barriers that limit their ability to engage in employment-directed activities or accept employment. Services are intended for individuals whose transportation needs cannot be met through a monthly New Jersey Transit bus/rail pass or other Transportation Related Expenses (TRE).

Services and support available through this program include:

- Case management
- Provision of safe, reliable vehicles
- Driver education
- Registration, title, and licensing fees
- Vehicle insurance
- Vehicle repair
- Auto-related, non-criminal court fees
- Emergency or alternative transportation services

Proposals must demonstrate the ability to coordinate and collaborate with the Ocean County Workforce Development Board and integrate with work activities provided through the Ocean County One-Stop Career Center.

Only costs that are not reimbursable by other funding streams should be included in the proposal. Not being aware of other funding streams or the absence of proper licensure/accreditation to receive reimbursement through other funding streams does not justify a request for funding.

Roles and Deliverables

Under the advisement of the Ocean County Human Services Advisory Council (HSAC), administer funding for vehicle ownership and transportation-related supports for eligible TANF participants. Responsibilities include receiving referrals from the Ocean County Board of Social Services, determining eligibility, assessing transportation barriers, and providing appropriate assistance to support participation in training, employment-directed activities, and employment.

Examples of transportation services and support:

- a. **Shuttle, County Para-Transport, and Bus Services**
Transportation provided directly by the agency via van, bus, or para-transport services.
- b. **Public Transit Passes**
One-way fares or monthly passes for public transportation providers such as New Jersey Transit, Port Authority Transit Corporation (PATCO), or similar systems.
- c. **Taxi or Rideshare Services**
Provision of one-way transportation via taxi or rideshare services (e.g., Uber, Lyft) when public transit or other available transportation options are not feasible.
- d. **Emergency Transportation**
One-way transportation services provided on an emergency basis to ensure continuity of participation in

required activities or employment.

e. **Driver's License Obtainment or Restoration**

Payment of fees associated with obtaining or restoring a driver's license, including applicable fines and penalties. Payment of fines resulting from criminal offenses (e.g., DUI) is not permitted.

f. **Vehicle Repair and Maintenance**

Payment for necessary maintenance or repair of a participant's personally owned vehicle. Two repair estimates are required unless services are provided through an agency operating under a State contract. Vehicles must be otherwise roadworthy.

g. **Vehicle Insurance**

Time-limited assistance with insurance premiums for a participant's personally owned vehicle.

h. **Other Transportation Barrier-Related Supports**

Additional services to address transportation barriers, which may include case management, driver training, gasoline assistance, bicycle purchase, rideshare services, infant car seat, vehicle purchase, or similar supports.

The successful proposer(s) will:

- Ensure services are accessible and available to eligible participants throughout Ocean County, with equitable outreach and service delivery.
- Prepare, maintain, and submit all required records, reports, and administrative documentation as specified by the County of Ocean.
- Maintain effective working relationships with system partners and collaborate with the Ocean County Human Services Advisory Council (HSAC), including participation in meetings as requested.
- Comply with all applicable County, regional, State, and Federal laws, regulations, policies, and program requirements.
- Cooperate with all fiscal and programmatic reporting, audits, inspections, and monitoring activities conducted by the County of Ocean and promptly address any findings or recommendations.

The funded agency must comply with all fiscal and programmatic reporting requirements established by the Ocean County Department of Human Services and the New Jersey Department of Human Services for this program. The agency shall submit itemized monthly or quarterly invoices, as applicable, and monthly Level of Service (LOS) reports to the Ocean County Department of Human Services and HSAC within fifteen (15) days following the end of each reporting period.

The Human Services Advisory Council (HSAC) will conduct a minimum of one (1) site visit annually in accordance with established program monitoring policies and procedures.

Eligible Applicants

Eligible applicants shall be qualified nonprofit, tax-exempt 501(c)(3) organizations located in and serving Ocean County, with a minimum of three (3) years of demonstrated experience in the implementation of this or similar programs. Preference will be given to proposals from organizations that demonstrate accessibility to residents across all areas of the County.

Any known or potential conflicts of interest must be fully disclosed in the proposal's submission. A conflict of interest exists when an employee, officer, or director of the proposing organization receives compensation or business for services rendered to the County of Ocean, or maintains a direct or consulting relationship, including through family or business ties, with the County.

Proposers are strictly prohibited from contacting or discussing this funding opportunity with Ocean County Department of Human Services staff, members of the Ocean County Human Services Advisory Council, or with members of any Boards or Commissions affiliated with the Ocean County Department of Human Services. Any such contact, or attempts to influence the decision-making process, will result in immediate disqualification of

the proposal.

Funding Availability

An anticipated total of \$107,445.00 is available for the initial eighteen (18) month contract term, January 1, 2027, through June 30, 2028. Funding in the anticipated amount of \$71,630.00 will be available for each subsequent contract term, contingent upon the successful delivery of services and funding availability. Funding may not be used to supplant existing sources. While no match or in-kind contribution is required, proposals that leverage additional resources are strongly encouraged.

This funding is made available through an annual allocation from the New Jersey Department of Human Services, Division of Family Development (DFD). Applicants should be aware that funding levels are subject to change each year, and funding for future contract periods is not guaranteed.

Term

The Ocean County Department of Human Services is seeking proposals for an eighteen (18) month contract term from January 1, 2027, through June 30, 2028. The contract may be renewed for up to three (3) additional terms up to 12 months, contingent upon the successful delivery of services and the availability of funding.

Computed Budget Proposal and Narrative (2 Pages Maximum)

Prepare a budget of eligible expenditures to be provided within the contract period. This can include but is not limited to:

- Direct client assistance, such as:
 - i. Vehicle Maintenance/Repairs
 - ii. Driver Education
 - iii. Vehicle Insurance
 - iv. Registration, title, and licensing fees
- Salaries and wages for individuals whose duties are directly and primarily related to activities outlined in the proposal

Include a budget narrative to clarify and annotate the budget. The narrative should align with the budget proposal or fee schedule. Budget proposals should prioritize expenditures that support direct service delivery and client engagement. Proposers should demonstrate the data used to calculate the funding request. Explain any in-kind contributions or match funds to be utilized. In-kind or matching funds are not required but will be considered favorably to maximize available resources.

Program Narrative

Applicants must provide detailed responses to the following sections and questions.

Basic Agency Information (Maximum 2 pages; 1" margins; minimum 11-point font. Attachments excluded.)

1. Provide the agency name, mailing and physical addresses, main phone number, Chief Executive Officer/Executive Director, and the name, title, phone number, and email address of the primary contact for this proposal.
2. Identify the corporation type and include documentation of 501(c)(3) tax-exempt status, if applicable.
3. Provide a brief overview of the organization, including year established, governance structure, executive leadership, annual operating budget, number of full-time staff, and principal programs and services. Include an organizational chart.
4. Summarize the organization's qualifications and its alignment with the services and target population described in this solicitation.

Agency Background and Experience (Maximum 4 pages; 1" margins; minimum 11-point font. Attachments excluded.)

1. Provide the organization's mission statement and describe the philosophy and guiding principles that

inform program and service delivery.

2. Describe the unmet transportation and employment-related needs in Ocean County, supported by relevant data. Explain how the proposed program will address identified gaps and improve outcomes for the target population.
3. Describe the organization's experience managing programs similar in scope, including:
 - Populations served and service types
 - Contract values and funding sources
 - Key outcomes and performance measures for the two (2) most recent years
 - Experience with federal, state, or local grants and reporting systems
 - Experience developing and maintaining collaborative partnerships
 - Disclosure of any grants rescinded for non-compliance or inability to administer funds
4. Describe the organization's capacity to effectively serve individuals with language barriers, disabilities, and/or mental health or substance use needs.

Description of Proposal (Maximum 4 pages; 1" margins; minimum 11-point font. Attachments excluded.)

1. Provide a detailed description of the proposed program model, including clearly defined, measurable goals and performance outcomes aligned with supporting TANF participants in employment-directed activities or employment.
2. Describe intake, referral, assessment, eligibility determination, and enrollment processes, including coordination with the Ocean County Board of Social Services. Include anticipated timeframes and client flow.
3. Identify all eligibility and exclusionary criteria and the documentation required to verify eligibility.
4. Describe outreach strategies to ensure eligible participants are aware of the program and explain how services will be accessible across Ocean County.
5. Describe the organization's role within the Ocean County system of care and how the proposed program will coordinate with the Human Services Advisory Council (HSAC), Workforce Development Board, One-Stop Career Center, and other stakeholders.
6. Identify any participant fees, projected annual revenue, and how such revenue will be used to offset program costs, if applicable.
7. Provide a timeline that includes program start-up activities, milestones, and assigned staff responsibilities.
8. If the proposing organization is not currently operating the Division of Family Development (DFD) Work First New Jersey (WFNJ) Transportation Program in Ocean County, describe how the organization will coordinate with the current provider to ensure an efficient and seamless transition of services. The response must include a detailed transition plan and timeline outlining key activities such as staffing, policy and procedure development, transfer of records and participant caseloads, coordination with referral partners, and the anticipated completion date for each activity.
9. Describe the methods and systems that will be used to collect, track, and report program data and outcomes.
10. Explain how program effectiveness will be evaluated and how data will be used to improve performance and service delivery.
11. Describe internal quality assurance processes and how participant feedback will be collected and used for continuous improvement.

Program Management (2 pages maximum with no smaller than 1" margins and 11-point font; attachments excluded from page limit)

1. Identify key staff and positions, their roles and responsibilities, and whether they are existing or new hires. Include resumes or job descriptions as attachments.
2. Provide service locations, hours of operation, and any provisions for in-home or community-based service delivery.
3. Describe and attach any cooperative agreements (e.g., MOUs, service agreements) with partner

organizations relative to the proposed program.

4. Describe internal controls, fiscal management systems, recordkeeping, and reporting processes used to manage program funds and performance.
5. Describe how services will continue during emergencies or disruptions or attach the organization's Continuity of Operations Plan (COOP).
6. Explain how your organization may ensure continuity of services beyond the funding period as funding for this initiative will be provided through the New Jersey Department of Human Services, Division of Family Development (DFD) and is subject to change each year, and funding for future contract periods is not guaranteed.

All proposals should include the following documents. Incomplete submissions may be disqualified from consideration:

1. Valid, unexpired Certificate of Insurance
2. Current List of Board of Directors
3. Computed Budget Proposal and Narrative
4. Program Narrative (include any resumes or job descriptions)
5. Certified Audit or Financial Statement
6. Organizational Chart
7. NJ Certificate of Employee Information Report Approval issued by the NJ Department of Treasury or AA-302 Initial Employee Information Report or equivalent
8. References
9. Acknowledgment of receipt of addenda or revisions (if issued)
10. Copy of New Jersey Business Registration Certificate in compliance with N.J.S.A. 52:32-44 OR Copy of IRS letter granting tax exempt status under Sec. 501(c)3
11. Affirmative Action Regulations N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) Compliance Statement*
12. Disclosure of Investment Activities in Iran*
13. Certification of Non-Involvement in Prohibited Activities in Russia/Belarus*
14. Statement of Ownership in compliance with N.J.S.A. 52:25-24.2. (Mandatory Document)*
15. Non-Collusion Certification*
16. Signature Page*

**Note: Failure to properly submit any of the documents listed in items 11-16 may result in rejection of the proposal. Any documentation identified as a mandatory document that is not submitted is an automatic cause for rejection as stated on the Ocean County Procurement Portal website.*

Technical Assistance Meeting

The Ocean County Department of Human Services will host a Technical Assistance (TA) session to provide guidance on navigating the OpenGov portal and electronic submission process. This TA is intended only to assist prospective applicants with using the OpenGov system (e.g., account setup, document uploads, and submission procedures). The TA will not address questions related to the content of the solicitation, scope of work, or program requirements.

The Technical Assistance meeting will be held virtually via Microsoft Teams on Thursday September 17, 2026 at 11:00 a.m. Interested applicants must submit any questions in writing in advance of the meeting and may request the meeting access link by emailing Rose Bulbach, Assistant Director, at rbulbach@oceancountynj.gov.

Proposal Submission Requirements

The county of Ocean is accepting **only electronic proposals** for this Competitive Contract proposal. Submitting your proposal manually is cause for rejection.

The Competitive Contract is available on the Ocean County Procurement Portal Website: <https://procurement.opengov.com/portal/oceancounty> or by contacting the Ocean County Purchasing Department at 732-929-2101.

You may only provide one (1) final submission which shall consist of one (1) complete Competitive Contract proposal.

DO NOT submit a hard copy of your electronic submission.

Proposers shall complete all documents and acknowledge all terms included with this proposal package. All documents should be from this proposal package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection. Docusign is the preferred method of form submission for the County of Ocean.

To ensure an open and transparent process, the Department of Human Services staff cannot respond to questions about this solicitation via phone or email while it is open or in review. Questions about this solicitation must be submitted using the Ocean County Procurement Portal website no later than 12:00 PM on Tuesday, September 22, 2026. Any inquiries received beyond that date and outside of the Portal cannot be addressed. Ocean County Department of Human Services staff are limited in the method and content of communication regarding proposal applications and the process to reduce conflict, bias and any potential unfair advantage.

Evaluation Criteria

A review committee will review and rank all responses. All proposals will be reviewed to determine if they conform to all the proposal requirements set forth and the following selection criteria will be used in award of a contract for the services described herein.

40 % - Technical Criteria
40 % - Management Criteria
20 % - Cost Criteria

1. Technical Criteria:

i. Proposed methodology:

1. Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?
2. Is the vendor adequately qualified to perform the scope of work?
3. Is the vendor's proposal complete and responsive to the specific requirements?
4. Has the vendor's past performance been articulated adequately, specifically working with the population defined?
5. Does the vendor's proposal use innovative technology and techniques?
6. Has the vendor adequately defined their ability to provide infrastructure enabling the vendor to perform the scope of work effectively?
7. Is the vendor committed to an integrated service delivery model and responsiveness to the needs of the target population to be served as well as the local, State, and Federal regulations governing the funding?
8. Does the vendor demonstrate the ability to leverage resources with other partners resulting in innovative service approaches?

2. Management Criteria:

ii. Organizational Capacity and Experience

1. Does the vendor demonstrate organizational stability and the ability to deliver services as

described in the proposal?

2. Is there a documented track record of reliable, timely, and on-budget implementation of similar projects?
3. Does the vendor have a history of contract compliance and successful performance?

iii. Staffing Plan

1. Is the staffing plan appropriate and sufficient for the proposed tasks?
2. Does the vendor clearly outline the qualifications and roles of key individuals who will carry out the proposed tasks?

iv. Availability of Personnel, Facilities, Equipment and Other Resources

1. To what extent does the vendor rely on internal or external resources?
2. Is the availability of those resources clearly documented?

3. Cost Criteria:

1. How does the proposed cost compare to other proposals with similar scoring in technical and management criteria?
2. Is the total proposed cost, including all component charges, fees, and associated expenses, reasonable, clearly and thoroughly explained, and within the State grant award amount?
3. Is the cost proposal reasonable, aligned with efficient use of funds, and compliant with State grant requirements for this program?
4. Does the budget outline plans for long-term program sustainability, including continued funding, capacity building, or integration into other systems?

**** ATTENTION**** Responses received pursuant to this solicitation are subject to complete disclosure pursuant to the Open Public Records Act. Please note that disclosure includes any and all attachments and addenda supplementing the solicitation response. Accordingly, please do not include personal identifying information in any supplementary documents submitted with the solicitation response.

Ranking

All proposals will be reviewed for completeness and qualifications. The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interest of Ocean County. The County reserves the right to negotiate the terms and conditions of a contract with the successful vendor or vendors to obtain the most cost advantageous services for the County.

Indemnity Clause

The proposer, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

Appeals

Please be advised, based on County policy in implementing the Open Public Contracts Law and Regulation NJSA 40A:11-1, applicants have the right to appeal actions or decisions related to this solicitation pertaining to procedural, statutory, or regulatory violations. Appeals that challenge the evaluation of proposals will not be entertained. If issuing an appeal, provide a detailed summary of any New Jersey Local Public Contracting Law and Regulation (NJSA 40A:11-1 et seq.) violation you believe is related to your application. Appeals must be sent in writing via email to Rose Bulbach, Ocean County Department of Human Services, Assistant Director, at

rbulbach@oceancountynj.gov, within three (3) business days of receiving a letter of rejection for funding.

Insurance Requirements

The contractor shall maintain primary insurance to protect against all claims under Worker's Compensation, Comprehensive General Liability and Automobile. Except for Worker's Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary coverage shall be subject to approval for adequacy of protection as per the following limits:

Worker's Compensation

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

Comprehensive General Liability

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

Comprehensive General Liability shall include the following:

1. Coverage for explosion, collapse or underground hazards.
2. Occurrence basis coverage.
3. Broad form property damage coverage.
4. Coverage for personal injury sustained by any person as a result of an offense directly or indirectly related to the employment of such person by the insured.

Comprehensive Automobile Liability, if applicable, shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- a. Liability arising out of the ownership, maintenance or use of any auto;
- b. Auto non-ownership and hired car coverage.
- c. Contractor's Worker's Compensation, Comprehensive General Liability and Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

Copies of each insurance certificate shall be furnished to the County with Proposal (when requested).

Certificate of Insurance

Upon contract award, when a Certificate of Insurance is required, it shall be provided to Ocean County listing the County as an additional insured, as follows:

County of Ocean, 101 Hooper Avenue, P.O. Box 2191, Toms River, NJ 08754-2191

Pay to Play Requirements

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Certification of Disclosure of Investment Activities in Iran

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, 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 parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. The Chapter 25 list must be reviewed prior to completing the certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Disclosure of Investment Activities in Iran.

Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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. Certification form must be completed prior to contract award and is provided in the specification documents (DocuSign).

Transitional Period

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one (1) month at the County's request.

Statement of Ownership

The provisions of N.J.S.A. 52:25-24.2 applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Business Registration Certificate

Pursuant to N.J.S.A. 52:32-44, Ocean County ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.

- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, 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 the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

DOCUMENT CHECKLIST

Project Title: Division of Family Development (DFD) Work First New Jersey (WFNJ)
Transportation Program

Items submitted
(Proposer's INITIALS)

**A. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS IS
MANDATORY CAUSE FOR REJECTION OF PROPOSAL**



- | | |
|--------------|--|
| <u> X </u> | Statement of Ownership (N.J.S.A. 52:25-24.2) |
| <u> X </u> | Acknowledgment of receipt of addenda or revisions (if issued) |
| <u> X </u> | Competitive Contract Proposal including Budget and Program Narrative |

**B. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE
FOR REJECTION OF PROPOSAL**

- | | |
|---------------|--|
| <u> X </u> | Non-Collusion Certification |
| <u> X </u> | Affirmative Action questionnaire |
| <u> X </u> | Signature Page |
| <u> X </u> | References |
| <u> </u> | Valid, unexpired Certificate of Insurance |
| <u> </u> | Current List of Board of Directors |
| <u> </u> | Certified Audit or Financial Statement |
| <u> </u> | Organizational Chart |
| <u> </u> | NJ Certificate of Employee Information Report Approval issued by the NJ |
| <u> </u> | Department of Treasury or AA-302 Initial Employee Information Report or equivalent |

C. DOCUMENTS REQUESTED TO BE INCLUDED WITH THE PROPOSAL

- | | |
|--------------|--|
| <u> X </u> | Copy of New Jersey Business Registration Certificate in compliance with
N.J.S.A. 52:32-44 <u>OR</u> Copy of IRS letter granting tax exempt status under
Sec. 501(c)3 |
| <u> X </u> | Disclosure of Investment Activities in Iran |
| <u> X </u> | Certification of Non-Involvement in Prohibited Activities in Russia/Belarus |