



REQUEST FOR PROPOSAL (RFP)

JOB-EMBEDDED PROFESSIONAL DEVELOPMENT FOR INSTRUCTIONAL COACHING



SUBMIT ORIGINAL & (1) COPY OF BID

Proposal For:

**JOB-EMBEDDED COACHING AND PROFESSIONAL DEVELOPMENT FOR
INSTRUCTIONAL COACHING**

Name of Vendor: _____

Address: _____

Contact: _____

Phone: _____ *Fax:* _____

E-mail: _____



500 North Broad Street Elizabeth, New Jersey 07208

Date: November 2026

Sealed proposals *must* be received by the Board of Education on or before Wednesday, November 4, 2026, at 10:00 a.m. and should be submitted to the following address: Elizabeth Board of Education Purchasing Agent Attn: Mario L. Rodrigues, 500 North Broad Street, Elizabeth, NJ 07208 for the material, supplies or equipment mentioned on the attached specifications on or before:

Wednesday morning, November 4, 2026, at ten o'clock a.m. Daylight Savings Time (the "Bid Opening"), time being of the essence.

The proposal must be properly executed on the form attached hereto may be delivered personally at the time and place specified in the public advertisement for proposals or through the US Postal Service (Certified Mail or Overnight Delivery suggested) or other recognized delivery service that provides certification of delivery to the sender.

The Board of Education assumes no responsibility for the delivery of the bids by the Bid Opening.

JOB-EMBEDDED PROFESSIONAL DEVELOPMENT FOR INSTRUCTIONAL COACHES

QUALITY:

All materials, supplies, or equipment bid on must strictly conform to the description and specification.

Where a special make of any article is specified, bidders may quote prices on articles of equal quality, in which case the bidder must specify on the proposal the make and number of the article on which it is bidding. Failure to do so will be interpreted to mean that the bidder intends to furnish the particular make of article called for in these specifications.

Samples of the articles which the bidder proposes to substitute, properly marked with the bidder's name, must be delivered to the office of the Board of Education prior to the time at which bids are to be received. If a substitute bid has been previously accepted by the Board, the bidder may omit submitting a sample of same.

The Board of Education reserves the right to accept or reject any part or the entire bid if, in its sole judgment, it is deemed to be in the best interest of the Board.

INTERPRETATION AND APPROVAL:

All material, supplies, or equipment furnished must be in accordance with the specifications and will be subject to the approval of the School Business Administrator/Board Secretary of the Board. Should any dispute arise respecting the true construction and meaning of these specifications, the same shall be decided by the said School Business Administrator/Board Secretary, and his decision shall be final and conclusive.

Upon receipt of notice of intent to award, the successful respondent will be required to execute a contract substantially in the form attached hereto.



Important Notice to all Vendors

**The items listed below must accompany this Proposal unless otherwise indicated.
Check appropriated box for compliance with each item:**

- ☐ 1. Non-Collusion Affidavit – Fill out completely and have notarized.
- ☐ 2. Exhibit A – Business Entity Disclosure Statement – Fill out & notarized completely.
- ☐ 3. Exhibit B – Goods, Professional Services, & General Service Contracts - Fill out completely.
- ☐ 4. Copy of New Jersey Business Registration Certificate.
- ☐ 5. Copy of Certificate of Employee Information Report
- ☐ 7. C. 271 Political Contribution Disclosure Form – Fill out completely.
- ☐ 8. Affirmative Action Forms – Successful vendors must submit within seven (7) days of the notice of intent to award or the signing of the contract one of the following: a photocopy of their Federal Letter of Affirmative Action Plan Approval or a photocopy of their Certificate of Employee Information Report or a completed Affirmative action Employee Information Report (AA 302).

COMPLIANCE WITH P.L. 2005, c.271

Vendor is advised of the responsibility to file an annual disclosure statement on 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 vendor receives contracts in excess of \$50,000 from public entities in a calendar year. It is the vendors responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

STATE OF _____

SS:

COUNTY OF _____

CITY OF _____

I, _____ of the City of _____

in the County of _____ and the State of _____

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

I am _____ of the firm of _____

the bidder making the Proposal for the above named project, and that I executed the said Proposal with full authority so to do; 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 Board of Education of the City of Elizabeth, Union County, New Jersey relies upon the truth of the statements contained in said Proposal and in the statements contained in the Affidavit in awarding the contract for 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 or selling agencies maintained by:

(Name of Contractor)

Signature (No Stamps)

Subscribed and sworn to before me
this _____ day of _____ 20____

Notary Public of the State of _____

My Commission expires _____ 20____

**WARNING: IF YOU FAIL TO FULLY, ACCURATELY AND COMPLETELY FILL
OUT THIS AFFIDAVIT OF NON-COLLUSION, YOUR BID MAY BE
REJECTED.**



NOVEMBER 2026

RFP – JOB-EMBEDDED PROFESSIONAL DEVELOPMENT FOR INSTRUCTIONAL COACHING

PROPOSAL FORM

Note: Bidders must use form given below in submitting their proposals.

Date _____

Elizabeth Public Schools
500 North Broad Street
Elizabeth, New Jersey 07208

Gentlemen:

Having carefully examined the specifications, the undersigned proposes to provide “Job-Embedded Professional Development for Instructional Coaching”. during the 2026-2027 School Year, commencing December 2026, through June 30, 2027, in accordance with attached specifications, in the sum of:

_____ (\$ _____) dollars

Respectfully submitted,

(Name of Company)

By, Signature: _____

Print Name: _____

Email: _____

Phone: _____

Fax: _____



Job-Embedded Professional Development for Instructional Coaching

The Deadline to submit this RFP Packages: November 4, 2026, before 10:00 a.m.

Scope of Service

The professional learning provider shall have the responsibility of providing comprehensive professional development and coaching support to Elizabeth Public Schools instructional coaches in English Language Arts and Mathematics for the 2026–2027 school year.

This initiative is designed to strengthen the capacity of instructional coaches to support high-quality teaching and learning across the district. Services shall focus on developing a shared understanding of effective instructional coaching, strengthening communication and relationship-building skills, supporting the effective implementation of High-Quality Instructional Materials (HQIM), and increasing coaches' ability to use evidence and data to guide instructional improvement.

The provider will deliver professional development services to instructional coaches that prioritize effective research-based practices. Professional learning should consist of practical strategies, tools, and structures that can be applied directly within the work of the instructional coaches with teachers and school-based teams. The District seeks a cohesive approach that supports consistency in coaching practices across schools while allowing coaches to differentiate support based upon teacher and school needs.

The District is seeking a request for proposal to include, but not be limited to, the following services:

1. Personnel Qualifications

All personnel providing services within Elizabeth Public Schools must complete required criminal background checks in accordance with New Jersey State law and follow all applicable district and State requirements.

Professional learning facilitators must:

- Demonstrate successful experience in instructional coaching, professional learning, and/or educational leadership;
- Demonstrate expertise in evidence-based instructional coaching practices and adult learning;
- Possess experience supporting instructional coaches and/or teacher leaders;
- Demonstrate knowledge of effective instructional practices in English Language Arts and Mathematics;

- Demonstrate experience supporting implementation of High-Quality Instructional Materials; and
- Possess experience working with diverse school communities and large school systems preferred.

2. Foundational Professional Learning for Instructional Coaches

The provider shall deliver an intensive professional learning series designed to establish a common foundation for effective instructional coaching and prepare up to 22 coaches to support teacher growth and improved student outcomes

Professional learning should address areas including:

- Establishing a shared vision and expectations for instructional coaching;
- Identifying the attributes and responsibilities of an effective instructional coach;
- Developing strong coaching relationships built upon trust and professional collaboration;
- Distinguishing among coaching, collaborating, and consulting approaches and determining when each is appropriate;
- Strengthening communication skills, including listening, paraphrasing, questioning, and providing feedback;
- Understanding and appropriately applying different coaching approaches based upon educator needs;
- Implementing an effective coaching cycle that includes planning, classroom observation and/or evidence collection, reflection, and identification of next steps;
- Using qualitative and quantitative data to support teacher reflection and instructional decision-making;
- Supporting teachers in the effective use and implementation of district-adopted High-Quality Instructional Materials;
- Supporting greater consistency and alignment of instructional practices across classrooms and schools; and
- Developing differentiated coaching supports responsive to teacher and school needs.

3. Advanced Professional Learning and Application

The provider shall offer continued professional learning that allows instructional coaches to deepen and apply the knowledge and skills developed during foundational training.

Advanced learning should provide opportunities for coaches to:

- Strengthen interpersonal and relationship-building skills;
- Refine questioning, paraphrasing, feedback, and other communication techniques;
- Practice structured coaching conversations focused on teacher reflection, instructional decision-making, and goal setting;
- Engage in peer coaching and collaborative analysis of coaching practice;
- Develop and utilize appropriate tools for collecting evidence during coaching cycles;
- Analyze authentic or simulated coaching scenarios;

- Apply coaching strategies to increasingly complex instructional situations; and
- Refine individual and collective coaching goals based upon evidence of teacher growth and instructional improvement.

4. Professional Learning Design and Delivery

The District is seeking sixteen days of differentiated job-embedded coaching and five days of professional learning for up to 22 instructional coaches throughout the course of the 2026-27 school year. Professional learning shall:

- Be delivered primarily through interactive, in-person learning experiences;
- Include opportunities for modeling, practice, reflection, collaboration, and application;
- Be relevant to the distinct roles and responsibilities of ELA and Mathematics instructional coaches;
- Connect coaching practices to district curriculum, instructional priorities, and High-Quality Instructional Materials;
- Incorporate authentic scenarios and challenges encountered by instructional coaches;
- Provide participants with practical tools and resources that can be incorporated into ongoing coaching work; and
- Be customized in collaboration with district leadership to reflect district goals, instructional priorities, and existing coaching structures.

Training topics, sequencing, and delivery format will be determined collaboratively with district leadership.

5. Scope and Sequence of Professional Learning

The provider shall propose a coherent, sequenced professional learning plan that differentiates learning based on participants' varying levels of experience, knowledge, and expertise. The final scope and sequence, schedule, participant groupings, and delivery format shall be determined collaboratively with District leadership.

6. Development of a Coherent Coaching Approach

Services shall support the District in developing and strengthening a coherent instructional coaching approach across schools and content areas.

The provider shall assist instructional coaches and District leadership in:

- Establishing common language and expectations for instructional coaching;
- Clarifying the purpose and intended outcomes of coaching;
- Developing consistent structures for coaching cycles and coaching conversations;
- Identifying appropriate methods for collecting evidence of instructional practice and teacher growth;
- Supporting collaboration among instructional coaches across schools and content areas; and
- Developing sustainable coaching practices that can continue beyond the duration of the contracted services.

7. Continuous Improvement and Impact

The provider shall collaborate with District leadership to monitor implementation and support continuous improvement throughout the professional learning initiative.

Services should include opportunities to:

- Gather feedback from participating instructional coaches;
- Assess the application of professional learning to coaches' ongoing work;
- Reflect upon progress toward district coaching goals;
- Identify areas requiring additional support or refinement; and
- Provide recommendations for sustaining and strengthening instructional coaching practices.

The provider shall participate in periodic planning and reflection meetings with designated district administrators to review implementation and determine the impact of the initiative.

This Contract will cover the period(s) as stated in the proposal and commencing December 2026 through June 30, 2027.

Evaluation of Proposal

The proposals will be evaluated by a committee of the School District based upon information supplied by each responder to this RFP and the following criteria:

- Ability to meet all minimum qualifications.
- Knowledge and familiarity with the operations of the School District and literacy instructional needs.
- Experience of the firm in providing similar services to other public and private school districts, with special emphasis on experience in New Jersey.
- Qualifications and experience of the professional.
- Qualifications and experience of other members of the professional's firm.

DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL

- Affirmative Action Questionnaire
- Stockholders Disclosure Statement
- New Jersey Business Registration Certificate
- Certificate of Employee Information Report
- Chapter 271 Political Contribution Disclosure Form
- Non-Collusion Affidavit

- A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the individual(s) showing a minimum amount of \$1MM/2MM professional liability insurance and all other insurance coverage shall be required upon award of contract. The contractor must include the following clause on the insurance certificate.

“ELIZABETH BOARD OF EDUCATION”

1. A list of three professional references with addresses and telephone contact numbers. References must have direct knowledge relating to your experience in the requested service.
2. A copy of your New Jersey Certificate of Employee Information Report approval pursuant of N.J.A.C. 17:21-1.1 et.seq. Or a completed Form AA-302 Initial Employee Information report.
3. A copy of your W9 and New Jersey Business Registration Certificate.

SUBMISSION OF RFP PACKAGE

All RFP Proposal Packages including the Letter of Transmittal and the Presentation Package are to be addressed to:

**Mario L. Rodrigues
Purchasing Agent
Elizabeth Board of Education
500 North Broad Street
Elizabeth, New Jersey 07208**

F. SUBMISSION DEADLINE

The Deadline to submit this RFP Packages is: November 4, 2026 before 10:00 a.m.

CONTRACTS

Upon notification of award of contract by the Elizabeth Public Schools, the successful respondent shall sign and execute a formal contract agreement with the Elizabeth School District.

The successful respondent shall sign and execute said contract and return it together with documents required by the district such as but not limited to:

- Completed IRS Form W-9
- Professional Liability Certificate
- Criminal History Background evidence
- Other required documents, as may be outlined in the proposal specifications.

Within ten (10) days of receipt of notification of award of contract, the executed contract and related documents must be returned to:

**Ms. Christina DiPalo Esq.
La Corte, Bundy, Varady & Kinsella
989 Bonnel Court
Union, NJ 07083**

Each respondent 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:

- I. Appropriate evidence that the respondent 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; or
- III. An employee information report (Form AA302) provided by the Division and distributed to the public agency to be completed by the health care provider, in accordance with N.J.A.C. 17:27-4.

Part IV – Any Direct or Indirect Parent Entity Which is Publicly Traded:

“To comply with this section, a contractor 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% 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% 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 10% 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% 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% or greater beneficial interest.

Part V – Signature and Attestation:

I hereby swear or affirm that the above business entity disclosure certification is true and complete and is in full compliance with N.J.A.C. 6A:23A-6.3. 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 _____, 2026.

Notary Public

EXHIBIT B

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor 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 equal employment opportunity shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement of 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 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 and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with **N.J.A.C. 17:27-5.2**, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to **N.J.A.C. 17:27-5.2**.

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

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal 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 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, 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 subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant **to Subchapter 10 of the Administration Code at N.J.A.C.17:27.**

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

As provided to the Elizabeth, New Jersey Public School District, I am aware of the obligation to adhere to Exhibit B, N.J. EEO Statute N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27.

Vendor: _____

Name: _____

Address: _____

Title: _____

Signature: _____

Date: _____

CERTIFICATION OF NON-DEBARMENT
FOR FEDERAL GOVERNMENT CONTRACTS

N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

This certification shall be completed, certified to, and submitted to the contracting unit prior to contract award, except for emergency contracts where submission is required prior to payment.

PART I: VENDOR INFORMATION	
Individual or Organization Name	
Address of Individual or Organization	
DUNS Code (if applicable)	
CAGE Code (if applicable)	
Check the box that represents the type of business organization:	

- ☐ Sole Proprietorship (skip Parts III and IV) ☐ Non-Profit Corporation (skip Parts III and IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC) ☐ Partnership
- ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization			
I hereby certify that the individual or organization listed above in Part I is not debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the Elizabeth Board of Education is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the Elizabeth Board of Education to notify the Board Secretary/Business Administrator in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the Elizabeth Board of Education, permitting the Elizabeth Board of Education to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	

PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50 Percent of Organization

Section A (Check the Box that applies)

☐	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be.
Name of Individual or Organization	
Home Address (for Individual) or Business Address	
OR	
☐	No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be.

Section B (Skip if no Business entity is listed in Section A above)

☐	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of the voting stock of the organization's parent entity, or of the partner in the partnership who owns more than 50 percent interest in the organization's parent entity, or of the member of the limited liability company owning more than 50 percent interest in organization's parent entity, as the case may be.
Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity	
Home Address (for Individual) or Business Address	
OR	
☐	No one stockholder in the parent entity corporation owns more than 50 percent of its voting stock, no partner in the parent entity partnership owns more than 50 percent interest therein, or no member in the parent entity limited liability company owns more than 50 percent interest therein, as the case may be.

Section C – Part III Certification

I hereby certify that no individual or organization that is debarred by the federal government from contracting with a federal agency owns greater than 50 percent of the **Organization listed above in Part I** or, if applicable, owns greater than 50 percent of a parent entity of the Organization listed above in Part I. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the Elizabeth Board of Education is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the Elizabeth Board of Education to notify the Board Secretary/Business Administrator in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the Elizabeth Board of Education, permitting the Elizabeth Board of Education to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities

Section A



Below is the name and address of the corporation(s) in which the **Organization listed in Part I** owns more than 50 percent of voting stock, or of the partnership(s) in which the **Organization listed in Part I** owns more than 50 percent interest therein, or of the limited liability company or companies in which the **Organization listed above in Part I** owns more than 50 percent interest therein, as the case may be.

Name of Business Entity

Business Address

****Add additional sheets if necessary****

OR



The **Organization listed above in Part I** does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company.

Section B (skip if no business entities are listed in Section A of Part IV)			
☐		Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company).	
Name of Business Entity Controlled by Entity Listed in Section A of Part IV		Business Address	
Add additional Sheets if necessary			
OR			
☐		No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company.	
Section C – Part IV Certification			
I hereby certify that the Organization listed above in Part I does not own greater than 50 percent of any entity that that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50 percent of any entity that in turns owns greater than 50 percent of any entity debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the Elizabeth Board of Education is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by Elizabeth Board of Education to notify the Board Secretary/Business Administrator in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the Elizabeth Board of Education, permitting the Elizabeth Board of Education to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	

ATTACHMENT C
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the owner do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 5121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, if any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

CHAPTER 33, LAWS OF 1977

AN ACT requiring corporate and partnership bidders for State, county, municipal or school district contracts to submit a list of the names and addresses of all stockholders owning 10% or more of their stock or 10% or more of the stock of their corporate stockholders or in the case of a partnership, the names and addresses of those partners owning a 10% or greater interest therein.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey

1. No corporation or partnership shall be awarded any contract nor shall any Agreement be entered into for the performance of work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the State, or any county, municipality or school district or any subsidiary or agency of the State, or of any county, municipality or school district, or by any authority, board, or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, of said corporation or said partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all individual partners in the partnership who own 10% or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owing 10% or greater interest in that partnership, 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, exceeding the 10% ownership criteria established in this act, has been listed.

2. This act shall take effect immediately.

CERTIFICATION REQUIRED BY CHAPTER 33, LAWS OF 1977
(Approved March 8, 1977)

I certify that the following are the names and addresses of all persons or entities owning ten percent (10%) or more of the bidder or supplier or whose behalf this certification is filed:

<u>Names</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: If any of the above entities is a corporation, then following are the names and addresses of all persons owning ten percent (10%) or more of that corporation:

<u>Names</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____

I further certify that I will notify the Secretary of the Board of Education of any changes to the above list within ten (10) days of such change.

By: _____

Title: _____

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit
no later than 10 days prior to the award of the contract.**

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature

Printed Name

Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

☐ Check here if the information is continued on subsequent page(s)



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.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

☐ A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

☐ B. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative

Date

Print Name and Title of Vendor's Authorized Representative

Vendor's FEIN

Vendor's Name

Vendor's Phone Number

Vendor's Address (Street Address)

Vendor's Fax Number

Vendor's Address (City/State/Zip Code)

Vendor's Email Address

¹ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

Disclosure of Investment Activities in Iran

Person or Entity

Part 1: Certification

COMPLETE PART 1 BY CHECKING EITHER BOX.

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 below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.



I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof 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 person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below.

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate and precise description of the activities of the person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activities in Iran below and, if more space is needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there 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 Name of Contracting Unit 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 Reference to Contracting Unit to notify the Reference to Contracting Unit 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 Name of Contracting Unit and that the Reference to Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print)		Title	
Signature		Date	

SAMPLE CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Certification 111XX

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 15-DEC-20XX

**SAMPLE COMPANY, INC.
33 WEST STATE STREET
TRENTON, NJ 08625**

VOID



State Treasurer

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTOR		DEPARTMENT DIVISION OF TREASURY & REVENUE	DATE 07/14/04
TAXPAYER NAME:	TRADE NAME:		
TAX REGISTRATION TEST ACCOUNT	CLIENT REGISTRATION:		
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:		
970-097-382/500	0107:		
ADDRESS:	ISSUANCE DATE:		
847 ROEBLING AVE TRENTON, NJ 08611	07/14/04		
01/0	<i>John S. Tully</i> Acting Director		
This Certificate is NOT assignable or transferable. It must be continuously displayed at above address.			



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:

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