

**AUDIT SERVICES**

**RFP # 24-02**

**Clinton Township School District**

**PUBLIC NOTICE**

The Clinton Township School District is seeking proposals for professional services for an Auditor, to be provided to the Board of Education for a period of one (1) year from July 1, 2024 through June 30, 2025. The firm shall be NJ licensed public school accountants to perform the statutory audit services of the school district. Services are to begin with the audit for the fiscal year ended June 30, 2024.

The Board reserves the right to reject any or all proposals and waive any informality in the process.

**BACKGROUND**

Clinton Township School District (CTSD) is a public PreK-8 district in Hunterdon County, NJ. The district serves approximately 1,200 students attending Spruce Run PreSchool, Patrick McGaheran School (grades 1-2), Round Valley School (grades 3-5), and Clinton Township Middle School (grades 6-8). The district employs approximately 290 staff members with a 2023-2024 operating budget of \$35,085,401. Further information may be obtained by visiting the school district's website at <https://www.ctsdnj.org/>

Proposers are advised that for any specific matter, the Board may retain the services of another Audit Firm.

**SCOPE OF SERVICE:**

Applicants should demonstrate knowledge of Board of Education auditing laws and regulations and experience in providing advice to Boards of Education on records compliance issues. Any experience or knowledge of matters that directly affect the Clinton Township Board of Education should be addressed.

The firm selected will perform the annual audit pursuant to N.J.S.A. 18A:23-1 et seq., and in accordance with the Standard Audit Programs and Procedures for Boards of Education as distributed by the New Jersey Department of Education. The audit shall be appropriately planned with professional personnel assigned, sufficient to complete the audit within the mandated timelines and in accordance with Generally Accepted Auditing Standards "GAAS." Comprehensive audit of the general purpose financial statements will be comprised of the following funds:

1. General Fund
2. Special Revenue
3. Capital Projects
4. Food Service
5. Trust & Agency
6. Student Activity Funds
7. Enterprise

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Comprehensive services will also:

- Include compliance audit on all federal and state grant programs as required under the Single Audit Act
- Study and evaluate the District's internal accounting controls
- Assist in the maintenance of a perpetual fixed asset inventory system
- Include submission of the Audit Summary to the Department of Education
- Completion of the Annual Comprehensive Financial Report (ACFR)
- Preparation of the Auditor's Management Report (AMR)
- Meetings with the Business Administrator and his/her designee, and/or the Superintendent, prior to release of the audit, as requested.
- The auditor will present the financial statement and the management report to a committee of the board and/or the Board of Education as requested.

Audit progress reports may be required or requested, containing the status of the audit, comments and recommendations, and/or comments on previous recommendations. Additional agreed upon Management and/or Financial Advisory Services may be required on an ongoing basis. Please advise the district of any hourly rate quote for such services

Audit Timeline

- By July 1 of each year, the district expects to receive a list of schedules to be prepared and other items required for the audit.
- By July 1 of each year, the final on-site audit shall be scheduled for the fiscal year ending June 30.
- The audit should commence no later than September 30 of each year at such time as mutually agreed upon. The district will provide adequate space to efficiently conduct the audit.
- Audit documents to be delivered to the district each year in order to meet audit deadlines set by the New Jersey Department of Education. Submission of the audit report past the state mandated deadlines is deemed unacceptable. The audit must include all requirements established by State and/or Federal governments for the full, accurate, and timely reporting of the District's financial records. The auditor shall furnish the school district with up to 5 copies of the Annual Comprehensive Financial Report and Auditor's Management Report, as well as electronic PDF versions of all documents required to be furnished electronically through the NJ Homeroom Repository.

Communication

The auditor will maintain regular contacts and meetings with the district administrators, as needed, including but not limited to:

- Engagement planning meeting
- Progress reports
- Exit conference
- Notifications and explanation of changes to accounting/auditing requirements that would affect the reporting requirements of the school district

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**QUALIFICATIONS OF RESPONDENTS:**

Respondents shall provide a detailed narrative demonstrating their knowledge and experience in providing professional Auditing services for Boards of Education. Respondents shall demonstrate experience working with New Jersey school districts to provide the type of services requested in this RFP.

**TERM OF CONTRACT**

The term of contract shall be for a period of one (1) year, beginning July 1, 2024 to June 30, 2025. Professional Services pursuant to 18A:18A-5 (1) and 18A-18A-42 shall be awarded for a period not to exceed 12 consecutive months. Upon successful completion of the audit for the fiscal year ending June 30, 2024, the contract may be extended as allowable by law.

**SAMPLE CONTRACT**

Applicant shall provide a sample copy of the applicant's contract. Sample contract must include all terms and conditions of this RFP. Contract shall be in a form acceptable to the Board of Education.

**COORDINATION OF ACTIVITIES**

All activities for this contract will be coordinated through the office of

Dr. Gretchen Dempsey  
Business Administrator/Board Secretary Email:  
gdempsey@ctsd.org

**Presentation Package**

The Clinton Township School District seeks from all participating respondents, information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price in a prompt and professional manner.

All respondents shall prepare a presentation package to be submitted with the RFP.

***The presentation package shall include, at a minimum, the following:***

**TECHNICAL CRITERIA**

**Description of Services**

Respondents should list all services to be rendered with their explanation in detail on how they will provide the services. Respondents shall also provide evidence of how services of similar type were provided to other public/private schools in New Jersey. Respondents, by submitting a proposal, acknowledge that they fully understand the scope of service, work and activity to be performed.

**MANAGEMENT CRITERIA**

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**A. Business Organization**

The respondent shall submit a full description of the business organization to include, but not be limited to:

- Name, address, phone, fax, website, e-mail address and other information of the professional firm or individual.
- An organizational chart noting the names of all principals and partners.
- Resumes of key staff members and professional development providers.
- Resumes should be constructed to emphasize relevant qualifications and experience of the individuals assigned in successfully providing services of a nature similar to those required by this RFP.
- The number of licensed professionals employed (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the Board of Education. A description of each individual's qualifications, including education, licensure and years of professional experience to assist the school district in the evaluation process.

**B. Qualifications: Relevant Experience**

The respondent must provide documentation that he/she has experience as follows:

- Three (3) letters of recommendation from public/private school districts in New Jersey including contact name, address and phone number.
- Evidence of providing services as listed in the specifications to public/private school districts.
- Dates of licensure in the State of New Jersey, and any other state, as the professional discipline requested to serve the needs of the Board of Educations.
- List of any judgments within the last three (3) years and/or a list of bankruptcy or organization proceeding within the last ten (10) years; and
- Other information concerning the firm and /or individuals of the firm that would assist the school district in the evaluation process.
- Availability of personnel, facilities, equipment and other resources to provide the services requested.
- Strong technology literacy.

**COST CRITERIA**

**Fee Proposal**

The proposal should include a schedule of potential fees charged to the district. The Clinton Township School District reserves the right to purchase some or all of the services in this proposal. Please provide sample fee schedules with the best possible pricing for the following:

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Expenses: Additional

The selected vendor agrees that it is responsible for all additional expenses including travel, meals, postage, photocopying, fax transmissions, courier services, online research, filing and recording incurred in the rendering of services for this RFP.

Contract Expenses

Respondents are to note the following as it pertains to expenses related to the contract:

- Expenses: Related to Contract: Incidental  
All incidental expenses related to this contract, incurred by the respondent to whom the contract is awarded, shall be the responsibility of the respondent. The Board will not reimburse any vendor for any incidental expenses related to the contract.
  
- Expenses Not Related to the Contract: District Procedures  
There may be a circumstance where a request is made for the respondent to provide services not directly related to the contract. These services not related to the contract are not to be provided by the respondent. The district will procure these services separately.
  
- Extraordinary Expenses  
Extraordinary expenses to be incurred by the respondent in the performance of his/her duties may be brought to the Board prior to the actual expenditure. The board, upon recommendation of the appropriate administrator, may consider reimbursing the expense, or the Board may procure the services separately.

**MINIMUM MANDATORY QUALIFICATION AND SUBMISSION REQUIREMENTS**

1. The firm must employ licensed public school accountants qualified pursuant to N.J.S.A. 18A: 23-8.
2. The firm must have experience providing auditing services to School Boards of Education within the State of New Jersey. Provide a current client list to substantiate this requirement.
3. The firm must maintain a current office within the State of New Jersey.
4. The submission must describe any special services available to the school board clients.
5. The submission must provide billing rates for employees possibly assigned to service the Board of Education and provide an amount not to exceed for the contract.
6. The firm must have extensive experience in State and Federal Fund Accounting.
7. The submission must demonstrate working knowledge of GAAP. Please provide a Peer Review Statement if one is available.
8. The submission must provide proof of liability insurance with limit amounts sufficient to adequately protect the District.

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**EVALUATION PROCESS: METHODOLOGY OF AWARDING CONTRACT**

All RFP responses are to be evaluated on the basis of whose response is the most advantageous to the district, price and other factors considered, and whose response will provide the highest quality of service at fair and competitive price.

The Clinton Township Board of Education will use a one hundred (100) point system in evaluating all proposals. The criteria to be evaluated are identified below:

- I. Technical Criteria (25 points)
  - A. Description of services
  - B. Reporting mechanisms
  - C. Demonstrated accuracy and timeliness
  - D. Capabilities
  
- II. Management Criteria (35 points)
  - A. Business Organization
  - B. Qualifications & experience of staff
  - C. Client Recommendations
  - D. Completeness of the proposal
  
- III. Cost Criteria (40 points)
  - A. Fee Proposal

**EVALUATION OF PROPOSALS - EVALUATION COMMITTEE**

All proposals will be evaluated by the Evaluation Committee. The committee will be familiar with the need for the services to be performed in the request for proposals. The School Business Administrator, Assistant Business Administrator, Superintendent, and a member of the Board of Education's Facilities & Finance Committee will serve on the Evaluation Committee to review and evaluate all proposals in accordance with the Office of State Comptroller's publication [Best Practices for Awarding Services Contracts](#).

**AWARD OF CONTRACT**

It is the intention of the Board of Education to award the contract to the respondent whose proposal is the most advantageous to the board, price and other factors considered; and who will provide the highest quality service at fair and competitive prices. At the discretion of the Board of Education, firms/agencies may be asked to do a presentation.

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CLINTON TOWNSHIP BOARD OF EDUCATION  
128 Cokesbury Road  
Lebanon, NJ 08833

**PROPOSAL FORM**

SERVICES FOR AUDITOR

**Prices should include all costs to the district as indicated under the cost criteria in this RFP.** Please provide a detailed analysis of the fee structure in your proposal and describe all costs associated with this service.

**PROPOSED FEES**

**Annual Audit Fee to include the preparation of the ACFR, AMR, Audsum, and supplemental support documents**

\$ \_\_\_\_\_

**General Hourly Fee\***

\$ \_\_\_\_\_

**Partners' Hourly Fee\***

\$ \_\_\_\_\_

**Auditors'/Staff Hourly Fee\***

\$ \_\_\_\_\_

**\* An Hourly fee is requested solely for information purpose and for possible services that extend beyond the scope of services of this RFP. All services charged at an hourly fee will require the prior approval of the School Business Administrator.**

The respondent, by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents: and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ P.O. Box \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_

Phone Number: \_\_\_\_\_ Extension: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_ Title: \_\_\_\_\_

**Agent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**PROPOSALS ARE TO BE SUBMITTED TO:**

**Dr. Gretchen Dempsey  
School Business Administrator/Board Secretary  
128 Cokesbury Road  
Lebanon, NJ 08833**

**BY: 11:00 a.m. ON: FRIDAY, April 12, 2024**

By mail, delivery service, or in person. **Proposals that are submitted are to be sealed.**

Proposals must be placed in a sealed envelope/package and marked as shown below on the front of the envelope/package. Proposals should be submitted in duplicate on the submittal forms as provided, and in the manner designated. The duplicate is necessary for processing the proposals. Respondents should also keep a complete copy of the proposal packet, exactly as submitted.

Envelope Label Information:

District: Clinton Township School District

Proposal #: **RFP # 24-02**

Services: Audit Services

Date: April 12, 2024

Time: 11:00 a.m.

Respondent: Name of Company

Address City, State Zip

Failure to properly label the proposal envelope may lead to the rejection of the proposal!  
The Board of Education does not accept electronic (e-mail) submission of proposals.  
Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.



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**REQUIREMENTS/CONDITIONS**

● **Affirmative Action Requirements**

Each respondent shall submit to the public agency, after notification of award but prior to execution of a contract, one of the following three documents:

1. Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program; or
2. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:24-4; or
3. An employee information report (Form AA302) provided by the Division and distributed to the public agency through the Division’s website at: [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance) along with a copy of proof of payment to be completed by the Contractor, in accordance with N.J.A.C.17:27-4.

Please note: A completed and signed Affirmative Action Questionnaire is required with submission of the proposal. (See Exhibit A).

If awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27 et seq.

● **Business Registration Certificate (N.J.S.A. 52:32-44)**

Pursuant to N.J.S.A. 52:32-44 as amended by P.L. 2004 – Chapter 57, all respondents shall prior to the award of the contract a copy of the “New Jersey Business Registration Certificate” as issued by the Department of Treasury of the State of New Jersey. Failure to provide the New Jersey Business Registration Certification prior to the award of contract will be cause for the rejection of the entire proposal.

● **Non-Collusion Affidavit**

A notarized Non-Collusion Affidavit shall be submitted with the proposal (See Exhibit B).

● **Political Contributions Disclosure – Requirements**

Pursuant to N.J.A.C. 6A:23A-6.3 (a1-4) please note the following:

Award of Contract – Reportable Contributions – N.J.A.C. 6A:23A-6.3 (a2)

“No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one year period.”

Contributions During Term of Contract – Prohibited – N.J.A.C. 6A:23A-6.3 (a2, 3)

“Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et. seq.) to any member of the school board from any business entity doing business with the school district is prohibited during the term of the contract.”

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• **Chapter 271 Political Contribution Disclosure Form – Required - N.J.A.C. 6A:23A-6.3 (a4)**

All respondents shall submit with their proposal package a completed and signed Chapter 271 Political Contribution Disclosure Form. Respondents' disclosure shall indicate any and all reportable contributions made to any State, county or local political entity of the State regardless as to which county said entity is located (See Exhibit C).

• **Stockholders' Disclosure**

respondents are hereby notified that every corporation and partnership, according to the provision of Chapter 33, Laws of 1977 of the State of New Jersey, must submit a statement accompanying the proposal, 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 partners in the partnership, who own 10% or greater interest herein, 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 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, has been listed (See Exhibit D).

• **Disclosure of Investment Activities in Russia, Belarus, & Iran**

P.L. 2022, c. 3 prohibits the award, renewal, amendment, or extension of State and local public contracts for goods or services with persons or entities engaging in prohibited activities in Russia or Belarus. P.L. 2012, c.25 prohibits the award or renewal of State and local public contracts for goods and services with persons or entities engaged in certain investment activities in the energy or finance sectors of Iran (See Exhibit E).

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***\*This Form Must Accompany Proposal\****

***Exhibit A***

**EEO/Affirmative Action Compliance Notice  
N.J.S.A. 10:5-31 and N.J.A.C. 17:27  
Goods, Professional Service and General Service Contracts**

All successful respondents are required to submit evidence of appropriate affirmative action compliance to CTSD and the Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the CTSD files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the CTSD, **within seven (7) days after receipt of notification of intent to award**, prior to execution of the contract, one of the following documents:

**Goods and General Service Vendors**

1. Letter of Federal Approval indicating that the vendor is under an existing federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the Commission and the Division. This approval letter is valid for one year from the date of issuance.

**Do you have a federally approved or sanctioned EEO/AA program?**

Yes \_\_\_\_\_ No \_\_\_\_\_ **If yes, please submit a photostatic copy of such approval.**

2. A certificate of Employee Information Report (hereafter "Certificate), issued in accordance with N.J.A.D. 17:27 et seq. The vendor must provide a copy of the Certificate to the CTSD as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

**Do you have a State Certificate of Employee Information Report Approval?**

Yes \_\_\_\_\_ No \_\_\_\_\_ **If yes, please submit a photostatic copy of such approval.**

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with a check or money order for \$150 made payable to "Treasurer, State of NJ" and forward a copy of the Form to the CTSD **along with proof of payment to the State**. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulation. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to the Public Agency.

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 proposal 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.S.A. 17:27.

Company \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
N.J.S.A. 10:5-31 et seq., (P.L.1975, C.127)  
N.J.A.C. 17:27 et seq.

**CTSD- Auditing Services RFP # 24-02**

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**Goods, General Services, and Professional Services 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 will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunities 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 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 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, 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 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.

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**AFFIRMATIVE ACTION LANGUAGE continued**

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, race, 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 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:

- 1-Letter of Federal Affirmative Action Plan Approval
- 2-Certificate of employee Information Report; or
- 3-Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

Acknowledged:            Vendor Name: \_\_\_\_\_

By: \_\_\_\_\_

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

For Further information: [http://www.state.nj.us/treasury/contract\\_compliance/pdf/pa.pdf](http://www.state.nj.us/treasury/contract_compliance/pdf/pa.pdf)

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*\*This Form Must Accompany Proposal\**

*Exhibit B*

**NON COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY  
COUNTY OF \_\_\_\_\_

ss:

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  
respondent making the Proposal of the above named project, and that I executed the said proposal with full  
authority so to do; that said respondent has not, directly or indirectly entered into any agreement, participated in  
any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the  
above named project; and that all statements contained in said proposal and in this affidavit are true and correct,  
made with full knowledge that the Clinton Township School District 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

\_\_\_\_\_  
(N.J.S.A. 52:34-15)

Name of Contractor

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Type or Print Name of Respondent

Subscribed and sworn to before me  
This day of \_\_\_\_\_

\_\_\_\_\_  
Seal Notary Public

**Clinton Township School District  
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My Commission expires \_\_\_\_\_ 20\_\_

***\*This Form Must Accompany Proposal\****

***Exhibit C***

**Chapter 271  
Political Contribution Disclosure Form  
(Contracts that Exceed \$17,500.00)  
Ref. N.J.S.A. 52:34-25**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that \_\_\_\_\_ (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

**Reportable Contributions**

<b><u>Date of Contribution</u></b>	<b><u>Amount of Contribution</u></b>	<b><u>Name of Recipient Elected Official/ Committee/Candidate</u></b>	<b><u>Name of Contributor</u></b>

The Business Entity may attach additional pages if needed.

**No Reportable Contributions** (Please check (✓) if applicable)

I certify that \_\_\_\_\_ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

**Certification**

I certify that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

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Business Entity \_\_\_\_\_

***\*This Form Must Accompany Proposal\****

***Exhibit D***

**STATEMENT OF OWNERSHIP DISCLOSURE**

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

**This statement shall be completed, certified to, and included with all proposal submissions. Failure to submit the required information is cause for automatic rejection of the proposal.**

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Part I**

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

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who owns a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

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

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address



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**Part III - DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a respondent has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #’s

**Please list** the names and addresses of each stockholder, partner, or member owning a 10 percent or greater interest in any corresponding corporation, partnership, and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the respondent/proposer; that the Hunterdon County ESC is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Hunterdon County ESC to notify the Hunterdon County ESC 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, permitting the Hunterdon County ESC to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
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Signature:		Date:	
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**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. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities is 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 the 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.

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*\*This Form Must Accompany Proposal\**

*Exhibit E*

<b>STANDARD PROPOSAL DOCUMENT REFERENCE</b>						
<b>Name of Form</b>	<b>COMBINED CERTIFICATION: PROHIBITED ACTIVITIES IN RUSSIA AND BELARUS &amp; INVESTMENT ACTIVITIES IN IRAN</b>					
<b>Statutory Reference</b>	P.L. 2022, c. 3 N.J.S.A. 52:32-55 et seq. N.J.S.A. 40A:11-2.1 N.J.S.A. 18A:18A-49.4					
<b>Applicability</b>		<b>Y/N</b>		<b>Mandatory</b>	<b>Optional</b>	<b>N/A</b>
	<b>LPCL</b>	<b>Y</b>	Goods and Services	<b>X</b>		
	<b>PSCL</b>	<b>Y</b>	Construction			<b>X</b>
<b>Instructions Reference</b>						
<b>Description</b>	<p>P.L. 2022, c. 3 prohibits the award, renewal, amendment, or extension of State and local public contracts for goods or services with persons or entities engaging in prohibited activities in Russia or Belarus. P.L. 2012, c.25 prohibits the award or renewal of State and local public contracts for goods and services with persons or entities engaged in certain investment activities in the energy or finance sectors of Iran.</p> <p>Before a goods and services contract can be entered into, vendors and contractors must certify that neither they nor any parent entity, subsidiary, or affiliate is listed on the New Jersey Department of the Treasury’s list of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 (“<a href="#">Russia-Belarus list</a>”) or in Iran pursuant to P.L. 2012, c. 25 (“<a href="#">Chapter 25 list</a>”).</p>					

The Certification form requires the insertion of contracting unit identification information which should be filled in (in italics on the form) prior to its use.

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**Prohibited Russia-Belarus Activities & Iran Investment Activities**

**Person or  
Entity**

**Part 1: Certification**

COMPLETE PART 1 BY CHECKING **ONE OF THE THREE BOXES BELOW**

Pursuant to law, any person or entity that is a successful proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>  
[www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf)

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

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.

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<b>CONTRACT AWARDS AND RENEWALS</b>	
<input type="checkbox"/>	<p><i>I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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. (Skip Part 2 and sign and complete the Certification below.)</i></p>
<b>CONTRACT AMENDMENTS AND EXTENSIONS</b>	
<input type="checkbox"/>	<p><i>I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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. (Skip Part 2 and sign and complete the Certification below.)</i></p>
<b>IF UNABLE TO CERTIFY</b>	
<input type="checkbox"/>	<p><i>I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. <u>Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.</u></i></p>
<b>Part 2: Additional Information</b>	

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PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if 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 hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the <Name of Contracting Unit> to notify the <Name of 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. 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 <Name of Contracting Unit> at its option may declare any contract(s) resulting from this certification void and unenforceable.*

<b>Full Name (Print)</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	

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