

WILLINGBORO TOWNSHIP

RFP # 2-2023R

**REQUEST FOR PROPOSAL FOR
COMMUNITY DEVELOPMENT MANAGER FOR ONE (1) YEAR WITH THE
OPTIONS TO EXTEND FOR TWO ADDITIONAL YEARS**

SUBMISSION DEADLINE

September 13, 2023 at (10:00) A.M

ADDRESS ALL PROPOSALS TO:

PURCHASING DEPARTMENT

1 Rev. Dr. Martin Luther King Jr. Drive
Willingboro, NJ 08046

Attn:

Mr. George Brown

Qualified Purchasing Agent

RFP # 2-2023R

PUBLIC NOTICE

Notice is hereby given that on September 13, 2023 at (10:00) A.M (Prevailing time), sealed proposals will be opened and read in The Willingboro Township Municipal Building, (Clerk Conference room) 1 Rev. Dr. Martin Luther King Jr. Drive, Willingboro, NJ 08046, at which time and place the sealed proposals will be opened publicly and read for the following. **RFP # 2-2023R** RFP Name: **Community Development Manager for Township activities and initiatives**

Proposals shall be delivered in sealed envelopes and addressed to the Township of Willingboro, Purchasing Dept., 1 Rev. Dr. Martin Luther King Jr. Drive, Willingboro, NJ 08046.

Express and overnight mail shall be delivered to the Purchasing Dept, 1 Rev. Dr. Martin Luther King Jr. Drive, Willingboro, NJ 08046, no later than the time of RFP opening.

NOTE: It is the contractor's responsibility to ensure that the proposal package is delivered by the proposal opening date and time. Any proposal document received after the deadline established by the Purchasing Dept. will not be accepted, regardless of the method of delivery.

Submission of Proposals: All proposals must be submitted on the proposal forms approved and provided within the RFP packet according to the RFP specifications to be considered. Contractors are to provide one (1) clearly sealed envelope containing 3 copies of the RFP proposal; (1) clearly marked ORIGINAL, one (1) marked COPY, and one electronic copy on a USB drive. Please have each item on the checklist color tabbed and numbered in your RFP packet for a more time-efficient packet review.

If indicated, proposals must be accompanied by a certified check, cashier's check, or RFP bond in the amount of ten per centum (10%) of the total amount of the RFP, but not in excess of twenty thousand (\$20,000) dollars and made payable to the Township of Willingboro. (NJSA 40A:11-4.3(a))

Proposal documents may be obtained only from the Township website [RFP/RFQ/Proposals| Willingboro Township, NJ \(willingboronj.gov\)](https://www.willingboronj.gov/RFP/RFQ/Proposals/) and the Clerk's Office: Ms. Brenda Bligen., Acting Township Clerk, bbligen@willingboronj.gov, 609-877-2200 ext.: 1028

The Township of Willingboro does not release the project estimates or contractors' lists.

Contractors are required to comply with the requirements of N.J.S.A.10:5-31 et seq. and N.J.A.C. 17:27.

Schedule: Release Specifications: August 11, 2023 Pre-RFP Meeting: (N/A)

Deadline for All Questions: August 28, 2023 at (5:00) P.M.

Addenda if Issued: (September 4, 2023) at (5:00) P.M.

RFP Opening: (September 13, 2023) at (10:00) A.M

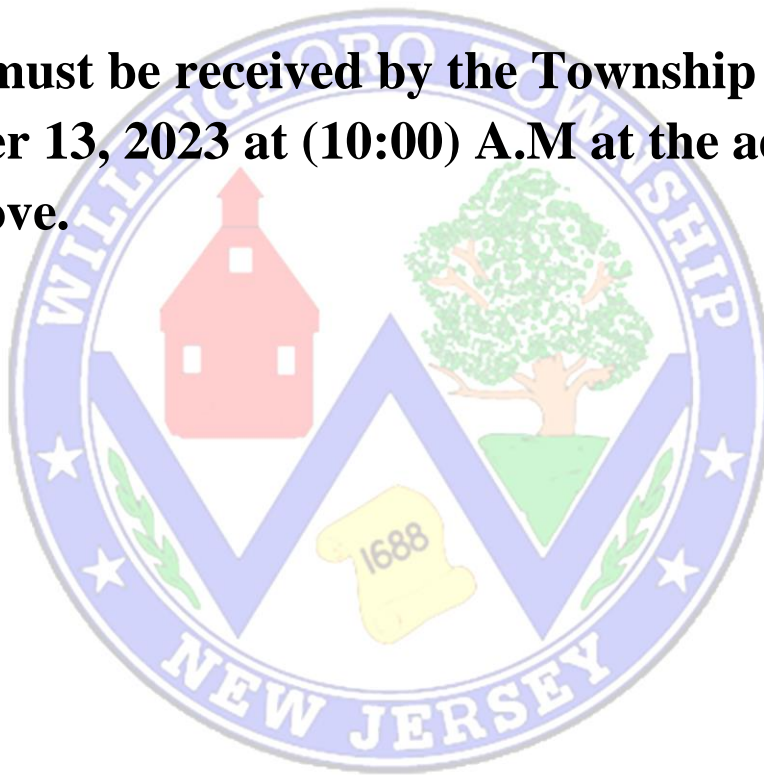
General Inquiries to Mr. George M. Brown Jr., QPA Voice: 609-877-2200 ext.: 1061 Email: gmbrown@willingboronj.gov

This RFP has been advertised in accordance with the “Fair and Open Basis” and nothing further shall be required under the Pay-to-Play Legislation (N.J.S.A. 19:44A-20.7).

Proposals must contain the following minimum requirements and the same must be included at the time of submission:

1. List names and roles of individuals proposed to perform the task(s) along with a description of experiences with projects similar in nature. In the case of retail suppliers, the sales representative and management person must be identified.
2. Description of ability to provide services in a timely fashion; including staffing, familiarity, and location/business address.
3. Cost details including hourly rates of each individual proposed to perform the service(s) or a total cost (“not to exceed”), plus any other charges. In the case of retail purchases, the proposal must contain the amount of discount by percentage(s).

All proposals must be received by the Township Clerk no later than September 13, 2023 at (10:00) A.M at the address referenced above.



ALL PROPOSALS SHALL INCLUDE, AT A MINIMUM, THE FOLLOWING INFORMATION and/or DOCUMENTATION

1. Retail providers must identify the name and address of sales representative(s) and manager(s); and
2. Proposal must contain a specific amount of discount (%), over retail value. Discount(s) are to be stated in percentages (i.e., retail minus % discount); and
3. Contracts will be awarded based on the ability to provide products promptly, qualifications, experience, and cost of goods and services. The cost of goods and services will be a consideration, however, the ability to provide products and qualifications to perform and/or supply the required goods and services will carry substantial weight in the decision-making process; and
4. Service/product providers will be required to supply, at the time of contract execution, Affirmative Action information/documentation; and
5. All providers of goods and services will be required to supply a copy of the New Jersey Business Registration Certificate; and
6. Provide rate quotes/pricing for the following:

COMMUNITY DEVELOPMENT MANAGER

The specifications herein describe the minimum acceptable features and performance requirements for Community Development Manager for the Township. Vendors must thoroughly read and understand these specifications before proposal submission. All proposals must be submitted on the (The Township of Willingboro) form provided. Vendors shall complete the specification column with a check or circle mark to indicate if the item being proposed by the Vendor is exactly as specified. If an item is left blank, The Township of Willingboro will assume the Vendor cannot meet the specifications and may cause rejection of the proposal. By checking or circling any of the "NO" spaces, the Vendor states that the item being proposed does not conform to that specification. All variations and/or exceptions must be documented, referencing applicable paragraph(s), and explained in detail on a separate page titled "Exceptions". If The Township of Willingboro determines by any means that exceptions exist which were not identified on the list, then that proposal will be disqualified as being non-responsive. If no exceptions are taken, it will be assumed that the proposal meets all specifications.

If awarded, the successful vendor must fulfill the duties of the Community Development Manager that are proposed with this RFP. Failure to fulfill the responsibilities of the Community Development Manager specified will result in a default by said vendor.

These specifications are meant to be complete and informative. They are not assumed to be exhaustive. If a vendor has questions about the specifications, the questions should be addressed to the Township Manager, in advance, of the proposal submittal. Responses posted to the website will be made available to all vendors. Unless noted, explained, and approved prior to the proposed submittal deadline; the specified duties are to be performed exactly as described.

SPECIFICATIONS FOR COMMUNITY DEVELOPMENT MANAGER

CONFIDENTIAL INFORMATION:

Each vendor must supply all documents along with their proposal in a sealed envelope. All documentation will be held in strict confidence and considered Confidential Material prior to the award.

SUMMARY OF WORK:

The Township of Willingboro is soliciting proposals from qualified vendors to provide Community Development Manager services to the Township and any of its authorized Community Stakeholders. The required services and performance requirements are described in the specifications below. Responses must conform to the requirements of this RFP. The Township reserves the right to waive any irregularity in any proposal or to reject any proposal, which does not comply with this RFP. The selection of the proposal will be made solely by the Township on criteria determined by the Township.

The successful vendor will be required to enter into an agreement, which will include the requirements of this RFP as well as other requirements. The initial term of the agreement will not exceed two (2) years with the option to extend for no more than one (1) two-year extension or two (2) one (1) year extensions. This contract shall be for a period commencing (1-year after the date of execution), both dates inclusive.

The Township expects but does not guarantee that the decision on the selection of a vendor will be stated in the Proposal Schedule. The Township assumes no obligation for any costs incurred by any vendor in preparing the response to this RFP, attending an interview, or any other activity prior to the award of the contract to the selected vendor. These specifications intend to outline the requirements of providing a qualified Community Development Manager for the Township of Willingboro.

COMMUNITY DEVELOPMENT GOALS & POSITION DESCRIPTION:

Community Development Manager seeks, finds, makes recommendations for, and manages community and economic development activities and initiatives for Willingboro Township.

Ensures Willingboro Township's visibility is established consistently throughout the community.

Cultivates long-term relationships and strengthens existing relationships with community organizations, the Willingboro Municipal Utilities Authority (WMUA), Willingboro Board of Education (WBOE), local businesses, houses of worship, and other constituencies in Willingboro Township to identify and create community development opportunities.

Explores and evaluates the current and future needs of the Willingboro community; develops proposed goals; drafts a corresponding written plan to respond to the identified needs.

Proactively researches and monitors existing public programs at the local, county, state and national level that support community development initiatives and makes recommendations to the Willingboro Township Manager and Township Council as appropriate on ways to leverage the programs in Willingboro.

Recommends policy changes and/or enhancements to reduce barriers to reaching community development goals while maintaining the best interest and betterment of Willingboro Township while ensuring compliance with federal, state, and local legislation and regulations.

Provides data-driven recommendations and presentations to the Willingboro Township Manager and Township Council as appropriate.

Supports efforts to obtain funding by assisting in the preparation of project proposals to local, state, and federal governments and other public entities.

Finds funding opportunities and writes polished proposals to earn grant money. Research deadlines, draft grant requests and submit required grant reports for approval.

Regularly interfaces with the Township Manager and Administrative Departments to meet job expectations.

Must possess excellent interpersonal skills to create and maintain productive working relationships with Staff, Township officials, consultants, contractors, customers, and the public.

EVALUATION OF RFPS:

All proposals shall be evaluated, if necessary, conducted by the Township for the determination of the award of the contract in the best interest of the Township and this determination shall be final. The proposal page shall be filled out in full to provide hourly rates for the duties listed.

CANCELLATION:

The Township may at any time during the contract period terminate the contract with respect to the service of Community Development Managers by giving thirty (30) days' notice in writing to the other party of its intentions to do so for noncompliance with the terms and conditions of this agreement.

PROJECT CONTACT – SITE INSPECTIONS AND QUESTIONS

Township of Willingboro
1 Rev. Dr. Martin Luther King Jr. Drive
Willingboro Township, NJ 08046
Attention: Dwayne M. Harris, Township Manager
Phone: 609-877-2200 | Ext. 1035
Email: dharris@willingboronj.gov

It is recommended that all prospective vendors familiarize themselves with the Township's organizational and community structure to understand conditions relating thereto so that they may fully understand the applicable operations related to the execution of work under contract. Failure to exercise due diligence and acquaint themselves with the organization and the existing community shall not relieve any vendor from any obligation concerning their proposal or compliance with this specification.

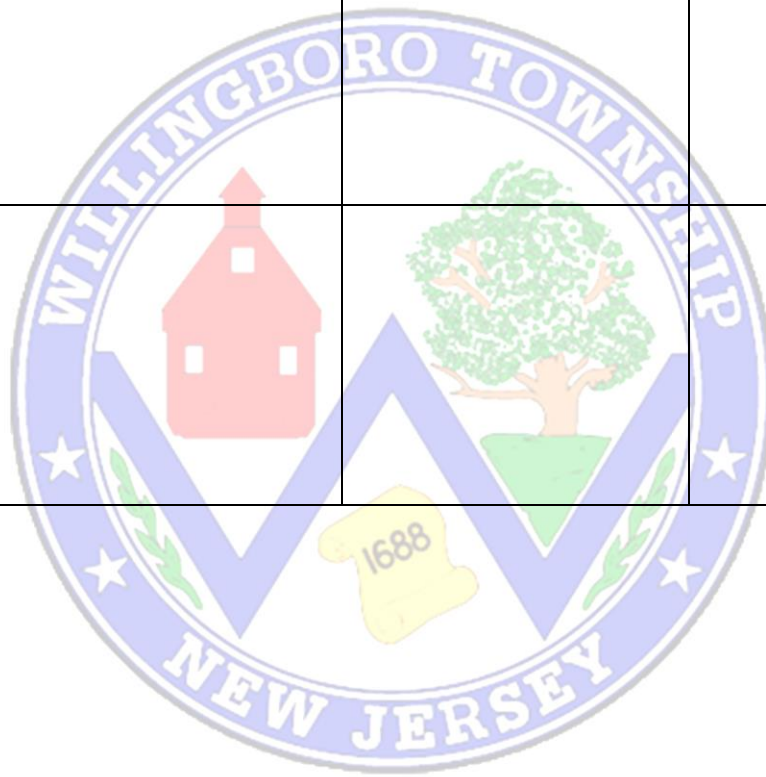
WORK SEQUENCE:

Within ten (10) days from the date of the Notice of Award, the Vendor shall submit a schedule to the Project Contact for approval and shall indicate the order in which the work is to be performed. The sequence and interdependence of all major activities must be shown.

The schedule shall be drawn to a calendar time scale. The commencement and completion dates for each activity shall be shown, as well as the duration in calendar days, for each activity. The schedule shall show all activities as it relates to the Community Development Managers being put into operation. Community Development Manager shall be in place by (TBA).

References

Name	Address	Phone	Number of Years Served



RFP PROPOSAL FORM

(Contract Title and RFP Number, if applicable)

(Description of goods/services being RFP)

The undersigned, being authorized, proposes to furnish, and deliver the above goods/services pursuant to the RFP specification and made a part hereof:

Amount in words

\$ _____

Amount in numbers

Company Name

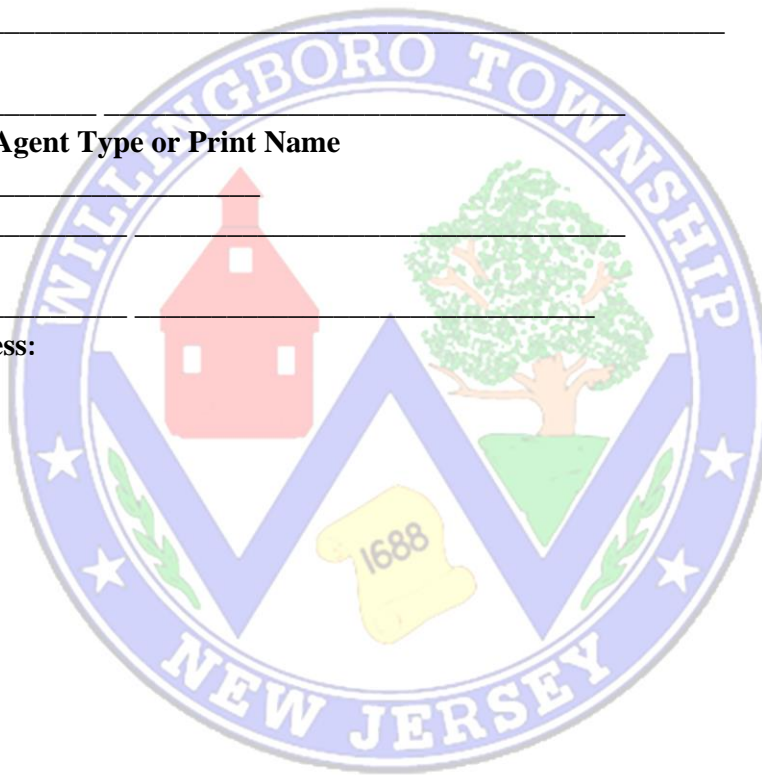
Address

Signature of Authorized Agent Type or Print Name

Title: _____

Telephone Number Date

Fax Number Email address:



PROPOSAL CHECKLIST

THE PROPOSER WILL PROVIDE THE FOLLOWING CHECKLIST WHICH SHALL BE PROPERLY COMPLETED WITH THE PROPOSAL AND SUBMITTED TO THE TOWNSHIP AS PART OF THE PROPOSAL.

	Initials
REVIEWED ALL RFP DOCUMENTS, LAWS, REGULATIONS, AND POLICIES THAT COULD AFFECT COST, PROGRESS, AND/OR PERFORMANCE	
FULLY COMPLETED EACH PROPOSAL SECTION AND ADHERED TO THE PROPOSAL FORMAT PROVIDED WITHIN THIS RFP	
FULLY COMPLETED ALL "PROJECT QUALIFICATION CRITERIA" REQUIRED TO RESPOND TO THIS RFP (LISTED BELOW):	
<i>Certificate of Insurance</i>	
<i>State of New Jersey Business Registration Certificate</i>	
<i>State of New Jersey Department of Treasury Notice of Classifications (if required)</i>	
• <i>Non-Collusion Affidavit</i>	
• <i>Ownership Disclosure Certification</i>	
• <i>Certificate of Equal Opportunity</i>	
• <i>Affirmative Action Questionnaire</i>	
• <i>Affidavit Regarding List of Debarred, Suspended, or Disqualified Contractors</i>	
• <i>Proposer Certification of Qualification and Credentials</i>	
• <i>Proposer Signature Form</i>	
• <i>Political Contribution Disclosure Form (if required)</i>	
• <i>Disclosure of Investment Activities in Iran</i>	

NOTE: FAILURE TO COMPLY WITH THE PRESCRIBED RFP PROCEDURES, INCLUDING COMPLETION AND SUBMITTAL OF ALL THE ABOVE DOCUMENTS IN THE FORM PROVIDED, WILL RESULT IN A REJECTION OF YOUR PROPOSAL.

By placing my initials in the boxes provided above, I acknowledge that I have read, fully understand, and fulfilled all the requirements and obligations outlined in each of the referenced documents.

PROPOSER (SIGNATURE): _____

DATED: _____

PROPOSER (PRINT NAME): _____

EXHIBIT 1

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

Goods, Professional Services, and General Service Contracts (Mandatory Affirmative Action Language)

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

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable Township 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, and labor unions, that it does not discriminate based on age, creed, color, national origin, ancestry, marital

status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

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

The contractor shall submit to the public agency, after notification of award but before 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

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

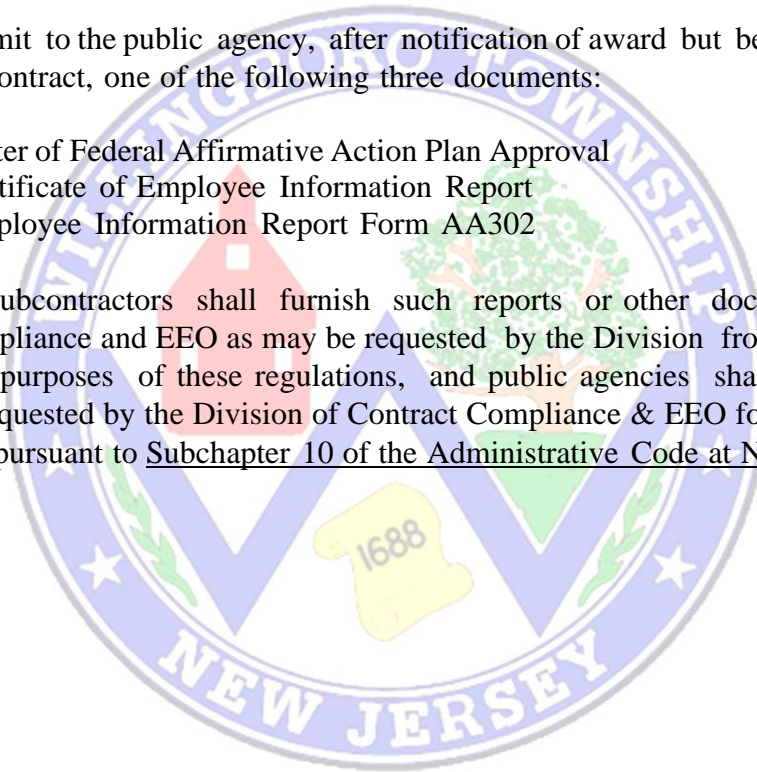


EXHIBIT A:

NON-COLLUSION AFFIDAVIT

TO: Township of Willingboro

DATE: _____

FROM: _____

TELEPHONE: _____ E-MAIL: _____ FACSIMILE: _____

In signing this proposal, we certify that we have not, either directly or indirectly, entered into any agreement or otherwise colluded in any manner with any other person, or otherwise taken any action that would restrain or impede open and free competition and competitive bidding for this Project; that no attempt has been made to induce any other person or Firm to submit, or not to submit, a proposal; that this proposal has been independently arrived at without Agreement or collusion with any other Proposer, competitor, potential competitor or another person; and that this proposal has not been knowingly disclosed before the opening of proposals to any other Proposer, competitor or person not affiliated with Proposer.

We further certify that no requirement or commitment, direct or indirect, was made to any person, or elected official and that no undisclosed benefit of any kind was promised to anyone connected with this Project.

We further certify that no person or selling agent has been employed or retained to solicit or secure the contract that is the subject of this RFP upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee.

We certify that the foregoing statements are true and accurate under penalty of perjury.

The undersigned, by submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the Township in this Request for Proposal and declares that the attached proposal and pricing conform therewith.

SIGNATURE: _____ DATE: _____

TYPE OR PRINT NAME: _____ TITLE: _____

FEIN or TAX ID NUMBER: _____

ADDENDA ACKNOWLEDGED: _____

DATE: _____



OWNERSHIP DISCLOSURE FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND
PROPERTY 33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW
JERSEY 08625-0230

VENDOR NAME: _____

PURSUANT TO N.J.S.A. 52:25-24.2, ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO PROVIDE A STATEMENT OF OWNERSHIP.

Please answer all questions and complete the information requested.

- | | | |
|--|--------------------------|--------------------------|
| | YES | NO |
| 1. The vendor is a Non-Profit Entity ; and therefore, no disclosure is necessary. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The vendor is a Sole Proprietor ; and therefore, no other disclosure is necessary.
A Sole Proprietor is a person who owns an unincorporated business by himself or herself.
A limited liability company with a single member is not a Sole Proprietor. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The vendor is a corporation, partnership, or limited liability company with individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest; therefore, disclosure is necessary. | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered **YES** to Question 3, you must disclose the information requested in the space below: *

- (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class;
- (b) all individual partners in the partnership who own a 10% or greater interest therein; or,
- (c) all members in the limited liability company who own a 10% or greater interest therein.

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

- | | | |
|---|--------------------------|--------------------------|
| | YES | NO |
| 4. For each of the corporations, partnerships, or limited liability companies identified in response to Question #3 above, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed business entities? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered **YES** to Question 4, you must disclose the information requested in the space below: *

- (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class;
- (b) all individual partners in the partnership who own a 10% or greater interest therein; or,
- (c) all members in the limited liability company who own a 10% or greater interest therein. The disclosure(s) shall be continued until the names and addresses of every non-corporate stockholder, individual partner, and/or member with a 10% or greater interest have been identified.

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

NAME _____
ADDRESS _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

5. As an alternative to completing this form, a Vendor 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 a 10% or greater beneficial interest. *

* Attach additional sheets if necessary

EXHIBIT C:

CERTIFICATE OF EQUAL OPPORTUNITY

INSTRUCTIONS

This Certification is required pursuant to Executive Order 11246, Part II, 203(B), (30 CFR 12319-25). Each Proposer is required to state in its proposal whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable filing requirements.

PROPOSER'S CERTIFICATE

Proposer's Name: _____

Address: _____

1. Proposer has participated in a previous contract or subcontract subject to the equal opportunity clause. Yes _____ No _____

2. Compliance reports were required to be filed in connection with such contract or subcontract. Yes _____ No _____

If yes, state what reports were filed and with what agency.

3. Proposer has filed all compliance reports due under applicable instructions. Yes _____ No _____

3. If the answer to Item 3 is "No", please explain in detail on the reverse side of this certification.

Certification: The information above is true and complete to the best of my knowledge and belief. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment. (17 U.S. Code, Section 1001.)

(Name and Title of Signer - Please Type)

Date: _____

(Signature)

EXHIBIT D:

AFFIRMATIVE ACTION QUESTIONNAIRE

The following question shall be answered by all Proposers.

Do you have a Federal Letter of Affirmative Action Plan Approval from the US Department of Labor's Office of Federal Contract Compliance Programs (OFCCP)?

YES _____ NO _____

If yes, please submit a true and complete copy of such approval. This letter cannot be more than one year old from the date of issuance.

If no, the Proposer may still submit a Proposal for the Project if the question is answered.

PROPOSER (Signature)

PROPOSER (Print Name)

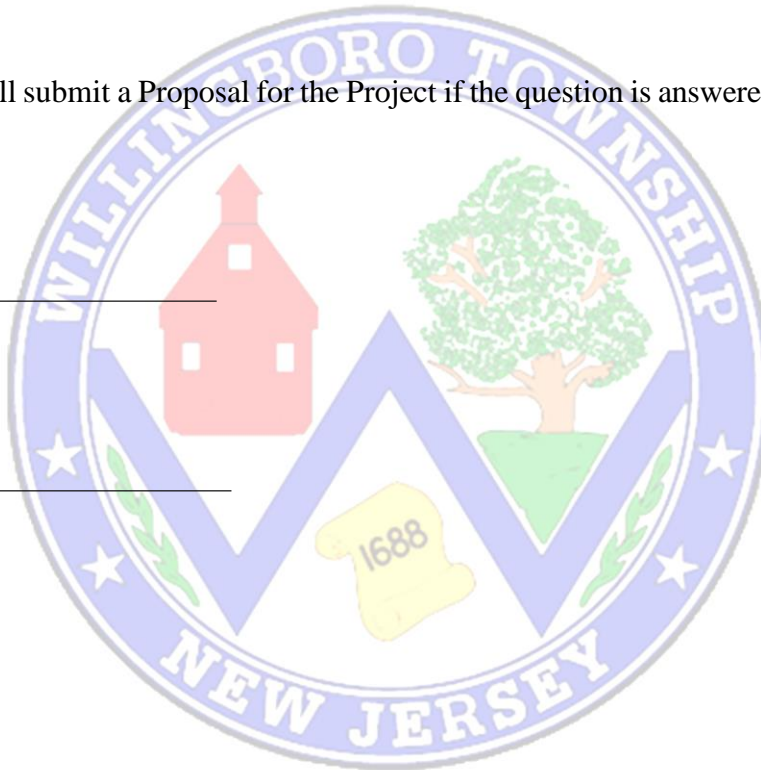


EXHIBIT E:

AFFIDAVIT REGARDING LIST OF DEBARRED, SUSPENDED OR DISQUALIFIED CONTRACTORS

STATE OF NEW JERSEY

COUNTY OF _____

_____, of full age, being duly sworn according to law, on my oath, deposes and says:

I am _____ of the Firm of, _____ the Proposer submitting the Proposal for this Project. I affirm that I executed the said proposal on behalf of the Proposer with full authority to do so; that the Proposer is not at the time of the making of this RFP included on any List of Debarred, Suspended, or Disqualified Contractors, as maintained by the Treasurer of the State of New Jersey, or any other State or the Federal Government.

Name of Proposer:

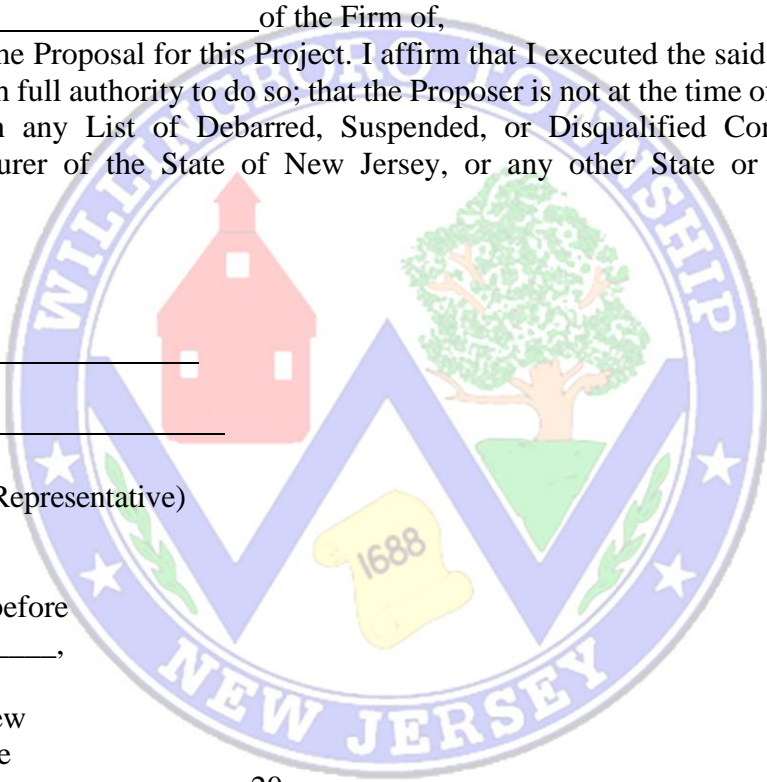
By: _____

(Signature of Authorized Representative)

Subscribed and sworn to before me this ___ day of _____, 20__.

(Seal) Notary Public of New Jersey/ Specify Other State

My Commission Expires _____ 20__.



THIS FORM SHALL BE COMPLETED, SIGNED, AND NOTARIZED

EXHIBIT F:

PROPOSER CERTIFICATION OF QUALIFICATIONS AND CREDENTIALS

STATE OF NEW JERSEY

COUNTY OF _____

_____, of full age, being duly sworn according to law, on my oath, deposes and says:

I am _____ of the Firm of the Proposer submitting the proposal for this Project and have been duly authorized by Proposer to execute this Certification on Proposer's behalf. I hereby certify that the Proposer possesses the qualifications and credentials to fully and completely perform all proposed contractual obligations and commitments outlined in the Request for Proposal.

Name of Proposer

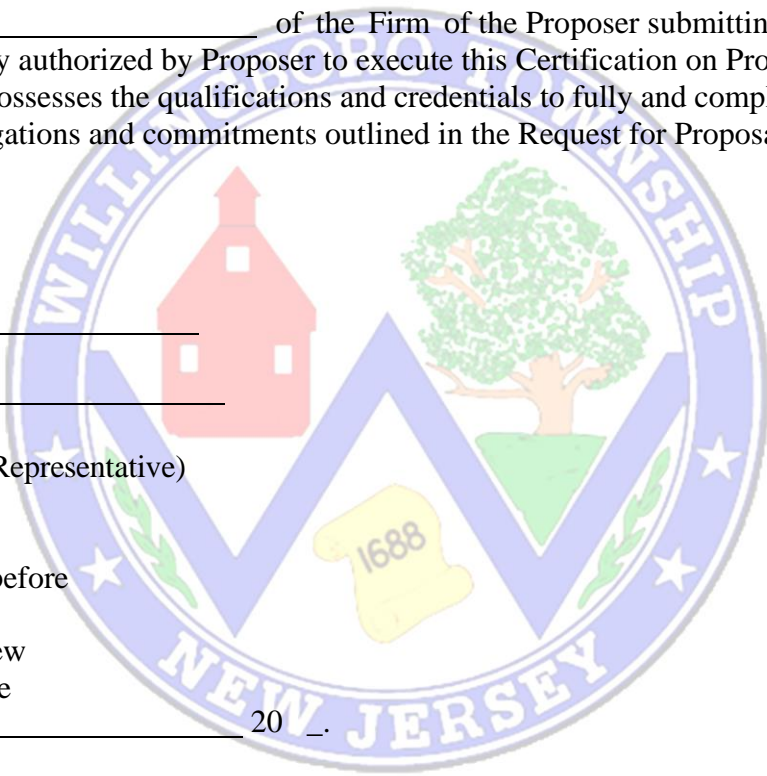
By: _____

(Signature of Authorized Representative)

Subscribed and sworn to before
me this ___ day of, 20.

(Seal) Notary Public of New
Jersey/ Specify Other State

My Commission Expires _____ 20 _.



THIS FORM SHALL BE COMPLETED, SIGNED, AND NOTARIZED

EXHIBIT G:

PROPOSER SIGNATURE FORM

The undersigned duly authorized representative of Proposer, having examined the documents that are a part of this Request for Proposal, and having full knowledge of the conditions in which the products and services described herein will be performed, hereby represents that Proposer will fulfill all obligations set forth herein in accordance with the stated terms, conditions, specifications, and proposal criteria and that Proposer will furnish all required products and services and payments in strict conformity with these documents for the stated process as payment in full.

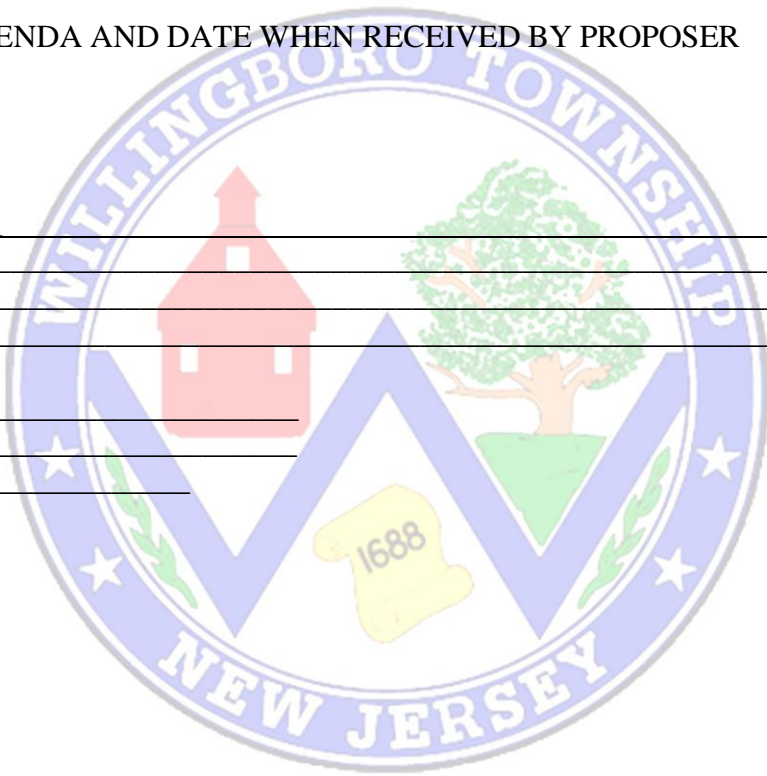
ADDENDA FORM:

The undersigned hereby acknowledges receipt of the following applicable addenda:

1. LIST OF ADDENDA AND DATE WHEN RECEIVED BY PROPOSER
2. OTHER

SUBMITTING FIRM:

Company Name _____
Authorized Signature _____
Company _____
Address _____
Printed Name _____
Title _____
Telephone _____



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 bidder or 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.

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.

CONTRACT AWARDS AND RENEWALS

<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>
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CONTRACT AMENDMENTS AND EXTENSIONS

<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>
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IF UNABLE TO CERTIFY

<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>
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Part 2: Additional Information

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.

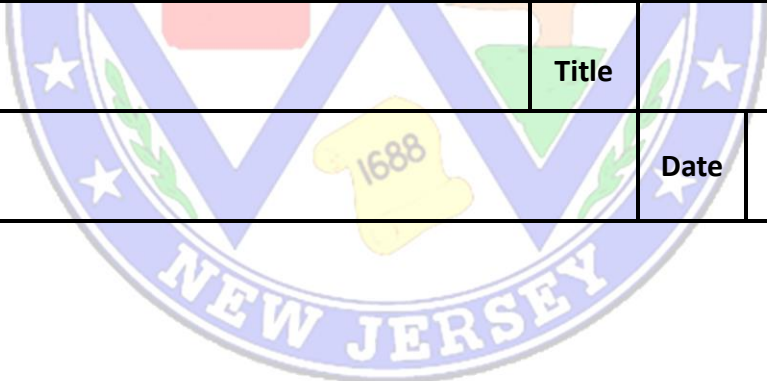
Part 3: Certification of True and Complete Information

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 Township of Willingboro 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 Township of Willingboro to notify the Township of Willingboro 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 Township of Willingboro and that the Township of Willingboro at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print)		Title	
Signature		Date	



DPP Rev. 12.13.2021

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Thank you for your submission
To the Township of Willingboro



Purchasing Department