



**MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION**

**(REVISED) REQUEST FOR PROPOSALS**

Sole change is to extend due date on pages 2 & 4 to coincide with cover page.

Release Date: April 4, 2018

**FOR**

**LEGAL SERVICES:  
SELECTED GENERAL COUNSEL SERVICES**

**SPECIAL EDUCATION, HIB & STUDENT MATTERS**

**EMPLOYMENT & PERSONNEL MATTERS**

**CONSTRUCTION & PURCHASING**

**EDUCATIONAL LAW MATTERS**

**CYBERSECURITY**

**PROPOSALS DUE: MONDAY, APRIL 30, 2018 at 10:00 a.m. EST**

Contact Individual

Susan Young  
School Business Administrator/Board Secretary  
Morris County Vocational School District  
400 East Main Street  
Denville, NJ 07834  
(973) 627-4600 X216  
youngs@mcvts.org

## **NOTICE FOR REQUEST FOR PROPOSALS**

Notice is hereby given that pursuant to the requirements of N.J.A.C. 6A:23A-5.2 (a)(5), the Morris County Vocational School District Board of Education (hereinafter referred to as the "Board") is requesting proposals (RFP) to obtain from interested and qualified firms a proposal to act as legal counsel to provide legal services as outlined in the RFP. Under Title 18A:18A-5(1) professional services are not required to be bid or advertised and the Board is not required to award on the basis of lowest price and will award based on criteria as outlined in this request for proposals.

A copy of the RFP may be obtained from the district website @ [www.mcvtss.org](http://www.mcvtss.org). Further information may be obtained by calling Ms. Susan F. Young, School Business Administrator/Board Secretary at 973-627-4600 ext. 216 or emailing her at [youngsmcvtss.org](mailto:youngsmcvtss.org).

All vendors submitting proposals must use and complete all forms and include all information required in the RFP. An original and two (2) copies of the Proposal must be submitted, in a sealed envelope with "RFP – Legal Services" marked on the front of the envelope.

Proposals must be submitted to the Morris County Vocational School District Board of Education no later than Monday ~~Friday~~, April 30~~20~~, 2018 at 10:00 a.m. EST. If sent by mail, it should be clearly marked as "Proposal for Legal Services". The proposals should be addressed to Ms. Susan F. Young, Morris County Vocational School District, 400 East Main Street, Denville, New Jersey 07834.

The Board reserves the right to reject any or all proposals and waive any informality in the process if it is in the best interests of the Board. No proposal may be deemed accepted until the adoption of a formal resolution by the Board.

## **Scope of Work**

The Attorney shall be required to perform all legal services for the Board on an as-needed basis. Attorneys may submit proposals to provide services in General Counsel, Special Education, Labor/Personnel or for all service areas listed in the RFP.

### **A. General Counsel Services to be provided:**

- Provide legal research and/or advisory opinions as needed.
- Be readily available for meetings upon request.
- Advise the Morris County Vocational School District Board of Education of changes in state and federal law and regulations, as well as court decisions, which will impact the district.
- Review and advise with matters including, but not limited to, construction, procurement and service contracts, bid specifications, bidding matters, preparation and execution of contracts and contract disputes solution.
- Provide advice and counsel on all matters related to regular students including discipline, attendance, adherence to rules and regulations, etc.
- Representation of the Board with respect to matters involving interface with the municipal governing body, including planning and adjustment boards, financial matters, jurisdictional matters, etc. and with state agencies such as the SDA, DOE, as needed.
- Provide assurance statements as required for financial audits, bonding matters and grant compliance.

### **B. Special Education Counsel Services to be provided:**

- Review special education issues upon request and provide guidance to the Board and Administration.
- Represent the district in mediation, upon request.
- Representation of the district at all stages of mediation, including administrative law, commissioner, State Board and court proceedings until due process filed by parent/guardian.
- Serve as the district's liaison to the legal representatives/advocates of parents.

### **C. Labor/Personnel Counsel Services to be provided:**

- Advise the Board in legal matters with respect to labor relations and personnel administration.
- Review grievances with the administration and assist in writing administrative responses to the same.
- Represent the Board in all arbitrations, administrative proceedings, court proceedings, etc. involving labor relations or personnel administration.
- Advise the Board on employment, employee discipline, seniority, tenure and other personnel administration matters.

Services to be included in **each** of the service areas:

- Legal counsel and advice to the Board and Administration.
- Timely advice and counsel on emergent matters. Counsel response is expected, at least verbally to be followed in writing, within a maximum of 24 hours upon inquiry made by the Board or Administration.
- Written legal opinions upon request.
- Initiate and/or defend lawsuits as necessary at the direction of the Board.
- Prepare all necessary legal documents.
- Attend any and/or all meetings for the Board, meetings with committees or third parties, upon request.
- Work cooperatively with legal counsel of insurance companies or consortiums with whom the Board may be affiliated.

- Represent the school district in all judicial and/or administrative proceedings within the specific service area in which the district or any of its Board members, administrators or agents may be a party or have an interest.
- Provide written, timely notification to the Board of changes in school law or state regulations, including court and administrative decisions that may impact the operation of the school district.
- Conduct in-service programs on specified legal issues for appropriate staff members, upon request.
- Fulfill other legal duties as are commonly accepted and assigned.

### **Qualifications**

The principals and associates of the firm who provide legal services must be properly licensed by the State of New Jersey to practice law in the State. The Attorney shall furnish the Board with a curriculum vitae/firm resume that evidences a minimum of ten (10) years of experience in the representation of boards of education. An interview of qualified candidates may be scheduled by the Board.

### **Proposal**

The Morris County Vocational School District Board of Education seeks from all participating respondents information that will assist the district in selecting the respondent who will provide the highest quality service at a fair and competitive price.

The Attorney shall submit all information required by the Request for Proposals as described below.

The Attorney must submit an original proposal and two (2) copies that include the following:

A. Transmittal Letter

A transmittal letter shall be submitted with the RFP that identifies the person submitting the proposal and includes a commitment to provide services required by the Morris County Vocational School District Board of Education.

The letter of transmittal is to be addressed and mailed to:

Ms. Susan F. Young  
Business Administrator/Board Secretary  
Morris County Vocational School District  
400 East Main Street  
Denville, NJ 07834

**All proposals are due on Monday ~~Friday~~, April 30~~20~~, 2018 at 10:00 EST.** Submittals received after the date specified will be returned unopened. All proposals shall remain firm for a period of sixty (60) days after the date specified for receipt of proposals.

B. Description of Services

Provide a description of all services to be rendered with a detailed explanation of how the services will be provided. By submitting a proposal, the Attorney acknowledges that he/she fully understands the scope of work, activity and service.

C. Qualifications; Relevant Experience

Evidence and documentation shall be submitted highlighting qualifications and experience that will assist the Board in the evaluation and selection process.

- D. Fee Proposal  
Provide hourly rate for partners, associates and paralegals. (See Form)
- E. The Morris County Vocational School District Board of Education reserves the right to contact references provided with the proposal.
- F. Any departures from this Request for Proposals must be noted. Any conditions or terms must be written and included with the RFP.
- G. Proposed Attorneys shall be licensed or authorized to practice law in the State of New Jersey.
- H. Include any additional information which you believe will be useful to the Morris County Vocational School District Board of Education in its selection process.

**References**

Provide a current list of the boards of education for which you provide legal services. Provide a minimum of three (3) references including the name of the district, the name and telephone number of a contact person, and the name of the partner that is assigned to that district.

**Indemnification**

The Professional shall indemnify and hold the Library harmless for any and all claims, injuries and damages, including the reimbursement of reasonable attorneys' fees and cost of litigation that may occur as a result of the provision of legal services to the District.

**Insurance**

The Professional agrees to obtain and maintain for the entire term of this Agreement the following insurance coverage:

Workers' Compensation – In compliance with the Workers' Compensation Law of the State of New Jersey.

Professional Liability – claims made basis in the annual aggregate \$2,000,000.00

Errors and Omissions – A minimum limit of liability of \$1,000,000.00 per incident.

Any other insurance as deemed necessary by the Board of Education.

Failure by the Professional to supply such shall result in default.

The insurance companies for the above coverage must be licensed by the State of New Jersey and acceptable to the Board. The Professional shall not take any action to cancel any of the insurance required under the agreement without the approval of the Board. The maintenance of insurance under this section shall not relieve the Professional of any liability greater than the insurance coverage.

All policies must incorporate a provision requiring the giving of notice to the Owner by certified mail, return receipt requested, at least thirty (30) days prior to the cancellation or non-renewal of any insurance policy required herein.

### **Selection Criteria**

The Board of Education will evaluate proposals using the following criteria:

1. Experience and reputation in the field.
2. Availability of staff to meet the legal services needs of the district.
3. Recommendations from current public school clients. (Form provided for contacts.)
4. Fee proposal. (Form provided.)
5. Interviews may be conducted with selected firms.
6. Other factors, if demonstrated, to be in the best interest of the Board.

### **Contract Period**

The term of contract for Title of Proposal shall be from May 9, 2018 through June 30, 2019 with two additional years at the Board's option.

### **Termination**


Either party may terminate the consultant agreement upon providing thirty (30) days written notice to the other party. Written notice shall be sent certified mail, return receipt requested.

## CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL

- New Jersey Business Registration Certificate
- Chapter 271 Political Contribution Disclosure Form
- Affirmative Action Questionnaire
- Stockholders Disclosure Statement
- Affidavit of Non-collusion
- Disclosure of Investment Activities in Iran
- Contact Information- Public School Client Reference List
- A list of all current New Jersey public school clients and length of service to each. Please identify the grade levels of each school district and an approximate student count. Please note special education experience.
- A list of all New Jersey public school clients that have terminated services in the past two years.
- Background information on the attorney(s) to be assigned to the Morris County Vocational School District Board of Education.
- Proposed fee structure. Please provide proposed fees for the initial twelve month period and one subsequent year.

# Sample Business Registration Certificates

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, N.J. 08646-0252
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#: 970-097-382/500	SEQUENCE NUMBER: 0107330	
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04	
EFFECTIVE DATE: 01/01/01	<i>John S. Tully</i> Acting Director	
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously 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:	
	20041014112823533



**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**

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

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** \_\_\_\_\_

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

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

### Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
- of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit

- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

\* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

**P.L. 2005, c.271**

(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint\*)

**AN ACT** authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

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

**40A:11-51** 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts therefrom to business entities that have made a contribution pursuant to P.L.1973, c.83 (C.19:44A-I et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L.2004, c.19 (C. 19:44A-20.2 et al.) and section 22 of P.L.1973, c.83 (C.19:44A-22).

b. The provisions of P.L.2004, c.19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L.2004, c.19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

**52:34-25** 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefor, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L.1973, c.83 (C.19:44A-I et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, an elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by

the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

**P.L. 2005, c.271**

**19:44A-20.13** 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L.1973, c.83 (C.19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

\* Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40A:11-51 and to N.J.S.A. 52:34-25.

**List of Agencies with Elected Officials Required for Political Contribution Disclosure  
N.J.S.A. 52:34-25**

**County Name: Morris**

State: Governor, and Legislative Leadership Committees

Legislative District #: 16, 21, 24, 25 & 26

State Senator and two members of the General Assembly per district.

**County:**

Freeholders, County Clerk, Sheriff Surrogate

**Municipalities (Mayor and members of governing body, regardless of title):**

Boonton Town	Jefferson Township	Mount Olive Township
Boonton Township	Kinnelon Borough	Mountain Lakes Borough
Butler Borough	Lincoln Park Borough	Netcong Borough
Chatham Borough	Long Hill Township	Parsippany-Troy Hills Township
Chatham Township	Madison Borough	Pequannock Township
Chester Borough	Mendham Borough	Randolph Township
Chester Township	Mendham Township	Riverdale Borough
Denville Township	Mine Hill Township	Rockaway Borough
Dover Town	Montville Township	Rockaway Township
East Hanover Township	Morris Plains Borough	Roxbury Township
Florham Park Borough	Morris Township	Victory Gardens Borough
Hanover Township	Morristown Town	Washington Township
Harding Township	Mount Arlington Borough	Wharton Borough

**Boards of Education (Members of the Board):**

Boonton Town	Lincoln Park Borough	Netcong Borough
Boonton Township	Long Hill Township	Parsippany-Troy Hills Township
Butler Borough	Madison Borough	Pequannock Township
Chester Township	Mendham Borough	Randolph Township
Denville Township	Mendham Township	Riverdale Borough
Dover Town	Mine Hill Township	Rockaway Borough
East Hanover Township	Montville Township	Rockaway Township
Florham Park Borough	Morris	Roxbury Township
Hanover Park Regional	Morris Hills Regional	Sch Dist Of The Chathams
Hanover Township	Morris Plains Borough	Victory Gardens
Harding Township	Mount Arlington Borough	Washington Township
Jefferson Township	Mount Olive Township	West Morris Regional
Kinnelon Borough	Mountain Lakes Borough	Wharton Borough

Fire Districts (Board of Fire Commissioners):

Hanover Township Fire District No. 2  
Hanover Township Fire District No. 3  
Montville Township Fire District No. 1  
Montville Township Fire District No. 2  
Montville Township Fire District No. 3  
Parsippany-Troy Hills Township Fire District No 1  
Parsippany-Troy Hills Township Fire District No 2

Parsippany-Troy Hills Township Fire District No 3  
Parsippany-Troy Hills Township Fire District No 4  
Parsippany-Troy Hills Township Fire District No 5  
Parsippany-Troy Hills Township Fire District No 6  
Parsippany-Troy Hills Township Fire District No. 7  
Parsippany-Troy Hills Township Fire District No. 8

## EXHIBIT A

### 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 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 opportunity shall include, but not limited to the following: employment, up grading, 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 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 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, 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.

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:**

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website: [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

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 Administrative Code at N.J.A.C. 17:27**.

**The failure to submit such appropriate evidence will result in rescission of the contract.**



**AFFIRMATIVE ACTION QUESTIONNAIRE AND CERTIFICATION  
FOR COMPLIANCE WITH AFFIRMATIVE ACTION REGULATIONS**

1. DO YOU HAVE FEDERAL APPROVAL? Yes \_\_\_ No \_\_\_\_\_  
This means a letter from a Federal Agency stating the company name and address as having submitted their Affirmative Action Plan and their plans being approved.  
If yes, please submit a Photostat copy.
  
2. DO YOU HAVE A STATE CERTIFICATE OF EMPLOYEE INFORMATION REPORT APPROVAL? Yes \_\_\_ No \_\_\_\_\_  
If yes, please submit a Photostat copy of this certificate.
  
3. IF YOU DO NOT HAVE EITHER OF THE ABOVE, PLEASE SUBMIT A COPY OF AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (AA302). This form can be electronically provided by the Division and distributed to the public agency through the Division's website: [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance) I certify that our Company has never before applied for a Certificate of Employee Information Report in accordance with the rules promulgated by the State Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and I agree to submit immediately a copy of the Employee Information Report (AA-302) to the Division of Public Contracts Equal Employment Opportunity Compliance, Department of Treasury, P.O. Box 209, Trenton, NJ 08625.

\_\_\_\_\_ being duly sworn, according to law, deposes and says that he is a duly authorized representative of the Contractor, \_\_\_\_\_. I hereby certify that I am aware of the equal employment opportunity and affirmative action in public contracting requirements set forth in N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. and that the Contractor is in compliance with the requirements therein. I hereby agree that the Contractor shall make good faith efforts to provide equal employment opportunity for minorities and women. I am aware that the failure to make good faith efforts to provide equal employment opportunity for minorities and women may result in fines/penalties, suspension/debarment, a determination to lower the firm's aggregate rating or such other action as provided by law. I certify that the above information is correct to the best of my knowledge.

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_

DATE \_\_\_\_\_ TITLE \_\_\_\_\_

**STOCKHOLDER OR PARTNERSHIP DISCLOSURE STATEMENT**

STATE OF \_\_\_\_\_)                      SS:  
COUNTY OF \_\_\_\_\_)

In accordance with the request for proposals and the provisions of P.L. 1977, Chapter 33, Section 1 (N.J.S.A. 52:25-24.2), the undersigned being duly sworn according to law, deposes and says that the following is a list of the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock or of all individual partners in the partnership who own a 10% or greater interest therein.

If one or more such stockholder or partner is itself a corporation or partnership, all stockholders holding a 10% or more of the corporation's stock or all individual partners owing 10% or greater interest in that partnership is also listed.

I.

_____ Name of Corporation/ Partnership	_____ Address
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_____ Name of Corporation/ Partnership	_____ Address
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_____ Name of Stockholder/Partner	_____ Address
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_____ Name of Stockholder/Partner	_____ Address
--------------------------------------	------------------

_____ Name of Stockholder/Partner	_____ Address
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Use reverse side for additional stockholders/partners.

II.

_____ Name of Corporation Partnership who holds 10% or more interest in the bidding corporation/partnership	_____ Address
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_____ Name of Stockholder/Partner	_____ Address
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\_\_\_\_\_  
Name of Stockholder/Partner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Stockholder/Partner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Stockholder/Partner

\_\_\_\_\_  
Address

Use reverse side for additional stockholders/partners.

The absence of any names and addresses on the foregoing list signifies that there are no individual stockholders or partners who own 10% or more interest in the bidding corporation or partnership.

\_\_\_\_\_  
Name of Firm

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

\_\_\_\_\_  
Official Title

Sworn before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public of \_\_\_\_\_  
My Commission expires \_\_/\_\_/\_\_.

**AFFIDAVIT OF NONCOLLUSION**

STATE OF \_\_\_\_\_)

ss:

COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_, residing in the \_\_\_\_\_ of \_\_\_\_\_  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_, of full age, being  
duly sworn according to law on my oath depose and say:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_, the firm responding to the  
request for proposals. I executed the response to request for proposals with full authority to do so. The  
firm has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise  
taken any action in restraint of free, competitive contracting in connection with the above named request  
for proposals. All statements contained in the response to request for proposals and in this affidavit are  
true and correct, and made with the full knowledge that the \_\_\_\_\_ will rely upon  
the truth of the statements contained in the response to request for proposals and in this affidavit in  
awarding the contract.

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.

\_\_\_\_\_

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

\_\_\_\_\_  
Notary Public of \_\_\_\_\_  
My Commission expires \_\_\_/\_\_\_/20\_\_\_\_.

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number:

Bidder/Offeree:

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal 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 of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take 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

**PLEASE CHECK THE APPROPRIATE BOX:**

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates 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 bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.**

Name <input type="text"/>	Relationship to Bidder/Offeree <input type="text"/>
Description of Activities <input type="text"/>	
<input type="text"/>	
Duration of Engagement <input type="text"/>	Anticipated Cessation Date <input type="text"/>
Bidder/Offeree Contact Name <input type="text"/>	Contact Phone Number <input type="text"/>

**ADD AN ADDITIONAL ACTIVITIES ENTRY**

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 bidder; that the State of New Jersey 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 State to notify the State 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 State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):

Signature:

**Do Not Enter PIN as a Signature**

Title:

Date:

**CONTACT INFORMATION  
PUBLIC SCHOOL CLIENT REFERENCE LIST**

1. School District: \_\_\_\_\_

Grade Organization \_\_\_\_\_ Regional? Yes No

Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

2. School District: \_\_\_\_\_

Grade Organization \_\_\_\_\_ Regional? Yes No

Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

3. School District: \_\_\_\_\_

Grade Organization \_\_\_\_\_ Regional? Yes No

Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

4. School District: \_\_\_\_\_

Grade Organization \_\_\_\_\_ Regional? Yes No

Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

5. School District: \_\_\_\_\_

Grade Organization \_\_\_\_\_ Regional? Yes No

Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION  
REQUEST FOR PROPOSAL

LEGAL SERVICES- May 2018- April 2019

FEE STRUCTURE

Please provide the hourly rate for services in each of the following categories:

PARTNER RATE:

Selected General Counsel: \_\_\_\_\_

Special Education & Student Matters: \_\_\_\_\_

Labor & Employment: \_\_\_\_\_

Construction & Purchasing: \_\_\_\_\_

Education Law: \_\_\_\_\_

Cybersecurity: \_\_\_\_\_

Court Time: \_\_\_\_\_

Other (specify): \_\_\_\_\_

Please provide the hourly rate for the services of the following personnel:

Paralegals: \_\_\_\_\_

Associates: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Print Name

\_\_\_\_\_  
Signature

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

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION  
REQUEST FOR PROPOSAL

LEGAL SERVICES- May 2019- April 2020

FEE STRUCTURE

Please provide the hourly rate for services in each of the following categories:

PARTNER RATE:

Selected General Counsel: \_\_\_\_\_

Special Education & Student Matters: \_\_\_\_\_

Labor & Employment: \_\_\_\_\_

Construction & Purchasing: \_\_\_\_\_

Education Law: \_\_\_\_\_

Cybersecurity: \_\_\_\_\_

Court Time: \_\_\_\_\_

Other (specify): \_\_\_\_\_

Please provide the hourly rate for the services of the following personnel:

Paralegals: \_\_\_\_\_

Associates: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Print Name

\_\_\_\_\_  
Signature

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