

TRENTON PUBLIC SCHOOL DISTRICT

**REQUEST FOR PROPOSAL
SOLICITATION
#1112-35 (RE-BID)**

HEALTH INSURANCE BROKER/CONSULTANT SERVICES

**TO MANAGE THE DISTRICT'S
HEALTH BENEFITS PROGRAM**

Rev. Toby Sanders
Board President

Jayne S. Howard
Business Administrator

June 22, 2011
Approved by the Board

**Trenton Board of Education
TRENTON PUBLIC SCHOOLS
108 North Clinton Avenue
Trenton, NJ 08609-1014**

**Trenton Public Schools
108 North Clinton Avenue
Trenton, NJ 08609-1014**

REQUEST FOR PROPOSAL

I. INTRODUCTION

The Trenton School District is seeking proposals from interested firms to manage the District's Health Benefits Program to provide the school district the most cost effective comprehensive health benefits program available in a manner that is creative, flexible and responsive to the district's needs for the fiscal year beginning July 1, 2012.

II. DESCRIPTION OF THE TRENTON SCHOOL DISTRICT

The Trenton School District ("District") is the seventh largest urban school district in New Jersey. The district's 2011-12 pupil enrollments was approximately 13,440 and the average class size is 24. The District has twenty-two (22) schools, including eighteen (17) elementary schools, one (1) middle schools, three (3) high schools and one (1) alternative middle school. Students have been housed in twenty- two (22) buildings owned by the District and one (1) leased building. There are approximately 1,853 three (3) and four (4) year olds in pre-school providers in the City and approximately 185 four (4) year olds in District schools. Trenton students also attend five (6) charter schools. The District has 1,393 employees.

III. SCOPE OF WORK

The district is seeking a health benefits program that will improve employee recruitment, retention, productivity and loyalty. Interested firms will be responsible for managing the plan design and costs, the employee communication and training program and plan implementation.

IV. EVALUATION CRITERIA

- Company's background
- Location of service Center(s)
- Relationship with our existing carriers
- References from current and previous clients
- Listing of Board of Education clients
- Complete compensation requirements.

Evaluation of proposals will include, but will not be limited to, the following factors:

1. What is the history of your firm's experience in the insurance industry? 5%
2. How many employer groups with at least 500 insured employees do you have as clients? How many of these groups are public employer groups? How many of these groups are New Jersey school districts? Describe your experience with public employer groups, school districts and specifically with New Jersey school districts? Please provide us with at least three references for as many types of each of these groups as possible. 10%
3. Please list at least three former client groups that your firm no longer serves. If possible, include groups with at least 500 insured employees. 5%

4. Has your firm ever provided health insurance broker/consultant services to the Trenton Board of Education? If yes, what services and in what capacity and for how long? 5%
5. Provide a complete and comprehensive listing of the services that your firm would provide to the Trenton Board of Education. How would your firm enable the district to have the most cost effective comprehensive health benefits program available? What steps would you take to assist the district in improving its health insurance experience rating? 20%
6. Do you anticipate that your firm's services would enable the district to experience an immediate savings in regard to our health benefits programs costs without a reduction in employee benefits? If so, how would this occur? 10%
7. Describe your firm's strategies for managing the Trenton School District's health plan design and costs, the employee communication and training program and plan implementation. How would your firm go about providing regular training to district employees regarding the district's health benefits program? 5%
8. How many of your firm staff members would be assigned to service this account? Please provide us with a resume detailing each of the assigned individual's experience in managing this type of account. Please provide us with references for each assigned individual. 5%
9. Please provide a complete itemized listing of any and all fees that your firm would charge the district. 5%
10. What type of relationship, if any, does your firm have with the district's existing insurance carriers? 5%
11. What advantages can your firm offer the district that other firms cannot? 20%

V. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

All proposals must be delivered to the District's Purchasing Office not later than 10:00 a.m. on Tuesday, February 7, 2012. Proposals not properly and timely submitted will not be considered. All proposals must be signed by the person authorized to act on behalf of the firm or company if the consultant is other than an individual. Four (4) copies of the proposal should be delivered or mailed as follows:

*Georgette H. Bowman, RPPO
Coordinator of Purchasing
Trenton Board of Education
108 North Clinton Avenue
Trenton, New Jersey 08609*

RESPONSE TO REQUEST FOR PROPOSALS

The undersigned organization hereby submits its proposal and agrees to furnish services to the Trenton School District ("District") in accordance with their quest for proposals herein and the response thereto.

Organization has carefully reviewed the Request for Proposal and the attached Proposal in response thereto and understands that the District will not be responsible for any errors or omissions on the part of the organization.

Organization agrees that the District reserves the right to accept or reject any or all proposals and to waive any irregularity or informality in any proposal received.

The attached Proposal responds to the requirements and specifications set forth in the Request for Proposals. If the Proposal is not responsive in any respect, that fact has been specified and a statement has been provided as to why the Proposal is not responsive.

The attached Proposal shall be considered an irrevocable offer and shall be valid for a period not to exceed ninety (90) days from the date the proposals are required to be submitted.

Date: _____

Name of Organization _____

Name of Authorized Representative (Print) _____

Signature of Authorized Representative _____

Title of Authorized Representative _____

Organization's Address _____

Organization's Telephone & Fax Numbers _____

STOCKHOLDERS DISCLOSURE STATEMENT

Chapter 33 of the Public Laws of 1977, (N.J.S.A.52:25-24.2) provides in the pertinent part that no partnership or corporation shall be awarded any State, County, Municipal or School District Contract for the performance of any work or the furnishing of any materials or supplies unless prior to the receipt of the bid or accompanying the bid of said partnership or corporation, there is submitted a statement containing the following information:

1. If the bidder is a partnership, then the statement shall set forth the names and address of all partners who own a 10% or greater interest in the partnership.
2. If the bidder is a corporation, then the statement shall set forth the names and address of all stockholders, in the corporation who own 10% or more of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of the corporation.

BIDDER MUST COMPLETE ONE OF THE FOLLOWING STATEMENTS:

1. Stockholders or Partners owning 10% or more of the company submitting bid:

NAME

ADDRESS



Signature

Date

2. No Stockholder or Partner owns 10% or more of the company submitting bid:

Signature

Date

3. Bid is being submitted by an individual who operates as a sole Proprietorship:

Signature

Date

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL. FAILURE TO DO SO
COULD MAKE YOUR PROPOSAL BE DECLARED AS NON-RESPONSIVE.

(REVISED 4/10)

EXHIBIT A

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

GOODS, PROFESSIONAL SERVICE 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 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 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 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 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 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 its 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.

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 at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 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

**AFFIRMATIVE ACTION QUESTIONNAIRE
REQUIREMENTS
FOR PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS**

Bidders are required to comply with the requirements of Pt. 1975, C. 127 (NJ C 17: 27)

Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract. Whichever is sooner, the successful vendor must submit one of the following forms of evidence:

1. A Federal letter of Affirmative Action Plan Approval from the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP). This letter cannot be more than one year old from the date of issuance, or
2. A State of New Jersey Certificate of Employee Information Report. or
3. A completed Affirmative Action Employee Information Report (Form AA302).

Please note that the Affirmative Action Affidavit for vendors having less than fifty (50) employees is no longer acceptable.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the State Affirmative Action Office during normal business hours. The successful vendors(s) must submit the white and canary colored copies of the AA302 Report to the State Affirmative Action Office. The pink colored copy is submitted to the Purchasing Department. In addition, the vendor retains the gold colored copy.

All prospective bidders must answer the following questions:

1. Do you have a Federal Letter of Affirmative Action Plan Approval? This letter cannot be more than one year old from the date of issuance.

YES _____ NO _____

If yes, please submit a photostatic copy of such Approval. If no,

2. Do you have a State of New Jersey Certificate of Employee Information Report?

YES _____ NO _____

If yes, please submit a photostatic copy of such Approval. If no,

3. Vendors must complete an Affirmative Action Employee Information Report (AA302).

The successful vendor can obtain the Affirmative Action Employee Information Report (AA302) from the Trenton Board of Education, Purchasing Office, Central Services Building, 108 North Clinton Ave. Trenton, NJ 08609.
Attention: Georgette H. Bowman, RPPO/Coordinator of Purchasing

The undersigned vendor certified that he/she is aware of the commitment to comply with the requirements of P.L. 1975, C. 127 (N.J.A.C. 17:27), and agrees to furnish the required forms of evidence. The UNDERSIGNED VENDOR FURTHER UNDERSTANDS THAT HIS/HER BID MUST BE REJECTED AS NON RESPONSIVE IF SAID VENDOR FAILS TO COMPLY WITH THE REQUIREMENTS OF p.l. 1975, c. 127 (N.J.A.C.17: 27)

COMPANY _____
SIGNATURE _____
TITLE _____
DATE _____

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

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

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

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

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

“New Jersey Business Registration Requirements”

The contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor.

Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44(g) (3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L.2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.”

Failure to submit proof of registration is considered a mandatory rejection of proposal (a non-waivable defect).

See: Registering a Business with the New Jersey Department of the Treasury

Registering a Business with the New Jersey Department of the Treasury

Business organizations or individuals doing business in **New Jersey** are required to register with the Department of the Treasury, Division of Revenue. Registration is free and is a one-time action – there are no fees to register. However, you should update your contact and tax eligibility information as needed. Registration is required to conduct most business with any state, county, municipal, local board of education, charter school, county college, authority, or state college or university. The contracting agency may be required to have a copy of the “proof of registration certificate” submitted as part of a public bid or prior to issuing a purchase order.

To register: Businesses must complete **Form NJ-REG** and submit it to the Division of Revenue. The form can be filed form online or by mailing a paper form to the Division. Online filing is strongly encouraged.

- Register online at www.nj.gov/treasury/revenue/taxreg.htm. Click the “online” link and then select “Register for Tax and Employer Purposes.”
- Download the paper form and instructions at www.nj.gov/treasury/revenue/revprnt.htm.
- Call the Division at 609-292-1730 to have a form mailed to you.
- Write to the Division at: Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

Note: If you operate a corporation, limited partnership, limited liability company or limited liability partnership, before registering, you must obtain legal authority to operate in the State of New Jersey. Generally, this is accomplished by filing an original business certificate with the Division of Revenue, such as a Certificate of Incorporation or Formation. For more information on this subject, visit www.nj.gov/treasury/revenue/filecerts.htm, or call 609-292-9292.

Registering as an individual: There is a simplified registration process for individuals doing business with any New Jersey government agency. It can be downloaded from the web at www.nj.gov/treasury/revenue/pdforms/regapdf. To obtain a copy by mail, call 609-292-1730, or write to the Division at the Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

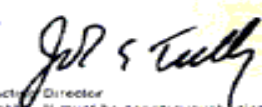
Questions about the registration process? Call 609-292-1730 or submit by e-mail at www.nj.gov/treasury/revenue/revcontact.html.


How do I receive the proof of registration certificate?

- New registrants. When completing Form NJ-REG, make sure you answer “Yes” to the contractor/sub-contractor question (Online - Item 17; Paper Form - Item 18). The Division of Revenue will mail the certificate to the mailing address you supply on your registration form.
- Previously Registered Businesses. Call 609-292-1730 and select option 3. The Division of Revenue’s service agents will take your order and mail you a certificate. Please allow 7 to 10 working days to receive your certificate. Alternately, you may visit the Division’s Client Registration Bureau in person and request a certificate. The address is 847 Roebling Avenue, Trenton, NJ 08611. Service desk hours are 8:30am to 4pm, weekdays, excluding holidays.

What information does the proof of registration contain? The certificate displays the following information: Business Name, Trade Name (If Applicable), Tax Payer ID (Usually the Employer Identification Number),

Business Address, Contractor Certification Number (State Issued), Certification Issuance Date, Effective Date (Business Start Date Entered on Form NJ-REG).

| STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS | | DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, NJ 08646-0252 |
|---|---|--|
| TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT | TRADE NAME: CLIENT REGISTRATION |  John S. Tully Acting Director |
| 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 | | |
| 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 |

TRENTON BOARD OF EDUCATION



Raymond Broach
Interim Superintendent

Jayne S. Howard
Business Administrator

Dear Sir/Madam:

On January 5, 2006, Governor Richard J. Codey signed into law P.L. 2005, c. 271. Chapter 271 has three sections: authority given to boards of education to adopt local pay-to-play policies; requires that business entities receiving “non-fair and open” contracts with a value exceeding \$17,500 submit a list of contributions made to elected officials; and, requires that businesses awarded contracts in excess of \$50,000 a year file an annual disclosure of contributions with the Election Law Enforcement Commission.

Pursuant to P.L. 2005, c. 271, the Trenton Board of Education will utilize the following procedures for making decisions regarding all public contracts:

- Fair and Open Process
 - Publicize bidding in newspaper (or on website) for ten (10) days
 - Publicly open bids and announce results
 - Distribute RFP with criteria for award
 - Review proposals and recommend award
 - Board of Education makes public award of bid
 - Use State contract vendors
- Non-Fair and Open Process
 - Choose contractor and obtain proposal of fees
 - Contractor submits Political Disclosure ten (10) days in advance of award date and Stockholder Disclosure Certification
 - Review documents to ensure no apparent conflicts
- Emergency Process
 - Emergencies affecting public health, safety and welfare; Board of Education adopts resolution
 - Single Source

This letter also serves to advise you that it is the sole responsibility of your business entity to file all required disclosure statements with the District. The Trenton Board of Education has no role in the disclosure process and this letter will serve as official notification of your obligation under the laws of the State of New Jersey to satisfy all disclosure requirements. Failure to submit required documents will automatically disqualify your business entity from being considered for a bid and/or contract and/or receiving a bid and/or a contract award.

Questions about the disclosure process should be forwarded to the New Jersey Election Law Enforcement Commission at 888-313-3532 or at www.elec.state.nj.us. An additional Web link is www.nj.gov/dca/lgs/p2p.

Sincerely,

Jayne S. Howard
Jayne S. Howard
School Business Administrator /Board Secretary

c: R. Broach

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
 - 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.”



C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
 Required Pursuant To N.J.S.A. 19:44A-20.26

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

Part I – Vendor Information

| | | | |
|--------------|--------|------|--|
| Vendor Name: | | | |
| Address: | | | |
| City: | State: | Zip: | |

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

| | | |
|------------------|---------------------|--------------|
| <u>Signature</u> | <u>Printed Name</u> | <u>Title</u> |
|------------------|---------------------|--------------|

Part II – Contribution Disclosure

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

Check here if disclosure is provided in electronic form.

| Contributor Name | Recipient Name | Date | Dollar Amount |
|------------------|----------------|------|---------------|
| | | | \$ |
| | | | |
| | | | |
| | | | |
| | | | |

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

List of Agencies with Elected Officials Required for Political Contribution Disclosure

N.J.S.A. 19:44A-20.26

County Name: Mercer

State: Governor, and Legislative Leadership Committees

Legislative District #: 12, 14, 15, & 30

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

County:

Freeholders

County Clerk

Sheriff

County Executive

Surrogate

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

East Windsor Township

Hopewell Township

Trenton City

Ewing Township

Lawrence Township

Washington Township

Hamilton Township

Pennington Borough

West Windsor Township

Hightstown Borough

Princeton Borough

Hopewell Borough

Princeton Township

Boards of Education (Members of the Board):

East Windsor Regional

Hopewell Valley Regional

Washington Township

Ewing Township

Lawrence Township

West Windsor-Plainsboro

Hamilton Township

Princeton Regional

Regional

Fire Districts (Board of Fire Commissioners):

Chesterfield-Hamilton Fire District No. 1

Hamilton Township Fire District No. 2

Hamilton Township Fire District No. 3

Hamilton Township Fire District No. 4

Hamilton Township Fire District No. 5

Hamilton Township Fire District No. 6

Hamilton Township Fire District No. 7

Hamilton Township Fire District No. 8

Hamilton Township Fire District No. 9

Hopewell Borough Fire District No. 1

Hopewell Township Fire District No. 1

Hopewell Township Fire District No. 2

Hopewell Township Fire District No. 3

Pennington Borough Fire District No. 1

Washington Township Fire District No. 1

