NUTLEY BOARD OF EDUCATION

REQUEST FOR PROPOSALS (RFP)

SCHOOL PHYSICIAN SERVICES

RFP No.: 2027-01

Contract Period: January 5, 2027 through January 3, 2028

Submission Deadline: December 4, 2026 at 10:00 am

Submission Location:

Nutley Board of Education
Attn: School Business Administrator/Board Secretary
777 Bloomfield Ave
Nutley, NJ 07110

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1. PURPOSE AND INTRODUCTION

The Nutley Board of Education (hereinafter referred to as the "Board") is seeking proposals from qualified, licensed physicians or medical practices to provide School Physician Services for the district.

The successful respondent will be appointed by the Board to serve as the district's School Physician and provide medical consultation, oversight, and services in accordance with applicable New Jersey statutes, administrative regulations, and Department of Education requirements.

The district seeks a physician who has experience working with school-aged children and adolescents, understands the medical and health-related needs of public school students, and can work collaboratively with district administrators, school nurses, athletic trainers, and other school personnel.

In addition to the statutory responsibilities of a School Physician, the selected physician may be required to provide medical coverage at all home varsity football games.

2. SCOPE OF SERVICES

The School Physician shall provide, at a minimum, the following services:

A. General School Physician Responsibilities

1. Serve as the district's appointed School Physician pursuant to N.J.S.A. 18A:40-1 and N.J.A.C. 6A:16-2.3.
2. Consult with the Superintendent, School Business Administrator, principals, and other designated administrators regarding medical and health-related matters affecting the district.
3. Consult with the district's certified school nurses regarding the delivery of school health services, including the needs of students with disabilities, medically fragile students, and students with complex medical conditions.
4. Provide medical guidance and recommendations regarding district health policies, procedures, and protocols.
5. Review and approve the district's school health services plans and provide input into the development and implementation of appropriate medical procedures.
6. Develop, approve, review, and reissue written standing orders and medical protocols before the beginning of each school year.
7. Establish standards of care for emergency situations and medically related care involving students and staff.
8. Provide guidance regarding the administration of emergency medications, including epinephrine, and protocols for anaphylaxis, choking, sudden cardiac events, and other medical emergencies.
9. Provide medical oversight and consultation regarding the district's Automated External Defibrillator (AED) program and related emergency medical protocols.
10. Authorize tuberculin testing when required under applicable New Jersey Department of Education and Department of Health regulations.
11. Review, as needed, medical reports and orders from a student's medical home regarding health concerns that affect the student's participation in school activities or ability to attend school.
12. Assist school nurses with health screenings and the delivery of school health services as appropriate.
13. Consult with the district's certified school nurses regarding the development of the district's annual school nursing services plan.

B. Student Physical Examinations and Athletic Clearance

1. Provide physical examinations at the physician's office or another comparably equipped facility for students who do not have an established medical home, as required by New Jersey regulations.
2. Review student-athlete preparticipation physical examination reports and related documentation submitted by the district.
3. Provide written notification to parents or guardians, signed by the School Physician, indicating approval or disapproval of a student's participation in athletics based upon the medical report.
4. Provide written reasons when athletic participation is disapproved.

5. Review medical information submitted by parents, guardians, and healthcare providers when questions arise concerning a student's medical clearance for participation in school-sponsored athletics.
6. Provide consultation to the district's athletic trainer and athletic department regarding student-athlete health and safety.
7. Provide medical consultation concerning concussions, head injuries, cardiac conditions, heat-related illness, and other sports-related medical issues.
8. Assist in the development and review of athletic emergency action plans and return-to-play protocols.

The School Physician shall perform these responsibilities in accordance with applicable New Jersey requirements. The physician shall not unnecessarily duplicate physical examinations performed by a student's medical home.

C. Home Football Game Medical Coverage

The selected physician may provide on-site medical coverage at all home varsity football games conducted by the district during the contract period.

The physician shall:

1. Be physically present at the home football field no later than thirty (30) minutes before the scheduled start of each game.
2. Remain on-site throughout the entire game and until the conclusion of any necessary medical evaluation or emergency response.
3. Work collaboratively with the district's athletic trainer, coaching staff, and other designated personnel.
4. Provide immediate medical evaluation and appropriate initial treatment of student-athletes experiencing injuries or medical emergencies during the game.
5. Evaluate injuries involving possible concussions, head trauma, cardiac symptoms, heat illness, and other potentially serious conditions.
6. Assist in determining whether an injured student-athlete should be removed from participation and whether additional medical evaluation is necessary.
7. Coordinate with emergency medical services when an injury or medical condition requires emergency transportation or additional treatment.
8. Provide recommendations concerning medical clearance and return-to-play decisions, consistent with applicable laws and established medical protocols.
9. Communicate relevant medical recommendations to the athletic trainer and designated district personnel while maintaining appropriate patient confidentiality.
10. Complete appropriate documentation of significant medical incidents occurring during the game.
11. Notify the athletic director or other designated administrator of any significant medical incident requiring follow-up.

If the assigned physician is unable to attend a scheduled home football game, the physician must arrange for an equally qualified substitute, subject to the district's prior approval.

The physician shall not delegate the required game coverage to an athletic trainer or other non-physician personnel.

The district anticipates approximately 5-6 home varsity football games annually. The actual schedule will be provided by the Athletic Department.

Game coverage may include regular-season home games and any home playoff games assigned to the district. Any additional events requiring coverage must be approved by the district and addressed under the agreed fee schedule.

D. Consultation and Administrative Responsibilities

1. Be available to consult with the Superintendent or designee regarding medical matters affecting students and staff.
2. Be available to consult with school nurses and athletic trainers by telephone or electronic communication during mutually agreed-upon business hours.
3. Provide written medical recommendations when requested by the Superintendent or designee.
4. Review and provide recommendations concerning district medical emergency procedures and school health policies.
5. Review, approve, or deny with appropriate reasons medical home determinations concerning a student's anticipated confinement and resulting need for home instruction, as required by N.J.A.C. 6A:16-10.1.
6. Participate in meetings with district administrators and school nursing personnel when reasonably requested and mutually scheduled.
7. Provide reasonable assistance with the interpretation of medical documentation submitted to the district.
8. Maintain appropriate professional communication with district personnel regarding medical matters within the scope of the School Physician's responsibilities.
9. Review and provide recommendations concerning medical notes from employees.

3. PHYSICIAN QUALIFICATIONS

All respondents must meet the following minimum qualifications:

1. Be currently licensed to practice medicine or osteopathy in the State of New Jersey.
2. Have training and a scope of practice that includes child and adolescent health and development, as required by N.J.A.C. 6A:16-2.3.
3. Have completed the Student-Athlete Cardiac Screening professional development module developed pursuant to N.J.S.A. 18A:40-41d.
4. Have read the sudden cardiac arrest pamphlet developed pursuant to N.J.S.A. 18A:40-41.
5. Have experience working with school-aged children and adolescents.
6. Have knowledge of school health services, student-athlete medical issues, and applicable New Jersey school health regulations.
7. Have appropriate training and experience in the evaluation and treatment of athletic injuries, including concussions and other head injuries.

8. Be available to attend all scheduled home varsity football games.
9. Maintain an active medical practice and be reasonably accessible to the district for consultations and required services.
10. Have no restrictions or disciplinary actions that would prevent the physician from performing the services required under this agreement.

Respondents must provide documentation verifying their medical license, professional qualifications, and relevant experience.

4. CRIMINAL HISTORY BACKGROUND CHECK

The selected physician shall be subject to a criminal history background check conducted by the district before entering into an agreement for the delivery of services, in accordance with N.J.A.C. 6A:16-2.3(a)(1).

The district reserves the right to reject a respondent who does not satisfy applicable background check requirements.

5. INSURANCE REQUIREMENTS

The successful respondent shall maintain, at their own expense, the following insurance coverage throughout the term of the agreement:

1. Professional Medical Malpractice Liability Insurance with minimum limits of $1,000,000 per occurrence and $3,000,000 aggregate.
2. Commercial General Liability Insurance with minimum limits of $1,000,000 per occurrence and $2,000,000 aggregate.
3. Workers' Compensation Insurance, when applicable, as required by New Jersey law.
4. Automobile Liability Insurance, when applicable, for vehicles used in connection with the services provided.

Certificates of insurance shall be submitted to the district before the commencement of services.

The Board of Education shall be named as an additional insured on the Commercial General Liability policy where applicable. Professional liability coverage shall be maintained in accordance with the policy terms and the nature of the professional services.

The respondent shall notify the district promptly of any cancellation, nonrenewal, or material reduction in required coverage.

6. CONFIDENTIALITY AND RECORDKEEPING

The School Physician shall maintain the confidentiality of all student and staff medical information.

The physician shall comply with applicable federal and state confidentiality requirements, including FERPA, where applicable, and HIPAA where applicable.

Medical records shall be maintained in accordance with applicable professional standards and legal requirements. The physician shall not disclose confidential student medical information to unauthorized individuals. Any medical documentation required by the district shall be transmitted through an appropriately secure method.

7. CONTRACT TERM

The agreement shall be for a one-year period beginning January 5, 2027 and ending January 3, 2028, subject to approval by the Board of Education.

Any renewal or extension shall be subject to applicable law, Board approval, and the availability of funds.

The Board reserves the right to terminate the agreement for cause or for convenience upon thirty (30) days' written notice, subject to the terms of the executed agreement. The Board shall have the right to terminate the contract immediately, if the health and/or safety of any student is put in jeopardy.

8. COMPENSATION AND FEE PROPOSAL

Respondents shall provide a detailed fee schedule for the services outlined in this RFP.

The proposal must separately identify the following:

Service	**Proposed Fee**
Annual School Physician services	$_____
Attendance at each home varsity football game	$_____
Additional athletic events, if requested	$_____

The respondent shall identify any additional charges, travel expenses, administrative fees, or other costs associated with providing the services.

The district shall not be responsible for expenses or services not specifically authorized by the Board or its designated representative.

The Board reserves the right to award all or part of the requested services.

Payment shall be made upon submission of appropriate monthly invoices and verification that the services have been provided.

9. PROPOSAL SUBMISSION REQUIREMENTS

Interested respondents shall submit a complete proposal containing the following:

1. Cover letter identifying the physician or medical practice submitting the proposal.
2. Resume or curriculum vitae of the proposed School Physician.
3. Copy of the physician's current New Jersey medical license.
4. Documentation of relevant medical training, experience, and board certifications, if applicable.
5. Verification of completion of the Student-Athlete Cardiac Screening professional development module and acknowledgment of having read the sudden cardiac arrest pamphlet.
6. Description of experience providing medical services to school districts, student-athletes, and school-aged children.
7. Description of the respondent's ability to provide all required services, including home football game coverage.
8. Identification of the primary physician and any proposed substitute physicians, including their qualifications.
9. Three professional references, preferably from school districts or other educational institutions.
10. Proposed fee schedule.
11. Certificate of insurance or statement confirming the ability to obtain the required coverage.
12. Affirmative Action Documentation or Questionnaire (Attached).
13. Political Contribution Disclosure Report (Attached).
14. New Jersey Business Registration Certificate
15. Non-Collusive Affidavit (Attached).
16. Stockholder Disclosure Certification (Attached).
17. Exhibit A – Mandatory Equal Opportunity Language (Attached).
18. Disclosure of Investment Activities in Iran (Attached)
19. Certification of Non-Involvement in Activities in Russia or Belarus (Attached)
20. W-9 (Attached)
21. Any additional information the respondent believes would demonstrate qualifications to perform the required services.

The district reserves the right to request additional documentation necessary to establish the respondent's eligibility and compliance with applicable requirements.

10. PROPOSAL EVALUATION

Proposals will be evaluated based upon the following criteria:

Evaluation Criteria	Weight
Physician's qualifications, education, and experience	25%
Experience providing school physician services	20%
Ability to provide athletic medical coverage, including all home football games	20%
Availability, responsiveness, and quality of proposed services	15%
References and demonstrated professional reputation	10%
Overall cost and fee proposal	10%
Total	**100%**

The Board reserves the right to request additional information, conduct interviews, and seek clarification of any proposal.

The Board may consider the qualifications and experience of the individual physician who will actually perform the services, particularly where a medical group or practice submits the proposal.

11. GENERAL CONDITIONS

1. The Board reserves the right to reject any and all proposals when such rejection is in the best interest of the district.
2. The Board reserves the right to waive minor informalities or nonmaterial defects in proposals when permitted by law.
3. The Board is not responsible for any expenses incurred by respondents in preparing or submitting proposals.
4. The successful respondent shall not assign or transfer the agreement without the prior written approval of the Board.
5. The respondent shall comply with all applicable federal, state, and local laws, regulations, and professional standards.
6. The respondent shall not subcontract or delegate the required School Physician responsibilities without prior written approval of the district.
7. The Board shall retain the right to review the performance of the School Physician throughout the contract period.
8. No services shall commence until the agreement has been approved by the Board and all required documentation has been submitted.
9. The successful respondent shall cooperate with the district in establishing appropriate backup physician coverage to prevent interruptions in required school health services.
10. The physician shall maintain professional independence in all medical judgments and recommendations.

12. SUBMISSION INSTRUCTIONS

Proposals must be received by the School Business Administrator/Board Secretary no later than:

December 4, 2026 at 10:00 am

Proposals shall be submitted in a sealed envelope clearly marked:

RFP – SCHOOL PHYSICIAN SERVICES

Nutley Board of Education
Attn: School Business Administrator/Board Secretary
777 Bloomfield Ave
Nutley, NJ 07110

Late proposals may be rejected.

Questions concerning this RFP shall be directed in writing to:

Michael DeVita
School Business Administrator/Board Secretary
mdevita@nutleyschools.org
973-661-8794

All questions and responses that materially affect the RFP requirements shall be communicated to prospective respondents in accordance with the district's procurement procedures.

13. BOARD APPOINTMENT AND CONTRACT AWARD

The Board of Education reserves the right to appoint the respondent whose qualifications, experience, proposed services, availability, and fee structure are determined to be in the best interest of the district.

The successful respondent shall be formally appointed by resolution of the Board of Education and shall execute a written agreement outlining the services, compensation, responsibilities, and other terms and conditions of the appointment.

The appointment shall be subject to all applicable New Jersey laws and regulations.

RESPONDENT CERTIFICATION AND SIGNATURE

I certify that the information contained in this proposal is true and accurate to the best of my knowledge and that I am authorized to submit this proposal on behalf of the respondent.

Physician/Medical Practice Name: _____

Physician Name: _____

NJ Medical License Number: _____

Business Address: _____

Telephone: _____

Email: _____

Proposed Annual Fee: $_____

Proposed Fee Per Home Football Game: $_____

Authorized Signature: _____

Printed Name and Title: _____

Date: _____

To be completed, signed below and returned with proposal.

NUTLEY BOARD OF EDUCATION
AFFIRMATIVE ACTION QUESTIONNAIRE

This form is to be completed and returned with the proposal. However, the Board will accept in lieu of this Questionnaire, Affirmative Action Certificate of Employee Information Report stapled to this page.

1. Our company has a federal Affirmative Action Plan approval. ☐ Yes ☐ No

   If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a N.J. State Certificate of Employee Information Report. ☐ Yes ☐ No

   If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered ***"NO"*** to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance:

www.state.nj.us/treasury/contract compliance/

- Click on "Employee Information Report"
- Complete and submit the form with the *appropriate payment* to:

Department of Treasury
Division of Purchase and Property
Contract Compliance and Audit Unit—EEO Monitoring Program
P.O. Box 206
Trenton, NJ 08625-0206

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education prior to the execution or award of contract.

I certify that the above information is correct to the best of my knowledge.

Name: _____

Signature _____

Title _____ Date _____

Name of Company _____

Address _____

City, State, Zip _____

To be completed, signed below and returned with proposal.

Nutley Board of Education

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

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

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 Proposals, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity Proposal thereon or negotiating therefor, to submit along with its Proposal 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.

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: Essex
State: Governor, and Legislative Leadership Committees
Legislative District #s: 21, 27, 28, 29, 34, 36, 40
State Senator and two members of the General Assembly per district.

County:

Freeholders	County Clerk	Sheriff
County Executive	Surrogate	Registrar of Deeds

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

Belleville Township	Glen Ridge Borough	Nutley Township
Bloomfield Township	Irvington Township	Orange City
Caldwell Borough	Livingston Township	Roseland Borough
Cedar Grove Township	Maplewood Township	South Orange Village
East Orange City	Millburn Township	Verona Township
Essex Fells Township	Montclair Township	West Caldwell Township
Fairfield Township	Newark City	West Orange Township
	North Caldwell Borough	

Boards of Education (Members of the Board):

Belleville Town	Glen Ridge Borough	Roseland Borough
Bloomfield Township	Irvington Township	South Orange-Maplewood
Caldwell-West Caldwell	Livingston Township	Verona Borough
Cedar Grove Township	Millburn Township	West Essex Regional
Essex Fells Borough	Newark City	West Orange Town
Fairfield Township	North Caldwell Borough	
	Nutley Town	

Fire Districts (Board of Fire Commissioners):

None

NUTLEY BOARD OF EDUCATION
NONCOLLUSION AFFIDAVIT

State of New Jersey
County of _____ ss:

I, _____ residing in _____
(name of affiant) (name of municipality)

in the County of _____ and State of _____of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)
full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by
_____.
(name of contracting unit)

Subscribed and sworn to

before me this day

_____
Signature

_____, 2____

_____
(Type or print name of affiant under signature)

_____
Notary public of

My Commission expires _____

(Seal)

NUTLEY BOARD OF EDUCATION
STATEMENT OF OWNERSHIP DISCLOSURE
N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

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

Name of Organization: _____

Organization Address: _____

City, State, ZIP: _____

Part I Check the box that represents the type of business organization:

☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)

☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)

☐ Other (be specific): _____

Part II Check the appropriate box

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

OR

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

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

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

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

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

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

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

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

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the ***ANYTOWN Board of Education*** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the ***Board of Education*** to notify the ***Board of***

Education in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the ***Board of Education*** to declare any contract(s) resulting from this certification void and unenforceable.

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

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

(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.

EXHIBIT A (*Cont*)

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 orienta- tion, gender identity or expression, disability, nationality or sex, consistent with the statutes and court deci- sions 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 Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of theAdministrative Code at N.J.A.C. 17:27**.

Our Firm, _____, acknowledges our responsibility Under the Mandatory Equal Employment Language, as state above.

_____ _____

Signature Title

_____

Print Name

NUTLEY BOARD OF EDUCATION

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

BID SOLICITATION/PROPOSAL TITLE _____

VENDOR/BIDDER NAME _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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.

CHECK THE APPROPRIATE BOX

□ I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

□ I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities _____

Relationship to Vendor/ Bidder _____

Description of Activities _____

_____

_____

Duration of Engagement _____

Anticipated Cessation Date _____

Attach Additional Sheets If Necessary

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) 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. If I do so, I will be subject to criminal prosecution under the law, and 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.

_____ _____

Signature **Date**

_____

Print Name and Title

Version REV. 2.1 2021

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

NUTLEY BOARD OF EDUCATION
NUTLEY, NEW JERSEY 07110
N.J.S.A. 18A:18A-49.5

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor[i]") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: https://sanctionssearch.ofac.treas.gov/. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule, or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

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

(Check the Appropriate Box)

○ A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

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

OR

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

_____

_____

_____

_____

_____

_____ *(Attach Additional Sheets If Necessary.)*

Signature of Vendor's Authorized Representative	Date
Print Name and Title of Vendor's Authorized Representative	Vendor's FEIN
Vendor's Name	Vendor's Phone Number
Vendor's Address (Street Address)	Vendor's Fax Number
Vendor's Address (City/State/Zip Code)	Vendor's Email Address

[i] Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2). NJ Rev. 1.22.2024

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** | **Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they