

**NOTICE OF PROPOSAL
CITY OF PASSAIC**

Sealed Proposals will be received on **Thursday, October 8, 2026, @ 10:30 A.M** prevailing time in the Division of Purchasing, Room 207, 2nd Floor, 330 Passaic Street, Passaic, New Jersey and then publicly opened and read aloud for the following:

**PRESCRIBER SERVICES FOR SUBSTANCE
ABUSE TREATMENT PROGRAM**

Copies of the RFP are available on the City of Passaic website
www.cityofpassaic.com/bids.aspx

Each proposal must be enclosed in a sealed envelope, bearing the name and address of the bidder and must be addressed and delivered to the City of Passaic, Division of Purchasing, Attn: Doris Dudek, Director of Purchasing: bearing the name and address of the bidder written on the face of the envelope. Proposal must be endorsed: **Physician Services for Substance Abuse Treatment Program.**

This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et. seq.

The City of Passaic is only responsible for forwarding addendums or clarifications to those prospective bidders who obtained specifications directly from the City of Passaic, Division of Purchasing or to those who have put the City of Passaic, Division of Purchasing on notice as having received the specification.

Proposers must be registered with the Division of Revenue, State of New Jersey for a Business Registration Certificate at the time of contract award.

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

**DORIS DUDEK, R.P.P.O., QPA
DIRECTOR OF PURCHASING**

CITY OF PASSAIC

PRESCRIBER SERVICES FOR SUBSTANCE ABUSE TREATMENT PROGRAM JANUARY 1, 2027 – DECEMBER 31, 2027

The City of Passaic is seeking a Request for Proposals for Prescriber Services for a New Jersey Licensed Physician or Advanced Practice Nurse to serve as a Consulting Prescriber for the Passaic Alliance Substance Abuse Treatment Program. Interested prescribers may contact Horace Tyler Jr. at (973) 365-5740 ext. 5948 for additional information.

I. GENERAL FUNCTIONS REQUIRED

1. Review of program policy and procedures to verify conformance with State Standard N.J.S.A. Title 8 Chapter 43A; 8:43A-3.6 and 8:43A-6.3
2. Review and approve client medical records.
3. Review and approve treatment plans for clients with co-occurring disorders.
4. Participate in treatment team meetings.
5. Provide referrals to other licensed physicians or specialists for patients with medical conditions requiring follow-up.
6. Attend policy review and quality assurance meetings annually.
7. This is a per-diem position requiring sixteen (16) to twenty-four (24) hours per month. The hours are flexible.

Items numbers 1 through 6 where appropriate are with the approval of the Director

THE CITY OF PASSAIC WILL DETERMINE THE NOT-TO-EXCEED AMOUNT

II. PROFESSIONAL INFORMATION & QUALIFICATIONS

1. Possession of State and Federal licensing is required for the position.
2. Experience medicating clients with co-occurring substance use and mental health disorders
3. Experience prescribing Suboxone with associated DEA and CDS clearances.

III. SUBMISSION OF PROPOSAL

Proposals will be evaluated by the City of Passaic based on the following:

1. Proposals will be evaluated by the City of Passaic on the basis of the the most advantageous price and other factors are considered.
2. A listing of any deviations from the scope of services listed above must be submitted with the proposal.
3. Resume: an explanation of all of the qualifications and experience requirements and other items as listed under **Professional Information and Qualifications**.

THE CITY OF PASSAIC SHALL PAY \$ 150.00/HOUR FOR THESE SERVICES.

HOURLY RATE \$ _____

PROPOSAL SUBMITTED BY:_____

ADDRESS:_____

PHONE NUMBER_____ **FAX NUMBER**_____

TAX ID NUMBER_____

E-MAIL ADDRESS_____

SIGNATURE_____

12/6/2022- Form AA302

1/3/2023 – Iran & Russia/Belarus

1/09/23 – Insurance language & prevailing wage

8/22/2023 – Removed Russia Belarus – Added Iran Disclosure Only

02/22/2024- Revised Form Russia Belarus

4/17/2024 – Added Cyber Security Insurance Requirements

Sealed Proposals shall be received in accordance with Public Advertisement (City of Passaic website www.cityofpassaic.com/purchasing) required by law, a copy of said notice being attached hereto and made a part of these specifications.

I. SUBMISSION OF REQUEST FOR PROPOSALS

A. PROPOSALS FORWARDED THROUGH THE MAIL

The request for proposal form shall be submitted, in a sealed envelope: (1) addressed to the City of Passaic, Division of Purchasing, Attn: Doris Dudek, Director of Purchasing (2) bearing the name and address of the bidder written on the face of the envelope, and (3) clearly marked “REQUEST FOR PROPOSAL” with the contract title.

It is the proposers responsibility to see that request for proposals are presented to the City of Passaic on the hour and the place designated. Request for Proposals may be hand delivered or mailed; however, the City of Passaic disclaims any responsibility for request for proposals forwarded by regular mail or overnight mail. Request for Proposals received after the designated time and date will be returned unopened.

B. PROPOSALS SUBMITTED BY HAND DELIVERY

Proposer may submit their Request for Proposals by hand delivery. Proposals must be clearly marked as stipulated in paragraph A, may be dropped off at the reception desk located in the City Hall lobby, between the hours of 8:30 am and 4:00 pm. No access to any other areas within City Hall will be permitted. Proposers may also utilize the City of Passaic drop box, located in the front of City Hall. Proposers choosing this form of delivery must submit the proposal **no later than fifteen (15) minutes prior** to the date and time of the opening. Proposals submitted by hand after this time must be brought directly to the reception desk located in the City Hall lobby, prior to the time of the opening. Proposers wishing to attend the opening of the Request for Proposal must follow the instructions provided in paragraph C below.

C. ATTENDANCE OF REQUEST FOR PROPOSAL OPENING

All proposers and others who attend the opening of Request for Proposals will be required to strictly adhere to all required and recommended precautions to prevent the spread of the Coronavirus, including but not limited to the wearing of face coverings and social distancing. Any individual not wearing a protective face covering will not be permitted inside Passaic City Hall. Social distancing of a minimum of 6 feet must be maintained. Attendees must go directly to the Council Chambers only and shall not be permitted access to any other areas of Passaic City Hall.

PRICE FLUCTUATIONS DURING CONTRACT

All prices quoted shall be firm and not subject to increase during the period of contract. In the event of a manufacturer's price decrease during the contract period, the City shall receive the full benefit of such price reduction of any undelivered purchase order and on any subsequent order placed during the contract period

VI. BRAND NAMES, PATENTS & STANDARDS OF QUALITY

A. Brand names and/or descriptions used in this bid are to acquaint bidders with the type of commodity desired and will be used as a standard by which alternate or competitive materials offered will be judged. Competitive items must be equal to the standard described and be of the same quality of work. Variations between materials described by the bidder on a separate sheet and submitted with the bid proposal form. Vendor's literature WILL NOT suffice in explaining exceptions to these specifications. In the absence of any changes by the bidder, it will be presumed and required that materials as described in the proposal be delivered.

B. It is the responsibility of the bidder to demonstrate the equivalency of item(s) offered. The City of Passaic reserves the right to evaluate the equivalency of an item (s) which, in its deliberations, meets its requirements.

C. In submitting its bid, the bidder certifies that the merchandise to be furnished will not infringe upon any valid patent or trademark and that the successful bidder shall, at its own expense, defend any and all actions or suits charging such infringement, and will save the City of Passaic harmless from any damages resulting from such infringement.

D. Only manufactured and farm products of the United States, wherever available, shall be used on this contract pursuant to **N.J.S.A. 40A:11-18**.

Wherever practical and economical to the City of Passaic, it is desired that recycled or recyclable products be provided. Please indicate when recycled products are being offered. No oral interpretation of the meaning of the specifications will be made to any proposal. Every request for an interpretation shall be in writing, addressed to the City of Passaic representative stipulated in the proposal. In order to be given consideration, written requests for interpretation must be received at least seven (7) days prior to the date fixed for the opening of the proposal. Any and all such interpretations and any supplemental instructions will be in the form of written addenda or clarification to the specifications, and will be distributed to all prospective proposers, in accordance with **N.J.S.A. 40A:11-23**. All addenda so issued shall become part of the contract documents, and shall be acknowledged by the proposers in the RFP. The City of Passaic's interpretations or correction thereof shall be final.

Any proposers challenging the bid specifications must file notice of the challenge with the Director of Purchasing no less than three (3) business days prior to the opening of the bids. Any challenge filed after that date will be void and will have no impact

Award of Contract

The Evaluation Committee will select a winning proposal that best meets the qualifications of the specifications using a scoring sheet that will be available to the public and shall further make its recommendation to the Mayor and Council.

INSURANCE & INDEMNIFICATION

General At all times during the Term of the Agreement, the Company, at its sole cost and expense, shall keep and maintain insurance against any loss or damage in an amount, and under such terms, as set forth below.

Insurance Company shall obtain and maintain, at a minimum, the insurance coverage set forth below. Such insurance shall be obtained from insurance companies authorized to do business in the State of New Jersey and having an A.M. Best's rating of at least "A-" or better or the equivalent thereof. Deductible amounts or self insured retention amount payable under or with respect to such insurance coverage shall be the sole responsibility of the Company.

<u>Required Coverages:</u>	<u>Minimum Coverage</u>
<u>Type</u>	
1. Workers' Compensation Insurance	Statutory, as required by the State of New Jersey, including Employer's Liability limits of \$1,000,000 and including "Other States endorsement."
2. Commercial General Liability, Bodily Injury and Property Damage, including Contractual liability and Products and Completed Operations	Insurance with combined single limits of \$1,000,000/\$2,000,000 per project/per location
3. All Risk Property Coverage/Builder's Risk – if applicable	Vendor/contractor shall agree to insure any owned, leased or Borrowed property. The City of Passaic will have no
liability with Regard to non-owned property.	
4. Commercial Automobile Liability	\$1,000,000 per accident for Bodily Injury with coverage Provided for (1) owned autos (2) hired autos and (3) other Non-owned vehicles
5. Commercial Excess Liability	\$5,000,000 or an amount Sufficient to equal \$5,000,000 With the primary general liability

	And automobile liability limits
6. Professional liability	\$1,000,000 each claim/annual Aggregate
Cyber Liability	\$1M Each Claim/ \$1M aggregate

Deductibles No policy shall have a deductible amount greater than \$100,000 per occurrence.

Form and Content All policies, binders or interim insurance contracts with respect to insurance maintained by the Company hereunder shall:

1. Designate the City of Passaic, its officers, agents and employees (except in the case of Workers 'Compensation Insurance) as an additional insured;
 2. Provide that there shall be no recourse against the City for payment of premiums or commissions or (if such policies provide for payment thereof) additional premiums or assessments;
 3. Provide that such insurance shall be primary insurance without any Right of contribution from any other insurance carried by the City of Passaic or to the Company to the extent that such other insurance provides The City of Passaic or the Company with contingent and/or excess Liability insurance with respect to its respective interest and such insurance shall expressly provide that all provisions thereof (except the limits of liability, which shall be applicable to all insured as a group and Liability for premiums) shall operate in the same manner as if there were a separate policy covering each insured.
 4. Provide that the City of Passaic shall be furnished with at least thirty (30) days prior written notice of any material change, cancellation, expiration or non-renewal of coverage and that unilateral change, cancellation, expiration or non-renewal shall be effective absent such notice; and
 5. Waive any right of subrogation of the insurers there under against the City of Passaic.
- B. Prior to, but no later than the event date, the Company shall provide to the City, a Certificate of Insurance that evidence compliance with the requirements of this Section.
- C. **Prevailing Wage Act (When Applicable)**

Pursuant to **N.J.S.A. 34:11-56.25 et seq.**, successful bidders on projects for public work shall adhere to all requirements of the New Jersey Prevailing Wage Act. Contracts that exceed \$16,263 are subject to both the Prevailing Wage Act and the Public Works Contractor Registration Act. The contractor shall be required to submit a certified payroll record to the City of Passaic within ten (10) days of the payment of the wages. The contractor is also responsible for obtaining and submitting all subcontractors' certified payrolls in the form set forth in **N.J.A.C. 12:6-**

6.1(c). It will be the contractor's responsibility to obtain any additional copies of the certified payroll form to be submitted by contacting the Office of Administrative Law, CN 049, Trenton, New Jersey 08625, or the New Jersey Department of Labor, Division of Workplace Standards.

P.L. 2021, C. 301 effective as of May 7, 2022, requires a contractor submitting the lowest bid for a contract that is subject to the Prevailing Wage Act, if that bid is 10% or more lower than the next lowest bid, to certify to the public body that the prevailing wage rates required by the Act shall be paid. Further, P.L. 2021, c. 301 also amended N.J.S.A. 34:11-56.27 to require that any contract for public work expressly stipulate that workers performing work under the contract shall not be paid less than the required prevailing wage rate.

NJ Wage Rates can be found at <https://www.nj.gov/labor/wageandhour/prevailing-rates/publicworks/index.shtml>

Mandatory Affirmative Action Certification

No firm may be issued a contract unless it complies with the affirmative action regulations of **N.J.S.A. 10:5-31 et. seq.** (P.L. 1975, c 127) and N.J.A.C. 17:27-1 et seq.

1. Procurement, Professional and Service Contracts

All Successful vendors must 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:

- i. A photocopy of a valid letter for an approved Federal Affirmative Action Plan (good for one year from the date of the letter), or
- ii. A photocopy of an approved Certificate of Employee Information Report, or
- iii. If the vendor has none of the above, the public agency is required to provide the vendor with an initial Affirmative Action Employee Information Report (AA-302).

D. Stockholder Disclosure

Chapter 33 of the Public Laws of 1977 provides that no corporation or partnership shall be awarded any 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 corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent or more of its stock of any class, or of all individual partners in the partnership who own a ten percent or greater interest therein. Form of Statement shall be completed and attached to the bid proposal.

PROPOSAL REQUIREMENTS

The following is a checklist of items which must be submitted with the proposal.

- | | |
|--|--|
| | Initial each required entry and if required, submit the item |
| 1. Stockholder Disclosure Certification (Corporation Statement) | _____ |
| 2. Required Evidence Affirmative Action Regulations * | _____ |
| 3. Disclosure of Investment Activities in Iran Certification | _____ |
| 4. Business Registration Certificates: Contractor and *
Sub-Contractors must be registered at time of contract award. | _____ |
| 5. Acknowledgment of Receipt of Addenda | _____ |
| 6. Certificate of Insurance * | _____ |

*** Statutorily allowed to be provided with bid OR prior to execution of contract.**

Print Full Name		Title	
Signature		Date	

EVALUATION PROCESS AND “HIGHEST SCORED PROPOSER”

An Evaluation Committee, or their designees, will review all proposals that are received to determine the Highest Scored Proposer (“HSP”).

The City of Passaic reserves the right to determine the suitability of proposals on the basis of a proposal’s meeting the technical criteria, management criteria, cost, past experience and performance.

During the evaluation process, the Evaluation Committee may require the proposer to answer questions with regard to the proposal.

The following criteria will be used in reviewing and comparing the proposals against the other proposals submitted in determining the Highest Scored Proposer (HSP).

The weight to be assigned to each criteria appears following each criteria:

1. **Technical Criteria** **12%**
 - Vendor’s proposal demonstrates a clear understanding of the scope of work and related objectives.
 - Vendor’s proposal is complete and responsive to the technical/RFP requirements.
2. **Management Criteria** **29%**
 - History and experience in performing similar work.
 - Availability of personnel, facilities and equipment.
 - Qualification and experience of personnel.
 - Significant experience representing government entities of similar budget.
3. **Past Experience and Performance** **27%**
 - References
 - Prior experience and familiarity with the City of Passaic, its form of government, City programs, services and community issues.
 - The geographical location of the company.
4. **Cost Criteria** **32%**
 - Cost of goods/services to be provided without exceeding the budget.
 - Vendor’s financial ability to meet contractual obligations.

Business Registration Certificate *Revised January 25, 2010*

Pursuant to N.J.S.A. 52:32-44 each vendor submitting a bid or proposal with the City of Passaic **must be registered** with The Division of Revenue, State of New Jersey at the time a contract is awarded. If the Business Registration Certificate for the contractor and sub-contractor (if appropriate) is not part of the bid package but they are registered, the contractor must submit to the City of Passaic their Business Registration Certificate and a copy of their sub-contractors' Business Registration Certificate prior to award of contract. All named sub-contractor (s) listed on the bid including out of state vendors must be registered with the Division of Revenue, State of New Jersey at the time bids or proposals are awarded.

Registration as a Business:

Businesses must complete Form NJ-REG and submit it to the Division of Revenue. The form can be filed as per the following:

- A. Register online at
 www.nj.gov/treasury/revenue/gettingregistered.shtml
 Click the "online" link and then select "Register for Tax and Employer Purposes."
- B. Call the Division at (609) 292-9292 to have a form mailed to you.
- C. Write to the Division at: Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

Registration as an individual:

There is a simplified registration process for individuals doing business with any New Jersey government agency. The form (NJ-REG-A) can be downloaded from the web at www.nj.gov/treasury/revenue/pdfforms/rega.pdf. To obtain a copy by mail, call (609) 292-9292 , or write to the Division at the Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

REQUIRED EVIDENCE
AFFIRMATIVE ACTION REGULATIONS
P.L. 1975, C. 127 (N.J.A.C. 17:27)

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L. 1975, (N.J.A.C. 17:27 and N.J.S.A. 10:5-31 et seq.). The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Plan (good for one year from date of the letter).
- OR
2. A photocopy of approved Certificate of Employee Information Report.
- OR
3. An Affirmative Action Employee Information Report (Form AA302)
- OR
4. All successful construction contractors must submit within three days of the signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency bidding threshold (available upon request).

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH
THE AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, C. 127.

The following questions must be answered by all bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?
Yes_____ No_____
- If yes, please submit a copy of such approval.
2. Do you have a Certificate of Employee Information Report Approval?
Yes_____ No_____
- If yes, please submit a copy of such certificate.

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L. 1975, C127 and agrees to furnish the required documentation pursuant to the law.

Company_____ Signature_____

Title:_____

Note: A Contractor's bid must be rejected as non-responsive if a contractor fails to comply with the requirements of P.L. 1975, c. 127, within the time frame.

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. 17:27-1.1 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment 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 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; or

Employee Information Report Form AA-302 (electronically provided by the Division through the Division's website at: http://www.state.nj.us/treasury/contract_compliance).

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

**CORPORATION STATEMENT
STATEMENT OF INDIVIDUAL(S) OWING 10% OR MORE OF STOCK OR INTEREST IN
THE BIDDER'S BUSINESS ENTITY**

This statement is a mandatory requirement of bid submission pursuant to
N.J.S.A. 52:25-24.2 **Failure to complete and submit will result in disqualification of the bid**

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Part A – Check the Yes or No boxes for questions #1 and # 2 as appropriate

Name of Bidder/Proposer Organization:		Yes	No
1. Are there any individuals, corporations or partnerships, or other business entities that own a 10% or greater interest in the bid/proposal?			
2. Is the bidder/proposer incorporated as a not-for-profit organization.			
If the answer to question #1 is NO or the answer to question #2 is YES, execute the certification in Part D No other information is required. All others continue with Part B			

Part B: Disclose the identifying information related to all individuals, partnerships and/or corporations owning a 10% or greater interest in the bidder/proposer. Use the reverse side if more space is needed. If the owner of 10% or more is:

- An individual, insert only the person's name under Name of Individual and their home address.
- Any other entity, insert the entity's name and business address. For any parent entity that is publicly traded, "Interest" includes beneficial interest; see also Part C.

If any 10% or more owner, including if the bidder has a direct or indirect parent entity at any level of ownership who owns more than 10%, that owner must also be listed.

Questions concerning ownership disclosure should be considered by the bidder's legal advisors and review of the statute and its related case law. Use page 2 if additional space is needed. When complete, execute the Certification in Part D.

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

Part C: Publicly Traded Parent Company Disclosure. Ownership disclosure (name and address) can be met by submitting the last annual filing of an SEC or similar foreign regulator document or providing the website link to such documents, and include relevant page numbers. See N.J.S.A. 52:25-24.2. Continue on Page 2 if more space is needed.

Title of Attached Document or Weblink	Page #

Part D: 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 City of Passaic 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 City of Passaic to notify the City of Passaic 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, and permitting the City of Passaic to declare any contract (s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature		Date:	

Subscribed and sworn before me this _____ day of _____ 20

(Affiant)

My Commission expires:

(Corporate Seal)

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- An individual, insert only the person’s name under Name of Individual and their home address.
- Any other entity, insert the entity’s name and business address. For any parent entity that is publicly traded, “interest” includes beneficial interest; see also Part C.

[illegible][illegible]

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

Pursuant to N.J.S.A. 52:32-60.1, et seq. and N.J.S.A.40A:11-2.2 (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a local contracting unit subject to the Local Public Contracts Law 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](https://sanctionssearch.ofac.treas.gov/).

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](https://sanctionssearch.ofac.treas.gov/).

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](https://sanctionssearch.ofac.treas.gov/). 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

¹ 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).

Disclosure of Investment Activities in Iran

Part 1: Certification

BIDDERS ARE TO COMPLETE PART 1 BY CHECKING
EITHER BOX.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the N.J. Division of Purchase and Property website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review this list prior to completing the below certification. Failure to complete the certification may render a bidder's proposal non-responsive. If a person or entity is found to be in potential violation of law, the matter shall be referred to the State Attorney General who 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:

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I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

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I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2 – Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN. You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran on additional sheets provided by you.

Part 3: Certification

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Contracting Unit is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Contracting Unit to notify the Contracting Unit in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my

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

GOOD AND SERVICES VENDOR INSTRUCTIONS
FOR ONLINE SUBMISSION FORMS

All goods, general services and professional services vendors have two options in filling the Form AA-302, Employee Information Report and Vendor Activity Summary report forms.

1. Type www.state.nj.us/treasury/contract_compliance/.
2. Select “Online Submission/payment of EE/AA Employee Information Report” and
3. Please follow all the “Online Submission Instructions”.
4. If completing the forms manually please mail you forms and \$150.00 certificate fee, in the form of a check or money order, made payable to: “Treasurer, State of New Jersey” to the address below:

NJ Department of the Treasury
Division of Purchase and Property
33 W State St Trenton NJ 08608

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY		2. TYPE OF BUSINESS ☐ 1. MFG ☐ 2. SERVICE ☐ 3. WHOLESALE ☐ 4. RETAIL ☐ 5. OTHER		3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY	
1. COMPANY NAME			COMPANY E-MAIL		
2. STREET		CITY	COUNTY	STATE	ZIP CODE
3. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)			CITY	STATE	ZIP CODE
7. CHECK ONE: IS THE COMPANY: ☐ SINGLE-ESTABLISHMENT EMPLOYER ☐ MULTI-ESTABLISHMENT EMPLOYER					
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ					
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT					
10. PUBLIC AGENCY AWARDED CONTRACT		CITY	COUNTY	STATE	ZIP CODE
Official Use Only	DATE RECEIVED	INAUG. DATE	ASSIGNED CERTIFICATION NUMBER		

SECTION B-EMPLOYMENT DATA

[illegible]

CITY OF PASSAIC

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

This form must be submitted whether or not addenda were issued. If no addenda were issued, check the “No addenda were received box” and complete the signature section.

Addendum Number/Description	Dated	Acknowledge Receipt (Initial)

☐

No addenda were received

Name of Bidder:	
By:	
(Signature of Authorized Representative)	
Name:	
Title:	
Date:	