COUNTY OF MONMOUTH
STATE OF NEW JERSEY
NOTICE OF REQUEST FOR PROPOSALS

SEXUALLY TRANSMITTED DISEASE PROGRAM FOR THE MONMOUTH COUNTY HEALTH DEPARTMENT FOR THE PERIOD OF JANUARY 1, 2027 THROUGH DECEMBER 31, 2027, AS A PROFESSIONAL SERVICE

RFP #P-22-2027

The County of Monmouth invites the submission of written proposals from Contractors to provide a Sexually Transmitted Disease Program for the Monmouth County Health Department for the period of January 1, 2027 through December 31, 2027, as a Professional Service.

Proposals must be delivered to the Monmouth County Division of Purchasing, Hall of Records, 3rd Floor, 1 East Main St., Freehold, New Jersey 07728, **by 10:30 a.m., on Thursday, November 5, 2026**, at which time the proposals will be opened and read in public, in the Commissioner Meeting Room, 2nd Floor, Hall of Records. Late proposals will not be accepted.

The Division of Purchasing will post any addenda to the RFP on this website. The Division of Purchasing will also endeavor to notify registered prospective Contractors of any such posting, but it will remain their responsibility to monitor the website for any addenda and to acknowledge receipt of the addenda in their proposals.

Proposals should be in a sealed envelope, labeled with the project name, project number and the name and address of the Contractor.

Questions concerning the RFP should be directed to Monmouth County Purchasing, at ProposalQuestions@co.monmouth.nj.us no later than **noon on Thursday, October 29, 2026**.

The Contractor will be required to comply with the current requirements of *N.J.S.A*. 10:2-1 (Anti-Discrimination in Employment), *N.J.S.A*. 10:5-31 *et seq*. and *N.J.A.C*. 17:27 *et seq*. (Equal Employment Opportunity), 42 U.S.C. § 12101 *et seq*. (Americans with Disabilities Act), *N.J.S.A*. 52:32-44 *et seq*. (New Jersey Business Registration) and *N.J.S.A*. 52:15C-14(d) (*N.J.A.*C. 17:44-2.2) (Records Retention).

The County reserves the right to reject any and all proposals, as allowed by law.

By Order of the Monmouth County Board of County Commissioners.

THOMAS A. ARNONE, Director
TAMARA BROWN, Clerk of the Board
HELEN P. FIORE, Director of Purchasing

(Revised 4/2022)

County of Monmouth
Sexually Transmitted Disease Program for the Monmouth County Health Department for the period of January 1, 2027 through December 31, 2027, as a Professional Service (P-22-2027)

Overview

The Monmouth County Health Department (herein referred to as "Department"), as per statute, provides a formal, comprehensive diagnostic, treatment and counselling program for individuals with suspected sexually transmitted diseases (STDs) in Monmouth County. The STD clinic is held one day every week throughout the year. The demand for a comprehensive STD program in Monmouth County is evident by the ever-growing numbers of individuals who contract an STD as evidenced by the Centers for Disease Control (CDC) annual report.

The Department is seeking the services of a Contractor to provide professional services and the infrastructure needed, including a clinic facility, and appropriate licensed staff to conduct an efficient and cost-effective STD program.

A fee is to be collected from clients by the Contractor for carrying out the clinical services as set forth in these specifications, only for residents of towns who are not members of the Monmouth County Health Department. Such fee(s) will be remitted by the Contractor to the Department on a monthly basis.

Term of Contract

The term of the Contract will be from January 1, 2027 through December 31, 2027.
Contract is not to exceed $40,000 per year.

Responsibilities of Contractor

- Provide a consistent weekly STD clinic for a minimum of three (3) hours.
- Establish written policies and procedures and update as appropriate for clinic operations that adhere to the most recent editions of the CDC documents entitled “STDs Clinical Protocol Guidelines for Treatment of STD’s.” These written policies and procedures will be provided to the Department at the start of the contract period. Any changes to these documents will be forwarded to the Department in writing, within thirty (30) days.
- Provide adequate facilities within Monmouth County to carry out the clinical and supportive functions of the clinic to include the securing of all certificates that may be required to conduct ambulatory healthcare services.
- Provide STD services that include: evaluation, treatment and follow up of clients and identified partners per the CDC guidelines.
- Provide the equipment and supplies needed for clinical and administrative functions.
- Provide a New Jersey licensed physician with experience in communicable disease and infection control. In addition, the physician shall have experience in the diagnosis and treatment of STDs. Proof of experience is required.
- Provide appropriate licensed medical staffing, including a nurse clinician/coordinator or physician’s assistant who, in addition to assigning clinical duties and oversight, shall in

conjunction with the clinic staff; maintain a system for referring clients for outreach services and partner notification.

- Provide phlebotomist or identified trained staff to draw blood and provide laboratory services during clinic sessions.
- The Contractor shall be responsible for all administrative aspects of the clinic operation including, but not limited to, hiring and oversight of clerical staff, scheduling of appointments and billing procedures (only when the procedure is outside the scope of the contract). No patients will be billed for visits, STD testing, diagnosis, and treatment services by the Contractor other than the fee collected for non-member towns as described above.
- Contractor will make and receive referrals from the Monmouth County Health Department field representative, disease control to provide patient counselling, contact tracing of a patient's sex partners to ensure effective diagnosis and treatment and outreach to clients who have missed appointments.
- Contractor must be or apply to become a participating entity in Health Resources Service Administration, to be able to obtain free medications for the treatment of STDs through the New Jersey Department of Health.
- Contractor shall maintain the medical records and data in full accordance with all applicable New Jersey laws and regulations to include but not limited to *N.J.A.C.* 8:57, Communicable Diseases.
- The Contractor will provide the Department with statistical data electronically on a quarterly basis or when requested. Quarterly reports of clinic activities are due annually on April 1, July 1, October 1, and December 31.
- The contractor will meet with the Monmouth County Health Department quarterly to review any issues, concerns and best practices.
- The Contractor shall inform the Department in writing thirty (30) days prior to any anticipated changes relating to the underlying contract.
- The Contractor will provide the Department with thirty (30) days prior written notice of the cancellation or reduction of such insurance coverage.
- Must supply a business associate agreement to the County prior to the start of the contract.

Responsibilities of Monmouth County Health Department

- Provide a referral process to the Monmouth County field representative, disease control for referrals to provide patient counselling, contact tracing of a patient's sex partners to ensure effective diagnosis and treatment and outreach to clients who have missed appointments.
- The Department and the Contractor shall maintain the confidentiality of all files and records, including patient records, disclosing the same only as required by law or directed by the Contractor in any particular instance. Furthermore, the Department and its staff shall comply with all applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act, Title XIII of the American Recovery and Reinvest Act of 2009 (HITECH), as each may be amended from time to time, and the respective corresponding regulations related to the confidentiality and security of patient health information.

Fee Charged

Contractors must charge a fee in the amount of thirty dollars ($30.00) for those clients who live in non-member Monmouth County Health Department towns or those who have attended the clinic more than once in a twelve-month period. The fee is reimbursed to the Monmouth County Health Department monthly.

Evaluation

Evaluation of proposals will be based on responsible cost, ability to provide comprehensive diagnosis and treatment of STDs, infrastructure in place to provide a clinic, adequate facilities within Monmouth County to carry out the clinical and supportive functions of the clinic to include the securing of all certificates that may be required to conduct ambulatory healthcare services, and expertise of physician and staff on communicable diseases inclusive of STDs.

Cost Breakdown - Proposal

Cost Category	Explanation	2027 Budget proposal
Personnel - salary		
Personnel – fringe (if applicable)		
Physician Fees		
Other Expenses (please be specific)		

Questions Due

Questions regarding this proposal may be forwarded to Monmouth County Purchasing, at ProposalQuestions@co.monmouth.nj.us no later than **noon on Thursday, October 29, 2026.**

Proposals Due

Proposals must be delivered to the **Monmouth County Division of Purchasing, Hall of Records, 3rd Floor, 1 East Main St., Freehold, New Jersey 07728**, **by 10:30 a.m., on Thursday, November 5, 2026**, at which time the proposals will be opened and read in public, in the Commissioners Meeting Room, 2nd Floor, Hall of Records. Late proposals will not be accepted.

RFP #P-22-2027
SEXUALLY TRANSMITTED DISEASE PROGRAM FOR
THE MONMOUTH COUNTY HEALTH DEPARTMENT FOR THE PERIOD OF
JANUARY 1, 2027 THROUGH DECEMBER 31, 2027

No.	Criteria	Weight	Points (1-5)	Maximum Total Points	Consultant Name:		Consultant Name:		Consultant Name:		Consultant Name:		Consultant Name:		Consultant Name:	
					Points	Total	Points	Total	Points	Total	Points	Total	Points	Total	Points	Total
1	QUALIFICATIONS / EXPERTISE OF PHYSICIAN AND STAFF	XX	1 TO 5	XX												
2	ADEQUATE FACILITIES WITHIN MONMOUTH COUNTY	XX	1 TO 5	XX												
3	PRICE REASONABLENESS	XX	1 TO 5	XX												
4	ABILITY TO PERFORM ALL SERVICES AS DESCRIBED IN RFP	XX	1 TO 5	XX												
	TOTAL SCORE	XX		XX												

POINT LEGEND

1 - POOR

2 - FAIR

3 - SATISFACTORY

4 - GOOD

5 - EXCELLENT

EVALUATED BY: _____

AGENCY: _____

DATE: _____

GENERAL CONDITIONS

1. The attached RFP should be used and fully completed.

2. The award of contract shall be by resolution of the Monmouth County Board of County Commissioners within sixty (60) days after receipt of proposal, unless otherwise extended at the request of the County with the consent of the Contractor.

3. The Contractor should indicate any variance to the specifications, terms and/or conditions. If variances are not shown in the RFP, the proposal will be evaluated based on full compliance with the specifications.

4. The County reserves the right to waive any informalities in the proposals.

5. The County of Monmouth is exempt from most Federal, State and Municipal excise, sales and other taxes.

6. The Contractor shall bill the County by submitting detailed invoices and certified vouchers to the County's Using Department(s). The County will make payment of amounts justly due and owing to the Contractor within sixty (60) days thereafter, unless a sooner payment is required under the New Jersey Prompt Payment Law (*N.J.S.A.* 2A:30A-1*, et seq.*).

7. In case of default by the Contractor, the County of Monmouth may procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby in addition to any other damages to the County of Monmouth.

8. The contract will contain the following provisions:

   a. The Contractor will indemnify and hold the County harmless for and from any and all losses, costs, damages, claims, suits and/or liabilities arising from any and all State or Federal actions of whatever kind, including Section 1983 claims, including counsel fees and costs of suit (collectively the "losses'), to which the County may be put by reason of any claim for damages of any kind to persons, business entities, or property due, in whole or in part, to the negligence or intentional acts of the Contractor.

   b. The Contractor will also indemnify and hold the County harmless for and from any and all losses to which the County may be put by reason of the Contractor's failure to pay its workers, suppliers, or subcontractors for labor or materials provided to the County.

   c. The Contractor further agrees that the County reserves its right to monitor and actively participate in the defense of any and all claims against the County, at its own expense, if, in its sole discretion, it chooses to do so.

   d. For the purpose of subparagraphs a. through c. above, "County" shall include the County of Monmouth, its Board of County Commissioners, its Constitutional Officers (Sheriff, County Clerk, Prosecutor and Surrogate), and their respective employees, volunteers, and agents.

9. The Contractor shall maintain the following insurance coverage, and provide proof of same upon award of a contract, in a form and with a company satisfactory to the County:

A. Worker's Compensation and Employer Liability

Covering all the Contractor's employees engaged in the performance of the contract and in accordance with the requirements of the laws of the State of New Jersey, including a voluntary compensation/all States endorsement.

B. Commercial General Liability

For bodily injury and property damage, including coverage for: premises/operations; products/completed operations; broad form property damage; and independent contractors. Limits of not less than $1,000,000.00 for both bodily injury and property damage are required. A combined single limit of $1,000,000.00 is acceptable. The Contractor shall maintain completed operations insurance for at least two years after final contract payment.

C. Business Automobile Liability

For bodily injury and property damage with limits for not less than $1,000,000.00 per person or occurrence. A combined single limit or $1,000,000.00 is acceptable. Coverage should include hired and non-owned vehicles.

D. Errors & Omissions Insurance

Coverage at limits of at least $1,000,000.00 each claim and $2,000,000.00 aggregate.

Note: The County reserves the right to waive or modify the above insurance requirements, if appropriate.

10. The documents required under heading A of the Proposal Checklist must be submitted with the proposal. The County shall set a deadline for the submission of any documents which are not submitted with the proposal and which are listed under the headings B and C on the Proposal Checklist. The County may in its discretion extend the deadline, upon request by the Contractor. If a document is not submitted by the deadline or the extended deadline, if any, the proposal will be rejected.

11. The Division of Purchasing will post any addenda to the RFP on this website. The Division of Purchasing will also endeavor to notify registered prospective Contractors of any such posting, but it will remain their responsibility to monitor the website for any addenda and to acknowledge receipt of the addenda in their proposals.

12. A properly completed Statement of Ownership must be provided with the proposal.

13. The Non-Collusion Affidavit must be completed and included with the proposal.

14. The County reserves the right to accept any one of equal or tie proposals in accordance with *N.J.S.A.* 40A:11-6.1(d).

15. Proposals may be hand delivered or mailed to the Monmouth County Division of Purchasing. The County assumes no responsibility for proposals received after the designated date and time and will return late proposals to the Contractor unopened.

16. Proposals should be enclosed in a sealed envelope bearing the name and address of the Contractor. THE NUMBER AND NAME OF THE RFP MUST BE DESIGNATED ON THE OUTSIDE OF THE ENVELOPE.

17. In order to comply with requirements of the Local Public Contracts Law, the County may cancel the contract whenever the dollar amount expended under the contract reaches or exceeds the initial total contract amount.

18. The successful Contractor will not assign or subcontract the work specified and covered under the terms of the contract or any part thereof, without the consent of the County, except for any subcontractors named in the RFP.

19. If the contract period extends beyond the County's current budget year, the contract shall be subject to the availability and appropriation annually of sufficient funds in any subsequent year(s).

20. The Certification of Non-Involvement in Prohibited Activities in Russia or Belarus and the Disclosure of Investment Activities in Iran should be completed and submitted prior to contract award.

21. The successful Contractor must comply with the attached requirements:

    (a) Mandatory Anti-Discrimination in Employment – Exhibit A

    (b) Equal Employment Opportunity – Exhibit B

    (c) American with Disabilities Act – Exhibit C

    (d) Business Registration – Exhibit D

22. **ADVISORY TO ALL CONTRACTORS**

    Notice of "Pay to Play" Disclosure Requirement

    P.L. 2005, Chapter 271, Section 3 Reporting (N.J.S.A. 19:44A – 20.27)

    Any business entity that has received $50,000 or more cumulatively in contracts from New Jersey governmental entities in a calendar year is required to file an annual disclosure report with ELEC. These reports are due by March 31 following the year being reported. At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC's website at www.elec.state.nj.us.

    If you have any questions please contact ELEC at 1-888-313-ELEC (toll free in NJ) or 1-609-292-8700.

23. Persons who receive advertisements, proposal documents, revisions or addenda to advertisements or proposal documents from a secondary source, such as a bidding

service, do so at their own risk as to the timeliness, completeness and accuracy of the information they receive. The County is not responsible for sending notices of revisions or addenda to advertisements or proposal documents to anyone who receives the advertisements or proposal documents from a secondary source and of whom the County is not aware.

24. Responses to the RFP will be rated based on the following criteria: overall education/experience/qualifications, understanding the scope of work, and price reasonableness. Contractors should include documentation with their proposals to address the evaluation criteria. The County may ask Contractors to clarify their proposals as part of the evaluation process.

25. If this is an on-call supply contract for a stated period of time or a service contract, whether or not for a stated period of time, **the County may cancel the contract or portions thereof, without cause, upon written notice to the Contractor.** If an on-call supply contract is cancelled or partially cancelled by the County under this provision, the Contractor shall be entitled to payment only for the goods called for by the County prior to the cancellation, at the contract rate(s), upon delivery of those goods to the County, but not for the overhead and profit associated goods not called for by the County. In the alternative, at its option, the County may also cancel any or all called for orders for goods, provided that the County will compensate the Contractor for the Contractor's reasonable overhead and profit related to such orders, but not for the overhead and profit associated with any other goods not called for by the County. Likewise, a service Contractor shall be entitled to payment for services duly requested by the County and rendered by the Contractor prior to the cancellation, also at the contract rate(s), but not for the overhead and profit associated with services not performed. If a contract is partially cancelled, the remainder of the contract shall continue in effect, subject to the reasonable adjustment to cover the Contractor's actual increased costs, if any, in supplying the remaining goods or services.

26. The contract will contain the following provision: "The Contractor shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request. (*N.J.A.C.* 17:44-2.2)"

27. American goods and products to be used where possible 40A:11-18. Each local unit shall provide, in the specifications for all contracts for county or municipal work or for work for which it will pay any part of the cost, or work which by contract or ordinance it will ultimately own and maintain, that only manufactured and farm products of the United States, wherever available, be used in such work. L.1971,c.198,s.18,eff.July 1, 1971. Amended by L. 1982,c.107,s.1.

28. Americans with Disabilities Act of 1990, Equal Opportunity for Individuals with Disability. The contractor and the County of Monmouth, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. S121 01 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated

pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

(Revised 1/2023)

PROPOSAL CHECKLIST

RFP NO.: P-22-2027

Items required with proposal (Owner's checkmarks)		Items submitted with proposal (Contractor's **INITIALS**)
⇓	**A. FAILURE TO SUBMIT ANY OF THESE ITEMS WITH THE PROPOSAL IS MANDATORY CAUSE FOR REJECTION**	⇓
_X_	Proposal (**unbound original**) (two add'l copies requested)	_____
_X_	Acknowledgment of receipt of addenda or revisions (if any)	_____
_X_	Statement of Ownership (Filled out completely and broken down)	_____
_X_	Non-Collusion Affidavit (Filled out completely)	_____
____	Other:	_____
	B. ITEMS PREFERRED WITH THE PROPOSAL, BUT MANDATORY AT THE TIME INDICATED	
_X_	Copy of the N.J. Business Registration Certificate or other acceptable proof of N.J. Business Registration for Contractor– prior to award of contract	_____
_X_	Copy of the N.J. Business Registration Certificate or other acceptable proof of N.J. Business Registration for proposed subcontractor(s) – prior to commencement of work, if applicable	_____
_X_	References – deadline set by the County, on notice to the Contractor	_____
_X_	Resume(s) – deadline set by the County, on notice to the Contractor	_____
_X_	Disclosure of Investment Activities in Iran	_____
_X_	Certification of Non-Involvement in Prohibited Activities in Russia or Belarus	_____
___	Other: – deadline set by the County, on notice to the Contractor	_____
	C. OPTIONAL ITEM	
__X_	Equal Employment Opportunity Questionnaire	_____

PRINT NAME OF CONTRACTOR: _____

SIGNED BY: _____

PRINT NAME AND TITLE: _____

DATE: _____

COMPLETE & SUBMIT THIS CHECKLIST WITH THE PROPOSAL

Rev. 1/2023

COUNTY OF MONMOUTH

ADDENDA ACKNOWLEDGMENT

PROJECT ENTITLED:_____

_____

Acknowledgment is hereby made of the receipt of the following addenda containing information for the above referenced project:

Addendum Number	**Dated**	**Initial to Acknowledge Receipt**
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CONTRACTOR: _____

BY: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

NOTE:

WHEN AN ADDENDUM IS ISSUED, THIS ACKNOWLEDGMENT MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL AT THE TIME OF RECEIPT. IF MORE THAN ONE ADDENDUM WAS ISSUED, EACH ADDENDUM MUST BE ACKNOWLEDGED AND REFLECTED ON THIS FORM.

(Revised 1/2018)

C A U T I O N

REGARDING STATEMENT OF OWNERSHIP

The enclosed Statement of Ownership form must be properly completed in accordance with the requirements of *N.J.S.A*. 52:25-24.2.

The disclosure of all beneficial owners who own ten (10) percent or more of any entity shall be provided in Part II and Part III of the following Statement of Ownership Form, and on additional sheets (if applicable), until all natural persons are identified, or it is otherwise disclosed that there is no further breakdown of beneficial owners greater than or equal to ten (10) percent.

For example, if your company "Company A" ("the VENDOR"), is entirely owned by "Company B", you must disclose the names and addresses of the owners of 10% or more of "Company B". Furthermore, if "Company C" owns 100% of "Company B", you must disclose the names and addresses of the owners of 10% or more of "Company C". You must continue this breakdown until ALL owners (i.e. natural persons) of 10% or more have been disclosed. Please refer to the Sample Scenarios page to better help you understand what is required for proper breakdown of ownership for Part II.

Please be advised that, for the purposes of completing this form, all "owners" shall be considered to be: individual persons, partnerships, limited partnerships, limited liability partnerships, limited liability companies, sub-chapter S-corporations, C-corporations, statutory trusts, business trusts or associations, real estate investment trusts, common-law trusts, national associations, or any other unincorporated business, whether organized under the laws of this State or under the laws of any other state or territory of the United States or the District of Columbia, the United States or any foreign country or other foreign jurisdiction pursuant to *N.J.S.A.* 52:25-24.2.

If ownership is not properly disclosed, your bid **must be rejected**, as required by *N.J.S.A*. 40A:11-23.2. **Mistakes cannot be cured after bids are received.**

Original 10/2024

STATEMENT OF OWNERSHIP

(*N.J.S.A.* 52:25-24.2)

Part I – The VENDOR is (check one):

☐ Sole Proprietorship (skip Parts II and III, and execute certification in Part IV)	☐ Partnership
☐ For-Profit Corporation (any type)	☐ Limited Partnership
☐ Limited Liability Company (LLC)	☐ Limited Liability Partnership (LLP)
	☐ Other, Please List_____

Part II – The VENDOR certifies that (complete all that apply under OPTION 1 or OPTION 2)**:**

OPTION 1

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

OPTION 2

☐ The list below contains the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class or of all individual partners in the partnership who own a 10% or greater interest therein, or of all members in the limited liability company who own 10% or greater interest therein.

PLEASE REVIEW THE CAUTION STATEMENT ON THE PRIOR PAGE BEFORE COMPLETING THIS PART – If VENDOR is owned (10% or more) by another business entity(ies), you must complete this breakdown of ownership for EACH business entity in VENDOR'S ownership structure until ALL owners (i.e. natural persons) of 10% or more have been disclosed. Attach additional sheets if necessary. If ownership is not properly disclosed, your bid must be rejected, as required by N.J.S.A. 40A:11-23.2. Mistakes cannot be cured after bids are received.

(COMPLETE THE LIST BELOW)

Name: _____ Address: _____

Name: _____ Address:_____

Name:_____ Address:_____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

☐ Check here if additional sheets are attached. Refer to Sample Scenarios attachment.

STATEMENT OF OWNERSHIP (Continued)
(*N.J.S.A.* 52:25-24.2)

Part III – DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II
If VENDOR has a direct or indirect parent entity which is publicly traded, and any person that holds a 10% 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) and page numbers containing the last annual filing(s) with the federal SEC (or foreign equivalent) that clearly list such persons. **WEBSITE (URL)** _____

Part IV: CERTIFICATION
*** FAILURE TO SIGN "PART IV: CERTIFICATION" IS MANDATORY CAUSE FOR REJECTION EVEN IF ALL OWNERSHIP HAS BEEN PROPERLY DISCLOSED. PLEASE BE SURE TO SIGN THIS SECTION.** **By signing below, VENDOR certifies** that its ownership disclosure is complete as provided above and/or attached and no person or entity, **except for those (if any) already listed above or on any attached sheets,** owns a 10% or greater interest in the VENDOR or any listed entities. VENDOR NAME: _____ SIGNATURE: _____ PRINT NAME & TITLE: _____ DATE: _____

Original 10/2024

STATEMENT OF OWNERSHIP

SAMPLE SCENARIOS

In an effort to help you understand how to properly complete the Statement of Ownership, please review the sample scenarios below. Be advised, your ownership structure may not be represented in the samples below and it is the sole responsibility of you, the VENDOR, to accurately disclose any and all ownership information required by N.J.S.A 52:25-24.2.

SAMPLE SCENARIO 1:

Your Company "Company A" is wholly owned by "Company B". "Company B" is wholly owned by "Company C". "Company C" is wholly owned by "Company D". "Company D" is a publicly traded company on the XYZ Stock Exchange. No individual person or company owns a 10% or greater interest in "Company D".

Provide the following information regarding ownership in Part II & III of the Statement of Ownership form:

Company B
123 Main St.
Anytown, NJ 01000
*Company B wholly owns Company A

Company C
456 Center St.
Anycity, NY 02000
*Company C wholly owns Company B

SAMPLE

Company D
SE-12345
Europe 21
*Company D wholly owns Company C

Link to Company D Annual Filings (as required by Part III of the Statement of Ownership)

SAMPLE SCENARIO 2:

"Your Company Name A" is wholly owned by "Company B". "Company B" is wholly owned by "Company C". "Company C" is wholly owned by Jane Doe (60% ownership) and John Smith (40% ownership).

Provide the following information regarding ownership in Part II of the Statement of Ownership form:

Company B
123 Main St.
Anytown, NJ 01000
*Company B wholly owns Company A

Company C
456 Center St.
Anycity, NY 02000
*Company C wholly owns Company B

Jane Doe
456 Center St.
Anycity, NY 02000
*Ms. Doe owns in excess of 10% of Company C

John Smith
456 Center St.
Anycity, NY 02000
* Mr. Smith owns in excess of 10% of Company C

NON-COLLUSION AFFIDAVIT
(*N.J.S.A.* 52:34-15)

NON-COLLUSION AFFIDAVIT The Affidavit shall be properly executed and submitted with the proposal.

STATE OF _____)
ss:
COUNTY OF _____)

Re: SEXUALLY TRANSMITTED DISEASE PROGRAM FOR THE MONMOUTH COUNTY HEALTH DEPARTMENT FOR THE PERIOD OF JANUARY 1, 2027 THROUGH DECEMBER 31, 2027

I, _____ (name of signer) of full age, on my oath depose and say:

I am the _____ (title)

of _____ (name of prospective Contractor), a prospective Contractor for the above named project, and that I executed the said proposal with full authority so to do; that the prospective Contractor 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 the proposal and in this affidavit are true and correct, and made with full knowledge that the County of Monmouth relies upon the truth of the statements contained in the proposal and in the statements contained in this affidavit in awarding a contract for the 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 my firm for the purpose of securing business.

Signed: X_____

(Revised 9/2024)

Disclosure of Investment Activities in Iran

Person or Entity	

Part 1: Certification

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

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, 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 parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may 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 certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.*
OR	
☐	*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury'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.*

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 person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activates in Iran below and, if more space is needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

I acknowledge that the County of Monmouth 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 County of Monmouth to notify the County of Monmouth 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 agreement(s) with the County of Monmouth and that the County of Monmouth at its option may declare any contract(s) resulting from this certification void and unenforceable.

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

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.

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).

EXHIBIT A

MANDATORY ANTI-DISCRIMINATION IN EMPLOYMENT LANGUAGE
N.J.S.A. 10:2-1

CONSTRUCTION, ALTERATION OR REPAIR OF ANY PUBLIC BUILDING OR PUBLIC WORK OR FOR THE ACQUISITION OF MATERIALS, EQUIPMENT, SUPPLIES OR SERVICES CONTRACTS

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

In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates.

No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex.

There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of $50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract.

This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L. 1985, c. 490 (C.18A:18A-51 et seq.).

(Revised 2/2017)

EXHIBIT B

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 *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.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will

discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

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

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA-302 (electronically provided by the Division of Purchase & Property, CCAU, EEO Monitoring Program and distributed to the public agency through the Division of Purchase & Property, CCAU, EEO Monitoring Program'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 *N.J.A.C.* 17:27-1.1 *et seq*.

EQUAL EMPLOYMENT OPPORTUNITY

QUESTIONNAIRE ON

PROCUREMENT AND SERVICE CONTRACT

	YES OR NO
1. Our Company has a current federal affirmative action plan approval. If yes, please submit a copy of said approval.	_____
2. Our Company has a New Jersey State Certificate of Employee Information Report. If yes, please include copy.	_____
3. We do not have a current Federal Plan Approval or State Certificate. We will complete and file Form AA302 on line at www.state.nj.us/treasury/contract_compliance and provide a "filed" copy to the County.	_____

PLEASE NOTE:
ONE OF THE ABOVE MUST BE SUBMITTED IF YOU ARE THE SUCCESSFUL CONTRACTOR AND RECEIVE THE AWARD. THIS IS REGARDLESS OF THE NUMBER OF EMPLOYEES YOU HAVE.

NAME:_____

SIGNATURE: X_____

TITLE:_____

DATE:_____

THIS FORM SHOULD BE COMPLETED, SIGNED AND RETURNED WITH YOUR PROPOSAL.

(Revised 2/2017)

EXHIBIT C

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

The contractor and the County of Monmouth, (hereafter “owner”) do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") *(42 U.S.C. §12101* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner’s grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

(Revised 2/2017)

EXHIBIT D

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS GOODS, SERVICES, AND CONSTRUCTION* CONTRACTS

Proof of valid business registration (a Business Registration Certificate) with the New Jersey Department of Treasury, Division of Revenue must be submitted to the contracting agency prior to the award of any contract, including purchase orders. No contract will be awarded without proof of such business registration. N.J.S.A. 52:32-44 imposes the following requirements on contractors and on all subcontractors that knowingly enter into a contract, or construct a construction project, with a contractor in the fulfillment of a contract with a contracting agency. *In the case of a construction contract, "subcontractor" shall mean only designated subcontractors who are required by N.J.S.A. 40A:11-16 to be named in the submission of a bid.

A subcontractor named in a bid or other proposal made by a contractor to a contracting agency shall provide a copy of its business registration to the contractor who shall provide it to the contracting agency. The contractor shall provide the contracting agency with the business registration of the contractor and that of any named subcontractors prior to the time a contract is awarded.

The contractor shall maintain and submit to the contracting agency a list of subcontractors and their addresses that may be updated from time to time during the course of the contract performance. Before final payment of the contract is made by the contracting agency, the contractor shall submit a complete and accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

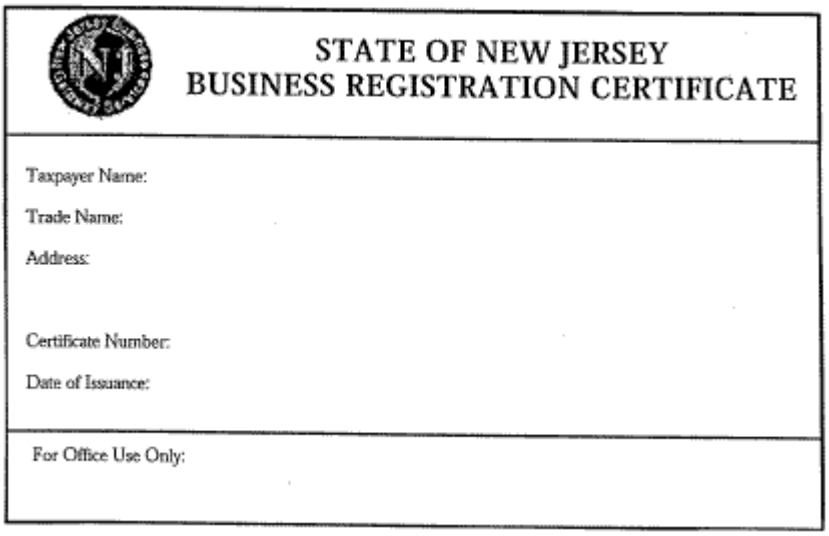
For the term of the contract, the contractor and each of its affiliates and each subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3)) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the "Sales and Use Tax Act" (N.J.S.A. 54:32 B-1, et seq.) on all taxable sales of tangible personal property delivered into this state.

A business organization that fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of $25 for each day of violation, not to exceed $50,000 for each business registration not properly provided or maintained under a contract with a contracting agency

Sample Business Registration Certificates are attached for convenience. Questions on obtaining a Business Registration Certificate or on the law and its requirements can be directed to the Division of Revenue at (609) 292-9292.

(Revised 5/2017)

THESE ARE SAMPLES OF BUSINESS REGISTRATION CERTIFICATES.



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:

Trade Name:

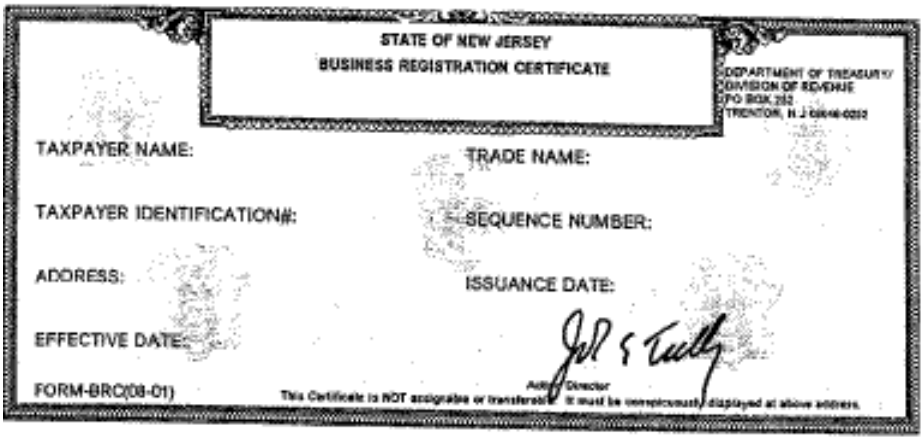
Address:

Certificate Number:

Date of Issuance:

For Office Use Only:

OR



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, N.J 08646-0252

TAXPAYER NAME:

TRADE NAME:

TAXPAYER IDENTIFICATION#:

SEQUENCE NUMBER:

ADDRESS:

ISSUANCE DATE:

EFFECTIVE DATE:

Acting Director

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

(Revised 5/2017)

SIGNATURE PAGE

P-22-2027

To the Monmouth County Board of County Commissioners:

**THE UNDERSIGNED HEREBY DECLARES THAT
I (WE) HAVE CAREFULLY EXAMINED THE SPECIFICATIONS.
I (WE) HEREBY CERTIFY PRICES QUOTED ARE IN ACCORDANCE
WITH YOUR REQUIREMENTS.**

Company Name: _____
(PRINT)

Preparer's Name: _____
(PRINT)

Signature: _____
(DATE)

Address: _____

_____

Telephone No.: _____

Fax No.: _____

E-Mail Address: _____
*****(This should be the email where Contracts would be sent)*****

Contact Person: _____

FEIN: _____
(Federal Employee ID)

BRC: _____
(Business Registration Certificate)

(Revised 2/2017)