# NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY

## RFQ/P PROPOSER CHECKLIST

**RFQ/P NUMBER:** 2020-RFQ/P-060  
**RFQ/P TITLE:** Independent Auditor Services

This checklist was created as a guide to assist Proposers in preparing a complete and responsive Quote. It is the Proposer’s responsibility to ensure that all requirements of the RFQ/P have been met. Forms can be accessed on the Authority website or by clicking on the PDF icon below.

### FORMS, REGISTRATIONS & CERTIFICATIONS REQUIRED BY SECTION 4.0 THAT MUST BE SUBMITTED WITH THE PROPOSAL

1. **SIGNATORY PAGE**  
   See RFQ/P Section 4.2.4.1

2. **OWNERSHIP DISCLOSURE FORM**  
   See RFQ/P Section 4.2.4.2

3. **DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**  
   See RFQ/P Section 4.2.4.3

4. **FEE SCHEDULE**  
   See RFQ/P Section 4.2.3

5. **DISCLOSURE OF INVESTIGATIONS and OTHER ACTIONS INVOLVING THE VENDOR FORM**  
   See RFQ/P Section 4.2.4.4

### FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED BY SECTION 4.0 THAT SHOULD BE SUBMITTED WITH THE PROPOSAL REQUIRED PRIOR TO CONTRACT AWARD

| A | NEW JERSEY BUSINESS REGISTRATION CERTIFICATE (BRC)  
   See RFQ/P Section 4.2.4.5 |
| B | SOURCE DISCLOSURE CERTIFICATION  
   See RFQ/P Sections 4.2.4.6 |
| C | EMPLOYEE INFORMATION REPORT (FORM AA302)  
   See RFQ/P Section 4.2.4.7 - Affirmative Action / EEO Certification |
| D | SET-ASIDE INFORMATION FORM  
   See RFQ/P Section 4.2.4.8 |
| E | SET-ASIDE COMPLIANCE CERTIFICATE & SAMPLE MONTHLY STATUS REPORT  
   See RFQ/P Section 4.2.4.8 |
| F | TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS and CHAPTER 51/EXECUTIVE ORDER 117 Q&A  
   See RFQ/P Section 4.2.4.9 |
| G | W-9 FORM  
   See RFQ/P Section 4.2.4.11 |
| H | INSURANCE CERTIFICATES  
   See RFQ/P Section 4.2.4.12 |
| I | SUBCONTRACTOR UTILIZATION FORM  
   See RFQ/P Section 4.2.4.13 |

Proposers must ensure that all requirements of the RFQ/P have been met as the RFQ/P language supersedes this advisory checklist in the event of an error or omission.