

NEW JERSEY ECONOMIC DEVELOPMENT
Office of Recovery - Energy Resilience Bank (ERB) Program
 Labor Standards (LS) / EEO/ Affirmative Action (AA)/ Section 3 (S3)
 Bid Package Check List - **PROFESSIONAL SERVICES ONLY**
Forms can be located on the NJEDA's website at:
www.njeda.com/affirmativeaction

Instructions

The following is a complete list of documents for Professional Service contracts regarding Section 3 compliance.

- * Each Bidder must download the "**Complete Section 3 Professional Service Bid Package Documents and Mandatory Contract Language**" from the NJEDA's website. (numbers 1-13)
- * BOX A - Each document the bidder must submit **with their bid.**
- * BOX B- Submitted with Professional Services contract and subcontracts
- * BOX C- Mandatory Contract Language- items in this box do not require submission back to the EDA, but must be included each contract.
- * BOX D- The awarded Professional Services Consultant will be responsible for items **on a monthly basis.**

Item No.	Complete Section 3 Professional Service Bid Package Documents and Mandatory Contract Language	√ Received by with bid package
1	Exhibit 1 Section 3 Bidders Proposed Contracts and Subcontractors	
2	Exhibit 2 Section 3 Business Certification Form	
3	Exhibit 3 Bidders Estimated New Hires	
4	Exhibit 4 Section 3 Employee & Trainee Data Form 4	
5	Exhibit 5 Section 3 Employee Household Income Certification Form 5	
6	Exhibit 6 Certification of Bidder Regarding Section 3 and Segregated Facilities	
7	Exhibit 7 Bidder Certification of Proposed SUBS regarding Section 3 and Segregated Facilities	
8	Exhibit 8 Section 3 Plan Format (template)	
9	Exhibit 9 Section 3 Plan Statement of Commitment	
10	Exhibit 10 Section 3 Projected Utilization Plan	
11	Appendix A Section 3 Clause	
12	Appendix B Section 3 Contractors Business Monthly Utilization Form	
13	Appendix C Section 3 New Hires Compliance Form 12	

Box A		
Item No.	Documents to be Completed and Submitted <i>with the Professional Services Bid (per Bidder, failure to do so will deem bid invalid)</i>	√ Submitted to the NJEDA
1	Exhibit 1 Section 3 Bidders Proposed Contracts and Subcontracts	
2	Exhibit 2 Section 3 Business Certification Form	
3	Exhibit 3 Bidders Estimated New Hires	
6	Exhibit 6 Certification of Bidder Regarding Section 3 and Segregated Facilities	
8	Exhibit 8 Section 3 Plan Format (template)	
9	Exhibit 9 Section 3 Plan Statement of Commitment	
10	Exhibit 10 Section 3 Projected Utilization Plan	
Letter	No New Hire Letter (letter of explanation if no new hires will be utilized on this project, <i>must be on company letterhead</i>)	

Box B		
Item No.	Documents Due After Award by Professional Services Consultant <i>Before Contract Execution</i>	√ Submitted to the NJEDA
4	Exhibit 4 Section 3 Employee & Trainee Data Form 4	
5	Exhibit 5 Section 3 Employee Household Income Certification Form 5	
7	Exhibit 7 Bidder Certification of Proposed SUBS regarding Section 3 and Segregated Facilities	

Box C - MANDATORY CONTRACT LANGUAGE		
Item No.	Documents to be included in all contracts and subcontracts	√ Included in Contract
27	Appendix A Section 3 Clause- <i>Must be included in each consultant contract</i>	

Box D		
Item No.	Monthly Compliance Requirements	√ Submitted to the NJEDA
28	Appendix B Section 3 Contractors Business Monthly Utilization Form	
29	Appendix C Section 3 New Hires Compliance Form 12	