

**NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY  
PROPOSER'S RFP CHECKLIST**

**RFP NUMBER: 2021-RFP-IPM-076**

**RFP TITLE: AUDITING AND JOB CERTIFICATION REVIEW CONSULTING SERVICES**

This checklist was created as a guide to assist in preparing a complete and responsive Proposal. It is the Proposer's responsibility to ensure that all requirements of the RFP have been met.

**FORMS CAN BE DOWNLOADED FROM THE AUTHORITY'S WEBSITE AT:**

<https://www.njeda.com/bidding/#forms>

FORMS, REGISTRATIONS & CERTIFICATIONS REQUIRED THAT MUST BE FULLY COMPLETED AND SUBMITTED <u>WITH</u> THE PROPOSAL	
<b>1</b>	<b>Signatory Page (must be signed)</b> See RFP Section 4.2.3.1
<b>2</b>	<b>Fee Schedule</b> See RFP Section 4.2.2
<b>3</b>	<b>Ownership Disclosure Form</b> See RFP Section 4.2.3.2
FORMS, REGISTRATIONS & CERTIFICATIONS THAT MUST BE FULLY COMPLETED AND REQUIRED PRIOR TO CONTRACT AWARD	
<b>A</b>	<b>Disclosure of Investment Activities in Iran Form (must be signed)</b> See RFP Section 4.2.3.3
<b>B</b>	<b>Disclosure of Investigations and Other Actions Involving the Vendor Form (must be signed)</b> See RFP Section 4.2.3.4
<b>C</b>	<b>New Jersey Business Registration Certificate (NJ BRC)</b> See RFP Section 4.2.3.5
<b>D</b>	<b>Source Disclosure Form (must be signed)</b> See RFP Sections 4.2.3.6
<b>E</b>	<b>Employee Information Report (signed Form AA302) or (valid Certificate)</b> See RFP Section 4.2.3.7 – Affirmative Action/EEO Certification
<b>F</b>	<b>Small Business Set-Aside Information Form</b> See RFP Section 4.2.3.8
<b>G</b>	<b>Set-Aside Compliance Certificate (must be signed)</b> See RFP Section 4.2.3.8
<b>H</b>	<b>Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions Form (must be signed)</b> See RFP Section 4.2.3.10
<b>I</b>	<b>Internal Revenue Service W-9 Form (must be signed)</b> See RFP Section 4.2.3.13
<b>J</b>	<b>Insurance Certificate(s)</b> See RFP Section 4.2.3.14
<b>K</b>	<b>Subcontractor Utilization Form (must be signed)</b> See RFP Section 4.2.3.15
<b>L</b>	<b>Russia and Belarus Certification Form (must be signed)</b> See RFP Section 4.2.3.18

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