

NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY RFP PROPOSER CHECKLIST

RFP NUMBER: 2022-RFP-IPM-124

RFP TITLE: Property and Facility Management 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 SUBMITTED WITH THE PROPOSAL (all forms must be signed and completed)

1	Signatory Page (must be signed) See RFP Section 4.2.3.1
2	Fee Schedule See RFP Section 4.2.2
3	Ownership Disclosure Form See RFP Section 4.2.3.2

FORMS, REGISTRATIONS & CERTIFICATIONS THAT SHOULD BE SUBMITTED WITH THE PROPOSAL AND ARE REQUIRED PRIOR TO CONTRACT AWARD

A	Disclosure of Investigations and Other Actions Involving the Vendor Form See RFP Section 4.2.3.4
B	Disclosure of Investment Activities in Iran See RFP Section 4.2.3.3
C	New Jersey Business Registration Certificate (NJBRC) See RFP Section 4.2.3.5
D	Source Disclosure Form See RFP Sections 4.2.3.6
E	Employee Information Report (Form AA302) See RFP Section 4.2.3.7 - Affirmative Action/EEO Certification
F	Set-Aside Information Form See RFP Section 4.2.3.8
G	Set-Aside Compliance Certificate See RFP Section 4.2.3.8
H	Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions. See RFP Section 4.2.3.10
I	Internal Revenue Service Form W-9 See RFP Section 4.2.3.13
J	Insurance Certificates See RFP Section 4.2.3.14
K	Subcontractor Utilization Plan See RFP Section 4.2.3.15
L	Public Works Contractor Registration Act – proof of registration See RFP Section 4.2.3.17
M	Certification for EO No. 271 – COVID-19 Vaccine See RFP Section 4.2.3.21 and attached as Exhibit K rather than posted on NJEDA website.
N	Disclosure of Investment Activities in Russia and Belarus See RFP Section 4.2.3.22 and attached as Exhibit L rather than posted on NJEDA website.

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