

# NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY RFQ/P PROPOSER CHECKLIST






**RFQ/P NUMBER:** 2020-RFQ/P-084

**RFQ/P TITLE:** REAL ESTATE APPRAISAL SERVICES









*This checklist was created as a guide to assist proposers in preparing a complete and responsive proposal.  
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 AND CERTIFICATIONS REQUIRED THAT MUST BE SUBMITTED WITH THE PROPOSAL

*(All Forms Must Be Physically Signed and Completed)*

<b>1</b>	<b>SIGNATORY PAGE</b> See RFQ/P Section 4.2.4.1	
<b>2</b>	<b>OWNERSHIP DISCLOSURE FORM</b> See RFQ/P Section 4.2.4.2	
<b>3</b>	<b>DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN</b> See RFQ/P Section 4.2.4.3	
<b>4</b>	<b>FEE SCHEDULE</b> See RFQ/P Section 4.2.3	
<b>5</b>	<b>DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING THE VENDOR FORM</b> See RFQ/P Section 4.2.4.4	

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

<b>A</b>	<b>NEW JERSEY BUSINESS REGISTRATION CERTIFICATE (BRC)</b> See RFQ/P Section 4.2.4.4	
<b>B</b>	<b>SOURCE DISCLOSURE CERTIFICATION</b> See RFQ/P Sections 4.2.4.5	
<b>C</b>	<b>EMPLOYEE INFORMATION REPORT (FORM AA302)</b> See RFQ/P Section 4.2.4.6 - Affirmative Action / EEO Certification	
<b>D</b>	<b>SET-ASIDE INFORMATION FORM</b> See RFQ/P Section 4.2.4.7	
<b>E</b>	<b>SET-ASIDE COMPLIANCE CERTIFICATE &amp; SAMPLE MONTHLY STATUS REPORT</b> See RFQ/P Section 4.2.4.7	
<b>F</b>	<b>TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS and CHAPTER 51/EXECUTIVE ORDER 117 Q&amp;A</b> See RFQ/P Section 4.2.4.8	
<b>G</b>	<b>W-9 FORM</b> See RFQ/P Section 4.2.4.10	
<b>H</b>	<b>INSURANCE CERTIFICATES</b> See RFQ/P Section 4.2.4.11	

**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.**