

NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY






RFQ/P PROPOSER CHECKLIST

RFQ/P NUMBER: 2020-RFQ/P-106










RFQ/P TITLE: Consulting Services for the Creation of the New Jersey Green Fund

*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 & CERTIFICATIONS REQUIRED BY SECTION 4.0 THAT MUST BE SUBMITTED WITH THE PROPOSAL (All Forms Must Be Completed and if required, Signed)

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.