



North Hunterdon-Voorhees
REGIONAL HIGH SCHOOL DISTRICT

1445 State Route 31 South, Annandale, NJ 08801

REQUEST FOR PROPOSALS

RFP NO: 26-05

SCHOOL DISTRICT REGIONALIZATION FEASIBILITY STUDY

Term of Contract: November 25, 2026 – June 30, 2027

Dated: September 3, 2026

By: Kathryn Blew, CPA, QPA
School Business Administrator/
Board Secretary

NOTICE FOR REQUEST FOR PROPOSALS

SCHOOL DISTRICT REGIONALIZATION FEASIBILITY STUDY

Notice is hereby given that pursuant to the requirements of N.J.A.C. 6A:23A-5.2 (a)(5), the **North Hunterdon-Voorhees Regional High School District Board of Education** (hereinafter referred to as the "Board") is requesting proposals (RFP) to obtain from interested and qualified firms a proposal for **School District Regionalization Feasibility Study** as outlined in the RFP. The understanding of the parties with respect to the services to be rendered and the various fee arrangements are required to be set forth in a formal agreement. The Board Office is located at 1445 State Route 31 South, Annandale, NJ 08801.

All necessary proposal specifications and proposal forms may be secured upon written request to:
Kathryn Blew, School Business Administrator/Board Secretary
North Hunterdon-Voorhees Regional High School District
1445 State Route 31 South
Annandale, NJ 08801

OR Documents may be downloaded at www.nhvweb.net

All respondents submitting proposals must use and complete all forms and include all information required in the RFP. **An original copy of the Proposal must be submitted with a USB digital copy, in a sealed envelope with "RFP – School District Regionalization Feasibility Study" marked on the front of the envelope.**

Proposals must be submitted to the North Hunterdon-Voorhees Regional High School District Board of Education no later than **Thursday, September 24, 2026 by 10:00 a.m. EST**. It must be clearly marked as "RFP – School District Regionalization Feasibility Study". The proposals should be addressed to North Hunterdon-Voorhees Regional High School District Board of Education, Attn: Kathryn Blew, School Business Administrator, 1445 State Route 31 South, Annandale, NJ 08801.

All respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et. seq., Affirmative Action Against Discrimination and N.J.A.C. 17:27 et seq.

Pursuant to P.L. 2004, c.57, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. All vendors are required to comply with the requirements of P.L. 1975, c. 127, "Law Against Discrimination" and the Affirmative Action statutes and regulations, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq.

A Non-Collusion Affidavit and a Contractor Questionnaire/Certification also must be filed with the proposal. The proposal package will also include other documents that must be completed and returned with the RFP package. Failure to complete and submit all required forms may be cause for disqualification and rejection of the proposal.

The Board of Education reserves the right to reject any or all proposals pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y), 18A:18A-4(a), 18A:18A-22, and to waive any informalities. The Board further reserves the right to take such alternates as they deem appropriate, and in any order that the Board feels may be in the best interest of the North Hunterdon-Voorhees Regional High School District Board of Education.

Kathryn Blew
School Business Administrator/Board Secretary
Notice Date: September 3, 2026



REQUEST FOR PROPOSALS

School District Regionalization Feasibility Study

Term of Contract: November 25, 2026 – June 30, 2027

TECHNICAL SPECIFICATIONS

Kathryn Blew, CPA, QPA

School Business Administrator/Board Secretary

**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
1445 State Route 31 South, Annandale, NJ 08801**

REQUEST FOR PROPOSALS

School District Regionalization Feasibility Study

I. INTRODUCTION

A. General Information

This Request for Proposals (RFP) is issued by the North Hunterdon-Voorhees Regional High School District (NHVRHSD) to solicit proposals from qualified consulting firms to conduct a comprehensive feasibility study for school district regionalization and/or consolidation as part of the New Jersey School Regionalization Efficiency Program (SREP).

The North Hunterdon-Voorhees Regional High School District is a comprehensive regional public school district providing secondary education to students in grades 9 through 12 across a 178-square-mile area in Hunterdon County, New Jersey.

The district consists of two high schools:

1. North Hunterdon High School (Annandale, NJ): Serving approximately 1,425 students in grades 9–12.
2. Voorhees High School (Glen Gardner, NJ): Serving approximately 910 students in grades 9–12.

In total, NHVRHSD educates approximately 2,200 to 2,500 secondary students supported by over 450 certified faculty and staff members. Both high schools operate on a rolling drop-block schedule and offer robust academic programs, extensive special education services, and interscholastic athletics.

B. Geographic & Demographic Landscape

Located along the Interstate 78 and Route 31 corridors in central-western New Jersey, the participating communities represent a mix of suburban developments, historic borough centers, and rural agricultural farmland. While each local elementary district operates under its own Board of Education for primary education (PK–8), all secondary students articulate into NHVRHSD for grades 9 through 12.

C. Historical Context & Rationale for Study

Like many public school districts across New Jersey, NHVRHSD and its constituent PK–8 partners face significant operational headwinds. Post-pandemic learning requirements, shifting demographic trends, inflationary pressures on health benefits and energy, increasing state mandates, and local tax cap limits require school leaders to explore new structural efficiencies.

D. Regionalization Options Under Evaluation

Funded through a grant awarded by the New Jersey Department of Community Affairs (DCA) under P.L. 2021, c. 402, this feasibility study will engage qualified consultants to evaluate three core regionalization and shared service scenarios:

1. Option A (Full PK–12 Regionalization): Expanding the current limited-purpose grades 9–12 regional high school district into an all-purpose, grades PK–12 regional school district encompassing all current constituent school districts plus Bloomsbury Borough.
2. Option B (Targeted PK–12 Consolidation): Expanding the regional district into an all-purpose, grades PK–12 regional school district specifically involving constituent partners Clinton Township, Franklin Township, Union Township, and Bloomsbury Borough.
3. Option C (Status Quo with Enhanced Shared Services): Maintaining the status quo with opportunities to better align educational programs and support services while reducing or controlling the costs of educating students in each district through the expansion of shared services and other efficiencies.

All scenarios evaluated must ensure compliance with New Jersey school laws (N.J.S.A. 18A:13 et seq.), preserve high educational quality, promote equity and student diversity, optimize facility capacity, and maintain fiscal transparency for taxpayers across all participating municipalities.

The North Hunterdon-Voorhees Regional High School Board of Education reserves the right, where it may serve the District's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Board of Education, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Submission of the proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the North Hunterdon-Voorhees Regional High School Board of Education and the firm selected.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

The North Hunterdon-Voorhees Regional High School District is requesting submissions for a School District Regionalization Feasibility Study. NHVRHSD seeks to engage a qualified consultant to conduct a feasibility study that will:

- Examine the potential benefits and challenges of school district regionalization
- Evaluate educational, financial, and operational impacts
- Provide data-driven recommendations to inform decision-making
- Meet all requirements of the SREP grant program administered by the New Jersey Department of Community Affairs, Division of Local Government Services

III. PROJECT OVERVIEW AND OBJECTIVES

A. Project Goals

The feasibility study shall provide a comprehensive analysis to support informed decision-making regarding potential regionalization. Key objectives include:

- Assessment of potential educational enhancements for students
- Analysis of fiscal impacts and cost savings opportunities
- Evaluation of facility utilization and infrastructure needs
- Review of administrative and operational efficiencies
- Examination of equity considerations
- Community and stakeholder engagement

B. Participating Districts

NHVRHSD receives students from 12 distinct primary (PK–8) local educational agencies (LEAs) across northern Hunterdon County. The municipalities include:

North Hunterdon High School educates students from:

- Bethlehem Township
- Clinton Town/Glen Gardner*
- Clinton Township
- Franklin Township
- Lebanon Borough
- Union Township
- Bloomsbury Borough

Voorhees High School educates students from:

- Califon
- Glen Gardner/Clinton Town*
- Hampton
- High Bridge
- Lebanon Township
- Tewksbury Township

**Students who attend Clinton/Glen Gardner Public School can select either high school.*

C. Timeline

The feasibility study is expected to be completed within 12 months from contract execution, with deliverables as specified in Section 4. The District is required to make semi-annual progress reports to be submitted to the Division of Local Government Services as required by SREP. The consultant will provide updates necessary to fulfill the SREP grant requirements.

IV. SREP PROGRAM REQUIREMENTS

A. Compliance with SREP Guidelines

All work performed under this contract must comply with the requirements established by P.L. 2021, c. 402 and the SREP Grant Program Guidelines. The feasibility study must, at a minimum, demonstrate that the proposed regionalization:

- Reflects the potential for meaningful and implementable regionalization plans to advance an enhanced learning environment for participating school districts
- Coordinates curriculum across schools and grades throughout the proposed consolidation/regionalization
- Reflects the potential for improved efficiency and cost savings
- Demonstrates that the proposed regionalization does not, and is not foreseeably likely to, increase or exacerbate the segregation of students by racial, socioeconomic, disability, or English language learner status
- Leads to the establishment of a limited purpose or all-purpose regional district to the maximum extent practicable
- Consolidates school districts that are in close geographic proximity to each other
- Reflects a documented commitment from participating boards of education and municipal governing bodies to make good faith efforts to implement study recommendations

B. Required Study Components

The feasibility study must evaluate the following factors:

- Current and projected enrollment trends
- Facility utilization and capacity analysis
- Existing send/receive relationships
- Administrative staffing structures and needs
- Class size analysis and impacts
- Student diversity enhancement opportunities
- Debt obligations and contractual commitments
- Faculty and staff needs, attrition, and transition planning
- Transportation logistics and costs
- Curriculum coordination and program offerings
- Technology infrastructure and systems integration
- Special education services and programs

The District expects to undertake the following schedule:

Action	Date
Public notice requesting proposals:	Thursday, September 3, 2026
Submission of RFP	Thursday, September 24, 2026 @ 10:00 AM
Board of Education will review all proposals:	September 25 – November 13, 2026
Contract Award <u>(Estimated)</u>	November 25, 2026

A. QUALIFICATIONS OF RESPONDENTS

Respondents shall provide a detailed narrative demonstrating their knowledge and experience in providing school district feasibility studies for Boards of Educations. Respondents shall demonstrate experience working with New Jersey school districts to provide the type of services requested in this RFP.

B. CONTRACT PERIOD

The nominal term of this Agreement shall be for the period commencing on or about November 25, 2026 and continuing through June 30, 2027. Consultant understands that the project is a fixed deliverable and not a term contract, and the project term may extend beyond such date. Consultant will diligently work towards delivering the Feasibility Study by June 2027 for review by the Board in preparation for public meetings but agrees that in no case will the Feasibility Study be finalized and delivered later than twelve (12) months from the contract start date.

C. COORDINATION OF ACTIVITIES

All activities for the procurement of the contract will be coordinated through the office of:

Richard Bergacs, Superintendent of Schools

Phone: 908-735-2846, extension 5101

E-mail: rbergacs@nhvweb.net

Or

Kathryn Blew, School Business Administrator/Board Secretary

Phone: 908-735-2846, extension 5102

E-mail: kblew@nhvweb.net

D. SAMPLE CONTRACT

Applicant shall provide a sample copy of the applicant's contract. Sample contract must include all terms and conditions of this RFP. Contract shall be in a form acceptable to the Board of Education.

E. PRESENTATION PACKAGE – Submit with the RFP Response

The North Hunterdon-Voorhees Regional High School District Board of Education seeks from all participating respondent's information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

All respondents shall prepare a presentation package to be submitted with the RFP.

The Presentation Package shall include at a minimum the following:

1. Technical Criteria

a. Description of Services

Respondents should list all services to be rendered with their explanation in a detailed plan on how they will provide the services. Respondents shall also provide evidence of how services of similar type were provided to other public schools in New Jersey. Respondents, by submitting a proposal, acknowledge that they fully understand the scope of service, work and activity to be performed.

b. Conflicts

Describe any existing or potential legal or other policy conflicts of interest or appearance of conflict of interest, you may have, or which reasonably might arise, because of your proposed representation of the North Hunterdon-Voorhees Regional High School District Board of Education.

2. **Management Criteria**

a. **Business Organization**

The respondent shall submit a full description of the business organization to include, but not be limited to:

- Name, address, phone, fax, website, and other information of the professional firm or individual;
- An organizational chart noting the names of all principals and partners;
- Resumes of key staff members; and
- Other information concerning individuals of the professional firm that would assist the school district in the evaluation process.

b. **Qualifications & Relevant Experience**

Respondents shall submit documentation highlighting qualifications and experience as further defined in Section C, that will assist the school district in the evaluation and selection process. Such documentation shall include, but not be limited to:

- Respondents must have a minimum of five (5) years of experience as a consulting firm and a minimum of five (5) years of experience servicing the Board of Education or other governmental entities.
- Three (3) letters of recommendation from public/private school districts in New Jersey including contact name, address and phone number.
- Evidence of providing services as listed in the specifications to public/private school districts.
- Dates of licensure in the State of New Jersey, and any other state, as the professional discipline requested to serve the needs of the Board of Education.
- List of any judgments within the last three (3) years and/or a list of bankruptcy or organization proceeding within the last ten (10) years
- Other information concerning the firm and /or individuals of the firm that would assist the school district in the evaluation process.
- Availability of personnel, facilities, equipment and other resources to provide the services requested.
- A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other boards of education and other levels of government. Contact information for the recipients of the similar services must be provided. The Board may obtain references from any of the parties listed.

3. **Cost Criteria**

a. **Fee Proposal**

The proposal shall include a schedule of fees to be charged to the district. The North Hunterdon Voorhees Regional High School District reserves the right to purchase some or all of the services in this proposal.

Please note the items listed below:

Expenses: Additional

The selected vendor agrees that it is responsible for all additional expenses including travel, meals, postage, photocopying, fax transmissions, courier services, online research, filing and recording incurred in the rendering of services for this RFP. All additional fees are the responsibility of the respondent.

Contract Expenses

Respondents are to note the following as it pertains to expenses related to the contract:

- Expenses: Related to Contract: Incidental
All incidental expenses related to this contract, incurred by the respondent to whom the contract is awarded, shall be the responsibility of the respondent. The Board will not reimburse any vendor for any incidental expenses related to the contract.
- Expenses Not Related to the Contract: District Procedures
There may be a circumstance where a request is made for the respondent to provide services not directly related to the contract. These services not related to the contract are not to be provided by the respondent. The district will procure these services separately.

F. EVALUATION CRITERIA

Proposals will be evaluated by a selection committee using the following weighted criteria:

Evaluation Criterion	Weight
Experience and Qualifications of Project Team	25%
Project Approach and Methodology	25%
Timeline and Work Plan Alignment to SREP Requirements	25%
Cost Proposal	25%
TOTAL	100%

Evaluation Process

1. Initial screening for completeness and minimum qualifications
2. Detailed evaluation by selection committee
3. Interviews with top-ranked proposers (if deemed necessary)
4. Reference checks
5. Board of Education approval and contract execution with selected firm

Selection and Award

The District reserves the right to:

- Reject any or all proposals
- Waive minor irregularities in proposals
- Request clarifications or additional information from proposers
- Award to other than the lowest cost proposer

G. MINIMUM MANDATORY QUALIFICATION AND SUBMISSION REQUIREMENTS

1. Provide company overview detailing years in business, locations, and personnel to be associated with this account, philosophy on customer service and any other pertinent information the responder feels necessary.
2. Provide information on services to be provided that have not been included in routine services as outlined in this RFP.
3. Professional licenses and certifications should be provided.

4. Have a minimum of five (5) years of experience in providing feasibility study services to boards of education.
5. Professional experience and education of the individual(s) to be assigned including a listing of experience with the North Hunterdon-Voorhees Regional High School District Board of Education and/or experience with other New Jersey public entities.
6. A statement concerning the ability of the firm/individual to perform tasks assigned by the District in a timely fashion.
7. Professional licenses and certifications held by the individual(s) to be assigned.
8. A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the firm/company showing the amount of professional liability insurance and all other coverage in place as of January 1, 2026.
9. A copy of the Certificate of Employee Information Report or Form AA-302 Initial Employee Information Report.
10. A copy of your Business Registration Certificate.
11. A description of any previous services to the North Hunterdon-Voorhees Regional High School District Board of Education that provide the firm with a familiarity with our District.
12. Costs quoted to perform the specified services. PLEASE NOTE: These costs must be provided at the time of submission.

The Firm acknowledges that he/she has read this Request for Proposal, has a full understanding and agrees to be bound by the terms and conditions. Proposals must be submitted prior to the time and date specified by mail or hand delivered to the Board of Education. No facsimile or e-mail proposals will be accepted.

The North Hunterdon-Voorhees Regional High School District Board of Education reserves the right to reject any or all proposals in whole.

The North Hunterdon-Voorhees Regional High School District Board of Education reserves the right to contact references provided with the proposal.

Include any additional information which you believe will be useful to the Board of Education in its selection process.

H. EVALUATION PROCESS; METHODOLOGY OF AWARDING CONTRACT

The procedures developed for the award of the contract constitutes a "fair and open" process pursuant to N.J.S.A. 19:44A-20.7. The contract, if awarded, shall be awarded to the Firm who submits the most advantageous proposal based on price and the qualifications of the Firm and other factors considered. The Board of Education will use a (100) point system in evaluating all proposals. The criteria to be evaluated are identified as follows:

- a. Experience and Qualifications of Project Team (25%)
- b. Project Approach and Methodology (25%)
- c. Timeline and Work Plan Alignment to SREP Requirements (25%)
- d. Cost criteria (25%)

I. EVALUATION OF PROPOSALS

All proposals shall be evaluated by the following:

- a. Superintendent of Schools
- b. Assistant Superintendent of Schools
- c. School Business Administrator/Board Secretary
- d. North Hunterdon-Voorhees Regional High School District Board President and other board members chosen by the board president

J. AWARD OF CONTRACT

It is the intention of the Board of Education to award the contract to the respondent that is the most advantageous to the Board, price and other factors considered; and will provide the highest quality service at fair and competitive prices. The Board of Education intends to award the contract at its November 2026 board meeting.

K. AFFIRMATIVE ACTION REQUIREMENTS

Each respondent shall submit one of the following three documents:

- a. Appropriate evidence that the respondent is operating under an existing federally approved or sanctioned affirmative action program; or
- b. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or
- c. An employee information report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C.17:27-4.

A completed and signed Affirmative Action Questionnaire is required with submission of proposal. However, when awarded a contract the successful firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27 et seq.

L. AUTHORIZATION TO WORK – PURCHASE ORDER REQUIRED

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

M. BUSINESS REGISTRATION CERTIFICATE (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:32-44, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- a. No contract with a subcontractor shall be entered into until the subcontractor provides a copy of a valid business registration certificate to the contractor. The contractor shall provide copies of a current Business Registration Certificate for each subcontractor immediately upon entering into each subcontract. The contractor shall provide written notice to their subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the Project. Subcontractors through all tiers of a Project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;

- b. The contractor shall maintain and submit a current, updated list of subcontractors and their current Business Registration Certificate as a continuing obligation under this contract. Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.
- c. For the term of this contract, the contractor and each of its affiliates and each subcontractor and supplier and each of their affiliates as defined in N.J.S.A. 52:32-44(g) (3) shall collect and remit and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A contractor, subcontractor or supplier that fails to provide a copy of a business registration as required pursuant to N.J.S.A. 52:32-44 et seq., or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency. The contractor shall indemnify and hold harmless the Owner from and against any and all fines, taxes, penalties, interest, claims, losses, costs and expenses of any kind arising out of or resulting from or in connection with the contractor's failure to comply with N.J.S.A. 52:32-44 as amended from time to time.

N. CONTRACTS

Upon notification of award of contract by the North Hunterdon-Voorhees Regional High School District Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Board of Education. The successful respondent shall sign and execute said contract and return it together with documents required by the district such as but not limited to:

- a. Professional Liability Certificate;
- b. Criminal History Background evidence; (if required)
- c. Other required documents as may be outlined in the proposal specifications

Within ten (10) days of receipt of notification of award of contract, the executed contracts and related documents must be returned to:

Kathryn Blew, CPA, QPA
School Business Administrator/Board Secretary
North Hunterdon-Voorhees Regional High School District Board of Education
1445 State Route 31 South
Annandale, New Jersey 08801

O. DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL

The respondent shall familiarize himself with all forms* provided by the Board that are to be returned with the proposal. If there are any forms that the Board is to provide that are either missing or illegible, it is the responsibility of the respondent to contact the Business Office at 908-735-2846 for duplicate copies of the forms. This must be done before the proposal date and time. The Board accepts no responsibility for duplicate forms that were not received by the respondent in time for the respondent to submit with his RFP package.

All documents returned to the Board shall be signed with an original signature in ink. Failure to sign and return all required documents with the RFP package may be cause for disqualification and for the proposal to be rejected pursuant to N.J.S.A. 18A:18A-2(y) (non-responsive).

*Forms provided by the Board of Education that must be returned:

- Affirmative Action Questionnaire;
- Stockholders Disclosure Statement;
- Vendor Questionnaire/Certification;
- New Jersey Business Registration Certificate;
- Chapter 271 Political Contribution Disclosure Form;
- Non-Collusion Affidavit; and
- Disclosure of Investment Activities in Iran and Russia-Belarus
- IRS W9 Form

Review your RFP package for these forms. If any forms are not found within the Request for Proposal, it is incumbent upon the proposer to either contact the School Business Administrator's office or retrieve said forms online. Failure to submit any required forms may disqualify your proposal.

The Board of Education is to evaluate all proposals on the basis of the responses that are most advantageous to the district, price and other factors considered. Included in the evaluation process, but not limited to are:

- Experience and ability to perform services;
- Qualifications and references;
- Organization; staffing; facilities;
- Cost proposal

P. FALSE MATERIAL REPRESENTATION – N.J.S.A. 2C:21-34-97(b)

A person commits a crime if the person knowingly makes a material representation that is false in connection with the negotiation, award or performance of a government contract. If the contract amount is for \$25,000.00 or above, the offender is guilty of a crime of the second degree. If the contract amount exceeds \$2,500.00, but is less than \$25,000.00, the offender is guilty of a crime of the third degree. If the contract amount is for \$2,500.00 or less, the offender is guilty of a crime of the fourth degree.

Q. INCIDENTAL EXPENSES

All incidental expenses related to the services provided are the responsibility of professional service providers. The school district will not reimburse any provider for any incidental expenses related to the contract.

R. INSURANCE; PROFESSIONAL LIABILITY – CERTIFICATE REQUIRED

☐ Required

☐ Not Required

The respondent must include proof of the following minimum insurance coverage:

- Workers Compensation as required by New Jersey law with Employers Liability limits of \$500,000/\$500,000/\$500,000
- Automobile liability with a \$1,000,000 for owned, leased, hired and non-owned autos if autos will be used in the execution of the services
- Professional Liability/Errors and Omissions:
\$1,000,000 Each Incident; Occurrence; Wrongful Act; Errors and Omissions
\$3,000,000 Professional liability annual aggregate
- General Liability with no exclusion for abuse and molestation:
\$1,000,000 Each Occurrence
\$2,000,000 Annual aggregate
- Cyber Liability Insurance
\$1,000,000 limit including notification costs

The successful Firm will provide an insurance certificate showing all required coverages and naming the Board of Education as additional insured on their general liability policy as follows and remain in full force during the term of contract:

North Hunterdon-Voorhees Regional High School District Board of Education
1445 State Route 31 South, Annandale, NJ 08801

Failure by the Professional to supply such shall result in default.

The insurance companies for the above coverage must be licensed by the State of New Jersey and acceptable to the Board. The Firm shall not take any action to cancel any of the insurance required under the agreement without the approval of the Board. The maintenance of insurance under this section shall not relieve the Professional of any liability greater than the insurance coverage.

All policies must incorporate a provision requiring the giving of notice to the Owner at least thirty (30) days prior to the cancellation or non-renewal of any insurance policy required herein.

S. INTERPRETATIONS AND ADDENDA

No interpretation of the meaning of the specifications will be made to any Respondent orally. Every request for such interpretations should be made in writing to the School Business Administrator and must be received by 3:00 P.M. on September 11, 2026. Any and all interpretations and any supplemental instructions will be distributed via the North Hunterdon-Voorhees District website. Any addenda will be provided in accordance with N.J.S.A. 18A:18A-21(c) to the respondents via the North Hunterdon-Voorhees District website and will be available on or around September 15, 2026. All addenda so issued shall become part of the contract document.

T. INTERVIEWS—BOARD OF EDUCATION

The Board of Education reserves the right to interview any or all of the respondents who submit a response. It is understood that the interview process will involve aspects of the Qualifications of respondents, Technical and Management Criteria of the submitted proposals and **under no circumstances shall the cost provisions of the proposal be subject to negotiations, except at the discretion of the Board of Education.**

U. POLITICAL CONTRIBUTION DISCLOSURE STATEMENT – PAY TO PLAY

A business entity as defined by law is advised of its responsibility to file an annual disclosure statement on political contributions with the **New Jersey Election Law Enforcement Commission** pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005 Chapter 271 section 3) if the business entity receives contracts in excess of \$50,000 from public entities in a calendar year. It is the business entity's responsibility to determine if filing is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement commission at 1-888-313-3532 or at www.elec.nj.us.

Pursuant to N.J.A.C. 6A:23A-6-3 (a1-4) please note the following:

Award of Contract -- Reportable Contributions -- N.J.A.C. 6A:23A-6.3 (a) (2)

"No Board of Education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L.1973, c83 (codified at N.J.S.A. 19:44A-1 et seq.) to a member of the Board of Education during the preceding one-year period."

Contributions During Term of Contract – Prohibited -- N.J.A.C. 6A:23A-6.3 (a) (2,3)

"Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et seq.) to any member of the School Board from any business entity doing business with the school district are prohibited during the term of the contract."

When a business entity referred in 4.1(e) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity."

Chapter 271 Political Contribution Disclosure Form – Required -- N.J.A.C. 6A:23A-6.3 (a)(4)

All respondents shall submit with their bid package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3 (a2) Award of Contract.

V. PRE-PROPOSAL MEETING ☐ **Applicable** ☐ **Not Applicable**

W. SUBCONTRACTING; ASSIGNMENT OF CONTRACT

Contractors, services providers, and all vendors with whom the Board of Education has an executed contract may not subcontract any part of any work done or consign any contract for goods or materials for the Board without first receiving written permission from the School Business Administrator.

X. SUBMISSION DEADLINE

The deadline to submit all RFP Packages is: **Thursday September 24, 2026, 10:00 A.M.**

Submissions received after the date and time noted in the RFP Package shall not be considered.

Y. SUBMISSION OF RFP PACKAGE – (Original and Copies)

All RFP Proposal Packages including the Letter of Transmittal and the Presentation Package are to be addressed to:

Kathryn Blew, School Business Administrator/Board Secretary
North Hunterdon-Voorhees Regional High School District Board of Education
1445 State Route 31 South
Annandale, NJ 08801

Respondents are to include:

- One original RFP Package with original signature
- One (1) Digital Copy of the RFP Package (USB Flash Drive)

Z. TERMINATION OF CONTRACT

If the Board determines that the contractor has failed to comply with the terms and conditions of the bid and/or proposal upon which the issuance of the contract is based or that the contractor has failed to perform said service, duties and or responsibilities in a timely, proper, professional and/or efficient manner, then the Board shall have the authority to terminate the contract upon written notice setting forth the reason for termination and effective date of termination.

Termination by the Board of the contract does not absolve the contractor from potential liability for damages caused to the District by the contractor's breach of this agreement. The Board may withhold payment due the contractor and apply the same towards damages once established. The Board will act diligently in accordance with governing statutes to mitigate damages. Damages may include the additional cost of procuring said services or goods from other sources.

The contractor further agrees to indemnify and hold the District harmless from any liability to subcontractors or suppliers concerning work performed or goods provided arising out of the lawful termination of this agreement.

AA. WITHDRAWAL OF PROPOSALS

Before the Proposal Due Date

The School Business Administrator may consider a written request from a respondent to withdraw a proposal if the written request is received by the School Business Administrator before the proposal due date. Any respondent who has been granted permission by the School Business Administrator to have his/her proposal withdrawn cannot re-submit a proposal for the same project.

After the Proposal Due Date

The Board of Education may consider a written request from a respondent to withdraw a proposal if the written request is received by the School Business Administrator within five (5) business days after the proposal opening. A request to withdraw a proposal after the specified number of days will not be honored.

The respondent who wishes to withdraw a proposal must provide a certification supported by written factual evidence that an error or omission was made by the respondent and that the error or omission was a substantial computational error or an unintentional omission or both.

The request to withdraw a proposal after the proposal due date may be reviewed by the School Business Administrator, and/or the current Board Attorney and a recommendation will be made to the full Board of Education.

The Board of Education will be the final determining authority in permitting the proposal to be withdrawn.



North Hunterdon-Voorhees
REGIONAL HIGH SCHOOL DISTRICT

1445 State Route 31 South, Annandale, NJ 08801

REQUEST FOR PROPOSALS

RFP NO: 26-06

**PROPOSAL DOCUMENTS -
REQUIRED DOCUMENTATION**

All documents in this section shall be completed, signed and submitted with the proposal package
– Failure to submit the proposal documents and other documents so specified may be cause to reject the proposal for being non-responsive (N.J.S.A. 18A:18A-2(y)).

School District Regionalization Feasibility Study
Term of Contract: November 25, 2026 – June 30, 2027



North Hunterdon-Voorhees
REGIONAL HIGH SCHOOL DISTRICT

Fee Proposal Form
26-05 Feasibility Study RFP

Prices should include all costs to district as indicated under the cost criteria in this RFP. Please provide a detailed analysis of the fee structure in your proposal and describe all costs associated with this service.

PROPOSED FEES

Total fee for the Feasibility Study as defined in the Technical Specifications \$ _____

Hourly Fee* \$ _____

* An Hourly fee is requested solely for information purposes and for possible services that extend beyond the scope of services of this RFP. All services charged at an hourly fee will require the prior approval of the School Business Administrator.

The respondent by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents; and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal

Name _____

Address _____

P.O. Box _____

City, State, Zip Code _____

Federal Tax ID Number _____

Phone Number (_____) _____ Extension _____

Fax No. (_____) _____

E-Mail _____

Authorized Agent _____ Title _____

Agent's Signature _____ **Date** _____

All proposals must be received no later than **Thursday, September 24, 2026 at 10:00 A.M.**

All proposals are to be sent to:

Kathryn Blew
School Business Administrator/Board Secretary
North Hunterdon-Voorhees Regional High School District Board of Education
1445 State Route 31 South
Annandale, New Jersey 08801

ETHICS IN PURCHASING

Statement to Vendors

School District Responsibility

Recommendation of Purchases

It is the desire of the North Hunterdon-Voorhees Regional High School District Board of Education to have all Board employees and officials practice exemplary ethical behavior in the procurement of goods, materials, supplies, and services.

School officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A- 1 et.seq.

Solicitation/Receipt of Gifts – Prohibited

School officials and employees are prohibited from soliciting and/or receiving funds, gifts, materials, goods, services, favors, and any other items of value from vendors doing business with the North Hunterdon-Voorhees Regional High School District Board of Education.

Vendor Responsibility

Any vendor doing business or proposing to do business with the North Hunterdon-Voorhees Regional High School District Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the North Hunterdon-Voorhees Regional High School District Board of Education or to any member of the official's or employee's immediate family.

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the North Hunterdon-Voorhees Regional High School District, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

Vendor Certification

Vendors will be asked to certify that the goods and services itemized in the bills have been delivered or rendered, that no bonus has been given or received by any person or persons with the knowledge of the department; and that the bill is true and correct.

Kathryn Blew, CPA, QPA
School Business Administrator/Board Secretary

1445 State Route 31 South
Annandale, NJ 08801
908-735-2846
908-735-6914 Fax
www.NHVweb.net



North Hunterdon-Voorhees
REGIONAL HIGH SCHOOL DISTRICT
Providing success for all students

JEFFREY BENDER
Superintendent of Schools

RICHARD A. BERGACS, Ed.D.
Assistant Superintendent of Schools

KATHRYN BLEW, CPA
School Business Administrator
Board Secretary

TO: All Vendors

UNAUTHORIZED ORDERS

Official Notification

Authorized Purchases

The North Hunterdon-Voorhees Regional High School District Board of Education only recognizes purchases made through the approved purchase order process. All purchases require a **Written Purchase Order** with **authorized signatures** and a **purchase order number**.

Unauthorized Purchases

Any Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

Vendors' Responsibility

- **Do NOT Honor Requests!**

Vendors are not to honor or accept any requests for goods or services unless the vendor receives a **written purchase order** with **authorized signatures** and a **purchase order number**.

- **Contact the Business Office!**

Please alert Kathryn Blew, School Business Administrator at 908-735-2846, extension 5102 if any Board Member or employee attempts to place an order without an authorized purchase order.

- **You will NOT Get Paid!**

The North Hunterdon-Voorhees Regional High School District Board of Education will not be held responsible for any unauthorized orders or purchases.

Authorized Signatures

The North Hunterdon-Voorhees Regional High School District Board of Education will only recognize purchase orders signed by:

Kathryn Blew

Kathryn Blew, CPA, QPA
School Business Administrator/Board Secretary

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

The failure to submit such appropriate evidence will result in rescission of the contract.

To be completed, signed and returned with proposal.

AFFIRMATIVE ACTION QUESTIONNAIRE

Date: Thursday, September 24, 2026, 10:00 a.m.

This form is to be completed and returned with the bid. However, the Board will accept in lieu of this Questionnaire, Affirmative Action Evidence stapled to this page.

- a. Our company has a federal Affirmative Action Plan approval. ☐ Yes ☐ No

If yes, please attach a copy of the plan to this questionnaire.

- b. Our company has a N.J. State Certificate of Employee Information Report ☐ Yes ☐ No

If yes, please attach a copy of the certificate to this questionnaire.

- c. If you answered ***“NO”*** to both questions No. 1 and 2, you must apply for an affirmative action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance: www.state.nj.us/treasury/contract/compliance/

- Click on “Employee Information Report”
- Complete and submit the form with the appropriate payment to:

Department of Treasury
Division of Public Contracts/EEO Compliance
P.O. Box 209 Trenton, NJ 08625-0002

All fees for this application are to be paid directly to the State of New Jersey by the respondent. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

Name: _____

Signature _____

Title _____ Date _____

Name of Company _____

Address _____

City, State, Zip _____

DISCLOSURE OF PROHIBITED RUSSIA-BELARUS & IRAN INVESTMENT ACTIVITIES

Quote Number:

Bidder/Offeror:

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW.
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2022, c. 3, and Public Law 2012, C.25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. The Chapter 25 and Russia-Belarus list can be found on the Division's website at

<http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf> and

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

☐

I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to Public Law 2022, c. 3 or in investment activities in Iran pursuant to Public Law 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)

OR

☐

I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)

OR

☐

I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

Name _____ Relationship to Bidder/Offeror _____

Description of Activities:

Duration of Engagement _____

Anticipated Cessation Date _____

Bidder/Offeror Contact Name _____

Contact Phone Number _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the NHVRHSD is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the NHVRHSD to notify the NHVRHSD in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the NHVRHSD and that the NHVRHSD at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Title: _____

Date: _____

To be completed, signed and returned with proposal

Vendor Questionnaire/Certification

School District Regionalization Feasibility Study

Name of Company _____

Street Address _____ PO Box _____

City, State, Zip _____

Business Phone Number _____ Ext. _____

Emergency Phone Number _____ FAX No. _____

E-Mail _____

Years in Business _____ Number of Employees _____

References – Work previously done for School Systems in New Jersey

	<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the North Hunterdon-Voorhees Regional High School District Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the Board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts: Gratuities: Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, Board member or employee of the North Hunterdon-Voorhees Regional High School District Board of Education.

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a) (1-4) concerning vendor contributions to school Board members.

I certify that I am not an official or employee of the North Hunterdon-Voorhees Regional High School District Board of Education.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

President or Authorized Agent

SIGNATURE

To be completed, signed and returned with proposal.

NON-COLLUSION AFFIDAVIT
School District Regionalization Feasibility Study

Re: Proposal for the North Hunterdon-Voorhees Regional High School District Board of Education.

STATE OF NEW JERSEY

Date:

COUNTY OF

I, _____ of the City of _____

in the County of _____ and the State of _____

of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of

Position in Company

the firm of _____ and the bidder making the Proposal for the above names contract, and that I executed the said Proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named bid, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Board of Education of the City of North Hunterdon-Voorhees Regional High School District relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said bid.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees of bona fide established commercial or selling agencies maintained by

(Print Name of Contractor/Vendor)

Subscribed and sworn to: _____

(SIGNATURE OF CONTRACTOR/VENDOR)

before me this _____ day of _____, _____.

Month

Year

NOTARY PUBLIC SIGNATURE

Print Name of Notary Public

My commission expires _____.

Month

Day

Year

– Seal –

To be completed, signed and returned with proposal.

Stockholder/Partnership Disclosure and Statement of Ownership

School District Regionalization Feasibility Study

Re: Proposal for the North Hunterdon-Voorhees Regional High School District Board of Education.

RFP Date: _____

Please check one type of Ownership, complete the form, and execute where provided.

☐	<u>Corporation</u>	☐	<u>Limited Partnership</u>
☐	<u>Partnership</u>	☐	<u>Limited Liability Corp</u>
☐	<u>Sole Proprietorship</u>	☐	<u>Limited Liability Partnership</u>
☐	<u>Sub Chapter S Corp</u>	☐	<u>Other:</u>

No corporation "or partnership" shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, Board or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid of said corporation or said partnership, there is submitted a statement setting forth the names and all individual partners in the partnership who own a 10% or greater interest therein, as the case may be." If one or more such stockholder "or partner" is itself a corporation "or partnership", the stockholder holding 10% or more of that corporation "or partnership" the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH BID. In the event that there are no persons who own ten percent or more of the stock or ownership of the bidder, then such fact should be certified below as part of this disclosure.

Name of Company _____

Address _____

City, State, Zip _____

List of Owners with Ten Percent (10%) or More Interest

<u>Owner's Name</u>	<u>Home Address</u>	<u>Title/Office Held</u>	<u>Percent (%) of Partnership Shares Owned</u>

NOTE: If you need more space than that provided above, please use an extra sheet for furnishing the above required information for any remaining persons or entities.

Signature

Date

(form continued on next page) □□□

To be completed, signed and returned with proposal.

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP (cont.)

If your firm is not a corporation and/or partnership, please explain below how your firm is organized and include a list of the various principals.

Our firm, _____, is organized

Names of Principals

Title

Use additional paper if needed. Check here ☐ if additional sheets are attached.

Name of Company _____

Address _____

City, State, Zip _____

Authorized Agent _____ **Title** _____

SIGNATURE OF AUTHORIZED AGENT

North Hunterdon-Voorhees Regional High School

Board of Education

1445 State Route 31 South
Annandale, New Jersey 08801

Chapter 271

Political Contribution Disclosure Form

(Contracts that Exceed \$17,500.00) Ref. N.J.S.A. 52:34-25

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

<u>Date of Contribution</u>	<u>Amount of Contribution</u>	<u>Name of Recipient Elected Official/ Committee/Candidate</u>	<u>Name of Contributor</u>

The Business Entity may attach additional pages if needed.

a) No Reportable Contributions (Please check (✓) if applicable.)

I certify that _____ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent _____

Signature _____

Title _____

Business Entity _____

P.L. 2005, c.271

(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint*)

AN ACT authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

40A:11-51 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts therefrom to business entities that have made a contribution pursuant to P.L.1973, c.83 (C.19:44A-I et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L.2004, c.19 (C. 19:44A-20.2 et al.) and section 22 of P.L.1973, c.83 (C.19:44A-22).

b. The provisions of P.L.2004, c.19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L.2004, c.19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

52:34-25 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for Proposals, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity Proposal thereon or negotiating therefor, to submit along with its Proposal or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L.1973, c.83 (C.19:44A-I et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, an elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

19:44A-20.13 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L.1973, c.83 (C.19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

* Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40A:11-51 and to N.J.S.A. 52:34-25.

List of Agencies with Elected Officials Required for Political Contribution
Disclosure
N.J.S.A. 19:44A-20.26

County Name: Hunterdon

State: Governor, and Legislative Leadership Committees

Legislative District #s: 23, & 24

State Senator and two members of the General Assembly per district.

County: Freeholders County Clerk Sheriff Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

Alexandria Township	Flemington Borough	Lebanon Township
Bethlehem Township	Franklin Township	Milford Borough
Bloomsbury Borough	Frenchtown Borough	Raritan Township
Califon Borough	Glen Gardner Borough	Readington Township
Clinton Town	Hampton Borough	Stockton Borough
Clinton Township	High Bridge Borough	Tewksbury Township
Delaware Township	Holland Township	Union Township
East Amwell Township	Kingwood Township	West Amwell Township
	Lambertville City	
	Lebanon Borough	

Boards of Education (Members of the Board):

Alexandria Township	Flemington-Raritan Regional	Lebanon Township
Bethlehem Township	Franklin Township	Milford Borough
Bloomsbury Borough	Frenchtown Borough	N Hunt/Voorhees Regional
Califon Borough	Glen Gardner Borough	Readington Township
Clinton Town	Hampton Borough	South Hunterdon Regional
Clinton Township	High Bridge Borough	Stockton Borough
Delaware Township	Holland Township	Tewksbury Township
Delaware Valley Regional	Hunterdon Central Regional	Union Township
East Amwell Township	Kingwood Township	West Amwell Township
	Lambertville City	
	Lebanon Borough	

Fire Districts (Board of Fire Commissioners):

East Amwell Township Fire District No. 1
Franklin Township Fire District No.1
Lambertville City Fire District No. 1

The link below will direct you to NJ Form AA302 - Employee Information Report

[Form AA302](#)

INSTRUCTIONS FOR COMPLETING THE
EMPLOYEE INFORMATION REPORT (FORM AA302)

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM **AND TO SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.**

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code. This is not applicable if you are renewing a current Certificate.

ITEM 11 - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. **DO NOT attach an EEO-1 Report.**

Racial/Ethnic Groups will be defined:

Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Phillippine Islands and Samoa.

Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDED THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY **WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY(FEE IS NON-REFUNDABLE)** TO:

NJ Department of the Treasury
Division of Public Contracts Equal Employment Opportunity Compliance
P.O. Box 206
Trenton, New Jersey 08625-0206 Telephone No. (609) 292-5473

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, N.J. 08646-0252
TAXPAYER NAME:	TRADE NAME:	
TAX REGISTRATION TEST ACCOUNT	CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
970-097-382/500	0107330	
ADDRESS:	ISSUANCE DATE:	
847 ROEBLING AVE	07/14/04	
TRENTON NJ 08611	<i>John S. Tully</i> Acting Director	
EFFECTIVE DATE:	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	
01/01/01		
FORM-BRC(08-01)		

 STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
20041014112823533	