

# NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY RFP PROPOSER CHECKLIST

**RFP NUMBER:** 2021-RFP 120

**RFP TITLE:** Leasing Brokerage 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)

<b>1</b>	<b>Signatory Page</b> See RFP Section 4.2.4.1
<b>2</b>	<b>Fee Schedule</b> See RFP Section 4.2.3
<b>3</b>	<b>Ownership Disclosure Form</b> See RFP Section 4.2.4.2
<b>4</b>	<b>Disclosure of Investigations and Other Actions Involving the Vendor Form</b> See RFP Section 4.2.4.4

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

<b>A</b>	<b>Disclosure of Investment Activities in Iran</b> See RFP Section 4.2.4.3
<b>B</b>	<b>New Jersey Business Registration Certificate (NJBRC)</b> See RFP Section 4.2.4.4
<b>C</b>	<b>Source Disclosure Form</b> See RFP Sections 4.2.4.5
<b>D</b>	<b>Employee Information Report (Form AA302)</b> See RFP Section 4.2.4.6 - Affirmative Action/EEO Certification
<b>E</b>	<b>Set-Aside Information Form</b> See RFP Section 4.2.4.7
<b>F</b>	<b>Set-Aside Compliance Certificate</b> See RFP Section 4.2.4.7
<b>G</b>	<b>Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions</b> See RFP Section 4.2.4.8
<b>H</b>	<b>Internal Revenue Service Form W-9</b> See RFP Section 4.2.4.10
<b>I</b>	<b>Insurance Certificates</b> See RFP Section 4.2.4.11
<b>J</b>	<b>Subcontractor Utilization Form</b> See RFP Section 4.2.4.14

**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.**