

# NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY RFP PROPOSER CHECKLIST

RFP NUMBER: 2021-078-REBID

RFP TITLE: Title Services on an As Needed Basis

*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)

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| <b>1</b> | <b>Signatory Page</b><br>See RFP Section 4.2.4.1   |
| <b>2</b> | <b>Fee Schedule</b><br>See RFP Section 4.2.3   |
| <b>3</b> | <b>Ownership Disclosure Form</b><br>See RFP Section 4.2.4.2  |
| <b>4</b> | <b>Disclosure of Investigations and Other Actions Involving the Vendor Form</b><br>See RFP Section 4.2.4.4 |
| <b>5</b> | <b>Licenses and Designations</b><br>See RFP Section 4.2.2, Section VII                                     |

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

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| <b>A</b> | <b>Disclosure of Investment Activities in Iran</b><br>See RFP Section 4.2.4.3   |
| <b>B</b> | <b>New Jersey Business Registration Certificate (NJBRC)</b><br>See RFP Section 4.2.4.5  |
| <b>C</b> | <b>Source Disclosure Form</b><br>See RFP Sections 4.2.4.6   |
| <b>D</b> | <b>Employee Information Report (Form AA302)</b><br>See RFP Section 4.2.4.7 - Affirmative Action/EEO Certification                         |
| <b>E</b> | <b>Set-Aside Information Form</b><br>See RFP Section 4.2.4.8  |
| <b>F</b> | <b>Set-Aside Compliance Certificate</b><br>See RFP Section 4.2.4.8  |
| <b>G</b> | <b>Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions</b><br>See RFP Section 4.2.4.10 |
| <b>H</b> | <b>Internal Revenue Service Form W-9</b><br>See RFP Section 4.2.4.13  |
| <b>I</b> | <b>Insurance Certificates</b><br>See RFP Section 4.2.4.14   |
| <b>J</b> | <b>Subcontractor Utilization Form</b><br>See RFP Section 4.2.4.15   |

**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.**