

**NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY  
PROPOSER'S RFP CHECKLIST**

**RFP NUMBER: 2021-RFP-128**

**RFP TITLE: Board Governance Software Provider**

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>

<b>FORMS, REGISTRATIONS &amp; CERTIFICATIONS REQUIRED THAT MUST BE SUBMITTED WITH THE PROPOSAL</b> <i>(All forms must be completed and signed.)</i>	
<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
<b>FORMS, REGISTRATIONS &amp; CERTIFICATIONS THAT SHOULD BE SUBMITTED WITH THE PROPOSAL AND ARE REQUIRED PRIOR TO CONTRACT AWARD</b>	
<b>A</b>	<b>Disclosure of Investment Activities in Iran Form</b> See RFP Section 4.2.4.3
<b>B</b>	<b>New Jersey Business Registration Certificate (NJ BRC)</b> See RFP Section 4.2.4.5
<b>C</b>	<b>Source Disclosure Form</b> See RFP Sections 4.2.4.6
<b>D</b>	<b>Employee Information Report (Form AA302)</b> See RFP Section 4.2.4.7 – Affirmative Action/EEO Certification
<b>E</b>	<b>Set-Aside Information Form</b> See RFP Section 4.2.4.8
<b>F</b>	<b>Set-Aside Compliance Certificate</b> 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 Form</b> See RFP Section 4.2.4.9
<b>H</b>	<b>Internal Revenue Service W-9 Form</b> See RFP Section 4.2.4.12
<b>I</b>	<b>Insurance Certificate(s)</b> See RFP Section 4.2.4.13
<b>J</b>	<b>Subcontractor Utilization Form</b> See RFP Section 4.2.4.14

**Proposers must ensure that all RFP requirements have been met, as the RFP language supersedes this advisory checklist in the event of an error or omission.**