

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

RFP NUMBER: 2021-RFP-118

**RFP TITLE: Building Area Measurement/Tenant
Test Fit 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 <i>(All forms must be completed and signed.)</i>	
1	Signatory Page See RFP Section 4.2.4.1
2	Fee Schedule See RFP Section 4.2.3
3	Ownership Disclosure Form See RFP Section 4.2.4.2
4	Disclosure of Investigations and Other Actions Involving the Vendor Form See RFP Section 4.2.4.4
FORMS, REGISTRATIONS & CERTIFICATIONS THAT SHOULD BE SUBMITTED WITH THE PROPOSAL AND ARE REQUIRED PRIOR TO CONTRACT AWARD	
A	Disclosure of Investment Activities in Iran Form See RFP Section 4.2.4.3
B	New Jersey Business Registration Certificate (NJ BRC) See RFP Section 4.2.4.5
C	Source Disclosure Form See RFP Sections 4.2.4.6
D	Employee Information Report (Form AA302) See RFP Section 4.2.4.7 – Affirmative Action/EEO Certification
E	Set-Aside Information Form See RFP Section 4.2.4.8
F	Set-Aside Compliance Certificate See RFP Section 4.2.4.8
G	Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions Form See RFP Section 4.2.4.10
H	Internal Revenue Service W-9 Form See RFP Section 4.2.4.13
I	Insurance Certificate(s) See RFP Section 4.2.4.14
J	Subcontractor Utilization Form See RFP Section 4.2.4.15

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.