

**PUBLIC NOTICE
MONROE MUNICIPAL UTILITIES AUTHORITY
COUNTY OF GLOUCESTER
STATE OF NEW JERSEY NOTICE OF REQUEST FOR PROPOSAL**

- Bill Printing Forms & Mailout

**Submission Deadline:
Wednesday, January 21, 2026
10:00 am**

NOTICE IS HEREBY GIVEN that sealed request for qualifications submissions will be received by the Executive Director and/or Qualified Purchasing Agent of the Monroe Municipal Utilities Authority for the service(s) set forth below in accordance with the "Fair and Open Process" pursuant to N.J.S.A. 19:44A-20.5, et seq. Request for qualifications ("RFQ") responses shall be submitted to Wendy Mahoney, Executive Director of the Monroe Municipal Utilities Authority, 372 South Main Street, Williamstown, New Jersey 08094, on or before January 21, 2026, at 10:00 a.m., at which time said responses will be officially opened and read in the office of the Monroe Municipal Utilities Authority. The Qualification packets may be obtained at the Authority Business Office on 372 South Main Street, Williamstown, New Jersey 08094 or via the Authority website at www.monroemuaj.com.

Please submit qualifications and or proposals to Wendy Mahoney, Executive Director, Monroe Municipal Utilities Authority, 372 South Main Street, Williamstown, New Jersey 08094.

Responses must be enclosed in a sealed envelope. The service provider must indicate the following on the outside of the envelope: (1) the name and address of the submitter; (2) title of the professional service for which the response is submitted; and (3) RFQ submission deadline. Responses may be delivered by hand, overnight courier, or mail. No late responses will be accepted.

The Governing body of the Monroe Municipal Utilities Authority shall award a contract(s) to the company(s) that best meets the needs and interests of the Monroe Municipal Utilities Authority.

Wendy Mahoney
Executive Director

MONROE MUNICIPAL UTILITIES AUTHORITY OF WILLIAMSTOWN, NEW JERSEY
REQUEST FOR PROPOSAL
FOR BILL PRINTING FORMS & MAILOUT

1. PURPOSE AND INTENT

Integrated Bill Printing & Mailing, PDF Imaging, E-Billing & Mailing of Authority water and sewer bills.

The intent of this RFP is to award a contract through a fair and open process pursuant to N.J.S.A 19:44A-20.4 et seq., to the responsive and responsible bidder whose RFP is most advantageous to the Monroe Municipal Utilities Authority in accordance with the New Jersey Public Contracts Law.

2. Proposal Submission

Proposals furnishing the series described above will be received at the Authority located on 372 South Main Street, Williamstown, New Jersey 08094 on January 21, 2026, at 10:00 a.m. Any proposals received after the above stated time will not be considered. It is the responsibility of the person/firm submitting a proposal to ensure that is received at the physical address of the Authority prior to the stated deadline. Proposals will be publicly opened at 10:00 a.m. on the same day.

3. All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Authority will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Authority reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Authority further reserves the right to make such investigations as it deems necessary as to the qualifications of all vendors submitting proposals. In the event that all proposals are rejected, the Authority reserves the right to re-solicit proposals.
4. All contractors on projects for public work shall adhere to all requirements of the Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48 et seq. and the New Jersey Prevailing Wage Act, N.J.S.A 34:11-56.25 et seq.

Specifications, Terms and Conditions

1. For this proposal, Service Providers should base proposal responses on approximately 8,000 to 9,000 utility bills per month.
2. The Monroe Municipal Utilities Authority hereby requests proposals for the service inclusive of processing, laser printing in highlight color on form, folding, inserting, along with remittance envelope, sorting, and delivery of bills to the USPS on a monthly scheduled basis in 1 bill cycle.
3. The Authority will occasionally have inserts for the bills.
4. The term of this full-service contract shall be for a period of one year.
5. The Monroe Municipal Utilities Authority reserves the right to evaluate the vendor's qualifications. Only those vendors/contractors who, in the opinion of the Authority, meet the minimum necessary qualifications will have their price and contract/agreement proposal evaluated.
6. License Requirements: Service Provider shall furnish with the proposal documents a copy of the company's New Jersey Business Registration Certificate and W-9 and any other appropriate State or County business license.

Scope of Proposal

1. Service Provider will design in conjunction with the Authority two-color (black with a second variable laser highlight color of blue, green, or red), one-sided bill form that is 8 1/2" x 11" in size. The bill design will include an appropriate scan line for remittance processing, a message area (variable data text messages shall be printed in the highlight color ink), different sized fonts to enhance readability, a bar chart (if requested by Utility) and a Utility logo. The Service Provider will agree to purchase and maintain a sufficient supply of billing forms and envelopes to ensure an uninterrupted supply for printing requirements.
2. Service Provider will notify the Authority in writing and receive approval from the Authority of any required changes to forms or envelopes prior to implementation.
3. The Authority will provide Service Provider with any additional forms to be inserted with the bills. The Service Provider must agree to receive a drop shipment of the inserts necessary to supply a one-month cycle of bills. The Authority will work with the Service Provider to design the inserts to inform them of the specifications required for successful insertion by the equipment used by the Service Provider.

Programming

Service Provider will provide a quote for initial programs required to print billing information from the data/print file provided by the Authority. The Authority will compensate the Service Provider for program changes involving bill layout changes

requested by the Authority after the initial program has been put into place. Provide a quote for the programming fee for set-up and changes on the Proposal Sheet.

Computer Related Processing Requirements

1. The Authority data/print files will be transferred to the Service Provider. It will be the responsibility of the Service Provider to assist the Authority during the configuration process. The Authority will transmit 8,000 to 9,000 data/print files to the Service Provider. The Authority uses Edmunds GovTech for utility billing software.
2. The Authority bill 1 (one) cycle of approximately 8,0000 to 9,000 bills per month and as such will transmit 1 to 3 data/print files to the Service Provider each month and will be subject to the requirements set forth in this proposal

Performance Requirement

1. The Service Provider will print, insert, and mail all water/sewer bills for the Authority within 24 hours after successful receipt of the data/print file for the Authority.
2. The Service Provider shall provide the Authority a document, or another method, indicating the number of bills received electronically for printing, as well as the postage breakdown an USPS Automation Qualified starting at First Class 5-Digit Rate of the billing cycle **prior to the mailing** of bills.

Record Retention and Data Backup

1. Service provider will provide retain the Authority's data/print file until the Service Provider receives the next data/print file. Service Provider should comment on daily backup rotation and storage of data in proposal package.

Service Provider Invoice Procedures

The Service Provider will provide the Authority with a monthly invoice broken down by each data/print file or cycle sent by the Authority. The invoice will detail the number of bills processed and the amount of postage paid for each data/print file along with any other itemized charges.

Postage Rates

1. All postage costs will be incurred initially by the Service Provider and billed at cost to the Authority as a monthly bill. The Authority will allow vendor to set up an escrow account for postage, if needed. The vendor will provide a monthly invoice detailing the total bills printed, mailed and the amount billed to the Authority for postage.
2. The Service Provider must mail the bills starting at the USPS 5-Digit Rate (or lowest) as qualifies to obtain the largest postage discounts. The Service Provider must have postal software in-house to process and sort. The Service Provider must CASS certified each cycle.

3. Bar coding, arranging, and sorting of the mail shall be utilized to qualify for the lowest postage charges consistent with USPS standards. The mail must be delivered to the USPS within 24 hours of receipt of SFTP file from the Authority.
4. The Service Provider must be OP Certified by the USPS. This will allow for one (1) and two (2) ounce mail pieces to go into the same mail-stream to maximize the postal discounts.
5. The Service Provider shall make periodic recommendations for improving mail delivery, postage savings and reducing mail costs.

Confidentiality

Service Provider on behalf of itself and its employees agrees to keep confidential all records and other information with respect to the Authority and its customers. The Authority on behalf of itself and its employees agrees to keep all information with respect to the Service Provider's system confidential. However, if either party is required to produce any such information by order of any governmental agency or other regulatory body, it may, upon not less than five (5) days written notice to the other party, release the required information.

Paper and Quality Requirements

1. Printing shall be laser quality with a resolution of at least 600x600 DPI. The paper should be of a brightness factor to allow for a contrast ratio of paper to print to ensure reliable OCR scanning.
2. Bills will be printed on 8 ½ x 11' 24#bond. In the event that Utility requests it, the Service Provider must have the capability to print a bar chart displaying the customer's usage over a 12-month period.
3. The Service Provider must have the ability to print variable messages and data on the bills by utilizing highlight color text when requested.
4. The Service Provider must be able to "Combine Bills" of the same name and address into one envelope.
5. The Service Provider must be able to offer "Selective Inserting" so that the Utility's Bank Draft customers will not receive a return envelope.
6. Envelopes should be a double window (#10) that will allow for the outgoing address on the bottom, with the return address and Utility logo in the top window. Payment stubs will be designed with the Utility payment address revealed when inserted into vendor provided return window envelopes. The appropriate size return window envelopes must be security tinted on the inside.
7. Service Provider must include in the proposal one set price per piece (bill) that is all-inclusive to produce the billing statement. This would include the processing, laser

printing in highlight color on form, folding, inserting, along with remittance envelope, sorting, and delivery of bills to the USPS.

Customer Service and Quality Controls

Service Provider should indicate its customer service organizational structure for the services included. Service Provider should describe the chain of command for problem resolution.

Data formatting on the customer bill/statement and return envelopes will be in accordance with the requirements of the U.S. Postal Service. Any data receipt problems, print or insert errors should be reported immediately upon recognition of such errors.

Intellectual Property

The Respondent should not use any intellectual property of the Authority's including, but not limited to, all logos, registered trademarks, or trade names of Monroe Municipal Utilities Authority, at any time without the prior written approval of the Authority's Director (s), as appropriate.

Contract Duration: February 19, 2026, through February 17, 2027.

Mandatory Requirements

1. Business Registration Certificate

N.J.S.A. 52:31-44 requires that each vendor awarded a contract submit proof of business registration with the submission. Proof of registration shall be a copy of the bidder's Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609)292-1730. No firm may be issued a contract unless it complies with the Affirmative Action regulations of N.J.S.A.10:5-31 et seq. (P.L. 1975, c. 127).

2. Form W-9

3. Affirmative Action Compliance Notice (Exhibit A)

4. Request for Proposal

5. RFQ Document Checklist

REQUEST FOR PROPOSAL FORM

The undersigned proposes to furnish and deliver the goods/services pursuant to the Request for Proposal (RFP) specification and made part hereof:

Amount in words _____

\$ _____

Amount in numbers _____

Company Name _____

Federal I.D. # or Social Security # _____

Address _____

Signature of Authorized Agent _____

Type or Print Name _____

Title _____

Telephone Number _____

Date _____

Fax Number _____

E-mail address _____

MONROE MUNICIPAL UTILITIES AUTHORITY

Wendy Mahoney, Executive Director _____

Date _____

Attest:

Beth DiOrio, Purchasing Agent _____

RFP DOCUMENT CHECKLIST

Required by
Owner

Submission Requirement

Initial each
required entry and
if required submit
the item

X	Business Registration	
X	W-9 Form	
X	Affirmative Action Compliance Notice	
X	Request for Proposal Form	
N/A	Prevailing Wage Rates	
N/A	Public Works Contractor Certificate	

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- (a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); OR
- (b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; OR
- (c) A photocopy of 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.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

(Exhibit A)



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: _____

VENDOR NAME: _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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.

CHECK THE APPROPRIATE BOX

☐ I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

☐ I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities
Relationship to Vendor/ Bidder
Description of Activities

Duration of Engagement
Anticipated Cessation Date

**Attach Additional Sheets If Necessary.*

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; 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 may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of forms local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to continuing political committees (PACs) and candidate committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign committees and continuing political committees of the officials and candidates affected by the disclosure.
 - a. The Division has prepared model disclosure forms for each county which can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at https://www.nj.gov/dca/divisions/dlgs/programs/pay_2_play.html. These forms will be updated from time-to-time as necessary.
 - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts in each county. Districts that do not represent the public agency should be removed from the lists.**
 - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d. The form may be used “as-is”, subject to edits as described herein.
 - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
 - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Ownership Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of N.J.S.A. 19:44A-20.26. This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - 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

The disclosure must list reportable contributions to any of the committees that exceed \$200 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” 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
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the 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.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Ownership Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit
no later than 10 days prior to the award of the contract.**

Part I – Vendor Information

Vendor Name:			
Address:			
City:	State:	Zip:	

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature	Printed Name	Title
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Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$200 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

☐ Check here if the information is continued on subsequent page(s)

Continuation Page

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

Page ____ of ____

Vendor Name:

[illegible]☐ Check here if the information is continued on subsequent page(s)

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity

Part 1: Certification

COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, 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. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>

www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification 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. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

CONTRACT AWARDS AND RENEWALS



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 P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 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.)

CONTRACT AMENDMENTS AND EXTENSIONS



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.)

IF UNABLE TO CERTIFY



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 prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

Part 2: Additional Information

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.

Part 3: Certification of True and Complete Information

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 Contracting Unit 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 Contracting Unit to notify the Contracting Unit 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 Contracting Unit and that the Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print)		Title	
Signature		Date	