

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

RFP NUMBER: 2023-RFP-183

RFP TITLE: Independent Compliance Auditor

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 FULLY COMPLETED AND SUBMITTED <u>WITH</u> THE PROPOSAL	
1	Signatory Page (must be signed) See RFP Section 4.2.4.1
2	Fee Schedule See RFP Section 4.2.2
3	Ownership Disclosure Form See RFP Section 4.2.4.2
FORMS, REGISTRATIONS & CERTIFICATIONS THAT MUST BE FULLY COMPLETED AND REQUIRED PRIOR TO CONTRACT AWARD	
A	Disclosure of Investment Activities in Iran Form (must be signed) See RFP Section 4.2.5.1
B	Disclosure of Investigations and Other Actions Involving the Vendor Form (must be signed) See RFP Section 4.2.5.2
C	New Jersey Business Registration Certificate (NJ BRC) See RFP Section 4.2.5.3
D	Source Disclosure Form (must be signed) See RFP Sections 4.2.5.4
E	Certificate of Affirmative Action/Equal Employment Opportunity See RFP Section 4.2.5.5 – Affirmative Action/EEO Certification
F	Contractor Information Set-Aside/Demographic Form See RFP Section 4.2.5.6 and RFP Section 4.2.5.7 and RFP Section 4.2.5.8
G	Internal Revenue Service W-9 Form (must be signed) See RFP Section 4.2.5.12
H	Insurance Certificate(s) See RFP Section 4.2.5.13
I	Subcontractor Utilization Form (must be signed) See RFP Section 4.2.5.14
J	Russia and Belarus Certification - P.L. 2022, c.3 (must be signed) See RFP Section 4.2.5.15

**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.**