

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

RFP NUMBER: 2023-RFP-181

**RFP TITLE: Risk Management and Insurance
Brokerage 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.gov/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	Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions Form (must be signed) See RFP Section 4.2.5.9
H	Internal Revenue Service W-9 Form (must be signed) See RFP Section 4.2.5.11
I	Insurance Certificate(s) See RFP Section 4.2.5.12
J	Russia and Belarus Certification - P.L. 2022, c.3 (must be signed) See RFP Section 4.2.5.14

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.