

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

RFP NUMBER: 2024-RFP-226

RFP TITLE: Professional Land Surveying Services – Geographic Regions

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 AND INFORMATION 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)
2	Fee Schedule
3	Ownership Disclosure Form
4	Professional Services Qualifications Statement (PSQS) (must be signed)
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)
B	Disclosure of Investigations and Other Actions Involving the Vendor Form (must be signed)
C	New Jersey Business Registration Certificate (NJ BRC)
D	Source Disclosure Form (must be signed)
E	Certificate of Affirmative Action/Equal Employment Opportunity Affirmative Action/EEO Certification
F	Contractor Information Set-Aside/Demographic Form
G	Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions Form (must be signed)
H	Internal Revenue Service W-9 Form (must be signed)
I	Insurance Certificate(s)
J	Subcontractor Utilization Form
K	Russia and Belarus Certification - P.L. 2022, c.3 (must be signed)
	Not Applicable

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.