

NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY SOLICITATION CHECKLIST

This checklist was created as a guide to assist in preparing a complete response. It is the Bidder's responsibility to ensure that all requirements have been met. Pursuant to written policy, the NJEDA allows documents to be signed electronically and hereby agrees to be bound by such electronic signatures. By signing these documents electronically, you, as a signatory to these documents, also agree to be bound by electronic signatures.

SOLICITATION NUMBER: 2025-RFP-251 Film Marketing Services

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 RESPONSE	
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
4	Licenses, Certifications, Designations, and Permits N/A
5	Professional Services Qualifications Statement (PSQS) N/A
6	Architectural/Engineering Firm Project Matrix N/A
FORMS, REGISTRATIONS & CERTIFICATIONS THAT MUST BE FULLY COMPLETED AND REQUIRED PRIOR TO CONTRACT AWARD	
	Disclosure of Investment Activities in Iran Form (must be signed)
	Disclosure of Investigations and Other Actions Involving the Vendor Form (must be signed)
	New Jersey Business Registration Certificate (NJ BRC)
	Source Disclosure Form (must be signed)
	Certificate of Affirmative Action/Equal Employment Opportunity Affirmative Action/EEO Certification (AA302)
	Small Business Enterprise set-aside, if applicable
	Contractor Information Form, if applicable
	Subcontractor Utilization Form, if applicable
	Two Year Chapter 51/Executive Order No. 333 (2023) Vendor Certification and Disclosure of Political Contributions for Non-Fair and Open Contracts Form (must be signed) N/A
	Internal Revenue Service W-9 Form (must be signed)
	Insurance Certificate(s)
	Subcontractor Utilization Form (must be signed)
	Russia and Belarus Certification - P.L. 2022, c.3 (must be signed)

Proposers must ensure that all requirements have been met, as the solicitation language supersedes this advisory checklist in the event of an error or omission.