

**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: 2024-RERFQ-206 TITLE: Environmental Consulting Services
on an As-Needed Basis**

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) Per RERFQ Section 4.2.4.1
2	Submittals/Fee Schedule Per RERFQ Section 4.2, 4.2.1, 4.2.2
3	Ownership Disclosure Form Per RERFQ Section 4.2.4.2
4	Exhibit D - Staffing Matrix Per RERFQ Section 4.2.1, Part 1c
5	Exhibit E - Firm Matrix Per RERFQ Section 4.2.1, Part 2a
6	Exhibit G - Professional Services Qualifications Statement (PSQS) (must be signed) Per RERFQ Section 4.2.1, Part 1a and Section 4.2.4.3
FORMS, REGISTRATIONS & CERTIFICATIONS THAT MUST BE FULLY COMPLETED AND ARE REQUIRED PRIOR TO PURCHASE ORDER/CONTRACT AWARD	
A	Disclosure of Investment Activities in Iran Form (must be signed) Per RERFQ Section 4.2.5.1
B	Disclosure of Investigations and Other Actions Involving the Vendor Form (must be signed) Per RERFQ Section 4.2.5.2
C	New Jersey Business Registration Certificate (NJ BRC) Per RERFQ Section 4.2.5.3
D	Source Disclosure Form (must be signed) Per RERFQ Section 4.2.5.4
E	Certificate of Employee Information Report Equal Employment Opportunity (EEO) Compliance Monitoring Per RERFQ Section 4.2.5.5
F	Exhibit C - Contractor Information Set-Aside/Demographic Form Per RERFQ Section 3.5 and Section 4.2.5.6
G	Internal Revenue Service W-9 Form (must be signed) Per RERFQ Section 4.2.5.12
H	Insurance Certificate(s) Per RERFQ Section 4.2.5.13
I	Subcontractor Utilization Form Per RERFQ Section 4.2.5.14
J	Russia and Belarus Certification - P.L. 2022, c.3 (must be signed) Per RERFQ Section 4.2.5.15

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