

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 221 TITLE: Real Estate Advisory Services for NJEDA Programs and Projects

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 See RFP Section 4.2.1
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 Employee Information Report See RFP Section 4.2.5.5 – Equal Employment Opportunity (EEO) Compliance Monitoring
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 No. 333 (2023) Vendor Certification and Disclosure of Political Contributions for Non-Fair and Open Contracts Form (must be signed) See RFP Section 4.2.5.9
H	Internal Revenue Service W-9 Form (must be signed) See RFP Section 4.2.5.12
I	Insurance Certificate(s) See RFP Section 4.2.5.13
J	Subcontractor Utilization Form (must be signed) See RFP Section 4.2.5.14
K	Russia and Belarus Certification - P.L. 2022, c.3 (must be signed) See RFP Section 4.2.5.15

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.