

NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY SOLICITATION CHECKLIST

This checklist is 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: 2026-RFQ-284 TITLE: Marketing Consulting Services

FORMS CAN BE DOWNLOADED FROM THE AUTHORITY'S WEBSITE AT:

<https://www.njeda.gov/bidding/#forms>

SIGNATORY PAGE TO BE FULLY COMPLETED, IDEALLY SUBMITTED WITH THE RESPONSE, BUT REQUIRED PRIOR TO CONTRACT AWARD	
(a)	Signatory Page (should be submitted with the Qualification but must be signed and submitted prior to contract award) See RFQ Section 4.2.4.1
FORMS, REGISTRATIONS & CERTIFICATIONS THAT MUST BE FULLY COMPLETED AND SUBMITTED WITH THE RESPONSE	
1	Bidder's Qualification See RFQ Section 4.2
2	Fee Schedule See RFQ Section 4.2.2
3	Ownership Disclosure Form See RFQ Section 4.2.4.2
4	Licenses, Certifications, Designations, and Permits – NOT APPLICABLE
5	Professional Services Qualifications Statement (PSQS) (must be signed) - NOT APPLICABLE
6	Architectural/Engineering Firm Project Matrix – NOT APPLICABLE
FORMS, REGISTRATIONS & CERTIFICATIONS THAT MUST BE FULLY COMPLETED AND ARE REQUIRED PRIOR TO CONTRACT AWARD	
A	Disclosure of Investment Activities in Iran Form (must be signed) See RFQ Section 4.2.5.1
B	Disclosure of Investigations and Other Actions Involving the Vendor Form (must be signed) See RFQ Section 4.2.5.2
C	New Jersey Business Registration Certificate (NJ BRC) See RFQ Section 4.2.5.3
D	Source Disclosure Form (must be signed) See RFQ Sections 4.2.5.4
E	Certificate of Employee Information Report See RFQ Section 4.2.5.5 – Equal Employment Opportunity (EEO) Compliance Monitoring
F	Contractor Information Set-Aside/Demographic Form See RFQ Section 4.2.5.6 and RFQ Section 4.2.5.7 and RFQ 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) – NOT APPLICABLE See RFQ Section 4.2.5.9
H	Internal Revenue Service W-9 Form See RFQ Section 4.2.5.12
I	Insurance Certificate(s) See RFQ Section 4.2.5.13
J	Subcontractor Utilization Form See RFQ Section 4.2.5.14
K	Russia and Belarus Certification - P.L. 2022, c.3 (must be signed) See RFQ Section 4.2.5.15
L	Licenses, Permits, and Authorizations – NOT APPLICABLE See RFQ Section 5.12

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.