

Salem County Inter Agency Council of Human Services  
**Requestor: Cristina Chillem- Executive Director**  
Phone: 856-935-7510 x8316  
98 Market Street, Salem, NJ 08079  
Email: Admin@salemcountyiacc.org



## Request for Quote

Request Date: March 18, 2026

Return completed no later than 9:00am on April 8, 2026.  
*Time* *Date*

TO: Vendor Name/Contact: \_\_\_\_\_

Vendor E-mail: \_\_\_\_\_ Vendor Phone: \_\_\_\_\_

Please review the requirements below and provide a quote to the requestor indicated above. All questions shall be directed to that contact. **Vendor shall provide as much information as possible for the requestor's review.** Following initial scoring, competitive bids may be requested to present to the Review/Scoring Committee.

Issued by: Inter Agency Council of Salem County  
On behalf of: Salem County Youth Services Commission

### Project Title: County-Wide Teen Leadership Summit

#### Context

The Salem County Youth Services Commission (YSC) is committed to strengthening youth development, prevention, and early intervention strategies that support the well-being and long-term success of young people throughout Salem County. As part of this commitment, the YSC seeks to expand opportunities for youth leadership, civic engagement, and positive youth development that prepare young people to navigate complex social, emotional, and academic challenges while building strong connections to their communities.

Adolescence represents a critical developmental period in which young people are forming identity, building leadership capacity, and developing the skills necessary for future education, careers, and civic participation. At the same time, youth today face increasing pressures related to mental health, social media, academic expectations, substance use exposure, and rapidly changing workforce demands. Providing structured opportunities for youth to engage in meaningful leadership experiences, learn from trusted mentors, and connect with peers across school communities is an important strategy for promoting resilience and positive outcomes.

Salem County is home to six public high schools serving students across diverse municipalities and rural communities. While each school provides important academic and extracurricular opportunities, there are limited county-wide platforms that bring students together to share ideas, explore leadership pathways, and discuss issues affecting their generation. The Teen Leadership Summit is intended to fill this gap by creating a collaborative space where students from across the county can connect, learn, and develop leadership skills together.

The Summit will focus on key themes relevant to adolescent development, including youth leadership, civic engagement, career readiness, and mental health awareness. The event is designed to promote youth voice and youth-adult partnership by incorporating a Teen Planning Cohort that will play a central role in shaping the Summit's content and structure. Through this process, participating youth will gain practical leadership experience in program design, decision-making, and event facilitation while ensuring the Summit reflects issues and priorities that matter most to their peers.

The Salem County Youth Services Commission will serve as a lead partner in this initiative and will provide oversight and guidance throughout the planning and implementation process. The Commission seeks to partner with a qualified provider capable of coordinating a high-quality, youth-centered event that meets professional standards for program delivery, safety, logistics, and evaluation.

Through this Request for Qualifications (RFQ), Salem County seeks to identify an experienced organization that can design and implement a County-Wide Teen Leadership Summit that is engaging, inclusive, and impactful for participating students. The selected provider will work collaboratively with the Youth Services Commission, school districts, and community partners to create a meaningful experience that empowers youth leadership, promotes mental health awareness, and strengthens connections across Salem County's school communities..

## Scope of Work / Technical Requirements

The selected provider shall design, coordinate, and implement a County-Wide Teen Leadership Summit centered on youth leadership development, civic engagement, career readiness, and mental health. The Summit shall reflect a youth-driven planning model while maintaining professional standards for program quality, safety, and logistics.

The target audience for the Summit shall be **high school sophomores and juniors** from all six (6) high schools in Salem County.

## Funding

The total funding available for this service is \$25,000.00

## Contract Timeline

June 1, 2026 through December 31, 2026

## Contract Requirements

### Bids should be guided by the following:

- Selected vendor must complete the Business Entity Disclosure Certification included
- Selected vendor must complete the Political Contribution Disclosure Form included
- Selected vendor must complete Disclose Investment Activities in Iran
- Should you be awarded a contract, amendments to the approved and contracted program design must undergo a process of requesting a modification to the Youth Services Commission and receiving a majority vote for approval
- Narrative reports and invoices are due quarterly (April, July, October, January). Vendor will submit quarterly narrative reports in NJ State Juvenile Automated Management System (JAMS). Reimbursements can be delayed > 6 months.
- Vendor representative must participate in Youth Services Commission General Membership meetings, the first Wednesday of odd months from 2pm-3:30pm, half of which are in person and the other half are virtual.

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## PROJECT DESCRIPTION

### 1. Youth Planning Structure and Governance

The provider shall establish and facilitate a structured Teen Planning Cohort representing geographic and demographic diversity across Salem County. The cohort shall play a substantive role in shaping Summit content and leadership opportunities.

Responsibilities shall include:

- Recruiting and onboarding teen leaders;
- Facilitating regular planning meetings (virtual and/or in-person);
- Providing leadership development training to youth planners;
- Guiding youth in identifying priority themes for breakout sessions;
- Supporting youth in creating a speaker proposal scoring rubric, reviewing, and selecting speaker proposals;
- Preparing youth who elect to serve as moderators, co-facilitators, and other roles during the event such as greeters, etc.

The provider shall ensure youth participation is structured, developmentally appropriate, and supported by qualified adult professionals.

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## 2. Breakout Session and Speaker Selection Process

The planning process shall include a **widely publicized Request for Presentations (RFPres)** or Call for Workshop Proposals.

The provider shall:

- Develop and disseminate a public call for breakout session proposals across regional and state networks, including educators, behavioral health professionals, youth-serving organizations, and subject matter experts;
- Publicize the opportunity through digital platforms, school networks, nonprofit coalitions, and professional associations;
- Establish clear submission criteria, including learning objectives, target outcomes, and presenter qualifications;
- Coordinate a structured review process in which the Teen Planning Cohort evaluates submitted proposals using a standardized rubric;
- Ensure final speaker selections reflect youth input, demographic diversity, and professional standards.
- Budget appropriately covers speaker compensation

Breakout topics shall align with youth-identified priorities and may include leadership skills, mental health strategies, career readiness, civic engagement, substance use prevention, digital wellness, diversity and inclusion, lived experience of overcoming adversity, or other relevant themes.

All selected speakers must demonstrate appropriate credentials; experience working with adolescents; strong public speaking skills/presence that can captivate, motivate, and inspire student participants; and trauma-informed, culturally responsive practices.

RFPres or Call for Workshop Proposals should welcome speakers to include youth co-speakers as part of their presentation.

Breakout sessions may include panels of several speakers.

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### 3. Event Format and Participation Requirements

The Summit shall:

- Be held **during a regular school day**;
- Secure participation from **all six (6) Salem County high schools**;
- Ensure a **minimum of twenty (20) sophomore and junior students per high school**, for a minimum total attendance of 120 students;
- Include a structured agenda featuring an opening plenary session, breakout sessions, interactive workshops, and a closing session;
- Offer a **lunch component** for all participating students and approved adults.

The provider shall coordinate directly with school districts to confirm student participation and attendance commitments.

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### 4. Transportation Allocation

A designated portion of Summit funding shall be allocated to ensure transportation access for students from each of the six (6) high schools.

The provider shall:

- Develop a transportation coordination plan in collaboration with school districts;
  - Budget appropriately to subsidize or fully cover transportation costs;
  - Ensure equitable access to participation across municipalities.
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### 5. Youth Services Commission (YSC) Engagement and Oversight

The vendor shall work in close coordination with the Salem County Youth Services Commission (YSC).

Requirements include:

- Participation in Youth Services Commission Community Engagement Committee meetings;
- Participation in Youth Services Commission General Membership meetings;
- Regular reporting in meetings on planning progress, milestones, and challenges;
- Incorporation of YSC feedback into event planning and implementation;
- Coordination with YSC representatives throughout the planning and evaluation process.

The Youth Services Commission shall be recognized as a lead partner in the initiative.

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## 6. Branding, Marketing, and Recognition

All event branding, promotional materials, and communications shall prominently include the Salem County Youth Services Commission.

The provider shall:

- Include YSC logo and recognition language on all marketing materials;
- Obtain YSC approval on branding prior to public dissemination;
- Ensure YSC acknowledgment in opening and closing remarks;
- Recognize YSC in media coverage and post-event materials.

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## 7. Logistics and Event Management

The provider shall manage all logistics, including but not limited to:

- Securing an appropriate venue within Salem County;
- Coordinating audiovisual services;
- Managing registration systems;
- Ensuring ADA accessibility and language access where needed;
- Coordinating lunch service;
- Managing on-site staffing, speakers, volunteers, and student participants;
- Developing safety and risk management protocols.

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## 8. Media Coverage and Content Rights

The provider shall coordinate professional media coverage of the Summit.

Deliverables shall include:

- High-quality photography;
- Video footage capturing breakout session speakers;
- B-roll footage of event activities;
- Student testimonials (with appropriate consent and release forms).

All media content produced shall grant the **Salem County Inter Agency Council full usage rights** for future promotional, reporting, educational, and outreach purposes.

The provider shall ensure proper parental consent and media release documentation consistent with school district and county policies.

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## 9. Evaluation and Reporting

The provider shall develop and implement an evaluation framework to assess:

- Student engagement;
- Student satisfaction with speakers and overall event;
- Leadership development outcomes;
- Knowledge gain and awareness;
- Satisfaction of participating schools;
- Recommendations for future summits.

A comprehensive written report shall be submitted following the event and shall include attendance data, evaluation findings, summary of youth leadership roles, media assets, and recommendations for sustainability.

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## 10. Qualifications

Proposers must demonstrate:

- Experience coordinating youth leadership or teen mental health events;
  - Experience facilitating youth-adult planning partnerships;
  - Capacity to manage school-day events and district coordination;
  - Experience working with county government or public-sector initiatives;
  - Capacity to manage/contract media production and content rights.
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## 11. Budget

Costs that must be budgeted for:

- Transportation
- Speaker Honoraria and Related Costs
- Lunch and Catering
- Media Production and Documentation

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
 Required Pursuant To N.J.S.A. 19:44A-20.8  
**COUNTY OF SALEM**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the \_\_\_\_\_ has not made and will not make any reportable  
 \_\_\_\_\_  
 (Name of the Business Entity)

contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2023, c. 30 would bar the award of this contract in the one year period preceding January 1, 2025, to any of the following named candidate committee, joint candidates committee as defined pursuant to N.J.S.A. 19:44A-3 (q) and (r).

Laury/Ostrum for County Commissioner	
	Taylor & Timmerman for County Commissioner
Edward Ramsay for County Commissioner	

**Part II – Ownership Disclosure Certification**

I certify that the list below contains the names and addresses of all owners holding ownership or control of more than 10% of the profits or assets of the undersigned or, in the case of a business entity that is a corporation for profit, 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership       Corporation       Sole Proprietorship       Subchapter S Corporation  
 Limited Partnership       Limited Liability Corporation       Limited Liability Partnership

Name of Stock or Shareholder	Address

**Part III – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: \_\_\_\_\_

Signature of Affiant: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name of Affiant: \_\_\_\_\_ Date: \_\_\_\_\_

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
Required Pursuant To N.J.S.A. 19:44A-20.8  
**COUNTY OF SALEM**

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

**“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)**

**19:44A-20.6 Certain contributions deemed as contributions by business entity.**

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

**19:44A-20.7 Definitions relative to certain campaign contributions.**

6. As used in sections 2 through 12 of this act: “business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; “interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

The \$200 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

## Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of forms local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to continuing political committees (PACs) and candidate committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign committees and continuing political committees of the officials and candidates affected by the disclosure.
  - a. The Division has prepared model disclosure forms for each county which can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at [https://www.nj.gov/dca/divisions/dlgs/programs/pay\\_2\\_play.html](https://www.nj.gov/dca/divisions/dlgs/programs/pay_2_play.html). These forms will be updated from time-to-time as necessary.
  - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts in each county. Districts that do not represent the public agency should be removed from the lists.**
  - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d. The form may be used “as-is”, subject to edits as described herein.
  - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Ownership Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

## Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of N.J.S.A. 19:44A-20.26. This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$200 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Ownership Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**





**List of Agencies with Elected Officials Required for  
Political Contribution Disclosure  
N.J.S.A. 19:44A-20.26**

**COUNTY OF SALEM**

- State: Governor and Legislative Leadership Committees
- Legislative District #3: State Senator and Two members of the General Assembly per district.
- County:
  - Freeholders
  - County Clerk
  - Sheriff
  - Surrogate
- Municipalities (Mayor and members of governing body, regardless of title):
  - Alloway Township
  - Carneys Point Township
  - Borough of Elmer
  - Elsinboro Township
  - Lower Alloways Creek Township
  - Mannington Township
  - Oldmans Township
  - Borough of Penns Grove
  - Pennsville Township
  - Pilesgrove Township
  - Pittsgrove Township
  - Quinton Township
  - City of Salem
  - Upper Pittsgrove Township
  - Borough of Woodstown
- Board of Education (Members of the Board):
  - Alloway Township School District
  - Borough of Elmer/Pittsgrove School District
  - Elsinboro Township School District
  - Lower Alloways Creek Township School District
  - Mannington Township School District
  - Oldmans Township School District
  - Penns Grove/Carneys Point Regional School District
  - Pennsville Township School District
  - Pittsgrove Township School District
  - Quinton Township School District
  - Salem City Public School District
  - Upper Pittsgrove Township School District
  - Woodstown/Pilesgrove Regional School District
  - Salem County Special Services School District & SCVTS
- Fire Districts (Board of Fire Commissioners):
  - Pittsgrove Township Fire District No. 1
  - Pittsgrove Township Fire District No. 2
  - Pittsgrove Township Fire District No. 3

**STATEMENT OF OWNERSHIP DISCLOSURE**  
N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Part I: Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)
- Limited Liability Company (LLC)
- Partnership  Limited Partnership
- Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II:**

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III: DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a vendor has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV: Certification**

1. I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the vendor; that the County of Salem is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County of Salem to notify the Salem County Purchasing Agent in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the County of Salem to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

**STATE OF NEW JERSEY DIVISION OF PURCHASE AND PROPERTY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**Bid/RFP Number** \_\_\_\_\_ **Bidder/Offeror:** \_\_\_\_\_

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**PART 1: CERTIFICATION. BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX. FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is identified on the Department of the Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

**PLEASE CHECK THE APPROPRIATE BOX:**

- I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c.25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification of its behalf.

OR

- I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.
- 

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidies or affiliates, engaging in the investment activities in Iran outlined above by completing the section below. Add additional sheets if necessary to report additional activities.

Name of Entity: \_\_\_\_\_ Relationship to Bidder: \_\_\_\_\_

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Description of Activities:

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Duration of Engagement: \_\_\_\_\_ Anticipated Cessation Date:

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Bidder/Offeror Contact Name: \_\_\_\_\_ Contact Phone:

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(EXHIBIT M Continued)

**Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the County of Salem is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the County of Salem and that the County at its option may declare any contract(s) resulting from this certification void and unenforceable.**

Full Name: \_\_\_\_\_ Signature:

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Title: \_\_\_\_\_ Date:

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