

**REQUEST FOR QUALIFICATIONS
FOR
FUND DEFENSE ATTORNEY(S)**

**Issued by the Office of the Executive Director
of the
Atlantic County Insurance Commission**

SUBMISSION DEADLINE

SEPTEMBER 25, 2026

11:00 A.M.

ADDRESS ALL PROPOSALS TO:

BY MAIL:

Atlantic County Insurance Commission
c/o PERMA Risk Management Services
TRIAD1828 Centre
PO Box 99106
Camden, NJ 08101
Contains ACIC RFP Response

BY FEDEX, UPS, OR COURIER SERVICE

Atlantic County Insurance Commission
c/o PERMA Risk Management Services
TRIAD1828 Centre
2 Cooper Street – 18 Floor
Camden, NJ 08102
Contains ACIC RFP Response

REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES - DEFENSE PANEL
FOR THE ATLANTIC COUNTY INSURANCE FUND COMMISSION

PART I - Instructions for Vendors

Please be sure to read each and every page, including, without limitation, all attachments.

1.0 PURPOSE

The intent of this Request for Qualifications is to obtain a pool of qualified attorneys to represent the Commission's members in litigation under the supervision of the Atlantic County Insurance Fund Commission Attorney and in accordance with the terms and conditions for representation and compensation as established by the Atlantic County Insurance Fund Commission, (hereinafter the "Commission"). Term of contract for assignment of claims shall be January 1, 2027 through December 31, 2029.

Firms responding to this Request for Qualifications should have extensive experience and a knowledgeable background and qualifications in the provision of the services described herein.

Despite any language contained herein to the contrary, this Request for Qualifications does not constitute a bid and is intended solely to obtain competitive Qualifications from which the Commission may choose a contractor(s) that best meet(s) the Commission's needs. It is the Commission's intent that no statutory, regulatory, or common law bidding requirement apply to this Request for Qualifications. The Commission intends to award this contract pursuant to N.J.S.A. 40A:11-5(a) (i).

Official Commission RFQ documents are available from the Commission as described herein at no cost to the vendor. Potential proposers are cautioned that they are proposing at their own risk if a third party supplied the RFQ document that may or may not be complete. The Commission is not responsible for third party supplied RFQ documents.

2.0 BACKGROUND INFORMATION

The Commission, established on December 9, 2014 by formal resolution of the Atlantic County Board of Chosen Freeholders, includes the Atlantic County Utilities Authority; Atlantic County Improvement Authority and Atlantic County Proper. The Fund Commissioners are appointed by the County Board of Commissioners. The Commission requires legal services as more fully described in the Scope of Services, Part II, Section A. The specific extent and character of the legal services to be performed shall be subject to the general control and approval of the Commission.

3.0 COMPLIANCE WITH LAWS

The successful firm(s) shall comply with all applicable federal, state and local statutes, rules and regulations.

4.0 PROCEDURE FOR RESPONDING TO RFQ

4.1 SUBMISSION OF QUALIFICATIONS

One (1) Original along with two (2) copies of the Proposal, INCLUSIVE OF ALL INFORMATION required in Part II, Proposal Requirements should be provided. Qualifications must be provided to the Atlantic County Insurance Commission by **Friday, September 25, 2026 at 11 AM**. Any Qualifications received after said opening whether by mail or otherwise, will be returned unopened. Qualifications should be provided in a sealed envelope with the title of the RFQ clearly marked on the outside. The Commission assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone, or e-mail is NOT PERMITTED.

Final selection of firm(s) shall be made by the Atlantic County Insurance Commission by formal resolution.

4.2 QUESTIONS REGARDING REQUEST FOR QUALIFICATIONS

Any questions regarding this RFQ should be made to Bradford Stokes, Executive Director at bstokes@permainc.com or at 856-552-6816.

4.3 ADDENDA/REVISIONS TO REQUEST FOR QUALIFICATIONS

Addenda/revisions to this Request For Qualifications shall be provided to all firms who have received this Request For Qualifications.

4.4 ACCEPTANCE OF OFFER

The signed proposal shall be considered an offer on the part of the offeror.

5.0 INSURANCE

Prior to commencing work under contract, the successful firm(s) shall furnish the Commission with a certificate of insurance as evidence that it has procured the insurance coverage required herein. This coverage must be provided by a carrier approved by the Commission. Firms must give the Commission a sixty (60) day notice of cancellation, non-renewal or change in insurance coverage.

The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Qualifications:

5.1 PROFESSIONAL LIABILITY

Professional liability insurance in an amount adequate to cover all services detailed herein.

5.2 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY

Statutory coverage for N.J.

5.3 GENERAL LIABILITY

\$1,000,000.00 per occurrence/\$2,000,000.00 aggregate for bodily injury and property damage. The Commission shall be named as additional insured with respect to general liability.

5.4 AUTO LIABILITY

\$100,000.00 per occurrence. \$300,000.00 aggregate. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

6.0 INDEMNIFICATION

The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the County of Atlantic and its officials and employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith or to the insurance obligations contained in this agreement.

7.0 MISCELLANEOUS REQUIREMENTS

- 7.1** The Commission will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All Qualifications shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this Request For Qualifications. Emphasis should be on completeness and clarity of content.
- 7.2** The contents of the proposal submitted by the successful firm(s) and this Request For Qualifications may become part of the contract for these services. The successful firm(s) will be expected to execute said contract with the Commission.
- 7.3** Proposals shall be signed in ink by the individual or authorized principal of the responding party. Qualifications submitted shall be valid for a minimum of 60 days from the date of opening.
- 7.4** The Commission reserves the right to reject any and all Proposals received by reason of this Request For Qualifications, or to negotiate separately in any manner necessary to serve the best interests of Commission. Firms whose proposals are not accepted will be notified.

- 7.5** Any selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of the Commission.
- 7.6** The selected firm(s) shall be required to comply with the requirements of the Americans with Disabilities Act (see attached language, and with the requirements of P.L. 1975, c. 127 (see attached affirmative action language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of agreement.
- 7.7** The selected firm(s) shall be required to complete the Certification Regarding the Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions (see attached certification) prior to the commencement of services. This requirement will be addressed upon execution of agreement.
- 7.8** All responses to this Request For Qualifications shall be subject to public scrutiny in accordance with New Jersey statutes, rules, and regulations.
- 7.9** Any contract for services shall be subject to the availability and appropriation of sufficient funds for this purpose annually.
- 7.10** Contracts awarded pursuant to this Request For Qualifications may be amended to provide for closely related services, the need for which may arise or become apparent after the original contract award. Any contract amendment for closely related services must be approved by resolution of the Commission.
- 7.11** The selected firm(s) shall be prohibited during the term of its contract from representing any individual or entity in any matter in which an adverse party is the Commission, the County of Atlantic, the County Board of Commissioners, the County Prosecutor, the County Sheriff, any County Row officer, Atlantic County College, Atlantic County Improvement Authority, Atlantic County Utilities Authority, or any officers, employees, departments or subdivisions for any of the aforementioned or in any matter which, in the sole discretion of the Commission, shall constitute a conflict of interest or shall have the appearance of impropriety
- 7.12** All Firms are advised that, pursuant to N.J.S.A. 19:44a-20.13, it is their responsibility to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission ("ELEC") if, during the calendar year, they receive a contract(s) in excess of \$50,000 from public entities, including the Commission. It is the Firm's responsibility to determine if such filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532.
- 7.13** All firms are further advised that effective September 1, 2004, c. 7 expands the State Contractor Business Registration Program to contracting units as defined in the Local Public Contracts Law. Effective January 18, 2010, P.L. 2009, c.315 revises

the State Contractor Business Registration requirement and permits filing a BRC prior to award of contracts if not filed with bid or RFQ.

8.0 CRITERIA FOR EVALUATION OF QUALIFICATIONS

The Commission will independently evaluate each submission and selection will be made upon the basis of the criteria listed below:

- 8.1** Proven record of experience in providing the services detailed herein.
- 8.2** Ability to provide services in a timely manner within the timeframes required by the Commission.
- 8.3** Personnel qualifications (i.e., resumes of key personnel who will be responsible for and assigned to the work).
- 8.4** Location of office and availability of personnel.
- 8.5** Understanding of the services requested (including completeness and clarity of submission), and qualitative nature of the services proposed.

PART II PROPOSAL REQUIREMENTS

FORMAT

To assure consistency, responses must conform to the following format:

- A. Scope of Services
- B. Resume
- C. Facilities
- D. Conflict of Interest
- E. Fees
- F. Other Information
- G. Mandatory Equal Employment Opportunity Language – (reference only)
- H. NJ Anti-Discrimination Provisions – (reference only)
- I. Proposal Checklist – Required Submission
- J. Statement of Ownership Disclosure – Required Submission
- K. State Contractor Business Registration Program – Required Submission
- L. Debarment Certification – Required Submission
- M. Non-Collusion Affidavit – Required Submission
- N. Disclosure of Investment Activities in Iran - Required Submission

All sections are to be addressed and specifically referenced.

The following explains what we expect in each of the major sections.

SECTION A - SCOPE OF SERVICES

The Commission is organized pursuant to Article 3 of N.J.S.A. 40A:10 to provide property/casualty insurance to its member local units. The Commission also provides its members with a comprehensive risk control and claims management program. The Commission seeks a pool of qualified attorneys, licensed to practice law in the State of New Jersey, to defend its member entities against claims. The Commission's liability matters will be assigned by the Commission's Counsel based upon considerations of the type of matter, the experience level of the firm, and giving overall consideration to the best interests of the Commission and its constituent member against whom a given claim is made. In the assignment of workers' compensation matters the Commission will give at least some consideration to firms that have had experience in defending matters in the Atlantic City district office. As a member of the defense panel there is no guarantee of the assignment of any claims.

MINIMUM QUALIFICATIONS:

- 1. Admitted to the New Jersey Bar.
- 2. Seven years' experience defending Public Entities or joint insurance funds of the State of New Jersey or fifteen years' experience as a Defense Attorney.
- 3. Must demonstrate a consistent pattern of successfully controlling litigation.

4. Must demonstrate a high degree of knowledge concerning the operation of local governmental units in New Jersey, workers' compensation matters, and Title 59 liability matters involving New Jersey governmental entities.

SECTION B - RESUME

This section shall address areas as outlined:

1. Name and address of your firm and the corporate officer authorized to execute agreements.
2. Briefly describe your firm's history, ownership, organization structure, location of its management, and licenses to do business in the State of New Jersey
3. Describe in general your firm's regional, statewide, and local service capabilities.
4. Provide and identify the names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the Commission and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the Commission.
5. Provide a listing of local governmental clients with which you have similar contracts; include the name, address and telephone number of the contact person.
6. Provide your firm's insurance coverage as set forth in Part I, Section 5 of this RFQ.
7. Provide a statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations.

SECTION C - FACILITIES

This section should address areas as outlined:

1. **OFFICE LOCATIONS**
 - a. For your firm's facilities which are located closest to Atlantic County, New Jersey, provide:
 1. The location
 2. Firm personnel assigned to this location
 3. The activities of the firm performed at this location

- b. For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should leave this paragraph blank.

SECTION D - CONFLICT OF INTEREST

This section should disclose any potential conflicts of interest that the firm may have in performing these services for the Commission.

SECTION E - FEES

Provide a detailed proposal for fees chargeable to the Commission. Where applicable provide meeting fees, hourly fees and all costs that may be chargeable to the Commission.

Note: The Commission reserves the right to negotiate with any or all vendors meeting the evaluation criteria set forth herein.

SECTION F - OTHER INFORMATION

This section is for any further pertinent data and information not included elsewhere in the RFQ and found necessary by your firm.

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and

that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

NEW JERSEY ANTI-DISCRIMINATION PROVISIONS
N.J.S.A. 10:2- 1 et seq

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (C.18A:18A-51 et seq.).

REQUEST FOR PROPOSAL CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL:

Please initial below indicating that your proposal includes the itemized document.

A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL.

	INITIAL BELOW
A. An original with two (2) copies of your complete proposal	_____
B. Statement of Ownership Disclosure	_____
C. State Contractor Business Registration Certificate	_____
D. Debarment Certification	_____
E. Non-Collusion Affidavit properly notarized	_____
F. Disclosure of Investment Activities in Iran	_____
G. Authorized signatures on all forms.	_____

Note: N.J.S.A 52:32-44 provides that the COMMISSION shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate for the State of New Jersey, and the business registration certificate of any subcontractors, at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.

NAME OF PROPOSER:

Person, Firm or Corporation

Signature _____

Name

Title

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)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

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	Address

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

If a bidder 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 noncorporate 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	Address

Part IV Certification

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 bidder/proposer; that the **<name of contracting unit>** 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 **<type of contracting unit>** to notify the **<type of contracting unit>** 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 **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
--------------------	--	--------	--

Signature:		Date:	
------------	--	-------	--

STATE CONTRACTOR BUSINESS REGISTRATION PROGRAM

Effective September 1, 2004, P.L. 2004, c. 57 expands the State Contractor Business Registration Program to contracting units as defined in the Local Public Contracts Law. (see attached sample Business Registration Certificate). Effective January 18, 2010, P.L. 2009, c.315 revises the State Contractor Business Registration requirement and permits filing a BRC prior to award of contracts if not filed with bid.

ALL BIDDERS (AND THEIR SUBCONTRACTORS) COMPETING FOR COUNTY CONTRACTS MUST PROVIDE A COPY OF THEIR BUSINESS REGISTRATION CERTIFICATE BY THE DATE THE RFQ IS AWARDED. FAILURE TO DO SO WILL RESULT IN A REJECTION OF YOUR BID OR RFQ.

Questions regarding this law may be directed to the New Jersey Department of Taxation. To obtain a Business Registration Certificate go to: www.state.nj.us/treasury/revenue Click on: Business Registration & Formation. Click on: Obtain a certificate of registration. Click on: Obtain a certificate online.

The Commission strongly recommends that all vendors provide their BRC (and BRC's for each subcontractor) with submission of bids.

CERTIFICATION REGARDING THE DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, titled Participants' Responsibilities. The Regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211)

I am _____ of the firm _____
(Your Title) (Name of Your Organization)

Address of your Organization

CHOOSE THE FOLLOWING

- () A. I hereby certify on behalf of _____
 (Name of Your Organization)
That neither it nor its principals are debarred, suspended,
proposed for debarment, declared ineligible, or voluntarily
excluded from participation in the transaction by any Federal
Department or Agency.
- () B. I am unable to certify to any of the statements set forth in this
certification. I have attached an explanation to this form.

Signature

Print Name	Title
------------	-------

Date _____

NON-COLLUSION AFFIDAVIT

State of New Jersey

County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of
full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Atlantic County Insurance Commission relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Name of Contractor

Subscribed and sworn to

before me this _____ day of

Signature _____

_____, 20____

(Type or print name of affiant)

Notary public of

My Commission expires _____

(Seal)

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Bidder: _____

PART 1:

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 the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the NJ Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director of the NJ Department of Treasury finds a person or entity to be in violation of the principles which are the subject of this law, he/she 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.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

☐ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

☐ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Atlantic County Insurance Commission under penalty of perjury. 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 is required to be completed if both certification boxes in PART 1 are not certified.

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, subsidiaries or affiliates, engaged in the investment activities in Iran outlined above by completing the section below.	
PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED ADDITIONAL ROOM, ADD ADDITIONAL PAGES.	
Name_____	Relationship to Bidder/Offeror_____
Description of Activities_____	

Duration of Engagement_____	Anticipated Cessation Date_____

PART 3: CERTIFICATION SIGNATURE:

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 **Atlantic County Insurance Commission** 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 **Atlantic County Insurance Commission** to notify the **Atlantic County Insurance Commission** 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 **Atlantic County Insurance Commission** and that the **Atlantic County Insurance Commission** at its option may declare any contract(s) resulting from this certification void and unenforceable. Parts 1 and 3 or Parts 2 and 3 must be completed and signed to be responsive to the specifications. Failure to complete Parts 1 and 3 or Parts 2 and 3 will render the bid non-responsive and the bid shall not be considered for an award.

Signature

Print Name

Title

Date