

**REQUEST FOR PROPOSALS FOR
FOR ANNUAL FINANCIAL ADVISOR
CAMDEN COUNTY MUA**

RFP #2026-14

NO.	ACTIVITY	DATE/TIME
1	PUBLIC NOTICE - ISSUANCE OF RFP	06/18/2026
2	DEADLINE TO SUBMIT QUESTIONS	06/25/2026 @ 12:00PM
3	OPENING OF PROPOSALS	07/09/2026 @ 11:00AM

POINT OF CONTACT:

Maria Ortiz | mortiz@ccmua.org | 856-583-1207

ADDRESS SUBMITTALS TO:

Scott Schreiber, Executive Director
Camden County Municipal Utilities Authority
1645 Ferry Avenue
Camden, NJ 08104

**REQUEST FOR PROPOSALS FOR
FOR ANNUAL FINANCIAL ADVISOR
CAMDEN COUNTY MUA**

RFP #2026-14

**PART I
Instructions To Vendors**

This is a 24-page document. Please be sure to read each page, including, without limitation, all attachments.

Please note: the terms “firm”, “provider”, “contractor”, “proposer”, “vendor” and “respondent” may be used interchangeably throughout this document.

1.0 PURPOSE

The intent of this Request for Proposals and resulting contract is to obtain the services of a financial advisor in connection with the issuance of taxable and tax exempt bonds and perform cash flow analyses as needed, for the Camden County Municipal Utilities Authority (CCMUA), during 2026/27, as assigned by the Commissioners and/or Executive Director of the CCMUA. Services are required for one (1) year.

Firms responding to this Request for Proposals 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 Proposals does not constitute a bid and is intended solely to obtain competitive proposals from which the CCMUA may choose a contractor(s) that best meet(s) the CCMUA’s needs. It is the CCMUA’s intent that no statutory, regulatory, or common law bidding requirement applies to this Request for Proposals. The CCMUA intends to award this contract pursuant to N.J.S.A. 40A:11-5(1)(a)(ii).

Official CCMUA RFP documents are available from the CCMUA 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 RFP document that may or may not be complete. The CCMUA is not responsible for third party supplied RFP documents.

2.0 BACKGROUND INFORMATION

The CCMUA operates an 80 million gallon per day (MGD) plant known as the **Camden County Water Resource Recovery Facility (WRRF), a wastewater treatment facility.**

The specific extent and character of the Annual Financial Services to be performed for the CCMUA

shall be subject to the general control and approval of the CCMUA's Executive Director or their designee.

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 REQUEST FOR PROPOSALS

4.1 SUBMISSION OF PROPOSALS

One (1) original paper copy and (1) electronic version of the Proposal, (electronic flash drive/thumb drive-CD-DVD) INCLUSIVE OF ALL INFORMATION required in Part II, Proposal Requirements, should be provided. Proposals must be provided to the Camden County MUA, Purchasing Department, 1645 Ferry Avenue, Camden New Jersey, 08104 as provided in the public notice. Any proposals received after said opening whether by mail or otherwise, will be returned unopened. Proposals should be provided in a sealed envelope with the title of the RFP clearly marked on the outside. The CCMUA 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 Camden County MUA Board of Commissioners by formal resolution. Contract(s) for services will be provided by the CCMUA.

4.2 QUESTIONS REGARDING REQUEST FOR PROPOSALS

Any questions regarding this Request For Proposals must be made in writing to Maria Ortiz mortiz@ccmua.org and Kevin McGahey kmcgahey@ccmua.org **All questions must be sent by email no later than June 25, 2026 at Noon. Questions received after this date and time will not be addressed.**

4.3 ADDENDA/REVISIONS TO REQUEST FOR PROPOSALS

Addenda/revisions to this Request for Proposals shall be provided to all firms who have received this Request for Proposals.

4.4 ACCEPTANCE OF OFFER

The signed proposal shall be considered an offer on the part of the offeror. Such offer shall be deemed accepted upon execution of a signed contract.

5.0 INSURANCE

Prior to commencing work under contract, the successful firm(s) shall furnish the CCMUA 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 CCMUA and rated appropriately through A.M. Best. Firms must give the CCMUA thirty-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 Proposals and provide proof of same by supplying a certificate of insurance naming the CCMUA as additional insured with the signed contract. The notice to proceed and/or purchase order will not be issued by the CCMUA until the certificate of insurance is provided with the signed contract.

5.1 PROFESSIONAL LIABILITY

\$1,000,000.00 errors and omissions/malpractice for occurrence.

5.2 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY

Statutory coverage for New Jersey; \$500,000.00 Employer's Liability

5.3 GENERAL LIABILITY

\$1,000,000.00 per occurrence/ \$3,000,000.00 aggregate for bodily injury and property damage.

5.4 AUTO LIABILITY

\$1,000,000.00 per occurrence. 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 CCMUA and its officials and employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract. This indemnification obligation is not limited by but is in addition to the insurance obligations contained in this agreement.

7.0 MISCELLANEOUS REQUIREMENTS

7.1 CCMUA will not be responsible for any expenses incurred by any firm in preparing or

submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this Request for Proposals. 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 Proposals may become part of the contract for these services. The successful firm(s) will be expected to execute said contract with the CCMUA.

7.3 Proposals shall be signed in ink by the individual or authorized principal of the responding party. Proposals submitted shall be valid for a minimum of 60 days from the date of opening.

7.4 The CCMUA reserves the right to reject all proposals received in accordance with NJ law.

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 CCMUA Executive Director.

7.6 The selected firm(s) shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. (affirmative action language attached) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of the agreement.

7.7 All responses to this Request for Proposals shall be subject to public scrutiny in accordance with New Jersey statutes, rules, and regulations.

7.8 Any contract for services shall be subject to the availability and appropriation of sufficient funds for this purpose annually.

7.9 Contracts awarded pursuant to this Request for Proposals may be amended to provide for additional work within the scope of activities of the original contract, the need for which may arise or become apparent after the original contract award, and not for the purpose of undertaking new or different work or projects. Any contract amendment for such additional work must be approved by resolution of the CCMUA Board of Commissioners.

7.10 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 CCMUA, the Board of Commissioners, any officers, employees, departments or subdivisions of any of the aforementioned or in any matter which, in the sole discretion of the CCMUA, shall constitute a conflict of interest or shall have the appearance of impropriety.

7.11 Pursuant to N.J.S.A. 19:44A-20.27, it is the vendor's 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) exceeding \$50,000 from public entities, including CCMUA. 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.

7.12 All Firms shall comply with the State Contractor Business Registration requirement (“BRC”). Firms may file a BRC with the CCMUA prior to award of contracts if not filed with the RFP. ALL FIRMS (AND THEIR SUBCONTRACTORS) COMPETING FOR CCMUA CONTRACTS MUST PROVIDE A COPY OF ITS BUSINESS REGISTRATION CERTIFICATE BY THE DATE THE RFP IS AWARDED. FAILURE TO DO SO WILL RESULT IN REJECTION OF YOUR PROPOSAL (See also Part II, Section I, herein).

7.13 APPROVAL AND CERTIFICATION OF BILLING STATEMENT: Authorization for payment of periodic billing, final payments or retainage monies requires approval and certification by formal resolution of the Camden County MUA Board of Commissioners. Pursuant to N.J.S.A. 40A:11-19.1, unless otherwise provided for in the contract, the required payment date shall be 60 calendar days from the receipt of a properly executed invoice, or 60 calendar days from the receipt of goods or services, whichever is later. Interest shall not be paid unless goods and services are rendered. Interest on amounts due shall be paid for the period beginning on the day after the required payment date and ending on the date on which the check for payment is drawn. Interest shall be paid at the rate specified by the State Treasurer for late payments.

7.14 N.J.A.C. § 17:44-2.2 AUTHORITY TO AUDIT OR REVIEW CONTRACT RECORDS:

- (a) Relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by OSC pursuant to N.J.S.A. 52:15C-14(d).
- (b) Vendors shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

7.15 AMERICAN GOODS AND PRODUCTS TO BE USED WHERE AVAILABLE

Where applicable, pursuant to N.J.S.A. 40A:11-18, only manufactured and farm products of the United States wherever available, shall be used in the execution of the work or supply of goods as specified herein.

8.0 CRITERIA FOR EVALUATION OF PROPOSALS

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

- 8.1** Proven record of experience, including referrals, in providing the type of services detailed herein.

- 8.2** Ability to provide services in a timely manner.
- 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.
- 8.6** Cost of services (i.e. price proposal).

9.0 TERM & TERMINATION

Term of agreement shall be one year from the date of execution of the agreement by the Chairman of the Board, Executive Director or Executive Director’s designee.

The CCMUA may terminate the agreement for any reason upon thirty (30) days’ written notice to the firm. In this event, the CCMUA shall only be responsible for payment up to the effective date of termination.

PART II PROPOSAL REQUIREMENTS

Vendors are requested to propose Annual Financial Advisor Services for the CCMUA of Camden, New Jersey.

FORMAT

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

- A. Scope of Services
- B. Resume
- C. Facilities
- D. Conflict of Interest
- E. Fees
- F. Form of Contract
- G. Other Information
- H. Reserved
- I. State Contractor Business Registration Program
- J. Schedule of Allowable/Unallowable Expenses for certain services
- K(2) Disclosure of Investment Activities in Iran and Certification of non-involvement in prohibited activities in Russia or Belarus - **must complete, sign, and return both forms prior to award of Contract**

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 Financial Advisor shall provide professional advice and assistance to the CCMUA, Executive Director, Chief Financial Officer, Auditor, Engineer, Bond Counsel, Authority Counsel, and Board of Commissioners regarding financial matters, debt management, and capital financing.

The intent of this Request For Proposals and resulting contract is to obtain the services of a financial advisor in connection with the issuance of taxable and tax exempt bonds and perform cash flow analyses as needed, as assigned by the Commissioners and/or Executive Director of the CCMUA. All proposals must be made on the basis of, and either meet or exceed, the required services contained herein.

Services may include, but are not limited to, the following:

1. DEBT ISSUANCE AND CAPITAL FINANCING

The Financial Advisor shall:

- Evaluate financing alternatives for capital projects.

- Advise the CCMUA regarding the issuance of bonds, notes, loans, leases, and other financing mechanisms.
- Assist in developing financing strategies for capital improvement programs.
- Analyze and recommend debt structures, maturities, call provisions, and repayment schedules.
- Prepare debt affordability analyses.
- Assist in obtaining financing through:
 - New Jersey Infrastructure Bank (NJIB)
 - New Jersey Department of Environmental Protection (NJDEP)
 - State Revolving Fund (SRF) Programs
 - Federal and State grant programs
 - Public and private lending institutions
- Coordinate financing activities with bond counsel, underwriters, lenders, auditors, engineers, and CCMUA staff.
- Assist in preparing financing schedules and transaction timelines.
- Participate in rating agency presentations and meetings.
- Assist with credit enhancement evaluations and financing alternatives.
- Attend bond pricing and closing activities.

2. RATE AND REVENUE ANALYSIS

The Financial Advisor shall:

- Analyze CCMUA revenues and expenditures.
- Evaluate user charges, connection fees, and other revenue sources.
- Assist in determining revenue requirements necessary to support operations and debt service.
- Provide financial impact analyses associated with capital projects and debt issuances.
- Assist with affordability analyses and long-range financial planning.
- Review and evaluate proposed rate structures and financial policies.

3. FINANCIAL PLANNING AND FORECASTING

The Financial Advisor shall:

- Develop and update long-term financial plans.
- Prepare financial forecasts and projections.
- Analyze cash flow requirements.
- Evaluate reserve requirements and reserve policies.
- Assess impacts of capital expenditures on future operating budgets.
- Provide recommendations regarding financial sustainability and funding strategies.

4. INVESTMENT AND CASH MANAGEMENT ADVISORY SERVICES

The Financial Advisor shall:

- Review cash management practices.
- Evaluate investment strategies consistent with New Jersey statutes and CCMUA policies.
- Provide recommendations concerning liquidity management.
- Analyze investment earnings opportunities and risks.
- Review reserve fund investment strategies.

5. GRANTS, LOANS, AND ALTERNATIVE FUNDING

The Financial Advisor shall:

- Identify potential grant and funding opportunities.
- Assist CCMUA staff with financial components of grant applications.
- Evaluate funding alternatives and financing incentives.
- Assist in securing low-interest loans and other financing assistance programs.
- Analyze funding opportunities available through federal and state agencies.

6. FINANCIAL ANALYSIS AND SPECIAL PROJECTS

The Financial Advisor shall:

- Perform financial feasibility studies.
- Conduct economic and financial impact analyses.
- Assist in evaluating major capital expenditures.
- Analyze acquisitions, shared services opportunities, and regionalization initiatives.
- Provide special financial studies as requested by the CCMUA.
- Evaluate public-private partnership opportunities where applicable.

7. MEETING ATTENDANCE

The Financial Advisor shall:

- Attend regular and special meetings of the CCMUA when requested.
- Attend finance committee meetings as required.
- Make presentations to the Board of Commissioners and CCMUA management.
- Participate in meetings with rating agencies, lenders, regulatory agencies, and professional consultants.

8. REPORTING REQUIREMENTS

The Financial Advisor shall provide:

- Written reports and recommendations as requested.
- Debt management analyses.
- Financing comparison studies.
- Cash flow projections.
- Capital financing recommendations.
- Periodic updates regarding market conditions and interest rate trends.
- Other financial reports requested by the CCMUA.

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, organizational 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 CCMUA and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the CCMUA.
 - a. New Jersey Public Financing Experience. Please briefly summarize your experience since January 1, 2020 as Financial Advisor on Taxable and Tax-Exempt Bond issues for counties and other municipalities in the State of New Jersey. In tabular form, please provide the name of the issuers, par amounts, issuance dates, maturity dates, whether the sales were negotiated or competitive and your role. This detailed listing should be included as Appendix A to your proposal.
 - b. National Experience. Please briefly summarize your experience since January 1, 2020 as Financial Advisor on Taxable and Tax-Exempt Bond issues for governments outside of New Jersey. In tabular form, please provide the name of the issuers, par amounts, issuance dates, maturity dates, whether the sales were negotiated or competitive and your role. This detailed listing should be included as Appendix B to your proposal.
5. Provide a listing of local governmental clients with which you have similar contracts; include the name, address, email address and telephone number of the contact person.

The proposer shall:

 - a. Demonstrate substantial experience providing financial advisory services to New Jersey municipal utilities authorities, sewer authorities, municipalities, counties, or other public entities.
 - b. Possess knowledge of New Jersey utility authority financing practices.
 - c. Possess experience with New Jersey Infrastructure Bank financing programs.
 - d. Demonstrate familiarity with SEC, NJDEP, and NJIB requirements.
6. Provide a statement that your firm will comply with the insurance coverage requirement as set forth in Part I, Section 5 of this RFP.
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 operation.

SECTION C - FACILITIES

This section should address areas as outlined:

1. **OFFICE LOCATIONS**

a. For your firm's facilities which are located closest to CCMUA, Camden, 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 CCMUA.

SECTION E - FEES

This section should contain a cost proposal which should include a detailed listing of your firm's method of charging for professional and administrative services

Respondents must provide an overhead rate which may not exceed 140% and a fixed fee which may not exceed 10%.

Note: The CCMUA reserves the right to negotiate fees with any or all vendors meeting the evaluation criteria set forth herein. Negotiations will be conducted in accordance with the CCMUA's Request for Proposals policy.

SECTION F - FORM OF CONTRACT/AMENDMENT OF CONTRACT

The Camden County MUA will supply the form of contract which will incorporate the terms and conditions of the within document and the successful proposer's proposal, fees, and costs. The proposer may not vary the material terms of this document or include its own version of the contract with its proposal.

Contracts awarded pursuant to this Request for Proposals 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 CCMUA

Board of Commissioners.

SECTION G - OTHER INFORMATION

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

VENDORS ARE REQUIRED TO USE THE CCMUA'S FORMS AND SHALL NOT RECREATE IN ANY WAY THE FORMS PROVIDED WITH THIS RFP. FAILURE TO USE THE CCMUA FORMS OR ADDING TO, AMENDING, ALTERING, OR REVISING THE CCMUA FORMS, INCLUDING, BUT NOT LIMITED TO, CONVERTING THE CCMUA PDF TO A WORD DOCUMENT, SHALL BE CAUSE FOR REJECTION OF VENDOR'S PROPOSAL

Important Note: Please complete the following sections and return them with your response to this RFP.

SECTION H - MBE/WBE TRACKING INFORMATION

Definitions:

A **Minority Business Enterprise (MBE)** is defined in the CCMUA Affirmative Action Plan as "a business which is independently owned and operated and is at least 51% owned and controlled by minority group members". Minority group members are defined in the CCMUA Affirmative Action Plan as "persons who are Black, Hispanic, Portuguese, Asian-American, American Indian or Alaskan Natives"

A **Women Business Enterprise (WBE)** is defined in the Camden CCMUA Affirmative Action Plan as "a business which is independently owned and operated and is at least 51% owned and controlled by women".

Using the definitions above, please check the following space which best describes your firm:

___ **Minority Business Enterprise (MBE)**

___ **Women Business Enterprise (WBE)**

___ **Neither**

NAME OF FIRM: _____

ADDRESS: _____

DATE: _____

SECTION I – STATE CONTRACTOR BUSINESS REGISTRATION PROGRAM

Pursuant to N.J.S.A. 52:32-44, CCMUA is prohibited from entering a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time of contract, purchase order, or another contracting document is awarded or authorized.

During contract performance:

(1) The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with valid proof of business registration.

(2) The contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.

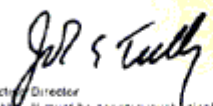
(3) The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered in the State. Any questions in this regard can be directed to the Division of Taxation at (609) 292-6400. Form NJ-REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml.


Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

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

SAMPLES OF BUSINESS REGISTRATION CERTIFICATIONS

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#: 970-097-382/500	SEQUENCE NUMBER: 0107330	
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04	
EFFECTIVE DATE: 01/01/01		
FORM-BRC(08-01)	<small>Acting Director</small>	
<small>This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</small>		

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112823533

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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted CCMUA employment goals established in accordance with 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, and labor unions, that it does not discriminate on the basis of age, race, 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, race, 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:

1. Letter of Federal Affirmative Action Plan Approval; or
2. Certificate of Employee Information Report; or
3. Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 **N.J.A.C. 17:27-1.1 et seq.**

_____ Initial _____ Date

AMERICANS WITH DISABILITIES ACT
Mandatory Language

Equal Opportunity for Individuals with Disabilities.

The Contractor and the CCMUA do hereby agree that the provisions of Title II of the Americans with Disabilities Act of 1990 (the “Act”) (42 U.S.C. s12101 et seq.), which prohibits discrimination based on disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the CCMUA pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. If the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the CCMUA in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the CCMUA, its agents, servants, and employees from and against all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay all charges for legal services and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In all complaints brought pursuant to the CCMUA’s grievance procedure, the Contractor agrees to abide by any decision of the CCMUA, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the CCMUA or if the CCMUA incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The CCMUA shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the CCMUA or any of its agents, servants, and employees, the CCMUA shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the CCMUA or its representatives.

It is expressly agreed and understood that any approval by the CCMUA of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees, and subcontractors for any claim which may arise out of their performance of this agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor’s obligations assumed in this agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Owner from taking any other actions available to it

under any other provisions of this agreement or otherwise at law.

_____ Initial _____ Date

SECTION J**CCMUA****Exhibit of Allowable & Unallowable expenses**

The CCMUA follows OMB Circular A-122 for determining allowable and unallowable costs. Certain allowable costs covered under OMB A-122 are allowable with conditions as specified below. All Costs deemed unallowable in OMB A-122 are unallowable by the CCMUA.

The Following are examples of allowable and unallowable costs.

Item of Costs	Allowable	Unallowable	With Conditions
Advertising	X		
Alcoholic Beverages		X	
Bad Debts		X	
Banking Fees	X		Note 1
Car Allowance		X	
Communications	X		Note 2
Donations		X	
Employee Morale	X		Note 3
Entertainment Costs		X	
Fines/Penalties		X	
Good or Services for personal use		X	
Meetings & Conferences (In House)	X		Note 4
Membership	X		Note 5
Participant Incentives	X		Note 6
Participant support costs.	X		Note 7
Staff Meals		X	
Taxes	X		Note 8
Transportation	X		
Travel	X		Note 9

Note 1 – The following banking fees are not allowable: ATM usage fees, late charges, overage fees.

Note 2 - Proper documentation must be kept determining program usage.

Note 3 - Example of employee morale are in-house publications, health clinics & recreational activities. Costs are allowable if incurred with established practice, reasonable, equitably distributed to all activities and offset by income earned.

Note 4 – Cost associated with meetings and conferences hosted by the subrecipient are allowable with the following condition: Costs for meals must receive pre-approval as well as facility costs. Attendance of out-of-state conferences must have pre-approval.

Note 5 – Business Memberships and subscriptions are allowable. Costs of membership in any country club, social or dining club or organization are unallowable.

Note 6 – An example of participant incentives would include gift cards or lunches/dinner for positive behavior or reaching program goals. Participant incentives are allowed if the agency has set policy and procedures identifying the reward system which must be pre-approved by the CCMUA. Please refer to the CCMUA’s gift card policy attached to and made a part hereof.

Note 7 – These costs include stipends or subsistence allowances, travel allowances and registrations fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia, or training projects and are allowable as direct costs with the prior approval of the awarding agency. Costs associated with participant support require proper documentation detailing the participants along with itemized receipts.

Note 8 - Taxes for which exemptions are available are unallowable, for example sales tax for nonprofit organizations.

Note 9 – Local travel will be reimbursed at the agency mileage rate not to exceed the federal mileage rate. Out-of-state travel costs must be pre-approved by the granting agency. Lodging, meals, and incidental costs must not exceed the rates outlined in the Federal Per Diem guidelines.

CCMUA
Gift Card Policy & Procedure

1. Purchase gift cards as needed.
2. Maintain a log which includes date purchased, type of gift card (store/visa), amount, bar code ID number, issued to, issued by.
3. Retain receipt of gift card signature form which will include – Participants name, reason for giving gift card, date received, type of gift card, amount, the bar code number, signature and print of received by and issued by.
4. Copy front/back of gift card.
5. Attach a copy of the gift card to the receipt.
6. Maintain originals and send copies with reimbursement request.
7. Service or activation fees for gift cards are unallowable.

_____ **Initial** _____ **Date**

SECTION K Disclosure of Investment Activities in Iran

Person or Entity:	
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Part 1: Certification

BIDDERS ARE TO COMPLETE PART 1 BY CHECKING **EITHER BOX**.

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, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the N.J. Division of Purchase and Property website at 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 may render a bidder's proposal non-responsive. If a person or entity is found to be in potential violation of law, the matter shall be referred to the State Attorney General who 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 party.

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 <u>listed</u> 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 on its behalf. I will skip Part 2 and sign and complete the Certification below.
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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 sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.
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Part 2 – Additional Information

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, engaging in the investment activities in Iran on additional sheets provided by you.

Part 3: Certification

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there 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 Contracting Unit 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 Contracting Unit to notify the Contracting Unit 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 Contracting Unit and that the Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.

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

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter “Vendor”) that seeks to enter into or renew a contract with the CCMUA for the provision of goods or services, or the purchase of bonds or other obligations, or be designated as a redeveloper, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the CCMUA finds that a Vendor has made a certification in violation of the law, it shall take any 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 party.

I, the undersigned, certify that I have read the definition of “Vendor” below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Circle the Appropriate Letter)

A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus. **OR**

B. That I am unable to certify as to “A” above because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus. **OR**

C. That I am unable to certify as to “A” above because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license, or exemption. A detailed description of how the Vendor’s activity related to Russia and/or Belarus is consistent with federal law is set forth below.

Attach Additional Sheets If Necessary.)

Signature of Vendor’s Authorized Representative Date

Print Name & Title of Vendor’s Authorized Representative Email

Vendor’s Name, Address (City/State/Zip Code) & Phone Number)

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

NOTICE

Notice is hereby given that the Camden County Municipal Utilities Authority of Camden, New Jersey is requesting proposals for **RFP #2026-14 Request for Proposal for Annual Financial Advisor for the Camden County MUA.**

Proposers can register to download all documents from the Camden County website:
<http://www.camdencounty.com/service/purchasing-and-procurements/>

Proposals must be submitted to the CCMUA's Purchasing Department, 1645 Ferry Avenue, Camden, N.J. 08104. Proposals are due no later than **11:00AM on July 9, 2026** when they will be opened publicly. Any proposals received after said date/time, whether by mail or otherwise, will be returned unopened. No proposals will be accepted after the above referenced date. Proposals must be submitted in sealed envelopes with the name of the RFP clearly marked on the outside of the envelope. Proposals may not be e-mailed, faxed or transmitted over the telephone.

Proposers are required to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27) and N.J.S.A. 10:5-31.

The proposal is being solicited through the "Fair and Open Process" provided by N.J.S.A. 1944a-20.4 et seq.

Proposers are required to comply with the requirements of P.L. 1999, c. 238 (J.J.S.A.34:11-56.48 to 57), where applicable.

This Request For Proposals (RFP) does not constitute a bid and is intended solely to obtain competitive proposals from which the CCMUA may choose consultants(s) that best meet(s) its needs. It is the intent of the CCMUA that no statutory, regulatory, or common law bidding requirement apply to this RFP. The CCMUA intends to award any contract(s) for these services pursuant to N.J.S.A. 40A:11-5(1)(a)(i).

Maria Ortiz, RPPS
Purchasing Assistant
June 18, 2026