

**BOROUGH OF NEW PROVIDENCE**

B O R O U G H   O F  
**NEW PROVIDENCE**

SETTLED IN 1720

**REQUEST FOR QUALIFICATIONS**  
**Professional Services – Operational Review Services**

**ISSUE DATE: June 22, 2026**

**SUBMISSION DEADLINE: July 8, 2026**

**ADDRESS ALL QUALIFICATION STATEMENTS TO:**

**OFFICE OF THE BOROUGH CLERK**  
Municipal Building  
360 Elkwood Avenue  
NEW PROVIDENCE, NEW JERSEY 07974

## **GENERAL INFORMATION & SUMMARY**

### **ORGANIZATION REQUESTING QUALIFICATIONS**

BOROUGH OF NEW PROVIDENCE  
360 ELKWOOD AVENUE  
NEW PROVIDENCE, NEW JERSEY 07974

### **CONTACT PERSON**

BERNADETTE CUCCARO, ADMINISTRATOR  
[bcuccaro@newprov.us](mailto:bcuccaro@newprov.us)  
908-665-1400

### **PURPOSE OF REQUEST**

The BOROUGH OF NEW PROVIDENCE (the "BOROUGH") is soliciting Qualification Statements from interested persons and/or firms for the provision of Operational Review Services as outlined herein for calendar year 2026, as more particularly described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the BOROUGH with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The BOROUGH will review Qualification Statements only from those persons and/or firms that submit a Qualification Statement which includes all the information required to be included as described herein, as determined in the sole and absolute discretion of the BOROUGH. The BOROUGH intends to qualify persons and/or firms that (a) possess the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the BOROUGH to provide the greatest benefit to the taxpayers of New Providence. The services of successful Respondents may be procured as soon as July 15, 2026.

### **DEFINED TERMS**

The following definitions shall apply to and are used in this Request for Qualifications:

"BOROUGH" - refers to the BOROUGH OF NEW PROVIDENCE.

"Qualification Statement" - refers to the complete responses to this RFQ submitted by the Respondents.

"Qualified Respondent" - refers to a Respondent who (in the sole and absolute discretion of the BOROUGH) has satisfied the qualification criteria set forth in this RFQ.

"RFQ" - refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" - refers to the interested persons and/or firm(s) that submit a Qualification Statement.

## **CONTRACT FORM**

If selected, a respondent shall be required to execute the BOROUGH'S form contract, which includes, among other things, indemnification, insurance, termination, and licensing provisions. A complete copy of a draft BOROUGH form contract is available upon request.

It is also agreed and understood that the acceptance of the final payment by a vendor shall be considered a release in full of all claims against the BOROUGH arising out of, or by reason of, the work done and materials furnished under the contract.

### **REQUIREMENTS OF THE QUALIFICATION STATEMENTS FOR FINANCIAL ADVISORY SERVICES**

1. **BOROUGH OF NEW PROVIDENCE FACTS AND FIGURES** – The BOROUGH OF NEW PROVIDENCE is a legal, governmental entity. The BOROUGH was incorporated in 1899 and operates under N.J.S.A 40A:60-1, et seq., the borough form of government. The BOROUGH is governed by a mayor and borough council. The Borough Council sets policy, adopts the operating and capital budgets for the BOROUGH, enacts ordinances and sets the direction of how the BOROUGH OF NEW PROVIDENCE will provide government services. The Mayor is elected and is the chief executive. The Borough Administrator carries out the policies adopted by the Mayor and Borough Council.

The BOROUGH's population is approximately 14,000 and it consists of approximately 4 square miles of area. The BOROUGH provides a full range of municipal services.

The BOROUGH's operating budget is approximately \$28,100,000.

The BOROUGH has approximately 65 full-time employees and approximately 100 volunteers and part-time employees.

2. **NATURE/ SCOPE OF SERVICES** – The BOROUGH hereby solicits Qualification Statements from Respondents that have expertise in providing operational and management efficiency reviews of municipal operations, which may be supported in part by a grant under the Management Enhancement Review Program (MERP), P.L. 2025, c. 377.

3. **SUBMISSION REQUIREMENTS** – Respondents must have a minimum of five (5) years of experience in the practice of the specific services described herein. Each Qualification Statement must clearly indicate the position(s) sought. Respondents should submit a Qualification Statement that contains the following:

- A. Resume and letter application for contract for Operational Review Services including all documentation that provides the following for evaluation:
  - a. Experience, reputation and capabilities to provide Operational Review for public sector entities in NJ
  - b. Knowledge, experience, and expertise in providing Operational Review Services across all operational areas of local government units, counties, and authorities, including: human resources management and issues; labor relations and labor negotiations; information technology; engineering &

planning; code enforcement; finance and administration; public works and public safety.

- c. Designated professional and support staff
- d. Ability to provide Operational Review Services
- e. References from county and local government entities (or comparable public-sector entities) where the Respondent has provided Operational Review services, including a list of at least two (2) operational reviews concluded within the past two (2) years; for each, identify the client, the scope of the review, and the date completed. Please also provide a sample Operational Review study completed within the past two years for a community of similar size in New Jersey.
- f. Familiarity and experience working in Union County and/or comparable New Jersey communities.
- g. A listing of all immediate relatives of the principal(s) of Respondent who are BOROUGH employees or elected officials of the BOROUGH. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws;
- h. An Affirmative Action Statement (sample language attached);
- i. A completed Non-Collusion Affidavit (copy of form attached);
- j. A completed Owner Disclosure Information form (copy of form attached);
- k. A statement that the Respondent will comply with the General Terms and Conditions required by the BOROUGH and enter into the BOROUGH's standard Professional Services Contract;
- l. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey.
- m. A completed Disclosure Statement (copy of form attached).
- n. Evidence of professional liability (errors and omissions) insurance with limits of not less than One Million Dollars (\$1,000,000), or a binding commitment to obtain such coverage prior to execution of a contract.

**B.** Selection of professionals shall be based solely on the Borough of New Providence's evaluation of the submitted material in the criteria set forth in this document.

**4.** **COST PROPOSAL** – Respondents should submit a cost proposal that would include hourly rates for professionals and willingness to negotiate flat amounts per engagement/assignment under this contract.

**5.** **EVALUATION** – The BOROUGH has structured a procurement process that seeks to obtain the desired results described herein, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ. The BOROUGH will select the most advantageous proposal(s), if any and as determined in its sole and absolute discretion, based on all of the evaluation factors set forth at the end of this RFQ. The BOROUGH will make the award(s), if any, that is in the best interest of the BOROUGH.

Qualification Statements will be reviewed and evaluated by the BOROUGH and its legal

and/or financial advisors (collectively, the "Review Team"). The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas and other requirements described in this RFQ. Each Respondent must satisfy the objectives and requirements detailed in this RFQ. The successful Respondent shall be determined by an evaluation of the total content of the Qualification Statement submitted. Under no circumstances will a member of the Review Team review responses to an RFQ for an appointment that he/she or his/her firm submitted a response. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the BOROUGH will (in its sole and absolute discretion) determine which Respondents are qualified from a professional, administrative and financial perspective. Each Respondent that meets the requirements of the RFQ (determined in the sole and absolute discretion of the BOROUGH) will be designated as a Qualified Respondent and may then be given an opportunity to provide services to the BOROUGH.

The RFQ process commences with the issuance of this RFQ. It is anticipated that certain Qualified Respondents will be selected to begin providing services to the BOROUGH as soon as July 15, 2026. There can be no assurance, however, that any Qualified Respondent will be selected.

All communications concerning this RFQ or the RFQ process shall be directed, in writing, to the BOROUGH's designated contact person:

Bernadette Cuccaro, Borough Administrator  
[bcuccaro@newprov.us](mailto:bcuccaro@newprov.us)  
BOROUGH OF NEW PROVIDENCE  
360 Elkwood Avenue, New Providence, New Jersey 07974

6. **RESERVATION OF RIGHTS** – The BOROUGH reserves the right to:
- a. Not select any of the proposals;
  - b. Select only portions of a particular Respondent's proposal for further consideration (however, Respondents may specify portions of a proposal that they consider "bundled");
  - c. To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ, if necessary;
  - d. To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ;
  - e. To conduct investigations of any or all of the Respondents, as the BOROUGH deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement; and
  - f. To suspend or terminate the procurement process described in this RFQ at any

time (in its sole and absolute discretion). If terminated, the BOROUGH may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The BOROUGH shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

The BOROUGH shall not be obligated to explain the results of the evaluation process to any person or entity, including, without limitation, any Respondent.

The BOROUGH may require Respondents to demonstrate any services described in their proposal prior to award.

**7. LIMITATIONS** – This RFQ is not an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the BOROUGH by issuance of this RFQ. The BOROUGH reserves the right at the BOROUGH's sole discretion to refuse any submission. This RFQ does not constitute a Request for Proposal ("RFP") and does not commit the BOROUGH to issue an RFP.

**8. USE OF INFORMATION** – Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the BOROUGH to the respondent in connection with this RFQ shall remain the property of the BOROUGH. When in tangible form, all copies of such Information shall be returned to the BOROUGH upon request. Unless such Information was previously known to the respondent, free of any obligation to keep it confidential, or has been or is subsequently made public by the BOROUGH or a third party, it shall be held in confidence by the respondent, shall be used only for the purposes of this RFQ, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

**9. GENERAL TERMS AND CONDITIONS** –

- A.** The BOROUGH reserves the right to reject any Qualification Statement in whole or in part or to waive any informality in a Qualification Statement, and, unless otherwise specified by the respondent, to accept any item, items or services in the proposals should it be deemed in the best interest of the BOROUGH to do so.
- B.** In case of the failure by a successful respondent to perform, the BOROUGH may procure the articles or services from other sources, deduct the cost of the replacement from money due to the respondent under the contract and hold the respondent responsible for any excess cost occasioned thereby.
- C.** The respondent shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.
- D.** Each Qualification Statement must be signed by the person authorized to do so.
- E.** An original and one copy of the Qualification Statements shall be hand delivered or mailed consistent with the provisions of the legal notice to respondents. In

addition, a Portable Document Format (pdf.) of the Qualification Statement shall be emailed to [Clerk@newprov.us](mailto:Clerk@newprov.us). In the case of mailed proposals, the BOROUGH assumes no responsibility for Qualification Statements received after the designated date and time and will return late Qualification Statements unopened. Proposals will not be accepted by facsimile. Proposals shall be in a sealed envelope, marked "Qualification Statement for the Professional Services – Operational Review." To be considered, proposals shall be delivered to or received by the BOROUGH Clerk no later than 10 a.m. on July 8, 2026.

- F.** Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. See attached Exhibit A.
- G.** By submission of a Qualification Statement, the respondent certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and a successful respondent shall, at its expense, defend any and all actions or suits charging such infringement, and will save the BOROUGH harmless in any case of any such infringement.
- H.** No respondent shall influence, or attempt to influence, or cause to be influenced, any BOROUGH officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- I.** No respondent shall cause or influence, or attempt to cause or influence, any BOROUGH officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the respondent or any other person.
- J.** Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Borough Counsel's decision shall be final and conclusive.
- K.** All costs incurred by the Respondent in connection with responding to this RFQ shall be become solely by the Respondent. The BOROUGH OF NEW PROVIDENCE shall not be responsible for any expenditure of monies or other expenses incurred by the Respondent.
- L.** The checklist, affidavits, notices and the like presented at the end of this RFQ are a part of this RFQ and shall be completed and submitted as part of a Qualification Statement.
- M.** All Qualification Statements shall become the property of the BOROUGH and will not be returned.
- N.** All Qualification Statements will be made available to the public at the appropriate time, as determined by the BOROUGH (in the exercise of its sole and absolute discretion) and in accordance with law.
- O.** The BOROUGH may request Respondents to send representatives to the BOROUGH for interviews with less than 24 hours advance notice.

- P. Neither the BOROUGH, nor their respective staffs, consultants or advisors (including, but not limited to, the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.
  
- Q. If awarded a contract, your company/firm shall be required to comply with the requirements of **N.J.S.A. 10:5- 31 et seq. and N.J.A.C. 17:27**

**END OF GENERAL INSTRUCTIONS**

## **BASIS OF AWARD**

A contract, if any, shall be awarded based upon the following factors:

### EVALUATION FACTORS

- A. Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned
- B. Knowledge of the BOROUGH OF NEW PROVIDENCE and the subject matter to be addressed under this engagement
- C. Relevance and Extent of Similar Engagements performed
- D. Qualification Statement contains all required information
- E. Reasonableness of Cost Proposal

**QUALIFICATION STATEMENT CHECKLIST**

**THIS CHECKLIST MUST BE COMPLETED, INITIALED, SIGNED AND SUBMITTED WITH YOUR PROPOSAL. A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL.**

INITIAL BELOW

- A. An original and one copy of the Qualification Statements \_\_\_\_\_
- B. Emailed Qualification Statements in a Portable Document Format (pdf.) \_\_\_\_\_
- C. Non-Collusion Affidavit properly notarized \_\_\_\_\_
- D. Owners Disclosure Statement, properly notarized, listing the names of all persons owning ten (10%) percent or more of the proposing entity \_\_\_\_\_
- E. Authorized signatures on all forms \_\_\_\_\_
- F. Business Registration Certificate(s) \_\_\_\_\_
- G. Disclosure Statement \_\_\_\_\_
- H. Affirmative Action Statement \_\_\_\_\_
- I. Russia-Belarus and Iran Form \_\_\_\_\_
- J. Political Contribution Disclosure \_\_\_\_\_

Note: N.J.S.A 52:32-44 provides that the BOROUGH 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 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 RESPONDENT:

\_\_\_\_\_  
Person, Firm or Corporation

\_\_\_\_\_  
BY: (NAME) (TITLE)

## **EXHIBIT A**

### **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 county employment goals established in accordance with N.J.A.C. 17:27-5.2.

## EXHIBIT A (Cont)

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:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

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](http://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 Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**



**OWNER DISCLOSURE INFORMATION**

Set forth below are the names and addresses of all owners of 10% or more of the proposing business entity.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

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\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
NAME OF BUSINESS ENTITY

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
Notary Public of

My Commission Expires: \_\_\_\_\_, 20\_\_.

**DISCLOSURE STATEMENT**  
(To be submitted with Qualification Statement)

(a) Is or was anyone in your firm or company a member of the BOROUGH governing body within the last calendar year or a member of his/her immediate family? If yes, then provide the name of the individual below and his/her relationship.

Yes \_\_\_\_\_ No \_\_\_\_\_

|      |          |              |
|------|----------|--------------|
| Name | Position | Relationship |
|------|----------|--------------|

(b) Has any principal/partner of your firm been convicted of an indictable offense? If yes, then please provide further explanation and copies of any relative documents.

Yes \_\_\_\_\_ No \_\_\_\_\_

|      |          |              |
|------|----------|--------------|
| Name | Position | Relationship |
|------|----------|--------------|

(c) Has any individual who would provide service under this contract ever been sanctioned by the appropriate licensing board?

Yes \_\_\_\_\_ No \_\_\_\_\_

|      |          |      |
|------|----------|------|
| Name | Position | Term |
|------|----------|------|

Reason for censure:

(d) Has the firm been found liable for professional malpractice in the last 5 years?

Yes \_\_\_\_\_ No \_\_\_\_\_

Reason for Action:

(e) Has any member of your firm ever been barred from doing business with any state, BOROUGH or municipal government? If yes, then please provide further written explanation including date and copies of relevant documentation.

Yes \_\_\_\_\_ No \_\_\_\_\_

|      |                               |      |
|------|-------------------------------|------|
| Name | State, County or Municipality | Date |
|------|-------------------------------|------|

(f) Has your firm sued the BOROUGH OF NEW PROVIDENCE in the past five (5) years? If yes, then please identify the matter/case and provide further written explanation including date and copies of relevant documents.

Yes \_\_\_\_\_ No \_\_\_\_\_

|      |      |
|------|------|
| Name | Date |
|------|------|

By \_\_\_\_\_ Title \_\_\_\_\_

**Borough of New Providence**  
**Prohibited Russia-Belarus Activities & Iran Investment Activities**

COMPANY, PERSON, OR ENTITY \_\_\_\_\_

**PART 1: CERTIFICATION**

COMPLETE PART 1 BY CHECKING **ONE OF THE THREE BOXES BELOW**

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>  
[www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

**CONTRACT AWARDS AND RENEWALS**

I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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. **(Skip Part 2 and sign and complete the Certification below.)**

**CONTRACT AMENDMENTS AND EXTENSIONS**

I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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. **(Skip Part 2 and sign and complete the Certification below.)**

**Borough of New Providence**  
**Prohibited Russia-Belarus Activities & Iran Investment Activities**

**IF UNABLE TO CERTIFY**

☐ *I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.*

**PART 2: ADDITIONAL INFORMATION**

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the **space below** and, if needed, on additional sheets provided by you.

**PART 3: CERTIFICATION OF TRUE AND COMPLETE INFORMATION**

*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 Borough of New Providence is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough of New Providence to notify the Borough of New Providence 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. 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 Borough of New Providence, and that the Borough of New Providence, at its option, may declare any contract(s) resulting from this certification void and unenforceable.*

Name of Company, Entity \_\_\_\_\_

Full Name (Print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that:

\_\_\_\_\_

has not made and will not make any reportable 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, 2026 to any of the following named candidate committee or joint candidates committee representing the elected officials of the Borough of New Providence as defined pursuant to N.J.S.A. 19:44A-3 (q) and (r).

|                                |                               |
|--------------------------------|-------------------------------|
| Mayor Allen Morgan             | Councilperson Nadine Geoffroy |
| Councilperson Matthew Cumiskey | Councilperson Alan Lerner     |
| Councilperson Kathleen Dolan   | Councilperson Lisa McKnight   |
| Councilperson Brian Gardner    |                               |
|                                |                               |

**Part II – Ownership Disclosure Certification**

I certify that the list below contains the names and home addresses of all owners holding 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     Limited Liability Company

| Name of Stock or Shareholder | Home Address |
|------------------------------|--------------|
|                              |              |
|                              |              |
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**Part 3 – 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: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

|  |  |
|--|--|
| Subscribed and sworn before me this ____ day of _____, 2 ____. | _____ (Affiant)  |
| My Commission expires:   | _____ (Print name & title of affiant) (Corporate Seal) |

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;

**Temporary and Executing**

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

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**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.