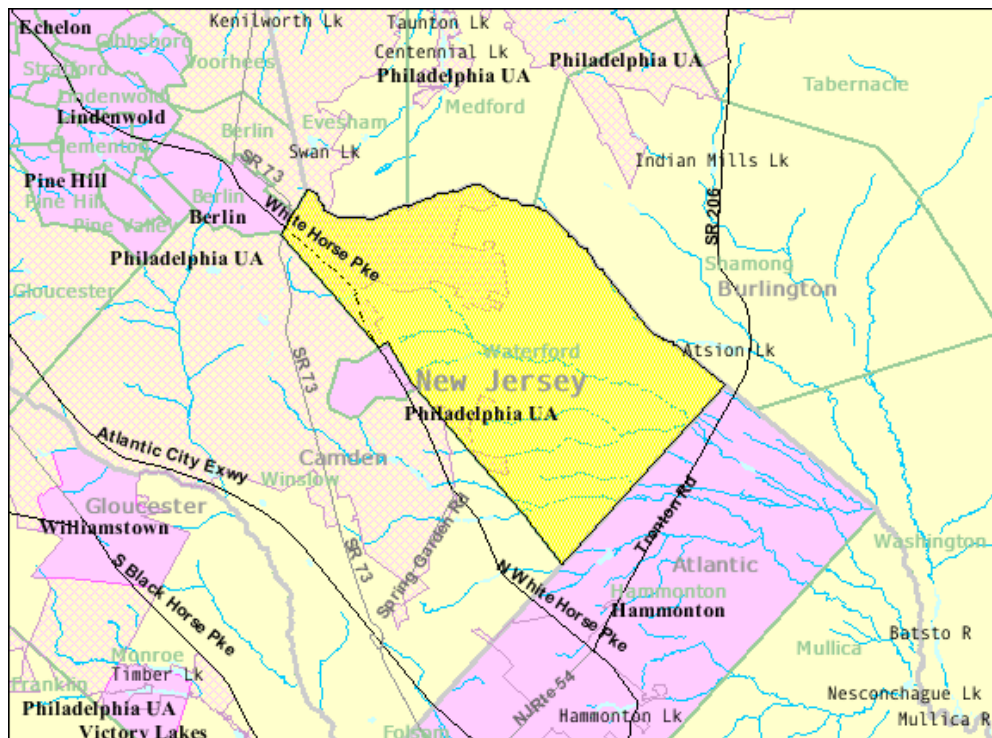


**REQUEST FOR PROPOSAL/QUALIFICATIONS
FOR
CONFLICT SOLICITOR**

**Issued by the
Township of Waterford**



**Date Issued:
January 16, 2026**

**Responses Due by:
February 3, 2026**

NOTICE

TOWNSHIP OF WATERFORD

COUNTY OF CAMDEN

REQUEST FOR PROPOSALS (RFP) AND QUALIFICATIONS

FOR CONFLICT SOLICITOR

PLEASE TAKE NOTICE that sealed proposals for the Year 2026 Municipal Conflict Solicitor will be received and publicly opened by the Township of Waterford in the County of Camden on Tuesday, February 3, 2026 at 10:00a.m. in the Conference Area of the Clerk's Main Office of the Municipal Building, 2131 Auburn Avenue, Atco, NJ 08004.

Copies of the RFP will be available online at www.waterfordtwp.org and at the Township Clerk's Office in the Township of Waterford Municipal Building, 2131 Auburn Avenue, Atco New Jersey, 08004.

One (1) original and one (1) complete copy of each proposal must be received no later Tuesday, February 3, 2026 at 10:00a.m. and must be submitted in a sealed envelope marked RFP 2026 Conflict Solicitor on the outside of the envelope and addressed to: Township Clerk, Waterford Township, 2131 Auburn Avenue, Atco, New Jersey 08004.

All contracts will be awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq. and in accordance with P.L. 1975, c. 127 (Affirmative Action Law), P.L. 2004, c.57 (Business Registration Act) and Ordinance 2017-4 of the Township of Waterford entitled "Public Contracting (Pay-to-Play) Reform". If awarded a contract all companies/firms 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 et seq.

Dawn M. Liedtka, RMC
Township Clerk
Waterford Township

**REQUEST FOR PROPOSAL & QUALIFICATIONS (RFP)
FOR
CONFLICT SOLICITOR**

I. PURPOSE AND INTENT

- 1) Through this Request for Proposal & Qualifications (RFP), the Waterford Township (hereinafter the “Township”) seeks to engage a Conflict Solicitor for the 2026 Township year commencing January 1, 2026 or upon appointment, whichever is later. This contract will be awarded through a fair and open process pursuant to NJSA 19:44A-20.4 et seq.

II. PROPOSAL SUBMISSION

- 1) An original, clearly marked as the “ORIGINAL” and one (1) full, complete and exact copy of each proposal shall be submitted in sealed envelopes and must be marked with the “CONFLICT SOLICITOR” and addressed to:

Township Clerk
Waterford Township
2131 Auburn Avenue
Atco, New Jersey 08004

- 2) **The proposal must be received no later than February 3, 2026 at 10:00 a.m.**
- 3) Proposals will be publicly opened on February 3, 2026 at 10:00 a.m. in the Conference Area of the Clerk’s Main Office Room of the Municipal Building, 2131 Auburn Avenue, Atco, NJ 08004.

Faxed or e-mailed proposals will NOT be accepted.

- 4) **Any inquiry concerning this RFP should be directed in writing to:**

Dawn M. Liedtka, RMC
Waterford Township Clerk
2131 Auburn Avenue
Atco, NJ 08004

- 5) All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Township reserves the right to re-solicit proposals.

III. GENERAL INFORMATION ON WATERFORD TOWNSHIP

- 1) Waterford Township operates under the Township Form of Government pursuant to NJSA 40A:63-1. The Township is approximately 36 square miles; has a population of 11,000; and an annual operating budget of approximately \$10 million dollars. The Township Committee generally meets the second and fourth Wednesday of each month as well as special meetings on an as-needed basis.
- 2) All the following are contained within the Township's 36 square miles:
 - a) Pinelands Protection Areas
 - b) Suburban Communities
 - c) Large areas of Woodlands
 - d) Rural Residential Development
 - e) Lake/Dam/Beach
 - f) Large areas of wetlands
 - g) Parks and Recreation Areas

IV. MINIMUM QUALIFICATIONS

- 1) Minimum Qualifications differ for each professional specialty, please see **Exhibit D** for specifics. However, all applicants need to provide the following items contained in Section V.

V. SUBMISSIONS

- 1) In addition to demonstrating an ability to meet all minimum qualifications in **Exhibit D**, the firm must also include and address the following:
 - a) **Contact Information:** Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.
 - b) **A Fee Proposal** for the 2026 Township year. A proposal showing minimum and maximum ranges is not acceptable.
 - c) **A Staffing Plan** listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience; years and type of experience; and number of years with the vendor.
 - d) **A description of the vendor's experience** in performing services of the type described in this RFP. Specifically identify client size and specific examples of work within the scope of services required under this RFP in similarly-sized municipalities. It is imperative to show experience in similarly-sized towns.
 - e) **The location of the office**, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in New Jersey and any familiarity your firm has with the Camden County area.

- f) **Five (5) references** for which similar services have been provided for. Experience with similarly sized municipalities is a plus. Provide the contact names, titles and phone numbers.
- g) If the vendor or any principal therein has been subject to any **professional disciplinary action** over the last three (3) years, the bidder must provide a description of the litigation and/or disciplinary action.
- h) In its proposal, the vendor must identify any existing or potential **conflicts of interest**, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Township.
- i) The applicant shall submit a “Certificate of Good Standing” or other similar document evidencing that the professional’s license is not presently suspended or revoked.
- j) The applicant shall submit a resume, which shall set forth information including, but not limited to, the following (as applicable to an individual professional and business entity):
 - 1. Full name of applicant and business address,
 - 2. A listing of all post high school education of the applicant,
 - 3. Dates of licensure in the State of New Jersey and any other state,
 - 4. A listing of any professional affiliations or memberships in any professional, societies or organizations, with an indication as to any offices held therein,
 - 5. The number of licensed professionals employed by/affiliated with the business entity which employs the applicant,
 - 6. A listing of all special accreditations held by the individual licensed professional or business entity which employs the applicant,
 - 7. A listing of all previous public entities served by the business entity and licensed professional indicating the dates, services, and position held.
- k) **Ownership Disclosure** – If bidder is a corporation or partnership, there must accompany its bid, a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10%) percent, or more of its stock, of any class, or of all individual partners in the partnership who own a ten (10%) percent or greater interest therein. If one or more stockholders or partnership, the stockholders holding ten (10%) percent or more of that corporation’s stock, or the individual partner owning ten (10%) percent, or greater interest in that partnership, must be set forth as aforesaid, attached hereto as **Exhibit C** and made a part hereof.
- l) **Insurance** – Applicable Insurance Certificates must be furnished by the successful professional naming the township as an additional insured and/or certificate holder, prior to commencement of work. Insurance shall include general liability, workers compensation and professional liability with minimum professional liability coverage in the amount of one million dollars per occurrence.

P.L. 1975 c. 127 (N.J.A.C. 17:27)

- m) **Mandatory Affirmative Action Language** – During the performance of this contract, the contractor agrees to comply with all the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 in accordance with the attached **Exhibit A**.

Each contractor shall submit to the Township after notification of award but prior to execution of contract, one of the following documents:

1. A photocopy of a valid letter that the contractor is operating under a federally approved or sanctioned affirmative action program; or
2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4.3; or
3. A photocopy of an Employee Report (Form AA302) completed by the contractor in accordance with N.J.A.C. 17:27-4.3 (goods service professional contracts).

n) **New Jersey Business Registration Requirements** – In accordance with P.L. 2004 c.57 bidder should provide with their proposal a Business Registration Certificate issued by the State of New Jersey. A Business Registration Certificate must be provided prior to award.

o) **Disclosure of Investments in Iran**

This form must be returned with the RFP.

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

1. The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
2. Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers or attest that none was used; and
3. During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit, to the Director, New Jersey Division of Taxation, 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 into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or 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 business registration not properly provided or maintained under a contract with a contracting agency pursuant to N.J.S.A. 54:49-4.1. Information on the law and its requirements are available by calling 609-292-9292.

p) **Certification of Non-Involvement in Prohibited Activities in Russia or Belarus**

This form must be returned with the RFP.

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 a State agency for the provision of goods or services, or the purchase of bonds or other obligations, 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 Department of the Treasury 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

q) Disclosure of Contributions

This is advisory only

– Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

VI. INTERVIEW

- 1) The Township Committee (or if designated the Township Administrator) reserves the right to interview any or all of the applicants submitting a proposal.
- 2) Although interviews may take place, the proposal should be comprehensive and complete on its face. The Township reserves the right to request clarifying information subsequent to submission of the proposal.

VII. SELECTION PROCESS

- 1) All proposals will be reviewed by the Township Committee to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy Part IV - “Minimum Requirements” and Part V - “Mandatory Contents of Proposal”, the Township will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:
 - a) The vendor’s general approach to providing the services required under this RFP.
 - b) The vendor’s documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
 - c) The qualifications and experience of the vendor’s management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.
 - d) The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor’s management, supervisory and other staff proposed.
 - e) Costs and fee schedules.

VIII. SELECTION AND CONTRACT

- 1) **The Township will select the vendor deemed most advantageous to the Township, price and other factors considered.** The selected professional shall be required to execute a contract approved by the Township which will by reference include this RFP and any clarifications or addenda thereto and the selected professional's proposal.

Exhibit A

AFFIRMATIVE ACTION

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.

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)

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.**

PRODUCT OR SERVICE: _____

PRINTED NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

TITLE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

THE FOREGOING MANDATORY AFFIRMATIVE ACTION LANGUAGE "EXHIBIT A" HAS BEEN REVIEWED AND ACKNOWLEDGED BY THE AUTHORITY OF THE ABOVE SIGNATURE AND IS ATTACHED AND INCORPORATED HEREIN BY REFERENCE IN THE CONTRACT.

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.

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 **Township** 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 **Township to** notify the **Township** 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 **Township** to declare any contract(s) resulting from this certification void and unenforceable.

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

Disclosure of Investment Activities in Iran			
Person or Entity			
Part 1: Certification			
<p align="center">COMPLETE PART 1 BY CHECKING <u>EITHER BOX.</u></p> <p>Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, 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 parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.</p> <p>The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may 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.</p>			
<input type="checkbox"/>	<i>I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.</i>		
OR			
<input type="checkbox"/>	<i>I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury'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.</i>		

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 person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activities in Iran below and, if more space is 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 **Township** 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 **Township** to notify the **Township** 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 **Township** and that the **Township** 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 a State agency for the provision of goods or services, or the purchase of bonds or other obligations, 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 Department of the Treasury 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:

(Check the Appropriate Box)

- ☐ 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 and Title of Vendor’s Authorized Representative

Vendor’s FEIN

Vendor's Name

Vendor's Phone Number

Vendor's Address (Street Address)

Vendor's Fax Number

Vendor's Address (City/State/Zip Code)

Vendor's Email Address

ⁱ 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).

Exhibit D

Request for Proposal & Qualifications for Municipal Professionals

Waterford Township Minimum Requirements

Applicant vendors **must** establish that they meet the following minimum qualifications:

CONFLICT SOLICITOR:

- 1) Multi-disciplined firm with significant experience in representing NJ Public Entities in the capacity as a municipal attorney as well as litigation experience in Municipal, State and/or Federal Court, administrative forums and/or arbitration municipal law, municipal litigation and tort claim laws, COAH law and familiarity with Titles 40 & 40A of N.J.S.A. The applicant shall have 15 years of experience as a municipal Township Attorney for a municipality in the State of New Jersey, 5 years of which should be in a similarly-sized municipality.
- 2) Provide a description of attorney's education, experience, qualifications, number of years with current firm and a descriptive narrative of their experience with projects similar to those required herein;
- 3) The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
 - a) The operation of local governmental units in New Jersey
 - b) Acquisition of real-estate (Open Space)
 - c) Assisting with acquiring and administering grants
 - d) Administering Council on Affordable Housing (COAH) programs.
 - e) Experience working in a town located in the Pinelands and interacting with the Pinelands Commission
 - f) Municipal Land Use Law
 - g) Extensive knowledge of Local Public Contracts Law
 - h) Selling of Township real estate and/or property
 - i) Experience working in a municipality that is self-insured via a Joint Insurance Fund
 - j) Putting together Employment Practices Liability (EPL) policies to protect the Township
 - k) Experience in a Township Form of government is a plus
 - l) Knowledgeable in Election Law, "Pay to Play" Laws and Government Ethics Laws
 - m) Experience with Open Public Records Act
- 4) The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing.
- 5) Include a list of any other professional qualifications, experience and/or credentials you feel are relevant to this RFP/Q.