

**NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY
SOLICITATION CHECKLIST**

This checklist was created as a guide to assist in preparing a complete response. It is the Bidder's responsibility to ensure that all requirements have been met. Pursuant to written policy, the NJEDA allows documents to be signed electronically and hereby agrees to be bound by such electronic signatures. By signing these documents electronically, you, as a signatory to these documents, also agree to be bound by electronic signatures.

**SOLICITATION NUMBER: 2023-RFQ-196 TITLE: Architectural and Engineering Services
on An As-Needed Basis**

FORMS CAN BE DOWNLOADED FROM THE AUTHORITY'S WEBSITE AT:
<https://www.njeda.com/bidding/#forms>

FORMS, REGISTRATIONS & CERTIFICATIONS REQUIRED THAT MUST BE FULLY COMPLETED AND SUBMITTED <u>WITH</u> THE RESPONSE	
1	Signatory Page (must be signed and submitted ONLY if Proposal is submitting as a joint venture)
2	Professional Services Qualifications Statement (PSQS) (must be signed)
FORMS, REGISTRATIONS & CERTIFICATIONS THAT MUST BE FULLY COMPLETED AND ARE REQUIRED PRIOR TO PURCHASE ORDER/CONTRACT AWARD	
A	Ownership Disclosure Form
B	Disclosure of Investment Activities in Iran Form (must be signed)
C	Disclosure of Investigations and Other Actions Involving the Vendor Form (must be signed)
D	New Jersey Business Registration Certificate (NJ BRC)
E	Source Disclosure Form (must be signed)
F	Certificate of Affirmative Action/Equal Employment Opportunity
G	Contractor Information Set-Aside/Demographic Form
H	Internal Revenue Service W-9 Form (must be signed)
I	Insurance Certificate(s)
J	Subcontractor Utilization Form (must be signed)
K	Russia and Belarus Certification - P.L. 2022, c.3 (must be signed)
L	Licenses, Permits, and Authorizations

Bidders must ensure that all requirements have been met, as the solicitation language supersedes this advisory checklist in the event of an error or omission.