



## **REQUEST FOR PROPOSAL**

**Position of: ACTUARY**

**Submission Deadline: February 20, 2025**

**Submission Location: NJIIF, Co-Administrators  
New Jersey Intergovernmental Insurance Fund  
c/o Eric J. Nemeth, P.C.  
55 Madison Ave., Suite 400  
Morristown, NJ 07960**

**RFP Number: 2025-001**

**New Jersey Intergovernmental Insurance Fund (“NJIIF”)**

**GENERAL INFORMATION NOTICE (“GIN”)**

**INTRODUCTION TO NJIIF  
REQUEST FOR PROPOSALS (“RFP”) FOR 2025 ACTUARY**

**Actuary: RFP 2025-001**

The NJIIF is soliciting proposals (“Proposal(s)”) for the following services for 2025: **Actuary**. Interested Parties (“Applicant(s)”) may submit proposals for the listed position in accordance with the following requirements.

**Sealed Proposals for RFP 2025-001 will be received by the New Jersey Intergovernmental Insurance Fund (NJIIF), C/O Eric J. Nemeth, P.C, 55 Madison Ave., Suite 400, Morristown, NJ 07960 until 2:00 P.M. prevailing time, on Thursday, February 20, 2025. All Proposals will be opened at 2:00 P.M. at the same address. In addition to submission of a physical copy of the Sealed Proposals for RFP 2025-001, the Applicant shall email a copy of its Proposal contemporaneously to Eric Nemeth at [enemeth@ejcounsel.com](mailto:enemeth@ejcounsel.com), Justin Gallo at [jgallo@polarisgalaxy.com](mailto:jgallo@polarisgalaxy.com) and Nancy DiMartino at [ndimartino@ejcounsel.com](mailto:ndimartino@ejcounsel.com).**

Physical copies of Applicant’s Proposal must be provided in a sealed envelope bearing the name and address of the Applicant and shall be endorsed with the title of the Professional Service being quoted (“**Actuary for 2025**”) and the applicable RFP number (**2025-001**), addressed to the “**New Jersey Intergovernmental Insurance Fund, Attention Administrators**” at the place and hour mentioned above.

Please note that Proposals received after the above date and time or which fail to comply with the Minimum Proposal Requirements set forth in this **RFP 2025-001** will not be considered.

All Proposals shall address the “Minimum Requirements for Vendor Response” in this RFP described below, but may also include such other information that the Applicant believes will assist the NJIIF in evaluating the Proposal.

The NJIIF’s selection of Vendor(s) for the above listed position will be based on review of the documentation and information submitted by the Applicant in its Proposal, as well as independent research performed by the NJIIF, such as review of references, an evaluation of performance with other governmental and non-governmental entities and/or all other available information. The NJIIF reserves the right to choose one or more professionals for each service, or to choose not to make a selection, or to post subsequent RFP’s for the same, similar or different services.

## **N.J. Pay to Play Compliance**

### **Compliance with N.J.S. 19:44A-20.4 ET. Seq.**

The NJIIF is a joint insurance fund whose whole operations fall within the ambit of legislation which became effective on January 1, 2006 known as the “Local Unit Pay to Play Law”, codified at N.J.S.A. 19:44A-20.4 et. Seq. (“PTP”). In Compliance with the PTP, the NJIIF has chosen to enter into contracts for its professionals in accordance with N.J.S.A. 19:44A-20.7, otherwise known as the “fair and open process”. In that regard, the NJIIF is soliciting proposals for the professional services listed herein.

**New Jersey Intergovernmental Insurance Fund**  
**2025 RFP Background Information**

The New Jersey Intergovernmental Fund (NJIF) is a New Jersey approved self-insured, reinsured Public Entity Insurance Pool serving twenty one members statewide. The NJIF offers all New Jersey public entities multiple lines of insurance including; Workers Compensation, General Liability, Police Professional, Public Officials, Automobile, Property, Inland Marine, Cyber, Boiler Machinery, Blanket Accident for Emergency employees and volunteers, Crime and Environmental coverages.

**2025 MEMBERSHIP**

<p><b>City of Asbury Park</b>  <b>City of Bayonne</b>  <b>Township of Bridgewater</b>  <b>Township of Cedar Grove</b>  <b>East Orange Parking Authority</b>  <b>Borough of Hasbrouck Heights</b>  <b>Township of Livingston</b>  <b>Borough of Mantoloking</b>  <b>Township of Maplewood</b>  <b>Borough of Milltown</b>  <b>Township of Mine Hill</b>  <b>Morristown Parking Authority</b>  <b>North Bergen Parking Authority</b>  <b>Borough of North Haledon</b>  <b>Township of Old Bridge</b></p>	<p><b>Township of Old Bridge</b>  <b>Township of Parsippany</b>  <b>Paterson Parking Authority</b>  <b>Borough of Roseland</b>  <b>Borough of Teterboro</b>  <b>Borough of Totowa</b>  <b>City of Union City</b>  <b>Union City Parking Authority</b>  <b>Township of Verona</b>  <b>Borough of Wanaque</b>  <b>County of Warren</b>  <b>Warren County Mosquito Comm.</b>  <b>Township of Wayne</b>  <b>Borough of Woodland Park</b></p>
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These public entities collectively form the following data:

<b>Building Values:</b>	<b>\$1,489,313,044</b>	<b>Number of Vehicles:</b>	<b>2,646</b>
<b>Full Time Employees:</b>	<b>3,895</b>	<b>Part Time Employees:</b>	<b>2,044</b>
<b>Resident Population:</b>	<b>589,935</b>	<b>Seasonal:</b>	<b>1,615</b>
<b>Payroll Information:</b>	<b>\$348,825,108</b>	<b>Budget:</b>	<b>\$816,013,258</b>

**REQUEST FOR PROPOSAL RFP 2025-001**  
**Actuary for 2025**

The NJIIF is soliciting Proposals for the position of Actuary to provide professional services for calendar year 2025. Please note that in order to have its Proposal considered by the NJIIF, the Applicant must satisfy the minimum requirements for the position of Actuary as set forth in Section III hereof and shall demonstrate that it complies with the proposal requirements set forth in the preceding GIN and the balance of this RFP.

- I.) **Appointment of ACTUARY:** The NJIIF anticipates that the appointment of an Actuary shall be for a term of one year, with two, one year extension options, which options may be exercised by the NJIIF at its sole discretion.. The NJIIF may select an individual or firm for this position, so long as they are satisfied that the Minimum Requirements set forth in Section III hereof will be satisfied. No substitution may be made by Applicant without the express written consent of the NJIIF Executive Board, which consent may be withheld in its sole discretion.
- II.) **Scope of Services:** The Actuary shall perform the following minimum duties as well as those prescribed by applicable law, subject to the review and approval of the NJIIF:
- A.) Prepare two loss reserve analyses (workers compensation and multi-line/liability) for the NJIIF, including preparation of Actuarial Statements of Opinion, which statements, together with supporting data must be submitted in a form and following a procedure satisfactory to the NJ Dept of Banking and Insurance and the NJDCA, using data as of December 31, 2024 and June 30, 2025 respectively. Data and findings from the June 30, 2025 report will be used to support preparation of the NJIIF's operating budget for 2026. The foregoing loss reserve analyses shall be prepared as both gross and net of the excess insurance policies maintained by the NJIIF for the year in question.
  - B.) Review existing claims data (Workers Compensation, Multi-Line (police professional, public official, auto, general liability and property) and prepare financial analyses with respect to loss and loss reserve expense projections, including an analysis shall be performed on data as of December 31, 2024 and June 30, 2025. The written reports providing the Actuary's recommendations shall be provided not later than one month after all required data is provided by the NJIIF.
  - C.) Supply estimates for incurred but not reported reserves ("IBNR") for the Fund for all Fund years through December 31, 2024.
  - D.) Review the complete experience of the NJIIF as of December 31, 2024, for each Fund year.
  - E.) Acknowledge and agree that in the event it is awarded a contract for services by the NJIIF for 2025, it shall be prohibited from receiving payment, reimbursement or any form of compensation from any person for services provided by Applicant or behalf of the NJIIF or its members, without first obtaining the prior, written consent of the NJIIF.

- F.) Attend at least two meetings of the NJIIF, when requested by the Fund.
- G.) Provide actuarial support to the NJIIF's Professionals in their pursuit of closure of the NJIIF's books for certain operating years of the Fund.
- H.) Prepare loss projections for Fund year 2026 and for new applicants to the Fund for Fund year 2026.

**III.) Minimum Qualifications and Applicant Response to this Solicitation of Proposals:** In order for its proposal to be considered by the NJIIF, Applicants submitting proposals in response to this solicitation must meet the following minimum requirements:

- A.) Minimum Qualifications: In order to fulfill the duties of Actuary, it must be demonstrated to the satisfaction of the NJIIF that the Applicant:
  - A.) Has served in the role of Actuary for a New Jersey joint insurance fund..
  - B.) Has sufficient staff to satisfy the scope of services described in Section II hereof.
  - C.) Has a high degree of knowledge of (a) finance and operation of local government units in New Jersey, (b) workers compensation matters involving NJ governmental entities, (c) the regulations and other requirements of the NJ Dept. of Banking and Insurance and NJDCA pertaining to joint insurance funds, and (d) financial matters relating to joint insurance funds such as budgets, assessments, monitoring reports, investments, audit controls, fund year accounting and closed year accounting.
  - D.) Is a fellow in good standing of the Casualty Actuarial Society with no less than five (5) years' experience in preparation of loss reserves, or an Associate in good standing of the American Academy of Actuaries ("AAA") who has been approved as qualified for signing casualty loss reserve opinions by the Casualty Council of the AAA and who has at least seven (7) years' experience in preparation of loss reserves.
  - E.) Carries professional liability insurance in an amount and with a carrier reasonably satisfactory to the NJIIF.
- B.) Minimum Requirements for Applicant Response to the NJIIF's Solicitation of Proposals: In order to have its proposal by the NJIIF, Applicants shall complete and submit Exhibits A through F attached hereto. In addition each Applicant shall provide the following minimum information in its proposal:
  - 1.) Applicant's New Jersey Business Registration Certificate

- 2.) A Statement that the Applicant complies with N.J.S.A. 10:5-1 et. seq. (Law Against Discrimination) and P.L. 1975, C. 127 (Affirmative Action). (Exhibit A)
- 3.) Completed Stockholder Disclosure Certification (Exhibit B)
- 4.) Non-Collusion Affidavit (Exhibit C)
- 5.) Respondent's Information Sheet (Exhibit D)
- 6.) Proposed cost to provide the services set forth in Section II hereof during 2023. If the services are to be billed on an hourly basis, the proposal shall include the hourly rates to be charged as well as the cost of all estimated disbursements. (Please use the NJIIF proposal form, Exhibit E)
- 7.) Proposals for second and third years of services should the NJIIF elect to exercise options to contract with the Applicant for calendar years 2026 and 2027. (Exhibit E)
- 8.) In submitting its response to this RFP, the Applicant shall make the affirmative representation that other than as set forth in Schedule FD (Exhibit F) within the last twelve months, it has received no payment, compensation or reimbursement in any form from any person, company or entity for the referral or assignment of work, business or services provided to or on behalf of the NJIIF or any of its members. Applicant shall complete Schedule FD providing therein a detailed list of all individuals that have paid or reimbursed Applicant during the past twelve months and the amounts of all such payments where such payment(s), compensation or reimbursement was/were derived from, based upon or related to the NJIIF.
- 9.) Full name, Federal I.D. number, business address, phone and fax number of entity or person submitting the proposal.
- 10.) List of all individuals who, if selected, will provide services to the NJIIF, along with a summary of the post-high school education and licenses held by each person.
- 11.) Number of years each person providing services has worked for New Jersey joint insurance funds, the identities of those funds and the services provided, including name, title and phone number of the appropriate contact person within the entity.
- 12.) A description of the services to be provided in addition to those set forth in Section II hereof.

- 13.) A copy or description of a current professional liability insurance policy maintained covering the individual or individuals providing service to the NJIIF.
- 14.) The name and address of at least three (3) references consisting of clients for which the Applicant has provided services, in the past five (5) years.
- 15.) A list and description of all professional liability claims, if any, brought against the Applicant during the past five (5) years.
- 16.) A copy or description of your Disaster Recovery Plan.
- 17.) A list of all subcontractors or vendors through which Applicant intends on providing service to the NJIIF.
- 18.) The Applicant shall provide the NJIIF with five (5) copies of its proposal.
- 19.) Applicants are encouraged to submit any supplemental information deemed important to the evaluation of the proposal and the reason why it should be considered in the NJIIF's evaluation thereof.

**IV.) Basis for Award of Professional Services Contract:** The NJIIF shall award the agreement for the professional services described herein at its sole discretion, based upon numerous factors, including by way of example and not limitation, Applicant qualifications, merit, proposal cost, references and experience with issues confronting the NJIIF. The NJIIF reserves the right to select an Applicant and negotiate with said Applicant the compensation to be paid for its services and other terms of the contract pursuant to which said services will be rendered to the Fund. A final award shall be made by Resolution adopted by the Executive Board of the NJIIF based upon the proposal made to the NJIIF that has been determined to be **the most advantageous to the NJIIF, price and other factors considered.** The specific criteria will include, by way of example and not limitation:

- 1.) Responsiveness to this RFP.
- 2.) Organization of the proposal.
- 3.) Experience, reputation, and qualifications of principal assigned to service the NJIIF.
- 4.) History and experience with similar types of governmental entities.
- 5.) Knowledge of the operations of JIF's, Pools, the NJIIF and the services to be provided.
- 6.) Favorable references from public sector clients for which similar services provided.



- 7.) Proposed annual and hourly fee as applicable.
- 8.) Supplemental information provided as part of the proposal.
- 9.) Other factors the NJIIF Executive Board deems to be in the best interest of the NJIIF.
- 10.) The NJIIF reserves the right to reject any proposal(s), to waive any irregularities or technicalities and to accept the proposal, as same may be subsequently negotiated and deemed most advantageous to the NJIIF.
- 11.) All awards are and shall be subject to the availability of funds.

# **Exhibit A**

## **AFIRMATIVE ACTION COMPLIANCE NOTICE N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

### **GOODS AND SERVICES CONTRACTS (INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**Goods, Professional Services and General Service Contracts**  
**(Mandatory Affirmative Action Language)**

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 or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action 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 for the 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 or sex.

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

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

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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 applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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 and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

# Exhibit B

## STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business \_\_\_\_\_

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

(copy if need more space)

Stockholders:

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_.

\_\_\_\_\_  
(Affiant)

(Notary Public)

\_\_\_\_\_  
(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

# Exhibit C

## NON-COLLUSION AFFIDAVIT

State of New Jersey  
County of \_\_\_\_\_

ss:

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

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)  
\_\_\_\_\_ the bidder making this Proposal for the bid

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

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

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

Subscribed and sworn to

before me this day \_\_\_\_\_ of

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2 \_\_\_\_\_

\_\_\_\_\_  
(Type or print name of affiant)

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

My commission expires: \_\_\_\_\_  
(Seal)

# **Exhibit D**

## **RESPONDENTS INFORMATION SHEET**

Please fill in the following information and submit with your proposal:

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

FEDERAL I.D. NUMBER: \_\_\_\_\_

NAME OF PERSON PREPARING BID: \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EXT. \_\_\_\_\_

### **CONTACT PERSON FOR CORRESPONDANCE REGARDING THE PROPOSAL**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

### **PROJECT COORDINATOR**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

PERSON TO CONTACT: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**Exhibit E**

**NJIIF PROPOSAL FORM**

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

Signature: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Title/Number of RFP - \_\_\_\_\_

The following as applicable:

	Year 1	Year 2	Year 3
Flat/Annual rate for services outlined herein	_____	_____	_____
Hourly Rate for providing services outlined herein	_____	_____	_____
Hourly Rate for additional services/personnel	_____	_____	_____
Description: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Any other anticipated expenses/costs:			
Description: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Exhibit F**  
**Schedule FD**  
**Applicant Financial Disclosure Form**

<b>Entity Name / Source of Compensation</b>	<b>Amount Received for the period 1/1/24 - 12/31/24</b>

By submitting its response to this RFP, \_\_\_\_\_ hereby represents and warrants that other than as set forth in this Schedule FD, for the period January 1, 2024 through December 31, 2024, other than payments that may have been made to Applicant by the NJIIF for services rendered, it has received no payment, compensation or reimbursement and anticipates receiving no future payments, compensation or reimbursement, in any form from any person, company or entity for the referral or assignment of work, business or services provided to or on behalf of the NJIIF or any of its members.

\_\_\_\_\_  
 Name (printed)

\_\_\_\_\_  
 Witnessed by:

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date





## Contract Language for BRC Compliance

### *Goods and Services Contracts (including purchase orders)*

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 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 or attest that none was used; 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 to 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. Information on the law and its requirements is available by calling (609) 292-9292.

### *Construction Contracts (including public works related purchase orders)*

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) subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) 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,
- 4) 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 to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements are available by calling (609) 292-9292.

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
PO BOX 200  
TRENTON, N.J. 08646-0200

TAXPAYER NAME: \_\_\_\_\_ TRADE NAME: \_\_\_\_\_  
TAXPAYER IDENTIFICATION #: \_\_\_\_\_ SEQUENCE NUMBER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ISSUANCE DATE: \_\_\_\_\_  
EFFECTIVE DATE: \_\_\_\_\_

Acting Director  
*John S. Tully*

FORM-BRC(08-01) This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.