

HOUSING AUTHORITY OF THE CITY OF SUMMIT

**REQUEST FOR PROPOSALS
EXECUTIVE COACH SERVICES
26-001**

Under a Fair and Open Process in Accordance
with N.J.S.A. 19:44A-20.4 et. seq.

PROPOSALS ARE DUE

NO LATER THAN

11:00 AM (prevailing time) on March 30, 2026

The proposal shall be submitted to procurement@summitnaha.org
and clearly titled **“2026 Executive Coach Services”**.

1. PURPOSE

The Housing Authority of the City of Summit (hereinafter the "Housing Authority") is a public housing authority with administrative offices located at 512 Springfield Avenue, Summit, New Jersey 07901. The Housing Authority provides quality, affordable housing to low-income families and seniors.

In accordance with applicable Federal and State of New Jersey requirements, the Housing Authority is currently accepting proposals for Executive Coach Services. It is the Housing Authority's desire to retain the services of a qualified executive coach to support the professional development of the Executive Director for a period of 6 months from April 15, 2026 to October 15, 2026. All services must be provided in accordance with the existing rules, orders, directives, and regulations promulgated by the United States Department of Housing and Urban Development ("HUD"), as well as all applicable state and federal laws.

2. BACKGROUND

The Housing Authority operates four properties providing a total of 197 units of affordable housing: 12 Chestnut Street (125 units), 2 Weaver Street (30 units), Glenwood Place (40 units), and 31 Russell Place (2 units). The organization is governed by a Board of Commissioners and led by an Executive Director who oversees all operations, personnel, resident services, facilities management, and regulatory compliance.

The Executive Director has established 2026 performance goals focused on five key development areas: Operational Controls, Operational Effectiveness, Communication Effectiveness, Leadership Development, and Personnel Management. The selected executive coach will support the Executive Director in achieving these goals through a structured coaching engagement over the course of the year.

3. SCOPE OF SERVICES

The successful respondent shall be required to provide professional executive coaching services to the Housing Authority's Executive Director. The Scope of Services shall include, but not be limited to, the following:

- a) Conduct an initial assessment and goal-setting session with the Executive Director to establish coaching objectives aligned with the 2026 Executive Director Goals.
- b) Provide a minimum of two (2) coaching sessions per month, including at least one (1) in-person session per month in Summit, NJ, and additional virtual sessions as needed.
- c) Support the Executive Director in strengthening executive-level competencies including time management, workload planning, delegation, and prioritization.
- d) Coach the Executive Director on developing proactive, clear, and consistent communication strategies with diverse stakeholders including the Board of Commissioners, residents, staff, HUD officials, and City of Summit leadership.
- e) Provide guidance on navigating complex organizational dynamics, managing difficult stakeholder interactions, and establishing appropriate professional boundaries.
- f) Support the development of operational controls and process improvements to enhance organizational effectiveness and reduce errors.
- g) Assist the Executive Director in building leadership skills appropriate to the scope and complexity of the role, including HUD regulatory expertise, Board relations, and team development.

- h) Maintain strict confidentiality regarding all coaching conversations, with the exception of periodic high-level progress reports to the Personnel Committee as outlined in the engagement agreement.
- i) Provide quarterly written progress summaries to the Personnel Committee outlining themes addressed, progress toward goals, and recommended focus areas (without disclosing confidential coaching content).
- j) Participate in a mid-year review meeting with the Personnel Committee to assess progress and adjust coaching focus as needed.
- k) Prepare a final coaching engagement summary at the conclusion of the contract period.

It is understood that all materials, assessments, and resources needed to perform the aforementioned services are the responsibility of the Contractor to provide.

4. QUALIFICATIONS

All respondents shall meet the following minimum requirements:

- A.** Is authorized to do business in the State of New Jersey.
- B.** Holds an active professional coaching credential from a recognized coaching body (International Coach Federation, European Mentoring and Coaching Council, or equivalent). Minimum credential level: Professional Certified Coach (PCC) or equivalent.
- C.** Has at least seven (7) years of professional coaching experience, including at least three (3) years focused on executive coaching for mid-to-senior level leaders.
- D.** Has demonstrated experience coaching leaders in the public sector, affordable housing, nonprofit organizations, government agencies, or other mission-driven, regulatory-intensive environments.
- E.** Has a proven track record coaching executives on topics including delegation, time management, stakeholder communication, and navigating complex organizational dynamics.
- F.** Is available for at least one (1) in-person coaching session per month in Summit, NJ, with additional virtual sessions as needed, for a twelve-month engagement beginning April 15, 2026.
- G.** Can provide at least three (3) professional references from executive coaching clients, preferably from similar sectors (public sector, housing authorities, nonprofits, or government agencies).
- H.** Has never, at any time, been suspended, debarred, declared ineligible, or voluntarily excluded by the U.S. Department of Housing and Urban Development, the U.S. Department of Justice, the U.S. General Services Administration, the U.S. Internal Revenue Service, or any other federal agency or the Federal Government, and/or the N.J. Department of Labor, or any other state agency or the State of New Jersey.

Failure to meet any of the foregoing qualifications is considered a material defect and shall result in the disqualification of the Respondent.

5. SUBMISSION OF PROPOSALS

Responses to the Request for Proposals are to be submitted no later than 11:00 AM (prevailing time) on Monday, March 30, 2026 to procurement@summitnjha.org and clearly titled "2026 Executive Coach Services". Interested parties should contact procurement@summitnjha.org to request the RFP package for this contract or download the solicitation at www.summitnjha.org.

No proposal shall be withdrawn for a period of sixty (60) days without the written consent of the Authority. The Authority reserves the right to reject any or all proposals and to waive any informalities in the proposal process.

No late proposals will be accepted.

6. PROPOSAL REQUIREMENTS

A. Proposals shall be submitted on the company letterhead (or professional letterhead for individual practitioners) and signed by the owner, principal, or an executive officer. Respondents should demonstrate how and why their coaching services meet the Housing Authority's needs and qualification requirements. Respondents should also provide:

- A detailed description of their coaching methodology and approach
- Relevant professional background and credentials
- Experience coaching leaders in similar sectors and contexts
- A list of public housing authorities, government agencies, or other public entities that the respondent has provided executive coaching services to over the past seven (7) years
- Specific examples (anonymized as appropriate) of clients who achieved measurable improvements in delegation, communication, operational effectiveness, or related competencies

B. Proposed Costs — Respondents are required to specify all proposed costs and charges for executive coaching services for the 6 month engagement period, April 15, 2026 through October 15, 2026. The fee proposal shall include:

- Monthly retainer fee or per-session fee structure
- Any additional costs for assessments, tools, travel, or materials
- Cancellation and rescheduling policy
- Payment terms

C. Required Documentation — Each respondent shall submit the following documents as part of their formal proposal:

- 1) One (1) Original and One (1) Copy of Proposal
- 2) Proposal Checklist
- 3) Fee Proposal Form
- 4) Acknowledgement of Addenda

- 5) HUD-5369C - Certification and Representations of Offerors
- 6) Certification Non-Debarment, Suspension, Ineligibility and Voluntary Exclusion
- 7) Non-Collusion Affidavit
- 8) Statement of Corporate Ownership (or statement of business structure for sole practitioners)
- 9) Affirmative Action Compliance Notice
- 10) New Jersey Business Registration Certificate (or professional practice registration)
- 11) Professional coaching credential certificate (ICF, EMCC, or equivalent)
- 12) Three (3) professional references from executive coaching clients, including contact information
- 13) Certificate of Insurance demonstrating that the following insurance coverages are in full effect:
 - Professional Liability Insurance (Errors and Omissions): minimum coverage of \$1,000,000 per occurrence
 - General Liability Insurance: minimum coverage of \$1,000,000 per occurrence or \$2,000,000 aggregate

Failure to provide any of the above documentation at the time of submission may be considered a fatal defect warranting rejection of the proposal.

7. PROPOSAL REVIEW

A. All proposals will be reviewed in accordance with the Housing Authority's evaluation criteria, which are as follows:

Evaluation Criteria	Weighting (Maximum Points)
Cultural Competence/ Fit and Coaching Approach/Methodology	30
Relevant Non-Profit Experience	20
Communication and stakeholder management expertise (Board relations, conflict management, boundary-setting)	20
Operational and time management expertise (delegation, workload planning, process improvement)	20
Track record and references/Cost and value proposition	10
TOTAL	100

B. The Housing Authority reserves the right to waive any informality and to reject any and all proposals. No Proposal may be withdrawn for sixty (60) days after the due date. Proposals may be withdrawn prior to the due date either in person or by mail.

C. Selection Process — The Housing Authority will use the following process to evaluate and select a coach:

- Initial screening to confirm all Required Qualifications are met
- Preliminary interviews with qualified candidates conducted by the Personnel Committee
- Scoring of candidates using the evaluation criteria above
- Finalist selection (top 2–3 candidates)
- Chemistry sessions between finalists and the Executive Director
- Reference checks for the preferred candidate
- Execution of coaching engagement agreement

8. AMERICANS WITH DISABILITIES ACT OF 1990

Equal Opportunity for Individuals with Disability

The contractor and the Housing Authority of the City of Summit, (hereafter "owner") do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

9. MANDATORY AFFIRMATIVE ACTION LANGUAGE

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

(MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE)

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 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 of 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 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Fee Proposal Form

Monthly Retainer Fee OR Per-Session Fee Structure:

\$ _____

Additional Costs (assessments, tools, travel, materials):

\$ _____

Total Estimated Annual Cost for 6-Month Engagement:

\$ _____

Signature of Respondent: _____

Printed Name/Title: _____

Date: _____

VENDOR'S ACKNOWLEDGEMENT OF ADDENDA

The respondent hereby acknowledges receipt of the following Addenda to Summit Housing Authority's solicitation:

- Addendum No. _____ Dated: _____
- Addendum No. _____ Dated: _____
- Addendum No. _____ Dated: _____
- Addendum No. _____ Dated: _____
- Addendum No. _____ Dated: _____
- Addendum No. _____ Dated: _____
- Addendum No. _____ Dated: _____
- Addendum No. _____ Dated: _____
- Addendum No. _____ Dated: _____
- Addendum No. _____ Dated: _____
- Addendum No. _____ Dated: _____

Signature of Vendor's Agent

Certifications and Representations of Offerors

Non-Construction Contract

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1) has, has not employed or retained any person or company to solicit or obtain this contract; and
- (2) has, has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

- (a) is, is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b) is, is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) is, is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- | | |
|---|---|
| <input type="checkbox"/> Black Americans | <input type="checkbox"/> Asian Pacific Americans |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans |
| <input type="checkbox"/> Native Americans | <input type="checkbox"/> Hasidic Jewish Americans |

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

(a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

(i) Award of the contract may result in an unfair competitive advantage;

(ii) The Contractor's objectivity in performing the contract work may be impaired; or

(iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

(b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

(d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title:

**CERTIFICATION REGARDING NON-DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

State of New Jersey
County of _____

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:

_____ and/or its principals have never, at any time, been suspended, (name
of firm)
debarred, declared ineligible, or voluntarily excluded by the Department of Housing and Urban
Development, the Department of Justice, the General Services Administration, the Internal
Revenue Service, or any other federal agency or the Federal Government, and/or the New Jersey
Department of Labor or any other state agency or the State of New Jersey.

Subscribed and sworn to before me this day _____
Date

Signature

(Type or print name of affiant under signature)

Notary public of _____

My Commission expires _____
(Seal)

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

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 the _____ of _____
(title or position) (name of company)

the entity making this Proposal for _____, and that
(category of service)

I executed the said proposal with full authority to do so that said entity 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 services; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Housing Authority of the City of Summit 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 services.

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 _____
Date

Signature

(Type or print name of affiant under signature)

Notary public of _____

My Commission expires _____
(Seal)

STATEMENT OF CORPORATE OWNERSHIP

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 Limited Liability Corporation Corporation Sole Proprietorship
 Limited Partnership Limited Liability Partnership Subchapter S Corporation

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

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

% of Ownership: _____

% of Ownership: _____

Name: _____

Name: _____

Subscribed and sworn before me this ___ day of
_____, 2026

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

AFFIRMATIVE 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. 17:27-1 et seq.

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 and 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 Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successor vendor(s) must submit the copies of the AA 302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

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. 17:27.1 et seq. 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. 17:27-1, et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

PROPOSAL DOCUMENT CHECKLIST

Executive Coach Services RFP

Submission Requirement	Required	Initial each required entry and, if required, submit the item with proposal
Fee Proposal Form	X	
Professional References (3)	X	
HUD-5369C – Certification and Representations of Offerors	X	
Professional Coaching Credential Certificate (ICF, EMCC, or equivalent)	X	
Valid State of N.J. Business Registration Certificate (or professional practice registration)	X	
Certificate of Insurance	X	
Non-Collusion Affidavit	X	
Statement of Corporate Ownership	X	
Certification Regarding Non-Debarment, Suspension, Ineligibility and Voluntary Exclusion	X	
Affirmative Action Compliance Form	X	
Vendor's Acknowledgement of Addenda	X	