

## PREQUALIFICATION APPLICATION

Email application and attachment(s) to: [sdaprequalification@njsda.gov](mailto:sdaprequalification@njsda.gov)

**ATTACHMENT CHECKLIST (check one):**

- INITIAL - Current valid DPMC Notice issued by the NJ Department of Treasury
- RENEWAL - DPMC Notice renewed
- RENEWAL - DPMC Renewal in process

**APPLICATION TYPE (check one):**

- CONTRACTOR    
  CONSULTANT    
  TESTING LAB

**FEDERAL TAX ID#**

**BUSINESS LEGAL NAME AND ADDRESS:**

**TELEPHONE #**

**COUNTY**

**FAX #**

**TYPE OF BUSINESS:**

- INDIVIDUAL
- PARTNERSHIP
- CORPORATION
- LLC
- OTHER (SPECIFY) \_\_\_\_\_

**ARE SATELLITE OFFICE(S) LOCATED IN NEW JERSEY?**

If yes, please provide address(es):

**EMAIL ADDRESS**

**WEB ADDRESS**

**If the books and accounts of the Applicant Business Concern are not at the above address, disclose the address of the location where the books and accounts are kept:**

**NJ DIVISION OF REVENUE & ENTERPRISE SERVICES REGISTRATION (check all that apply and attach copy)**

- SBE
- MBE
- WBE
- VOB
- DVOB

**CONTACT PERSON**

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

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

NOTE: Accurate, truthful and complete information will help speed the review of your application. If there is not enough space on this form to give a complete answer, attach additional sheets of paper. Please be sure that each additional sheet includes the Applicant Business Concern's name and Federal Tax ID Number to identify the page as yours and that you clearly identify the question you are answering.

**FOR CORPORATIONS, LIMITED LIABILITY COMPANIES AND LIMITED PARTNERSHIPS ONLY**

Name of Registered Agent in New Jersey: \_\_\_\_\_

Address of Registered Office in New Jersey: \_\_\_\_\_

If the Applicant Business Concern is a Corporation, provide the following:

Date incorporated: \_\_\_\_\_ State in which incorporated: \_\_\_\_\_

NJ Corporate ID: \_\_\_\_\_

**IF NOT A NJ CORPORATION, SUBMIT A COPY OF THE CERTIFICATE OF AUTHORITY TO PERFORM WORK IN NJ AS ISSUED BY THE NJ DEPARTMENT OF THE TREASURY, DIVISION OF REVENUE, BUSINESS SERVICES.**

1. How long has the Applicant Business Concern done business under its present name? \_\_\_\_\_ years.
2. List each other name the Applicant Business Concern has done business under in the past ten (10) years:
 

D/B/A _____	Dates Name Used: _____
D/B/A _____	Dates Name Used: _____
D/B/A _____	Dates Name Used: _____
3. At any time during the past five (5) years, has the Applicant Business Concern shared office space, warehouse space, yard, plant or shop facilities, staff, equipment, telecommunications or other assets with any other business concern? (If yes, disclose the name of the other business concern and provide a description of the sharing arrangement, including the location of the facilities.)
 

YES     NO

**DISCLOSURE OF OWNERS AND KEY PERSONS**

4. "Key Person" means any individual employed by the Applicant Business Concern in a supervisory capacity or empowered to make discretionary decisions with respect to bids and/or contracts with the State of New Jersey. "Key Person" also means any person who owns a beneficial interest of 10% or more in the business concern, and the managing members of limited liability companies and corporate directors and officers (e.g., president, vice presidents, secretary and treasurer.)

For purposes of this questionnaire, "supervisory capacity or empowered to make discretionary decisions" means able to bind the Applicant Business Concern to New Jersey bids and/or contracts of \$50,000 or more and/or authorized to sign checks to make payments of \$50,000 or more in connection with New Jersey contracts.

Use this table to enter identifying information for each individual who is an owner or "Key Person" of the Applicant Business Concern.

Name (Last, First, Middle)	Home Address	Birth Date	*Last 4 digits of Social Security #	Position	Ownership %

\* Disclosure of the last four digits of the Social Security Numbers of Key Persons is voluntary. The disclosed information will be utilized by the NJSDA and the NJ State Police to facilitate the prequalification process pursuant to N.J.S.A. 18A:7G-33 and N.J.A.C. 19:38A-1.1, et seq. Without this number, the process of verifying the identity of Key Persons and the processing of applications may be delayed. This number is considered confidential.

Use this table to enter identifying information for any entity or business concern that owns a beneficial interest of 10% or more.

Business Name	Business Address	Federal Tax ID #	Ownership %

**AT ANY TIME DURING THE PAST (10) YEARS HAS THE APPLICANT BUSINESS CONCERN:**

5. Been indebted to an individual or entity, other than a bank or other commercial lending institution, in the cumulative amount of \$100,000 or more? (If yes, give details, including the name of each party to the transaction, the date and the amount of indebtedness.)  YES  NO
6. Loaned monies generated by this business concern, in the cumulative amount of \$100,000 or more, to another business concern or individual? (If yes, give details, including the name of each party to the transaction, the date and the amount of indebtedness.)  YES  NO
7. Had an injunction, order or lien entered against it in favor of any governmental agency including, but not limited to, judgments or liens based on taxes assessed or fines and penalties imposed by any government agency? (If yes, give details, including the name of the government agency, caption, date, case number or docket number, and disposition. Be sure to note any judgments or liens that have not been fully satisfied.)  YES  NO
8. Been a party in any civil litigation or administrative proceeding alleging violation of any of the following: antitrust statutes; racketeering statutes; environmental laws; laws banning workplace discrimination; laws governing wages, hours or labor standards (i.e. Dept. of Labor); laws governing the conduct of occupations, professions or regulated industries (i.e., OSHA); or any other law indicating a lack of business integrity or honesty? (If yes, give details, including the nature of the claims and defenses, the caption, date, case number or docket number, and name of the court or agency before which the case is pending or before which it was heard and current status.)  YES  NO
9. Paid a fine or otherwise paid to settle any of the allegations listed in Question 8, whether with or without an admission of responsibility? (If yes, give details, including the caption, date, case number or docket number, and name of the court or agency before which the case was brought.)  YES  NO
10. Been denied any license, permit or other similar authorization required to engage in the business concern's trade(s) or professional discipline(s), or has any such license, permit or similar authorization been suspended or revoked by any agency of federal, state or local government? (If yes, give details, including name of the licensing or permitting agency, caption, date, case number or docket number, and disposition.)  YES  NO
11. Been suspended, debarred, disqualified, denied a classification rating or prequalification or otherwise been declared not responsible to bid on or to perform work on any public contract or subcontract? (If yes, give details, including name of the contracting agency, caption, date, case number or docket number and disposition.)  YES  NO
12. Been required by an agreement or settlement with any governmental agency (including any school board) to refrain from bidding or proposing on any public contract? (If yes, describe the agreement and give the name of the government agency, date, caption and case number or docket number, if any.)  YES  NO

13. Been required to engage a monitor or independent private sector inspection general (IPSIG) as a condition of being classified or prequalified, or as a condition of any contract award, or as a condition for being permitted to complete a contract? (If yes, describe the agreement and give the name of the government agency, date and the name of the monitor or IPSIG.)  
 YES  NO
14. Been indicted or otherwise charged as a defendant, or named as an unindicted co-conspirator, alleged to have committed any crime or offense other than a motor vehicle offense? (If yes, give details, including the conduct alleged, the caption, date, case number or docket number, and the name of the court before which the case is pending or before which it was heard.)  
 YES  NO
15. Been convicted, after trial or by plea, of any crime or offense other than a motor vehicle offense? (If yes, give details, including the crime or offense, the caption, date, case number or docket number, and name of the court before which the case was heard.)  
 YES  NO
16. Filed with, or submitted to, a government agency, or to any employee or representative thereof, any document which contained a false statement or false information? Filing or submission could be by any means, including telefax, e-mail, and any other form of electronic communication. (If yes, explain. Your explanation should include a description of the document(s), the date and the name of the government agency.)  
 YES  NO
17. Paid anyone other than its own key persons or its own employees commissions or finders fees to obtain contracts or work? (If yes, give details, including a description of the transaction, the name of each party to the transaction, the date and the amount of the commission or finders fee paid.)  
 YES  NO
18. Given, or offered to give money, gifts or anything of value, or any other benefit, to a labor official, public official, public employee or public servant with whom the Applicant Business Concern, or any affiliated entity disclosed in this questionnaire, conducted business? (If yes, give details, including the date(s), location(s), a description of the benefit(s) and the name(s) of the individual(s) to whom the benefits were given or offered.)  
 YES  NO
19. Agreed with another business concern or representative thereof to submit identical or complementary bids, prices or proposals or to otherwise not bid competitively or to withdraw or abstain from bidding or proposing? (If yes, give details, including date(s), location(s), description(s) of the contract(s) that were the subject of the bid(s), who put the contract(s) out to bid and the name(s) of the other individual(s) with whom the Applicant Business Concern or any affiliated entity disclosed in this questionnaire agreed.)  
 YES  NO



## Certification of Accuracy and Completeness of Application for Prequalification

**APPLICANT FIRM NAME:** \_\_\_\_\_

**FEDERAL TAX ID:** \_\_\_\_\_

I, the undersigned, being duly authorized to complete this Certification on behalf of the above-named firm, hereby certify and attest, under penalty of perjury, that the statements made and information contained in the Application for Prequalification and any supporting documentation and/or attachments thereto, are to the best of my knowledge true and complete.

I acknowledge that the New Jersey Schools Development Authority (NJSDA) is relying upon the information contained in the Application for Prequalification and thereby acknowledge that I am under a continuing obligation from the date of this Certification to the end of any prequalification term to notify the NJSDA in writing of any changes to the answers or information contained herein.

I understand and agree that the Application for Prequalification and all supporting documentation filed with the NJSDA shall become the property of the NJSDA.

I authorize the NJSDA to investigate and verify the accuracy of the information provided in the Application for Prequalification, including information regarding ownership of the applicant firm, key persons related to ownership, management and operation of the applicant firm, and any judgments, findings or determinations indicating violations of federal, State or local laws, rules or regulations by the firm or its key persons. I further authorize the disclosure of such information to third parties engaged by NJSDA to provide investigative services in connection with the prequalification application process.

I acknowledge that I am entitled to submit this Certification in an electronic form, provided that a hard-copy original of this Certification, executed with a wet-ink signature, is retained by the applicant firm, to be produced upon request to NJSDA within five business days of any request for production of the original Certification.

I acknowledge that I am aware that a material false statement, misrepresentation or omission made in connection with this Certification or the Application for Prequalification will subject the applicant firm and myself to civil and criminal penalties available at law, and is sufficient cause for denial of the application, revocation of any prior or existing prequalification approval, or termination for cause of any school facilities project contract that may be awarded to the applicant firm.

\_\_\_\_\_  
**Electronic Signature (Owner or Key Person named in Question 4)**

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

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_