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NEW JERSEY REQUIRED DOCUMENTS FOR GOODS AND SERVICES BIDS

BUSINESS REGISTRATION CERTIFICATE (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:32-44, all respondents shall submit prior to award of bid, a copy of their "New Jersey Business Registration Certificate" as issued by the Department of Treasury of the State of New Jersey. The ESCNJ requests that all respondents for this bid/proposal submit a current New Jersey Business Registration Certificate with the bid/proposal but no later than the bid award.

Goods and Services Contracts

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 not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
2. The contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
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 or attest that none was used.
4. The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, 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 the State. Any questions in this regard can be directed to the Division of Taxation at (609) 292-6400.

For more information on how to obtain a Business Registration Certificate, please visit the State of New Jersey, Department of Treasury, Division of Revenue and Enterprise Services website at:

<http://www.state.nj.us/treasury/revenue/busregcert.shtml>

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTOR

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT
TAXPAYER IDENTIFICATION: 970-097-362/500
ADDRESS: 847 ROEBLING AVE, TRENTON, NJ 08611
EFFECTIVE DATE: 01/01/05


TRADING NAME: TAX REGISTRATION TEST ACCOUNT
CLIENT REGISTRATION: 0107210
SEQUENCE NUMBER: 0107210
ISSUANCE DATE: 07/14/04

Signature: [Handwritten Signature]

This Certificate is NOT assignable or transferable. It must be carried by the contractor or employee at above address.



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

 Taxpayer Name: TAX REG TEST ACCOUNT
Taxpayer Name: [Blank]
Address: 847 ROEBLING AVE
TRENTON, NJ 08611
Certificate Number: 1093907
Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

N.J.S.A. 54:49-4.1: Violations of Registration Requirements; Penalties.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L.2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977, c.110 (C.5:12-92), or that provides false information of business registration under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

All respondents are urged to submit with their response, a copy of their firm's New Jersey Business Registration Certificate. Failure to submit the Certificate to the ESCNJ prior to the award of contract will result in the rejection of the entire bid or proposal.

CONTRACTOR/VENDOR REQUIREMENTS—OFFICE OF THE NEW JERSEY STATE COMPTROLLER

Contractors/vendors doing business with the ESCNJ are reminded of the following legal requirements pertaining to the Office of the New Jersey State Comptroller:

A. Access to Relevant Documents and Information—N.J.S.A. 52:15C-14 (d)

Private vendors or other persons contracting with or receiving funds from a unit in the Executive branch of State government, including an entity exercising executive branch authority, independent State authority, public institution of higher education, or unit of local government or board of education shall upon request by the State Comptroller provide the State Comptroller with prompt access to all relevant documents and information as a condition of the contract and receipt of public monies. The State Comptroller shall not disclose any document or information to which access is provided that is confidential or proprietary. If the State Comptroller finds that any person receiving funds from a unit in the Executive branch of State government, including an entity exercising executive branch authority, independent State authority, public institution of higher education, or unit of local government or board of education refuses to provide information upon the request of the State Comptroller, or otherwise impedes or fails to cooperate with any audit or performance review, the State Comptroller may recommend to the contracting unit that the person be subject to termination of their contract, or temporarily or permanently debarred from contracting with the contracting unit.

B. Maintenance of Contract Records—N.J.A.C. 17:44-2.2

Relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by OSC pursuant to N.J.S.A. 52:15C-14(d).

The contractor/vendor to whom a contract has been awarded shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

D. Renewal of Contract: Services

The ESCNJ may, at its discretion, request that a contract for services be renewed in full accordance with N.J.S.A. 18A:18A-42. The ESCNJ may negotiate terms for a renewal of contract proposal and present such negotiated proposal to the Board. All multi-year contracts and renewals are subject to the availability and appropriation annually of sufficient funds as may be needed to meet the extended obligation.

The ESCNJ is the final authority in awarding renewals of contracts.

DEBARMENT, SUSPENSION, OR DISQUALIFICATION

The ESCNJ will not enter into a contract for work with any person, company or firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report (<https://www.state.nj.us/treasury/revenue/debarment/index.shtml>).

All bidders are required to submit a sworn statement indicating whether or not the bidder is, at the time of the bid, included on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List or

the State of New Jersey Consolidated Debarment Report, or the Federal Debarred Vendor List—Excluded Parties List System—System for Award Management—SAM.gov

PROHIBITED ACTIVITIES IN RUSSIA AND BELARUS & INVESTMENT ACTIVITIES IN IRAN N.J.S.A. (18A:18A-49.4)

The ESCNJ, pursuant to N.J.S.A. 18A:18A-49.4, shall implement and comply with Public Law 2012, c.25, Disclosure of Investment Activities in Iran and Public Law 2022, c.3, Prohibited Russia-Belarus Activities —N.J.S.A. 52:32-55 et seq.

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25, P.L. 2021, c.4 and P.L. 2022, c.3), any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>

www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf . Bidders must review this list prior to completing the certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take 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.

In addition, bidders must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in Russia or Belarus and/or investment activities in Iran outlined above by completing the boxes on the lower portion of the enclosed form. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

The ESCNJ has provided within these specifications, a Prohibited Russia-Belarus Activities & Iran Investment Activities certification form for all persons or entities, that plan to submit a bid, respond to a proposal, or renew a contract with the ESCNJ, to complete, sign and submit with the proposal. The Prohibited Russia-Belarus Activities & Iran Investment Activities Form is to be completed, certified and submitted prior to the award of contract, preferably with the bid submittal.

Please sign and submit the Disclosure of Investment Activities in Iran form and include with your bid package. This form must be submitted no later than the time of the award of a contract.

POLITICAL CONTRIBUTIONS DISCLOSURE – AWARD OF CONTRACTS

Pursuant to N.J.A.C. 6A:23A-6.3 (a) (1-4) please note the following:

Award of Contract – Reportable Contributions – N.J.A.C. 6A:23A-6.3 (a) (1)

“No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973. c83 (codified at N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one-year period.”

Contributions During Term of Contract – Prohibited – N.J.A.C. 6A:23A-6.3 (a) (2, 3)

"Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et. seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract."

"When a business entity referred in 4.1(e) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity"

Chapter 271 Political Contribution Disclosure Form – Required – N.J.A.C. 6A:23A-6.3 (a) (4)

All respondents shall submit with their bid package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3 (a) (2) Award of Contract.

The Chapter 271 Political Contribution Disclosure form shall be submitted with the response to the bid/proposal or no later than ten (10) days prior to the award of contract. Failure to provide the completed and signed form shall be cause for disqualification of the bid/proposal.

POLITICAL CONTRIBUTION DISCLOSURE STATEMENT – PAY TO PLAY

Annual Disclosure

A business entity as defined by law is advised of its responsibility to file an annual disclosure statement on political contributions with the **New Jersey Election Law Enforcement Commission** pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005 Chapter 271 section 3) if the business entity receives contracts in excess of \$50,000 from public entities in a calendar year. It is the business entity's responsibility to determine if filing is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement Commission at 1-888-313-3532 or at www.elec.state.nj.us.

Chapter 271 Political Contribution Disclosure Form

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county,
 - of any legislative district which includes all or part of the county.

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

The ESCNJ has provided a Chapter 271 Political Contribution Disclosure Form within the specifications package for use by the business entity. The ESCNJ has also provided a list of agencies to assist the contractor. The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

STATEMENT OF OWNERSHIP N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

No business organization, regardless of form of ownership, shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless, prior to the receipt of the bid or accompanying the bid of said business organization, bidders shall submit a statement setting forth the names and addresses of all persons and entities that own ten percent or more of its stock or interest of any type at all levels of ownership.

The included Statement of Ownership shall be completed and attached to the bid proposal. This requirement applies to all forms of business organizations, including, but not limited to, corporations and partnerships, publicly-owned corporations, limited partnerships, limited liability corporations, limited liability partnerships, sole proprietorship, and Subchapter S corporations. **Failure to submit a disclosure document shall result in rejection of the bid as it cannot be remedied after bids have been opened.**

Not-for-profit entities should fill in their name, check the not-for-profit box, and certify the form. No other information is required.

NEW JERSEY DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES

CERTIFICATE OF REGISTRATION

EMY CONSULTING LLC
0451240121

The above-named FOREIGN LIMITED LIABILITY COMPANY was duly filed in accordance with New Jersey State Law on 02/10/2025 and was assigned identification number 0451240121. Following are the articles that constitute its original certificate.

1. **Name:**
EMY CONSULTING LLC
2. **Registered Agent:**
REGISTERED AGENTS INC
3. **Registered Office:**
FIVE GREENTREE CENTRE,
525 RT. 73 N STE 104
MARLTON, NEW JERSEY 08053
4. **Business Purpose:**
PROVIDE E-RATE CONSULTING SERVICES IN THE STATE OF NEW JERSEY
5. **Incorporated Under the Laws of:**
VIRGINIA ON 12/19/2013
6. **Effective Date of this filing is:**
02/10/2025
7. **Main Business Address:**
FIVE GREENTREE CENTRE,
525 RT. 73 N STE 104
MARLTON, NEW JERSEY 08053

Signatures:

ROBIN JONES
AUTHORIZED REPRESENTATIVE



Certificate Number : 4269254586

Verify this certificate online at

https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp

IN TESTIMONY WHEREOF, I have
hereunto set my hand and
affixed my Official Seal
10th day of February, 2025

A handwritten signature in cursive script, appearing to read "Elizabeth Maher Muoio".

Elizabeth Maher Muoio
State Treasurer

Commonwealth of Virginia



State Corporation Commission

CERTIFICATE OF FACT

I Certify the Following from the Records of the Commission:

That EMY Consulting LLC is duly organized as a Limited Liability Company under the law of the Commonwealth of Virginia;

That the Limited Liability Company was formed on December 19, 2013; and

That the Limited Liability Company is in existence in the Commonwealth of Virginia as of the date set forth below.

Nothing more is hereby certified.



Signed and Sealed at Richmond on this Date:

February 10, 2025

A handwritten signature in black ink, appearing to read "Bernard J. Logan".

Bernard J. Logan, Clerk of the Commission

CERTIFICATE NUMBER : 2025021021381755



Louisiana
**SECRETARY
 OF STATE**
 NANCY LANDRY

(<https://www.sos.la.gov/Pages/default.aspx>)

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Name	Type	City	Status
EDUCATIONAL PROFESSIONAL SERVICES INCORPORATED	Business Corporation	PINE GROVE	Active

Previous Names

Business: EDUCATIONAL PROFESSIONAL SERVICES INCORPORATED
 Charter Number: 40184508D
 Registration Date: 4/19/2010

Domicile Address

185 GLOVER LANE
 185 GLOVER CEMTERY ROAD
 PINE GROVE, LA 70453

Mailing Address

185 GLOVER LANE
 PINE GROVE, LA 70453

Principal Office Address

185 GLOVER LANE
 PINE GROVE, LA 70453

Status

Status: Active
 Annual Report Status: In Good Standing
 File Date: 4/19/2010
 Last Report Filed: 3/21/2024
 Type: Business Corporation

Registered Agent(s)

Agent: TERI LAWRENCE
 Address 1: 185 GLOVER LANE
 City, State, Zip: PINE GROVE, LA 70453
 Appointment
 Date: 4/19/2010

Officer(s)

Additional Officers: No

Officer: TERI LAWRENCE
 Title: Executive Vice-President, President
 Address 1: 185 GLOVER CEMTERY LANE
 City, State, Zip: PINE GROVE, LA 70453

Amendments on File (5)

Description	Date
Disclosure of Ownership	5/5/2017
Disclosure of Ownership	8/14/2017
Disclosure of Ownership	6/19/2019
Administrative Termination	7/19/2023
Articles Of Reinstatement	7/21/2023

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AFFIRMATIVE ACTION QUESTIONNAIRE

1. Our company has a federal Affirmative Action Plan approval.

☐ Yes

☒ No

If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a New Jersey State Certificate of Employee Information Report.

☐ Yes

☒ No

If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered "**NO**" to both questions above, No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance:

https://www.nj.gov/treasury/contract_compliance/

a. Click on "Employee Information Report"

b. Complete and submit the form with the appropriate payment to:

Department of Treasury
Division of Purchase and Property
Contract Compliance and Audit Unit
EEO Monitoring P.O. Box 206
Trenton, New Jersey 08625-0206

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the ESCNJ prior to the execution or award of contract.

I certify that the above information is correct to the best of my knowledge.

Name of Company/Firm EMY CONSULTING LLC

Address 1250 N. FAIRFAX DR., # 600

City, State, Zip ARLINGTON VA 22203

Name of Authorized Agent ELONA YEARY Title CEO

SIGNATURE Elona Yearly Date 2/11/25

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Educational Services Commission of New Jersey (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 5121 01 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.

Company EMY CONSULTING LLC Name ELENA YEARLY
Signature Elena Yearly Title CEO
Date: 2/11/25

ASSURANCE OF COMPLIANCE

Contact with Students

There may be times during the performance of this contract, where a contracted service provider may come in contact with students of the school district. The district fully understands its obligation to provide to all students and staff members, a safe educational environment. To this end, the district is requiring all bidders to sign a statement of Assurance of Compliance, acknowledging the bidder's understanding of the below listed requirements and further acknowledging the bidder's assurance of compliance with those listed requirements.

Anti-Bullying Reporting--Requirement

When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

Criminal History Background Checks—N.J.S.A. 18A:6-7.1--Requirement

When applicable, the contracted service provider, shall provide to the school district prior to commencement of contract, evidence or proof that each employee assigned to provide services and that comes in **regular contact** with students, has had a criminal history background check, and furthermore, that said background check indicates that no criminal history record information exists on file for that worker. Failure to provide a proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, may be cause for breach of contract. See NJDOE Broadcast 9/9/19.

Pre-Employment Requirements

When applicable, all contracted service providers, whose employees have **regular contact with students**, shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq. Contracted service providers are to review the following New Jersey Department of Education Office of Student Protection—Pre-Employment Resource P.L. 2018 c.5 link below for guidance and compliance procedures.

<https://www.nj.gov/education/crimhist/preemployment/>

Name of Company EMY CONSULTING LLC

Name of Authorized Representative Elena Yearly (ELENA YEARLY)

Signature Elena Yearly Date 2/11/25

EXHIBIT A
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 https://www.nj.gov/treasury/contract_compliance/)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Purchase & Property, CCAU, EEO Monitoring Program for conducting an investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

Company EMY CONSULTING LLC

Name Elena Yearly

Signature Elena Yearly

Title CEO

Date: _____

Form AA302
Rev. 11/11

STATE OF NEW JERSEY
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For instructions on completing the form, go to: <http://www.state.nj.us/purchase/contract/contract-compliance/aa302.pdf>

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
4. COMPANY NAME		
5. STREET	CITY	COUNTY STATE ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)		CITY STATE ZIP CODE
7. CHECK ONE: IS THE COMPANY: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT		
10. PUBLIC AGENCY AWARDING CONTRACT		CITY COUNTY STATE ZIP CODE
Official Use Only	DATE RECEIVED	INHAUG DATE
		ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. DO NOT SUBMIT AN EEO-1 REPORT

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY								GTYPE BREAKDOWN			
	COL. 1	COL. 2	COL. 3	*****MALE*****								*****FEMALE*****			
	TOTAL	MALE	FEMALE	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON-HISPANIC	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON-HISPANIC	BLACK	NON-MIN.
Officials/Managers															
Professionals															
Technicians															
Sales Workers															
Office & Clerical															
Craftworkers (Skilled)															
Operatives (Semi-skilled)															
Laborers (Unskilled)															
Service Workers															
TOTAL															
Total employment From previous Report (if any)															
Temporary & Part-Time Employees															

The data below shall NOT be included in the figures for the appropriate categories above.

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)			14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES <input type="checkbox"/> 2. NO <input type="checkbox"/>		13. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR	
13. DATES OF PAYROLL PERIOD USED From: To:						
SECTION C - SIGNATURE AND IDENTIFICATION						
16. NAME OF PERSON COMPLETING FORM (Print or Type)			SIGNATURE		TITLE	
					DATE MO. DAY YEAR	
17. ADDRESS NO. & STREET			CITY	COUNTY	STATE	ZIP CODE PHONE (AREA CODE, NO. EXTENSION)

To download the AA-302 form, click this link:

https://www.nj.gov/treasury/contract_compliance/documents/pdf/forms/aa302.pdf

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT (FORM AA302)

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM **AND TO SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE.** IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

ITEM 1 - Enter the Federal Identification Number assigned

by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominant one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the Include City, County, State and Zip Code. This is Number. not applicable if you are renewing a current certificate.

ITEM 11 - Enter the appropriate figures on all lines and in all

columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. **DO NOT attach an EEO-1 Report.**

Racial/Ethnic Groups will be defined:

Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippines Islands and Samoa.

Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone contact.

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDED THE CONTRACT IF THIS IS YOUR FIRST REPORT. AND FORWARD ONE COPY **WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY (FEE IS NON-REFUNDABLE)** TO:

NJ Department of the Treasury
Division of Public Contracts Equal Employment Opportunity Compliance

P.O. Box 206

Trenton, New Jersey 08625-0206 Telephone No. (609) 292-5473

STATE OF NEW JERSEY
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program
EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the form, go to: https://www.nj.gov/treasury/contract_compliance/documents/pdf/forms/aa302ins.pdf

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY 46-4375947	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input checked="" type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY 3 + 1099S (6)
4. COMPANY NAME EMV CONSULTING LLC		COMPANY E-MAIL
5. STREET 4250 N. FAIRVIEW DR. #600	CITY Arlington	STATE VA ZIP CODE 22203
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) None		CITY STATE ZIP CODE
7. CHECK ONE: IS THE COMPANY: <input checked="" type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT		9
10. PUBLIC AGENCY AWARDED CONTRACT		
CITY COUNTY STATE ZIP CODE		

Official Use Only	DATE RECEIVED	INAUG. DATE	ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN EEO-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES	PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN														
	COL. 1	COL. 2	COL. 3	***** MALE*****						*****FEMALE*****						
	Total	Male	Female													
	(Cols.2 &3)			BLACK	HISPANIC	AMER INDIAN	ASIAN	NON MIN	2 OR MORE RACES	BLACK	HISPANIC	AMER INDIAN	ASIAN	NON MIN	2 OR MORE RACES	
Officials/Managers	2	1	1					1						1		
Professionals																
Technicians																
Sales Workers																
Office & Clerical	1		1											1		
Craftworkers (Skilled)																
Operatives (Semi-skilled)																
Laborers (Unskilled)																
Service Workers																
TOTAL																
Total employment From previous Report (if any)																
The data below shall NOT be included in the figures for the appropriate categories above.																
Temporary & Part-Time Employees	2	4	1	1				1					1	3		

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input checked="" type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES <input checked="" type="checkbox"/> 2. NO <input type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR
13. DATES OF PAYROLL PERIOD USED From: To:		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type) Elena Yearby	SIGNATURE <i>Elena Yearby</i>	TITLE CEO	DATE MO DAY YEAR 2 11 25
17. ADDRESS NO. & STREET CITY COUNTY STATE ZIP CODE PHONE (AREA CODE, NO., EXTENSION) 4250 N. FAIRVIEW DR. #600 Arlington VA 22203 703 - 943-8129			

Educational Services Commission of New Jersey

Business Office

1660 Stelton Road, Floor 2
Piscataway, New Jersey 08854

**Chapter 271
Political Contribution Disclosure Form**

(Contracts that Exceed \$17,500.00)

Ref. N.J.S.A. 19:44A-20.26

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that EMY CONSULTING LLC (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions - N/A

<u>Date of Contribution</u>	<u>Amount of Contribution</u>	<u>Name of Recipient Elected Official/ Committee/Candidate</u>	<u>Name of Contributor</u>

The Business Entity may attach additional pages if needed.

☒ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that EMY CONSULTING LLC (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify that the information provided above is in full compliance with Public law 2005 – Chapter 271.

Name of Authorized Agent ETENA YEARLY

Signature Elena Yearly Title CEO

Business Entity EMY CONSULTING LLC

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s. 2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*¹
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - o of the public entity awarding the contract
 - o of that county in which that public entity is located
 - o of another public entity within that county
 - o or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs)

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)]. The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed over sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

P.L. 2005, c. 271

¹ N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L. 1993, c. 65 (C. 19:44A-10.1) for the purpose of receiving contributions and making expenditures."

AN ACT authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

40A:11-51 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts therefrom to business entities that have made a contribution pursuant to P.L. 1973, c. 83 (C. 19:44A-1 et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L. 2004, c. 19 (C. 19:44A-20.2 et al.) and section 22 of P.L. 1973, c. 83 (C. 19:44A-22).

b. The provisions of P.L. 2004, c. 19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L. 2004, c. 19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

19:44A-20.26 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefor, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L. 1973, c. 83 (C.19:44A-1 et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, and elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and

P.L. 2005, c. 271

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any

office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

19:44A-20.13 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L. 1973, c. 83 (C. 19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

- (1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;
- (2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and
- (3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"Business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"Interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

*Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40:11-51 and to N.J.S.A. 19:44A-20.26.

Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or
Entity

EMY CONSULTING LLC

Part 1: Certification

COMPLETE PART 1 BY CHECKING **ONE OF THE THREE BOXES**
BELOW

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>
www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

CONTRACT AWARDS AND RENEWALS



I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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. (Skip Part 2 and sign and complete the Certification below.)

CONTRACT AMENDMENTS AND EXTENSIONS



I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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. (Skip Part 2 and sign and complete the Certification below.)

IF UNABLE TO CERTIFY



I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if 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 <Name of Contracting Unit> is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the <Name of Contracting Unit> to notify the <Name of Contracting Unit> 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. 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 <Name of Contracting Unit> and that the <Name of Contracting Unit> at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print)	ELENA YEARLY	Title	CEO
Signature	Elena Yearly	Date	2/11/25

Statement of Suspension or Debarment

STATE OF NEW JERSEY/ State of Virginia
Specify of other

COUNTY OF FAIRFAX

I, Elena Yearly of the (City, Town, Borough)
of CHANTILLY State of VIRGINIA of full age,

being duly sworn according to law on my oath depose and say that:

I am CEO of the firm
of CEO the Bidder

making the Proposal for the above named projects, and that I executed the said Proposal with full authority to do so; that said Bidder is not at the time of the making this bid included on the New Jersey State Treasurer's or the Federal Government's List of Debarred, Suspended or Disqualified Bidders or the State Department of Labor and Workforce Development; Prevailing Wage Debarment List as a result of action taken by any State or Federal Agency.

Name of Contractor: EMY CONSULTING LLC
(Company Name)

By: Elena Yearly
(Signature of authorized representative)

Subscribed and sworn to before me

This 10th day of Feb, 20 25

(Seal) Notary Public of New Jersey/
Specify Other State

My Commission expires 1/31 20 27



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: ETMY CONSULTING LLC
Organization Address: 4250 N. FAIRFAX DR., ARLINGTON, VA 22203, SUITE #600
City, State, ZIP: ARLINGTON, VA 22203

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 Check the appropriate box

- ☐ 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	Home Address (for Individuals) or Business Address
Elena Yearly	13406 Poplar Woods Ct. CHANTILLY VA 20151

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
N/A - Not publicly traded company	N/A

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 non-corporate 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	Home Address (for Individuals) or Business Address
ELENA YEARLY	13406 POPLAR WOODS CT. CHARITTY VA 20151

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 **ESCNJ and/or its members** 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 the **ESCNJ and/or its members** to notify the **ESCNJ and/or its members** 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 **ESCNJ and/or its members** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	ELENA YEARLY	Title:	CEO
Signature:	Elena Yearly	Date:	2/11/25

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.**

NEW JERSEY REQUIRED DOCUMENTS FOR PUBLIC WORKS BIDS

BUSINESS REGISTRATION CERTIFICATE (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:32-44, all respondents shall submit prior to award of bid, a copy of their "New Jersey Business Registration Certificate" as issued by the Department of Treasury of the State of New Jersey. The ESCNJ requests that all respondents for this bid/proposal submit a current New Jersey Business Registration Certificate with the bid/proposal but no later than date of award.

Goods and Services Contracts

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:

3. The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
4. The contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
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 or attest that none was used.
4. The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, 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 the State. Any questions in this regard can be directed to the Division of Taxation at (609) 292-6400.

For more information on how to obtain a Business Registration Certificate, please visit the State of New Jersey, Department of Treasury, Division of Revenue and Enterprise Services website at:

<http://www.state.nj.us/treasury/revenue/busregcert.shtml>

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTOR

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT
TAXPAYER IDENTIFICATION: 970-097-382/500
ADDRESS: 847 ROEBLING AVE, TRENTON, NJ 08611
EFFECTIVE DATE: 01/01/03
FAX: (609) 292-6400

TRADE NAME: CLIMATE REGISTRATION
SEQUENCE NUMBER: 010730
ISSUANCE DATE: 07/14/04

Signature: [Handwritten Signature]

This Certificate is NOT assignable or transferable. It must be continuous and displayed at above address.

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT
Taxpayer Name: TAX REG TEST ACCOUNT
Address: 847 ROEBLING AVE, TRENTON, NJ 08611
Certificate Number: 1093907
Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

RETURN PRIOR TO BID AWARD

N.J.S.A. 54:49-4.1: Violations of Registration Requirements; Penalties.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L.2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977, c.110 (C.5:12-92), or that provides false information of business registration under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

All respondents are urged to submit with their response, a copy of their firm's New Jersey Business Registration Certificate. Failure to submit the Certificate to the ESCNJ prior to the award of contract will result in the rejection of the entire bid or proposal.

CONTRACTOR/VENDOR REQUIREMENTS—OFFICE OF THE NEW JERSEY STATE COMPTROLLER

Contractors/vendors doing business with the ESCNJ are reminded of the following legal requirements pertaining to the Office of the New Jersey State Comptroller:

C. Access to Relevant Documents and Information—N.J.S.A. 52:15C-14 (d)

Private vendors or other persons contracting with or receiving funds from a unit in the Executive branch of State government, including an entity exercising executive branch authority, independent State authority, public institution of higher education, or unit of local government or board of education shall upon request by the State Comptroller provide the State Comptroller with prompt access to all relevant documents and information as a condition of the contract and

receipt of public monies. The State Comptroller shall not disclose any document or information to which access is provided that is confidential or proprietary. If the State Comptroller finds that any person receiving funds from a unit in the Executive branch of State government, including an entity exercising executive branch authority, independent State authority, public institution of higher education, or unit of local government or board of education refuses to provide information upon the request of the State Comptroller, or otherwise impedes or fails to cooperate with any audit or performance review, the State Comptroller may recommend to the contracting unit that the person be subject to termination of their contract, or temporarily or permanently debarred from contracting with the contracting unit.

D. Maintenance of Contract Records—N.J.A.C. 17:44-2.2

Relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by OSC pursuant to N.J.S.A. 52:15C-14(d).

The contractor/vendor to whom a contract has been awarded shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

D. Renewal of Contract: Services

The ESCNJ may, at its discretion, request that a contract for services be renewed in full accordance with N.J.S.A. 19A:19A-42. The ESCNJ may negotiate terms for a renewal of contract proposal and present such negotiated proposal to the Board. All multi-year contracts and renewals are subject to the availability and appropriation annually of sufficient funds as may be needed to meet the extended obligation.

The ESCNJ is the final authority in awarding renewals of contracts.

DEBARMENT, SUSPENSION, OR DISQUALIFICATION

The ESCNJ will not enter into a contract for work with any person, company or firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report (<https://www.state.nj.us/treasury/revenue/debarment/index.shtml>).

All bidders are required to submit a sworn statement indicating whether or not the bidder is, at the time of the bid, included on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List or the State of New Jersey Consolidated Debarment Report, or the Federal Debarred Vendor List—Excluded Parties List System—System for Award Management—SAM.gov

PROHIBITED ACTIVITIES IN RUSSIA AND BELARUS & INVESTMENT ACTIVITIES IN IRAN N.J.S.A. (18A:18A-49.4)

The ESCNJ, pursuant to N.J.S.A. 18A:18A-49.4, shall implement and comply with Public Law 2012, c.25, Disclosure of Investment Activities in Iran and Public Law 2022, c.3, Prohibited Russia-Belarus Activities —N.J.S.A. 52:32-55 et seq.

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25, P.L. 2021, c.4 and P.L. 2022, c.3), any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>

www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf . Bidders must review this list prior to completing the certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take 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.

In addition, bidders must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in Russia or Belarus and/or investment activities in Iran outlined above by completing the boxes on the lower portion of the enclosed form. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

The ESCNJ has provided within these specifications, a Prohibited Russia-Belarus Activities & Iran Investment Activities certification form for all persons or entities, that plan to submit a bid, respond to a proposal, or renew a contract with the ESCNJ, to complete, sign and submit with the proposal. The Prohibited Russia-Belarus Activities & Iran Investment Activities Form is to be completed, certified and submitted prior to the award of contract, preferably with the bid submittal.

Please sign and submit the Disclosure of Investment Activities in Iran form and include with your bid package. This form must be submitted no later than the time of the award of a contract.

PREVAILING WAGES

Where applicable, all vendors must adhere to NJ State Prevailing Wage laws; All subcontractors named in this bid understand the requirements of the subcontractor to pay prevailing wages in full accordance with the law, where applicable.

STATEMENT OF OWNERSHIP N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

No business organization, regardless of form of ownership, shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless, prior to the receipt of the bid or accompanying the bid of said business organization, bidders shall submit a statement setting forth the names and addresses of all persons and entities that own ten percent or more of its stock or interest of any type at all levels of ownership.

The included Statement of Ownership shall be completed and attached to the bid proposal. This requirement applies to all forms of business organizations, including, but not limited to, corporations and partnerships, publicly-owned corporations, limited partnerships, limited liability corporations, limited liability partnerships, sole proprietorship, and Subchapter S corporations. **Failure to submit a disclosure document shall result in rejection of the bid as it cannot be remedied after bids have been opened.**

Not-for-profit entities should fill in their name, check the not-for-profit box, and certify the form. No other information is required.

APPENDIX A RETURN WITH BID
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Educational Services Commission of New Jersey (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 5121 01 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 thereto, 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 in advance 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.

Company ENY CONSULTING Name ELENA YEARY
Signature Elena Yearly Title CEO

ASSURANCE OF COMPLIANCE – RETURN WITH BID

Contact with Students

There may be times during the performance of this contract, where a contracted service provider may come in contact with students of the school district. The district fully understands its obligation to provide to all students and staff members, a safe educational environment. To this end, the district is requiring all bidders to sign a statement of Assurance of Compliance, acknowledging the bidder's understanding of the below listed requirements and further acknowledging the bidder's assurance of compliance with those listed requirements.

Anti-Bullying Reporting--Requirement

When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

Criminal History Background Checks—N.J.S.A. 18A:6-7.1--Requirement

When applicable, the contracted service provider, shall provide to the school district prior to commencement of contract, evidence or proof that each employee assigned to provide services and that comes in **regular contact** with students, has had a criminal history background check, and furthermore, that said background check indicates that no criminal history record information exists on file for that worker. Failure to provide a proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, may be cause for breach of contract. See NJDOE Broadcast 9/9/19.

Pre-Employment Requirements

When applicable, all contracted service providers, whose employees have **regular contact with students**, shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq. Contracted service providers are to review the following New Jersey Department of Education Office of Student Protection—Pre-Employment Resource P.L. 2018 c.5 link below for guidance and compliance procedures.

<https://www.nj.gov/education/crimhist/preemployment/>

Name of Company EMY CONSULTING LLC

Name of Authorized Representative Elena Yearly (ELENA YEARMY)

Signature Elena Yearly Date 2/11/25

RETURN WITH BID

Educational Services Commission of New Jersey Business Office

1660 Stelton Road, Floor 2
Piscataway, New Jersey 08854

Chapter 271 Political Contribution Disclosure Form

(Contracts that Exceed \$17,500.00)
Ref. N.J.S.A. 19:44A-20.26

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that EMY CONSULTING LLC (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

N/A

<u>Date of Contribution</u>	<u>Amount of Contribution</u>	<u>Name of Recipient Elected Official/ Committee/Candidate</u>	<u>Name of Contributor</u>

The Business Entity may attach additional pages if needed.

☒ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that EMY CONSULTING LLC (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify that the information provided above is in full compliance with Public law 2005 – Chapter 271.

Name of Authorized Agent ETNA YEARY

Signature Elena Yeary Title CEO

Business Entity EMY CONSULTING LLC

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s. 2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee²
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - o of the public entity awarding the contract
 - o of that county in which that public entity is located
 - o of another public entity within that county
 - o or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs)

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)]. The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed over sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

P.L. 2005, c. 271

² N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L. 1993, c. 65 (C. 19:44A-10.1) for the purpose of receiving contributions and making expenditures."

AN ACT authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

40A:11-51 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts there from to business entities that have made a contribution pursuant to P.L. 1973, c. 83 (C. 19:44A-1 et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L. 2004, c. 19 (C. 19:44A-20.2 et al.) and section 22 of P.L. 1973, c. 83 (C. 19:44A-22).

b. The provisions of P.L. 2004, c. 19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L. 2004, c. 19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

19:44A-20.26 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefor, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L. 1973, c. 83 (C.19:44A-1 et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, and elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity of 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and

P.L. 2005, c. 271

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any

office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

19:44A-20.13 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L. 1973, c. 83 (C. 19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include,
but not be limited to:

- (3) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;
- (4) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and
- (4) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"Business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"Interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

*Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40:11-51 and to N.J.S.A. 19:44A-20.26.

Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or
Entity

EMY CONSULTING LLC

Part 1: Certification

COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES
BELOW

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>
www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

CONTRACT AWARDS AND RENEWALS



I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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. (Skip Part 2 and sign and complete the Certification below.)

CONTRACT AMENDMENTS AND EXTENSIONS



I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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. (Skip Part 2 and sign and complete the Certification below.)

IF UNABLE TO CERTIFY



I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if 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 <Name of Contracting Unit> is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the <Name of Contracting Unit> to notify the <Name of Contracting Unit> 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. 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 <Name of Contracting Unit> and that the <Name of Contracting Unit> at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print)	ELENA YEARLY	Title	CEO
Signature	Elena Yearly	Date	2/11/25

Statement of Suspension or Debarment - RETURN WITH BID

STATE OF NEW JERSEY/ State of Virginia
Specify, of other

COUNTY OF FALYFAX

I, ELENA YEARLY of the (City, Town, Borough)
of CHANTILLY State of VIRGINIA of full age,

being duly sworn according to law on my oath depose and say that:

I am CEO of the firm
of CEO the Bidder

making the Proposal for the above named projects, and that I executed the said Proposal with full authority to do so; that said Bidder is not at the time of the making this bid included on the New Jersey State Treasurer's or the Federal Government's List of Debarred, Suspended or Disqualified Bidders or the State Department of Labor and Workforce Development; Prevailing Wage Debarment List as a result of action taken by any State or Federal Agency.

Name of Contractor: EMY CONSULTING LLC
(Company Name)

By: Elena Yearly
(Signature of authorized representative)

Subscribed and sworn to before me

This 20th day of Feb, 2025

(Seal) Notary Public of New Jersey/
Specify Other State

My Commission expires 1/31 2025



STATEMENT OF OWNERSHIP DISCLOSURE - RETURN WITH BID
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: EMM CONSULTING LLC
Organization Address: 4250 N. FAIRFAX DR. #600
City, State, ZIP: ARLINGTON, VA 22203

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 Check the appropriate box

☒ 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	Home Address (for Individuals) or Business Address
ELONA YEARY	13406 POPLAR WOODS CT. CHANTILLY VA 20151

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
MA - NOT publicly traded	MA

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 non-corporate 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	Home Address (for Individuals) or Business Address
ETENA YEARLY	13406 poplar woods on Chantilly VA 20151

STATEMENT OF OWNERSHIP DISCLOSURE – continued - RETURN WITH BID

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

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 **ESCNJ and/or its members** 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 the **ESCNJ and/or its members** to notify the **ESCNJ and/or its members** 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 **ESCNJ and/or its members** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	ETENA YEARLY	Title:	CEO
Signature:	Elena Yearly	Date:	2/11/25

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.

CERTIFICATE OF AUTHORITY - RETURN WITH BID

All bidders are to submit their Sworn Contractor Certification, a current valid "Certificate of Authority" as issued by the New Jersey Department of Treasury. Reference—N.J.S.A. 18A:7G-37.

Sample Certificate of Authority

STATE OF NEW JERSEY
Certificate of Authority
DIVISION OF TAXATION
TRENTON, N.J. 08646

The person, partnership or corporation named below is hereby authorized to collect
NEW JERSEY SALES & USE TAX
pursuant to N.J.S.A. [REDACTED]

This authorization is good ONLY for the named person at the location specified herein.
This authorization is null and void if any change of ownership or address is effected.

Tax Registration No. [REDACTED]
Tax Effective Date: 10-15-10
Document Locator No. [REDACTED]
Date issued: 10-14-10

Michael J. Kelly
Acting Director, Division of Taxation

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

PLEASE
SEE NEXT
3 PAGES
of
EMV CONSULTING
LLC

CHANGE ORDERS (N.J.A.C. 6A:26-4.9, 4.10 et seq.) (N.J.A.C. 5:30-11.1 et seq.)

Co-op member Approval Required; Prior to Issuance of Change Order (N.J.A.C. 5:30-11.2)

Change orders may be approved by the Co-op member in an amount up to twenty percent (20%) when necessitated by one of the following:

- Emergencies consistent with N.J.S.A. 18A:18A-7;
- Unforeseeable physical conditions; or
- Minor modifications to the project/scope that achieve cost savings, improve service or resolve construction conditions.

Division of Finance (NJDOE) Approval

All other change orders shall be approved by the Division of Finance (NJDOE) when extraordinary circumstances exist such as:

- Change order amounts greater than twenty percent (20%);
- Change orders that eliminate or affect the project scope; or
- Change orders that affect the number, size, configuration, location or use of co-op member spaces.

All contractors are prohibited to perform any change order unless so directed in writing by the Co-op member.

Elena Yearly

From: agent@newjerseyregisteredagent.com
Sent: Tuesday, February 11, 2023 8:55 AM
To: Elena Yearly
Subject: Re: RE: Certificate of Good Standing for EMY Consulting to Get Registered in New Jersey and for Certificate of

Authcity.

Hello,

That's what was uploaded. NJ calls it the Certificate of Registration. For the registration no further uploads will be coming because it is completed.

Have a great day,

Leon Hicks
New Jersey Registered Agent LLC
525 Route 73 North Suite 104
Marlton, NJ 08053
(856) 452-1972
agent@newjerseyregisteredagent.com
www.newjerseyregisteredagent.com

Write us a review at:

[Google](#) [Yelp](#)

Note: this evidences that the
certificate of authority + the
registration certificate are the
same thing in New Jersey. Registration
certificate provided.

Elena Yearly
CEO
EMY Consulting LLC

Elena Yearly

From: Elena Yearly
Sent: Monday, February 10, 2025 5:56 PM
To: agent@newjerseyregisteredagent.com
Subject: RE: Re: Certificate of Good Standing for EMV Consulting to Get Registered in New Jersey and for Certificate of Authority.

Hi Blair,

Thanks for all your help. I see that the registration certificate was uploaded to the portal and I received a notice that I could start doing business in New Jersey. That is excellent news.

Will a certificate of authority be forthcoming next? And, if so, when do you anticipate that being uploaded?

Thanks,
Elena

From: agent@newjerseyregisteredagent.com <agent@newjers3yregisteredagent.com>

Sent: Monday, February 10, 2025 10:51 AM

To: Elena Yearly <eyearly@emyconsulting.biz>

Subject: Re: Re: RE: Certificate of Good Standing for EMV Consulting to Get Registered in New Jersey and for Certificate of Authority.

Hey there,

No problem :)

I have put in the refund request.

Please allow 7-10 business days for the refund to reflect on the card used to pay.

Once the filers look over your document, they will proceed with the registration.

Let us know if you need anything else.

Have a good one!

NEW JERSEY DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES

CERTIFICATE OF REGISTRATION

EMY CONSULTING LLC
0451240121

The above-named FOREIGN LIMITED LIABILITY COMPANY was duly filed in accordance with New Jersey State Law on 02/10/2025 and was assigned identification number 0451240121. Following are the articles that constitute its original certificate.

1. **Name:**
EMY CONSULTING LLC
2. **Registered Agent:**
REGISTERED AGENTS INC
3. **Registered Office:**
FIVE GREENTREE CENTRE,
525 RT. 73 N STE 104
MARLTON, NEW JERSEY 08053
4. **Business Purpose:**
PROVIDE E-RATE CONSULTING SERVICES IN THE STATE OF NEW JERSEY
5. **Incorporated Under the Laws of:**
VIRGINIA ON 12/19/2013
6. **Effective Date of this filing is:**
02/10/2025
7. **Main Business Address:**
FIVE GREENTREE CENTRE,
525 RT. 73 N STE 104
MARLTON, NEW JERSEY 08053

Signatures:

ROBIN JONES
AUTHORIZED REPRESENTATIVE



Certificate Number : 4269254586

Verify this certificate online at

https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp

IN TESTIMONY WHEREOF, I have
hereunto set my hand and
affixed my Official Seal
10th day of February, 2025

A handwritten signature in cursive script, appearing to read "Elizabeth Maher Muoio".

Elizabeth Maher Muoio
State Treasurer

CONTRACTOR TRADE LICENSES - RETURN WITH BID

All bidders are to submit with their proposal all current, valid contractor or trade licenses as issued by the New Jersey Division of Consumer Affairs, for any trade or specialty area the contractor seeks to perform work for this particular proposal.

- This is N/A for any consulting LLC
y

Sample Contractor Trade License

THIS DOCUMENT IS PRINTED ON WATERMARKED PAPER, WITH A MULTICOLORED BACKGROUND AND MULTIPLE SECURITY FEATURES. PLEASE VERIFY AUTHENTICITY.

NOT AN
ELECTRICIAN'S
OR PLUMBER'S
LICENSE

State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Division of Consumer Affairs
HAS REGISTERED

ABC CONSTRUCTION
123 YOUR BLOCK
ANYTOWN USA
FOR PRACTICE IN NEW JERSEY AS A(N): Home Improvement Contractor

11/01/2013 TO 12/31/2014
VALID

1234567890123
LICENSE REGISTRATION CERTIFICATION #

Signature of Licensee/Registrant/Certificate Holder

E-Verify

CONTRACTOR'S REGISTRATION EVIDENCE — "Public Works Contractor Registration Act"

A. Valid Certificate – Receipt of Bid

All Contractors must adhere to the provisions of the Public Works Contractor Registration Act - N.J.S.A. 34:11-56.48 et. seq. The PWCRA requires that *"No contractor shall bid on any contract for public work as defined in N.J.S.A. 34:11-56.26 unless the contractor is registered pursuant to this act."* The law requires that all contractors and sub-contractors named in the proposal possess a valid certificate at the time the proposal is received by the contracting unit, in this case the ESCNJ.

B. Submission of Certificate – Receipt of Bid; Prior to Award--Mandatory

All bidders are requested to submit with the bid package or prior to the award of contract, a current Public Works Contractor Registration Certificate that was issued prior to the receipt of the bid.

The vendor(s) who is deemed to receive the contract award must submit a copy of the current New Jersey Department of Labor and Workforce Development Public Works Contractor Registration Certificate, and if applicable, copies of certifications of all listed subcontractors, prior to the award of contract. **If the successful vendor fails to provide copies of certificates prior to the award of contract, the bid shall be rejected as non-responsive.**

For more information contact:

Contractor Registration Unit
Division of Wage and Hour Compliance
New Jersey Department of Labor & Workforce Development
PO Box 389
Trenton, New Jersey 08625-0389
Tel: 609-292-9464
Fax: 609-633-8591
E-mail: wage.hour@dol.nj.gov
Web site: lwd.dol.state.nj.us/labor/wagehour/content/contact_us.html

PRE-QUALIFICATION OF BIDDERS

A. DPMC Prequalification-- Pursuant to N.J.S.A. 18A:18A-26, 27 et seq., all Bidders on any contract for public works which the entire cost of the contract exceeds \$20,000, must be pre-qualified by the Department of Treasury, Division of Property Management and Construction, as to charter and amount of public work on which they may submit bids. No person shall be qualified to bid on any public work contract with the Commission if he has not submitted a statement to the Department of Treasury, Division of Property Management and Construction which fully develops the financial ability, adequacy of plant and equipment, organization and prior experience of the prospective bidder, and such other pertinent and material facts, within a period of one year preceding the date of opening of the bids for such contract.

NJSDA Prequalification--- Pursuant to N.J.S.A. 18A:7G-33, all contractors bidding on any contract for a School Facilities Project as defined in N.J.A.C. 6A:26-1.2, shall be prequalified with the New Jersey School Development Authority in the major construction trades listed in N.J.S.A. 18A:7G-33. Bidders will have to submit a Sworn Contractor Certification attesting to the NJSDA prequalification. Named subcontractors shall also be pre-qualified with the NJSDA—N.J.A.C. 6A:26-4.7 (b) (3).

Maintenance Projects—Contractors are reminded that maintenance projects solely to achieve the design life of a school facility and routine maintenance do not constitute a school facility project and therefore NJSDA prequalification is not a requirement. Reference N.J.A.C. 6A:26-1.2002E

B. Prequalification Affidavit--No Material Adverse Change

Every pre-qualified Bidder must submit with his proposal, a notarized affidavit setting forth the type of work and the amount of work for which he has been qualified, that there has been no material adverse change in his qualification information, the total amount of completed work on contracts at the time and date of the classification. **Any bid not including a copy of this affidavit shall be rejected as being non-responsive to bid requirements.** (N.J.S.A. 18A:18A-32)

C. Bidders shall furnish satisfactory evidence that he and his subcontractors have sufficient means and experience in the type of work to complete the project in accordance with the bid specifications. A subcontractor listing and bidder's personnel and experience sheet shall be submitted to the ESCNJ as part of the bidding documents. Where the Bidder intends to subcontract any portion of the project, the cost of which will exceed \$20,000.00, the sub-contractor shall be pre-qualified to perform the work and the bidder shall submit the requisite documentation pertaining to the sub-contractor in accordance with Paragraphs A and B above. The ESCNJ may make such additional investigations as it deems necessary to determine the ability, competence and financial responsibility of the bidder to perform their work. The bidder shall furnish the ESCNJ with the information and data for this purpose upon request. The ESCNJ reserves the right to reject any bid if the information fails to establish to the ESCNJ's satisfaction that the bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated here.

D. **Notice of Classification**--(For Contracts Exceeding \$20,000) N.J.S.A. 18A:18A-26 et seq., N.J.S.A. 52:35-1 et seq.

Each Bidder shall submit with his/her bid a copy of a valid and active Notice of Classification letter issued by the Department of Treasury, Division of Property Management and Construction as appropriate to the nature of the bid. **Any bid submitted to the ESCNJ under the terms of New Jersey Statutes not including a copy of a valid and active classification letter shall be rejected as being non-responsive to bid requirements.**

"The Co-op member, through its authorized agent, shall upon completion of the contract report to the State agency listed on the pre-qualification/classification letter as to the contractor's performance and shall furnish such report from time to time during performance if the contractor is then in default".

E. **Uncompleted Contracts**--(For Contracts Exceeding \$20,000) - N.J.A.C. 17:19-2.13(a)

The ESCNJ also requires that each bidder submit with his bid a certified Total Amount of Uncompleted Contracts form as prescribed by code. (Form DPMC 701). **Failure to submit this document will result in the rejection of the bid as being non-responsive.**

PREVAILING WAGES: CONSTRUCTION, ALTERATIONS, REPAIRS

The State of New Jersey Prevailing Wage Act, Chapter 150 Laws of 1963 with applicable wage rates by County as published by the Department of Labor and Workforce Development in conformance with N.J.S.A. 34:11-56:25, is hereby made a part of these Contract Documents. Copies of these wage rates may be obtained from the State Department of Labor and Workforce Development, and/or viewed at https://www.state.nj.us/labor/wagehour/wagerate/prevailing_wage_determinations.html <http://lwd.dol.state.nj.us/http://lwd.dol.state.nj.us/>, the Prevailing Wages Determination Section.

- **Compliance with New Jersey Prevailing Wage Act**

Every contractor and subcontractor performing services in connection with this project, shall pay all workers a wage rate not less than the published prevailing wage rates, for the locality the work is being performed, as designated by the New Jersey Department of Labor and Workforce Development.

- **Certified Payrolls**

Contractor agrees to submit to the Co-op member a certified payroll for each payroll period within ten (10) days of the payment of wages. Contractor further agrees that no payments will be made to the Contractor if certified payrolls are not received. It is the Contractor's responsibility to insure timely receipt by the district of certified payrolls.

- **Submission of Affidavit**

Before final payment, the contractor shall furnish the co-op member with an affidavit stating that all workers have been paid the prevailing rate of wages in accordance with State of New Jersey requirements. The contractor shall keep an accurate record showing the name, craft, or trade and actual hourly rate of wages paid to each workman employed by him in connection with this work. Upon request, the Contractor(s) and each Subcontractor shall file written statements certifying to the amounts then due and owing to any and all workmen for wages due on account of the work. The statements shall be verified by the oaths of the Contractor or Subcontractor, as the case may be.

- **Posting of Prevailing Wages**

The contractor shall post the prevailing wage rates for each craft and classification involved in the work, including the effective date of any changes thereof, in prominent and easily accessible places at the site of the work and in such place or places as used to pay workers their wages. (Reference 18A:7G-23 and N.J.S.A 34:11-56.32.)

- **Prevailing Wages Certification—Submission with Bid**

The bidder shall submit a Prevailing Wages Certification with its bid package.

- **Non-compliance Statement**

If it is found that any worker, employed by the contractor or any subcontractor covered by said contract, has been paid a rate of wages less than the prevailing wage required to be paid by such contract, the ESCNJ or co-op member may begin proceedings to terminate the contractor's or subcontractor's right to proceed with the work, or such part of the work as to which there has been a failure to pay required wages and to prosecute the work to completion or otherwise. The contractor and his sureties shall be liable for any excess costs occasioned thereby to the public body.

EQUIPMENT CERTIFICATION (N.J.S.A. 18A:18A-23)

Each Bidder shall provide a certification showing that he/she owns, leases or controls all the necessary equipment required by the specifications. If the Bidder is not the actual owner or lessee of any such equipment, he/she shall submit a certificate stating the source from which the equipment will be obtained and shall obtain a certificate from the owner and person in control of the equipment, definitely granting to the bidder the control of the equipment required during such time as may be necessary for the completion of that portion of the contract for which it is necessary.

The certificates are to be submitted with the bid. If the contract involves the installation of a manufactured system which requires the contractor to have special knowledge or training, or to be specifically certified by the manufacturer to install their system, this form is used to submit such required evidence of the bidder's approval from the manufacturer.

SUBCONTRACTING: ASSIGNMENT OF CONTRACT - RETURN WITH BID

Contractors, services providers, and all vendors with whom the ESCNJ has an executed contract, may not subcontract any part of any work done or assign any part of the contract for goods or materials for ESCNJ and Co-op members without first receiving written permission from the ESCNJ. Awarded vendors may add additional subcontractors after submitting the proper paperwork and upon approval from the ESCNJ. Under no condition will any work specified be subcontracted without the ESCNJ's prior written approval. **Failure to adhere to this requirement may result in revocation of a contract.**

Contractors, service providers, and vendors using subcontractors assume all responsibility for work performed by subcontractors. The ESCNJ must approve all subcontractors and will require the following documents to be secured from all approved subcontractors:

- Affirmative Action Evidence – Construction type contracts
- Americans with Disabilities Act of 1990
- Assurance of Compliance
- Certificate of Authority
- Certifications and Licenses as applicable
- Contractor's Registration Certificate (Public Works)
- Disclosure of Investment Activities in Iran
- Equipment Certification
- Insurance Certificate as outlined in the bid specifications;
- New Jersey Business Registration Certificate
- New Jersey School Development Authority Prequalification
- Notice of Classification Form (DPMC)
- Political Contribution Disclosure Form
- Prequalification Affidavit--No Material Adverse Change
- Prevailing Wages Compliance Certification
- Statement of Ownership (Ownership Disclosure Certification)
- Statement of Suspension or Debarment
- Subcontracting Assignments
- Sworn Contractor's Disclosure
- Total Amount of Uncompleted Contractor's Form—Certified (Form DPMC 701)
- Written certification that the subcontractor shall adhere to prevailing wages as provided through New Jersey State Law.

SUBCONTRACTING: ASSIGNMENT OF CONTRACT-continued

In cases of subcontracting, the Co-op member shall only pay the prime contractor. It is the sole responsibility of the prime contractor to ensure that all subcontractors are paid. The Co-op member shall not be responsible for payments to subcontractors and shall be held harmless against any or all claims generated against prime contractors for nonpayment to subcontractors. Transportation carriers hired by the vendor to deliver goods and materials are not considered to be subcontractors. All vendors are responsible for submitting subcontractor documentation.

Penalties – Unauthorized Subcontractors

The Co-op member may deduct the amount of \$1,000.00 (one thousand dollars) per day as a penalty, for each day a prime contractor uses a subcontractor without first receiving **written** permission as required.

Subcontractor Disclosure Statement

If the bidder intends to subcontract any work, please submit the completed **Subcontractor Disclosure Statement found in this bid document.**

SWORN CONTRACTOR CERTIFICATION – (Bidder's Certification)

Pursuant to N.J.S.A. 18A:7G-37, a pre-qualified contractor seeking to bid school facilities projects, and any subcontractors, that are required to be named under N.J.S.A. 18A:7G-1 et seq. shall, as a condition of bidding, submit this Sworn Contractor Certification regarding qualifications and credentials. **Failure to complete, sign and submit the certification may lead to the bid being rejected.**

AFFIRMATIVE ACTION—Construction Contracts—Acknowledgement –
RETURN WITH BID

The undersigned acknowledges and agrees to comply with the following:

AFFIRMATIVE ACTION—EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC CONTRACTS—EEO

The construction contractor shall complete and submit an Initial Project Workforce Report, **Form AA-201** listing their entire work force and all employees that may be used for any jobs under this ESCNJ Co-op contract with their bid submission. Proper completion and submission of this Report shall constitute evidence of the contractor's compliance with the regulations. Failure to submit this form may result in the contract being terminated. The awarded contractor(s) shall also complete and submit an Initial Project Workforce Report, **Form AA-201** to the owner before the start of any job entered into under this contract. The contractor also agrees to submit a copy of the Monthly Project Workforce Report, Form AA-202 once a month thereafter for the duration of the contract to the Department of Labor Workforce and Development and to the owner's Public Agency Compliance Officer.

All bidders should familiarize themselves with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq. MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE—EXHIBIT B. If awarded a contract, your company/firm will be required to comply with the above requirements.

Contractors and vendors are to familiarize themselves with the following document:

Vendor/Contractor Guidelines for Awarded Public Contracts

The document may be obtained from the New Jersey Division of Purchase and Property, Contract Compliance and Audit Unit, Equal Employment Opportunity (EEO) Program website or by visiting the following link:

https://www.nj.gov/treasury/contract_compliance/https://www.state.nj.us/treasury/contract_compliance/pdf/vc.pdf

Name of Company EMY CONSULTING LLC

Address 4250 MERRIFAX DR. #600 P.O. Box _____

City, State, Zip Code ARLINGTON, VA 22203

Name of Authorized Representative Elena Yearly

Signature Elena Yearly Date 2/11/25

EXHIBIT B - RETURN WITH BID
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)
N.J.A.C. 17:27-1.1 et seq.
CONSTRUCTION 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 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.

When hiring or scheduling workers in each construction trade, the contractor or subcontractor agrees to make good faith efforts to employ minority and women workers in each construction trade consistent with the targeted employment goal prescribed by N.J.A.C. 17:27-7.2; provided, however, that the Dept. of LWD, Construction EEO Monitoring Program, may, in its discretion, exempt a contractor or subcontractor from compliance with the good faith procedures prescribed by the following provisions, A, B, and C, as long as the Dept. of LWD, Construction EEO Monitoring Program is satisfied that the contractor or subcontractor is employing workers provided by a union which provides evidence, in accordance with standards prescribed by the Dept. of LWD, Construction EEO Monitoring Program, that its percentage of active "card carrying" members who are minority and women workers is equal to or greater than the targeted employment goal established in accordance with N.J.A.C. 17:27-7.2. The contractor or subcontractor agrees that a good faith effort shall include compliance with the following procedures:

(A) If the contractor or subcontractor has a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor shall, within three business days of the contract award, seek assurances from the union that it will cooperate with the contractor or subcontractor as it fulfills its affirmative action obligations under this contract and in accordance with the rules promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as supplemented and amended from time to time and the Americans with Disabilities Act. If the contractor or subcontractor is unable to obtain said assurances from the construction trade union at least five business days prior to the commencement of construction work, the contractor or subcontractor agrees to afford equal employment opportunities minority and women workers directly, consistent with this chapter. If the contractor's or subcontractor's prior experience with a construction trade union, regardless of whether the union has provided said assurances, indicates a significant possibility that the trade union will not refer sufficient minority and women workers consistent with affording equal employment opportunities as specified in this chapter, the contractor or subcontractor agrees to be prepared to provide such opportunities to minority and women workers directly, consistent with this chapter, by complying with the hiring or scheduling procedures prescribed under (B) below; and the contractor or subcontractor further agrees to take said action immediately if it determines that the union is not referring minority and women workers consistent with the equal employment opportunity goals set forth in this chapter.

(B) EXHIBIT B - RETURN WITH BID
(C) MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
(D) N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)
(E) N.J.A.C. 17:27-1.1 et seq.
(F) CONSTRUCTION CONTRACTS-continued

(B) If good faith efforts to meet targeted employment goals have not or cannot be met for each construction trade by adhering to the procedures of (A) above, or if the contractor does not have a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor agrees to take the following actions:

(1) To notify the public agency compliance officer, the Dept. of LWD, Construction EEO Monitoring Program, and minority and women referral organizations listed by the Division pursuant to N.J.A.C. 17:27-5.3, of its workforce needs, and request referral of minority and women workers;

(2) To notify any minority and women workers who have been listed with it as awaiting available vacancies;

EXHIBIT B (Continued)

(3) Prior to commencement of work, to request that the local construction trade union refer minority and women workers to fill job openings, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade;

(4) To leave standing requests for additional referral to minority and women workers with the local construction trade union, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, the State Training and Employment Service and other approved referral sources in the area;

(5) If it is necessary to lay off some of the workers in a given trade on the construction site, layoffs shall be conducted in compliance with the equal employment opportunity and nondiscrimination standards set forth in this regulation, as well as with applicable Federal and State court decisions;

(6) To adhere to the following procedure when minority and women workers apply or are referred to the contractor or subcontractor:

(i) The contractor or subcontractor shall interview the referred minority or women worker.

(ii) If said individuals have never previously received any document or certification signifying a level of qualification lower than that required in order to perform the work of the construction trade, the contractor or subcontractor shall in good faith determine the qualifications of such individuals. The contractor or subcontractor shall hire or schedule those individuals who satisfy appropriate qualification standards in conformity with the equal employment opportunity and non-discrimination principles set forth in this chapter. However, a contractor or subcontractor shall determine that the individual at least possesses the requisite skills, and experience recognized by a union, apprentice program or a referral agency, provided the referral agency is acceptable to the Dept. of LWD, Construction EEO Monitoring Program. If necessary, the contractor or subcontractor shall hire or schedule minority and women workers who qualify as trainees pursuant to these rules. All of the requirements, however, are limited by the provisions of (C) below.

(iii) The name of any interested women or minority individual shall be maintained on a waiting list, and shall be considered for employment as described in above, whenever vacancies occur. At the request of the Dept. of LWD, Construction EEO Monitoring Program, the contractor or subcontractor shall provide evidence of its good faith efforts to employ women and minorities from the list to fill vacancies.

(iv) If, for any reason, said contractor or subcontractor determines that a minority individual or a woman is not qualified or if the individual qualifies as an advanced trainee or apprentice, the contractor or subcontractor shall inform the individual in writing of the reasons for the determination, maintain a copy of the determination in its files, and send a copy to the public agency compliance officer and to the Dept. of LWD, Construction EEO Monitoring Program.

(7) To keep a complete and accurate record of all requests made for the referral of workers in any trade covered by the contract, on forms made available by the Dept. of LWD, Construction EEO Monitoring Program and submitted promptly to the Dept. of LWD, Construction EEO Monitoring Program upon request.

(C) The contractor or subcontractor agrees that nothing contained in (B) above shall preclude the contractor or subcontractor from complying with the union hiring hall or apprenticeship policies in any applicable collective bargaining agreement or union hiring hall arrangement, and, where required by custom or agreement, it shall send journeymen and

EXHIBIT B - RETURN WITH BID
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)
N.J.A.C. 17:27-1.1 et seq.
CONSTRUCTION CONTRACTS-continued

trainees to the union for referral, or to the apprenticeship program for admission, pursuant to such agreement or arrangement. However, where the practices of a union or apprenticeship program will result in the exclusion of minorities and women or the failure to refer minorities and women consistent with the targeted county employment goal, the contractor or subcontractor shall consider for employment persons referred pursuant to (B) above without regard to such agreement or arrangement; provided further, however, that the contractor or subcontractor shall not be required to employ women and minority advanced trainees and trainees in numbers which result in the employment of advanced trainees and trainees as a percentage of the total workforce for the construction trade, which percentage significantly exceeds the apprentice to journey worker ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also, the contractor or subcontractor agrees that, in implementing the procedures of (B) above, it shall, where applicable, employ minority and women workers residing within the geographical jurisdiction of the union.

After notification of award, but prior to signing a construction contract, the contractor shall submit to the public agency compliance officer and the Dept. of LWD, Construction EEO Monitoring Program an initial project workforce report (Form AA-201) electronically provided to the public agency by the Dept. of LWD, Construction EEO Monitoring Program, through its website, for distribution to and completion by the contractor, in accordance with N.J.A.C. 17:27-7. The contractor also agrees to submit a copy of the Monthly Project Workforce Report once a month thereafter for the duration of this contract to the Dept. of LWD, Construction EEO Monitoring Program, and to the public agency compliance officer. The contractor agrees to cooperate with the public agency in the payment of budgeted funds, as is necessary, for on-the-job and/or off-the job programs for outreach and training of minorities and women.

(D) The contractor and its subcontractors shall furnish such reports or other documents to the Dept. of LWD, Construction EEO Monitoring Program as may be requested by the Dept. of LWD, Construction EEO Monitoring Program 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 Dept. of LWD, Construction EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq. (Revised: January, 2016)

Company EMY CONSULTING LLC
Signature Elena Yearly
Name ELENA YEARLY
Title CEO

Sample-AA201

FORM AA-201
Revised 11/11

STATE OF NEW JERSEY

DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT
CONSTRUCTION EEO COMPLIANCE MONITORING PROGRAM

INITIAL PROJECT WORKFORCE REPORT CONSTRUCTION

Official Use Only

Assignment

Code

For instructions on completing the form, go to: http://www.state.nj.us/treasury/contract_compliance/pdf/aa201ins.pdf

1. FID NUMBER		2. CONTRACTOR ID NUMBER		5. NAME AND ADDRESS OF PUBLIC AGENCY AWARDED CONTRACT						
				Name:						
3. NAME AND ADDRESS OF PRIME CONTRACTOR				Address:						
(Name)				CONTRACT NUMBER DATE OF AWARD DOLLAR AMOUNT OF AWARD						
(Street Address)				6. NAME AND ADDRESS OF PROJECT						
				Name:						
				Address:						
(City) (State) (Zip Code)				7. PROJECT NUMBER						
4. IS THIS COMPANY MINORITY OWNED [] OR WOMAN OWNED []		COUNTY		8. IS THIS PROJECT COVERED BY A PROJECT LABOR AGREEMENT (PLA)? YES <input type="checkbox"/>						
9. TRADE OR CRAFT	PROJECTED TOTAL EMPLOYEES				PROJECTED MINORITY EMPLOYEES				PROJECTED PHASE - IN DATE	PROJECTED COMPLETION DATE
	MALE		FEMALE		MALE		FEMALE			
	J	AP	J	AP	J	AP	J	AP		
1. ASBESTOS WORKER										
2. BRICKLAYER OR MASON										
3. CARPENTER										
4. ELECTRICIAN										
5. GLAZIER										
6. HVAC MECHANIC										
7. IRONWORKER										
8. OPERATING ENGINEER										
9. PAINTER										
10. PLUMBER										
11. ROOFER										
12. SHEET METAL WORKER										
13. SPRINKLER FITTER										
14. STEAMFITTER										
15. SURVEYOR										
16. TILER										
17. TRUCK DRIVER										
18. LABORER										
19. OTHER										
20. OTHER										

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

(Signature)

10. (Please Print Your Name)

(Title)

(Area Code)

(Telephone Number)

(Ext.)

(Date)

INSTRUCTIONS FOR COMPLETING THE INITIAL PROJECT
WORKFORCE REPORT – CONSTRUCTION (AA201)

✓ this is the case
for
EME CONSULTING
LLC
by

DO NOT COMPLETE THIS FORM FOR GOODS AND/OR SERVICE CONTRACTS

1. Enter the Federal Identification Number assigned to the contractor by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for but not yet issued, or if your business is such that you have not or will not receive a Federal Identification Number, enter the social security number assigned to the single owner or one partner, in the case of a partnership.
2. Note: The Department of Labor & Workforce Development, Construction EEO Monitoring Program will assign a contractor ID number to your company. This number will be your permanently assigned contractor ID number that must be on all correspondence and reports submitted to this office.
3. Enter the prime contractor's name, address and zip code number.
4. Check box if Company is Minority Owned or Woman Owned
5. Enter the complete name and address of the Public Agency awarding the contract. Include the contract number, date of award and dollar amount of the contract.
6. Enter the name and address of the project, including the county in which the project is located.
7. Note: A project contract ID number will be assigned to your firm upon receipt of the completed Initial Project Workforce Report (AA201) for this contract. This number must be indicated on all correspondence and reports submitted to this office relating to this contract.
8. Check "Yes" or "No" to indicate whether a Project Labor Agreement (PLA) was established with the labor organization(s) for this project.
9. Under the Projected Total Number of Employees in each trade or craft and at each level of classification, enter the total composite workforce of the prime contractor and all subcontractors projected to work on the project. Under Projected Employees enter total minority and female employees of the prime contractor and all subcontractors projected to work on the project. Minority employees include Black, Hispanic, American Indian and Asian, (J=Journey worker, AP=Apprentice). Include projected phase-in and completion dates.
10. Print or type the name of the company official or authorized Equal Employment Opportunity (EEO) official include signature and title, phone number and date the report is submitted.

This report must be submitted to the Public Agency that awards the contract and the Department of Labor & Workforce Development, Construction EEO Compliance Monitoring Program after notification of award, but prior to signing the contract.

THE CONTRACTOR IS TO RETAIN A COPY AND SUBMIT COPY TO THE PUBLIC AGENCY AWARDING THE
CONTRACT AND FORWARD A COPY TO:

NEW JERSEY DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT
CONSTRUCTION EEO COMPLIANCE MONITORING UNIT
P.O. BOX 209
TRENTON, NJ 08625-0209
(609) 292-9550

EQUIPMENT CERTIFICATION - RETURN WITH BID

In accordance with N.J.S.A. 18A:18A-23, I hereby certify that

A) EMY CONSULTING LLC owns all the necessary equipment as required by the
Name of Company
specifications and to complete the specified public work project.
or

B) _____ leases or controls all the necessary equipment as
required
Name of Company
by the specifications and to complete the specified public work project.

PLEASE NOTE: If your company is not the actual owner of the equipment, **you shall submit with the bid:**

1. A certificate stating the source from which the equipment will be obtained and
2. Obtain and submit with the bid a certificate from the owner and person in control of the equipment, definitely granting to the bidder the control of the equipment required during such time it may be necessary for the completion of that portion of the contract for which said equipment will be necessary.

Name of Company EMY CONSULTING LLC

Authorized Agent

Title CEO

Authorized Signature Elena Yearly

PRE-QUALIFICATION AFFIDAVIT—NO MATERIAL ADVERSE CHANGE - RETURN WITH BID

The below affidavit must be submitted with your bid for projects over \$20,000.00 pursuant to N.J.S.A. 18A:18A-32:

I, GLENN YERBY of the City of Charlottesville
in the County of FAIRFAX and the State of VIRGINIA

of full age, being duly sworn according to law on my oath depose and say that:

No Material Adverse Change in Qualification

I am CEO (Position in Company), and the bidder for the above named project. The answers to the following statements are true and correct and that there has been no material adverse change in the qualification information subsequent to the latest statement submitted as required (N.J.S.A. 18A:18A-32 et seq.) as amended, except as set forth herewith. I further certify that there is not now pending any litigation or other action that may jeopardize my rating, status or contract limits from their current limits.

Notice of Classification (DPMC 27)

EMV CONSULTING LLC (Name of Company) is classified by the State of New Jersey pursuant to N.J.S.A. 52:35-1 et seq. This Classification became effective (Date) TBD

Type of Contract/Trade Classified: _____

Classification Approved Amount \$ _____

A copy of my valid and active prequalification/classification certificate from the Department of Treasury, Division of Property Management and Construction has been submitted with this bid.

Total Amount of Uncompleted Contracts (DPMC 701) - TBD

The total amount of uncompleted work is \$ _____ as of _____ (Date).

A copy of the company's Total Amount of Uncompleted Contracts form is required to be submitted with the bid.

NJSDA Prequalification - TBD

The _____ (Name of Company), pursuant to N.J.S.A. 18A:7G-33, is prequalified with the NJSDA on contracts for "school facilities" projects as defined by code. NJSDA prequalification is not a requirement for maintenance projects.

Glenn Yerby Signature of Authorized Representative Date 2/10/25

Sworn and subscribed to before me this 10th day of Feb in the Year 2025

[Signature] Signature of Notary Notary Public of FAIRFAX / VIRGINIA
Print Name of Notary

My Commission Expires: 1 Month 31 Day 2025 Year SEAL



PREVAILING WAGES COMPLIANCE CERTIFICATION - RETURN WITH BID

It is the determination of the ESCNJ that this is a public works project that in total will exceed \$2,000.00 (two thousand dollars), therefore prevailing wages rules and regulations apply as promulgated by the New Jersey Prevailing Wage Act and in conformance with N.J.S.A. 34:11-56:25 et seq.

CERTIFICATION

1. I certify that our company understands that this project of the ESCNJ or its Co-op members requires prevailing wages to be paid in full accordance with the law.
2. I further certify that all subcontractors named in this bid understand that this project requires the subcontractor to pay prevailing wages in full accordance with the law.

Non-compliance Statement

If it is found that any worker, employed by the contractor or any subcontractor covered by said contract, has been paid a rate of wages less than the prevailing wage required to be paid by such contract, the ESCNJ or its members may begin proceedings to terminate the contractor's or subcontractor's right to proceed with the work, or such part of the work as to which there has been a failure to pay required wages and to prosecute the work to completion or otherwise. The contractor and his sureties shall be liable for any excess costs occasioned thereby to the public body.

NOTIFICATION OF VIOLATIONS – New Jersey Department of Labor and Workforce Development

Has the bidder or any person having an "interest" with the bidder, been notified by the New Jersey Department of Labor and Workforce Development by notice issued pursuant to N.J.S.A. 34:11-56:37 that he/she has been in violation for failure to pay prevailing wages as required by the New Jersey Prevailing Wage Act within the last five (5) years?

* Yes _____ No X

*If yes, please attach a signed document explaining any/or all administrative proceedings with the Department within the last five (5) years. Please include any pending administrative proceedings with the Department if any.

Submission of Certified Payroll Records

All certified payroll records are to be submitted to the member/person who is coordinating the activities for the project.

Name of Company: EMY CONSULTING LLC

Authorized Agent: ELENA YEARLY

Title of Authorized Agent: CEO

Authorized Signature: Elena Yearly

SUBCONTRACTOR'S DISCLOSURE FORM - RETURN WITH BID

If the bidder **will** subcontract any part of their services /installation award, the bidder **must** do the following:

Provide the name, address and other pertinent information about the subcontractor;*

Please list subcontractor(s) here.

**Failure to identify the names and addresses of any subcontractors required to be named in the bid, or to submit the appropriate documents for each such subcontractor, may be cause for the bid to be rejected as being non-responsive.*

1. Sub-Contractor for EMY CONSULTING

Name of Subcontracting Company EDUCATIONAL PROFESSIONAL SERVICES

Address 5687 MIA JOLKE DRIVE, SUITE 202 DUBLIN, OHIO 43016

City, State, Zip DUBLIN, OHIO 43016

Telephone 225-931-6032

Fax 225-224-2785

E-Mail TERIL@ENRATESUPPORT.ORG

FEIN No 27-2374814

Authorized Agent TERI LAWRENCE

Title CEO, E-RATE CONSULTANT
CCRN 16091123

Certification of Equipment

The EMY CONSULTING LLC hereby certifies the above named

Name of Bidding Company

subcontractor has the personnel, equipment, experience, financial and sufficient means to complete their portion of the contract in full accordance with the bid specifications.

ELENA YE ARMY
Authorized Agent (Print)—Bidder

Elena Yearly
Signature of Authorized Agent—Bidder

Bidders may make extra copies of this page to list additional subcontractors and subcontractors may be added throughout the life of the bid after receiving approval from the ESCNJ.

SUBCONTRACTOR'S DISCLOSURE FORM (Continued) - **RETURN WITH BID**

If the bidder **will** subcontract any part of their services /installation award, the bidder **must** do the following:

Provide the name, address and other pertinent information about the subcontractor;*

Please list subcontractor(s) here.

**Failure to identify the names and addresses of any subcontractors required to be named in the bid, or to submit the appropriate documents for each such subcontractor, may be cause for the bid to be rejected as being non-responsive.*

1. Sub-Contractor for **Other** (No other subcontractors currently)
Name of Subcontracting Company _____
Address _____
City, State, Zip _____
Telephone _____ Fax _____
E-Mail _____ FEIN No _____
Authorized Agent _____ Title _____

Certification of Equipment

The _____ hereby certifies the above named

Name of Bidding Company

subcontractor has the personnel, equipment, experience, financial and sufficient means to complete their portion of the contract in full accordance with the bid specifications.

Authorized Agent (Print)—Bidder

Signature of Authorized Agent—Bidder

Bidders may make extra copies of this page to list additional subcontractors and subcontractors may be added throughout the life of the bid after receiving approval from the ESCNJ.

Sworn Contractor Certification; Qualifications and Credentials
(Bidder's Certification) - RETURN WITH BID

Pursuant to N.J.S.A. 18A:7G-37, a pre-qualified contractor seeking to bid school facilities projects, and any subcontractors, that are required to be named under N.J.S.A. 18A:7G-1 et seq. shall, as a condition of bidding, submit this Sworn Contractor Certification regarding qualifications and credentials.

I, Elena YERRY the principal owner or officer of the company certify that the forgoing statements are true and our firm has the following qualifications and credentials:

1. A current, valid certificate of registration issued pursuant to "The Public Works Contractor Registration Act," N.J.S.A. 34:11-56:48 et seq. A copy of which is submitted with its bid;
2. A current, valid Certificate of Authority to perform work in New Jersey issued by the Department of Treasury, a copy of which is submitted with its bid;
3. A current valid contractor trade license required under applicable New Jersey Law for any specialty trade or specialty area in which the firm seeks to perform work, a copy of which is submitted with its bid; -MA
4. During the term of the project, I as principal owner or officer of the company or corporation, as contractor, will have in place a suitable quality control and quality assurance program and appropriate safety and health plan.
5. Certify that, at the time of bidding, the amount of the bid proposal and value of all of its outstanding incomplete contracts does not exceed the firm's existing aggregate rating limit.

Name of Company EM Y CONSULTING LLC

Name of Owner or Officer ELENA YERRY

Signature of Owner or Officer Elena Yerry

Notarized before me this 10TH day of Feb, 2025
Month Year

[Signature]
NOTARY PUBLIC SIGNATURE

Yamamah Hussein Kattan
Print Name of Notary Public

My commission expires 31 1 2025
Month Day Year

-SEAL-





RETURN WITH BID

State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
33 W. STATE STREET
PO BOX 034
TRENTON, NEW JERSEY 08625-0034

REPLY TO:
TEL: (609) 943-3400
FAX: (609) 292-7651

TOTAL AMOUNT OF UNCOMPLETED CONTRACTS

(This form is to be used with the NOTICE OF CLASSIFICATION when submitting bids to the ESCNJ.) I certify
that the amount of uncompleted work on contracts is \$ 0.

The amount claimed includes uncompleted portions of all currently held contracts from all sources (public and private) in accordance with N.J.A.C. 17:19-2.13.

I further certify that the amount of this bid proposal, including all outstanding incomplete contracts does not exceed my prequalification dollar limit.



Affix
corporate
seal here

EMY CONSULTING LLC
Name of Firm

Elena Yealy
Signature
CEO

Title
4250 N. FAIRFAX DR. #600
ARLINGTON, VA 22203

Address
703-943-8129

Phone
[Signature]

Sworn to and Subscribed before me

This day 10th of Feb 2025
Notary Public

DPMC 701 (3/15)



Vendor Contact Form - RETURN WITH BID

This page should be included in your electronic file in Word format

so that we can copy and paste into our website.

Please do not handwrite the information; type it in.

If you are awarded a contract with the ESCNJ, we will post this contact sheet on our website for members to contact. Please complete and include with your bid package. List the individual(s) who will be best equipped to handle calls from our 1,300+ members and have knowledge of your award.

Bid	Title of Bid: E-RATE CONSULTING-0000 Bid #
Vendor	EMY CONSULTING-LLC
Representative	ETENA YEARY
Address	4250 N. FAIRFAX DR. #600, ARLINGTON, VA 22203
Telephone #	703-943-8729
Fax #	
Email	Uyearly@EMYCONSULTING.BIZ
Website	WWW.EMYCONSULTING.BIZ

NEW JERSEY REQUIRED DOCUMENTS CHECKLIST – RETURN WITH BID

1.	Affirmative Action Construction Contracts Acknowledgement and Total Work Force/Employee AA201 (for Public Works contracts)	16.	NJ School Development Authority Prequalification (for Public Works contracts)
2.	Affirmative Action Questionnaire and supported documentation (current CEIR)	17.	Non-Collusion Affidavit Notarized and Sealed
3.	Americans with Disabilities Act of 1990	18.	Pre-Qualification Affidavit (Projects over \$20,000 in accordance with N.J.S.A. 18A:18A-26 et. seq.)
4.	Assurance of Compliance	19.	Prevailing Wage Certification (for Public Works contracts)
5.	Certificate of Authority	20.	Request for Clarifications Form
6.	Certificate of Insurance with the Educational Services Commission of New Jersey named as the certificate holder with Bid Title and Bid # (Upon award)	21.	Respondent Comment Form – Optional
7.	Chapter 271 Political Contribution Disclosure Form	22.	Statement of Ownership (Ownership Disclosure Certification)
8.	Dealer/Subcontractor Documents if applicable	23.	Statement of Suspension or Debarment Notarized & Sealed
9.	Disclosure of Investment Activities in Iran Form (for Public Works contracts)	24.	Sub-contractor's Disclosure Form(s)
10.	DPMC Notice of Classification Form	25.	Sworn Contractor Certification; Qualifications and Credentials (for Public Works contracts)
11.	Equipment Certification	26.	Total Amount of Uncompleted Contracts Form-Certified (DPMC Form 701) (for Public Works contracts)
12.	Exhibit B Mandatory Equal Employment Opportunity Language Construction Contracts	27.	Vendor Contact Form
13.	Licenses	28.	W-9 Form
14.	New Jersey Business Registration Certificate **(Received no later than the time of award)		
15.	New Jersey Public Works Contractor Certificate (for Public Works contracts)		

Signature: *Elena Gentry*

Please sign above indicating that you have included all of the required New Jersey documents on this checklist and return this checklist with your bid package.

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY Virginia

SS:

COUNTY OF FAIRFAX

I, ELONA YEARMY of the City of CHARLITY
in the County of FAIRFAX and the State of VIRGINIA
of full age, being duly sworn according to law on my oath depose and say that:

I am CEO of the EMY CONSULTING LLC
Title Name of Company

I am the respondent making the Proposal for this contract, and that I executed the said Proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential respondents, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named bid, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Educational Services Commission of New Jersey relies upon the truth of all statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said bid.

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 of bona fide established commercial or selling agencies maintained by

EMY CONSULTING, LLC

(Print Name of Contractor/Vendor)

Subscribed and sworn to,

Elona Yeamy
(SIGNATURE OF CONTRACTOR/VENDOR)

before me this 10th day of Feb, 2025
Month Year

[Signature]
NOTARY PUBLIC SIGNATURE

Yamamah Hussien Kattan
Print Name of Notary Public

My commission expires 1 31 2025
Month Day Year

SEAL



EXHIBIT _____

REQUESTS FOR CLARIFICATIONS FORM – PAGE 1

Pursuant to Paragraph _____ of the IFB:

ANY ISSUES THAT A BIDDER MAY HAVE WITH REGARD TO THE LEGAL OR TECHNICAL TERMS OF THE INVITATION FOR BIDS MUST BE RAISED IN THE QUESTION PERIOD AND RESOLVED BEFORE THE SUBMISSION OF A PROPOSAL. ACCEPTED BIDS WILL BE SUBJECT TO THE TERMS CONTAINED HEREIN AND IN THE CORE FORMS OF AGREEMENT ATTACHED AS EXHIBIT _____.

IF A BIDDER HAS A FORM OF AGREEMENT, LICENSE AGREEMENT OR OTHER TERMS AND CONDITIONS THAT ARE INTENDED TO BE PART OF THE BID, THE BIDDER SHOULD SUBMIT SUCH AGREEMENT OR TERMS AND CONDITIONS DURING THE QUESTION PERIOD AND ASK IF THEY ARE ACCEPTABLE.

PLEASE NOTE: 1) THIS FORM IS *NOT* TO BE CONSIDERED AS A REQUIREMENT TO SUBMIT ALTERNATE "OR EQUAL" PRODUCTS FOR PRIOR APPROVAL. 2) ANY REQUESTED MODIFICATIONS RESULTING TO A MATERIAL CHANGE IN THE TERMS AND CONDITIONS WILL RESULT IN A FORMAL ADVERTISED ADDENDUM ISSUED TO ALL BIDDERS.

ANY REQUEST FOR MODIFICATION NOT RESULTING IN A FORMAL ADDENDUM IS DEEMED TO BE REJECTED.

FINAL BIDS CONTAINING MATERIAL DEVIATIONS *WILL* BE REJECTED.

If the Bidder seeks to request consideration of forms of agreement, license agreements or to modify core terms and conditions of the specifications or other criteria contained in this IFB and any addenda, they must be clearly stated below and on separate pages if necessary and attached to this page to be returned with your proposal.

I have read and understand the Requests for Clarifications Form. Please check one box below.

☐ **I AM** requesting clarifications to this IFB.

☒ **I AM NOT** requesting clarifications to this IFB.

Company Name ETMY CONSULTING LLC

Authorized Signature Elena Yarly

Company Address 4250 N. PARKWAY DR. #600
ARLINGTON, VA 22203

Printed Name ELENA YERLY

Title CEO

Telephone 703-943-8129

REQUESTS FOR CLARIFICATIONS FORM – PAGE 2

**REQUESTED MODIFICATIONS, CLARIFICATIONS OR DOCUMENTS TO BE CONSIDERED
ARE NOTED AS FOLLOWS:**

Please attach copies of any documents to be considered.

Exceptions also noted on the _____.

RESPONDENT'S COMMENT FORM

This form is for Respondent's use in offering voluntary alternates, or other comments intended to afford the ESCNJ information or opportunities to improve the quality of the project, without invalidating the bid proposal. It may *not* be used to take exception to specific conditions of the project defined in the contract documents which the Respondent does not like. The bid provided must be based upon the plans and specs, and all contract conditions, as stated. If these documents or conditions contain some untenable item, or extremely expensive provision, for example, to which the Respondent wishes to raise objection, this must be done at the pre-bid meeting, or in writing to the Architect through the question process outlined in the Instructions to Respondents. Such inquiries will have response issued by addendum only, and the resulting decision circulated to all Respondents of record. Inquiries raised too close to the bid date will not be able to be answered.

Name of Company

EMY CONSULTING LLC

Address

4250 N. FAIRFAX DR. #600

City, State, Zip Code

ARLINGTON, VA 22203

Name of Authorized Representative

Elena Yearney

Signature

Elena Yearney

Title

CEO

Date

W9 Form

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Patrick F & Elena M Yearly

2 Business name/disregarded entity name, if different from above
EMY Consulting LLC

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☒ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any): _____

Exemption from FATCA reporting code (if any): _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
13406 Poplar Woods Court

6 City, state, and ZIP code
Chantilly VA 20151

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-				-				
--	--	--	---	--	--	--	---	--	--	--	--

or

Employer identification number

4	6	-	4	3	7	5	9	4	7
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ►

Elena Yearly

Date ►

1/3/25

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Part - Exceptions & Deviations

AEPA 025.5

E-Rate Consulting Services

Instructions

Use this form to submit any exceptions or deviations to any terms and conditions requested in this solicitation. Please use the numbering system in the solicitation to refer to the term or condition for which you are providing alternative language. AEPA reserves the right to accept, deny, or negotiate terms and conditions acceptable to both parties. If you have no exceptions or deviations, you may leave the form blank or write "none" in the tables.

Submit this form with your response.

Company Information

Name of Company:	EMY Consulting, LLC
Company Address:	4250 N. Fairfax Drive, #600
City, State, zip code:	Arlington, VA 22203
Title:	CEO
Phone:	703-943-8129
Email:	eyearly@emyconsulting.biz

Exceptions

Instructions:

1. Mark "No" or "Yes" with an "X" below.
2. If "yes" is marked with an "X" below, insert answers into the form shown below, providing narrative explanations of exceptions. *(To insert more rows, hit the tab key from the last field in the last row and column.)*
3. If adding pages, the company name and identifying information as to which item the response refers must appear on each page.
4. Exceptions to local, state or federal laws cannot be accepted under this solicitation.

X	No , this respondent does not have exceptions to the Terms and Conditions incorporated in Parts A and B of this IFB.
	Yes , this respondent has the following exceptions to the Terms and Conditions incorporated in Parts A and/or B of this solicitation.

IFB Section and Page Number	Outline Number	Term and Condition	Exception

Deviations

Instructions:

1. Mark "No" or "Yes" with an "X" below.
2. If "yes" is marked with an "X" below, insert answers into the form shown below, providing narrative explanations of deviations. *(To insert more rows, hit the tab key from the last field in the last row and column.)*
3. If adding pages, the company name and identifying information as to which item the response refers must appear on each page.
4. Deviations to local, state, or federal laws cannot be accepted under this solicitation.

X	No , this respondent does not have deviations (exceptions or alternates) to the specifications listed in Part B of this solicitation.
	Yes , this respondent has the following deviations to the specifications listed in Part B of this solicitation.

Outline Number Part B	Specification (describe)	Details of Deviation



naire (Q-2

Instructions

- The Summary worksheet displays your overall progress for the assessment.
- The worksheets numbered from 1 to N represent question sets.
- For each question set, select a response from the dropdown (question in the table).
- If specific instructions have been provided for a given subset, review them.
- When pasting content, please use Paste Special as Text with the appropriate formatting.
- You can only submit text based responses, please do not use images or formulas.
- Please do not change the structure of any of the worksheets.
- Any additional information outside of the given structure of the worksheets will not be scored.
- Please do not save this file in a different format. Saving this file in a different format will result in data loss.
- Please do not use Excel formulas in your responses.
- Please follow the instructions provided along with this file to submit your responses.
- If you have any questions regarding the content of this file, please contact your administrator.
- If you have any technical problems, please contact Bonfire at support@bonfire.com.

8NT)

e questionnaire.

ts.

(if applicable) and enter a response comment for each

they will appear as a tooltip for a purple cell. Mouse-over to

out any formatting.

e special characters like emojis.

Changing the structure will invalidate your submission.

e worksheets will not be visible to the purchaser.

le in a different format will invalidate your submission.

ubmit it back to Bonfire.

ease contact the appropriate purchaser.

Support@GoBonfire.com.

Summary

Question Set	Questions	% Complete	
1	83	100.00%	<div></div>
2	30	100.00%	<div></div>
3	3	100.00%	<div></div>
Total	116	100.00%	<div></div>

Progress		Error?
<div></div>		Complete: no errors
<div></div> <div></div>		Complete: no errors
<div></div>		Complete: no errors
<div></div> <div></div> <div></div>		

Question Set 1: Company Information

Question Set 1 Instructions

Generally, AEPA will not accept an offer from a business that is less than five (5) years old or which fails to demonstrate and/or establish a proven record of business. If the respondent has recently purchased an established business or has proof of prior success in either this business or a closely related business, provide written documentation and verification in response to the questions below. AEPA reserves the right to accept or reject newly formed companies based on information provided in this response and from its investigation of the company.

#	Question	Response	Comment	Status
1.0.1	Name of Company:	EMY Consulting LLC	Formed in 2013; Provides an array of consulting services. Specialization in E-Rate Consulting and Auditing Services	Complete
1.0.2	Company Address:	4250 N. Fairfax Drive.#600		Complete
1.0.3	City, State, zip code:	Arlington, VA 22203		Complete
1.0.4	Website:	www.emyconsulting.biz		Complete
1.0.5	Contact Person:	Elena Yearly	E-Rate Specialist with auditing background. Auditing E-Rate since 2008.	Complete
1.0.6	Title:	CEO		Complete
1.0.7	Phone:	703-943-1829		Complete
1.0.8	Email:	eyearly@emyconsulting.biz		Complete
1.0.9	Is this Business a Public Company?	No		Complete
1.0.10	Is this Business a Privately Owned Company?	Yes	Formed in 2013 as an Limited Liability Company (LLC) .	Complete
1.0.11	In what year was this business started under its present name?	2013		Complete
1.0.12	Under what additional, or, former name(s) has your business operated?	Not Applicable	There are no additional or former names for this business.	Complete
1.0.13	Is this business a corporation? If yes, complete the following questions.	No		Complete
1.0.14	Date of Incorporation:	Not Applicable		Complete
1.0.15	State of Incorporation:	Not Applicable		Complete
1.0.16	Name of President:	Not Applicable		Complete
1.0.17	Name(s) of Vice President(s):	Not Applicable		Complete
1.0.18	Name of Treasurer:	Not Applicable		Complete
1.0.19	Name of Secretary:	Not Applicable		Complete
1.0.20	Is this business a partnership? If yes, complete the following questions.	No		Complete
1.0.21	Date of Partnership:	Not Applicable		Complete
1.0.22	State Founded:	Not Applicable		Complete
1.0.23	Type of Partnership, if applicable:	Not Applicable		Complete
1.0.24	Name(s) of General Partner(s):	Not Applicable		Complete
1.0.25	Is this business individually owned? If yes, complete the following questions.	Yes	EMY is owned by Elena Yearly, CEO	Complete
1.0.26	Date of Purchase:	Not Applicable		Complete
1.0.27	State Founded:	Virginia		Complete
1.0.28	Name of Owner/Operator:	Elena Yearly		Complete
1.0.29	Is this business different from those identified above?	No		Complete
1.0.30	If yes, describe the company's format, year and state of origin and names and titles of the principals.	Not Applicable		Complete
1.0.31	Is this business women-owned?	Yes	EMY is third-party certified by WBENC as a woman-owned business.EMY is 100% owned by Elena Yearly, CEO	Complete
1.0.32	Is this business minority-owned?	No		Complete
1.0.33	Does this business have an Affirmative Action plan/statement?	Yes	EMY's Affirmative Action Policy states the following: It is the policy of EMY Consulting LLC to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities and participation in all company-sponsored employee activities. (Note: This is the main tenet of the EMY Statement EMY maintains a fully developed.	Complete
1.0.34	Enter business headquarters location including address, city, state, zip, phone number.	4250 N. Fairfax Drive.#600, Arlington, VA 22203		Complete
1.0.35	How long have you been at this location?	4 years		Complete
1.0.36	Enter business branch locations, if any. Include address, city, state, zip, phone number for each.	Not Applicable		Complete
Sales History				?
1.1.1	What percentage of your annual sales comes from public entities?	75%	The remaining 25% are annual sales stemming from consulting, coaching and speaking services provided to nonprofit organizations and the private sector.	Complete

1.1.2	Provide your business's annual sales for 2022 for K-12 schools.	\$600,000	This represents the annual business sales for EMY's teaming partner and subcontractor in this RFP response - Educational Professional Services LLC (EPS) for FY22 for K-12 schools. (Note: See Supporting Information submitted with this RFP response for further clarification regarding the.	Complete
1.1.3	Provide your business's annual sales for 2023 for k-12 schools.	\$489,000	This represents the annual business sales for EMY's teaming partner and subcontractor in this RFP response - Educational Professional Services LLC (EPS) for FY23 for K-12 schools. (Note: See Supporting Information submitted with this RFP response for further clarification regarding the.	Complete
1.1.4	Provide your business's annual sales for 2022 for cities, counties, and other public entities.	\$396,000	This represents the annual business sales for EMY Consulting LLC (EMY) for FY22 for cities, counties and federal public entities.	Complete
1.1.5	Provide your businesses annual sales for 2023 for cities, counties, and other public entities.	\$545,000	This represents the annual business sales for EMY Consulting LLC (EMY) for FY23 for cities, counties and federal public entities.	Complete
1.1.6	Provide your business's annual sales for 2022 for higher education.	0	Although a current target for revenue growth, we did not have higher education revenues in FY22.	Complete
1.1.7	Provide your business's annual sales for 2023 for higher education.	0	Although a current target for revenue growth, we did not have higher education revenues in FY23.	Complete
1.1.8	Provide your business's annual sales for 2022 for K-12 schools for products and services that meet the scope of work in this solicitation.	\$600,000	This represents the annual business sales for EMY's teaming partner and subcontractor in this RFP response - Educational Professional Services LLC (EPS) for FY22 for K-12 schools. (Note: See Supporting Information submitted with this RFP response for further clarification regarding the.	Complete
1.1.9	Provide your business's annual sales for 2023 for k-12 schools for products and services that meet the scope of work in this solicitation.	\$490,000	This represents the annual business sales for EMY's teaming partner and subcontractor in this RFP response - Educational Professional Services LLC (EPS) for FY23 for K-12 schools. (Note: See Supporting Information submitted with this RFP response for further clarification regarding the.	Complete
1.1.10	Provide your business's annual sales for 2022 for cities, counties, and other public entities for products and services that meet the scope of work in this solicitation.	\$396,000	This represents the annual business sales for EMY Consulting LLC (EMY) for FY22 for cities, counties and federal public entities.	Complete
1.1.11	Provide your businesses annual sales for 2023 for cities, counties, and other public entities for products and services that meet the scope of work in this solicitation.	\$545,000	This represents the annual business sales for EMY Consulting LLC (EMY) for FY23 for cities, counties and federal public entities.	Complete
1.1.12	Provide your business's annual sales for 2022 for higher education for products and services that meet the scope of work in this solicitation.	0	Although a current target for revenue growth, we did not have higher education revenues in FY22.	Complete
1.1.13	Provide your business's annual sales for 2023 for higher education for products and services that meet the scope of work in this solicitation.	0	Although a current target for revenue growth, we did not have higher education revenues in FY23.	Complete
Key Contacts				?
1.2.1	Contract Manager	Elena Yearly	CEO Responsibility	Complete
1.2.2	Sales Manager	Elena Yearly; Teri Lawrence	CEO Responsibility	Complete
1.2.3	Marketing Manager	Abhigeetha Periyasamy	Marketing and Social Media Consultant	Complete
1.2.4	Customer & Support Manager	Elena Yearly	CEO Responsibility	Complete
1.2.5	Distributors, Dealers, Installers, Sales Reps	Not Applicable	Under the purview of EMY's Chief Operating Officer	Complete
1.2.6	Consultants & Trainers	Elena Yearly	CEO Responsibility	Complete
1.2.7	Technical, Maintenance & Support Services	Patrick Yearly	COO Responsibility	Complete
1.2.8	Quotes, Invoicing & Payments	Patrick Yearly	COO Responsibility	Complete
1.2.9	Warranty & After the Sale	Patrick Yearly	COO Responsibility	Complete
1.2.10	Financial Manager	Elena and Patrick Yearly	Shared CEO and COO Responsibility	Complete
1.2.11	Provide total number and location of salespersons employed by your business in the United States by city and state.	4	Location #1: Chantilly and Arlington Virginia Location #2: Dublin, Ohio Location #3: Atlanta, Georgia	Complete
Sales Training				?
1.3.1	Describe how your company will implement training and knowledge of the contract with your respective sales force. Furthermore, describe how your company plans to support and train your sales force on a national, regional, or local level and generally assist with the education of sales personnel about the resulting contract.	Training is a core competency of EMY and EPS. Our training sessions tend to focus on real time updates of USAC and FCC requirements. We are positioned to provide training through a variety of training options to existing and newly boarded sales team members as well as E-Rate applicants: in-person formal training sessions (lasting anywhere from 2 hours to 2 days) or virtual webinars that are of shorter duration. We are also working towards an on demand delivery model as well. Key to providing E-Rate Program Training support is to meet the attendees where they are. We evaluate the current knowledge of the individual or groups and then structure the E-Rate training. EMY and EPS can certainly service up to 30 states. However, our plan and approach would actually start out with a more targeted regional approach. This allows us to capitalize on the states and regions where we already have a presence and/or are well known allowing us to leverage an established footprint of success in providing E-Rate Program services. For instance, we would tend to focus on Regions 2,3,5 and 6 at the outset. If however, we are desiring to service a State in Regions 1, 4 and 7, we will work with our national network to participate in the states in those regions.	EMY's CEO, Elena Yearly, has a 20+ year track record in presenting, speaking, training, teaching and facilitation. She was instrumental in establishing a two-day training curriculum on the E-Rate Program while employed at KPMG. She has established training that also incorporates the auditing side of USAC E-Rate compliance and performance evaluations. This has also been incorporated into her training on E-Rate over the years. EPS's CEO, Dr. Teri Lawrence, is a well recognized subject-matter expert in E-Rate. She develops and delivers compliance and hand-on training that has been provided at the national, regional and local levels. Through the combined efforts mentioned above, both EMY and EPS are well positioned to collaborate and combine their respective knowledge as it pertains to the E-Rate Program to develop and deliver tailored training that aligns with the needs of the various audiences being trained.	Complete
1.3.2	What is your company's plan, if your company were awarded the contract, to service up to 30 states (or the region awarded in a regional bid). Describe if your company has a national sales force, dealer network, or distributor(s) with the ability to call on eligible agencies in the participating states in AEPA.		Our national network consists of leveraging relationships with the State E-Rate Coordinators Alliance (SECA) and to also contact and work with E-Rate State Coordinators. Through our established relationship with other small business teaming partners who service certain states and maintain a geographic presence in certain states (i.e., Louisiana), we are positioned to also bring in other subcontractors on an as needed basis to service AEPA members with their E-Rate Program needs. Other teaming partners and already formed relationships that we would plan to leverage are with E-Rate vendors such as Cox Communications, Dell, CDW and others.	Complete
Products & Services				?

1.4.1	Provide a description of the Products, Services & Solutions to be provided by the product category set forth in Part B - Specifications. The primary objective is for each Supplier to provide its complete product, service, and solutions offerings that fall within the scope of this solicitation so that participating agencies may order a range of products as appropriate for their needs.	EMY has uploaded a nine-page "supporting information" document that helps to address the nature of and depth of our service offerings and solutions. This was intended to provide further details to support our response to Question 1.4.1.	The EMY and EPS E-Rate Program service line consists of services and solutions only. We do not provide products. Our services and solutions are holistic and provide the consulting support that E-Rate Program applicants need. Our approach is multi-faceted. At the outset with a new client, it is important that we perform a "current state assessment." This allows us to see where the client is today and the status of their knowledge around the E-Rate Program. Once this is established, we are positioned to provide the type of tailored services that make sense for that particular client.	Complete
Distribution				
1.5.1	Describe how your company proposes to distribute the products and services nationwide, regionally, or at the local level.	We do not supply products; consulting services only.	Our distribution network is broad nationally. This happens through a combination of efforts that involve, yet are not limited to, attending all the large educational conferences such Consortium for School Networking (CoSN), Schools Libraries and Health Centers Broadband (SHLB) and Louisiana Association of Computer Using Educators (LACUE) and through networking at USAC annual training events in Washington DC.	Complete
1.5.2	Provide the type (service/support or distribution) and location of centers that support the United States by name, city and state.	This is not applicable.	We do not have distribution centers in the U.S.	Complete
1.5.3	Describe the criteria and process by which your company selects and approves subcontractors, distributors, installers, and other independent services.	EMY has an established subcontracting selection process that has been refined and expanded during the 11 years in which we have been in business. Subcontractors are carefully selected using two key criteria that centers around cultural fit and subject matter expertise. Generally, the subcontractors that we have accepted as learning partners are those individuals/firms in which we already have an established relationship and have worked with previously. This allows us to be very selective as to who we bring on board as a learning partner as we already know their expertise and they have already demonstrated a cultural fit.	Given that we are consulting firm, we do not have distributors and installers as we do not sell products that would align with this type of expertise or need. However, our network is broad enough that would allow us to identify distributors, installers and others if the situation presented itself and we need these types of services.	Complete
1.5.4	Provide a list of current subcontractors, distributors, installers, and other independent service providers who are contracted to perform the type of work outlined in this solicitation in the member agency states. Include, if applicable, contractor license or certificate information and the state(s) wherein they are eligible to provide services on behalf of the business.	EMY's current subcontractors that are related to E-Rate include: 1. Educational Professional Services (EPS) who is a proposed learning partner for the ACPA engagement and is based in Region 3 - Ohio. 2. Third Line Consulting who is an approved subcontractor with a CEO who has conducted E-Rate Audits and is based in Region 5 - Virginia. 3. Fulcan Morgan, a woman-owned business with an expertise in telecommunications, information technology and auditing and is based in	Given that we are consulting firm, we do not have distributors, installers or contractors who are part of our current cadre of external product providers.	Complete
1.5.5	If applicable, describe your company's ability to do business with manufacturer/dealer/distribution organizations that are either small or MWBE businesses as defined by the Small Business Administration.	EMY is third party certified as a woman-owned business by WBENC. There are hundreds of woman-owned businesses in the WBENC-national network that fall into the manufacturer/dealer/distribution domain that allows EMY to learn and align with and who fit within the SBA definition.	EMY and EPS are recognized and certified as woman-owned businesses.	Complete
1.5.6	If applicable, describe other ways your company can be sensitive to a participating agencies desire to utilize local and/or MWBE companies, such as the number of local employees and offices with a geographic region, companies your firm uses that may be local (i.e. delivery company), your own company's diversity of owner employees, etc.	As a small and woman-owned business, EMY strives to use whenever possible MWBE companies. In accordance with our affirmative action and EEO practices, EMY employs on 1099s and employees who provide varied and diverse perspectives that align with our client needs. EMY's individual team members including its CEO and COO also adopt this philosophy in the way we make choices in EMY does not manufacture products. Therefore, most of this question is not applicable.	As mentioned in 1.5.5, EMY and EPS are both recognized and certified as woman-owned businesses. This affords us the opportunity to engage and be sensitive to participating agencies that want to use local and/or MWBE companies. Our networks are quite extensive as we seek to work with fellow small businesses to support their own growth and development.	Complete
1.5.7	If applicable, provide details on any products or services being offered by your company where the manufacturer or service provider is either a small or MWBE business as defined by the Small Business Administration. Provide product/service name, company name and small/MWBE designation.	On the services side, we team with Fulcan Morgan, a woman-owned business in Georgia, for delivery of strategic planning, auditing, enterprise risk management, and internal controls compliance.	As mentioned above, EMY does not provide products; so most of this question is deemed to be not applicable.	Complete
Marketing				
1.6.1	Key Marketing Contact(s): List the name(s), title(s) and contact information of the business's key national and regional marketing office(s).	The key marketing contact within EMY is its CEO, Elena Yearly (eyearly@emymconsulting.biz). The key marketing contact within EPS is Dr. Teri Lawrence (TeriL@eraleconsulting.com).	EMY and EPS do not maintain physical marketing offices nationwide. We rely on our own respective marketing strategies and plans as well as using our external relationships to support our overall marketing efforts. For this engagement, we will implement the marketing plan that was provided with this response.	Complete
1.6.2	Describe how this business marketed its products and services to schools, nonprofit organizations, and other public sector audiences for the most recent full year. List all conventions, conferences, and other events at which this company exhibited.	EMY has an established marketing strategy and plan with a set implementation schedule. EMY has built a social media strategy that is currently being implemented that entails using Linked In and Facebook for Business. EMY's marketing efforts in the most recent full year also included exhibiting at conferences, updating our collateral marketing materials, publishing articles and working towards updating our website.	The conferences attended in the most recent full year included: Louisiana Department of Education; Louisiana State Libraries, the National Charter Association, CoSN, LACUE, and SHLB and exhibiting at the Association of Federal Enterprise Risk Management. Other events included attending the USAC annual training. EMY's CEO is a featured speaker and presenter at conferences. She is also a Certified Virtual Presenter and frequently requested to conduct webinars and serve on various panels as either a host, moderator or speaker. Note: As part of its upcoming marketing efforts, EMY is launching a podcast in March 2025 titled "Adventures in Risk Management." The intention is to expand this podcast to also cover topics that align risk management with the E-Rate Program. This is a unique approach when it comes to the E-Rate Program by aligning it with risk management. As part of its upcoming marketing efforts, EPS is launching a marketing campaign that aligns with the rollout of its E-Rate Management Software tool that EPS plans to roll out in April 2025. For further details on this	Complete

1.6.3	Describe how your company will market the resulting contract to eligible Member Agencies. Describe how your company differentiates the new agreement from existing contracts that your company may hold today. Please be specific and detailed in your response.	<p>EMY and EPS intend to incorporate the award of the IDQ and underlying contracts into our existing marketing strategies and plans. We will also determine what marketing efforts we could conduct separately as well as jointly resulting in AEPA getting the benefit of two firms coming together to market the IDQ award.</p> <p>Specific marketing efforts we plan to implement include but are not limited to:</p> <ol style="list-style-type: none"> Enhancing our respective websites Development of collateral marketing materials using FIVERR to highlight the advantages of participating in the AEPA member program Aligning with the Member Agency in selected Regions/states to develop targeting marketing packages that make sense for them within the subject states 	<p>EMY and EPS prepared a tailored Marketing Plan that is included with this response. Please refer to that document for details regarding objectives of our marketing efforts, target audience, unique selling proposition, marketing strategies and evaluation metrics.</p> <p>The 'supporting information' download also highlights what differentiates the EMY and EPS consulting services from other consulting firms. Please also refer to that document for further details.</p> <p>The size of our firm with its tailored solutions makes us unique in the E-Rate consulting marketplace. The fact also that we align our services with a proactive audit lens combined with the upcoming offering of E-Rate management tools. These value propositions will be highlighted in our marketing content and messaging once awarded the IDQ.</p>	Complete
1.6.4	Describe the ways in which your company will collaborate with AEPA Agencies to market the resulting contract. Include any contract announcements, planned advertisements, and any other direct or indirect marketing activities promoting the AEPA awarded contract. Add any supplemental materials as pdfs and label them as Exhibit A-Marketing.	<p>Collaboration is essential when it comes to proper marketing of the contract. The tailored Marketing Plan that was created and shared with this response highlights a combination of a branding and messaging strategy, content marketing consisting of educational resources, webinars and workshops, direct outreach through email campaigns and follow up efforts and the nature of our partnership efforts with other entities throughout the U.S.</p> <p>The tailored Marketing Plan provides detailed specifics for an end-to-end marketing strategy and implementation plan that includes a wide array of primary and secondary target audiences for the AEPA contract. The implementation plan associated with this Marketing Plan will</p> <p>EMY uses FIVERR for its marketing collateral materials design and uses VistaPrint for producing advertisements, exhibit materials, etc. in camera ready format.</p>	<p>Once awarded, EMY and EPS plan to ke to garner a closer working relationship with AEPA Agencies to ensure the word gets out regarding our Vendor Partnership.</p> <p>The Marketing Plan highlights the Digital Presence related to the AEPA contract award. EMY is currently very active on Social Media (Linked In) by posting 3x/week. This will be leveraged as part of our overall marketing efforts.</p> <p>Note: Another aspect to the our marketing efforts will be EPS ability to leverage it E-rate management system that it plans to roll out in April 2025. This is another value add in that this system is being developed to allow e-rate vendors and consultants to retrieve e-rate data related to deadlines, policies, school data and NSLP, CEP and other important data to participate in the E-Rate Program. We will be looking for ways to co-market whenever possible per the awarded AEPA contract.</p>	Complete
1.6.5	Describe the process for how the company will launch the contract with current and potential agencies.	<p>The tailored Marketing Plan provides detailed specifics for an end-to-end marketing strategy and implementation plan that includes a wide array of primary and secondary target audiences for the AEPA contract. The implementation plan associated with this Marketing Plan will</p> <p>EMY uses FIVERR for its marketing collateral materials design and uses VistaPrint for producing advertisements, exhibit materials, etc. in camera ready format.</p>	<p>We plan to work closely with our marketing specialists who have supported both EMY and EPS in the past to develop a concrete marketing schedule that incorporates all the elements explained in the marketing plan. Generally, our marketing rollout will consist of monthly target activities that will take place to coincide with the 'Responsibilities of Vendor Partners' as described in the RFP. Key initial launching activities will involve branding and creating marketing collateral materials. (These are described in the tailored Marketing Plan.)</p>	Complete
1.6.6	Describe your companies ability to produce and maintain full color print or electronic advertisements in camera ready format.	<p>EMY uses FIVERR for its marketing collateral materials design and uses VistaPrint for producing advertisements, exhibit materials, etc. in camera ready format.</p>	<p>EMY and EPS have formed relationships with marketing specialists who can create branded marketing collateral materials quickly. Branding and Marketing is also covered in the Marketing Plan provided with this response.</p>	Complete
Environmental Initiatives				?
1.7.1	Indicate if your company has any products in your offering that have any third-party environmental certifications.	This is not applicable	We do not have any products that we offer that have third-party environmental certifications.	Complete
1.7.2	Describe the business's 'Green' objectives (e.g. LEED Certification, reducing footprint, reuse, reduce, recycle)	This is not applicable	No products, consulting services only	Complete
1.7.3	Describe what percentage of your offering is environmentally preferable and what are your company's plans to improve this offering?	This is not applicable	No products, consulting services only	Complete
Value Add				?
1.8.1	Describe any/all features of your company that you feel will provide additional value and benefit to a participating AEPA agency.	<p>The Marketing Plan describes our Unique Selling Proposition (USP) in three ways:</p> <ol style="list-style-type: none"> 1) We have audit ready expertise that, through our background as former auditors, allows us to uniquely guide clients to confidently navigate E-Rate compliance and get them well prepared in the event of a future audit; 2) we guide organizations, institutions, applicants and other in forming knowledgeable E-Rate teams, ensuring smooth, well-managed applications and 3) the pending access to proprietary software enhances efficiency and maximizes their throughput. 	<p>Aligned with the #3 USP, the E-rate management system being developed and rolling out in April 2025 will allow E-Rate vendors and consultants to retrieve e-rate data related to deadlines, policies, school data, NSLP, CEP and other important data to participate in the E-Rate Program.</p> <p>Another unique selling feature that provides long term benefits to the AEPA agency is that we are their partner. We do not view E-Rate as a check the box exercise. We guide, coach, mentor, train and facilitate while leveraging a combined 36 years of technical expertise in E-Rate. Another unique benefit is that we could also incorporate subject matter expertise in risk management as an adjunct to the E-Rate Program looking at risks from an opportunity for growth perspective.</p>	Complete
Disclosures				?
1.9.1	Does this business have actions currently filed against it?	No	There are no actions currently filed against EMY or EPS.	Complete
1.9.2	Add your SAM.gov Unique Entity Identification (UEID) number here (put N/A if do not have one).	KV3YATM6PEH6	EMY and EPS registrations are active in SAM	Complete
References				?
1.10.1	Provide contact information of your business's five largest public agency customers. Include the customer business name, contact name, title, phone number and email.	<ol style="list-style-type: none"> 1. Federal Mediation & Conciliation Service (FMCS) 2. Public Defender Service of Washington DC (PDS) 3. East Baton Rouge Parish School District 4. Lincoln Parish School Board 5. First Line Charter Schools 	<p>EMY - 1. FMCS Contact Information - Nicole Wallace, Finance Director, 202-606-5887, nwallace@fmcs.gov</p> <p>EMY - 2.PDS Contact Information - Rod Hubbard, CFO, hubbardr@pdsdc.gov</p> <p>EPS - 3. East Baton Rouge Parish School District - Terrica Jamison, Director of Technology Resources, tjamison@etrschools.org and Amy Jones, Chief Technology Officer, ajones42@etrschools.org</p> <p>EPS - 4. Delta Prender, Technology Facilitator, Lincoln Parish School Board, dppender@lincolnschools.org</p> <p>EPS - 5. Joe Barberet, Director of Information Technology, First Line</p>	Complete
83 Questions			100.00% Complete	

Question Set 2: Service Questionnaire

#	Question	Response	Comment	Status
Sales Data				
2.1.1	Please refer to the chart of participating AEPA member States in this solicitation, and list the states that your company has sold products/service in the past 3 years.	The states that EMY and EPS have sold services to within the past 3 years include: Ohio, Mississippi, Louisiana, Arkansas, North Carolina, California, Virginia, and Washington DC		Complete
2.1.2	Please refer to the chart of participating AEPA member States in this solicitation, and list the states that your company proposes to sell in.	The states that EMY and EPS initially intend to target include: Virginia, Ohio, Louisiana, North Carolina, Washington DC, Maryland, Pennsylvania, New Jersey	This is the initial target listing. EMY and EPS have the flexibility to expand beyond this list.	Complete
2.1.3	Please refer to the chart of participating AEPA member states in this solicitation and list the states in which your company has sales reps, distributors, or dealers.	EMY and EPS currently have sales representatives in Virginia, Ohio, Georgia and Louisiana.		Complete
2.1.4	Does this company have an e-commerce website?	No	We do not sell products online.	Complete
2.1.5	If yes, provide the website address.		We do not sell products online.	Complete
2.1.6	If applicable, describe your company's ability to integrate into other ecommerce sites. Include details about your company's ability to create punch out sites and accept orders electronically (cXML, OCI, etc.)	This is not applicable	We do not sell products online.	Complete
2.1.7	Provide detail on where your company has integrated with a public agency's ERP (Oracle, Infor Lawson, SAP, etc.) system in the past and include some details about the resources you have in place to support these integrations. List, by ERP provider, the following information: name of public agency, ERP system used, "go live" date, net sales per calendar year since "go live", and percentage of agency sales being processed through this connection.	This is not applicable	Note: Although we have assessed ERP systems as part of consulting engagements, we are not permitted to integrate with ERP systems when serving federal and other government clients. This is not applicable to clients outside of the government that we have served.	Complete
Customer Support				
2.2.1	Does this business have online customer support options?	Yes	This will be a service available after April 1 2025. EPS is launching its E-Rate support help desk from 8a.m.-5p.m. EST and expand to 8a.m-10 pm. during the filing windows as part of its rollout of its E-Rate Software subscription service. As part of this service, EPS plans to provide online monthly live E-Rate training to the public via Zoom. This will be provided to AEPA member agencies at no cost for those who use the contract.	Complete
2.2.2	Does this business have a toll free customer support phone option?	No	We do not have a toll free customer service line currently.	Complete
2.2.3	Does this business offer local customer and support service options?	Yes	This will be part of the subscription service referenced in the comments to Question 2.2.1.	Complete
2.2.4	State your normal delivery time (in days) and any options for expediting delivery.	This is not applicable	We do not provide products; only services.	Complete
2.2.5	State your backorder policy. Do you fill the order when available, or cancel the order and require participating agencies to reorder if items are backordered?	This is not applicable	We do not provide products; only services.	Complete
2.2.6	Describe your company's payment terms as well as any quick pay discounts.	Payment terms are generally on a 30-day basis.	Note: EMY offers a 2% discount if payments are made within a 20 day period from the date of the invoice.	Complete
2.2.7	State your company's return policy and any applicable restocking fees.	This is not applicable	We do not provide products; only services.	Complete

2.2.8	Describe any special program that your company offers that will improve customer's ability to access products, on-time delivery, or other innovative strategies.	The EPS special program described in the 'supporting information (page 5) provides insights into the special program that will be offered that allows customers to become more aware of the E-Rate Program.	This will be part of the subscription service referenced in the comments to Question 2.2.1.	Complete
Pricing				
2.3.1	Is your pricing methodology guaranteed for the term of the contract?	Yes	Our pricing methodology is guaranteed during the term of the contract.	Complete
2.3.2	Will you offer customized price lists to participating entities as required per the pricing terms in the AEPA Terms and Conditions?	Yes	We will offer the customerized price list as shown in the pricing workbook that we provided in response to this solicitation inclusive of the AEPA required terms and conditions.	Complete
2.3.3	Will you offer hot list pricing (optional) as described in the pricing terms in the AEPA Terms and Conditions?	No	We generally do not offer hot list pricing.	Complete
2.3.4	Will you offer volume price discounts as described in the pricing terms of the AEPA Terms and Conditions?	Yes	We will offer volume price discounts as shown in the pricing workbook submitted with this response to the E-Rate Consulting solicitation.	Complete
2.3.5	Is the pricing that is proposed to AEPA equal to or lower than pricing your company offers to individual entities or cooperatives with equal to or lower volume?	Yes	Our proposed pricing to AEPA is lower than what is offered to individual entities or cooperatives.	Complete
2.3.6	Is the proposed pricing LESS THAN individual customer and/or cooperatives receive? If so, indicate the percentage by which it is lower.	Yes	Our pricing percentage is 20% lower than what is offered to individual customers and cooperatives.	Complete
Cooperative Contracts				
2.4.1	Does your business currently have contracts with other cooperatives (local, regional, state, national)?	No	We currently do not have contracts with other cooperatives.	Complete
2.4.2	If YES, list the cooperative name and the respective expiration date(s) of your contract with the cooperative.	This is not applicable	Since the response to 2.4.1 is 'no', this is not applicable.	Complete
2.4.3	If YES, and your business is awarded an AEPA contract, explain which contract your business will lead with in marketing and sales representative presentations (sales calls)?	This is not applicable	Since the response to 2.4.1 is 'no', this is not applicable.	Complete
Fees				
2.5.1	Do you include the administrative fee in the price of your products and/or services?	No	Our administrative costs are bundled within the consulting fees that we charge.	Complete
2.5.2	If not, do you add on the administrative fee as a separate fee to the final invoice to the final customer?	No	Our administrative fee is not a separate fee. It is included within the contract price offering.	Complete
2.5.3	Are shipping and handling costs included in the price of your products and/or services?	No	We do not provide products; only services.	Complete
2.5.4	If not, do you add on applicable shipping and handling fees separately on invoices?	No	We do not provide products; only services.	Complete
2.5.5	Does your business offer leasing arrangements under this solicitation?	No	We do not offer leasing arrangements under this solicitation.	Complete
2.5.6	If yes, please indicate how the rate factor is determined and indicate any other cost factors related to leasing.	This is not applicable.	We do not offer leasing arrangements under this solicitation as indicated in the comments section for Question 2.5.5.	Complete
30 Questions			100.00% Complete	

Question Set 3: Category Specific

#	Question	Response	Comment	Status
Category Specific Questions				
3.1.1	Describe your company's background on filing for both Category 1 and Category 2 products and services.	<p>EMY and EPS collectively have over 36 years experience in the E-Rate Program (inclusive of Category 1 and Category 2). Our background is quite extensive as described in the 'Introduction Section' of the Supporting Documentation that has been uploaded in the response to this RFP. Please also refer to the Supporting Documentation that thoroughly describes our background with both Category 1 and Category 2.</p>	<p>we provide here some of our key lessons learned from our experience with the E-Rate Program and, where applicable, to Category 1 and Category 2. 1) In July of each year, it is essential that we work collaboratively with applicants to create a timeline that helps guides the applicant through the internal processes and activities that they should undertake for planning for the upcoming filing year. Tasks/activities in the timeline should reflect, yet not be limited to, when the 470 should be filed, when RFPs should be advertised, team proposal scoring timing, vendor selection process, when letters of awards and regrets should be distributed, the contract negotiation process, and how to maintain compliance with local and state procurement rules. 2) From our experience, it is crucial to plan to file Category 1 when the window opens in January and Category 2 in late January or early February. 3) It is equally important to ensure that the applicant representative view the E-Rate process with an audit mindset when the applications are filed. This is where keeping an organized set of documents for a potential audit at the end of the contract period is emphasized. 4) Contracts should be retained and uploaded in the order of receipt starting with the original contract. It is also important to ensure that amendments and extensions are labeled and added to the contract.</p>	Complete
3.1.2	Describe how your company supports clients through program integrity assurance (PIA) and program quality assurance (PQA) requests.	<p>EMY and EPS have supported clients through the Program Integrity Assurance (PIA) and the Program Quality Assurance (PQA) processes especially as it pertains to handling incoming requests related to either PIA or PQA. Generally, we meet with the applicants to discuss collecting the necessary documentation to meet the requirements of the related request and to make the process as simple as possible. For the PIA, we will file the response and answer the questions on the behalf of the client. For the PQA, we will meet with the client and the PQA reviewer. We will work with the client to collect the documentation (i.e., contracts, bills, cancelled checks, etc.) and submit the response.</p>	<p>It is important to note that before a PQA is conducted, each applicant is made fully aware of the PQA requirements through constantly being trained on topics such as making timely payments to vendors, the competitive bidding process and having internal documents well organized. From our experience, PQAs are usually announced in December through February and can take up to six months before the PQA is finalized/closed. We also work to ensure that constant updates are provided to the applicant.</p>	Complete
3.1.3	Explain the process, if awarded a contract, on how you will convert your current contract holders to the AEPA contract.	<p>EMY and EPS provided details in the Marketing Plan that was included in this response. We plan to extensively market the AEPA contract. In our conclusion in the marketing plan, we indicated "EMY and EPS will position ourselves as the go-to E-Rate consulting partner for AEPA members" through our selection as an AEPA Vendor Partner. The plan, which we are fully prepared to implement, emphasizes the opportunity for increased awareness and sustained growth within the AEPA network. We plan to reach out and target current and former contract holders and steer them towards the AEPA contract.</p>	<p>Note: We also feel that current contract holders can be attracted by and are provided an opportunity to use the AEPA contract since they will be made fully aware that it has been competitively bid and that it meets state procurement/bid rules.</p>	Complete
3 Questions		100.00% Complete		

Marketing Plan for E-Rate Consulting Services Proposal Provided by EMY Consulting LLC February 11, 2025

Executive Summary

This marketing plan outlines the strategy for promoting EMY Consulting LLC (EMY) and Educational Professional Services (EPS) as premier E-Rate consulting partners for AEPA (Association of Educational Purchasing Agencies) members. Our joint proposal highlights our specialized expertise, audit preparedness, and tailored support, positioning us as trusted advisors in E-Rate compliance and application management.

Objectives

- **Increase Awareness:** Promote EMY and EPS expertise and value proposition to AEPA members.
- **Establish Credibility:** Showcase our qualifications, experience, and track record in E-Rate consulting.
- **Generate Leads:** Drive engagement through targeted communication and outreach.
- **Facilitate Engagement:** Foster relationships through events, training sessions, and direct consultations.

Target Audience

- **Primary:** AEPA member organizations, including school districts, libraries, and educational institutions in 31 states.
- **Secondary:** Administrators, technology coordinators, and financial officers managing E-Rate applications.

Unique Selling Proposition (USP)

- **Audit-Ready Expertise:** Our background as former auditors uniquely equips us to help clients confidently navigate E-Rate compliance and audits.
- **Tailored Team Approach:** We guide institutions in forming knowledgeable E-Rate teams, ensuring smooth, well-managed applications.
- **Innovative E-Rate Management Software:** Access to proprietary software enhances efficiency and organization throughout the E-Rate process.

Marketing Strategies

1. Branding and Messaging

- Develop a cohesive brand identity emphasizing our women-owned status, expertise, and commitment to education.
- Key Messages:
 - "Navigating E-Rate with Confidence: Your Partners in Compliance."
 - "Empowering Education through Expert E-Rate Consulting."
 - "Experience the Auditor's Advantage in E-Rate Applications."

2 Content Marketing

- **Educational Resources:** Publish whitepapers, case studies, and blog posts on E-Rate best practices and audit preparation.
- **Webinars & Workshops:** Host training sessions for AEPA members to showcase expertise and provide actionable insights. The AEPA logo and an information section will be featured on the EMY and EPS website and portal.

3. Direct Outreach

- **Email Campaigns:** Target AEPA members with personalized messages introducing EMY and EPS, detailing services, and inviting engagement. Two annual training sessions will be offered to AEPA members. The training will feature how to streamline the processes and prepare for Audits.
- **Follow-Ups:** Conduct direct calls to key decision-makers to address specific needs and service offerings.

4. Networking & Partnerships

- **AEPA Events:** Participate in conferences to network, present services, and gather insights on member challenges. (e.g., SHLB, LaCUE, CoSN, Louisiana Statewide E-Rate Training at the Louisiana Department of Education, and Louisiana State Library).
- **Referral Network:** Leverage past partnerships and client successes to build credibility and encourage referrals.

5. Digital Presence

- **Social Media:** Use Linked In and X to share success stories, industry updates, and E-Rate insights, establishing thought leadership. Promotions included informational sessions on AEPA
- **Website Optimization:** Ensure our website provides comprehensive service details, client testimonials, and valuable resources for AEPA members.

Evaluation Metrics

- **Engagement:** Track webinar attendance, resource downloads, and email responses.
- **Lead Generation:** Measure inquiries and contracts resulting from marketing efforts.
- **Feedback:** Conduct surveys post-events to assess satisfaction and identify areas for improvement.

Budget

- **Marketing Materials:** Design brochures, digital content, and promotional materials.
- **Event Participation:** Allocate funds for travel, booth setup, and giveaways at AEPA conferences.
- **Digital Marketing:** Invest in social media ads and email marketing software for outreach.

Conclusion

By leveraging our audit expertise, tailored consulting approach, and strategic outreach, EMY Consulting LLC and Educational Professional Services will position themselves as the go-to E-Rate consulting partners for AEPA members. This plan ensures strong engagement, increased awareness, and sustained client growth within the AEPA network.



Association of Educational
PURCHASING AGENCIES

Part E – Signature Forms

AEPA 025.5-C

E-Rate Services

Instructions

Contained herein are forms that **require a signature** from an authorized person at your company. All items found within this document are **mandatory**. Failure to sign the required areas, sections, or signature lines may lead AEPA to consider your company's proposal as **non-responsive**.

To submit the required signed forms, follow these steps:

1. Read the documents in their entirety.
2. Complete all forms and sign when required.
3. Return the forms and pages in their correct order and scan one (1) single PDF format titled "Part E – Signature Forms – Name of Responding Company" (i.e. one PDF document for all signature forms).
4. Submit Part E, along with other required documents in Bonfire.

*Note, a solicitation checklist has been provided to review with your submission.

The following sections will need to be completed prior to submission as **one (1) single PDF** titled "Part E – Signature Forms – Name of Responding Company".

Uniform Guidance "EDGAR" Certification Form – *signature required

Solicitation Affidavit – *signature required

Acceptance of Solicitation & Contract – *signature required

Uniform Guidance "EDGAR" Certification Form

2 CFR Part 200

When a purchasing agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200, referred to as the "Uniform Guidance" or new "EDGAR". All Respondents submitting proposals must complete this EDGAR Certification form regarding the Respondent's willingness and ability to comply with certain requirements, which may apply to specific agency purchases using federal grant funds.

For each of the items below, the Respondent will certify its agreement and ability to comply, where applicable, by having the Respondent's authorized representative check, initial the applicable boxes, and sign the acknowledgment at the end of this form. If a Respondent fails to complete any item of this form, AEPA will consider and may list the response, as the Respondents are unable to comply. A "No" response to any of the items below may influence the ability of a purchasing agency to purchase from the Respondent using federal funds.

1. Violation of Contract Terms and Conditions

Provisions regarding Respondent default are included in AEPA's terms and conditions. Any contract award will be subject to such terms and conditions, as well as any additional terms and conditions in any purchase order, ancillary agency contract, or construction contract agreed upon by the Respondent and the purchasing agency, which must be consistent with and protect the purchasing agency at least to the same extent as AEPA's terms and conditions. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

2. Termination for Cause of Convenience

For a participating agency purchase or contract in excess of \$10,000 made using federal funds, you agree that the following term and condition shall apply:

The participating agency may terminate or cancel any purchase order under this contract at any time, with or without cause, by providing seven (7) business days in advance written notice to the Respondent. If this agreement is terminated in accordance with this paragraph, the participating agency shall only be required to pay Respondent for goods and services delivered to the participating agency prior to the termination and not otherwise returned in accordance with the Respondent's return policy. If the participating agency has paid the Respondent for goods and services provided as the date of termination, Respondent shall immediately refund such payment(s).

If an alternate provision for termination of a participating agency's purchase for cause and convenience, including how it will be affected and the basis for settlement, is in the participating agency's purchase order, ancillary agreement or construction contract agreed to by the Respondent, the participating agency's provision shall control.

3. Equal Employment Opportunity

Except as otherwise provided under 41 CFR Part 60, all participating agency purchases or contract that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Respondent agrees that such provision applies to any participating agency purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and Respondent agrees that it shall comply with such provision.

4. Davis Bacon Act

When required by Federal program legislation, Respondent agrees that, for all participating agency contracts for the construction, alteration, or repair (including painting and decorating) of public buildings or public works, in excess of \$2,000, Respondent shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Respondent is required to pay wages

to laborers and mechanics at a rate not less than the prevailing wages specific in a wage determinate made by the Secretary of Labor. Also, Respondent shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov. Respondent agrees that, for any purchase to which this requirement applies, the award of the purchase to the Respondent is conditioned upon Respondent's acceptance of wage determination.

Respondent further agrees that is shall also comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each construction completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled under his contract of employment, shall be defined under this titled or imprisoned not more than five (5) years, or both.

5. Contract Work Hours and Safety Standards Act

Where applicable, for all participating agency purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Respondent agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Respondent is required to compute the wages of every mechanic and laborer based on a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. The requirements of the 40 U.S.C. 3704 applies to construction work and provides that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchase of supplies, materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

6. Right to Inventions Made Under a Contract or Agreement

If the participating agency's federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experiments, developmental or research work under the "funding agreement," the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

7. Clean Air Act and Federal Water Pollution Control Act

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). When required, Respondent agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

8. Debarment and Suspension

Debarment and Suspension (Executive Orders 12549 and 12689), a contract award (see 2 CFR 180.222) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Respondent certifies that the Respondent is not currently listed and further agrees to immediately notify AEPA and all participating agencies with pending purchases or seeking to purchase from the Respondent if Respondent is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under state statutory or regulatory authority other than Executive Order 12549.

9. Byrd Anti-Lobbying Amendment

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), Respondents that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

10. Procurement of Recovered Materials

For participating agency purchases utilizing Federal funds, Respondent agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

11. Profit as a Separate Element of Price

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See 2 CFR 200.323(b). When required by a participating agency, Respondent agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Respondent agrees that the total price, including profit, charged by the Respondent to the participating agency shall not exceed the awarded pricing, including any applicable discount, under the Respondent's contract with AEPA.

12. General Compliance with Participating Agencies

In addition to the foregoing specific requirements, Respondent agrees, in accepting any purchase order from a participating agency, it shall make a good faith effort to work with a participating agency to provide such information and to satisfy requirements as may apply to a particular purchase or purchases including, but not limited to, applicable record keeping and record retention requirements as noted in the Federal Acquisition Regulation, FAR 4.703(a).

13. Governing Law; Forum Selection.

Respondent acknowledges and agrees that any legal action or proceeding in which the Association of Educational Purchasing Agencies, Inc. ("AEPA"), is a party, that in any way relates to this solicitation, any contract award or the services provided thereunder, any other document executed in connection herewith, or for recognition and enforcement of any judgment in respect hereof brought by Respondent, a participating agency, or other party hereto, or its successors or assigns, will be governed by, construed and interpreted by the laws of the Commonwealth of Kentucky, and must be brought and determined in the state courts of the Commonwealth of Kentucky in Warren County, Kentucky, or the United States Western District of Kentucky (and may not be brought or determined in any other forum or jurisdiction), and each party hereto submits with regard to any action or proceeding for itself and in respect of its property, generally and unconditionally, to the sole and exclusive jurisdiction of the aforesaid courts and waives any further objection.

Respondent further acknowledges and agrees that any legal action or proceeding in which a party includes a participating agency, but does not include AEPA as a party, that in any way relates to this solicitation, any contract award or the services provided thereunder, any other document executed in connection herewith, or for recognition and enforcement of any judgment in respect hereof brought by Respondent, a participating agency, or other party hereto, or its successors or assigns, will be governed by, construed and interpreted by the laws of the state in which the participating agency is domiciled, and must be brought and determined in the state in which the participating agency is domiciled (and may not be brought or determined in any other forum or jurisdiction), and each party hereto submits with regard to any action or proceeding for itself and in respect of its property, generally and unconditionally, to the sole and exclusive jurisdiction of the aforesaid courts and waives any further objection.

By initialing the table (1-13) and signing below, I certify that the information in this form is true, complete and accurate and I am authorized by my business to make this certification and all consents and agreements contained herein.

Respondent Certification (By Item)	Respondent Certification: YES, I agree	Initial
1. Violation of Contract Terms and Conditions	YES, I agree	Ey
2. Termination for Cause of Convenience	YES, I agree	Ey
3. Equal Employment Opportunity	YES, I agree	Ey
4. Davis-Bacon Act	YES, I agree	Ey
5. Contract Work Hours and Safety Standards Act	YES, I agree	Ey
6. Right to Inventions Made Under a Contract or Agreement	YES, I agree	Ey
7. Clean Air Act and Federal Water Pollution Control Act	YES, I agree	Ey
8. Debarment and Suspension	YES, I agree	Ey
9. Byrd Anti-Lobbying Amendment	YES, I agree	Ey
10. Procurement of Recovered Materials	YES, I agree	Ey
11. Profit as a Separate Element of Price	YES, I agree	Ey
12. General Compliance with Participating Agencies	YES, I agree	Ey
13. Governing Law; Forum Selection.	YES, I agree	Ey

EMY Consulting LLC

Name of Business

Elena Yearly

Signature of Authorized Representative

Elena Yearly

Printed Name

2/7/25

Date

Solicitation Affidavit

Instructions: This form must be signed by the business's authorized representative and notarized below. If awarded, the Respondent is required to produce a copy of this document for each Member Agency with which it contracts.

1. The undersigned, is duly authorized to represent the persons, business and corporations joining and participating in the submission of the foregoing bid (such persons, business and corporations hereinafter being referred to as the Respondent), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, business or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other Respondents, or with any official of the **Member Agency**, or any employee thereof, or any person, business or corporation under contract with the **Member Agency** whereby the Respondent, in order to induce the acceptance of the foregoing bid by the **Member Agency**, has paid, or is to pay to any other Respondent, or to any of the aforementioned persons, anything of value whatever, and that the Respondent has not, directly nor indirectly entered into any arrangement, or agreement, with any other Respondent or Respondents which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing bid.
2. This is to certify that the Respondent, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding, or award of the referenced contract.
3. This is to certify that neither I, nor to the best of my knowledge, information and belief, the Respondent, nor any officer, director, partner, member or associate of the Respondent, nor any of its employees directly involved in obtaining contracts with the **Member Agency**, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
4. This is to certify that the Respondent or any person on his behalf has examined and understands the terms, conditions, the scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the bid submittal.
5. This is to certify that if awarded a contract, the Respondent will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, the scope of work and specifications and other documents of this solicitation in the following pages of this bid.
6. This is to certify that the Respondent is authorized by the manufacturer(s) to sell all proposed products on a national basis.
7. This is to certify that we have completed, reviewed, approved, and have included all information that is required of these bid forms.

Elena Yearly

4250 N. Fairfax Drive, #600

Authorized Representative (Please print or type)


Mailing Address

CEO

Arlington, VA 22203

Title (Please print or type)

City, State, Zip



Signature of Authorized Representative

2/7/25

Date



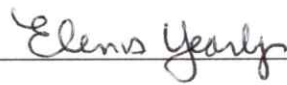
Association of Educational
PURCHASING AGENCIES

Acceptance of Solicitation & Contract

Instructions: PART I of this form is to be completed by the Respondent and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. If approved by AEPA, the Respondent is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

PART I: RESPONDENT

In compliance with the Published Solicitation (IFB OR RFP), the undersigned warrants that I/we have examined all Instructions to Respondents, associated documents, and being familiar with all of the conditions of the solicitation, hereby offer and agree to furnish all labor, materials, supplies, and equipment incurred in compliance with all terms, conditions, specifications, and amendments associated with this IFB OR RFP and any written exceptions to the bid. The signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services, and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Business Name	EMY Consulting LLC	Date	2/7/25
Address	4250 N. Fairfax Drive, #600	City, State Zip	Arlington, VA 22203
Contact Person	Elena Yearly	Title	CEO
Authorized Signature		Title	CEO
Email	eyearly@emyconsulting.biz	Phone	703-943-8129

PART II: AWARDING MEMBER AGENCY

Your bid response for the above-identified bid is hereby accepted. As a Vendor Partner, you are now bound to offer and provide the products and services identified within this solicitation, your response, and approved by AEPA, including all terms, conditions, specifications, exceptions, and amendments. As a Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. This contract intends to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2026 unless terminated, canceled, or extended. By mutual written agreement the contract may be extended for three (3) additional 12-month periods after this initial contract term. In the event the AEPA Board does not recommend renewal of the contract, or the contract expires, it may be extended for up to six (6) months by an AEPA state.

Awarding Agency _____

Authorized Representative _____

Awarded this	day of	Contract Number
Contract to commence		
(Member Agency to select)	3/1/2025	Or

Solicitation Checklist

Instructions: Utilize the checklist below, reviewing to confirm that all the required documents have been uploaded to Public Purchase, in their **specified/required format**, by the due date and time listed for this solicitation. **Submissions not following the specified/required format may result in being marked non-responsive and may not be considered for evaluation.** Respondents are reminded that failure to follow, comply with, and adhere to the enclosed instructions of this solicitation may result in their response being deemed non-responsive. AEPA, its Member Agencies, affiliate agencies, and authorized representatives are not responsible for bid proposals that are incomplete, unreadable, or received after the solicitation deadline submission date.

"x"	Document Title, Uploaded to Bonfire <i>(Respondent must submit documents in the required title/format)</i>	Format of Uploaded Document	Notes
	Bid Bond – if Required, see Part A if applicable.	Upload PDF copy of the bid security.	The original bid security must be received by Lakes Country Service Cooperative by due date and time.
	Part C – State-Specific Forms – Name of Responding Company	Single, Scanned PDF	New Jersey Only Requirement. Signatures Required.
	Part D - Questionnaire – Name of Responding Company Includes: <ul style="list-style-type: none"> • Company Information • Service Questionnaire • Exceptions • Deviations 	Single, Scanned PDF	Required.
	Part E – Signature Forms – Name of Responding Company Includes: <ul style="list-style-type: none"> • Uniform Guidance "EDGAR" Certification • Solicitation Affidavit • Acceptance of Solicitation & Contract 	Single, Scanned PDF	Required. Signatures required.
	Part F – Pricing Schedule – Name of Responding Company	Excel Workbook	Required.
	Price List and/or Catalog – Name of Responding Company	Upload PDF	Required.
	Exhibit A – Marketing Plan – Name of Responding Company	Scanned PDF	Optional. Form not provided by AEPA, Respondent Created

Supporting Documentation – Response to E-Rate Consulting Services RFP Provided by EMY Consulting LLC – 2/11/25

I. INTRODUCTION:

EMY Consulting LLC (EMY) is a professional services and management consulting firm based in Northern Virginia. The firm was founded in 2013 and provides USAC Beneficiary and Service Provider consultant and auditing services. EMY is a third-party certified Woman-Owned Small business. The firm's CEO, Elena Yearly, has eight years of experience in the E-Rate Program. EMY is teaming with Educational Professional Services (EPS), a fellow certified Woman-Owned Small business led by Dr. Teri Lawrence, an E-Rate Consultant and a former State Coordinator with over 28 years in the E-Rate Program. We are jointly presenting this proposal to AEPA for E-Rate Consulting Services, with EMY as the prime contractor and EPS as the subcontractor to support the IDIQ solicitation from AEPA and any underlying contract that would emerge from the IDIQ award. Our combined efforts present a unique and innovative opportunity for AEPA members only. Both of our consultant firms are independently owned firms. We have previously worked together during applicant audits.

Please note the USAC CRN # for EMY Consulting is 17048098 and the USAC CRN # for EPS is 16071123.

The first thing most applicants fear about the E-Rate Program is audits. EMY and EPS have come together to help settle these fears. This proposal supporting documentation response is designed to assure AEPA that we can provide comprehensive E-Rate Consulting support services, training, and guidance, ensuring AEPA members can collaborate with them, sharing our knowledge, skills, and abilities to navigate the complex E-Rate process. What sets us apart from other firms providing these services is that we also provide the perspective of the 'auditor lens' regarding the E-Rate process. Our staff members from both firms are fully committed to supporting this endeavor, providing AEPA members with the necessary resources to complement and maximize their E-Rate benefits in Category 1 and Category 2 resources.

The proposal offers AEPA members a comprehensive understanding of the complex audit process intricately linked to the procedures of E-Rate filing. The support from EMY and EPS also allows us to transfer knowledge to your members/E-Rate, allowing them to grasp better and understand what it takes to successfully submit their E-Rate applications accurately. We serve as their partners to help them meet FCC and USAC compliance and deadline requirements. AEPA can be assured that we meet their members where they are through our tailored E-Rate services. This can only happen due to the smaller size of our respective firms,

which allows us to be nimble and flexible and to adjust quickly to changing needs while providing deep-seated E-Rate Subject Matter Expertise.

A. BACKGROUND

Through its founder and CEO, EMY has worked with the E-Rate Program since 2008. Elena Yearly led E-Rate Program audits during her long tenure at KPMG. Over the years, Elena has performed over 60 E-Rate audits of private schools, charter schools, school districts, and libraries throughout the U.S. She has also been instrumental in developing and delivering E-Rate internal training to educate team members on USAC, the latest E-Rate compliance requirements and how to evaluate E-Rate operations within K-12 systems most effectively. Recently, EMY was engaged by the Access Council.¹, an Information Technology Council in Ohio, as an E-Rate Audit Consultant to guide the Council through an ongoing E-Rate audit. EMY will be the prime contractor for this IDIQ, with Elena Yearly as the senior-level contact.

EPS has worked with the E-Rate Program since 2009. However, its founder, Dr. Teri Lawrence, began her E-Rate career in 1998 as the State E-Rate Coordinator of Louisiana in the Governor's Office of Education. There are 68 public school districts in Louisiana, and EPS currently provides services to 54 districts and many more private, charter, and libraries.

Dr. Lawrence has gone beyond to promote E-Rate applicants in and around Louisiana by providing annual state-wide training at the State Library alongside the current state coordinator, Carol Mosley, at the Louisiana Department of Education.

B. OUR SERVICES

The Request for Proposal AEPA RFP #25.5-C Part A – Instructions and Specifications outlined AEPA's expectations for its members related to E-Rate Program support. EMY and EPS carefully reviewed the RFP. Through our combined services and staffing reach-back capabilities, we feel we are well-positioned to perform the responsibilities listed as a Vendor Partner to AEPA and the Category Specifications that start on Page 9 of the RFP. Due to our expertise working on the E-Rate Program in several states, we can serve the 31 states listed in the RFP. EMY and EPS are positioned to respond to all eight regions in the RFP 'Scope of Services' section. As the underlying contract opportunities are issued through the IDIQ, we will respond with an emphasis on quality over quantity when necessary.

In the sections below, we provide high-level insights into our collective value proposition and some key activities we would perform for members. This was prepared to provide AEPA with the assurance of the depth and scope of our knowledge and work in this area, as well as the

¹ [ACCESS / Overview](#)

benefits members will derive from our services. Our E-Rate services include but are not limited to what we detailed in the section below.

- We will perform **on-site introductory visits** where practical and necessary. Past experiences have shown us that face-to-face meetings help build stronger relationships and enhance communication. This meeting will cover reviewing the previous filing and discussing previous obstacles. The AEPA contract will be explained, and a step-by-step review of the E-Rate process and services the firm will provide. A dedicated senior-level person is assigned to each applicant.
- **Forming an E-Rate Team** is a crucial part of our plan. The lead person at the school sites must have a knowledgeable team. The team comprises technology, food service, account management, procurement, and facilities representatives. Each member is trained around the E-Rate process that will impact that department. For example, food services will be provided with training regarding documentation needed to complete the student enrollment, NSLP, and CEP reports. Accounts management will be trained in reconciling credits (SPI) or documentation for the firm to file the BEAR. Too often, only one person has all the E-Rate knowledge, and that person panics annually, trying to gather the reports. The E-Rate Team ensures that the knowledge is distributed and that each department is equipped to manage its specific E-Rate responsibilities, thereby reducing the burden on a single individual and improving the efficiency of the process. The appropriately trained team members(s) will be contacted as the firm fills out the forms. Without an E-Rate team, E-Rate knowledge is often lost when a “dedicated” person departs the District or Library. Each team member will be invited to the on-site meeting for a brief overview, ensuring that all relevant departments are involved and informed throughout the E-Rate process.
- **Registration in the EPC** will occur during the Onsite meeting. The portal allows the firm to collaborate with the current administrator to add the consulting firm to the portal. The firm will request full rights apart from Form 498.
- **Applicant Training** is one of the most important services of an E-Rate consultant. Over the past year, E-Rate has made many changes, and staying current is especially important. We are committed to providing monthly training sessions and attending the large AEPA training events to promote and share knowledge of the E-Rate Program. We will provide complete training on the list of eligible services. Additionally, applicants will have access to the firm’s leaders by email, office, and cell numbers, ensuring continuous support and guidance.
- **Vendor Training** is essential to ensure that vendors E-Rate applicants select are updated with USAC’s E-Rate Program requirements. We contend that when

applicants select a vendor, they unknowingly select an “E-Rate Partner.” Applicants must understand the roles and responsibilities of the selected vendor and hold the vendor accountable.

- **Contracts and Vendors Selected** will be reviewed by the senior-level person assigned to the applicant for compliance with state, local, and federal rules as they apply to the E-Rate Program. If an attorney is requested to review a vendor contract, EMY and EPA are positioned to partner with Cynthia Schultz of Broadband Law Group. She has been practicing law for over 30 years in telecommunications and has worked for USAC, FCC, and the Obama Administration.
- **Program Management** is an underlying responsibility that EMY and EPS take very seriously during the E-Rate process. We are committed to submitting all forms promptly in accordance with required deadlines and, when needed, to assist in writing RFPs. We work closely with and, when necessary, will meet with the State E-Rate Coordinator where the applicant is located to discuss state and local procurement rules. Representatives from our firms stay current on FCC rules by attending the annual training in Washington, DC, listening to the webinars offered by USAC and the FCC, and attending State procurement training.
- An arms-length approach is taken relative to the **Competitive Bidding** process. We do not recommend vendors or participate in scoring. However, we fully train E-Rate teams within applicant entities in competitive bidding. We also participate in and attend scoring committee meetings only to address E-Rate issues. Our approach to competitive bidding is to provide the support necessary to ensure that the applicant’s internal process is fair, transparent, and compliant with E-Rate Program rules.
- Our collective services also extend into **E-Rate Forms Services**. We will file all forms, extensions, and service substitutions, including split FRNs and 500s, and appeals to USAC and FCC when necessary. Filing these forms involves diligence and attention to detail to ensure all necessary information is accurately and promptly submitted to the relevant authorities.
- The ability to serve applicants with **Natural Disaster Filings** is a unique aspect of what EMY and EPS offer. Many consultants have not filed applications for E-Rate applicants in a natural disaster area; however, we have collective experience filing for applicants after disasters such as Hurricanes Katrina, Rita, Ivan, Irma, and Florence. We know the special waivers and rules that apply during a natural disaster. We have found that the processes for taking advantage of disaster-related changes in the E-Rate requirements are not always in keeping with traditional filings. AEPa members will benefit from this knowledge and experience.
- The ability to view the E-Rate process with an **Auditor Lens** is another key service offered through EMY and EPS. EMY’s CEO always educates applicants towards having

a keen eye towards what is needed to have in place and a required approach in the event of a Payment Quality Assurance (PQA) review, Special Compliance Reviews, and/or Beneficiary audit. EMY's long-term direct audit experience is instrumental in supporting AEPA members before audit announcements, allowing them to be well-positioned and prepared. The EMY team is also an expert in internal controls and risk management, which adds another layer of unique support to AEPA members throughout the E-Rate audit process. This also sets EMY and EPS apart from your other Vendor Partners for E-Rate Program services.

C. ADDITIONAL PENDING SERVICES

AEPA members who select the proposed services offered by the EMY and EPS team will also have access to **E-Rate Management Software** for one year and a 50% Discount subscription price after that time. EPS' Dr. Lawrence and a team of web designers and programmers are developing the management tool. This software is planned to be rolled out on April 1, 2025. The software will allow AEPA member applicants to search easily for the following types of information:

- EPC profile data and site lists
- Plot all entities on a Google Map
- Category 2 Budgets
- Bear and SPI Invoice processing
- Contract award dates, end dates, and extension
- Alerts are automatically sent to member applicants regarding upcoming deadlines
- And more

The backstory on the development of this software stems from four years ago when USAC began moving familiar tools such as the Data Retrieval Tool (DRT) and Status FRN tool to API Open Source. This has resulted in a market gap where E-Rate applicants and vendors currently struggle to find E-Rate data. Other companies have developed management programs using open-source data. However, the new software developed by EPS integrates AI. This allows users to have access to more than twenty-seven data sets. EPS will sell the management software tool. However, if awarded the IDIQ, this software will be free to AEPA members for one year and a 50% discount thereafter if the applicant has a current contract under the AEPA agreement.

D. CONCLUDING COMMENTS

EMY and EPS look forward to serving as an AEPA Vendor Partner. As displayed above and within the other documents we submitted in response to your RFP, we feel uniquely

positioned to serve your members for many years. We look forward to your decision and an award of the IDIQ described in the E-Rate Consulting Services RFP.

Attachment 1:

**Certificates of Good Standing for EMY Consulting LLC and Educational Professional
Services**

Please see the following Pages for These Certificates

Commonwealth of Virginia



State Corporation Commission

CERTIFICATE OF FACT

I Certify the Following from the Records of the Commission:

That EMY Consulting LLC is duly organized as a Limited Liability Company under the law of the Commonwealth of Virginia;

That the Limited Liability Company was formed on December 19, 2013; and

That the Limited Liability Company is in existence in the Commonwealth of Virginia as of the date set forth below.

Nothing more is hereby certified.



Signed and Sealed at Richmond on this Date:

February 10, 2025

A handwritten signature in cursive script, reading "Bernard J. Logan".

Bernard J. Logan, Clerk of the Commission



SECRETARY OF STATE

NANCY LANDRY

(<https://www.sos.la.gov/Pages/default.aspx>)

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Name	Type	City	Status
EDUCATIONAL PROFESSIONAL SERVICES INCORPORATED	Business Corporation	PINE GROVE	Active

Previous Names

Business: EDUCATIONAL PROFESSIONAL SERVICES INCORPORATED

Charter Number: 40184508D

Registration Date: 4/19/2010

Domicile Address

185 GLOVER LANE
185 GLOVER CEMTERY ROAD
PINE GROVE, LA 70453

Mailing Address

185 GLOVER LANE
PINE GROVE, LA 70453

Principal Office Address

185 GLOVER LANE
PINE GROVE, LA 70453

Status

Status: Active

Annual Report Status: In Good Standing

File Date: 4/19/2010

Last Report Filed: 3/21/2024

Type: Business Corporation

Registered Agent(s)

Agent: TERI LAWRENCE
Address 1: 185 GLOVER LANE
City, State, Zip: PINE GROVE, LA 70453
Appointment Date: 4/19/2010

Officer(s)

Additional Officers: No

Officer: TERI LAWRENCE
Title: Executive Vice-President, President
Address 1: 185 GLOVER CEMTERY LANE
City, State, Zip: PINE GROVE, LA 70453

Amendments on File (5)

Description	Date
Disclosure of Ownership	5/5/2017
Disclosure of Ownership	8/14/2017
Disclosure of Ownership	6/19/2019
Administrative Termination	7/19/2023
Articles Of Reinstatement	7/21/2023

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Attachment 2:

Formal Letter of Intent to Bid for Proposal Submission

EMY crafted a Letter of Intent to Bid on Our Firm's Letterhead to Comply with this Requirement. As noted below, we had already submitted this intent to bid in the Bonfire portal. However, it appears that this letter on letterhead was also required.

The screenshot shows a web interface for a submission. At the top, there is a header with a document icon and the word "Submission". Below this, there are two tabs: "Intent to Bid" and "Work-in-Progress". The "Intent to Bid" tab is active. A green banner displays the message: "Elena Yearly submitted Intent to Bid 'Yes' on Jan 22, 2025 9:57 AM EST". Below the banner is a "Change" button. At the bottom of the page, there is a footer with links for "Technical Support", "Portal Security", "Terms of Service", "Privacy Policy", and "Sitemap". On the right side of the footer, it says "Powered by Bonfire" with the Bonfire logo.



February 10, 2025

Subject: Letter of Intent to Bid

This letter serves to formally notify you that EMY Consulting LLC intends to submit a bid for the E-Rate Consulting Services IDIQ, as outlined in your recent Request for Proposal (RFP) AEPA #25.5-C.

We have carefully reviewed the project requirements and believe our expertise in E-Rate consulting positions us to deliver a high-quality solution that meets your needs. We are confident in our ability to provide the E-Rate Consulting Services detailed in the RFP.

Please consider this letter confirming our interest in participating in the AEPA RFP #25.5-C bidding process.

Sincerely,

A handwritten signature in blue ink that reads "Elena Yearly".

Elena Yearly
CEO
EMY Consulting