

**PROJECT MANUAL**

**For**

**BACKGROUND CHECK SERVICES**

**RFQ 21-02**

**Responses due by April 9, 2021 by 11:30AM**



**Municipal Excess Liability Joint Insurance Fund**

**9 Campus Drive, Suite 216  
Parsippany, NJ 07054**

**Executive Director:  
David Grubb**



Adam Safeguard is pleased to respond to RFQ 21-02 for Background Check Services for your consideration. We are confident that we will be able to provide quality and accurate services to your members while also providing top notch customer service - all at affordable fees.

Adam has hundreds of business clients including general business, insurance companies, healthcare providers, attorneys and government agencies. Adam Safeguard is also the leader of medical student backgrounds required by JCAHO since 2004. We built a platform to handle student orders and professor access simultaneously.

We currently service 167 medical student programs representing tens of thousands of students. Programs include pharmacy, physician assistant, nursing, CHA, CAN, Dietary, social work/psychology, dental to name a few.

These programs include full background screening services along with drug screening (various panels), medical sanction searches, criminal history searches, tracking documentation and immunization requirements and online training courses.

Adam Safeguard is self-funded and has not had any loans or outside financial support for more than 20 years. Adam's staff average 15 years' experience in national and global background experience. Several have 35-50 years of direct exposure.

Adam maintains contracts with the major agencies who are utilized for non-direct company access, such as Work Number and National Student Clearinghouse. Those components that require this third party service are automatically forwarded and any fees are billed dollar for dollar.

Adam Safeguard will provide live access to daily updates of Federal, State, County and City background rules, laws and restrictions.



Adam Safeguard is an active member/participant in the Public Record Retriever Network (PRRN) for 35 years. This allows direct access to all courts and venues in the United States of America to retrieve records by vetted agents at will.

Adam will provide a FREE examination of the applications and process in use to insure all current regulations are being adhered to upon request.

All of Adam Safeguard's clients will receive - at no cost - access to our Silent Partner© program. Our Silent Partner© Program was designed to help human resource personnel with services to help us know who we are hiring along with many forms and sample policies for you to use during the hiring process as well as to maintain a successful employee/employer relationship.

Included in this Program is access to our CEO's published book, "25 Essential Lessons for Employee Management" outlined in chapter format.



## Administrative Documents

Required With Bid if "X"	DOCUMENTATION REQUIRED OR REVIEWED	Read, Signed & Submitted Bidder's Initial
<b>A.</b>	<b>FAILURE TO SUBMIT ANY OF THE ITEMS WITH YOUR BID IN SECTION A. IS MANDATORY CAUSE FOR REJECTION OF BID</b>	
	Bid Guarantee (Bid Bond or Certified/Cashier's Check) (with POA for full amount of Bid Bond)	
	Consent of Surety (Certificate from Surety company)	
	Performance Bond and Labor and Material Payment Bond (Required from the Awarded Contractor)	
	Maintenance Bond in the Amount of 100 % for a period of one (1) year(s) (Required from the Awarded Contractor Upon Acceptance of Project)	
	Acknowledgement of Receipt of Addenda (To be Completed if Addenda are Issued)	
X	Statement of Ownership Disclosure Form	[Signature]
<b>B.</b>	<b>MANDATORY ITEM(S), REQUIRED NO LATER THAN TIME PERIOD INDICATED</b>	
	Public Works Contractor Registration Certificate(s) for the Bidder and all Sub Contractors (Prior to Award, but effective at time of bid)	
X	Required Evidence EEO/Affirmative Action Regulations	[Signature]
X	Disclosure of Investment Activities in Iran Form	[Signature]
X	Completed and Signed Proposal Page	[Signature]
X	Business Registration Certificate – Bidder and all Sub Contractors (Prior to Contract Award)	[Signature]
<b>C.</b>	<b>SUBMIT THE FOLLOWING/COMPLY WITH THE FOLLOWING</b>	
	Non-Collusion Affidavit	
	Prevailing Wage Certification	
X	Experience and Qualifications	[Signature]
X	Insurance and Indemnification Certificate	
	Certification of Available Equipment	
X	Pay to Play	[Signature]
<b>E.</b>	<b>READ ONLY</b>	
X	Americans With Disability Act of 1990 Language	[Signature]

## Administrative Documents

This checklist is provided for bidder's use in assuring compliance with required documentation; however, it does not include all specifications requirements and does not relieve the bidder of the need to read and comply with the specifications.

Bidder  
Name:

Adam Safeguard

Date: 3/23/2021

Authorized  
Representative:

Dennis L. Demey

Signature:

[Handwritten Signature]

Print Name &  
Title:

Dennis L. Demey, CEO

**Municipal Excess Liability Joint Insurance Fund**  
**BACKGROUND CHECK SERVICES**

**Mandatory Contents of Proposal to be submitted must include the following:**

**Proposal Form**

**BACKGROUND CHECK SERVICES**

**Submitted By:**

Name of Firm:	Adam Safeguard + Inquiry Systems, Inc		
Address:	1187 Washington St, Ste #2 Toms River, NJ 08753		
Name of Principal Contact:	Dennis L. DeMey		
E-mail:	dennisd@adamsafeguard.com	Telephone:	(732) 506-6100

The undersigned Proposer being duly authorized and on behalf of the firm named above:

- A. Having examined these documents and having full knowledge of the condition under which the products and services described herein must be performed, hereby proposes that the proposer (we) shall fulfill the obligations contained herein in accordance with all terms, conditions, specifications and proposal criteria set forth, and that will furnish all required products and payments in strict conformity with these documents for the stated process as payment in full.
- B. In signing this proposal, we hereby certify that we possess the qualifications and credentials to perform the contract outlined in this RFP.
- C. The undersigned certifies his/her position as a representative of the named firm and is authorized by the Proposer to submit the Proposal for and bind the above-named firm and that the said Proposal is executed with full authority to do so.
- D. Certification:

Authorized Signature:			
Title:	CEO		
Printed Name:	Dennis L. DeMey		
E-mail:	dennisd@adamsafeguard.com	Telephone:	(732) 506-6100
FEIN OR Tax ID Number:	22-2677594	Fax:	(732) 506-9444



## PROPOSAL SUBMISSION

### Required Submission of State Forms and SBE Disclosure

- A. For part time summer employees and volunteers who will be interacting with minors, including but not limited to lifeguards, camp counselors, coaches, and instructors:

		Price Per Search
(1).	National Database Criminal History Search	\$10 <sup>00</sup>
(2).	National Sex Offender Search	
(3).	Social Security Trace/Validation	

- B. For full time employees in supervisory positions for programs involving minors:

		Price Per Search
(1).	National Database Criminal History Search	\$10 <sup>00</sup>
(2).	National Sex Offender Search	
(3).	Social Security Trace/Validation	
(4).	Education Verification	\$12 <sup>00</sup> + 3 <sup>rd</sup> Party fees, if any
(5).	Employment Verification	\$12 <sup>00</sup> + 3 <sup>rd</sup> Party fees, if any
(6).	Credit Check	\$4 <sup>00</sup>
(7).	Motor Vehicle Record	\$5 <sup>00</sup> + DMV fees
(8).	Reference Check	\$12 <sup>00</sup>

- C. Other Considerations:

- (1). The process should be web-based allowing the employer to fill in the appropriate information to request the background checks as needed.
- (2). The vendor should be asked to provide written documentation of their security measures to keep the information they find confidential.
- (3). Reports should be available to the employer within a reasonable time. 96 hour turn-around time. Most of this information is readily available now, so that should not be an issue.
- (4). The proposed prices shall be in effect for **three years** from the date of the proposal.
- (5). The employer should have the ability to print a hard copy of the reports in addition to saving a digital copy.
- (6). The vendor should be required to provide a Certificate of Insurance with coverage limits as required for all MEL vendors. In addition, the vendor should provide evidence of appropriate coverage for information conveyed to the employer that may turn out to be false.
- (7). Ideally, the vendor should be able to show that he/she has experience with municipal or county employers in New Jersey.

- D. Small Business Status: Indicate here if the proposer is registered as a small, women's, minority, veterans, business enterprise ("SWMVBE") with the New Jersey Small Business Set- Aside Program.

Yes	
No	X



RFQ 21-02 Background Check Services  
MEL Discounted Package Rates

Package 1: \$18 – **MEL Discounted Rate: \$10**

- Social Security Trace/Validation
- National Database Criminal History Search
- National Sex Offender Search

Package 2: \$46 + Court Fee - **MEL Discounted Rate: \$29 & Court Fee**

- Social Security Trace/Validation
- National Database Criminal History Search
- National Sex Offender Search
- 7 Year Criminal History Search for all addresses developed

Package 3: \$56 + Court Fee - **MEL Discounted Rate: \$35 + Court Fee**

- Social Security Trace/Validation
- National Sex Offender Search
- 7 Year Criminal History Search for all addresses developed
- 7 Year Federal Criminal Search for all addresses developed

Package 4: \$92 + Court Fee and third party fees for Education & Employment Verification, if any

**MEL Discounted Rate: 65 + Court Fee and third party fees, if any**

- Social Security Trace/Validation
- National Sex Offender Search
- 7 Year Criminal History Search for all addresses developed
- 7 Year Federal Criminal Search for all addresses developed
- (1) Education Verification
- (1) Employment Verification

If one of the packages listed above do not meet your needs, we can create a package for as many different levels of background screening that you may require. The next page outlines the discounted ala carte pricing for your review and by creating packages, we may be able to provide additional discounts based upon the services included.





## Ala Carte Pricing:

<b>Service</b>	<b>Discounted Rates</b>
Social Security Trace & Verification	\$2.00
Multi State Database Criminal History Search	\$10.00
National Sex Offender Search	\$2.00
Direct Court Search (NJ = NJ State Police Statewide)	\$15.00 + Court Fee
Federal Criminal History Search	\$6.00
Credit Report	\$4.00
Motor Vehicle Record	\$5.85 + DMV Fee
10 Panel Urine Drug Screening	\$40.00(Includes Collection & MRO Fees)
Professional License Verification	\$12.00
Reference Check	\$12.00
Employment Verification	\$15.00 + any third party fees
Education Verification	\$15.00 + any third party fees
Statewide Civil Search	\$7.00
Federal Civil	\$6.00

The above services represent some of the more widely used background screening components; however, if you don't see what you are looking for, please be sure to let us know!

Adam Safeguard is a full service background screening and investigative agency and can provide any components you may require on a global basis

Certification 20170

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT**  
**RENEWAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-DEC-2015** to **15-DEC-2022**

**ADAM SAFEGUARD AND INQUIRY SYSTEMS, INC.**  
**1187 WASHINGTON ST., SUITE 2**  
**TOMS RIVER NJ 08753**



*Robert A. Romano*

Robert A. Romano,  
Acting State Treasurer

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this 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 person or entity.

**I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed for which I am authorized to bid/renew:**

Bidder/Offeror: Adam SAFEGUARD + Inquiry Systems, Inc.

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran;

**AND**

is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

**In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.**

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**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name: \_\_\_\_\_ Relationship to Bidder/Offeror: \_\_\_\_\_

Description of Activities: \_\_\_\_\_

\_\_\_\_\_

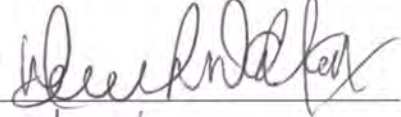
\_\_\_\_\_

\_\_\_\_\_



Duration of Engagement: \_\_\_\_\_ Anticipated Cessation Date: \_\_\_\_\_  
Bidder/Offeror Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**Certification:** I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto 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 FUND is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the FUND to notify the FUND 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, and 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 FUND and that the FUND at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Dennis L. Demay Signature:   
Title: CEO Date: 3/23/21

## Experience & Qualifications Questionnaire

This questionnaire must be filled out and submitted as a part of the Proposal. Failure to complete this form or to provide any of the requested information will be grounds for the rejection of the bid proposal. If additional space is required, the respondent shall add additional sheets, which identify the question being answered.

Number of years in business under present name & address: 48 years

If less than 5 years, list previous names and address:

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Within the last 5 years has the business or any officer/partner failed to complete a contract awarded to them: no If yes, provide the details in on a separate page.

Have any liens and lawsuits been filed against the company in the past 5 years: no

If yes, please provide details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List similar services you are now providing for which you have signed contract, but not yet started work:

None - All currently utilizing our services  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all major subcontractors to be used to complete the service and the area of their responsibility:

## Experience & Qualifications Questionnaire

None

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Please provide at least 3 references below: See Attached

**Name:**

**Phone:**

**Address:**

**Equipment/Service Provided:**

**Contract Amount:**

**Name:**

**Phone:**

**Address:**

**Equipment/Service Provided:**

**Contract Amount:**

**Name:**

**Phone:**

**Address:**

**Equipment/Service Provided:**

**Contract Amount:**

**Name:**

**Phone:**





### **Adam Safeguard Qualifications:**

- Resume of Dennis L. DeMey, CEO of Adam Safeguard included with this submission
- Adam Safeguard has the experience and capacity to deliver services requested under this RFQ
- Adam Safeguard agrees to provide services we are qualified to perform and all required licenses for such work are active.
- Adam Safeguard maintains General Liability and Worker's Compensation in amounts above industry standard and are prepared and willing to provide a Certificate of Insurance naming member as an additional insured.
- Adam Safeguard's CEO, Dennis L. DeMey, is a licensed Private Detective in the State of New Jersey as well as a certified NJ SORA Instructor. In addition, Adam Safeguard has several courses certified by New Jersey Department of Community Affairs for CEU Credits

### **Contract Provisions:**

- All services shall be provided in accordance with relevant industry standards and regulatory confidentiality requirements as required by law.
- We understand that all contracts will be between Adam Safeguard and your member based on this submission.

### **Mandatory Contents of Proposal:**

- Included in this submission you will find all the required contact information requested.
- Adam Safeguard is ready, willing and able to service all municipalities and departments listed on the RFQ request.
- Services will be provided out of our Toms River, New Jersey, office.
- Adam Safeguard is a full service background screening and investigative agency – both domestic and international services are available to our clients.
- Include with this submission is several different package options for your members as well as a discounted ala carte service listing. As stated above, we can provide any type of screening service your members may require; however, this a listing of our more common services and we will provide discounted rates for any services requested.
- If there is the need for a third party provider, such as Work Number or Reference Pro, to complete a verification, we will pay for it up front and pass along the fee to your member dollar for dollar. We will always go directly to the company or educational facility first; however, some will only verify through the third party provider. Same goes for DMV or court fees, we will pass the cost to you dollar for dollar.



## RFQ 21-02 Background Check Services

### References

Name: Brian S. Kubiel, Toms River Dist. #1 Fire Commissioners Administrator	Phone: 732-341-4411
Address: 1144 Hooper Ave., Suite #306, Toms River, NJ 08753	
Service Provided: Background Screening Services	
Contract Amount: As needed	

Name: Justin Flancbaum, Executive Director Lakewood Municipal Authority	Phone: 732-363-4422 x 103
Address: 390 New Hampshire Avenue, Lakewood, NJ 08701	
Service Provided: Background Screening Services	
Contract Amount: As needed	

Name: Bernard Rutkowski, Executive Director Toms River Municipal Authority	Phone: 732-240-3500
Address: 340 W. Water Street, Toms River, NJ 08753	
Service Provided: Background Screening Services	
Contract Amount: As needed	

Name: Mayor Carmen Amato, Berkeley Township, NJ	Phone: 732-244-7400 ext 1203
Correspondence Address: P.O. Box B, 627 Pinewald-Keswick Road, Bayville NJ 08721	
Service Provided: Background Screening Services	
Contract Amount: As needed	

Name: Frank Rodgers, CEO The Rodgers Group, LLC	Phone: 732-678-8854
Correspondence Address: P.O. Box 831, Island Heights, NJ 08732	
Service Provided: Background Screening Services	
Contract Amount: As needed	

Name: Robert W. Allen, Esq Gluck & Allen, LLC	Phone: 732-505-4800
Address: 217 Washington St, Toms River, NJ 08753	
Service Provided: Background Screening Services	
Contract Amount: As needed	

Name: Daniel Regenye, Public Health Coordinator Ocean County Health Department	Phone: 732-341-9700
Address: 175 Sunset Ave., PO Box 2191, Toms River, N.J. 08754	
Service Provided: Background Screening Services	
Contract Amount: As needed	



# DENNIS L. DEMEY

Phone: (732) 506-6100  
[www.adamsafeguard.com](http://www.adamsafeguard.com)

1187 Washington Street, Suite #2  
Toms River, NJ 08753

## EXPERIENCE

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- Conducted Criminal Court Backgrounds since 1967
- Operated Investigation Background Company for over 47 years
- His Companies have conducted hundreds of thousands of pre-employment Background Screenings
- Participated in judicial venues including municipal court, grand jury, small claims, superior court, worker's compensation court, depositions, bankruptcy court, arbitration hearings and Federal District Court and Criminal proceedings.
- Conducted bulk backgrounds from 200 to 200,000 at one time for specific purposes
- Expended millions of dollars testing, examining and using database sources of all types of information – public and private
- SORA Instructor – New Jersey State Police certified
- Approved for 11 Seminar Courses for Continuing Education Units by New Jersey DCA for Government Employees including The Application Process, Employee Backgrounds, How and Why, Bringing the New Hire in the Right Way, Worker's Compensation Issue/Remedies, The Guide to Litigation Management, Cultural Diversity and Harassment in the Workplace
- Panelist/Presenter – Central Jersey Job Developers Association
- Was selected as an expert contributor to provide input in "Guidelines for Improved Automated Criminal Record Systems for Effective Screening of Personnel" – commissioned and funded by the US Justice Department

## PUBLICATIONS

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### Books

- Don't Hire a Crook
- 25 Essential Lessons for Employee Management
- Effective Hiring Practices
- Worker's Compensation, The Dilemma and Practical Remedies
- The Guide to Litigation Management

### Sample Policies

- Authored Employee Hiring/Management Forms and Policies
- Authored Employee/Workplace Policies

## REGISTERED TRADEMARK

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Forensic Abstract®

## PROFESSIONAL AFFILIATIONS

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- NAPBS – Founding Member
- SHRM
- JSAHR
- PRRN
- CRA



## COMMUNITY SERVICE

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- Toms River Elks #1875
  - Chairman of Board of Directors – 4 Years
- Toms River Rotary
- 200 Club - Fund Raising

## HONORS AND ACTIVITIES

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- 200 Club Member
- Toms River Rotary – Paul Harris Fellow Recipient
- International Chiefs of Police Task Force/Police Investigation Committee
- County Police Academy (early 90's)
- 2019 Citizen of the Year – Toms River Elks #1875

## PROVIDES

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- All aspects of HR Support
- Clinics, Seminars and Consultation for Employment Practices, Litigation Management, Performance Evaluations, Investigation Techniques, Public Records, Due Diligence, Major Claim Examination Consulting
- Consulting Services
- Expert Witness
  - As an Expert Witness I will not
    - Accept any matter that I don't believe fits my expertise
    - Be a hired gun – say anything you want just to get paid!
  - I will discuss or review basic case facts to see if I may be of value without fees

## REFERENCES

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- Available upon request

**PAY TO PLAY ADVISORY**  
**Disclosure Requirement**  
**P.L. 2005, Chapter 271, Section 3 Reporting**  
**(N.J.S.A. 19:44A – 20.27)**

Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year will be required to file an annual disclosure report with ELEC.

The report will include certain contributions and contract information for the current calendar year.

At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC's website at [www.elec.state.nj.us](http://www.elec.state.nj.us).

If you have any questions please contact ELEC at:  
1-888-313-ELEC (toll free in NJ) or  
609-292-8700

An analyst from ELEC's Special Programs Section will assist you.

Initials \_\_\_\_\_

Handwritten initials in black ink, appearing to be 'RW' or similar, written over a horizontal line.

OWNERSHIP DISCLOSURE FORM

BID SOLICITATION #: RFQ 21-02

VENDOR {BIDDER}: Adam Safeguard

ALL PARTIES ENTERING INTO A CONTRACT ARE REQUIRED TO PROVIDE THE INFORMATION REQUESTED PURSUANT TO N.J.S.A. 52:25-24.2.

PLEASE NOTE THAT IF THE VENDOR/BIDDER IS A NON-PROFIT ENTITY, THIS FORM IS NOT REQUIRED.

PART 1

Are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest in the Vendor {Bidder}? YES  NO

If you answered, "YES" above, you must disclose the following: (a) the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class; (b) all individual partners in the partnership who own a 10 percent or greater interest therein; or, (c) all members in the limited liability company who own a 10 percent or greater interest therein.

NAME: Dennis L. DeMay, ADDRESS 1: 547 Hollywood Ave, ADDRESS 2: , CITY: Toms River, STATE: NJ, ZIP: 08753

NAME: Katherine A. DeMay, ADDRESS 1: 547 Hollywood Ave, ADDRESS 2: , CITY: Toms River, STATE: NJ, ZIP: 08753

NAME: , ADDRESS 1: , ADDRESS 2: , CITY: , STATE: , ZIP:

NAME: , ADDRESS 1: , ADDRESS 2: , CITY: , STATE: , ZIP:

NAME: , ADDRESS 1: , ADDRESS 2: , CITY: , STATE: , ZIP:

Attach Additional Sheets If Necessary.



**PART 2**

Of those entities disclosed above owning a 10% or greater interest in the Vendor {Bidder}, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed entities?

YES

NO

If you answered, "YES" above, you must disclose the following: (a) the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class; (b) all individual partners in the partnership who own a 10 percent or greater interest therein; or, (c) all members in the limited liability company who own a 10 percent or greater interest therein. Please note that this 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 in this act, has been identified.

Name of the entity listed above to which the disclosure below applies: \_\_\_\_\_

NAME	_____
ADDRESS 1	_____
ADDRESS 2	_____
CITY	_____ STATE _____ ZIP _____

NAME	_____
ADDRESS 1	_____
ADDRESS 2	_____
CITY	_____ STATE _____ ZIP _____

NAME	_____
ADDRESS 1	_____
ADDRESS 2	_____
CITY	_____ STATE _____ ZIP _____

*Attach Additional Sheets If Necessary.*

**PART 3**

As an alternative to completing this form, a Vendor {Bidder} with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.

*N/A*

**CERTIFICATION**

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor {Bidder}, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the FUND is relying on the information contained herein, and that the Vendor {Bidder} is under a continuing obligation from the date of this certification through the completion of any contract(s) with the FUND to notify the FUND 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. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the FUND permitting the FUND to declare any contract(s) resulting from this certification void and unenforceable.

*Dennis L. DeMey*

Signature (Do not enter vendor ID as a signature)

Dennis L. DeMey

Print Name and Title

22-2677594

FEIN/SSN

*3/23/21*

Date