



**SOUTHERN BACKGROUND
SERVICES, LLC**

PROPOSAL FOR SERVICES

*Municipal Excess
Liability Joint Insurance
Fund*

*Background Check
Services*

*April 9, 2021
RFQ NO. 21-02*

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**

NOTICE TO BIDDERS

Notice is hereby given that on **April 9, 2021 at 11:30 A.M.** (Prevailing time), electronic uploaded RFQs will be received by the FUND on zoom and conducted on electronic platform, in accord with N.J.A.C. 5:34-1 et. Seq., on BIDNET at www.bidnetdirect.com//MELJIF

REQUEST FOR QUALIFICATION TO PRE-QUALIFY BACKGROUND CHECK SERVICES

NOTE:










It is the bidder's responsibility to ensure that the bid package is uploaded to the e-procurement site by the bid opening date and time. Any bid document received after the deadline established by the Department of Purchasing will not be accepted, regardless of the method of delivery.

Bidders must comply with the requirements of N.J.S.A. 10:5-31 et seq., and N.J.A.C. 17:27 et. Seq.,

This procurement has been advertised in accordance with the "Fair and Open Basis" and nothing further shall be required under the Pay-to-Play Legislation (N.J.S.A. 19:44A-20.7).

Date: March 18, 2021

Administrative Documents

Required With Bid if "X"	DOCUMENTATION REQUIRED OR REVIEWED	Read, Signed & Submitted Bidder's Initial
A.	FAILURE TO SUBMIT ANY OF THE ITEMS WITH YOUR BID IN SECTION A. IS <u>MANDATORY</u> CAUSE FOR REJECTION OF BID	
	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	
B.	MANDATORY ITEM(S), REQUIRED NO LATER THAN TIME PERIOD INDICATED	
	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	
X	Disclosure of Investment Activities in Iran Form	
X	Completed and Signed Proposal Page	
X	Business Registration Certificate – Bidder and all Sub Contractors (Prior to Contract Award)	
C.	SUBMIT THE FOLLOWING/COMPLY WITH THE FOLLOWING	
	Non-Collusion Affidavit	
	Prevailing Wage Certification	
X	Experience and Qualifications	
X	Insurance and Indemnification Certificate	
	Certification of Available Equipment	
X	Pay to Play	
E.	READ ONLY	
X	Americans With Disability Act of 1990 Language	

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: Southern Background Services, LLC Date: **04/09/2021**

Authorized Representative: Danny F. Dukes

Signature: 

Print Name & Title: Danny F. Dukes, Chief Financial & Operations Officer

REQUEST FOR QUALIFICATIONS (RFQ) FOR BACKGROUND CHECK SERVICES

1.0 PURPOSE AND INTENT

1.1 Through this REQUEST FOR QUALIFICATIONS (RFQ), the Municipal Excess Liability Joint Insurance Fund (hereinafter the “Fund” or “MEL”) on behalf of its member local government agencies (members) seek to qualify Service Providers that provide background check services for use at the request of our Participating Public Entities on an as needed basis for the 2021, 2022 and 2023 fund years commencing upon appointment.

1.2 It is the intent of this RFQ to exceed the minimum statutory procurement requirements for hiring contractors by qualifying background check services within the state so that MEL members may select from this list of vendors in the event background check services are needed.

1.3 While this procedure allows for simplified contracting, MEL members (Exhibit A-separate attachment) are under no obligation to select a vendor from this list and may determine to use other allowable contracting procedures as they determine as necessary. In addition, the MEL reserves the right to consider proposals received after the deadline and may amend its list of qualified vendors by action of the Board of Fund Commissioners.

2.0 PROPOSAL SUBMISSION

2.1 Proposals must be conducted on electronic platform consistent with instructions in “Legal Notice”. No physical submission will be accepted.

3.0 GENERAL INFORMATION ON THE FUNCTIONS OF THE FUND

3.1 The Fund is organized pursuant to N.J.S.A. 40A:10-36 to provide property/casualty insurance to its member local units. The Fund is controlled by a Board of Fund Commissioners that annually elects an Executive Committee. The Fund is regulated by the Department of Banking and Insurance and the Department of Community Affairs. Proposers are encouraged to review the MEL’s web site (njmel.org) for further details on the MEL’s operations and structure.

3.2 There are currently 19 individual Joint Insurance Funds participating in the MEL program. Together, the JIFs represent approximately 589 members which are comprised of municipalities, utility authorities, housing authorities, fire districts and health commissions. It is anticipated that the number of participants will continue to grow at a gradual rate. Membership has been historically stable, but changes in membership occur. Attached separately in Exhibit A is a listing of 2021 members.

4.0 MINIMUM QUALIFICATIONS

4.1 The proposer shall have experience and the capacity to deliver the services requested under this RFQ.

4.2 Proposers agree that they will only provide such services they are qualified to perform and when that work requires a separate state license, that the proposer or subcontractor will possess the necessary license.

4.3 The proposer shall maintain General Liability and Worker’s Compensation insurance in amounts consistent with industry standards for the work being performed. The insurance companies must be licensed to do business in the State of New Jersey and be in compliance with any and all applicable requirements of the State of New Jersey. Proposers shall, upon commencing an engagement with a member, provide that member Certificates of said insurance to the member, naming the member as an additional insured. **Insurance Policy Declarations Pages can be found at the end of proposal herein.**

- 4.4 Proposers shall indicate in the proposal what if any licenses they possess to include but not limited to:
- A State, National or private industry certifications and specialized training by company members.

5.0 CONTRACT PROVISIONS

5.1 This RFQ is for contractors to provide Background Check Services.

5.2 Responders are to provide their own all-inclusive price sheets that will apply for these services.

5.3 All services shall be provided in accordance with all relevant industry standards and regulatory confidentiality requirements as required by law.

5.4 While the Fund will recognize successful proposers, all contracts will be between the proposer and the member and based on submission and these terms.

6.0 MANDATORY CONTENTS OF PROPOSAL

6.1 Contact Information: Provide the name and address of the firm, the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.

6.2 Completed Submission showing:

- Counties served: Proposer shall indicate on the Proposal Form those counties that they choose to serve.
- The location of the office or offices at which the proposer proposes to perform services required under this RFQ.
- Indication of the services the responder is providing.
- A copy of Price Sheets and Rate Schedules that will be applicable for the term of the proposal.
- Statement of how supplies not included on price sheets will be priced.

7.0 REFERENCES AND RESOURCES

7.1 The proposer shall include at least three (3) references including the contact names, titles and phone numbers. These references must be from a municipality, housing authority, utility/sewer authority or fire district.

7.2 A description of resources of the proposer: i.e., background, location, experience, staff resources, financial resources, other resources, and any other information that will document how the proposer meets the requirements of the RFP.

8.0 EVALUATION COMMITTEE

8.1 The MEL Management Committee shall serve as the "Evaluation Committee" for this RFQ.

9.0 INTERVIEW & CLARIFICATIONS

9.1 The Fund reserves the right but has no obligation to interview any or all of the proposers and the right to request clarifying information subsequent to submission of the proposal.

10.0 SELECTION PROCESS AND CRITERIA

10.1 All proposals will be reviewed to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For proposers that satisfy the minimum requirements, the Evaluation Committee will consider the compliance with the requirements, cost proposals, and the experience of the proposer to determine the vendors that will be recommended to members.

SECTION 6 MANDATORY CONTENTS OF PROPOSAL

Section 6.1

1. Southern Background Services, LLC
9 Latimer St
Hazlehurst, GA 31539
(912) 375-5577
(866) 497-0774 Fax
2. Quote Date: April 9, 2021
3. RFQ Contact: Danny F. Dukes, Chief Financial and Operations Officer
(912) 205-3113 Direct Line email ddukes@southernbackgrounds.com
4. We hereby acknowledge receipt of any and all addendums to this RFQ.

6.2 Completed Submission

- We wish to serve and are capable of serving all counties and jurisdictions found in this RFQ.
 - We will serve remotely out of the address previously provided.
 - All services within RFQ we will provide plus others if requested.
 - Price sheets included on your form within this package
 - Prices on price sheet exclude hard charges that may be assessed when doing employment, education and other verifications required herein. We have discounts with many of these vendors and we will pass savings on to clients as we always have. This can be up to 20% savings.
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SECTION 7 REFERENCES AND RESOURCES

7.1 References included on your form within proposal

7.2 Resources

OPERATIONS AND CAPABILITIES

1. Our staff conducts background investigations daily and has all the latest resources and access to the best data in the marketplace. Background investigations is all we do. Combined we have over 150 years of experience in the industry. We have dedicated resources assigned to compliance and quality control. Additionally, we have the following resources:
 - a. SBS has the latest and most efficient **call center** equipped with direct dial lines for each employee and new phones operated through an off-site system with 3 replicated data centers across the US. We can record calls and access call logs for any calls made to or from our office. We don't miss a call or a voice mail.
 - b. SBS invests in the latest and best **data security** available in the marketplace. All client data is encrypted and backed up offsite daily. Our firewalls are constantly monitored and workstations are protected against SPAM, spoofed emails, malware, ransomware and viruses. Our client internet portal also provides all the tools to protect client data.
 - c. **Our staff** is equipped with the largest database of employers and colleges in the industry. We know exactly where to go to verify these attributes for our clients. They also have the ability to text applicants or references to get the quickest responses for our clients. We have discovered that folks respond much quicker to texts than phone calls, voice mails or email, all other methods we still employ. All our employees are thoroughly cross trained in all aspects of our daily operation and to exhaust all efforts to verify direct without using more costly subscription services when possible.
 - d. Our **internet portal** provides a convenient way for our clients to order background checks and receive applicant authorization electronically. We only place products as requested in your RFQ or subsequently requested. So, you only see what you may request, not the full menu. Once ordered, the applicant will receive a text/email outlining all the items you are checking and asking for permission. Once they respond, the requests are initiated. Reports are delivered via the portal and status reports are available to clients at any time. Should any other sensitive communication be necessary, we also have secure email available for either the client to send or receive documents securely.
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Southern Background Services, LLC

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- e. Our entire **staff** is subjected to full background investigation, which includes all the services we will be providing You plus E-Verify, employment for the last 7 years or the age of 18, education, employment credit reports and at least 2 developed references. We do not allow any individual not screened to walk freely in our controlled, camera-monitored office.
 - f. Our **clients** today, demand the exact services You has requested plus more and we also service more demanding clients in the **Nuclear Industry**. SBS is certified by the Nuclear Energy Institute (“NEI”) as a background screening service that serves this industry. SBS provides background screening services for 7 of the top 10 nuclear plants in the United States. NEI audits our files annually for strict compliance to our guidelines. We routinely have no findings and no recommendations.
2. We believe You Colorado would greatly benefit by selecting SBS as their background screening solution for many of the reasons mentioned in #1 above but also for the following reasons:
- a. SBS is not just an order taking background investigations firm. **We consult** with our clients and make recommendations whenever we see a potential benefit to them, not just to increase income. Many times there is no additional cost to the client.
 - b. SBS also specializes in **reference screening**. We develop references from disclosed references and other sources. We have developed questionnaires to facilitate interviewing developed references. Discovery is more effective from developed references, who are not the chosen references of the applicants. Who knowingly gives a bad reference? We also believe that our clients need better perspectives to ensure an applicant is fit for duty per their policy and standards.
 - c. We are also more effective at **employment references**. When the former employer is talking to us through our questionnaire list, they open up more with their experience with the applicant, assuming they are allowed by policy to do so.
 - d. SBS offers the latest in employment **credit bureau reports**. Many of our clients want to know that certain individuals are not susceptible to financial temptations which can interfere with their duties and potentially harm their organization
3. Based on your requirements in your statement of work, SBS won’t need any other screening firm to assist with your requests. We perform 100% of the work within our facilities, not off shore, not through some third party.
4. To complete the background screening as specified in your statement of work, we would envision the below tasks would occur from your team members’ perspectives:
- a. Your team member would log in to our secure portal and select the products we have designed based on your requirements in the RFQ.
 - b. Then, you will select the desired background screening package/services in the portal and enter the candidate’s name and cell phone/email.
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Southern Background Services, LLC

Municipal Excess Liability Joint Insurance Fund – RFQ 21-02 Background Check Services

- c. The candidate will receive notification through an app.
- d. The candidate would complete all their required information and legally acknowledge their background request giving the county and SBS permission to proceed.
- e. Once the candidate has completed and submitted the information and permissions, the background requirements will begin.
- f. If you provide us with a list of potential disqualifying information (“PDI”), we will notify through the portal, secure email or other methods, selected by you, when we see this information as soon as possible and act as you direct us.
- g. Background investigation report, customized for you, will be delivered through our portal.

COMPANY HISTORY, STRUCTURE and QUALIFICATIONS

Southern Background Services, LLC (“SBS”) became operational September, 2011 and **has performed services identical to those found within this RFQ for over 9 years.** As founders, **Laura Burnette and Linda Shoemaker have more than forty-five years of experience in the background screening industry.** They both previously worked in the nuclear industry where security and compliance standards are at peak levels. They understand the complexity of compliance with industry standards and the detail required for due diligence. They brought their knowledge and expertise together to provide an advanced screening program.

Last September, Laura and Linda brought in two additions to SBS. They both stepped back from their founding roles to assume advisory and marketing duties. Jeanie and Danny Dukes joined SBS as President and Chief Financial and Operations Officer respectively. Jeanie came to SBS with over 20 years of human resources and document management experience, most of which she obtained while at Caterpillar Financial, Inc. Danny has been a Certified Public Accountant (“CPA”) since 1989 and a Certified Fraud Examiner (“CFE”) since 1997. He has served in the financial institutions industry as an auditor, a human resources director, controller, chief financial officer, security officer, information technology director and industry advisor.

Danny hired Kristi as Operations Manager shortly after his appointment. Kristi come to SBS with over 10 years of senior operations management and executive leadership with over 8 years of consumer compliance and Consumer Reporting Agency (“CRA”) experience. Kristi has remarkable experience in operations and maximizing efficiencies while maintaining consumer compliance.

Candace Reynolds began with SBS over 5 years ago and has serves as Background Manager. She leads a team of 3 that review all background reports for total compliance and

Southern Background Services, LLC

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quality before they are delivered to the clients. She reports to Kristy Chadwick, who is our Operations Manager.

SBS has been interacting with governmental entities and related compliance since inception. As such, we have dealt with the Nuclear Regulatory Commission (“NRC”) and various aspects of their regulatory compliance guidelines concerning access to nuclear facilities. These guidelines are promulgated by the Nuclear Energy Institute (“NEI”), which audits our nuclear portfolio annually. We are also audited by a non-NEI member group as well. Our company is held to the highest of documentation and compliance standards.

As previously mentioned, SBS is a certified Nuclear Energy Screener by the NEI. Our client firms audit our Background Investigation Reports annually. We maintain compliance with a comprehensive standardized set of rules and regulations provided by NEI providing access to Personal Access Data Systems (“PADS”). Our investigations to allow plant access include credit, criminal, employment verification, education verification and extensive reference screening. We currently do this for 7 of the largest nuclear plants in the United States. Our last two NEI audits returned no finding and no recommendations. We are also audited by a non-NEI affiliated nuclear group. Our 2 audits hold us to the highest standards found in the background screening industry.

The Professional Background Screening Association (“PBSA”) accredits SBS. The following link will allow you to validate our accreditation: <https://member.thepbsa.org/memberships/accredited-firms-directory>.

The PBSA offers an accreditation program for Consumer Reporting Agencies (CRAs) located in the United States. Governed by a strict and thorough set of professional standards of specified requirements and measurements, the Background Screening Agency Accreditation Program (BSAAP) has become a widely recognized seal of approval bringing national recognition to an employment background screening-affiliated organization for its commitment to achieving excellence through high professional standards with accountability that results in continued institutional improvement.

The BSAAP provides a detailed process for evaluating and improving internal operating procedures that every CRA, and their clients, benefit from. Accredited CRAs have made a commitment to uphold and deliver the highest level of industry standards for the following critical areas:

- Information Security
- Legal and Compliance
- Client Education
- Researcher and Data Standards
- Verification Services Standards
- Business Practices

To become accredited firms must demonstrate initial and ongoing compliance with the accreditation standard as prepared by the Background Screening Credentialing Council (BSCC). Compliance is demonstrated through rigorous desk and on-site audits, all of which are completed by an independent third-party auditor. Firms must document each of their

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policies and processes as required in each of the areas within the Standard and demonstrate visible compliance with their policies to the auditor. Accreditation lasts for a period of five years, after which time firms are required to recomplete the process if they wish to remain accredited. We take our training and accreditation serious as we rely on the PBSA to train our staff and management throughout the year.

Women founded SBS with the spirit of service, driven by the industry's need for timely and accurate reporting. SBS holds two diversity certifications, Woman Owned Small Business and HUBZone.

Summary: Why You should partner with SBS

- Background Investigations is ***all we do all day***, every day.
 - Experienced Staff with over ***150 years*** of combined experience.
 - Designed Operationally superior to be ***client centric*** with ***customized solutions*** and ***constant communication***.
 - Employs the ***latest technology***:
 - Computers
 - Network
 - Call Center
 - Internet Portal
 - Secure Email
 - Text Communication.
 - Internet Portal ***empowers clients*** to order services and ***applicants*** to electronically ***provide required data and authorization***.
 - Client Education and Support: ***Formal Onboarding and Training, and customized Support***.
 - ***Secure*** data and facility:
 - Electronic Data Encrypted
 - Firewall Monitored
 - Data Backed-up Offsite Daily
 - Network Activity Monitored
 - Workstations and Network Protected
 - Facility Monitored and Protected 24/7
 - Limited Access to Data and File Room
 - Staff Thoroughly Screened (prior to operational access)
 - SBS holds and maintains the following ***certifications***:
 - Accredited by Public Background Screening Association (“PBSA”)
 - Certified Nuclear Screener by Nuclear Energy Institute (“NEI”)
 - Certified Small Business Administration HUBZone Business
 - Woman Owned Small Business
-

QUOTE ITEM 8 – STANDARD RESPONSE TIMES

Standard Response Times for SBS for the services outlined in Your RFQ No. 21-02 are defined as follows:

- We would employ a 12 pm (noon) Eastern Time Zone cutoff. (Flexible to some negotiation)
- Prior to this cutoff, we would two events to occur:
 - Client assigns background products to applicant, AND
 - Applicant completes required data through our app including the electronic authorization of the background investigation.
- Background investigation would begin.
- In-process statuses will be provided via email at least daily.
- Each service ordered will be released to the client portal as completed.
- Client can log-in and view progress at any point during the process.
- Background investigation will be typically completed in 3 working days or less

EXCEPTION> During COVID 19, local courtrooms, state courtrooms where certain data was maintained have had limited to no access across many local jurisdictions nationwide. This has delayed completion of this portion of the background investigations for as long as 3 weeks. This has been a background industry issue during the pandemic. Backlogs of requests continue to delay completion in some jurisdictions/courthouses in the US. SBS has and will continue to take a proactive role in assuring requests are filled as soon as humanly possible and will communicate known delays well in advance of occurrence.

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:	Southern Background Services, LLC		
Address:	9 Latimer St Hazlehurst, GA 31539		
Name of Principal Contact:	Danny F. Dukes		
E-mail:	ddukes@southernbackgrounds.com	Telephone:	912-205-3113

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:	Chief Financial and Operations Officer		
Printed Name:	Danny F. Dukes		
E-mail:	ddukes@southernbackgrounds.com	Telephone:	912-205-3113
FEIN OR Tax ID Number:	45-3343596	Fax:	866-497-0774

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	\$11.00 Applicant
(2).	National Sex Offender Search	\$ 3.00 Applicant
(3).	Social Security Trace/Validation	\$ 2.50 Applicant

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

		Price Per Search
(1).	National Database Criminal History Search	\$11.00 Applicant
(2).	National Sex Offender Search	\$ 3.00 Applicant
(3).	Social Security Trace/Validation	\$ 2.50 Applicant
(4).	Education Verification *	\$10.00 School
(5).	Employment Verification **	\$13.00 Employer
(6).	Credit Check	\$11.00 Applicant
(7).	Motor Vehicle Record	\$35.00 State
(8).	Reference Check	\$12.00 Reference

* - For each school verified, we are likely to incur expenses from 3rd party verification services which we will pass as additional costs to client.

- C. Other Considerations: ** - For each employer, we are likely to incur expenses from 3rd party verification services. We have arranged volume discounts with some of these major providers that save our clients as much as 20% on these client pass thru charges.
- (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.

We are a SBA SWOB and SBS HubZONE certified

Yes	
No	X

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

Municipalities	393	County	1
Utility Authorities	72	FIRE/FIRST AID DISTRICTS	40
HOUSING AUTHORITIES	89	HEALTH COMMISSIONS	2
PARKING AUTHORITY	1		

As of January 1, 2021

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Membership : 41

ABSECON	EGG HARBOR TOWNSHIP	MULLICA	VENTNOR
AVALON	ESTELL MANOR	NEWFIELD	WATERFORD
BRIGANTINE	FOLSOM	NORTH WILDWOOD	WEST CAPE MAY
BUENA	GALLOWAY	NORTHFIELD	WEST WILDWOOD
CAPE MAY	HAMILTON	OCEAN CITY	WEYMOUTH
CAPE MAY POINT	LINWOOD	PLEASANTVILLE	WILDWOOD CITY
COMMERCIAL	LONGPORT	SEA ISLE CITY	WILDWOOD CREST
CORBIN CITY	LOWER	SOMERS POINT	WOODBINE
DEERFIELD	MARGATE	STONE HARBOR	
DENNIS	MIDDLE	UPPER	
DOWNE TOWNSHIP	MILLVILLE	UPPER DEERFIELD	

BERGEN COUNTY MUNICIPAL JOINT INSURANCE FUND

Membership : 38

ALLENDALE	GLEN ROCK	NORTHVALE	SADDLE RIVER
ALPINE	HARRINGTON PARK	NORWOOD	TENAFLY
BERGENFIELD	HAWORTH	OAKLAND	UPPER SADDLE RIVER
CLOSTER	HILLSDALE	OLD TAPPAN	WALDWICK
CRESSKILL	HO-HO-KUS	ORADELL	WASHINGTON TWP
DEMAREST	LEONIA	PARK RIDGE	WESTWOOD
DUMONT	MAHWAH	RAMSEY	WOODCLIFF LAKE
EMERSON	MIDLAND PARK	RIDGEWOOD	WYCKOFF
FAIRLAWN	MONTVALE	RIVER EDGE	
FRANKLIN LAKES	NEW MILFORD	RIVER VALE	

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Membership : 28

BASS RIVER	EDGEWATER PARK	MOUNT LAUREL	SHAMONG TWP.
BEVERLY CITY	FIELDSBORO	NEW HANOVER	SOUTHAMPTON
BORDENTOWN CITY	FLORENCE	NORTH HANOVER	TABERNACLE TWP.
BORDENTOWN TWP	HAINESPORT TWP.	PALMYRA	SPRINGFIELD
CHESTERFIELD	LUMBERTON TWP.	PEMBERTON	WESTAMPTON
DELANCO TWP.	MANSFIELD TWP.	PEMBERTON TWP	WOODLAND TOWNSHIP
DELTRAN TWP.	MEDFORD TWP.	RIVERSIDE TWP.	WRIGHTSTOWN BORO

CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND

Membership : 38

AUDUBON	CHESILHURST	HI NELLA	PINE VALLEY
AUDUBON PARK	CLEMENTON	LAUREL SPRINGS	RUNNEMEDE
BARRINGTON	COLLINGSWOOD	LAWNSIDE	SOMERDALE
BELLMAWR	GIBBSBORO	LINDENWOLD	TAVISTOCK
BERLIN	GLOUCESTER CITY	MAGNOLIA	VOORHES
BERLIN TWP	GLOUCESTER TWP	MEDFORD LAKES	WINSLOW
BROOKLAWN	HADDON	MERCHANTVILLE	WOODLYNNE
CAMDEN CITY	HADDON HEIGHTS	MT EPHRIAM	CAMDEN COUNTY PRKING AUTH
CHERRY HILL	HADDONFIELD	OAKLYN	CHERRY HILL FIRE DISTRICT
		PINE HILL	WINSLOW FIRE DISTRICT #1

CENTRAL JERSEY JOINT INSURANCE FUND

Membership : 13

BELMAR	EDISON	METUCHEN	SAYREVILLE
DUNELLEN	FRANKLIN	MIDDLESEX	SOUTH AMBOY
EAST BRUNSWICK	HILLSBOROUGH	PISCATAWAY	WOODBIDGE

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

Municipalities 393
 Utility Authorities 72
 HOUSING AUTHORITIES 89
 PARKING AUTHORITY 1

County 1
 FIRE/FIRST AID DISTRICTS 40
 HEALTH COMMISSIONS 2

As of January 1, 2021

GLOUCESTER, SALEM, CUMBERLAND COUNTIES MUNICIPAL JIF

Membership : 38

ALLOWAY TWP	GREENWICH	PENNS GROVE	WASHINGTON TWP
CARNEY'S POINT	HARRISON TWP.	QUINTON	WENONAH
CLAYTON	HOPEWELL	PENNSVILLE	WEST DEPTFORD
DEPTFORD	LOGAN TWP.	PILESGROVE	WESTVILLE
EAST GREENWICH	LOWER ALLOWAYS CREEK	PITMAN BOROUGH	WOODBURY CITY
ELK TWP.	MANNINGTON	SHILOH	WOODBURY HEIGHTS
ELSINBORO	MANTUA TWP.	SOUTH HARRISON	WOODSTOWN
FAIRFIELD	MONROE	SWEDESBORO BORO	WOOLWICH
FRANKLIN TOWNSHIP	OLDMANS TWP.	UPPER PITTSBORO TWP.	
GLASSBORO	PAULSBORO	VINELAND CITY	

MID JERSEY MUNICIPAL JOINT INSURANCE FUND

Membership : 12

COLTS NECK	HELMETTA	OCEAN TOWNSHIP	PRINCETON
CRANBURY TWP.	HOPEWELL	PENNINGTON	ROBBINSVILLE
FAIR HAVEN	MONTGOMERY TWP.	PLAINSBORO	WEST WINDSOR

MONMOUTH MUNICIPAL JOINT INSURANCE FUND

Membership : 41

ALLENHURST	FREEHOLD TOWNSHIP	MARLBORO	SEA BRIGHT
ALLENTOWN	HAZLET	MATAWAN BOROUGH	SEA GIRT
ATLANTIC HIGHLANDS	HIGHLANDS	MIDDLETOWN TWP.	SHREWSBURY
AVON BY THE SEA	INTERLAKEN	MILLSTONE	SHREWSBURY TWP.
BRADLEY BEACH	KEYPORT	MONMOUTH BEACH	SPRING LAKE
BRIELLE	LAKE COMO	NEPTUNE CITY	SPRING LAKE HEIGHTS
DEAL	LITTLE SILVER	OCEANPORT	TINTON FALLS
EATONTOWN	LOCH ARBOUR	RED BANK	UNION BEACH
ENGLISHTOWN	MANASQUAN	ROOSEVELT	UPPER FREEHOLD TWP.
FARMINGDALE	MANALAPAN	RUMSON	WALL TWP.
			WEST LONG BRANCH

MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND

Membership : 45

ANDOVER	FLORHAM PARK	MONTVILLE	ROCKAWAY TWP
BLOOMINGDALE	FRELINGHUYSEN	MORRIS PLAINS	ROCKAWAY BOROUGH
BOONTON TOWN	HANOVER	MOUNT ARLINGTON	SOUTH ORANGE VILLAGE
BOONTON TWP.	HOPATCONG	MOUNT OLIVE	SPARTA
BUTLER	HAWTHORNE	MOUNTAIN LAKES	STANHOPE
CHATHAM BOROUGH	KINNELON	NETCONG	WASHINGTON TOWNSHIP
CHATHAM TWP	LINCOLN PARK	NORTH CALDWELL	WEST CALDWELL
CHESTER	LONG HILL	PEQUANNOCK	WEST MILFORD
DENVILLE	MADISON	POMPTON LAKES	WHARTON
DOVER TOWN	MENDHAM BOROUGH	RANDOLPH	
EAST HANOVER	MENDHAM TOWNSHIP	RINGWOOD	
ESSEX FELLS	MILLBURN	RIVERDALE	

OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND

Membership : 31

BARNEGAT	HARVEY CEDARS	LONG BEACH	SEASIDE HEIGHTS
BARNEGAT LIGHT	ISLAND HEIGHTS	MANCHESTER	SEASIDE PARK
BAY HEAD	JACKSON	OCEAN GATE BOROUGH	SHIP BOTTOM

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

Municipalities	393	County	1
Utility Authorities	72	FIRE/FIRST AID DISTRICTS	40
HOUSING AUTHORITIES	89	HEALTH COMMISSIONS	2
PARKING AUTHORITY	1		

As of January 1, 2021

BEACH HAVEN	LACEY	TWP. OF OCEAN	SOUTH TOMS RIVER
BEACHWOOD	LAKEHURST	PINE BEACH	STAFFORD
BRICK TOWNSHIP	LAKEWOOD	PLUMSTED	SURF CITY
TOMS RIVER	LAVALLETTE	PT PLEASANT	TUCKERTON
EAGLESWOOD	LITTLE EGG HARBOR	PT PLEASANT BCH	

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

Municipalities	393	County	1
Utility Authorities	72	FIRE/FIRST AID DISTRICTS	40
HOUSING AUTHORITIES	89	HEALTH COMMISSIONS	2
PARKING AUTHORITY	1		

As of January 1, 2021

PUBLIC ALLIANCE INSURANCE COVERAGE FUND

Membership : 23

ALPHA, BOROUGH OF	FRANKFORD TOWNSHIP	HOPE	READINGTON TOWNSHIP
BELVIDERE, TOWN OF	FRANKLIN TOWNSHIP (WARREN)	LAMBERTVILLE	RIDGEFIELD, BOROUGH OF
BETHLEHEM	GLEN RIDGE BOROUGH	LIBERTY	UNION TOWNSHIP
BLOOMSBURY, BOROUGH OF	GREENWICH TOWNSHIP	MILFORD, BOROUGH OF	WHITE TOWNSHIP
EAST AMWELL TOWNSHIP	INDEPENDENCE TOWNSHIP	OXFORD TOWNSHIP	WINFIELD TOWNSHIP
	HARDWICK TOWNSHIP	POHATCONG TOWNSHIP	HUNTERDON, COUNTY OF

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

Membership : 4

EVEHAM	MAPLESHADE	MOORESTOWN	WILLINGBORO
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NEW JERSEY MUNICIPAL SELF INSURER'S JOINT INSURANCE FUND

Membership : 5

BURLINGTON TWP.	CLARK	NORTH HUDSON REG' FIRE & RESCUE
BURLINGTON CITY	PARAMUS	

NJ UTILITY AUTHORITIES JOINT INSURANCE FUND

Membership : 72

BAYSHORE REGIONAL SA	FRANKLIN TWP S.A.	MERCHANTVILLE-PENNSAUKEN	POMPTON LAKES MUA
BEACHWOOD TWP S.A.	HACKETTSTOWN MUA	TOWNSHIP OF MIDDLETOWN SA	RARITAN TOWNSHIP MUA
BERKELEY TWP. MUA	HAMILTON MUA	MONMOUTH BAYSHORE OUTFALL	READINGTON-LEBANON SA
BERKELEY TWP. SA	HANOVER TWP S.A.	MONROE MUA	RIVERSIDE SA
BERNARDS TWP. SA	HILLSBOROUGH MUA	MOUNT HOLLY SA	ROCKAWAY VALLEY REG'L SA
BORDENTOWN SA	JACKSON TWP. MUA	MUSCONETCONG SA	TOMS RIVER MUA
BRICK TWP. MUA	JERSEY CITY MUA	N.ARLINGTON-LYNDHURST JOINT MTG.	SECAUCUS MUA
BUENA BOROUGH MUA	KEARNY MUA	NORTH BERGEN MUA	SOMERSET RARITAN VALLEY REG'L SA
CAPE MAY COUNTY MUA	LACEY MUA	TWO RIVERS WATER RECLAMATION	SOUTH MON REG'L SA
CARLSTADT SA	LAKEWOOD MUA	NORTHWEST BERGEN COUNTY MUA	STONY BROOK REG'L SA
CARNEY'S POINT SA	LINDEN SA	OCEAN TWP. SEWERAGE AUTH	UNION COUNTY UA
CINNAMINSON SA	LAMBERTVILLE MUA	PASSAIC VALLEY WATER COMMISSION	WARREN COUNTY MUA
CLINTON SA	LITTLE EGG HARBOR MUA	PENNS GROVE SA	WANAQUE VALLEY REGIONAL SA
DEPTFORD TWP MUA	LOGAN TOWNSHIP MUA	PENNSAUKEN SA	WASHINGTON TOWNSHIP MUA
EAST WINDSOR MU	LONG BRANCH SA	PENNSVILLE SA	WASHINGTON TOWNSHIP MUA (Gloucester)
EATONTOWN MUA	LOWER TOWNSHIP MUA	PINE HILL BOROUGH MUA	WESTERN MONMOUTH MUA
EGG HARBOR TWP. MUA	MANASQUAN RIVER REG'L SA	PLAINFIELD AREA REG'L SA	WRIGHTSTOWN MUA
EVEHAM MUA	MANTUA TWP MUA	PLAINFIELD MUA	WOODSTOWN SA

SOUTH BERGEN MUNICIPAL JOINT INSURANCE FUND

Membership : 23

BOGOTA	FAIRVIEW	MAYWOOD	RUTHERFORD
CARLSTADT	FORT LEE	MOONACHIE	SADDLE BROOK
EAST RUTHERFORD	HACKENSACK	NORTH ARLINGTON	SOUTH HACKENSACK
EDGEWATER	LITTLE FERRY	PALISADES PARK	WALLINGTON
ELMWOOD PARK	LODI	RIDGEFIELD PARK	WOODRIDGE
ENGLEWOOD CLIFFS	LYNDHURST	ROCHELLE PARK	

SUBURBAN-ESSEX JOINT INSURANCE FUND

Membership : 10

BELLEVILLE	HALEDON	PROSPECT PARK	ESSEX REG'L HEALTH COMMISSION
FAIRFIELD	LITTLE FALLS	SECAUCUS	HUDSON REG'L HEALTH COMMISSION
GARFIELD	NUTLEY		

SUBURBAN MUNICIPAL JOINT INSURANCE FUND

Membership : 10

BEDMINISTER	FAR HILLS	SCOTCH PLAINS	WESTFIELD
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MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

Municipalities	393	County	1
Utility Authorities	72	FIRE/FIRST AID DISTRICTS	40
HOUSING AUTHORITIES	89	HEALTH COMMISSIONS	2
PARKING AUTHORITY	1		

As of January 1, 2021

BERNARDS TWP.	HARDING TOWNSHIP	SUMMIT
BERNARDSVILLE	MOUNTAINSIDE	WATCHUNG

NJ PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND

Membership : 89

A-HOME, INC.	EDISON HA	LODI	PLEASANTVILLE
ATLANTIC CITY	EDGEWATER URBAN RENEWAL	LONG BRANCH	PRINCETON
BAYONNE HA	ENGLEWOOD	MADISON	RAHWAY
BERGEN COUNTY	ENGLEWOOD HSG MGMNT SER	MADISON AFFORDABLE HSG. CORP.	RED BANK
BERKELEY	ENGLEWOOD WESTMOOR GARDENS	TWP OF MIDDLETOWN H.A.	SALEM
BEVERLEY	F.L.A.S.H. CORP	MILLVILLE	SAYREVILLE
BOONTON	FLORENCE	MORRIS COUNTY	SAYREVILLE SENIOR HOUSING
BRICK	FORT LEE	MORRIS COUNTY AFFORDABLE HOUSING	SECAUCUS
BRIDGETON HA	FREEHOLD	MORRISTOWN	SOUTH AMBOY
BRIDGEVIEW MANOR	GARFIELD	NEPTUNE	SOUTH AMOBY RENAISSANCE CORP.
BURLINGTON	GLASSBORO	NEPTUNE CITY HA	SUMMIT
BUENA HA	GUTTENBERG	NEW BRUNSWICK	TRENTON
CAMDEN	HACKENSACK	NORTH BERGEN	UNION CITY
CAPE MAY	HADDON TWP HA	NORTH BERGEN RENAISSANCE I	VINELAND
CARTERET	HIGHLAND PARK	NORTH BERGEN RENAISSANCE CORP.	WEEHAWKEN
CEDAR CROSSING	HIGHLANDS	OCEAN CITY HOUSING AUTHORITY	WEEHAWKEN SENIOR HA
CLIFFSIDE PARK HA	HOBOKEN	OLD BRIDGE	WEEHAWKEN SENIOR REHAB
COLLINGSWOOD	IRVINGTON	ORANGE	WEST NEW YORK
COOKS POND, LLP	JERSEY CITY	PASSAIC	WILDWOOD
DOVER	KEANSBURG	PENNS GROVE	WOODBIDGE
EAST ORANGE	LAKEWOOD	PERTH AMBOY	
EDGEWATER	LINDEN	PHILLIPSBURG	
EDGEWATER NEIGHBORHOOD AFF. HSG. FRIENDS LLP	LINDEN HOUSING CORP.	PLAINFIELD	

NEW JERSEY FIRST RESPONDERS JOINT INSURANCE FUND

Membership : 37

BERLIN TWP FIRE DISTRICT #1	DELRAN TWP BOFC #1	HAMILTON TWP FIRE DISTRICT #2	MONROE BOFC DISTRICT #3
BEVERLY CITY BOFC	ENGLISHTOWN BOFC #1	HAMILTON TWP. BOFC #7	MONROE TOWNSHIP BOFC DISTRICT #2
BORDENTOWN BOFC #1	FLORENCE TWP. BOFC DISTRICT #1	HOPEWELL TOWNSHIP BOFC	MONROE TWP BOFC FD#1/VOL FIRE CO #1
BORDENTOWN TOWNSHIP BOFC#2	GLOUCESTER TOWNSHIP BOFC DISTRICT #6	JACKSON TWP. BOFC #3	MT. LAUREL BOARD OF FIRE COMMISSIONERS
BRICK TOWNSHIP BOFC DISTRICT #2	GLOUCESTER TWP BOFC #1	JAMESBURG BOFC FD#1/VOL FIRE CO	PINE HILL FD #1
BRICK TOWNSHIP BOFC DISTRICT #3	GLOUCESTER TWP. BOFC DISTRICT #5	LINDENWOLD BOFC DISTRICT #1	PLAINSBORO BOFC DISTRICT #1
BRICK TWP JOINT BOFC	HADDON TOWNSHIP BOFC #1	MANALAPAN TWP BOFC DISTRICT #2	WASHINGTON TWP. BOFC #1
CHESTERFIELD TWP BOFC #2	HADDON TWP DIST#4/W.COLLINGSWOOD HEIGHTS FC #1	MANASQUAN BOFC #1	
CINNAMINSON FIRE DISTRICT #1	HAMILTON TWP BOFC #4	MARLBORO BOFC #3	
COMMERCIAL TWP BOFC DISTRICT #3	HAMILTON TWP BOFC #9	MILLSTONE TOWNSHIP FIRE DISTRICT #1	

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 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES 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; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http://www.state.nj.us/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 a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq

NEW JERSEY ANTI-DISCRIMINATION PROVISIONS
N.J.S.A. 10:2-1 ET SEQ.

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

SAMPLE CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Filed with NJ Dept of the Treasury
awaiting certificate. Form filed on
following page.

Certification 111XX

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

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-20XX to 15-DEC-20XX

SAMPLE COMPANY, INC.
33 WEST STATE STREET
TRENTON, NJ 08625

VOID



State Treasurer

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/treasury/contract_compliance/pdf/aa302ins.pdf

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY 45-3343596	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 16			
4. COMPANY NAME Southern Background Services, LLC					
5. STREET 9 Latimer St	CITY Hazlehurst	COUNTY Jeff Davis	STATE GA	ZIP CODE 31539	
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				15	
10. PUBLIC AGENCY AWARDED CONTRACT					
MEL Joint Liab Ins		CITY Parsippany	COUNTY Morris	STATE NJ	ZIP CODE 07054
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 TOTAL (Cols.2 &3)	COL. 2 MALE	COL. 3 FEMALE	***** MALE*****					*****FEMALE*****					
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	
Officials/ Managers	3	1	2					1						2
Professionals	3		3											3
Technicians														
Sales Workers														
Office & Clerical	9		9						1					8
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.													
	15	1	14					1	1					13

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input checked="" 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: 01/01/2021 To: 01/31/2021		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type) Danny Dukes	SIGNATURE 	TITLE Chief Fin and Oper Office	DATE MO DAY YEAR 04 09 21		
17. ADDRESS NO. & STREET 9 Latimer St	CITY Hazlehurst	COUNTY Jeff Davis	STATE GA	ZIP CODE 31539	PHONE (AREA CODE, NO.,EXTENSION) 912 - 375 - 5577

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/treasury/contract/compliance/pdf/aa302_ins.pdf

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="radio"/> 1. MFG <input type="radio"/> 2. SERVICE <input type="radio"/> 3. WHOLESALE <input type="radio"/> 4. RETAIL <input type="radio"/> 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 NON, E SO INDICATE)		CITY STATE ZIP CODE
7. CHECK ONE: IS THE COMPANY: <input type="radio"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="radio"/> MULTI-ESTABLISHMENT EMPLOYER		
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 AWARDDING CONTRACT		
		CITY COUNTY STATE ZIP CODE
Official Use Only		DATE RECEIVED NAUG. 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. DONOT SUBMIT AN EEO-1 REPORT.

JOB CATEGORIES	ALL EMPLOYEES			MINORITY										
	COL. 1 TOTAL (Cols. 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	MALE					FEMALE					
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	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! 2. NO!	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)	SIGNATURE	TITLE	DATE MO DAY YEAR
17. ADDRESS NO. & STREET	CITY	COUNTY	STATE ZIP CODE PHONE (AREA CODE, NO., EXTENSION)

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: Southern Background Services, LLC

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.

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: N/A 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): Danny F. Dukes Signature: 
Title: Chief Financial and Operations Officer Date: 04/09/2021



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
OFFICE OF THE DIRECTOR
33 WEST STATE STREET
P. O. BOX 039
TRENTON, NEW JERSEY 08625-0039
<https://www.njstart.gov>
Telephone (609) 292-4886 / Facsimile (609) 984-2575

ELIZABETH MAHER MUOIO
Acting State Treasurer

MAURICE A. GRIFFIN
Acting Director

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 (“Chapter 25”):

1.	Bank Markazi Iran (Central Bank of Iran)
2.	Bank Mellat
3.	Bank Melli Iran
4.	Bank Tejarat
5.	National Iranian Tanker Company (NITC)
6.	Amona
7.	Bank Saderat PLC
8.	Bank Sepah
9.	Belaz
10.	Belneftekhim (Belorusneft)
11.	China International United Petroleum & Chemicals Co., Ltd. (Unipecc)
12.	China National Offshore Oil Corporation (CNOOC)
13.	China National Petroleum Corporation (CNPC)
14.	China National United Oil Corporation (ChinaOil)
15.	China Petroleum & Chemical Corporation (Sinopec)
16.	China Precision Machinery Import-Export Corp. (CPMIEC)
17.	Grimley Smith Associates

18.	Indian Oil Corporation
19.	Kingdram PLC
20.	Maire Tecnimont SpA
21.	Naftiran Intertrade Company (NICO)
22.	Oil and Natural Gas Corporation (ONGC)
23.	Oil India Limited
24.	Persia International Bank
25.	PetroChina Company, Ltd.
26.	Petroleos de Venezuela (PDVSA Petróleo, SA)
27.	Sameh Afzar Tajak Co. (SATCO)
28.	Shandong Fin Cnc Machine Company, Ltd.
29.	Sinohydro
30.	SKS Ventures
31.	Som Petrol AS
32.	Zhuhai Zhenrong Company

List Date: January 31, 2018

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: 9+

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

Within the last 5 years has the business or any officer/partner failed to complete a contract awarded to them:_. 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: None

If yes, please provide details:

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

All active work none in process.

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

Experience & Qualifications Questionnaire

None used.

Please provide at least 3 references below:

Name: **David Koch, Nuclear Oversight** **Phone:** **804-387-6523**
Dominion Energy Sevices

Address: **5000 Dominion Blvd. Innsbrook 2SE, Glen Allen, VA 23060**
david.koch@dominonenergy.com

Equipment/Service Provided: **Background Investigative Services**

Contract Amount: **Long term contract in excess of \$150,000**

Name: **Daniel Novick, Site Access** **Phone:** **570-542-1448**
Talen Energy

Address: **Daniel.Novick@talenergy.com**

Equipment/Service Provided: **Background Investigative Services**

Contract Amount: **Long term contract in excess of \$250,000**

Name: **Sandra Downes, Security** **Phone:** **847-302-6022**
BHI Energy

Address: **sandra.downes@bhienergy.com**

Equipment/Service Provided: **Background Investigative Services**

Contract Amount: **Long term contract in excess of \$500,000**

Name: **Brenda McEachin, Human Resources** **Phone:** **912-375-7781**

Experience & Qualifications Questionnaire

Address: 163 S. Tallahassee Street, Hazlehurst, GA 31539

Equipment/Service Provided: Background Investigative Services

Contract Amount: Approximately \$35,000

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.

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 

OWNERSHIP DISCLOSURE FORM

BID SOLICITATION #: RFQ 21-02

VENDOR {BIDDER}: Southern Background Services

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	<u>Jeanie M. Dukes</u>		
ADDRESS 1	<u>101 Avalon Ct</u>		
ADDRESS 2			
CITY	<u>Canton</u>	STATE <u>GA</u>	ZIP <u>30115</u>

NAME	<u>Danny F. Dukes</u>		
ADDRESS 1	<u>101 Avalon Ct</u>		
ADDRESS 2			
CITY	<u>Canton</u>	STATE <u>GA</u>	ZIP <u>30115</u>

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.

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.



04/09/2020

Signature (Do not enter vendor ID as a signature)

Date

Danny F. Dukes, Chief Financial and Operations Officer

Print Name and Title

45-3343596

FEIN/SSN

New Jersey Business Registration Certification

Pursuant to N.J.S.A. 52:32-44, **The FUND** "Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (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) 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. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

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

FILING CERTIFICATION (CERTIFIED COPY)

**SOUTHERN BACKGROUND SERVICES LLC
0450631350**

I, the Treasurer of the State of New Jersey, do hereby certify, that the above-named did file and record in this department the below listed document(s) and that the foregoing is a true copy of the formation certificate as the same is taken from and compared with the original(s) filed in this office on the date set forth on each instrument and now remaining on file and of record in my office.



*IN TESTIMONY WHEREOF, I have
hereunto set my hand and
affixed my Official Seal
6th day of April, 2021*

A handwritten signature in black ink, appearing to read 'Elizabeth Maher Muoio'.

*Elizabeth Maher Muoio
State Treasurer*

*Certificate Number : 4133108931
Verify this certificate online at
https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp*

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

CERTIFICATE OF REGISTRATION
SOUTHERN BACKGROUND SERVICES LLC
0450631350

The above-named FOREIGN LIMITED LIABILITY COMPANY was duly filed in accordance with New Jersey State Law on 04/06/2021 and was assigned identification number 0450631350. Following are the articles that constitute its original certificate.

1. **Name:**
SOUTHERN BACKGROUND SERVICES LLC
2. **Registered Agent:**
NEW JERSEY REGISTERED AGENT LLC
3. **Registered Office:**
525 ROUTE 73 NORTH
STE 104
MARLTON, NEW JERSEY 08053
4. **Business Purpose:**
BIDDING FOR BACKGROUND INVESTIGATION SERVICES JOBS IN NEW JERSEY.
5. **Incorporated Under the Laws of:**
GEORGIA ON 09/11/2011
6. **Effective Date of this filing is:**
04/06/2021
7. **Main Business Address:**
9 LATIMER ST
HAZLEHURST, GEORGIA 31539

Signatures:

DANNY DUKES
GENERAL PARTNER



Certificate Number : 4133109097

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
6th day of April, 2021*

Elizabeth Maher Muoio
State Treasurer

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

CERTIFICATE OF REGISTRATION

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HAZLEHURST, GEORGIA 31539

Signatures:

DANNY DUKES
GENERAL PARTNER



Certificate Number : 4133109097

Verify this certificate online at

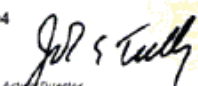
https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp


*IN TESTIMONY WHEREOF, I have
hereunto set my hand and
affixed my Official Seal
6th day of April, 2021*

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

Elizabeth Maher Muoio
State Treasurer

SAMPLE BUSINESS REGISTRATION CERTIFICATE

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, N.J. 08646-0252
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#: 970-097-382/500	SEQUENCE NUMBER: 0107330	
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04	
EFFECTIVE DATE: 01/01/01		
FORM-BRC(08.01)	Acting Director	
This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.		

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112823533

Item 1. Name & Mailing Address of the Insured

SOUTHERN BACKGROUND SERVICES
LLC
9 LATIMER STREET
HAZLEHURST, GA 31539

FEIN 45-3343596

TEL#: # of EMP:
UI#:

Insured is: Limited Liability Company

Name & Address of the Producer
ROONEY INSURANCE AGENCY INC
4700 S GARNETT ROAD
SUITE 200
TULSA 74146

Producer Number 0040023

Issued by Chubb National Insurance Company
a stock insurance company
incorporated in INDIANA

N.C.C.I. Carrier Code 35173

Policy Number (22) 7176-33-14

Previous Policy Number (21) 7176-33-14

OTHER WORK PLACES NOT SHOWN ABOVE - SEE ATTACHED EXTENSION OF INFORMATION PAGE

Item 2. POLICY PERIOD

12:01 A.M. standard time at the insured's mailing address FROM 01/16/21 TO 01/16/22

Item 3. A. WORKERS COMPENSATION INSURANCE: Part One of the policy applies to the Workers Compensation Law of the states listed here: GA

B. EMPLOYERS LIABILITY INSURANCE: Part Two of the policy applies to work in each state listed in Item 3A. The limits of our liability under Part Two are:

Bodily Injury by Accident	\$ 1,000,000	each accident
Bodily Injury by Disease	\$ 1,000,000	policy limit
Bodily Injury by Disease	\$ 1,000,000	each employee

C. OTHER STATES INSURANCE: Part Three of the policy applies to the states, if any, listed here: All States, Except states designated in Item 3.A and ND, OH, WA, WY

D. Endorsements (Form No.) Refer To Extension of Information Page "List of Endorsements & Schedules"

Item 4. The Premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Refer to Extension of Information Page

Minimum Premium: \$220	Total Estimated Premium:	\$380
Minimum Premium State: GEORGIA	Total State Surcharges:	
Expense Constant: GEORGIA (\$200 INCL)	Total Estimated Charge:	\$380
Premium Adjustment Period: AT EXPIRATION	Deposit Amount:	\$380

CHUBB GROUP OF INSURANCE COMPANIES:

TWO WARREN PLACE
6120 SOUTH YALE, SUITE 450
TULSA, OK 74136-4222



12/17/20

Authorized Representative and Date Signed

Issue Date: 12/17/20

Policy Number (22) 7176-33-14

Chubb National Insurance Company

NCCI Carrier Code 35173

NAME AND LOCATION SCHEDULE

Named Insured SOUTHERN BACKGROUND SERVICES

Effective Date: 01-16-2021

12:01 A.M., Standard Time

Agent Name ROONEY INSURANCE AGENCY INC

Agent No. 0040023

State: GEORGIA

SOUTHERN BACKGROUND SERVICES LLC

9 LATIMER ST

Hazlehurst GA 31539

Legal Entity: LLC

FEIN: 45-3343596

SIC Code: 7375

NAICS Code: 517311

Policy Number
(22) 7176-33-14

SCHEDULE OF FORMS AND ENDORSEMENTS

Chubb National Insurance Company

Named Insured SOUTHERN BACKGROUND SERVICES

Effective Date: 01-16-2021

12:01 A.M., Standard Time

Agent Name ROONEY INSURANCE AGENCY INC

Agent No. 0040023

WORKERS COMPENSATION FORMS AND ENDORSEMENTS

WC 00 00 01A	05-88	INFORMATION PAGE WC AND EMPL LIABIL POL
WC 00 00 01A	05-88	SCHEDULE OF NAMES & LOCATIONS
WC 00 00 01A	05-88	WC CLASSIFICATION SCHEDULE
08 02 0109	04-84	WORK COMP POLICY COVER PAGE
WC 00 00 00C	01-15	WORKERS COMPENSATION AND EMPLOYERS LIAB
WC 00 04 14 A	01-19	90DAY REPORT-NOTIF CHANGE IN OWNERSHIP
WC 00 04 19	01-01	PREMIUM DUE DATE ENDORSEMENT
WC 00 04 21 E	01-21	CATASTROPHE (OTHER THAN CERT ACTS) ENDT
WC 00 04 22 C	01-21	TERRORISM RISK PGM REAUTH ACT DISCL ENDT
WC 00 04 24	01-17	AUDIT NONCOMPLIANCE CHARGE ENDT
WC 10 06 01 C	07-18	GA CANCELLATION NONRENEWAL & CHANGE ENDT
WC 99 07 73	11-06	TRADE OR ECONOMIC SANCTIONS
WC 90 03 84	07-18	CHUBB WC CLAIM KIT

Target Professionals™ Miscellaneous Professional Liability Declarations



RLI Insurance Company
9025 North Lindbergh Drive
Peoria, Illinois 61615
Phone: (309) 692-1000

A stock insurance company,
herein called the Insurer.

NOTICE: THIS POLICY COVERS ONLY THOSE CLAIMS FIRST MADE AGAINST THE INSURED DURING THE POLICY PERIOD AND FIRST REPORTED TO THE INSURER DURING THE POLICY PERIOD, THE AUTOMATIC EXTENDED REPORTING PERIOD, OR IF APPLICABLE, DURING THE EXTENDED REPORTING PERIOD. DEFENSE COSTS SHALL BE APPLIED AGAINST THE DEDUCTIBLE. PLEASE READ YOUR POLICY CAREFULLY.

Policy No.: RTP0020190

- Item 1. **Named Insured:** Southern Background Services, LLC
Address: P.O. Box 1600
Hazlehurst, GA 31539
- Item 2. **Policy Period:** From 12:01 A.M. on 09/16/2020
To 12:01 A.M. on 01/16/2022
Local time at the address shown in Item 1.
- Item 3. Limits of Liability: a. \$ 1,000,000 each **Claim**
b. \$ 1,000,000 Aggregate
- Item 4. Deductible: \$ 7,500 each **Claim**
- Item 5. **Retroactive Date** Inception
- Item 6. Policy Premium: \$ 5,917
Surcharges: \$ 0
Total Policy + Surcharges: \$ 5,917
- Item 7. Forms and Endorsements Effective at Inception:

Form Number	Form Title
MAN-RTP0020190-2001	Choice of Counsel Endorsement
RTP 211 (02/17)	RLI Application
RTP 101 (02/17)	Target Professional Liability Policy
RTP 410 (02/17)	Georgia Amendatory Endorsement
RTP 601 (02/17)	Amend Third Party Discrimination Sublimit
RTP 604 (02/17)	Commingleing Exclusion
RTP 614 (02/17)	Medical And Healthcare Services Exclusion
RTP 618 (02/17)	Professional Services Exclusion
RTP 625 (02/17)	Additional Exclusions
RTP 628 (02/17)	Amend Definition Of Damages
RTP 639 (02/17)	Contingent Bodily Injury/Property Damage Sublimit
RTP 656 (02/17)	Amend Exclusion j. FCRA

RTP 663 (02/17)	Amend Subrogation
RTP 696 (02/17)	Social Engineering Exclusion
ILF 0001C (04/16)	Signature Page - Commercial Lines

Item 8. **Professional Services:**

Solely in the performance of providing Background Screening Services, Investigation Services, Pre-Employment Testing Services, and Procurement of Information Services

Item 9. Extended Reporting Period: 1 year for 65%, 2 years for 125% and 3 years for 180 % of the Annual Policy Premium

CHUBB®

Chubb Group of Insurance Companies
 202B Hall's Mill Road
 Whitehouse Station, NJ 08889

**Commercial Umbrella Liability
 Coverage Form
 Declarations**

Policy Symbol: UMB		Previous Policy Symbol: UMB	
Policy Number: D39394431		Previous Policy Number: New	
COVERAGE IS PROVIDED IN THE COMPANY SHOWN BELOW ACE Property and Casualty Insurance Company 436 Walnut Street Philadelphia, PA 19106			
Named Insured and Address		Producer Name and Address	
SOUTHERN BACKGROUND SERVICES LLC 9 Latimer St Hazlehurst, GA, 31539-6111		ROONEY INSURANCE AGENCY INC. 4700 S. GARNETT STE 200 TULSA, OK, 74146-0000 PRODUCER CODE 0040023-99999	
Policy Period: 01-16-2021		to 01-16-2022	
12:01 A.M Standard Time at the Address of the Named Insured as stated herein			
Limits of Insurance			
\$ 4,000,000 Each Occurrence			
\$ 4,000,000 General Aggregate			
\$4,000,000 Products Completed-Operations Aggregate \$0 Self-Insured Retention			
Policy Period Premium			
\$ 2,032 Premium \$ 32 Terrorism Premium included in Annual Premium			
\$ 0.00 State Surcharge			
\$ 2,032.00 Premium, including all Surcharges and Assessments			
Schedule of Underlying Insurance			
Underlying Policy Type: Businessowners Company		Policy Number: SERGAD3939439A1	
		Limits of Insurance	Limit Amount
		General Aggregate	\$4,000,000
Policy Period 01-16-2021 to 01-16-2022		Products-Completed Operations Aggregate	\$4,000,000
		Each Occurrence	\$2,000,000
<input checked="" type="checkbox"/> Including Hired and Non Owned Only Auto Liability (within GL)			

**Commercial Umbrella Liability
Coverage Form**
Declarations

<input type="checkbox"/> Employee Benefits Liability		
Underlying Policy Type: Employers Liability	Policy Number:	
	Limits of Insurance	Limit Amount
Company	Bodily Injury by Accident	
Chubb National Insurance Company	Each Accident	\$500,000
	Bodily Injury By Disease	
	Each Policy	\$500,000
Policy Period 01-16-2021 to 01-16-2022	Each Employee	\$500,000
<p>In any jurisdiction, state, or province where the amount of Employers Liability Insurance provided by the Underlying Insurer(s) is by law "Unlimited", the underlying Employers Liability limit(s) shown in the above schedule do not apply and no coverage shall be provided for Employers Liability under this policy.</p>		