EXHIBIT A
(N.J.S.A. 10:5-31 et seq)

PROCUREMENT OF GOODS, SERVICES AND PROFESSIONAL CONTRACTS
MANDATORY LANGUAGE

During the performance of a contract, the contractor agrees as follows:

a. 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, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Equal Employment Opportunity Officer setting forth provisions of this non-discrimination clause.

b. 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, sex, affectional or sexual orientation.

c. The contractor or subcontractor, where applicable, will send to each labor union or representative of workers which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the Public Agency equal Employment Opportunity Officer advising the labor union or workers representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

d. The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

e. The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L., C. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

f. "The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time.

g. "The contractor or subcontractor agrees to inform in writing all recruitment agencies, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex, affectional or sexual orientation and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices."

h. "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."
i. "The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable federal law and applicable federal court decisions."

j. The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. Of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

Provisions (d), (e), (f), (g), or (h) not required for subcontractors with four (4) or fewer employees or a contractor who has presented evidence of a federally approved or sanctioned Affirmative Action Program. See Exhibit E.

Submitted by
Name of firm: ____________________________

By______________________________

Title: ____________________________

Date: ____________________________

Please check one of the following:

________ I am enclosing my approval Federal Letter (OFCCP)
(Office of Federal Contract Compliance Program)

________ I am enclosing my copy of N.J. State Certificate

________ I have neither of the above. If I am going to enter into a contract with Rowan University, I will complete the Affirmative Action Employee Information Report (AA-302)

Revised 1/22/04
PROCUREMENT AND SERVICE CONTRACTS
LANGUAGE “A”

In the event that you or your firm is awarded this contract, our office upon award will send the necessary additional forms. These should be submitted within seven (7) working days of notification. (Bidders are required to comply with the requirement of N.J.S.A. 10:5-31 ET seq., codified at N.J.A.C 17:27-1.1 ET seq.)

1. Does this contract have the potential of having a dollar value of $2,000.00 or better?
   (   ) Yes (If yes, complete #2)
   (   ) No (If no, no further documentation is required)

2. Does your company have a Federal Affirmative Action Plan Approval Letter?
   (   ) Yes (If yes, submit a Photostat copy)
   (   ) No (If no, complete “A” below)

   A. Does your company have a Certificate of Employee Information Report?
      (   ) Yes (If yes, submit a Photostat copy)
      (   ) No (If no, complete “B” below)

   B. If you do not have either of the above-mentioned documents, an Affirmative Action Employee Information Report form (AA-302) will be returned to you for your completion.

3. Each Sub Contract over $2,000.00 must also contain Language “A”.
3a. Are you a certified minority owned business by New Jersey Commerce Department?
    (   ) Yes    (   ) No

4. Are you a minority-owned business?
   (   ) Yes    (   ) No

5. Are you a woman owned business?
   (   ) Yes    (   ) No

5a. Are you a certified woman owned business by New Jersey Commerce Department?
    (   ) Yes    (   ) No

Revised 8/8/05
6. Are you a small business (Less than 100 employees)?

( ) Yes  ( ) No

6a. Are you a small business certified by the New Jersey Department Of Commerce?

( ) Yes  ( ) No

**All successful vendors must submit one of the following forms of evidence:**


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

Name:________________________  Title:________________________

Signature:____________________  Date:____________________

Contractor: Please complete and sign this form and return it with your contract or Bid Proposal.

***AN EQUAL OPPORTUNITY EMPLOYER***

*Special Note: This questionnaire must be completed, signed & returned with your bid.