



STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY

33 WEST STATE STREET, P.O. BOX 230
TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION CHECKLIST

BID SOLICITATION #: 20DPP00507

BID SOLICITATION TITLE: T2305 – Independent Medical Examinations and Support, Division of Pensions and Benefits

THIS CHECKLIST WAS CREATED AS A GUIDE TO ASSIST VENDORS IN PREPARING A COMPLETE AND RESPONSIVE QUOTE. THIS CHECKLIST MAY NOT IDENTIFY ALL OF THE DOCUMENTS, FORMS OR OTHER INFORMATION REQUIRED. IT IS THE VENDOR'S RESPONSIBILITY TO ENSURE THAT ALL REQUIREMENTS OF THE BID SOLICITATION HAVE BEEN MET.

PART 1

**FORMS, REGISTRATIONS AND CERTIFICATIONS THAT MUST BE
SUBMITTED BY THE VENDOR WITH THE QUOTE**

[OFFER AND ACCEPTANCE PAGE](#) (Bid Solicitation §4.4.1.1)

[OWNERSHIP DISCLOSURE FORM](#) (Bid Solicitation §4.4.1.2.1)

[DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM](#) (Bid Solicitation §4.4.1.2.2)

[SUBCONTRACTOR UTILIZATION PLAN](#) (Bid Solicitation §4.4.1.3)

IF THIS BID SOLICITATION HAS A SUBCONTRACTING SET-ASIDE REQUIREMENT, THE VENDOR MUST CONSULT THE DIVISION OF REVENUE & ENTERPRISE SERVICES NEW JERSEY SELECTIVE ASSISTANCE VENDOR INFORMATION DATABASE AT https://www20.state.nj.us/TYTR_SAVI/vendorSearch.jsp FOR INFORMATION REGARDING REGISTERED SMALL BUSINESSES AND/OR DISABLED VETERAN BUSINESSES.

STATE-SUPPLIED PRICE SHEET (Bid Solicitation §4.4.5)

STATE OF NEW JERSEY SECURITY DUE DILIGENCE THIRD-PARTY INFORMATION SECURITY
QUESTIONNAIRE (Bid Solicitation §4.4.3.3.3)

PART 2

**FORMS, REGISTRATIONS AND CERTIFICATIONS THAT SHOULD BE
SUBMITTED BY THE VENDOR WITH THE QUOTE.
THESE FORMS MUST BE SUBMITTED PRIOR TO THE AWARD
OF THE MASTER BLANKET PURCHASE ORDER.**

[DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR](#) (Bid Solicitation §4.4.2.2)

PROOF OF BUSINESS REGISTRATION

You may register your business [HERE](#) or obtain a copy of the Business Registration Certificate [HERE](#).

CERTIFICATE OF INSURANCE / ACORD

[TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF
POLITICAL CONTRIBUTIONS](#) (Bid Solicitation §7.1.1)

AFFIRMATIVE ACTION COMPLIANCE (Bid Solicitation §7.1.3)

Submit one of the following:

- **NEW JERSEY CERTIFICATE OF EMPLOYEE INFORMATION REPORT**
- **FEDERAL LETTER OF APPROVAL VERIFYING A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM (Dated within 1 year of the Quote submission)**
- [AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT \(FORM AA302\)](#)

[SOURCE DISCLOSURE FORM](#) (Bid Solicitation §§4.4.2.3 and 7.1.2)

APPENDIX A MEDICAL PANEL COMPILATION (Bid Solicitation §4.4.4.3.2)

NOTE: Appendix A is mandatory only if required by the State. Reference Bid Solicitation for further details.