



**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 #:** 19DPP00325

**BID SOLICITATION TITLE:** T-2010 Administrative Services for Section 125 Flexible Spending Accounts

**THIS CHECKLIST WAS CREATED AS A GUIDE TO ASSIST VENDORS {BIDDERS} IN PREPARING A COMPLETE AND RESPONSIVE QUOTE. IT IS THE VENDOR'S {BIDDER'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 {BIDDER} WITH THE QUOTE**

**[OFFER AND ACCEPTANCE PAGE](#)** (See Bid Solicitation Section 4.4.1.1)

**[OWNERSHIP DISCLOSURE FORM](#)** (See Bid Solicitation Section 4.4.1.2.1)

**[DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM](#)** (See Bid Solicitation Section 4.4.1.2.2)

**[SUBCONTRACTOR UTILIZATION PLAN](#)** (See Bid Solicitation Section 4.4.1.3)

**PART 2**

**FORMS, REGISTRATIONS AND CERTIFICATIONS THAT SHOULD BE  
SUBMITTED BY THE VENDOR {BIDDER} 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 {BIDDER}](#)**

(See Bid Solicitation Section 4.4.2.2)

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

**AFFIRMATIVE ACTION COMPLIANCE** (See Bid Solicitation Section 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](#)** (See Bid Solicitation Sections 4.4.2.3 and 7.1.2)