



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 #: 19DPP00298

BID SOLICITATION TITLE: T2905 Fingerprint Services: Live Scan Noncriminal - Various State Agencies

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)

[COOPERATIVE PURCHASING FORM](#) (See Bid Solicitation Section 4.4.6)