



**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 #: _____

BID SOLICITATION TITLE: _____

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)

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)**