

**New Jersey Department of the Treasury
Division of Purchase and Property**

PROCUREMENT PROGRAM CHECKLIST

Solicitation {RFP} Number: _____ **Solicitation {RFP} Title:** _____

This checklist was created as a guide to assist Vendors {Bidders} in preparing a complete and responsive Quote {Proposal} as part of the  Procurement Program. It is only advisory in nature.

It is the Vendor's {Bidder's} responsibility to ensure that all requirements of the Bid Solicitation {RFP} have been met.

Forms with an  icon can be accessed through the Maintain General Information section of the Vendor Profile. Forms that have a  icon next to them can be accessed on the Division website or by clicking on the icon.

FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED BY SECTION 4.4.1 THAT MUST BE SUBMITTED WITH THE VENDOR {BIDDER} QUOTE {PROPOSAL}

	Offer and Acceptance – MUST BE PHYSICALLY OR ELECTRONICALLY SIGNED AND COMPLETED. SEE RFP SECTIONS 1.3.4 AND 4.4.1.1		 PDF
	Disclosure of Investment Activities in Iran - Full Version - SEE SECTION 4.4.1.2.2		 PDF
	Disclosure of Investment Activities in Iran - Use with completed NJSTART Category ONLY SEE SECTION 4.4.1.2.2		
	Ownership Disclosure - Full Version – SEE SECTION 4.4.1.2.1		 PDF
	Ownership Disclosure - Use with completed NJSTART Category ONLY - SEE SECTION 4.4.1.2.1		

FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED BY SECTION 4.4.2 THAT SHOULD BE SUBMITTED WITH THE VENDOR {BIDDER} QUOTE {PROPOSAL} REQUIRED PRIOR TO BLANKET P.O {CONTRACT} AWARD

	Disclosure of Investigations and Other Actions Involving Bidder - Full Version - SEE SECTION 4.4.2.2		 PDF
	Disclosure of Investigations and Other Actions Involving Bidder - Use with completed NJSTART Category ONLY - SEE SECTION 4.4.2.2		
	Source Disclosure - SEE SECTIONS 4.4.2.3 AND 7.1.2		 PDF

ADDITIONAL VENDOR {BIDDER} FORMS

	Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions (Instructions included) - SEE SECTION 7.1.1		 PDF
	Chapter 51/Executive Order 117 Q & A		 PDF
	Affirmative Action Employee Information Report (Form AA302) - SEE SECTION 7.1.3 *Corresponding Instructions & EEO Language		 PDF
	Instructions and EEO Language for Form AA302		 PDF

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Vendors {Bidders} must ensure that all requirements of the Bid Solicitation {RFP} have been met as the Bid Solicitation {RFP} language supersedes this advisory checklist in the event of an error or omission.