

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

# **PROCUREMENT PROGRAM CHECKLIST**

**Solicitation Number:** \_\_\_\_\_ **Solicitation Title:** \_\_\_\_\_

This checklist was created as a guide to assist Bidders in preparing a complete and responsive proposal (quote) as part of the  Procurement Program. It is only advisory in nature.

**It is the Bidder's responsibility to ensure that all requirements of the RFP/Bid Solicitation 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 QUOTE (PROPOSAL)

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

## FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED BY SECTION 4.4.2 THAT SHOULD BE SUBMITTED WITH THE VENDOR QUOTE (PROPOSAL) REQUIRED PRIOR TO CONTRACT AWARD

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

## ADDITIONAL VENDOR FORMS

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

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