



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



**Quick Reference Guide:**

**Vendor Profile Management  
VENDOR FORMS**

**Seller Administrator**



## Table of Contents

1. Purpose .....	3
2. Instructions .....	4
2.1 Login to NJSTART .....	4
2.2 Select the Seller Administrator Role .....	4
2.3 Click on Maintain Organization Information .....	5
2.4 Click on Maintain General Organization Information .....	5
2.5 Scroll Down to the Forms Section .....	7
2.6 Click the Add Form Button .....	7
2.6.1. Searching for a Form Template .....	7
2.6.2. Select a Form Template from the Search Results .....	8
2.6.3. Complete the Online Form.....	8
2.6.4. Save the Completed Online Form .....	9
2.7 Making a Form Confidential .....	10
2.8 Deleting or Editing an Existing Vendor Form.....	10
2.8.1. Navigate to the Forms List .....	10
2.8.2. Deleting an Attached Form .....	10
2.8.3. Select and Open the Form to Be Edited .....	11
2.9 The Link between Some Vendor Forms and Vendor Profile Categories .....	11
3. APPENDIX A - Vendor Certification Disclosure of Political Contributions .....	12
3.1 Background Information .....	12
3.2 Two-Year Certification Process .....	12
3.2.1. State Agency Instructions.....	12
3.3 Instructions for Completing the Form .....	12
3.3.1. Part 1: BUSINESS ENTITY INFORMATION .....	12
3.3.2. Part 2: DISCLOSURE OF CONTRIBUTIONS.....	13
3.3.3. Part 3: CERTIFICATION .....	13
3.3.4. Read the 5 Statements of Certification Prior to Signing.....	14
3.4 State Agency Procedure for Submitting Form(s).....	14
3.5 Business Entity Procedure for Submitting Form(s).....	14
3.5.1. Questions & Information.....	14
3.6 Useful Definitions for the Purposes of Chapter 51 and Executive Order 117 .....	14
4. APPENDIX B - Subcontractor Utilization Plan .....	17
4.1 Subcontractor Utilization Plan Form .....	17
4.2 Procedures For Small Business Subcontracting Set-Aside Contracts .....	17
4.3 Definitions .....	17



## 1. Purpose

The State of New Jersey has several forms that are required to be submitted by Vendors as part of every procurement and contracting process. A key feature of NJSTART is the elimination of most of the repeated effort associated with preparing and submitting these required forms by allowing vendors to complete and securely store them online in their NJSTART Vendor Profile until they are used to respond to a bid solicitation or until they need to be updated. This Quick Reference Guide: *Vendor Forms*, explains how that is done.

The following are just a few examples of required vendor forms, along with the relevant RFP section number, that must be submitted in response to bid solicitation opportunities.

The following forms, registrations and certifications are also required to be submitted with your quote (proposal); see RFP section 4.4.1.


- Ownership Disclosure;
- Disclosure of Investment Activities in Iran;
- Subcontractor Utilization Plan (if requested in the RFP).

The following forms, registrations and certifications are required before blanket PO (contract) award and should be submitted with the quote (proposal); see RFP section 4.4.2.

- Disclosure of Investigations and Other Actions Involving Bidder;
- Source Disclosure.

The following form and certification is required to be kept current at all times. It is required before blanket PO (contract) award and should be submitted with the quote (proposal); see RFP section 7.1.1.

- Two-Year Chapter 51 / Executive Order 117 Vendor Certification and Disclosure of Political Contributions (RFP 4.4.1).

If you have any questions on what a field means, click on the **question mark icon**  on the top right hand corner of your screen. A new tab will open in your browser, containing the Help Manual for the Seller and Seller Administrator roles. To find the section of the manual pertaining to Maintaining your Information, find the Seller Administration heading.

Quick Reference Guides for managing your NJSTART vendor portal profile, and many other topics can be found at the New Jersey Division of Purchase and Property Vendor Support Page at <http://www.nj.gov/treasury/purchase/njstart/vendor.shtml> .

If you have questions regarding the material presented in this guide, you may contact a New Jersey State vendor administrator at (609) 341-3500 or email [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov) .



## 2. Instructions

The remainder of this Quick Reference Guide provides step-by-step instructions on how to manage your vendor forms using NJSTART.

### 2.1 Log in to NJSTART

This Quick Reference Guide assumes that you have already registered your company in NJSTART. If you have not yet registered, complete the steps shown in the following Quick Reference Guide: “*Vendor Registration*,” and then return to this guide. Once you have completed registration, you can log in and make any updates or changes to your information as necessary.

Quick Reference Guides for registration, login, and many other topics can be found at the [New Jersey Division of Purchase and Property Vendor Support Page](#).

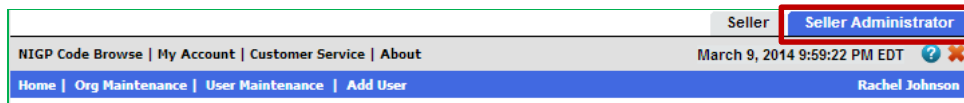
Navigate to [www.njstart.gov](http://www.njstart.gov). Log in using the ID and password you created during registration or that was provided to you by another user in your organization.

*Note: The first time you log in, NJSTART will prompt you to reset your password. This will only happen the first time you log in for security reasons. Once you reset your password, you will be taken to your home screen.*

If you have questions regarding maintaining your Vendor Profile, you may contact a Vendor Administrator at the State via phone 609.341.3500 or email [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov).

### 2.2 Verify the Seller Administrator Role Is Selected

The activities described in this section require the user to have Seller Administrator privileges. Ensure the Seller Administrator role is selected by clicking the tab indicated in red in the following screenshot.

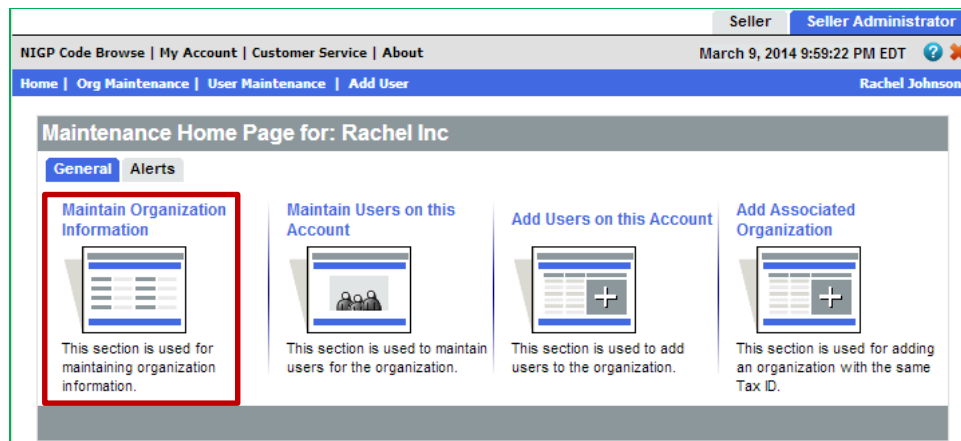


If you cannot select the Seller Administrator tab or see the screen shown above, then you do not have the necessary privileges to perform vendor form management tasks. To remedy this you may request that the necessary privileges (role) be granted to you by your company’s Seller Administrator.

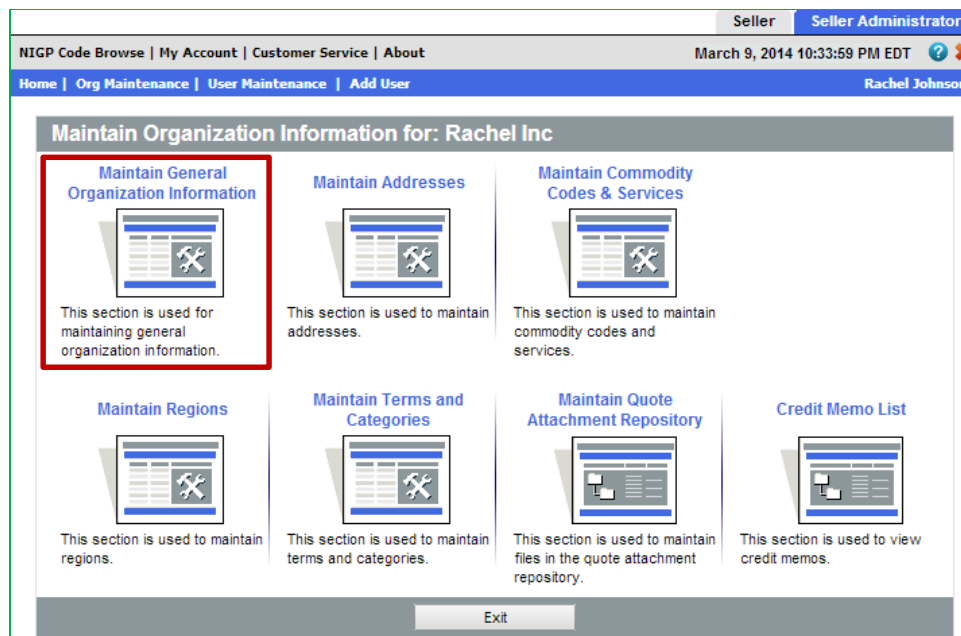


## 2.3 Click on Maintain Organization Information

You can access all of your organization's information from this screen.



## 2.4 Click on Maintain General Organization Information



When you make this selection, the screen shown on the next page appears.



The **Maintain General Organization Information** view, shown below, is divided into three sections:

**Top Section – General Organization Information:** The information recorded in this section was entered during NJSTART registration, but may be updated if necessary. It contains your company’s identification (in various forms), the nature of your business, and primary means of contacting you via email and phone. Vendor ID and Tax ID cannot be edited.

**Middle Section – Attachments:** NJSTART allows you to attach files, in a wide variety of formats, to your Vendor Profile using the functionality provided in this section. For more information and instructions on how to attach files to your Vendor Profile, see Quick Reference Guide: *Attaching Files*.

**Bottom Section – Forms:** This is where you will find functionality to access templates for vendor forms, complete them online, and then attach them to your Vendor Profile. You can also edit or delete them.

**THIS IS A KEY FEATURE AND BENEFIT OF NJSTART** – it eliminates the repeated effort associated with filling out these forms again each time you respond to a bid solicitation. You can now complete forms online just once and then store them securely as attachments to your Vendor Profile. As long as the information entered on your attached forms does not change, they will always be ready to submit.

When responding to a State bid solicitations online using NJSTART, it will now take only a few mouse clicks to attach the completed forms stored in your Vendor Profile to your quotes and proposals. Please do not mark any forms in your profile as **Confidential** so they can be viewed by State procurement staff.

**Maintain General Organization Information**

Vendor ID: V00000257  
 Company Name\*: Acme, Inc. Vendor Legal Name\*: Acme, Inc.  
 DBA for Vendor:  
 Tax ID #\*: 333444555 Country Code for Tax ID\*: US - United States of America  
 Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?  
 EIN  SSN  
 Incorporation Details: State: DE Year of Incorporation: 1983  
 Business Description: Durable Goods - Retail  
 Preferred Delivery Method: Email  
 Vendor Email: bogus@gmail.com  
 Vendor Fax:  
 Emergency Supplier:  
 Yes  No  
 Emergency Phone\*: 950 555 1212 Ext.:  
 Emergency Contact Name\*: Regnad Koin  
 Emergency Email\*: RKibogus@gmail.com  
 Emergency Info Comment:  
 User Last Updated: Stacy Seller  
 Date Last Updated: 08/24/2015 05:30:24 PM

**Attachments**

Download	File	Description	Size	Uploaded By	Uploaded Date	Confidential	Delete
	Acme, Inc. Sample File 01.docx	Sample Acme, Inc. Attached File	12,427 bytes	Stacy Seller	08/24/2015 04:16:41 PM	No	<input type="checkbox"/>
	Design Specifications.png	Sample Acme, Inc. Design Specs	2,622 bytes	Stacy Seller	08/24/2015 04:20:09 PM	No	<input type="checkbox"/>

File:  No file chosen  
 Description:

**Forms**

Click **Add Form** to add form attachments.

No Form Attachments

Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved.



## 2.5 Scroll Down to the Forms Section

The bottom section of General Organization Information page is shown below.

The **Attachments** section on this page allows you to upload files in a large variety of formats, including: documents, images, audio and video. Once these are uploaded into your profile they can be downloaded, deleted from NJSTART, or attached to quotes or other records created using NJSTART.

Below that, the **Forms** section presents a list of the forms that have been added to your Vendor Profile by you or other Seller Administrator(s) in your company.

The screenshot shows two sections: "Attachments" and "Forms".

**Attachments Section:**

Download	File	Description	Size	Uploaded By	Uploaded Date	Confidential	Delete
	Acme, Inc. Sample File 01.docx	Sample Acme, Inc. Attached File	12,427 bytes	Stacy Seller	08/24/2015 04:16:41 PM	No	<input type="checkbox"/>
	Design Specifications.png	Sample Acme, Inc. Design Specs	2,622 bytes	Stacy Seller	08/24/2015 04:20:09 PM	No	<input type="checkbox"/>

Below the table is an upload form with fields for "File:" (with a "Choose File" button and "No file chosen" text), "Description:", and an "Upload" button.

**Forms Section:**

Click **Add Form** to add form attachments.

No Form Attachments

Buttons: **Add Form** (highlighted with a red box), Save & Exit, Save & Continue, Reset, Cancel & Exit.

Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved.

Vendor forms can only be completed and submitted using approved templates contained in NJSTART.

## 2.6 Click the Add Form Button

After clicking on the **Add Form** button, the Search Template screen appears, as shown below:

The screenshot shows the "Search Forms" screen with the following elements:

- Search Using:** A dropdown menu set to "ALL of the criteria".
- Search Fields:**
  - First Name:** A text input field.
  - Last Name:** A text input field.
  - Form Title:** A text input field.
- Buttons:** "Find It" (highlighted with a red box) and "Clear".

### 2.6.1. Searching for a Form Template

If you know the name of the form, or even just the first few letters, type it in the Form Title field and click **Find It**. If you do not know the name of the form you are seeking, leave all search fields blank and click **Find It**. A list of all available forms will be displayed, as shown in the next page.



### 2.6.2. Select a Form Template from the Search Results

The form template search results are presented as shown in the following example:

Click **Select** next to your choice and then click **Edit & Attach Form**, as shown above. Please ensure that you do not accidentally click the **Attach Form** button instead because this will merely attach a blank form to your profile.

*NOTE: Your edits are recorded in a copy of the form template. The template itself remains unchanged.*

**Search Forms**

Search Using: ALL of the criteria ▼

Search Fields: First Name Last Name  
Form Title

Find It Clear

**Results**

Select	Form Title	Form Description	First Name	Last Name	Date Created
<input type="radio"/>	Disclosure of Investigations	Disclosure of Investigations and Other Actions Involving Bidder - Full Version	inactive	inactive	11/18/2014
<input type="radio"/>	Disclosure of Investigations and Other Actions Involving Bidder	Disclosure of Investigations and Other Actions Involving Bidder - Use with Completed NJSTART Category ONLY	Megan	Tagliaferri	11/21/2014
<input type="radio"/>	Disclosure of Investment Activities in Iran	Disclosure of Investment Activities in Iran - Full Version	Administrator	System	11/04/2014
<input type="radio"/>	Disclosure of Investment Activities in Iran	Disclosure of Investment Activities in Iran - Use with Completed NJSTART Category ONLY	Administrator	System	11/04/2014
<input type="radio"/>	Source Disclosure Certification Form	Source Disclosure - Full Version	inactive	inactive	11/18/2014
<input type="radio"/>	Statement of Bidder/Vendor Ownership	Ownership Disclosure - Full Version	Administrator	System	11/04/2014
<input type="radio"/>	Statement of Bidder/Vendor Ownership	Ownership Disclosure - Use with Completed NJSTART Category ONLY	Administrator	System	11/04/2014
<input type="radio"/>	Subcontractor Utilization Plan	Subcontractor Utilization Plan	inactive	inactive	11/18/2014
<input type="radio"/>	Two-Year Ch 51 / Executive Order 117 Vendor Certification and Disclosure of Political Contribution	Two-Year Ch 51 / Executive Order 117 Vendor Certification and Disclosure of Political Contributions	Jacqueline	Kemery	04/22/2015

Attach Form
Edit & Attach Form
Cancel & Exit

Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved.

### 2.6.3. Complete the Online Form

“Fill out” the form by entering or editing text in the fields provided and in accordance with the instructions contained on the form. A red asterisk \* next to a form field name indicates that an entry in that field is mandatory. You will not be able to save or attach the completed form if any of these mandatory fields are left blank.

An example of completing a vendor form online is presented on the next page.





The following exhibit represents a sample of an online form. Complete all required form entries (indicated by an asterisk \*) and follow all instructions.

Optional fields that are left blank while editing will display as blank when the form is attached to your profile or other NJSTART records.

#### 2.6.4. Save the Completed Online Form

After completing the form, scroll to the bottom, click **Save**, and then click **Exit**, as shown below.



Once the new form is saved and attached to your profile it will appear in the list of forms at the bottom of the General Organization Information page, as shown below. This list also presents the form description, the name of the person who attached the form, and the date it was attached.

Forms					
Name	Description	Confidential	Attached By	Attached Date	Delete
<a href="#">Statement of Bidder/Vendor Ownership</a>	Ownership Disclosure - Use with Completed NJSTART Category ONLY	<input type="checkbox"/>	Stacy Seller	08/26/2015	<input type="checkbox"/>

Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved.

## 2.7 Making a Form Confidential

Please do not mark any attachments or forms in your NJSTART profile as **Confidential**. Marking a form Confidential means that it cannot be viewed by the State’s procurement specialists when they examine your Vendor Profile or submitted Quote {Proposal}. The State reserves the right to uncheck any documents marked as Confidential in order to view them.

## 2.8 Deleting or Editing an Existing Vendor Form

When using NJSTART you will have both the opportunity and responsibility to keep your company’s vendor forms up-to-date. That way, you can quickly and easily include them as attachments to your quote when responding to State bid solicitation opportunities.

### 2.8.1. Navigate to the Forms List

Using the instructions provided in Sections 2.1 through 2.5, as necessary, return to the **Forms** section at the bottom of the General Organization Information page, shown below.

### 2.8.2. Deleting an Attached Form

To permanently delete a form from the **Forms** list, click the box in the **Delete** field for the selected form and then click **Save & Exit** or click **Save & Continue**. Deleted forms will no longer be accessible.

Forms					
Name	Description	Confidential	Attached By	Attached Date	Delete
<a href="#">Disclosure of Investigations and Other Actions Involving Bidder</a>	Disclosure of Investigations and Other Actions Involving Bidder - Use with Completed NJSTART Category ONLY	<input type="checkbox"/>	Stacy Seller	05/26/2015	<input type="checkbox"/>
<a href="#">Disclosure of Investment Activities in Iran</a>	Disclosure of Investment Activities in Iran - Use with Completed NJSTART Category ONLY	<input type="checkbox"/>	Stacy Seller	08/26/2015	<input type="checkbox"/>
<a href="#">Statement of Bidder/Vendor Ownership</a>	Ownership Disclosure - Use with Completed NJSTART Category ONLY	<input type="checkbox"/>	Stacy Seller	08/26/2015	<input type="checkbox"/>
<a href="#">Subcontractor Utilization Plan</a>	Subcontractor Utilization Plan	<input type="checkbox"/>	Stacy Seller	08/26/2015	<input type="checkbox"/>
<a href="#">Two-Year Ch 51 / Executive Order 117 Vendor Certification and Disclosure of Political Contribution</a>	Two-Year Ch 51 / Executive Order 117 Vendor Certification and Disclosure of Political Contributions	<input type="checkbox"/>	Stacy Seller	08/26/2015	<input type="checkbox"/>

Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved.



### 2.8.3. Select and Open the Form to Be Edited

Choose the form you wish to edit by clicking on its link in the **Name** field of the **Forms** list. Before the form itself opens, this screen will appear:

Form Name: Ownership Disclosure  
Current Form Version: 2  
Last Updated: 2014-10-13 16:39:32.413  
User Last Updated: DEDEVEND

**Edit Primary Form**

Click EDIT PRIMARY FORM to make updates.  
FYI: all versions will be saved for historical reference. Click PRIMARY for the most relevant version.

Compare	Form V	Date Created	Primary	PDF
<input type="checkbox"/>	1	10/13/2014	<input type="radio"/>	<a href="#">Download PDF</a>
<input type="checkbox"/>	2	10/13/2014	<input checked="" type="radio"/>	<a href="#">Download PDF</a>

Buttons: Save & Exit, Save & Continue, Compare, Cancel & Exit

This screen presents a list of all saved versions of the selected form, the username of the Seller Administrator who last edited them and the date they were last saved. From this screen you can download PDF copies of any of the forms to your desktop. To aid in form review and selection, you can make a side-by-side comparison of any two versions of the same form by clicking in the checkbox for each one in the **Compare** column, and clicking on the **Compare** button.

You can make a final selection of the form version that you wish to edit by clicking the button in the **Primary** column and then clicking on the **Edit Primary Form** button as shown above. Designating a version of a form as PRIMARY flags that version as the most current (most-recently edited) version. Remember, all form versions are saved in NJSTART until deleted by a Seller Administrator.

After the primary version of the form has opened it can be edited, as described in Section 2.6.3, and then saved, as described in Section 2.6.4.

## 2.9 The Link between Some Vendor Forms and Vendor Profile Categories

Your company's NJSTART Vendor Profile contains a number of categories. These are managed by Seller Administrators using the instructions provided in the Quick Reference Guide: *Categories & Certifications*. (See section 4 of that guide, titled "Vendor Categories and Certifications").

Some Vendor Profile categories allow vendors to submit shortened versions of some required forms. In some instances, no forms may be required. These forms can be identified by the description, "Use with Completed NJSTART Category ONLY." Shortened versions of required forms must be completed and submitted using NJSTART. Hard copy submissions of shortened vendor forms will not be accepted. Further information regarding the completion of shortened vendor forms can be found in the specific sections of the *Categories & Certifications* QRG noted below.

Vendor Profile categories that qualify for shortened versions of required vendor forms include:

- Disclosure of Investigations and Other Actions Involving Bidder (Section 4.3);
- Disclosure of Investment Activities in Iran (Section 4.2);
- Ownership Disclosure (Section 4.1).

This concludes this Quick Reference Guide. If you have questions or need assistance, contact a New Jersey State vendor administrator at (609) 341-3500 or email [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov).

See the appendices for specific instructions on how to complete the following vendor forms:

APPENDIX A - Vendor Certification Disclosure of Political Contributions



## APPENDIX B - Subcontractor Utilization Plan

### 3. APPENDIX A - Vendor Certification Disclosure of Political Contributions

This appendix contains instructions for completing the “Two-Year Vendor Certification and Disclosure of Political Contributions” form.

#### 3.1 Background Information

On September 22, 2004, then-Governor James E. McGreevey issued E.O. 134, the purpose of which was to insulate the negotiation and award of State contracts from political contributions that posed a risk of improper influence, purchase of access or the appearance thereof. To this end, E.O. 134 prohibited State departments, agencies and authorities from entering into contracts exceeding \$17,500 with individuals or entities that made certain political contributions. E.O. 134 was superseded by Public Law 2005, c. 51, signed into law on March 22, 2005 (“Chapter 51”).

On September 24, 2008, Governor Jon S. Corzine issued E.O. 117, which is designed to enhance New Jersey’s efforts to protect the integrity of procurement decisions and increase the public’s confidence in government. The Executive Order builds upon the provisions of Chapter 51.

#### 3.2 Two-Year Certification Process

Upon approval by the State Chapter 51 Review Unit, the Certification and Disclosure of Political Contributions form is valid for a two (2) year period. Thus, if a vendor receives approval on January 1, 2014, the certification expiration date would be December 31, 2015. Any change in the vendor’s ownership status and/or political contributions during the two-year period will require the submission of new Chapter 51/Executive Order 117 forms to the State Review Unit.

*Please Note that it is the vendor’s responsibility to file new forms with the State should these changes occur.*

##### 3.2.1. State Agency Instructions

Prior to the awarding of a contract, the State Agency should first send an e-mail to [CD134@treas.nj.gov](mailto:CD134@treas.nj.gov) to verify the certification status of the vendor. If the response is that the vendor is NOT within an approved two-year period, then forms must be obtained from the vendor and forwarded for review. If the response is that the vendor is within an approved two-year period, then the response so stating should be placed with the bid/contract documentation for the subject project.

#### 3.3 Instructions for Completing the Form

*NOTE: Please refer to “Useful Definitions for Purposes of Ch. 51 and E.O. 117,” (provided in Section 3.6) for guidance when completing the form.*

##### 3.3.1. Part 1: BUSINESS ENTITY INFORMATION

**Business Name** – Enter the full legal name of the vendor, including trade name if applicable.

**Address, City, State, Zip and Phone Number** – Enter the vendor’s street address, city, state, zip code and telephone number.

**Vendor Email** – Enter the vendor’s primary email address.



**Vendor FEIN** – Please enter the vendor’s Federal Employment Identification Number.

**Business Type** – Check the appropriate box that represents the vendor's type of business formation.

**Listing of officers, shareholders, partners or members** – Based on the box checked for the business type, provide the corresponding information. (A complete list must be provided.)

### 3.3.2. **Part 2: DISCLOSURE OF CONTRIBUTIONS**

Read the three types of political contributions that require disclosure and, if applicable, provide the recipient’s information. The definition of "business entity" and "contributions" can be found on pages 3 and 4 of the form.

**Name of Recipient** - Enter the full legal name of the recipient.

**Address of Recipient** - Enter the recipient's street address.

**Date of Contribution** - Indicate the date the contribution was given.

**Amount of Contribution** - Enter the dollar amount of the contribution.

**Type of Contribution** - Select the type of contribution from the examples given.

**Contributor's Name** - Enter the full name of the contributor.

**Relationship of the Contributor to the Vendor** - Indicate the relationship of the contributor to the vendor (e.g., officer or shareholder of the company, partner, member, parent company of the vendor, subsidiary of the vendor, etc.)

*NOTE: If form is being completed electronically, click "Add a Contribution" to enter additional contributions. Otherwise, please attach additional pages as necessary.*

Check the box under the recipient information if no reportable contributions have been solicited or made by the business entity. **This box must be checked if there are no contributions to report.**

### 3.3.3. **Part 3: CERTIFICATION**

Check Box A if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity.

*(No additional Certification and Disclosure forms are required if BOX A is checked.)*

Check Box B if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity with the exception of those individuals and/or entities that submit their own separate form. For example, the representative is not signing on behalf of the Vice President of a corporation, but all others. The VP completes a separate Certification and Disclosure form. (Additional Certification and Disclosure forms are required from those individuals and/or entities that the representative is not signing on behalf of and are included with the business entity's submittal.)

Check Box C if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity only.



*(Additional Certification and Disclosure forms are required from all individuals and/or entities whose contributions are attributable to the business entity and are included with the business entity submittal.)*

Check Box D when a sole proprietor is completing the Certification and Disclosure form or when an individual or entity whose contributions are attributable to the business entity is completing a separate Certification and Disclosure form.

### **3.3.4. Read the 5 Statements of Certification Prior to Signing.**

The representative authorized to complete the Certification and Disclosure form must sign and print their name, enter their title or position and enter the date.

### **3.4 State Agency Procedure for Submitting Form(s)**

The State Agency should submit the completed and signed Two-Year Vendor Certification and Disclosure forms either electronically to: [cd134@treas.state.nj.us](mailto:cd134@treas.state.nj.us) or regular mail at: Chapter 51 Review Unit, P.O. Box 230, 33 West State Street, 8th Floor, Trenton, NJ 08625. Original forms should remain with the State Agency and copies should be sent to the Chapter 51 Review Unit.

### **3.5 Business Entity Procedure for Submitting Form(s)**

The business entity should return this form to the contracting State Agency.

The business entity can submit the Certification and Disclosure form directly to the Chapter 51 Review Unit only when:

- The business entity is approaching its two-year certification expiration date and is seeking certification renewal; or
- The business entity had a change in its ownership structure; or
- The business entity made any contributions during the period in which its last two-year certification was in effect, or during the term of a contract with a State Agency.

#### **3.5.1. Questions & Information**

Questions regarding the interpretation or application of Public Law 2005, Chapter 51 (N.J.S.A. 19:44A-20.13) or Executive 117 (2008) may be submitted electronically through the Division of Purchase and Property website at: <https://www.state.nj.us/treas/purchase/contactus.shtml>

Responses to previous questions as well as additional reference materials and forms are posted on the Political Contributions Compliance website at:

<http://www.state.nj.us/treasury/purchase/execorder134.shtml>

### **3.6 Useful Definitions for the Purposes of Chapter 51 and Executive Order 117**

“**Business Entity/Vendor**” means any natural or legal person, business corporation, professional services corporation, Limited Liability Company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction. The definition also includes (i) if a business entity is a for-profit corporation,



any officer of the corporation and any other person or business entity that owns or controls 10% or more of the stock of the corporation; (ii) if a business entity is a professional corporation, any shareholder or officer; (iii) if a business entity is a general partnership, limited partnership or limited liability partnership, any partner; (iv) if a business entity is a sole proprietorship, the proprietor; (v) if the business entity is any other form of entity organized under the laws of New Jersey or any other state or foreign jurisdiction, any principal, officer or partner thereof; (vi) any subsidiaries directly or indirectly controlled by the business entity; (vii) any political organization organized under 26 U.S.C.A. § 527 that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (viii) with respect to an individual who is included within the definition of “business entity,” that individual's spouse or civil union partner and any child residing with that person.

“**Officer**” means a president, vice-president with senior management responsibility, secretary, treasurer, chief executive officer or chief financial officer of a corporation or any person routinely performing such functions for a corporation. Please note that officers of non-profit entities are excluded from this definition.

“**Partner**” means one of two or more natural persons or other entities, including a corporation, who or which are joint owners of and carry on a business for profit, and which business is organized under the laws of this State or any other state or foreign jurisdiction, as a general partnership, limited partnership, limited liability partnership, limited liability company, limited partnership association, or other such form of business organization.

“**Contribution**” is a contribution, including in-kind contributions, in excess of \$300.00 in the aggregate per election made to or received by a candidate committee, joint candidates committee, or political committee; or per calendar year made to or received by a political party committee, legislative leadership committee, or continuing political committee or currency contribution in any amount.

“**In-kind Contribution**” means a contribution of goods or services received by a candidate committee, joint candidates committee, political committee, continuing political committee, political party committee, or legislative leadership committee, which contribution is paid for by a person or entity other than the recipient committee, but does not include services provided without compensation by an individual volunteering a part of or all of his or her time on behalf of a candidate or committee.

“**Continuing Political Committee**” includes any group of two or more persons acting jointly, or any corporation, partnership, or any other incorporated or unincorporated association, including a political club, political action committee, civic association or other organization, which in any calendar year contributes or expects to contribute at least \$4,300 to aid or promote the candidacy of an individual, or the candidacies of individuals, for elective public office, or the passage or defeat of a public questions, and which may be expected to make contributions toward such aid or promotion or passage or defeat during a subsequent election, provided that the group, corporation, partnership, association or other organization has been determined by the Commission to be a continuing political committee in accordance with N.J.S.A. 19:44A-8(b).

“**Candidate Committee**” means a committee established by a candidate pursuant to N.J.S.A. 19:44A-9(a), for the purpose of receiving contributions and making expenditures.

“**State Political Party Committee**” means a committee organized pursuant to N.J.S.A. 19:5-4.

“**County Political Party Committee**” means a committee organized pursuant to N.J.S.A. 19:5-3.





**“Municipal Political Party Committee”** means a committee organized pursuant to N.J.S.A. 19:5-2.

**“Legislative Leadership Committee”** means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly, or the Minority Leader of the General Assembly pursuant to N.J.S.A. 19:44A-10.1 for the purpose of receiving contributions and making expenditures.

**“Political Party Committee”** means:

1. The State committee of a political party, as organized pursuant to N.J.S.A. 19:5-4;
2. Any county committee of a political party, as organized pursuant to N.J.S.A. 19:5-3; or
3. Any municipal committee of a political party, as organized pursuant to N.J.S.A. 19:5-2





## 4. APPENDIX B - Subcontractor Utilization Plan

This appendix contains instructions for completing the "Subcontractor Utilization Plan" form

### 4.1 Subcontractor Utilization Plan Form

Any bidder intending to subcontract must complete the Subcontractor Utilization Plan. Bidders are instructed to list all proposed subcontractors on the Plan. See form. Pursuant to N.J.S.A. 52:32-44, all subcontractors must have a valid Business Registration Certificate on file with the Division of Revenue and a copy of the registration certificate should be attached to the form.

### 4.2 Procedures For Small Business Subcontracting Set-Aside Contracts

If the RFP indicates that there is a Small Business Subcontracting Set-Aside requirement for this contract and the bidder intends to utilize any subcontractors during the course of the contract(s) to be awarded as a result of this Request for Proposal (RFP), the bidder will include small business subcontracting targets pursuant to N.J.A.C. 17:13-4 and Executive Order 71. Each bidder is required to make a good faith effort to meet the set-aside subcontracting targets of awarding a total of twenty-five percent (25%) of the value of the contract to New Jersey-based, Division of Revenue - Small Business Enterprise Unit registered small businesses, with a minimum of five (5) percent awarded to each of the three categories set forth below, and the balance of ten (10) percent spread across the three categories.

### 4.3 Definitions

1. Small business means a business that:

- is independently owned and operated
- is incorporated or registered in and has its principal place of business located in the State of New Jersey.
- has 100 or fewer full-time employees
- has gross revenues falling in one of the following three categories:
  - 0 to \$500,000 (Category I);
  - \$500,001 to \$5,000,000 (Category II);
  - \$5,000,001 to \$12,000,000, or the applicable federal revenue standards established at 13 CFR 121.201, whichever is higher (Category III);

2. Division of Revenue - Small Business Enterprise Unit Registered Small Business means a small business that meets the New Jersey requirements and definitions of "small business" and has applied for and been approved by the Division of Revenue - Small Business Enterprise Unit as a small business.

#### Suggested Procedure to Demonstrate a Good Faith Effort on Small Business Subcontracting Set-Aside Contracts:

If the RFP contains small business subcontracting set-aside goals and a bidder intends to subcontract, the following actions should be taken to achieve the set-aside subcontracting goal requirements:

1. Attempt to locate eligible small businesses in Categories I, II and III appropriate to the RFP;



2. Request a listing of small businesses by Category from the Division of Minority and Women Business Development;
3. Record efforts to locate eligible businesses, including the names of businesses contacted and the means and results of such contacts;
4. Provide all potential subcontractors with detailed information regarding the specifications;
5. Attempt, whenever possible, to negotiate prices with potential subcontractors submitting higher than acceptable price quotes;
6. Obtain, in writing, the consent of any proposed subcontractor to use its name in response to the RFP; and,
7. Maintain adequate records documenting efforts to achieve the set-aside subcontracting goals.

Proposals should also contain the following items with the Plan, as applicable:

1. A copy of the Division of Revenue - Small Business Enterprise Unit Registered Small Business proof of registration as a small business for any business proposed as a subcontractor; and,
2. Documentation of the bidder's good faith effort to meet the targets of the set-aside subcontracting requirement in sufficient detail to permit the Bid Review Unit of the Division of Purchase and Property to effectively assess the bidder's efforts to comply if the bidder has failed to attain the statutory goals.

If awarded the contract, the bidder shall notify each subcontractor listed in the Plan, in writing.

**NOTE THAT A BIDDER'S FAILURE TO SATISFY THE SMALL BUSINESS SUBCONTRACTING TARGETS OR PROVIDE SUFFICIENT DOCUMENTATION OF ITS GOOD FAITH EFFORTS TO MEET THE TARGETS WITH THE BID PROPOSAL OR WITHIN SEVEN (7) BUSINESS DAYS UPON REQUEST SHALL PRECLUDE AWARD OF A CONTRACT TO THE BIDDER.**

Bidders seeking eligible small businesses should contact:

New Jersey Division of Revenue - Small Business Enterprise Unit 33 West State Street - Fifth Floor PO Box 026, Trenton, NJ 08625-0026 Telephone: (609) 292-2146 Fax: (609) 984-6679

Each bidder awarded a contract for a procurement which contains the set-aside subcontracting goal requirement shall fully cooperate in any studies or surveys which may be conducted by the State to determine the extent of the bidder's compliance with N.J.A.C. 17:13-1.1 et seq., and this Notice to All Bidders.