OFFICE OF THE STATE COMPTROLLER

CONTRACT COMPLIANCE FORM B1

PRE-ADVERTISEMENT NOTICE FOR CONTRACTS VALUED AT $12.5M OR MORE

Submit to contracts@osc.nj.gov no later than 30 days prior to proposed advertisement date

Proposed Advertisement Date: _____ **Estimated Contract/Purchase Amount:** _____

Government Unit Name: _____

Today's Date: _____

Contract Title and Description: _____

Government Unit Type:

☐ State Department or Authority
☐ County or County Authority
☐ Municipality or Municipal Authority
☐ School District/Board of Education
☐ Other: _____
☐ State College
☐ County College
☐ Joint Purchasing/Coop Pricing System
☐ Joint Insurance Fund/Health Insurance Fund

Government Unit Contract, Bid, RFP or Tracking #: _____

Anticipated Source(s) of Funding:

☐ State ☐ Local ☐ Federal

Specify Source e.g. NJEIT, CDBG, FTA: _____

Contract Type:

☐ Construction
☐ Goods
☐ Health, Pharmacy, Dental Benefits
☐ Other: _____
☐ Professional Services
☐ Services (other than Professional Services)
☐ Sale/Purchase of Property ☐ Lease
☐ Insurance
☐ Concession/Revenue Generating

Contract Term (describe in months or years): _____

☐ New Contract ☐Renewal ☐Amendment ☐ Extension

Procurement Method:

☐ Invitation to Bid (low bid)
☐ Request for Proposals
☐ Request for Quotations
☐ Participation in SHBP or SEHBP
☐ Other: _____
☐ Cooperative Contract (National, State or Local)
☐ Request for Qualifications
☐ Exempt from Advertisement

Specify Statutory Authority for Procurement: (provide N.J.S.A. citation, regulation or policy): _____

Submission includes: (Check all that apply)

☐ Bid/RFP in final form with all attachments (**Do NOT submit Drawings/Plans**)
☐ Any required published notices
☐ Resolution(s) by the governing body authorizing the advertisement and procurement
☐ Documents explaining or approving a waiver from bidding

Contact information of government official responsible for submission to OSC:

Name: _____

Phone Number: _____ **Email Address:** _____

Pursuant to N.J.S.A. 52:15C-14, all government units shall provide full assistance and cooperation to the New Jersey Office of the State Comptroller (OSC) with any contract review and shall provide additional documents when requested.