



INFORMATION SHEET AND CHECKLIST FOR WAIVERS AND DELEGATED PURCHASING AUTHORITY (DPA) TRANSACTIONS

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

This Checklist is only a guide to assist vendors in locating and compiling all required compliance forms for waivers and DPA transactions. Vendors are required to ensure that all compliance requirements have been met by doing the following:

- *Completing the Terms and Categories section in the **NJSTART** Terms & Categories section;*
- *Uploading any forms that may be required to the vendor's **NJSTART** profile;*
- *Completing & submitting the required forms to the appropriate State Agency.*

	The completed certification and/or form is available in NJSTART , or has been submitted to the appropriate State agency
STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS - For Waivers and DPAs	<input type="checkbox"/>
WAIVERED CONTRACTS SUPPLEMENT TO THE STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS - For Waivers and DPAs as applicable	<input type="checkbox"/>
OWNERSHIP DISCLOSURE FORM	<input type="checkbox"/>
DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR	<input type="checkbox"/>
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM	<input type="checkbox"/>
TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	<input type="checkbox"/>
CHAPTER 271 VENDOR CERTIFICATION AND POLITICAL DISCLOSURE FORM	<input type="checkbox"/>
MACBRIDE PRINCIPALS FORM	<input type="checkbox"/>
PROOF OF BUSINESS REGISTRATION You may register your business HERE or obtain a copy of the Business Registration Certificate HERE .	<input type="checkbox"/>
CERTIFICATE OF INSURANCE / ACORD	<input type="checkbox"/>
SOURCE DISCLOSURE FORM - To be used only where the contract is primarily for services	<input type="checkbox"/>
EO 271 CERTIFICATION - If applicable	<input type="checkbox"/>
CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3. - The Using Agency must provide the form to the Vendor	<input type="checkbox"/>
PROOF OF AFFIRMATIVE ACTION COMPLIANCE - Submit one of the following	
NEW JERSEY CERTIFICATE OF EMPLOYEE INFORMATION REPORT	<input type="checkbox"/>
FEDERAL LETTER OF APPROVAL VERIFYING A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM (Dated within one year of the submission)	<input type="checkbox"/>
AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (FORM AA302)	<input type="checkbox"/>