

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

Dear Provider:

The following list is offered as a courtesy and provides an overview of the various documents that may be requested in order to execute a contract with the New Jersey Department of Children and Families (DCF).

Because the submission of some of these documents depends on the point in time in which your contract is processed, your Contract Administrator will tailor the list of required documents specifically to your Agency.

Forms that are referenced here as “DCF” may be located by accessing the DCF website at <http://nj.gov/dcf/> and clicking on the link to ‘Providers & Stakeholders’ then ‘Contracting Information’ and ‘Contracting Forms.’ Other forms may be found on the New Jersey Business Gateway at www.nj.gov/njbgs or the Department of Treasury, Division of Purchase & Property website at <http://www.state.nj.us/treasury/purchase/forms.shtml>. ****All documents acquired through the websites linked below should be obtained free of charge. **Please be sure to submit current documents.***

REQUIRED CONTRACT DOCUMENTS

	Document	Permanent File 1st Contract and as Amended	Contract Renewal and as Amended	Required On Site
1. Contract Documents				
A.	Standard Language Document with original signature (additional copies requested must also have original signature) (DCF P2.01)		•	
B.	Annex A (includes Section 2 for each program funded) (DCF P3.52)		•	
C.	Annex B – Budget Form (Expense Summary, Detail and Schedules 1- 6) or Annex B-2 (DCF.CRM 5.2 and 5.3)		•	
D.	Schedule of Estimated Claims, provided by Contract Administrator, if applicable		•	
E.	Source Disclosure Certification Form (Public Law 2005, Chapter 92 (formerly known as Executive Order 129) (http://www.state.nj.us/treasury/purchase/forms.shtml)		•	
F.	Documentation demonstrating compliance with obtaining a DUNS Number, consistent with the 2006 Federal Funding Accountability and Transparency Act (FFATA)	•		
G.	Renewal printout from the System for Award Management (SAM) website (formerly the Central Contractor Registry (CCR) website) *Should be obtained <i>completely free of charge</i> at https://www.sam.gov/portal/public/SAM/		•	
H.	Certification Regarding Debarment		•	
2. Agreements/Attestations				
I.	Subcontract/Consultant Agreement(s) (related to DCF Contracts)		•	
J.	Private/Public Donor Agreement (s) for Match Responsibilities (DCF P6.01)		•	
K.	HIPAA Business Associate Agreement (DCF P1.06)		•	
L.	A copy of the Acknowledgement of Receipt of the New Jersey State Policy and Procedures returned to the DCF Office of the EEO/AA (DCF.P8.10)		•	
3. Insurances/Licenses/Certificates				
M.	Liability Insurance Declaration Page and/or Malpractice Insurance		•	
N.	Bonding Certificate		•	
O.	Applicable Licenses (professional license related to job responsibilities)		•	•
P.	Current Affirmative Action Certificate or copy of renewal application sent to Treasury (AA302 – Affirmative Action Employee Information Report) (http://www.state.nj.us/treasury/purchase/forms.shtml)		•	

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Q.	Health/Fire Certificates	•		•
R.	Certificate of Occupancy or Continued Certificate of Occupancy	•		
S.	Lease or Mortgage	•		
T.	Certificate of Incorporation	•		
U.	New Jersey Business Registration Certificate with the Division of Revenue (Public Law 2001, Chapter 134) (DCF.P8.02)	•		
4. Documents for Non-Profit and certain For-Profit Agencies				
V.	Dated List of Names, Titles, Addresses, and Terms of Board of Directors		•	
W.	Copy of the most recently approved Board Minutes			•
X.	Agency By-Laws	•		
Y.	Tax Exempt Certification	•		
Z.	Form 990 – Return of Organization Exempt From Income Tax		•	
AA.	Disclosure of Investigations and Other Actions Involving Bidder(http://www.state.nj.us/treasury/purchase/forms.shtml)		•	
	Disclosure of Investment Activities in Iran(http://www.state.nj.us/treasury/purchase/forms.shtml)			
5. Documents for For-Profit Agencies only				
BB.	U.S. Corporation Income Tax Return, Form 1120		•	
CC.	Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions (formerly known as Executive Order 134) (http://www.state.nj.us/treasury/purchase/forms.shtml)		bi-annual	
DD.	Statement of Bidder/Vender Ownership (titled Ownership Disclosure Form) (http://www.state.nj.us/treasury/purchase/forms.shtml)		•	
6. Agency Policies and Organizational Information				
EE.	Organizational Chart		•	
FF.	Personnel Manual (including job descriptions of staff) and Employee Handbook			•
GG.	Affirmative Action Policy/Plan			•
HH.	Conflict of Interest Policy and Attestation Form (DCF.P8.05)			•
II.	Procurement Policy (DCF.CRM 2.3)			•
JJ.	Equipment Inventory (items purchased with DCF funds) (DCF.P4.05)		•	
7. Audit				
KK.	Notification of Licensed Public Accountant (NLPA) - include copy of Accountant's Certification (DCF.P7.06)		•	
LL.	Copy of Audit (DCF.P7.06)		•	
8. Other Supporting Documents				
MM.	Annual Report to Secretary of State		•	
NN.	Annual Report – Charitable Organizations (DCF.P1.03)		•	
OO.	Document showing NJSTART Vendor ID Number (NJSTART is NJ's eProcurement system)	•		

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9. Additional Division/Office Specific Forms				
PP.	Division of Children’s System of Care (formerly DCBHS) Budget Narrative (if applicable)		•	
QQ.	Forensic Evaluation Attestation (if applicable)		•	
RR.				
SS.				
TT.				
UU.				
VV.				
WW.				
XX.				
YY.				
ZZ.				

The contracted agency agrees to submit, to the DCF Contract Administrator, any and all changes regarding the information presented in these documents during the term of the contract. All documents should be current and reflect the approval of the agency’s Board of Directors, when applicable.