|  |  |  |
| --- | --- | --- |
|  | **Exhibit C****CSOC Pre Award Documents****Required to Be Submitted with a Response to an OOH RFP** | Rev. 9-24-19 |
|  | ▶ | **contract documents to be submitted once with the response:** |
| 1 | [ ]  | **Standard Language Document** (SLD) (signed/dated) [Rev. 7-2-19] Form: <https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc> |
| 2 | [ ]  | **Business Associate Agreement/HIPAA** (signed/dated under Business Associate) [Rev. 8-2019] Form: <https://www.nj.gov/dcf/providers/contracting/forms/HIPAA.docx> |
| 3 | [ ]  | Proposed **Annex B Budget Form** documenting anticipated budget (include signed cover sheet)Annex B: <https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>Note: Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab. |
| 4 | [ ]  | Dated List of Names, Titles, Emails, Phone Numbers, Addresses & Terms of **Board of Directors** -or-**Managing Partners**, if a LLC/Partnership -or- **Chosen Freeholders** of Responsible Governing Body  |
| 5 | [ ]  | **Disclosure of Investigations and Other Actions Involving Bidder** (signed/dated) [Rev. 3-15-19]Website: <https://www.nj.gov/treasury/purchase/forms.shtml> Form: <https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf>  |
| 6 | [ ]  | **Disclosure of Investment Activities in Iran** (signed/dated) [Version 6-19-17] Website: <https://www.nj.gov/treasury/purchase/forms.shtml> Form: <https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf> |
| 7 | [ ]  | For Profit: **Ownership Disclosure** (signed/dated) [Rev. 9-24-19]Website: <https://www.nj.gov/treasury/purchase/forms.shtml> Form: <https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf> |
| 8 | [ ]  | **Subcontract/Consultant Agreements** related to this response If not applicable, include a signed/dated note, on agency letterhead, stating your agency will not have any subcontract/consultant agreements and the requirement does not apply.  |
| 9 | [ ]  | For Profit: **Chapter 51/Executive Order 117** Vendor Certification and Disclosure of Political Contributions [Rev 4/1/19] See instructions for applicability to your organization. If not applicable, include a signed/dated note, on agency letterhead, stating a Chapter 51 form is not required and include a brief explanation as to why. Website: <https://www.nj.gov/treasury/purchase/forms.shtml>Form: <https://www.nj.gov/treasury/purchase/forms/eo134/Chapter51.pdf> |
| 10 | [ ]  | **Agency By Laws** -or- **Management Operating Agreement** if a LLC  |
| 11 | [ ]  | **Certificate of Incorporation**Website: <https://www.nj.gov/treasury/revenue/filecerts.shtml> |
| 12 | [ ]  | Document showing **Data Universal Numbering System** (**DUNS**) Number [2006 Federal Accountability and Transparency Act (FFATA)]Website: <https://fedgov.dnb.com/webform> Helpline: 1-866-705-5711 |
| 13 | [ ]  | For Profit: **NJ Business Registration** Certificate with the Division of Revenue See instructions for applicability to your organization. If not applicable, include a signed/dated note, on agency letterhead, stating a NJ Business Registration is not required and include a brief explanation as to why. Website: <https://www.nj.gov/njbusiness/registration/>  |
| 14 | [ ]  | **Tax Exempt Organization Certificate (ST-5)** -or- **IRS Determination Letter 501(c)(3)** If not applicable, include a signed/dated note, on agency letterhead, stating the tax exempt requirement does not apply and include a brief explanation as to why.Website: <https://www.nj.gov/treasury/taxation/exemptintro.shtml> |
| 15 | [ ]  | Proposed **Program Implementation Status Update Form** documenting anticipated implementation schedule --or-- some other detailed weekly description of your action steps in preparing to provide the services of the RFP to become fully operational within the time specified. Website for OOH Form: <https://nj.gov/dcf/providers/contracting/forms/csoc.html>  |
|  | ▶ | **contract documents to be submitted with the response & annually updated thereafter:** |
| 16 | [ ]  | **Affirmative Action Certificate** --or-- **Renewal Application** [AA302] sent to Treasury with payment.Note: The AA302 is only applicable to new startup agencies and may only be submitted during Year 1. Agencies previously contracted through DCF are required to submit an Affirmative Action Certificate.Website: <https://www.nj.gov/treasury/purchase/forms.shtml>Form: <https://www.nj.gov/treasury/purchase/forms/AA_%20Supplement.pdf> |
| 17 | [ ]  | Certification Regarding **Debarment** (signed/dated)Website: <https://www.nj.gov/dcf/providers/notices/requests/#2>Form: <https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf> |
| 18 | [ ]  | **Tax Forms – Full Return Required** Non Profit **Form 990** Return of Organization Exempt From Income Tax -or- For Profit **Form 1120** US Corporation Income Tax Return -or-LLC **Applicable Tax Form** and may delete or redact any SSN or personal information  |
| 19 | [ ]  | Proposed **Organizational Chart** for services required by this response – Ensure chart includes the agency name and current date |
| 20 | [ ]  | Current **Professional Licenses and/or Certificates** related to job responsibilities for this response If not applicable, include a signed/dated note, on agency letterhead, stating your programs do not require staff to be professionally licensed/certified and the requirement does not apply.  |
| 21 | [ ]  | **System for Award Management** (**SAM**) printout showing active status and expiration date Note: Should be obtained free of chargeWebsite: Go to SAM by typing **www.sam.gov** in your Internet browser address bar Helpline: 1-866-606-8220 |
| 22 | [ ]  | Proposed **Program Staffing Summary Report (PSSR)** documenting anticipated staff levels and assignments Website for OOH Form: <https://nj.gov/dcf/providers/contracting/forms/csoc.html> |