



**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY**

**33 WEST STATE STREET, P.O. BOX 039
TRENTON, NEW JERSEY 08625-0039**

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

VENDOR NAME: _____

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.

	VENDOR HAS INCLUDED THE FORM
<u>STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS</u> (For Waiver and DPAs)	
<u>WAIVERED CONTRACTS SUPPLEMENT TO THE STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS</u> (For Waivers only)	
<u>OWNERSHIP DISCLOSURE FORM</u>	
<u>DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR</u>	
<u>DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM</u>	
<u>TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS</u>	
<u>CHAPTER 271 VENDOR CERTIFICATION AND POLITICAL DISCLOSURE FORM</u>	
<u>MACBRIDE PRINCIPALS FORM</u>	
PROOF OF BUSINESS REGISTRATION You may register your business <u>HERE</u> or obtain a copy of the Business Registration Certificate <u>HERE</u> .	
CERTIFICATE OF INSURANCE / ACORD	
<u>SOURCE DISCLOSURE FORM</u> (To be used only where the contract is primarily for services)	
AFFIRMATIVE ACTION COMPLIANCE (Submit one of the following)	
NEW JERSEY CERTIFICATE OF EMPLOYEE INFORMATION REPORT	
FEDERAL LETTER OF APPROVAL VERIFYING A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM (Dated within one year of the submission)	
<u>AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT</u> (FORM AA302)	

VENDORS SHOULD RETURN ALL COMPLETED AND SIGNED FORMS TO THE USING AGENCY.