

Vendor Contract Compliance Forms

Revised and correct as of: 06/21/2016

(Waivered Services for Pool Attorneys, Experts and All Other Professional Services Vendors)

In order to conduct business with the New Jersey Office of the Public Defender (OPD), the State of New Jersey Department of the Treasury requires that all vendors possess a valid New Jersey Business Registration Certificate, register as a vendor in NJSTART and be “vendor contract compliant”. To be eligible to provide services to the OPD, you must provide the OPD with the signed, dated, and fully completed Vendor Contract Compliance forms and certificates as outlined below.

This is a 4-step process:

- Step 1: Register as a business in the State of New Jersey to obtain your Business Registration Certificate (if you are not currently registered)
- Step 2: Register as a vendor in NJSTART (if you are not currently registered)
- Step 3: Review and complete the required “Waivered Services” vendor contract compliance forms listed below (11 documents in total)
- Step 4: Complete a current VENDOR CONTACT INFORMATION SHEET and send to the OPD with your Vendor Contract Compliance documents packet.

Please read carefully the instructions for each of the steps listed on the following pages.

Step 1: State of New Jersey Business Registration Certificate

To conduct business with the State of New Jersey, you must possess a valid NJ Business Registration Certificate and provide a photocopy of your certificate to the OPD as part of your Vendor Contract Compliance packet.

A. New Vendors:

New Business Formation and Registration Applications:

You can file your application directly on-line with the Division of Revenue. For detailed Information, click on the web link below:

<http://www.nj.gov/treasury/revenue/gettingregistered.shtml>

Sole Proprietorships Only (New Applications):

Complete and use form **NJ-REGA** (Rev. 12/06)

<http://www.nj.gov/treasury/revenue/pdfforms/rega.pdf>

Corporations, Partnerships, LLC's, and All Others (New Applications):

Complete and use form **NJ-REG** (03-11)

<http://www.nj.gov/treasury/revenue/forms/njreg.pdf>

B. Existing Vendors:

Previously Registered:

If you have previously registered to do business with the State of New Jersey, you can obtain a printable copy of your certification at the following web link:

https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

Business Registration Updates and Changes:

All other forms required by the Division of Revenue in order to make any changes or updates to your current Business Registration can be found at:

<http://www.nj.gov/treasury/revenue/revprnt.shtml>

Step 2: NJSTART

All vendors who conduct business with the State of New Jersey must register on-line with NJSTART. This process replaces the previously used New Jersey W9 Vendor Questionnaire form.

The Tax Identification Number (TIN) that is used to obtain your Business Registration Certificate is the Tax Identification Number that must be used when registering in NJSTART.

When entering your Tax Identification Number, be sure to enter numbers only, do not use spaces, hyphens, commas, or symbols of any kind.

During the registration process, it is important to note that **“Vendor Legal Name”** in NJSTART **refers to the “Taxpayer Name”** listed on your Business Registration while **“Vendor Company Name”** refers to the **“Trade Name”** (or Doing Business As...) used on your Business Registration Certificate.

Once you have registered successfully, **NJSTART will automatically generate a unique 9-digit Vendor Number* (or “V” number, for example: V0000XXXX).** Please make a note of this “V” number as this will be your Vendor Identification Number when doing business with the State of New Jersey regardless of your TIN (FEIN or SSN).

This “V” number will be also be used in the Pool Attorney Timekeeping System (PATS) and in the Expert Timekeeping System (ETS) when generating a Payment Voucher for billing. Treasury's accounting system will link your “V” number directly to your Tax Identification Number.

***New vendors doing business with the State of New Jersey will use only their “V” number as their Vendor ID Number and not their TIN.**

***Vendors who have previously registered as a vendor with the State of New Jersey using their Tax Identification Number, but have not yet registered in NJSTART, still must register as a vendor in NJSTART but may continue to use their original TIN as their “Vendor ID Number” on Payment Vouchers and will also retain their original TIN in the Pool Attorney Timekeeping System (PATS) or Expert Timekeeping System (ETS).**

In the event that you make changes to your NJSTART vendor record, you must send an e-mail notification to the OPD's Vendor Contract Compliance Unit so that we can update your information in the Pool Attorney Timekeeping System (PATS) or Expert Timekeeping System (ETS) accordingly. Please send all change notifications to: OPD.Vendor.Compliance@opd.nj.gov

New vendors who intend to provide services to the OPD as an employee of an existing business entity (or law firm) that is currently providing services to the OPD must do the following:

1. Ensure that the law firm or business entity is registered as a vendor in NJSTART.
2. Contact the NJSTART Help Desk with the business entity's TIN and the NJSTART "V" Number to request their assistance in assigning a **2-digit location code as an identifier that is specific to that business entity's Vendor ID Number** (be it their TIN or V number). **In speaking with the NJSTART Help Desk, you must advise them that your name (as the additional employee to that business entity's TIN), must appear on the first address line.**

NJ Start Registration & Vendor Support:

Visit the State of New Jersey, Department of the Treasury's Division of Purchase and Property website below. Under the heading of **NJSTART**, select "**Enroll Now**" to begin the registration process.

This website provides full vendor support for the registration process. You will find useful information such as Vendor Reference Guides, access to Vendor Forms and Help Desk Support for NJSTART.

<http://www.nj.gov/treasury/purchase/njstart/vendor.shtml>

You can contact NJSTART's Help Desk Support directly by way of e-mail or telephone if assistance is needed.

NJSTART Help Desk Support

NJSTART E-mail Support: njstart@treas.nj.gov

NJSTART Phone Support: **(609) 341-3500** (Staffed Monday to Friday 8:30 am to 4:30 pm)

Once you have registered in NJSTART, you should print and retain a copy of your registration confirmation. You, as the vendor, will be solely responsible for the accuracy and maintenance of the information that you enter in NJSTART. The OPD does not have the authority or the ability to change or maintain the documents or information that you enter onto NJSTART.

Step 3: [“Waivered Services” Vendor Contract Compliance Forms](#)

The following forms are available by accessing the below website and can be completed as savable PDF files. Upon completion, you must send your completed, signed and dated compliance documents to the OPD as part of your Vendor Contract Compliance documents packet.

<http://www.nj.gov/treasury/purchase/forms/WaiveredServicesPacket.pdf>

The “Waivered Services” Forms packet consists of the following documents:

Complete all forms using your Tax Identification Number, not your NJSTART “V” Number.

1. Standard Terms & Conditions for Waivered Services (12 pages)
2. Source Disclosure Certification (1 page)
3. Notice to All Bidders, Set-Off for State Tax (1 page)
4. Ownership Disclosure Form (2 pages)
5. Disclosure of Investigations and Other Actions Involving Bidder (2 pages)
6. Disclosure of Investment Activities in Iran (1 page)
7. MacBride Principles (1 page)
8. Information and Instructions for Completing the “Two-Year Vendor Certification and Disclosure of Political Contributions” Form – Refers to item #9 below (4 pages – do not submit to OPD)
9. Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions” Form (3 pages)
Must be completed by all vendors. Subject to review and approval of the Department of Treasury’s Chapter 51 Review Unit where vendors may be paid in excess of \$17,500 per calendar year AND who have made political contributions in excess of \$300 per calendar year.
10. Public Law 2005, Chapter 271 (2 pages)
11. Employee Information Report Form AA302 Rev. 11/11, Instructions and Exhibit A, Mandatory Equal Employment Opportunity Language (4 pages)
If you do not possess a current, valid Certificate of Employee Information Report (CEIR) with which to provide a photocopy to the OPD with the above forms, you must complete and send FORM AA302 and payment of your application/renewal fee directly to the Department of the Treasury’s EEO Monitoring Unit as per the form’s instructions and provide photocopies of your application and proof of payment to the OPD.

[About Form AA302 Application for “Certificate of Employee Information Report”:](#)

Current Certifications:

If you already possess a valid “Certificate of Employee Information Report,” (CEIR) which is light yellow in color, approximately 3” high x 8” long, **submit a photocopy of this document to the Office of the Public Defender with your Vendor Contract Compliance Packet.**

New Applications or Renewals:

The **Application Form and Instructions** (titled as “Affirmative Action Employee Information Report Form AA302”) can be found on the following website under the heading of “VENDOR FORMS” but is also included in the Waivered Services Forms packet.

<http://www.state.nj.us/treasury/purchase/forms.shtml>

To obtain your CEIR, you must submit your original signed and dated Form AA302 application and \$150.00 application fee, in the form of a check or money order, made payable to "The Treasurer, State of New Jersey," directly to the Department of the Treasury at the following address:

NJ Department of the Treasury
Division of Purchase and Property
Contract Compliance Audit Unit
EEO Monitoring Program
P.O. Box 206
Trenton, NJ 08625-0206
Telephone: (609) 292-5473

DO NOT MAIL YOUR PAYMENT TO THE OPD

As part of your Vendor Contract Compliance packet, you must provide a photocopy of your AA302 CEIR application form and proof of payment to the OPD.

After processing your Form AA302 application, the EEO Monitoring Program will provide you with an original document entitled "**Certificate of Employee Information Report**" (CEIR) by regular mail. You should retain your original document in a safe place as you will need to supply a photocopy of your certificate to the Office of the Public Defender during the Vendor Contract Compliance renewal process which occurs every three years. If you are unable to locate your original document in the future, contact the EEO Monitoring Program at (609) 292-5473 and they will provide you with instructions for obtaining a duplicate original at a cost of \$75.00.

For sole proprietorships or businesses having 50 employees or less, your CEIR will be valid for a period of 7 years. For businesses having 51 employees or more, your CEIR will be valid for a period of 3 years.

Upon receipt of your new certificate from the EEO Monitoring Unit, you must provide a photocopy of your valid "Certificate of Employee Information Report" to the OPD to retain on file as part of your Vendor Contract Compliance documents packet.

Step 4: [Vendor Contact Information Sheet](#)

Regardless of if you are a new vendor, or if you are renewing your Vendor Contract Compliance documents, you must fully complete the "Vendor Contact Information Sheet," on the following page and submit that to the OPD with your compliance documents packet.

VENDOR CONTACT INFORMATION SHEET

Select one of the following:

- New Vendor**
- Renewal**

Select one of the following:

- Pool Attorney**
 - Per Diem**
- Expert**
- Other:** _____

Vendor ID: _____

Vendor Name: _____

Firm or Business Name: _____

Office Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

Fax: _____

Cell: _____

E-Mail: _____

Foreign Languages Spoken: _____

New Vendors:

NEW APPLICANTS must complete all of the Vendor Contract Compliance forms listed above (items 1-4) AND you must submit a copy of your NJSTART registration confirmation containing your "V" number along with your Pool Attorney or Expert application forms directly to the regional Public Defender's Office for which you plan to provide services.

Be advised that any retired State of New Jersey employee must meet the 180-day employment separation rule before you are authorized to provide any contracted services on behalf of the Office of the Public Defender.

The regional Public Defender' office, to which you apply to provide services for, will forward your application to P.D. Management for review and final approval. **New Vendors, who have not been approved by P.D. Management, nor considered as "vendor contract compliant" are not authorized to accept OPD case assignments, and will not be added to the Pool Attorney Timekeeping System (PATS) or the Expert Timekeeping System (ETS).** Once your application has been approved, and you are found to be in full compliance, the OPD's Vendor Contract Compliance Unit will send you a notification of your acceptance by way of e-mail.

DO NOT SEND YOUR VENDOR COMPLIANCE DOCUMENTS & CERTIFICATES TO THE DIVISION OF ADMINISTRATION'S VENDOR CONTRACT COMPLIANCE UNIT.

Renewals Only:

Vendors who are renewing their Vendor Contract Compliance (VCC) must submit the following documents to the OPD to ensure that all VCC requirements are met: (A) A photocopy of your current, valid Business Registration Certificate, (B) A photocopy of your NJSTART registration confirmation, (C) A photocopy of your current, valid Certificate of Employee Information Report (CEIR), or a photocopy of your signed, dated and completed AA302 Application Form and proof of payment, (D) Your original completed, signed and dated Vendor Contract Compliance documents for Waivered Services, and (E) Your completed Vendor Contact Information Sheet.

Send the above documents for VCC renewal to:

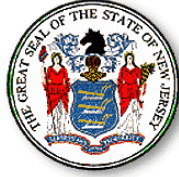
NJ Office of the Public Defender
Division of Administration
25 Market Street – 1st Floor North Wing
P.O. Box 850
Trenton, NJ 08625-0850
Attn: Vendor Compliance Unit
Telephone: (609) 292-7046
E-Mail: OPD.Vendor.Compliance@opd.nj.gov

The Office of the Public Defender is not legally authorized to process payments for services rendered until such time as ALL of the required Vendor Contract Compliance documents have been received and verified to be fully completed, dated and signed.

Once the documents that you have submitted have been verified and approved as fully "Vendor Contract Compliant," you will receive an e-mail notification from the OPD's Vendor Contract Compliance Unit.

Important Notes for All Vendors:

1. Since the OPD's contractual agreement for services provided to the OPD is with the Individual, and not the business entity or law firm, Vendor Contract Compliance forms must be submitted by the individual providing those services regardless of the vendor's business registration.
2. State of New Jersey retirees should be aware of a possible impact on receiving your pension if you are later re-employed by any New Jersey State entity, and familiarize yourself with Pension provisions about this topic (N.J.A.C. 17:1-17,14).
3. Please see the attached October 27, 2012 memorandum from the State of New Jersey's Department of the Treasury regarding "Organ and Tissue Donation Statute." **Do not return this notification with your Vendor Contract Compliance forms packet as it for notification purposes only.**



State of New Jersey
Department of the Treasury
Division of Purchase and Property
Contract Compliance & Audit Unit
P O Box 236
Trenton, New Jersey 08625-0236
Telephone: (609) 292-5400/Telefax (609) 292-5899
CCAU@treas.state.nj.us

Chris Christie
Governor

Kim Guadagno
Lieutenant Governor

Andrew P. Sidoman-Eristoff
State Treasurer

33 W. State Street
Trenton, NJ 08625

MEMORANDUM

TO: All Agency Waiver of Advertising Recipients

FROM: Philip J. Michaels, Assistant Director, CCAU

SUBJECT: Organ and Tissue Donation Statute

DATE: October 17, 2012

Effective immediately, you are required to comply with P.L. 2012, c. 4, which requires all agencies to encourage vendors to notify their employees of organ and tissue donation options. Please include a copy of this memorandum, or use the language provided below, to notify all vendors receiving waiver of advertising contracts of this new statutory requirement. This communication should be done as soon as possible, either upon your notification to the vendor of the approval and activation of their contract, or upon sending any copies of contracts or agreements to the vendor.

“Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. § 1320b-8 to serve in this State.”