



# OFFICE OF THE STATE COMPTROLLER

## CONTRACT COMPLIANCE FORM E1

PRE-AWARD NOTIFICATION FOR CONTRACTS UNDER EXECUTIVE ORDER 166  
FOR CONTRACTS VALUED AT \$150,000 OR MORE INVOLVING COVID-19 RECOVERY FUNDS

Submit to [contracts@osc.nj.gov](mailto:contracts@osc.nj.gov) no later than 10 business days prior to proposed advertisement date

Proposed Advertisement or Purchase Date: _____	Estimated Contract/Purchase Amount: _____	Today's Date: _____				
State Department or Authority: _____						
Contract Title and Description: _____						
Project #, Bid, RFP, or Waiver #: _____						
<b>Anticipated Source(s) of Federal Funding:</b> Specify Source (e.g. CORONAVIRUS RELIEF ACT (CRF), FEMA, CARES ACT, Consolidated Act, or any other COVID-19 funding source): _____						
<b>Contract Type:</b> <input type="checkbox"/> Professional Services <input type="checkbox"/> Services (other than Professional services) <input type="checkbox"/> Goods <input type="checkbox"/> Construction <input type="checkbox"/> Other: _____						
<b>Contract Term (describe in months or years):</b> _____ <input type="checkbox"/> New Contract <input type="checkbox"/> Renewal/Extension <input type="checkbox"/> Amendment/Supplement						
<b>Procurement Method:</b> <input type="checkbox"/> Waiver (Exempt from Advertisement) <input type="checkbox"/> State Contract Purchase <input type="checkbox"/> Cooperative Purchase <input type="checkbox"/> Invitation to Bid (low bid) <input type="checkbox"/> Request for Proposals <input type="checkbox"/> Request for Qualifications <input type="checkbox"/> Delegated Purchasing Authority (DOH, OEM, DHS, & DCF only) <input type="checkbox"/> Other: _____						
<b>Statutory Authority:</b> <input type="checkbox"/> State Procurement Law (N.J.S.A. 52:34-6 et seq./N.J.S.A. 52:32-2) <input type="checkbox"/> Executive Order 37 <input type="checkbox"/> Other (Cite statute, administrative code, or internal procurement policy): _____						
<b>SUBMISSION INCLUDES (check all that apply):</b>  <table style="width:100%; border: none;"> <tr> <td style="width:50%; vertical-align: top; padding: 5px;"> <b>EXCEPTIONS FROM BIDDING:</b>  <b>DPP WAIVER or DPA:</b>  <input type="checkbox"/> CC-129  <input type="checkbox"/> Justification for waiver Approvals:  <input type="checkbox"/> CCAU Pre-Approval   <input type="checkbox"/> OMB Approval     <input type="checkbox"/> DAG Approval   <input type="checkbox"/> OIT Approval   <input type="checkbox"/> Treas. Approval  <input type="checkbox"/> Request for Quotes or Proposals </td> <td style="width:50%; vertical-align: top; padding: 5px;"> <b>STATE AUTHORITIES/INSTRUMENTALITIES, COLLEGE, or UNIVERSITY</b>  <input type="checkbox"/> Justification for bidding exception (e.g. emergency/sole source)  <input type="checkbox"/> Proposed Agreement  <input type="checkbox"/> Request for Quotes or Proposals  <input type="checkbox"/> Any required approvals </td> </tr> <tr> <td style="vertical-align: top; padding: 5px;"> <b>STATE CONTRACT PURCHASE</b>  State Contract #: _____  Is a Mini-Bid required under Method of Operation? ____  <input type="checkbox"/> Vendor Quote (if required)  <input type="checkbox"/> Request for Quotes or Proposals </td> <td style="vertical-align: top; padding: 5px;"> <b>COOPERATIVE PURCHASE</b>  Issuing Agency: _____  <input type="checkbox"/> Proof of Co-op Membership  <input type="checkbox"/> Participating Addendum </td> </tr> </table>			<b>EXCEPTIONS FROM BIDDING:</b> <b>DPP WAIVER or DPA:</b> <input type="checkbox"/> CC-129 <input type="checkbox"/> Justification for waiver Approvals: <input type="checkbox"/> CCAU Pre-Approval <input type="checkbox"/> OMB Approval <input type="checkbox"/> DAG Approval <input type="checkbox"/> OIT Approval <input type="checkbox"/> Treas. Approval <input type="checkbox"/> Request for Quotes or Proposals	<b>STATE AUTHORITIES/INSTRUMENTALITIES, COLLEGE, or UNIVERSITY</b> <input type="checkbox"/> Justification for bidding exception (e.g. emergency/sole source) <input type="checkbox"/> Proposed Agreement <input type="checkbox"/> Request for Quotes or Proposals <input type="checkbox"/> Any required approvals	<b>STATE CONTRACT PURCHASE</b> State Contract #: _____ Is a Mini-Bid required under Method of Operation? ____ <input type="checkbox"/> Vendor Quote (if required) <input type="checkbox"/> Request for Quotes or Proposals	<b>COOPERATIVE PURCHASE</b> Issuing Agency: _____ <input type="checkbox"/> Proof of Co-op Membership <input type="checkbox"/> Participating Addendum
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<b>PUBLICLY ADVERTISED:</b> <input type="checkbox"/> Bid/RFP in final form with all attachments <input type="checkbox"/> Proposed notices (legal advertisements)						
<b>Contact information (individual responsible for submission to OSC):</b>  Name: _____ Phone Number: _____ Email: _____ Accountability Officer Name: _____ Email: _____						

Pursuant to N.J.S.A. 52:15C-14 and E.O. 166 (Murphy), all government units shall provide full assistance and cooperation to the New Jersey Office of the State Comptroller (OSC) with any contract review and shall provide additional documents when requested.