

**OFFICE OF THE STATE COMPTROLLER  
PUBLIC CONTRACTING OVERSIGHT  
DIVISION:**

**2026 INTRODUCTION AND WELCOME WEBINAR**

**FOR NEW OFFICERS AND EMPLOYEES OF COUNTY  
COLLEGE, PUBLIC SCHOOL, AND LOCAL  
CONTRACTING UNITS**

**APRIL 9, 2026**

**ALYSIA WALSH, DIRECTOR**

**GEOFFREY LEGRAND, ACTING DEPUTY DIRECTOR**



*This presentation may not be exhaustive, and it is not intended as legal advice.  
OSC recommends that you confer with legal counsel as necessary.  
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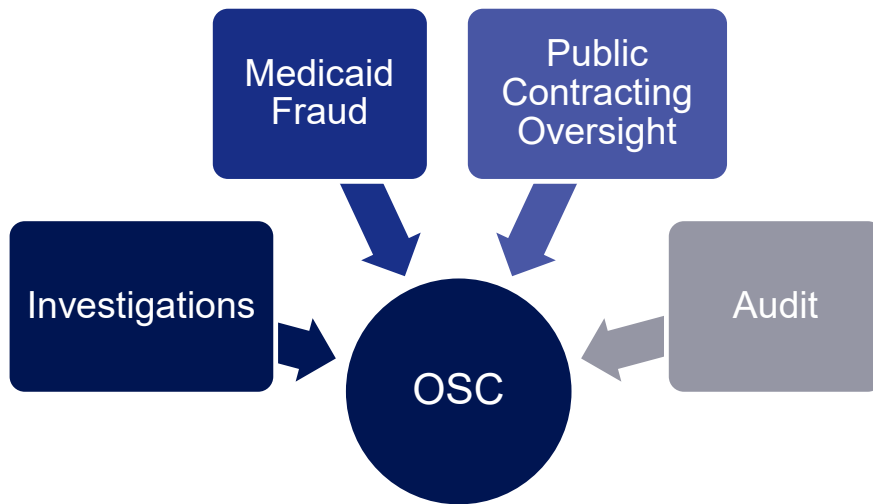
# AGENDA

- About OSC
- About the PCO Division
- PCO Review Process
- Contracts Subject to OSC Review
- What PCO Reviews
- Additional Guidelines
- Questions



WELCOME

# ABOUT OSC



- Independent agency created in 2007
- OSC oversees, monitors, investigates, and audits state agencies, independent state authorities, state colleges and universities, counties, local governments, local and county commissions, board and authorities, and boards of education
- OSC provides technical assistance and training regarding best practices for financial management, internal controls, and preventing misuse of public funds
- Public Contracting Oversight Division oversees public contracting for over 1,900 government entities

# ABOUT THE PCO DIVISION

## N.J.A.C. 19:70-1A.3

- Monitors, reviews, and provides guidance on the solicitation and award process for contracts under OSC's jurisdiction
- Ensures competition, transparency, public confidence in government, avoidance of favoritism, and that procurement processes comply with applicable public contracting laws, rules, regulations, and policies
- Provides guidance, in the context of its reviews, to contracting units to correct deficiencies in contracts prior to advertisement and to ensure future contracts comply with applicable procurement processes
- In response to complaints, referrals, and contract reviews, OSC may investigate to gather additional information regarding the procurement process, contract award process, and financial management and performance of contracting units, and may issue public letters or reports based on these findings



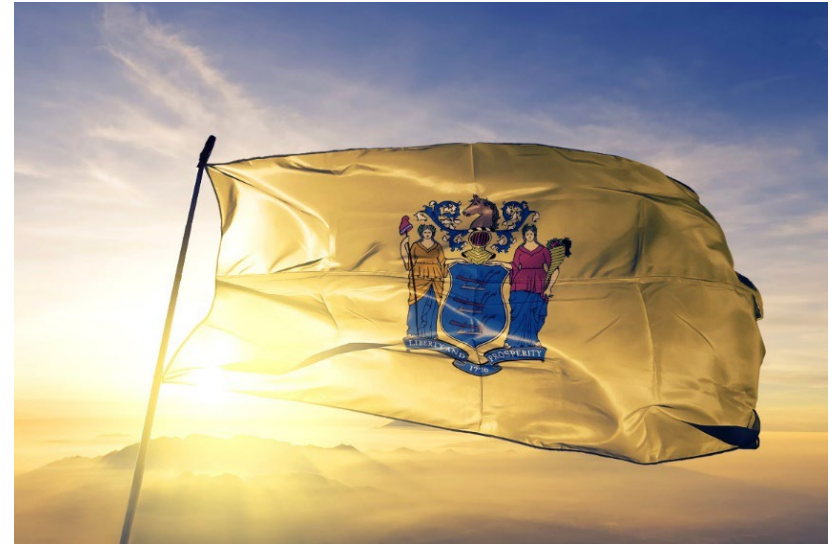
# ABOUT THE PCO DIVISION

## ABOUT US

### Who is the Public Contracting Oversight Division?

- Alysia Walsh, Director
- Geoffrey LeGrand, Acting Deputy Director
- Ashley Camporeale, Acting Supervising Attorney
- PCO Division Composition:
  - 9 staff attorneys;
  - 1 paralegal; and
  - 1 administrator.

PCO staff has decades of collective experience across public, private, and non-profit sectors, including state, federal, and local government



# PCO REVIEW PROCESS

## REASONS WE REVIEW



**OSC submission requirements under E.O. 166 and E.O. 125 do not apply to contracting units subject to Local Public Contracts Law, Public School Contracts, Law or County College Contracts Law!**

“[O]verseeing and promoting the professional conduct of internal audits, providing assurance on the adequacy of internal financial controls within agencies of government, including assessing the adequacy of controls over financial management, contracting, financial reporting and the delivery of government programs and activities with due regard to efficiency, effectiveness and economy is a fundamental duty of governmental officials to the taxpayers and public whom they serve.” N.J.S.A. 52:15C-1.

- Procurement reviews pursuant to:
  - N.J.S.A. 52:15C-10
  - Executive Order 125 (Christie, 2013)
  - Executive Order 166 (Murphy, 2020)

# PCO REVIEW PROCESS

## SUBMISSION REQUIREMENTS

### Notice and Submission

- Pursuant to N.J.A.C. 19:70-3.1(a) and -3.1(f), contracting units must use the submission forms available on OSC's website and submit notice and documents electronically.

### Timeframes for Submission to OSC

- N.J.S.A. 52:15C-10(a) – No later than 20 business days after award
- N.J.S.A. 52:15C-10(b) – At least 30 days before advertisement or solicitation
- N.J.S.A. 52:15C-10(c) – No later than 30 business days after award

# PCO REVIEW PROCESS

## SUBMISSION REQUIREMENTS

- All OSC submission forms can be found here:  
<https://nj.gov/comptroller/about/work/contracting/contracts.shtml>
- Submit using Adobe, *not your browser!*
- Use the correct form for your submission type.
- E.O.166 and E.O. 125 do not apply to contracting units subject to Local Public Contracts Law, Public School Contracts, Law or County College Contracts Law.
- Follow the instructions in N.J.A.C. 19:70-3.1 et seq.

### Submit a Public Contract for Review

Use this page to submit contracts for review by the New Jersey Office of the State Comptroller (OSC)'s Public Contracting Oversight Division.

Email [contracts@osc.nj.gov](mailto:contracts@osc.nj.gov) for assistance.

### Notice

Contract value thresholds for OSC review changed effective July 1, 2025.

[Learn more about the updated thresholds.](#)

### Contract Submission Requirements by Type and Threshold

#### Form A

Use this form to submit any awarded contract valued at more than \$3 million but less than \$15.2 million.

Category: 10(a) Submission

Threshold: Over \$3 million but less than \$15.2 million

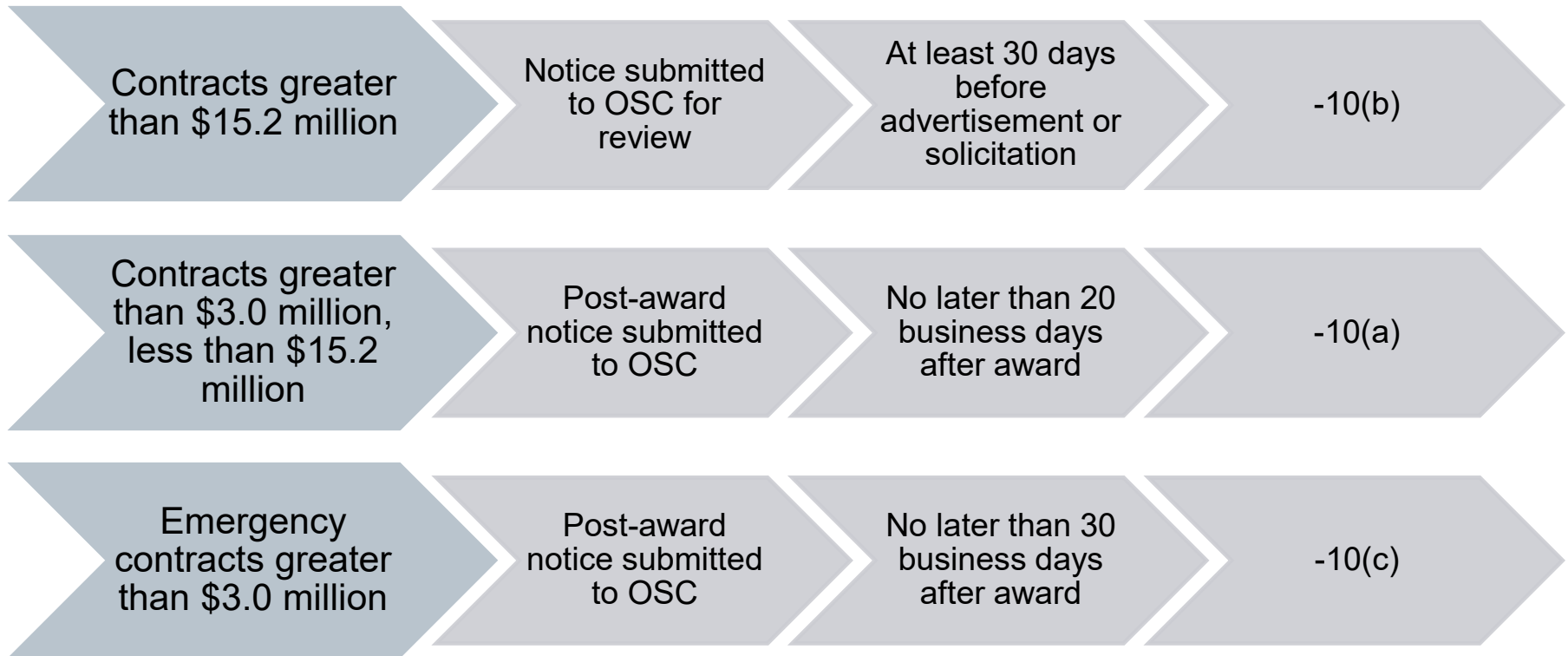
Deadline: 20 business days after award

Legal Reference: N.J.S.A. 52:15C-10(a)

# CONTRACTS SUBJECT TO OSC REVIEW

## STATUTORY THRESHOLDS

N.J.S.A. 52:15C-10



# CONTRACTS SUBJECT TO OSC REVIEW

N.J.A.C. 19:70-1.2 AND N.J.A.C. 19:70-3.1



**This slide only refers to the definition of contract as it relates to OSC jurisdiction. Other laws may define a contact differently.**

- N.J.A.C. 19:70-3.1 and N.J.A.C. 19:70-1.2 define the term “contract.”
  - An agreement supported by consideration and enforceable at law, and any amendments, extensions, modifications, or change orders thereto, or renewals thereof. N.J.A.C 19:70-1.2.
- N.J.A.C. 19:70-3.1 clarifies that the definition of “Contract” includes “any amendments, extensions, modifications, or change orders thereto or renewals thereof.”
  - **NOTE:** The Procurement Notification and Procurement Submission sections of N.J.A.C. 19:70-3 also expressly include requirements for notice and submission of amendments, extensions, modifications, change orders, and renewals

# CONTRACTS SUBJECT TO OSC REVIEW

## DETERMINING THE VALUE OF A CONTRACT

N.J.A.C. 19:70-3.2

- Refer to N.J.A.C. 19:70-3.2 for procedures for determining value of a contract.
- Clarifies the process of valuation for contracts involving multi-year, multi-award, and optional extensions.
- **NOTE:** When the exact value of a contract is uncertain, contracting units shall act in good faith to ascertain an estimated value.



# CONTRACTS SUBJECT TO OSC REVIEW

## CONTRACTS NOT SUBJECT TO OSC REVIEW

### **Pursuant to N.J.A.C. 19:70-1.2 and N.J.A.C. 19:70-3.1 OSC does not review:**

- Developers agreements entered into in conjunction with an approval granted under the “Municipal Land Use Law,” P.L.1975, c. 291 ([C.40:55D-1 et seq.](#))
- Redevelopment agreements entered into under the “Local Redevelopment and Housing Law,” [P.L.1992, c. 79 \(C.40A:12A-1 et al.\)](#)
- Financial agreements entered into under the “Long Term Tax Exemption Law,” [P.L.1991, c. 431 \(C.40A:20-1 et seq.\)](#), agreements entered into under the “Five-Year Exemption and Abatement Law,” [P.L.1991, c. 441 \(C.40A:21-1 et seq.\)](#)
- Agreements entered into under section 7 of [P.L.1989, c. 207 \(C.54:4-3.145\)](#), agreements entered into under sections 34 through 39 of [P.L.1997, c. 278 \(C.58:10B-26 through 58:10B-31\)](#)
- Agreements entered into under the “Municipal Landfill Site Closure, Remediation and Redevelopment Act,” [P.L.1996, c. 124 \(C.13:1E-116.1 et al.\)](#)

## WHAT PCO REVIEWS

- **Open competition, fairness and transparency**
  - “The purpose is to secure competition and to guard against favoritism, improvidence, extravagance and corruption. Statutes directed toward these ends are for the benefit of the taxpayers and not the bidders; they should be construed with sole reference to the public good; and they should be rigidly adhered to by the courts.” *Twp. of Hillside v. Sternin*, 25 N.J. 317, 322 (1957).
- N.J.A.C. 19:70-3.11 details the process by which OSC provides approval, guidance, or further action.



# WHAT PCO REVIEWS

## N.J.S.A. 52:15C-10

- **Is the correct statute being utilized?**
  - Local Public Contracts Law (*N.J.S.A. 40A:11*)
  - Public School Contracts Law (*N.J.S.A. 18A:18A*)
  - County College Contracts Law (*N.J.S.A. 18A:64A*)
  - Local Land and Buildings Law (*N.J.S.A. 40A:12*)
- **Are the correct procedures being used?**
  - Fair and Open
  - Competitive Contracting
  - EUS Procurements
  - Cooperative Contracting
  - Design-Build Contracting

# WHAT IS PCO LOOKING FOR?

N.J.S.A. 52:15C-10(a)

## What we look for in N.J.S.A. 52:15C-10(a) reviews includes:

- Did the entity follow proper statutory procedures?
- Was the contract awarded pursuant to the proper standard (low bid vs. price & other factors)?
- Was the contract awarded for the correct duration?
- Did the bid or proposal comply with the solicitation?
- Were the required forms properly completed?
- If there was a bid protest or litigation, what was contested and was it justified?
- **NOTE:** These are also items PCO will also review after award of a contract meeting the N.J.S.A. 52:15C-10(b).

# WHAT PCO REVIEWS

## COMMON COMPLIANCE FORMS REQUIRED WITH THE BID SUBMISSION

Required Forms	References	When Forms Are Due	Type of Procurement
Ownership Disclosure Form	N.J.S.A. 52:25-24.2 N.J.S.A. 40A:11-23.2(c)	With Bid Submission	All Procurements
Acknowledgement of Addenda	N.J.S.A. 40A:11-23.1(a) N.J.S.A. 40A:11-23.2(e)	With Bid Submission	All Procurements
Bidder's Checklist	N.J.S.A. 40A:11-23.1(b)	With Bid Submission	Construction
Bid Guarantee	N.J.S.A. 40A:11-21 N.J.S.A. 40A:11-23.2(a)	With Bid Submission	Construction (required) and Goods or services (if required by contracting unit)
Consent of Surety	N.J.S.A. 40A:11-22 N.J.S.A. 40A:11-23.2(b)	With Bid Submission	Construction
Named Subcontractors in Bid for Listed Specialty Trades	N.J.S.A. 40A:11-16 N.J.S.A. 40A:11-23.2(d)	With Bid Submission	Construction (Does Not Apply to Road Work)

**This is a non-exhaustive list of compliance requirements for contracting units subject to the Local Public Contracts Law.**

**Contracting units subject to Public School Contracts Law, County College Contracts Law, and other public education procurement laws each have unique compliance requirements.**

**Please see OSC's PCO Division's Resources for more information and guidance: [NJ Office of the State Comptroller - Resources](#)**

# WHAT PCO REVIEWS

## COMMON COMPLIANCE FORMS REQUIRED PRIOR TO CONTRACT AWARD

Required Forms	References	When Forms Are Due	Type of Procurement
<a href="#">Federal Non-Debarment Certification</a>	N.J.S.A. 52:32-44.1	Prior to Contract Award	Construction
<a href="#">Business Registration Certificate</a>	N.J.S.A. 52:32-44	Prior to Contract Award	All Procurements
Public Works Contractor Registration Certificate	N.J.S.A. 34:11-56.48 et seq.	Prior to Contract Award	Construction
<a href="#">Disclosure of Investment Activities in Iran Certification</a>	N.J.S.A. 40A:11-2.1; N.J.S.A. 52:32-58	Prior to Contract Award	See <a href="#">LFN 2023-11</a> *Goods and Services
<a href="#">Certification - Prohibited Activities in Russia/Belarus</a>	N.J.S.A. 52:32-60.1	Prior to Contract Award	See <a href="#">LFN 2024-04</a> *Goods and Services
Prevailing Wage Rates 10% Certification	N.J.S.A. 34:11-56.27a	Prior to Contract Award	Construction

This is a non-exhaustive list of compliance requirements for contracting units subject to the Local Public Contracts Law.

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## ADDITIONAL GUIDELINES

- Division of Local Government Services procurement forms and resources:  
[https://www.nj.gov/dca/dlgs/programs/NJ\\_LAPL.shtml](https://www.nj.gov/dca/dlgs/programs/NJ_LAPL.shtml)
- Division of Local Government Services Local Finance Notices:  
[https://www.nj.gov/dca/dlgs/resources/local\\_fin\\_notices.shtml](https://www.nj.gov/dca/dlgs/resources/local_fin_notices.shtml)
- Rutgers University - N.J. Local Public Contracts Law and Regulations Reference Guide:  
<https://nj.gov/labor/wageandhour/assets/PDFs/LPCL-NJAC%20Reference%20Guide%20V2.1.pdf>
- New Jersey Wage Hub:  
<https://www.nj.gov/labor/wageandhour/prevaling-rates/njwagehub.shtml>
- New Jersey (Workplace Accountability in Labor List) WALL list:  
[Division of Employer Accounts | The WALL \(Workplace Accountability in Labor List\)](#)

# QUESTIONS? PLEASE CONTACT US!

## Thank you for attending!

- **Office of the State Comptroller**
  - Website: <https://nj.gov/comptroller>
- **Public Contracting Oversight Division**
  - Email: [Geoffrey.LeGrand@osc.nj.gov](mailto:Geoffrey.LeGrand@osc.nj.gov)
  - Website: <https://nj.gov/comptroller/about/work/contracting/>
- **Submit Contracts**
  - Email: [contracts@osc.nj.gov](mailto:contracts@osc.nj.gov)
  - Website: <https://nj.gov/comptroller/about/work/contracting/contracts.shtml>



# REPORTING FRAUD, WASTE, AND ABUSE

**If you have information about fraud, waste, or abuse of public funds, submit a complaint to the New Jersey Office of the State Comptroller:**

- Fill out the form on our website: [www.nj.gov/comptroller](http://www.nj.gov/comptroller)
- Email us: [ComptrollerTips@osc.nj.gov](mailto:ComptrollerTips@osc.nj.gov)
- Call us: **1-855-OSC-TIPS**

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