

**EXHIBIT C**

Rev. 9-17-18

**CSOC Pre Award Documents  
Required to Be Submitted with a Response to an OOH RFP**

▶ <b>CONTRACT DOCUMENTS TO BE SUBMITTED <u>ONCE</u> WITH THE RESPONSE:</b>	
1	<input type="checkbox"/> <b>Standard Language Document (SLD)</b> (signed/dated) [Version: Rev. June 6, 2014] Form: <a href="http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc">http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc</a>
2	<input type="checkbox"/> <b>Business Associate Agreement/HIPAA</b> (signed/dated under Business Associate) [Version: Rev. 9-2013] Form: <a href="http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc">http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc</a>
3	<input type="checkbox"/> Dated List of Names, Titles, Emails, Phone Numbers, Addresses and Terms of <b>Board of Directors</b> --or-- <b>Managing Partners</b> , if an LLC or Partnership --or-- <b>Chosen Freeholders</b> of Responsible Governing Body
4	<input type="checkbox"/> <b>Disclosure of Investigations and Other Actions Involving Bidder Form (PDF)</b> (signed/dated) Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a> [Version 6-18-18] Form: <a href="http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf">http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf</a>
5	<input type="checkbox"/> <b>Disclosure of Investment Activities in Iran (PDF)</b> (signed/dated) Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a> [Version 6-19-17] Form: <a href="http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf">http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf</a>
6	<input type="checkbox"/> <b>For Profit: Ownership Disclosure Form (PDF)</b> (signed/dated) Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a> [Version 6-8-18] Form: <a href="http://www.state.nj.us/treasury/purchase/forms/OwnershipDisclosure.pdf">http://www.state.nj.us/treasury/purchase/forms/OwnershipDisclosure.pdf</a>
7	<input type="checkbox"/> <b>Subcontract/Consultant Agreements</b> related to this response - if not applicable, include a written statement
8	<input type="checkbox"/> Document showing <b>Data Universal Numbering System (DUNS)</b> Number [2006 Federal Accountability & Transparency Act (FFATA) Website: <a href="http://www.dnb.com">http://www.dnb.com</a> Helpline: 1-866-705-5711
9	<input type="checkbox"/> <b>Certificate of Incorporation</b> Website: <a href="http://www.nj.gov/treasury/revenue/filecerts.shtml">http://www.nj.gov/treasury/revenue/filecerts.shtml</a>
10	<input type="checkbox"/> <b>For Profit: NJ Business Registration</b> Certificate with the Division of Revenue. See instructions for applicability to your organization. If not applicable, include a written statement. Website: <a href="http://www.nj.gov/njbusiness/registration/">http://www.nj.gov/njbusiness/registration/</a>
11	<input type="checkbox"/> <b>Agency By Laws</b> --or-- <b>Management Operating Agreement</b> if an LLC
12	<input type="checkbox"/> <b>Tax Exempt Organization Certificate (ST-5)</b> -or- <b>IRS Determination Letter 501(c)(3)</b> Website: <a href="http://www.state.nj.us/treasury/taxation/exemptintro.shtml">http://www.state.nj.us/treasury/taxation/exemptintro.shtml</a>
13	<input type="checkbox"/> <b>For Profit: Two-Year Chapter 51/Executive Order 117</b> Vendor Certification --and-- Disclosure of Political Contributions (signed/dated) [Version: Rev 4/17/15] See instructions for applicability to your organization. If not applicable, include a written statement. Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a>

14	<input type="checkbox"/>	Proposed <b>Annex B Budget Form</b> documenting anticipated budget (include signed cover sheet) Annex B: <a href="http://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls">http://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls</a> Note: Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab.
15	<input type="checkbox"/>	Proposed <b>Program Implementation Status Update Form</b> documenting anticipated implementation schedule --or-- some other detailed weekly description of your action steps in preparing to provide the services of the RFP and to become fully operational within the time specified Website for OOH Form: <a href="http://nj.gov/dcf/providers/contracting/forms/csoc.html">http://nj.gov/dcf/providers/contracting/forms/csoc.html</a>
<b>▶ CONTRACT DOCUMENTS TO BE SUBMITTED WITH THE RESPONSE &amp; ANNUALLY UPDATED THEREAFTER:</b>		
16	<input type="checkbox"/>	<b>System for Award Management (SAM)</b> printout showing "active" status (free of charge) Website: Go to SAM by typing <b>www.sam.gov</b> in your Internet browser address bar Helpline: 1-866-606-8220
17	<input type="checkbox"/>	<b>Tax Forms:</b> <u>Non Profit</u> Form <b>990</b> Return of Organization Exempt from Income Tax --or-- <u>For Profit</u> Form <b>1120</b> US Corporation Income Tax Return --or-- <u>LLC</u> <b>Applicable Tax Form</b> and may delete or redact any SSN or personal information
18	<input type="checkbox"/>	<b>Affirmative Action Certificate</b> --or-- <b>Renewal Application</b> [AA302] sent to Treasury Website: <a href="http://www.state.nj.us/treasury/purchase/forms.shtml">http://www.state.nj.us/treasury/purchase/forms.shtml</a> Form: <a href="http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf">http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf</a>
19	<input type="checkbox"/>	Certification Regarding <b>Debarment</b> (signed/dated) Website: <a href="http://www.nj.gov/dcf/providers/notices/requests/#2">http://www.nj.gov/dcf/providers/notices/requests/#2</a> Form: <a href="http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf">http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf</a>
20	<input type="checkbox"/>	<b>Professional Licenses</b> related to job responsibilities for this response - if not applicable, include a written statement
21	<input type="checkbox"/>	Proposed <b>Organizational Chart</b> for services required by this response - include date created
22	<input type="checkbox"/>	Proposed <b>Program Staffing Summary Report (PSSR)</b> documenting anticipated staff levels and assignments Form: ProgramStaffingSummaryReport.xlsm Website: <a href="http://nj.gov/dcf/providers/contracting/forms/csoc.html">http://nj.gov/dcf/providers/contracting/forms/csoc.html</a>