



**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.**

	<b>VENDOR HAS INCLUDED THE FORM</b>
<b>STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS</b> (For Waiver and DPAs)	
<b>WAIVERED CONTRACTS SUPPLEMENT TO THE STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS</b> (For Waivers only) <span style="border: 1px solid red; padding: 2px;">NOT APPLICABLE</span>	
<b>OWNERSHIP DISCLOSURE FORM</b>	
<b>DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR</b>	
<b>DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM</b>	
<b>TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS</b> <span style="border: 1px solid red; padding: 2px;">Only for purchases over \$17,500</span>	
<b>CHAPTER 271 VENDOR CERTIFICATION AND POLITICAL DISCLOSURE FORM</b>	
<b>MACBRIDE PRINCIPALS FORM</b>	
<b>PROOF OF BUSINESS REGISTRATION</b> You may register your business <a href="#">HERE</a> or obtain a copy of the Business Registration Certificate <a href="#">HERE</a> .	
<b>CERTIFICATE OF INSURANCE / ACORD</b>	
<b>SOURCE DISCLOSURE FORM</b> (To be used only where the contract is primarily for services)	
<b>AFFIRMATIVE ACTION COMPLIANCE</b> (Submit one of the following)	Refer to Instructions and submit a copy of form (AA302) and verification of payment with requested vendor forms
<b>NEW JERSEY CERTIFICATE OF EMPLOYEE INFORMATION REPORT</b>	
<b>FEDERAL LETTER OF APPROVAL VERIFYING A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM</b> (Dated within one year of the submission)	
<b><a href="#">AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT</a></b> (FORM AA302)	

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