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|  | | | **Exhibit C**  **CSOC Pre Award Documents**  **Required to Be Submitted with a Response to an OOH RFP** | Rev. 9-24-19 |
|  | ▶ | **contract documents to be submitted once with the response:** | | |
| 1 |  | **Standard Language Document** (SLD) (signed/dated) [Rev. 7-2-19]  Form: <https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc> | | |
| 2 |  | **Business Associate Agreement/HIPAA** (signed/dated under Business Associate) [Rev. 8-2019]  Form: <https://www.nj.gov/dcf/providers/contracting/forms/HIPAA.docx> | | |
| 3 |  | Proposed **Annex B Budget Form** documenting anticipated budget (include signed cover sheet)  Annex B: <https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>  Note: Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab. | | |
| 4 |  | Dated List of Names, Titles, Emails, Phone Numbers, Addresses & Terms of **Board of Directors** -or-  **Managing Partners**, if a LLC/Partnership -or- **Chosen Freeholders** of Responsible Governing Body | | |
| 5 |  | **Disclosure of Investigations and Other Actions Involving Bidder** (signed/dated) [Rev. 3-15-19]  Website: <https://www.nj.gov/treasury/purchase/forms.shtml>  Form: <https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf> | | |
| 6 |  | **Disclosure of Investment Activities in Iran** (signed/dated) [Version 6-19-17]  Website: <https://www.nj.gov/treasury/purchase/forms.shtml>  Form: <https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf> | | |
| 7 |  | For Profit: **Ownership Disclosure** (signed/dated) [Rev. 9-24-19]  Website: <https://www.nj.gov/treasury/purchase/forms.shtml>  Form: <https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf> | | |
| 8 |  | **Subcontract/Consultant Agreements** related to this response  If not applicable, include a signed/dated note, on agency letterhead, stating your agency will not have any subcontract/consultant agreements and the requirement does not apply. | | |
| 9 |  | For Profit: **Chapter 51/Executive Order 117** Vendor Certification and Disclosure of Political  Contributions [Rev 4/1/19]  See instructions for applicability to your organization. If not applicable, include a signed/dated note, on  agency letterhead, stating a Chapter 51 form is not required and include a brief explanation as to why.  Website: <https://www.nj.gov/treasury/purchase/forms.shtml>  Form: <https://www.nj.gov/treasury/purchase/forms/eo134/Chapter51.pdf> | | |
| 10 |  | **Agency By Laws** -or- **Management Operating Agreement** if a LLC | | |
| 11 |  | **Certificate of Incorporation**  Website: <https://www.nj.gov/treasury/revenue/filecerts.shtml> | | |
| 12 |  | Document showing **Data Universal Numbering System** (**DUNS**) Number  [2006 Federal Accountability and Transparency Act (FFATA)]  Website: <https://fedgov.dnb.com/webform> Helpline: 1-866-705-5711 | | |
| 13 |  | For Profit: **NJ Business Registration** Certificate with the Division of Revenue  See instructions for applicability to your organization. If not applicable, include a signed/dated note, on  agency letterhead, stating a NJ Business Registration is not required and include a brief explanation as to why. Website: <https://www.nj.gov/njbusiness/registration/> | | |
| 14 |  | **Tax Exempt Organization Certificate (ST-5)** -or- **IRS Determination Letter 501(c)(3)**  If not applicable, include a signed/dated note, on agency letterhead, stating the tax exempt  requirement does not apply and include a brief explanation as to why.  Website: <https://www.nj.gov/treasury/taxation/exemptintro.shtml> | | |
| 15 |  | Proposed **Program Implementation Status Update Form** documenting anticipated implementation schedule --or-- some other detailed weekly description of your action steps in preparing to provide the  services of the RFP to become fully operational within the time specified.  Website for OOH Form: <https://nj.gov/dcf/providers/contracting/forms/csoc.html> | | |
|  | ▶ | **contract documents to be submitted with the response & annually updated thereafter:** | | |
| 16 |  | **Affirmative Action Certificate** --or-- **Renewal Application** [AA302] sent to Treasury with payment.  Note: The AA302 is only applicable to new startup agencies and may only be submitted during Year 1.  Agencies previously contracted through DCF are required to submit an Affirmative Action Certificate.  Website: <https://www.nj.gov/treasury/purchase/forms.shtml>  Form: <https://www.nj.gov/treasury/purchase/forms/AA_%20Supplement.pdf> | | |
| 17 |  | Certification Regarding **Debarment** (signed/dated)  Website: <https://www.nj.gov/dcf/providers/notices/requests/#2>  Form: <https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf> | | |
| 18 |  | **Tax Forms – Full Return Required**  Non Profit **Form 990** Return of Organization Exempt From Income Tax -or-  For Profit **Form 1120** US Corporation Income Tax Return -or-  LLC **Applicable Tax Form** and may delete or redact any SSN or personal information | | |
| 19 |  | Proposed **Organizational Chart** for services required by this response – Ensure chart includes the  agency name and current date | | |
| 20 |  | Current **Professional Licenses and/or Certificates** related to job responsibilities for this response  If not applicable, include a signed/dated note, on agency letterhead, stating your programs do not  require staff to be professionally licensed/certified and the requirement does not apply. | | |
| 21 |  | **System for Award Management** (**SAM**) printout showing active status and expiration date  Note: Should be obtained free of charge  Website: Go to SAM by typing **www.sam.gov** in your Internet browser address bar  Helpline: 1-866-606-8220 | | |
| 22 |  | Proposed **Program Staffing Summary Report (PSSR)** documenting anticipated staff levels and  assignments  Website for OOH Form: <https://nj.gov/dcf/providers/contracting/forms/csoc.html> | | |