

NEW JERSEY
OFFICE OF THE PUBLIC DEFENDER

Vendor Compliance Forms

**For Pool Attorneys, Experts, and Other Professional Services only;
Does not apply to Per Diem Attorneys**

Revised and correct as of: 02/20/2015

To conduct business with the New Jersey Office of the Public Defender (OPD), the State of New Jersey requires that the following original completed, signed, and dated forms must be returned to the OPD.

New Vendors:

NEW APPLICANTS must send all completed Vendor Contract Compliance forms (items 1-4 listed below) directly to the regional Public Defender's Office for which you plan to provide services. Be advised that any State of New Jersey retired employee must meet the 180-day employment separation rule before you are authorized to provide any contracted services on behalf of the Office of the Public Defender.

Renewals Only:

Vendors who are renewing their Vendor Compliance Packets should send all documents to:

NJ Office of the Public Defender
Division of Administration
25 Market Street – 1st Floor North Wing
P.O. Box 850
Trenton, NJ 08625-0850
Attention: Vendor Compliance Unit
Telephone: (609) 292-7046

If you experience difficulty opening any of these forms using the web links below, you may need to update your Adobe Reader at: <http://www.adobe.com/downloads/>

To access any of the following required Vendor Contract Compliance forms listed below, click on the individual web links; or you can copy and paste the web links into your internet browser.

1. [State of New Jersey Business Registration Certification \(BRC\)](#)

You must submit a photocopy of your valid New Jersey Business Registration Certificate (BRC) to the Office of the Public Defender with your Vendor Contract Compliance packet. The BRC is light blue in color and approximately 3" high x 8" long.

Previously Registered:

If you have previously registered as a business in New Jersey, you can obtain a printable copy of your BRC at the following web link:

https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

New Business Registration Applications:

You can file your application directly on-line with the Division of Revenue. For detailed information, click on the web link below:

<http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>

Sole Proprietorships Only (New Applications):

Complete Form **NJ-REG-A** (Rev. 12/06)

<http://www.state.nj.us/treasury/revenue/pdforms/rega.pdf>

Corporations, Partnerships, LLC's, and All Others (New Applications):

Complete Form **NJ-REG** (03-11)

<http://www.state.nj.us/treasury/revenue/forms/njreg.pdf>

2. Waiver Services Forms

You must complete and submit this entire 25-page form, which contains the following itemized documents, to the Office of the Public Defender as part of your Vendor Contract Compliance packet. The entire form can be downloaded and/or completed as a savable PDF file.

<http://www.state.nj.us/treasury/purchase/forms/WaiveredServicesPacket.pdf>

- Standard Terms & Conditions for Waivered Services (Pages 1-12 of 25)
- Source Disclosure Certification (Page 13 of 25)
- Notice to All Bidders, Set-off for State Tax (Page 14 of 25)
- Ownership Disclosure Form (Pages 15-16 of 25)
- Disclosure of Investigations and Other Actions Involving Bidder (Pages 17-18 of 25)
- Disclosure of Investment Activities in Iran (Page 19 of 25)
- MacBride Principles (Page 20 of 25)
- Two-Year Chapter 51/Executive Order 117 (Pages 21-23 of 25)
- Public Law 2005, Chapter 271 (Pages 24-25 of 25)

3. State of New Jersey Certificate of Employee Information Report (CEIR)

You must submit a photocopy of your valid "Certificate of Employee Information Report" (CEIR) to the Office of the Public Defender with your Vendor Contract Compliance packet. The CEIR is light yellow in color and approximately 3" high x 8" long.

Current Certifications:

If you already possess a valid CEIR, which will not expire during the current Professional Services Waiver period, **you must submit a photocopy of this document to the Office of the Public Defender with your Vendor Contract Compliance packet.**

New Applications or Renewals:

Application Form and Instructions (titled as "Affirmative Action Employee Information Report Form AA302 Rev. 11/11") can be found by following the web links below.

http://www.state.nj.us/treasury/contract_compliance/pdf/aa302.pdf

http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf

Submit your original completed Form AA302 with your \$150.00 application fee (in the form of a check or money order made payable to "The Treasurer, State of New Jersey") directly to the following address:

NJ Department of the Treasury
Division of Purchase and Property
Contract Compliance Audit Unit
EEO Monitoring Program
P.O. Box 206
Trenton, NJ 08625-0206
Tel: (609) 292-5473

After processing your Form AA302 application, the EEO Monitoring Program will provide you with an original document entitled **“Certificate of Employee Information Report”** (CEIR) by return mail. You should retain your original document in a safe place, as you will need to supply a photocopy of it to the Office of the Public Defender during the Vendor Contract Compliance renewal process, which occurs every three years. If you are unable to locate your original document in the future, contact the EEO Monitoring program at (609) 292-5473 and they will provide you with a duplicate original at a cost of \$75.00.

NOTE: For sole proprietorships or businesses having 50 employees or less, your CEIR will be valid for a period of 7 years. For businesses having 51 employees or more, your CEIR will be valid for a period of 3 years.

You must submit photocopies of both your signed Form AA302 application and \$150.00 application fee to the Office of the Public Defender with your Vendor Contract Compliance packet. You also are responsible for providing the Office of the Public Defender with a photocopy of your valid CEIR upon receipt.

4. State of New Jersey W-9 Vendor Questionnaire

You must complete and submit the State of New Jersey W-9 Vendor Questionnaire to the Office of the Public Defender as part of your Vendor Contract Compliance packet. This form can be downloaded and/or completed as a savable PDF file.

- **W-9/Vendor Questionnaire Form and Instructions**
<http://www.state.nj.us/treasury/omb/forms/pdf/W9.pdf>
- **W-9/Vendor Questionnaire County Municipality Codes (New Jersey only)**
<http://www.state.nj.us/treasury/omb/forms/pdf/municodes.pdf>

The Office of the Public Defender is not legally authorized to process payments for any services rendered until such time as ALL of the required Vendor Contract Compliance documents have been received and verified to be completed correctly, dated and signed.

IMPORTANT NOTES:

1. Please see the attached October 27, 2012 memorandum (page 4 below) from the State of New Jersey’s Department of the Treasury regarding “Organ and Tissue Donation Statute.” **You do not need to return this notification with your Vendor Compliance forms.**
2. State of New Jersey retirees should be aware of a possible impact on receiving your pension if you are later re-employed by any New Jersey State entity, and familiarize yourself with Pension provisions about this topic (N.J.A.C. 17:1-17.14).



State of New Jersey
Department of the Treasury
Division of Purchase and Property
Contract Compliance & Audit Unit

P O Box 236
Trenton, New Jersey 08625-0236
Telephone: (609) 292-5400/Telefax (609) 292-5899
CCA@treas.state.nj.us

Chris Christie
Governor

Kim Guadagno
Lieutenant Governor

Andrew P. Sidoman-Eristoff
State Treasurer

33 W. State Street
Trenton, NJ 08625

MEMORANDUM

TO: All Agency Waiver of Advertising Recipients

FROM: Philip J. Michaels, Assistant Director, CCAU

SUBJECT: Organ and Tissue Donation Statute

DATE: October 17, 2012

Effective immediately, you are required to comply with P.L. 2012, c. 4, which requires all agencies to encourage vendors to notify their employees of organ and tissue donation options. Please include a copy of this memorandum, or use the language provided below, to notify all vendors receiving waiver of advertising contracts of this new statutory requirement. This communication should be done as soon as possible, either upon your notification to the vendor of the approval and activation of their contract, or upon sending any copies of contracts or agreements to the vendor.

"Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320b-8 to serve in this State."