

# Vendor Contract Compliance Forms

*Revised and correct as of: 06/21/2016*

*(For Non-Contract Vendors/ Delegated Purchase Authority)*

In order to conduct business with the New Jersey Office of the Public Defender (OPD), the State of New Jersey Department of the Treasury requires that all vendors possess a valid New Jersey Business Registration Certificate, be registered as a vendor in NJSTART and be "vendor contract compliant." To be eligible to provide good or services to the OPD, you must provide the OPD with the signed, dated, and fully completed Vendor Contract Compliance forms and certificates as outlined below:

This is a 4-step process:

- Step 1: Register as a business in the State of New Jersey to obtain your Business Registration Certificate (if you are not currently registered)
- Step 2: Register as a vendor in NJSTART (if you are not currently registered)
- Step 3: Review and complete the required DPA Vendor Contract Compliance documents for non-contract vendors that are listed below.
- Step 4: Provide a copy of your ACORD Certificate of Insurance, which can be obtained from your Insurance agent, as part of your Vendor Contract Compliance documents packet.

Please read carefully the instructions for each of the steps listed on the following pages:

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## Step 1: State of New Jersey Business Registration Certificate

To conduct business with the State of New Jersey, Office of the Public Defender, you must possess a valid NJ Business Registration Certificate and provide a photocopy of your certificate to the OPD as part of your Vendor Contract Compliance packet.

### A. New Vendors:

#### New Business Formation and 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.nj.gov/treasury/revenue/gettingregistered.shtml>

#### **Sole Proprietorships Only (New Applications):**

Complete Form NJ-REGA (Rev. 12/06)

<http://www.nj.gov/treasury/revenue/pdfforms/rega.pdf>

Corporations, Partnerships, LLC's, and All Others (New Applications):  
Complete Form NJ-REG (03-11)  
<http://www.nj.gov/treasury/revenue/forms/njreg.pdf>

**B. Existing Vendors:**

**Previously Registered:**

If you have previously registered to do business with the State of New Jersey, you can Obtain a printable copy of your certification at the following web link:

[https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp)

**Business Registration Updates and Changes:**

All other forms required by the Division of Revenue in order to make any changes or updates to your Business Registration can be found at:

<http://www.nj.gov/treasury/revenue/revprnt.shtml>

**Step 2: NJSTART**

**All vendors who conduct business with the State of New Jersey must register on-line with NJSTART.** This process replaces the previously used New Jersey W9 Vendor Questionnaire form. The Tax Identification Number (TIN) that is used to obtain your Business Registration Certificate is the Tax Identification Number that must be used when registering in NJSTART. **When entering your Tax Identification Number, be sure to enter numbers only; do not use spaces, hyphens, commas, or symbols of any kind.**

During the registration process, it is important to note that **"Vendor Legal Name"** in NJSTART refers to the **"Taxpayer Name"** listed on your Business Registration while **"Vendor Company Name"** refers to the **"Trade Name"** (or "Doing Business As...") used on your Business Registration Certificate.

Once you have registered successfully, **NJSTART will automatically generate a unique 9-digit Vendor Number\* (or "V" number, for example: V0000XXXX).** Please make a note of this "V" number as this will be your Vendor Identification Number when doing business with the State of New Jersey regardless of your TIN (FEIN or SSN). Treasury's accounting System will link your "V" number directly to your Tax Identification Number.

**\*New vendors doing business with the State of New Jersey, will only use their "V" number as their Vendor ID Number and not their TIN.**

**\*Vendors who have previously registered as a vendor with the State of New Jersey using their Tax Identification Number, but have not yet registered in NJSTART, still must register as a vendor in NJSTART but may continue to use their original TIN as their "Vendor ID Number" on Payment Vouchers for billing purposes.**

**NJSTART Registration & Vendor Support:**

Visit the State of New Jersey, Department of the Treasury's Division of Purchase and Property website below. Under the heading of **NJSTART**, select **"Enroll Now"** to begin The registration process.

This website provides full vendor support for the registration process. You will find useful information such as Vendor Reference Guides, access to Vendor Forms and Help Desk Support for NJSART.

<http://www.nj.gov/treasury/purchase/njstart/vendor.shtml>

You can contact NJSTART's Help Desk Support directly by way of e-mail or telephone if Assistance is needed.

### **NJSTART Help Desk Support**

NJSTART E-mail Support: **njstart@treas.nj.gov**

NJSTART Phone Support: **(609) 341-3500** Staffed Monday to Friday 8:30 am to 4:30 pm

**Once you have registered in NJSTART, you should print and retain a copy of your registration confirmation. You, as the vendor, will be solely responsible for the accuracy and maintenance of the information that you enter in NJSTART. The OPD does not have the authority or the ability to change or maintain the documents or information that you enter onto NJSTART.**

### **Step 3: Vendor Contract Compliance Forms (for Non-Contract Vendors)**

The following Vendor Contract Compliance forms are available by accessing the below website and can be completed as savable PDF files. Upon completion, you must send your completed, signed and dated compliance documents to the OPD as part of your Vendor Contract Compliance documents packet.

[http://www.nj.gov/treasury/purchase/forms/DPA\\_Packet.pdf](http://www.nj.gov/treasury/purchase/forms/DPA_Packet.pdf)

**Complete all forms using your Tax Identification Number, not your NJSTART "V" Number.**

1. Information Sheet and Certification for Delegated Purchasing Authority Transactions (1 page)
2. Ownership Disclosure Form (2 pages)
3. Disclosure of Investigations and Other Actions Involving Bidder (2 pages)
4. Disclosure of Investment Activities in Iran (1 page)
5. Source Disclosure (1 page)
6. MacBride Principles (1 page)
7. Information and Instructions for Completing the "Two-Year Vendor Certification and Disclosure of Political Contributions" Form (4 pages – do not submit to OPD)
8. Two-Year Chapter 51/Executive Order 117 Vendor Contribution and Disclosure of Political Contributions (5 pages)  
**Must be completed by all vendors. Subject to review and approval of the Department of Treasury's Chapter 51 Review Unit where vendors may be paid in excess of \$17,500 per calendar year AND who have made political contributions in excess of \$300 per calendar year.**
9. Public Law 2005, Chapter 271 (2 pages)
10. Instructions for Completing the Employee Information Report (Form AA302) and Exhibit A Mandatory Equal Employment Opportunity Language (3 pages – do not submit to OPD)
11. Employee Information Report Form AA302 Rev. 11/11 (1 page)  
**If you do not possess a current, valid Certificate of Employee Information Report (CEIR) with which to provide a photocopy to the OPD with the above forms, you must complete and send FORM AA302 and payment of your application/renewal fee directly to the Department of the Treasury's EEO Monitoring Unit as per the form's instructions and provide photocopies of your application and proof of payment to the OPD.**
12. Delegated Purchasing Authority Terms and Conditions (3 pages)
13. Notice to All Bidders Set-Off for State Tax

**About Form AA302 Application for Certificate of Employee Information Report:**

**Current Certifications:**

If you already possess a valid "Certificate of Employee Information Report," (CEIR) which is light yellow in color, approximately 3" high x 8" long, **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") can be found on the following website under the heading of "VENDOR FORMS" but is also included in the Consolidated DPA Forms packet.

**<http://www.state.nj.us/treasury/purchase/forms.shtml>**

**To obtain your CEIR, you must submit your original signed and dated Form AA302 application and \$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 Department of The Treasury at 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  
Telephone: (609) 292-5473

**DO NOT MAIL YOUR PAYMENT TO THE OPD**

**As part of your Vendor Contract Compliance packet, you must provide a photocopy of your AA302 CEIR application form and proof of payment to the OPD.**

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 your certificate to the Office of the Public Defender. If you are unable to locate your original document in the future, you should contact the EEO Monitoring Program at (609) 292-5473 and they will provide you with instructions for obtaining a duplicate original.

**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.**

**Upon receipt of your certificate from the EEO Monitoring Unit, you must provide a photocopy of your valid "Certificate of Employee Information Report" to the OPD as part of your Vendor Contract Compliance packet.**

**Step 4: [ACORD Certificate of Insurance Form:](#)**

As per the Standard Terms and Conditions, you must provide the OPD with a valid ACORD Certificate of Insurance form showing the "Certificate Holder" as the State of New Jersey, Office of the Public Defender, P.O. Box 850, Trenton, NJ 08525-0850

You can obtain the ACORD form through your Insurance Agent.

**Once the above steps have been completed, send your fully completed, signed and dated DPA Vendor Contract Compliance documents packet, to include a photocopy of your NJSTART registration confirmation, your Business Registration certificate, your CEIR and your ACORD Certificate of Insurance form directly to:**

NJ Office of the Public Defender  
Division of Administration  
25 Market Street – 1<sup>st</sup> Floor North Wing  
P.O. Box 850  
Trenton, NJ 08625-0850  
Attn: Procurement Services Unit

Telephone: (609) 292-7046  
E-Mail: [OPD.Procurement@opd.nj.gov](mailto:OPD.Procurement@opd.nj.gov)

**The Office of the Public Defender is not legally authorized to issue Purchase Orders, or to process payments, for good or services until such time as ALL of the required Vendor Contract Compliance documents have been received and verified to be fully completed, dated and signed.**



**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  
CCAU@treas.state.nj.us

**Chris Christie**  
*Governor*

**Andrew P. Sidoman-Eristoff**  
*State Treasurer*

**Kim Guadagno**  
*Lieutenant Governor*

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."