

# Vendor Contract Compliance Requirements

Revised 08/30/2021

## For Pool Attorney Applicants, New Experts, All Other Professional Services Vendors and Waivered Commodities Vendors

To conduct business with the New Jersey Office of the Public Defender (OPD), the State of New Jersey, Department of the Treasury, mandates that the following requirements are met:

- Step 1: BUSINESS REGISTRATION** – Register as a business with the State of New Jersey's Division of Revenue & Enterprise Services (if not previously registered)
- Step 2: NJSTART** - Register as a vendor in NJSTART (if not previously currently registered)
- Step 3: AFFIRMATIVE ACTION COMPLIANCE** – Provide a photocopy of a valid Certificate of Employee Information Report document with expiration date or proof of Affirmative Action compliance
- Step 4: VENDOR CONTRACT COMPLIANCE FORMS** - Review, complete, sign, and date all required Vendor Contract Compliance documents for Waivered Services and Waivered Commodities Vendors
- Step 5: ACORD Certificate of Insurance Form** - Provide a copy of your ACORD Certificate of Insurance Form as proof of insurance. **(Not applicable to Pool Attorneys, Experts and other Professional Services vendors providing services in matters of OPD client representation).**
- Step 6: VENDOR CONTACT INFORMATION SHEET** - Complete and submit to the OPD along with your Vendor Contract Compliance documents packet. (OPD requirement only).

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Please read carefully the instructions for each of the steps listed on the following pages. All forms submitted should be consistent with the Tax Identification Number that is associated with your State of New Jersey Business Registration Certificate.

### Step 1: STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

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

*Not required if vendor is a Non-Profit Organization, is a Private College or University, or is a State or Municipal government agency.*

#### **A. If you do not possess a valid NJ Business Registration Certificate:**

You can file your application directly on-line with the Division of Revenue at:  
<http://www.nj.gov/treasury/revenue/gettingregistered.shtml>

Or, if you prefer to register by mail, you can register using one of the following forms:

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

Complete and use form **NJ-REGA** (Rev. 12/06)

<http://www.nj.gov/treasury/revenue/pdf/forms/regapdf>

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

Complete and use form **NJ-REG** (03-11)

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

**B. If you have an existing Business Registration Certificate:**

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)

**C. If you have an existing Business Registration Certificate and need to update or make changes:**

All forms required by the Division of Revenue which may be necessary to make any changes or updates to your current Business Registration can be found at:

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

**Step 2: NJSTART**

**All vendors must register on-line with NJSTART. This need only be done once.** 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.** 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...) that is displayed 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. **You, as the vendor, will be solely responsible for maintaining the accuracy of your information in NJSTART so it is important to retain your NJSTART Log-on ID and Password.**

*\*New vendors doing business with the State of New Jersey will use only their “V” number as their Vendor ID Number rather than their TIN for billing purposes.*

*\*Vendors who have previously registered as a vendor with the State of New Jersey using their TIN, but have not yet registered in NJSTART, still must register as a vendor in NJSTART but will continue to use their original TIN as their “Vendor ID Number” for billing purposes.*

**New vendors (such as Attorneys or Experts) who intend to provide services to the OPD as an employee of an existing business entity (or law firm) that is currently providing services to the OPD must do the following:**

1. Ensure that the law firm or business entity is currently registered as a vendor in NJSTART.
2. Be certain to have the individual Attorney’s or Expert’s name added as an additional “Remit Address” by using the individual’s name as the first address line of the additional “Remit Address” of the business entities’ NJSTART account. This will create and assign a specific 2-digit location code in the Department of the Treasury’s accounting system and will be used as an identifier that is specific to that individual employee within the business entity while still utilizing the business entities’ Tax Identification Number and Business Registration.

**NJ Start Registration & Vendor Support:**

To register, visit the State of New Jersey, Department of the Treasury's Division of Purchase & Property website below. Under the heading of **NJSTART**, select "**Enroll Now**" to begin the registration process. This website provides full vendor support inclusive of Vendor Reference Guides, access to Vendor Forms and Help Desk Support for NJSTART; or you can request assistance using the contact information below:

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

**NJSTART Help Desk:**

NJSTART E-mail Support: [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov)

NJSTART Phone Support: **(609) 341-3500** 8:30AM – 4:30PM Monday through Friday

**The OPD does not have the authority, nor the ability, to assist you are in creating or maintaining your NJSTART Vendor Account.**

**Step 3: AFFIRMATIVE ACTION COMPLIANCE**

*Not required if vendor is a State or Municipal government agency.*

**You must submit one of the following to the OPD with your Vendor Contract Compliance documents package:**

- A. A photocopy of your valid "Certificate of Employee Information Report" (CEIR) Document Which is light yellow in color, approximately 3" high x 8" long.**
- B. A photocopy of a Federal Letter of Approval verifying a Federally Approved or Sanctioned Affirmative Action Program (which is dated within 1 year of the submission).**
- C. A photocopy of your completed Employee Information Report (Form AA302 CEIR application) and proof of payment sent with your Form AA302 application submitted to the Department of the Treasury's EEO Monitoring Program as per the AA302 Form Instructions. (See "New Applications or Renewals" below). *The OPD will verify with the EEO Monitoring Program that your application was received and approved by Treasury.***

**New Applications or Renewals:**

- 3.C. To obtain your CEIR, you can submit your application in one of two ways:**

**On-line:**

You can apply and pay for your CEIR document on-line at the Department of the Treasury's website at: [https://www.state.nj.us/treasury/contract\\_compliance/](https://www.state.nj.us/treasury/contract_compliance/)

There is a tutorial video on their website that can be viewed prior to submitting your application. Your CEIR document should be available to you within 4 business days.

**By Mail:**

**The application Form AA302 and Instructions** titled as "**Affirmative Action Employee Information Report**" and "**\*Corresponding Instructions and EEO Language (Form AA302)**" can be found on Treasury's website below, under the heading of "**VENDOR FORMS REQUIRED FOR CONTRACT AWARD**" at: <http://www.state.nj.us/treasury/purchase/forms.shtml>. Your CEIR document will be mailed to you within 15 business days.

**You must submit your original signed and dated Employee Information Report (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 FORM AA302 AND PAYMENT TO THE OPD**

The EEO Monitoring Program will provide you with an original document entitled "**Certificate of Employee Information Report**" (CEIR) by mail once your application has been approved and processed. It is recommended that you retain your original document in a safe place for future use. If you are unable to locate your original document, you should contact the EEO Monitoring Program at (609) 292-5473 for information on obtaining a duplicate original. The current fee for a duplicate Certificate of Employee Information Report is \$75.00.

**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" (CEIR document) to the OPD as part of your Vendor Contract Compliance packet.**

**Step 4: VENDOR CONTRACT COMPLIANCE FORMS:**

The Vendor Contract Compliance forms listed below are available by accessing the Department of the Treasury's Division of Purchase and Property's State website at:

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

**Where any form requires a Tax Identification Number (TIN), you must use the TIN that is associated with your Business Registration Certificate and not your NJSTART Vendor ("V") Number. Leave any fields listed as "Bid Number" or "Solicitation Number" blank unless otherwise applicable.**

- 1. STATE OF NEW JERSEY STANDARD TERMS & CONDITIONS**
- 2. WAIVERED CONTRACTS SUPPLEMENT TO THE STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS**
- 3. OWNERSHIP DISCLOSURE FORM**  
*Not required if vendor is a State or Municipal government agency, or a Non-Profit organization.*
- 4. DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING BIDDER**  
*Not required if vendor is a State or Municipal government agency.*
- 5. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**  
*Not required if vendor is a State or Municipal government agency.*
- 6. TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CONTRIBUTION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS**  
**Must be completed by all vendors** except State or Municipal government agencies and Non-Profit organizations. Subject to review and approval by the Department of Treasury's Chapter 51 Review Unit. Where vendors may be paid more than \$17,500 per calendar year **AND** who have made political contributions more than \$300 per calendar year, it is the vendor's responsibility to submit an updated Chapter 51 form to the OPD within 6 months of the prior approval's expiration date which will be available in your NJSTART Account.

**7. CHAPTER 271 VENDOR CERTIFICATION FORM**

*Not required if vendor is a State or Municipal government agency, or a Non-Profit organization.*

**8. MACBRIDE PRINCIPLES**

*Not required if vendor is a State or Municipal Government agency.*

**9. SOURCE DISCLOSURE FORM – To be used only where the award is primarily for services (includes Pool Attorneys, Experts and all other Professional Services)**

**Step 5: ACORD CERTIFICATE OF INSURANCE FORM**

*Not required if vendor is a Federal government agency.*

***Not applicable to Pool Attorneys, Experts and other Professional Services vendors providing services in matters of OPD client representation.***

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.

**Step 6: VENDOR CONTACT INFORMATION SHEET**

Complete and submit Page 7 of these instructions and submit to the OPD with your Vendor Contract Compliance Documents package

**New Professional Services Vendors:**

**DO NOT SEND YOUR VCC DOCUMENTS & CERTIFICATES TO  
THE DIVISION OF ADMINISTRATION'S VENDOR CONTRACT COMPLIANCE UNIT.**

The regional Public Defender' office, to which you apply, will forward your application, letter of interest and Vendor Contract Compliance documents packet to the P.D. Management Office for review and final approval. Once your application has been approved, and you are found to be in full compliance, the OPD's Vendor Contract Compliance Unit will send you an e-mail notification of your acceptance and will have you added to the and will not be added to the Pool Attorney Timekeeping System (PATS) or the Expert Timekeeping System (ETS) as applicable.

**A full listing of all Public Defender Office locations can be found on the OPD's website at:**

<https://www.state.nj.us/defender/structure/>

**SUMMARY:**

All Vendor Contract Compliance packets must contain the following to ensure that all requirements have been met:

- A.** A photocopy of your current valid Business Registration Certificate (Step 1)
- B.** A photocopy of your NJSTART registration confirmation or provide your NJSTART V Number on your Vendor Contact Information Sheet (Step 2)
- C.** Proof of Affirmative Action compliance (Step 3)
- D.** Original completed, signed and dated Vendor Contract Compliance documents (Step 4)
- E.** ACORD form, if applicable (Step 5)
- F.** Completed Vendor Contact Information Sheet (Step 6)

**New professional services vendors who have not been approved by P.D. Management, nor confirmed as "vendor contract compliant" are not authorized to accept OPD case assignments. The Office of the Public Defender is not legally authorized to process payments for services rendered until ALL required Vendor Contract Compliance documents have been received, and verified to be fully completed, dated and signed.**

## **IMPORTANT INFORMATION FOR ALL OPD VENDORS:**

### **DIRECT DEPOSIT OF PAYMENTS (Optional):**

If you would like to have payments for your goods and/or services set up for the direct deposit of payments, you will need to update your NJSTART vendor account with your banking information to establish your NJSTART account as EFT-enabled for the Electronic Funds Transfer of payments to your account. If assistance is required, please contact the NJSTART Help Desk at (609) 341-3500 between 8:30AM – 4:30PM, Monday – Friday (except holidays).

### **VENDOR PAYMENT INQUIRY PROGRAM (Optional):**

If you opt to have your NJSTART account EFT-enabled for direct deposit, you have the option of enrolling in the Department of the Treasury's "Vendor Payment Inquiry" (VPI) program which will allow you to view any EFT payments processed by way of your MyNewJersey portal account on the official State of New Jersey website. If you would like to enroll in Treasury's VPI Service, you can enroll at: [https://www20.state.nj.us/TYM\\_VPI/home](https://www20.state.nj.us/TYM_VPI/home)

### **MY NEW JERSEY PORTAL ACCOUNT:**

*This is optional and is not required; however, this is necessary to access the OPD's Pool Attorney Timekeeping System (PATS), the OPD's Expert Timekeeping System (ETS), and the Department of the Treasury's Vendor Payment Inquiry (VPI) Service.*

If you do not currently have a MyNewJersey portal account, you can register for one on the State of New Jersey's official website at: <https://www.nj.gov> and select the "Register" option next to the "Log In" option. If you currently have a MyNewJersey portal account and require assistance, you can call 1-800-NCC-HELP (1-800-622-4357) or to send an e-mail to request assistance, visit their website at: <https://my.state.nj.us/mynjhelp/HelpRequest?page=start>

### **CONTRACTUAL AGREEMENT WITH THE OPD (POOL ATTORNEYS, PER DIEMS & EXPERTS ONLY):**

Since the OPD's contractual agreement for services provided to the OPD is with the Individual, and not the business entity or law firm, Vendor Contract Compliance forms must be submitted by the individual providing those services regardless of the vendor's business registration.

### **180-DAY POST EMPLOYMENT RULE FOR STATE OF NEW JERSEY RETIREES:**

State of New Jersey retirees should be aware of a possible impact on receiving your pension if you are later re-employed by, or contracted for services by, any New Jersey State entity, and familiarize yourself with Pension provisions about this topic (N.J.A.C. 17:1-17,14).

### **CHANGES IN TAX IDENTIFICATION NUMBER OR BUSINESS REGISTRATION:**

Should you dissolve your business entity under your current Tax Identification Number (TIN) and wish to continue to conduct business with the NJ OPD under your new Tax Identification Number, you must submit a new Vendor Contract Compliance packet, Business Registration Certificate and proof of Affirmative Action compliance associated with the new business entity's TIN.

# VENDOR CONTACT INFORMATION SHEET

**Select one of the following:**

- New Vendor**
- Renewal**

**Select one of the following:**

- Pool Attorney**
- Per Diem**
- Expert**
- Other:** \_\_\_\_\_

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Vendor ID: \_\_\_\_\_

NJSTART V # \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Firm or Business Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Foreign Languages Spoken: \_\_\_\_\_