

# Vendor Contract Compliance Requirements

Revised 03/19/2019

## **(Waivered Services for Pool Attorneys, Experts and 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).

---

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

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

**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. 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 needed 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 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. **You, as the vendor, will be solely responsible for the accuracy and maintenance of the information that you enter 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 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 and 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.

<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:**

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

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

**If you make address, name or Tax Identification Number changes to your business entity, you must:**

1. Update your NJSTART vendor record.
2. Send an e-mail notification to the OPD's Vendor Contract Compliance Unit at: [OPD.Vendor.Compliance@opd.nj.gov](mailto:OPD.Vendor.Compliance@opd.nj.gov). If you are a Pool Attorney, the OPD will update your PATS account with your new information. If you are an Expert, the OPD will update your ETS account.

**The OPD does not have the authority, nor the ability, to update 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:**

- A. A photocopy of your valid Certificate of Employee Information Report (CEIR) Document**

**Current Certifications:**

If you 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.

- B. A photocopy of a Federal Letter of Approval verifying a Federally Approved or Sanctioned Affirmative Action Program (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:**

**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>

- 3.C. **To obtain your CEIR, 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 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 (for Waivered Services and Commodities)**

The following Vendor Contract Compliance forms are available by accessing the below website and most can be completed as savable PDF files. By first selecting “**Checklist for Waivers and DPA Transactions**” on the Department of the Treasury's Division of Purchase and Property website, you will be able to access the individual forms listed below.

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

**Where any form requires a Tax Identification Number, you must use the Tax Identification Number (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 as these fields are not applicable.**

1. **STATE OF NEW JERSEY STANDARD TERMS & CONDITIONS, Rev 7/18/18 (26 pages)**
2. **WAIVERED CONTRACTS SUPPLEMENT TO THE STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS (13 pages) Rev. 06/14/2018**
3. **OWNERSHIP DISCLOSURE FORM - DPP Rev. 6.18.18 (2 pages).** An Ownership Disclosure form must be submitted for each individual, or company, holding a 10% or greater interest in the business

entity; if vendor is a Sole Proprietorship, only one Ownership Disclosure form is required. *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 – DPP Rev. 3.15.19 (2 pages).** *Not required if vendor is a State or Municipal government agency.*
5. **DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN - DPP Rev. 6.19.17 (1 page).** *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 - Chapter 51 Rev. 4/17/15 (the first 4 pages are instructional only, submit the last 3 pages of the form).** ***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.
7. **CHAPTER 271 VENDOR CERTIFICATION FORM - DPP Rev. 7.10.17 (1 page).** *Not required if vendor is a State or Municipal government agency, or a Non-Profit organization.*
8. **MACBRIDE PRINCIPLES – DPP Rev.6.23.17 (1 page).** *Not required if vendor is a State or Municipal Government agency.*
9. **SOURCE DISCLOSURE FORM – DPP Rev.6.15.2018 (1 page) – 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.*

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.

***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**

Regardless of if you are a new vendor, or if you are renewing your Vendor Contract Compliance documents, you must fully complete the "Vendor Contact Information Sheet," and submit this form to the OPD with your compliance documents packet.

#### **New Professional Services Vendors:**

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

NEW APPLICANTS must meet all Vendor Contract Compliance requirements listed above AND must submit a copy of your NJSTART registration confirmation containing your "V" number, along with your Pool Attorney or Expert application forms, directly to the regional Public Defender's Office for which you plan to provide services.

The regional Public Defender' office, to which you apply, will forward your application to P.D. Management for review and final approval. **New Vendors, who have not been approved by P.D. Management, nor considered as "vendor contract compliant" are not authorized to accept OPD case assignments,** and will not be added to the Pool Attorney Timekeeping System (PATS) or the Expert Timekeeping System (ETS). 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.

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/>

**Renewals**  
**Professional Services Vendors and All Other Waiver Vendors:**  
**SEND VCC DOCUMENTS FOR RENEWAL TO:**

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

**OR YOU MAY SCAN AND E-MAIL YOUR VCC DOCUMENTS FOR RENEWAL TO:**  
E-Mail: [OPD.Vendor.Compliance@opd.nj.gov](mailto:OPD.Vendor.Compliance@opd.nj.gov)

**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.**

**SUMMARY:**

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

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

**Once the documents that you have submitted have been verified and approved as fully “Vendor Contract Compliant,” you will receive an e-mail notification from the OPD’s Vendor Contract Compliance Unit.**

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

### **DIRECT DEPOSIT OF PAYMENTS:**

*This is optional and is not required.*

If you would like to have payments for your goods and/or services set up as direct deposit 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.

### **VENDOR PAYMENT INQUIRY PROGRAM (This is optional and is not required):**

*This is optional and is not required.*

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 required 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, visit their website at: <https://www.state.nj.us/mynj/mailmynjs.html>

### **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:** \_\_\_\_\_

---

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

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

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

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

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

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

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

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

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

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

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