



**INFORMATION SHEET AND CHECKLIST FOR WAIVERS  
AND DELEGATED PURCHASING AUTHORITY (DPA) TRANSACTIONS**

STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY  
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

This checklist is only a guide to assist vendors in locating and compiling all required compliance forms for waivers and DPA transactions. Vendors are required to ensure that all compliance requirements have been met by doing the following:

- Completing the terms and categories tab in the **NJSTART** vendor profile;
- Uploading any forms that may be required to the attachments tab in the **NJSTART** vendor profile; or
- Completing and submitting the forms to the agency.

	The information is available in <b>NJSTART</b> or the form has been submitted to the agency
<a href="#"><u>STATE OF NEW JERSEY COMBINED STANDARD TERMS AND CONDITIONS</u></a> – For use with Waivers and DPAs	<input type="checkbox"/>
<a href="#"><u>OWNERSHIP DISCLOSURE FORM</u></a>	<input type="checkbox"/>
<a href="#"><u>DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR</u></a>	<input type="checkbox"/>
<a href="#"><u>DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM</u></a>	<input type="checkbox"/>
<a href="#"><u>TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 333 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS FOR NON-FAIR OPEN CONTRACTS</u></a>	<input type="checkbox"/>
<a href="#"><u>CHAPTER 271 VENDOR CERTIFICATION AND POLITICAL DISCLOSURE FORM</u></a>	<input type="checkbox"/>
<a href="#"><u>MACBRIDE PRINCIPALS FORM</u></a>	<input type="checkbox"/>
<b>PROOF OF BUSINESS REGISTRATION</b> You may register your business <a href="#"><u>HERE</u></a> or obtain a copy of the Business Registration Certificate <a href="#"><u>HERE</u></a> .	<input type="checkbox"/>
<b>CERTIFICATE OF INSURANCE / ACORD</b>	<input type="checkbox"/>
<a href="#"><u>SOURCE DISCLOSURE FORM</u></a> - To be used only where the contract is primarily for services	<input type="checkbox"/>
<a href="#"><u>CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3.</u></a>	<input type="checkbox"/>
<a href="#"><u>PROOF OF AFFIRMATIVE ACTION COMPLIANCE</u></a> - Submit one of the following	
<b>NEW JERSEY CERTIFICATE OF EMPLOYEE INFORMATION REPORT</b>	<input type="checkbox"/>
<b>FEDERAL LETTER OF APPROVAL VERIFYING A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM (Dated within one year of the submission)</b>	<input type="checkbox"/>
<b>AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (FORM AA302)</b>	<input type="checkbox"/>