



**STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY**

**33 WEST STATE STREET, P.O. BOX 039  
TRENTON, NEW JERSEY 08625-0039**

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

**VENDOR NAME:** \_\_\_\_\_

**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.**

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| If any of the below fail to open, all forms are available on the following Division of Purchase & Property website:<br><a href="https://www.nj.gov/treasury/purchase/forms.shtml">https://www.nj.gov/treasury/purchase/forms.shtml</a> | <b>VENDOR HAS INCLUDED THE FORM</b> |
| <a href="#">STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS</a> (For Waiver and DPAs)  |                                     |
| <a href="#">WAIVERED CONTRACTS SUPPLEMENT TO THE STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS</a> (For Waivers only)  |                                     |
| <a href="#">OWNERSHIP DISCLOSURE FORM</a>  |                                     |
| <a href="#">DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR</a>  |                                     |
| <a href="#">DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM</a>   |                                     |
| <a href="#">TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS</a>   |                                     |
| <a href="#">CHAPTER 271 VENDOR CERTIFICATION AND POLITICAL DISCLOSURE FORM</a>   |                                     |
| <a href="#">MACBRIDE PRINCIPALS FORM</a>   |                                     |
| <b>PROOF OF BUSINESS REGISTRATION</b><br>You may register your business <a href="#">HERE</a> or obtain a copy of the Business Registration Certificate <a href="#">HERE</a> .  |                                     |
| <b>CERTIFICATE OF INSURANCE / ACORD</b>  |                                     |
| <a href="#">SOURCE DISCLOSURE FORM</a> (To be used only where the contract is primarily for services)  |                                     |
| <b>AFFIRMATIVE ACTION COMPLIANCE</b> (Submit one of the following)   |                                     |
| <b>NEW JERSEY CERTIFICATE OF EMPLOYEE INFORMATION REPORT</b>   |                                     |
| <b>FEDERAL LETTER OF APPROVAL VERIFYING A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM</b> (Dated within one year of the submission)  |                                     |
| <a href="#">AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT</a> (FORM AA302)  |                                     |

***VENDORS SHOULD RETURN ALL COMPLETED AND SIGNED FORMS TO THE USING AGENCY.***