



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

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.

If any of the below fail to open, all forms are available on the following Division of Purchase & Property website: https://www.nj.gov/treasury/purchase/forms.shtml	THE COMPLETED & SIGNED FORM IS INCLUDED IN THE PACKET
STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS (For Waiver and DPAs)	
OWNERSHIP DISCLOSURE FORM	
DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR	
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM	
TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS (Only required for orders or contracts that will be greater than \$17,500)	
CHAPTER 271 VENDOR CERTIFICATION AND POLITICAL DISCLOSURE FORM	
MACBRIDE PRINCIPALS FORM	
PROOF OF BUSINESS REGISTRATION You may register your business HERE or obtain a copy of the Business Registration Certificate HERE .	
CERTIFICATE OF INSURANCE / ACORD Naming the State, its officers, and employees as "Additional Insureds"	
SOURCE DISCLOSURE FORM (To be used only where the contract is primarily for services)	
AFFIRMATIVE ACTION COMPLIANCE (Submit one of the following)	
NEW JERSEY CERTIFICATE OF EMPLOYEE INFORMATION REPORT	
FEDERAL LETTER OF APPROVAL VERIFYING A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM (Dated within one year of the submission)	
AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (FORM AA302) INSTRUCTIONS FOR AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT	

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