



**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)	<input type="checkbox"/>
OWNERSHIP DISCLOSURE FORM	<input type="checkbox"/>
DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR	<input type="checkbox"/>
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM	<input type="checkbox"/>
TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	<input type="checkbox"/>
CHAPTER 271 VENDOR CERTIFICATION AND POLITICAL DISCLOSURE FORM	<input type="checkbox"/>
MACBRIDE PRINCIPALS FORM	<input type="checkbox"/>
CERTIFICATION FOR EXECUTIVE ORDER NO. 271 – COVID-19 VACCINE	<input type="checkbox"/>
PROOF OF BUSINESS REGISTRATION You may register your business HERE or obtain a copy of the Business Registration Certificate HERE .	<input type="checkbox"/>
CERTIFICATE OF INSURANCE / ACORD Naming the State, its officers, and employees as “Additional Insureds”	<input type="checkbox"/>
SOURCE DISCLOSURE FORM (To be used only where the contract is primarily for services)	<input type="checkbox"/>
AFFIRMATIVE ACTION COMPLIANCE (Submit one of the following)	
NEW JERSEY CERTIFICATE OF EMPLOYEE INFORMATION REPORT	<input type="checkbox"/>
FEDERAL LETTER OF APPROVAL VERIFYING A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM (Dated within one year of the submission)	<input type="checkbox"/>
<u>AFFIRMATIVE ACTION SUBMISSIONS MAY NOW BE COMPLETED AND PAID FOR ON-LINE AT:</u> ONLINE SUBMISSION/PAYMENT OF EEO/AA302 (Proof of completion must accompany your quote) INSTRUCTIONS FOR ONLINE SUBMISSION OR MANUALLY COMPLETED AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (FORM AA302) INSTRUCTIONS FOR AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT	<input type="checkbox"/>

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