



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 to the forms to the agency.

| | The information is available in NJSTART or the form has been submitted to the agency |
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| STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS - For All Waivers and DPAs | |
| WAIVERED CONTRACTS SUPPLEMENT TO THE STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS – For use with Waivers and DPAs as applicable | |
| 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 | |
| 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 | |
| SOURCE DISCLOSURE FORM - To be used only where the contract is primarily for services | |
| CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3. | |
| PROOF OF 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) | |