



AGENCY PROCUREMENT REQUEST FORM

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

AGENCY NAME _____
CONTACT NAME _____
CONTACT PHONE # _____
CONTACT EMAIL _____

CONTRACT TITLE _____

FUNDING SOURCE _____

BASE TERM ESTIMATED CONTRACT VALUE: \$ _____

CONTRACT BASE TERM _____

CONTRACT EXTENSION TERM _____

CONTRACT TRANSITION TERM _____

PROCUREMENT TYPE: _____

AGENCY MUST OBTAIN THE FOLLOWING PRE-APPROVALS BEFORE THE PROCUREMENT REQUEST IS SUBMITTED
Include the pre-approval documentation from the specified entity(s)

Office of Information Technology – Submit to oit.core@tech.nj.gov; also see [OIT Policy](#)

Office of Homeland Security and Preparedness

Office of Management and Budget

Division of Risk Management – Modifications to standard Indemnification, Limitation of Liability & Insurance

Treasury Administration – For fleet requests

Division of Law – Approval to include Liquidated Damages or Penalties

Department of Labor – Public Works Contractors Registration Act and Prevailing Wage

Agency Chief Information Security Officer or Subject Matter Expert – Determination of whether or not the Vendor will have access to the Garden State Network? Will the goods or services sought require and/or make use of internal or external network connections.

AGENCY MUST COMPLETE THE FOLLOWING CHECKLIST AND INCLUDE ALL ITEMS AS NECESSARY

Purpose and Intent - Summary of what you want to procure and why

Background - Historical or Legislative summary, including policy, statutory and regulatory mandates

Scope of Work – Include all Contractor Requirements

Bid Solicitation Specific Attachments - Documents that Bidders should review prior to Quote Submission

Bid Solicitation Specific Definitions

Contract Deliverables with proposed dates

Bidder Quote Submission Requirements - What is needed to evaluate the Quote

Price Sheet and Price Sheet Instructions

Award Methodology - Multiple contractors, mini-bid, etc.

Method of Operation - Instructions and notes for State Contract Manager and / or Agency Use

Bid Bond

Performance Security/Retainage

[Applicable Commodity Codes](#)

Submit this form with required information to centralintake@treas.nj.gov
Submission of a Procurement Request Form does not represent approval of the specification.

FOR DIVISION OF PURCHASE AND PROPERTY USE ONLY

DATE RECEIVED: _____ **CONTROL NUMBER:** _____

APPLICABLE BUYING UNIT _____

RETURNED FOR REVISIONS

DATE: _____
REASON: _____

CANCELLED

DATE: _____
REASON: _____

