

**STATE OF NEW JERSEY DEPARTMENT OF THE TREASURY**

**DIVISION OF PURCHASE AND PROPERTY**

**33 WEST STATE STREET, P.O. BOX 236 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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|  | **VENDOR HAS INCLUDED THE FORM** |
| [**STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS**](http://www.state.nj.us/treasury/purchase/forms/StandardTermsandConditions.pdf) **(For Waivers and DPAs)** |  |
| [**WAIVERED CONTRACTS SUPPLEMENT TO THE STATE OF NEW JERSEY STANDARD TERMS AND**](http://www.state.nj.us/treasury/purchase/forms/Waiver%20Supplement%20to%20Standard%20Terms%20and%20Conditions.pdf)  [**CONDITIONS**](http://www.state.nj.us/treasury/purchase/forms/Waiver%20Supplement%20to%20Standard%20Terms%20and%20Conditions.pdf) **(For Waivers only)** |  |
| [**OWNERSHIP DISCLOSURE FORM**](http://www.state.nj.us/treasury/purchase/forms/OwnershipDisclosure.pdf) |  |
| [**DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR**](http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf) |  |
| [**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM**](http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf) |  |
| [**TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF**](http://www.state.nj.us/treasury/purchase/forms/eo134/Chapter51.pdf)[**POLITICAL CONTRIBUTIONS**](http://www.state.nj.us/treasury/purchase/forms/eo134/Chapter51.pdf) |  |
| [**CHAPTER 271 VENDOR CERTIFICATION AND POLITICAL DISCLOSURE FORM**](http://www.state.nj.us/treasury/purchase/forms/CertandDisc2706.pdf) |  |
| [**MACBRIDE PRINCIPLES FORM**](http://www.state.nj.us/treasury/purchase/forms/MacBridePrinciples.pdf) |  |
| [**PROOF OF BUSINESS REGISTRATION**](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp) |  |
| **CERTIFICATE OF INSURANCE / ACORD** |  |
| [**SOURCE DISCLOSURE FORM**](http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf) **(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 1 year of the submission)** |  |
| [**AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (AA-302)**](http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf) |  |

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