

Information Checklist

If applicable, please provide the following in addition to completing the "Contract Notification"

Check all that apply

General Information

- Independent Audit reports for the last 3 years*
- Any self prepared internal control assessments that exist over the last two years
- Any independent review of internal controls over the last two years
- Any notice of 'high risk' audit designation by the State of New Jersey or other granting agency
- Description of any outstanding environmental violations in your town/local government

Contract Specific

- Procurement documents related to this contract
- Contract management organization chart or description of contract management approach
- Sample reports required to be submitted to granting agency
- List of required permits for contracts
- If FEMA related, a copy of the project worksheet
- Any materials related to federal or state agency requirements for contract management
- Copies of contracts already in place with integrity oversight monitors and an explanation of your agency's control environment
- List of federal, state, and local inspections required to complete contract
- For contracts already underway - a spreadsheet displaying budgeted resources, fund source, funds expended to date, vendors receiving payments to date, percent of contract completion and any other pertinent information necessary relative to the financial and completion status of the contract
- For new contract – provide a contract budget
- Description of your procurement approach (ex. Using existing publicly bid state or local contracts, sole source, new RFP, etc). Include the anticipated or actual number of vendors evaluated. For procurements other than a State contract, provide the procurement document(s), evaluation report and any other pertinent information if applicable. Actual bids/proposals are not necessary.

*Note – if audit reports all have unqualified opinions, a certification letter indicating such can be substituted for the full reports.