



## How to Submit Your Contract

All contracts must be submitted electronically using the correct OSC form.

To submit:

1. Download the correct form to your computer.
2. Open the form in Adobe Acrobat and fill in all required fields.
3. Click the yellow "Submit" button. This will launch your email application (such as Outlook) with the form attached.
4. Confirm the email is addressed to [contracts@osc.nj.gov](mailto:contracts@osc.nj.gov).
5. Attach any additional documents in Microsoft Word format.
6. Send the email to [contracts@osc.nj.gov](mailto:contracts@osc.nj.gov).
  - a. If you have received approval from an OSC attorney regarding a file for advertisement, negotiation, or solicitation, please copy that attorney on the email as well.

Important: Do not complete the form in your web browser and do not submit printed, scanned, or handwritten forms. OSC only accepts electronic submissions.