

**OFFICE OF THE STATE COMPTROLLER****CONTRACT COMPLIANCE FORM**

PRE-ADVERTISEMENT NOTICE FOR CONTRACTS VALUED AT \$15.2M OR MORE

Submit to [contracts@osc.nj.gov](mailto:contracts@osc.nj.gov) not less than 30 days prior to any advertisement, negotiation, or solicitation.

Proposed Advertisement/ Negotiation/Issuance Date:	Valuation of Procurement/ Estimated Cost of Contract(s):	Today's Date:
Government Unit Name:		
Contract Title and Description:		
Government Unit Procurement Tracking Number:	Prior Related OSC File Review Number(s):	
Government Unit Type: <input type="checkbox"/> State Department, Agency, or Instrumentality <input type="checkbox"/> Independent State Authority <input type="checkbox"/> County or County Authority or Instrumentality <input type="checkbox"/> Municipality or Municipal Authority or Instrumentality <input type="checkbox"/> School District/Board of Education <input type="checkbox"/> State College/University <input type="checkbox"/> County College <input type="checkbox"/> Cooperative Pricing System <input type="checkbox"/> Joint Insurance Fund/Health Insurance Fund <input type="checkbox"/> Other:		
Anticipated Source(s) of Funding: <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Federal <input type="checkbox"/> NJEIT <input type="checkbox"/> CDBG <input type="checkbox"/> FTA <input type="checkbox"/> Other:		
Contract Type: <input type="checkbox"/> Public Works/Construction <input type="checkbox"/> Goods ( <input type="checkbox"/> Purchase <input type="checkbox"/> Lease) <input type="checkbox"/> Real Property Transaction <input type="checkbox"/> Professional Services <input type="checkbox"/> Insurance ( <input type="checkbox"/> Health <input type="checkbox"/> Rx <input type="checkbox"/> Other) <input type="checkbox"/> Concession/Revenue Generating <input type="checkbox"/> Services (other than Professional Services) <input type="checkbox"/> Other: <input type="checkbox"/> Intergovernmental		
Contract Term: <input type="checkbox"/> New Contract <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Extension <input type="checkbox"/> 5.3 Extension <input type="checkbox"/> Re-Procurement <input type="checkbox"/> Change Order		
Procurement Method: <input type="checkbox"/> Invitation to Bid (low bid) <input type="checkbox"/> Cooperative Contract ( <input type="checkbox"/> National <input type="checkbox"/> State <input type="checkbox"/> Local) <input type="checkbox"/> Request for Proposals <input type="checkbox"/> Request for Qualifications <input type="checkbox"/> Request for Quotations <input type="checkbox"/> Exempt from Advertisement <input type="checkbox"/> Participation in SHBP or SEHBP <input type="checkbox"/> Waiver of Advertising <input type="checkbox"/> Other:		
Legal Authority for Procurement (provide the legal citation [statute, code, or regulation] or written policy/executive order):		
Submission shall include all applicable documents pursuant to N.J.A.C. 19:70-3.4(a). Please check all that apply and attach documents to submission: <input type="checkbox"/> Draft Bid Packet/RFP/RFQ in final form with all proposed attachments ( <b>Do NOT submit drawings/plans.</b> ) <input type="checkbox"/> Any required published notices and any proposed draft notices <input type="checkbox"/> Any formal Resolution(s) by the governing body related to the procurement <input type="checkbox"/> Any documents explaining or approving an exception from bidding/waiver from bidding <input type="checkbox"/> Any documents explaining or approving the use/purchase of proprietary items/sole source <input type="checkbox"/> Any written policy, order, or formal approval/justification for the procurement process <input type="checkbox"/> Other:		
Name of Government Official/ Employee of Government Unit In Charge of Procurement: Title:                      Phone Number:                      Ext.:                      Email Address:		
Name of Contracting Unit Authorized Consultant Assisting with Procurement (if applicable): Title:                      Phone Number:                      Ext.:                      Email Address:		

*Pursuant to N.J.S.A. 52:15C-14, all government units shall provide full assistance and cooperation to the New Jersey Office of the State Comptroller (OSC) with any contract review and shall provide additional documents when requested.*