

**OFFICE OF THE STATE COMPTROLLER****CONTRACT COMPLIANCE FORM****PRE-ADVERTISEMENT NOTICE FOR CONTRACTS SUBJECT TO E0166****FOR CONTRACTS VALUED AT \$150,000 OR MORE INVOLVING COVID-19 RECOVERY FUNDS**

Submit to contracts@osc.nj.gov not less than 10 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: ☐ State Department, Agency, or Instrumentality ☐ Independent State Authority ☐ County or County Authority or Instrumentality ☐ Municipality or Municipal Authority or Instrumentality ☐ School District/Board of Education ☐ State College/University ☐ County College ☐ Cooperative Pricing System ☐ Joint Insurance Fund/Health Insurance Fund ☐ Other:		
Anticipated Source(s) of Funding: ☐ State ☐ Local ☐ Federal (Source:) ☐ NJEIT ☐ CDBG ☐ FTA ☐ Other:		
Contract Type: ☐ Public Works/Construction ☐ Goods (☐ Purchase ☐ Lease) ☐ Real Property Transaction ☐ Professional Services ☐ Insurance (☐ Health ☐ Rx ☐ Other) ☐ Concession/Revenue Generating ☐ Services (other than Professional Services) ☐ Other: ☐ Intergovernmental		
Contract Term: ☐ New Contract ☐ Renewal ☐ Amendment ☐ Extension ☐ 5.3 Extension ☐ Re-Procurement ☐ Change Order		
Procurement Method: ☐ Invitation to Bid (low bid) ☐ Cooperative Contract (☐ National ☐ State ☐ Local) ☐ Request for Proposals ☐ Request for Qualifications ☐ Request for Quotations ☐ Exempt from Advertisement ☐ Participation in SHBP or SEHBP ☐ Waiver of Advertising ☐ 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. 19:70-3.1 et seq. and E0166. Please check all that apply and attach documents to submission: ☐ Draft Bid Packet/RFP/RFQ in final form with all proposed attachments (Do NOT submit drawings/plans.) ☐ Any required published notices and any proposed draft notices ☐ Any formal Resolution(s) by the governing body related to the procurement ☐ Any documents explaining or approving an exception from bidding/waiver from bidding ☐ Any documents explaining or approving the use/purchase of proprietary items/sole source ☐ Any written policy, order, or formal approval/justification for the procurement process ☐ 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.