



## STATE OF NEW JERSEY COVID-19 PROCUREMENT CHECKLIST

THIS CHECKLIST WAS CREATED AS A GUIDE TO ASSIST VENDORS WHO ARE INTERESTED IN CONTRACTING WITH THE STATE OF NEW JERSEY IN LOCATING AND COMPILING ALL REQUIRED COMPLIANCE FORMS.

**THIS CHECKLIST IS FOR COVID-19 RELATED COMMODITIES AND SERVICES ONLY.**

VENDOR BUSINESS NAME: \_\_\_\_\_  
 CONTACT NAME & TITLE: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_  
 CITY, STATE, ZIP CODE: \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_

	<b><u><a href="#">NJSTART REGISTRATION</a></u></b> Vendors interested in State contracts are strongly encouraged to register with the State's eProcurement System <a href="#">NJSTART</a> . Vendors may visit the <a href="#">NJSTART Vendor Support Page</a> for information, Quick Reference Guides and supporting videos to assist in registering with the State's eProcurement system. Inquiries concerning the use of <a href="#">NJSTART</a> may be directed to <a href="mailto:njstart@treas.nj.gov">njstart@treas.nj.gov</a> .
	<b><u><a href="#">STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS</a></u></b>
	<b><u><a href="#">WAIVERED CONTRACTS SUPPLEMENT TO THE STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS</a></u></b>
	<b><u><a href="#">OWNERSHIP DISCLOSURE FORM</a></u></b>
	<b><u><a href="#">DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR</a></u></b>
	<b><u><a href="#">DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM</a></u></b>
	<b><u><a href="#">SUBCONTRACTOR UTILIZATION PLAN</a></u></b>
	<b><u><a href="#">MACBRIDE PRINCIPALS FORM</a></u></b>
	<b>PROOF OF BUSINESS REGISTRATION</b> You may register your business <a href="#">HERE</a> or obtain a copy of the Business Registration Certificate <a href="#">HERE</a> .
	<b><u><a href="#">SOURCE DISCLOSURE FORM</a></u></b>
	<b><u><a href="#">COOPERATIVE PURCHASING FORM</a></u></b>
	<b>AFFIRMATIVE ACTION COMPLIANCE (Submit one of the following)</b> <ul style="list-style-type: none"> <li>NEW JERSEY CERTIFICATE OF EMPLOYEE INFORMATION REPORT</li> <li>FEDERAL LETTER OF APPROVAL VERIFYING A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM (Dated within one year of the submission)</li> <li><a href="#">AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT</a> (FORM AA302)</li> </ul>



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### FINANCIAL CAPABILITY OF THE VENDOR

In order to provide the State with the ability to evaluate the Vendor's financial strength, creditworthiness and capability to undertake and successfully complete a Contract with the State the Vendor should submit one of the following:

- For publicly traded companies the Vendor {Bidder} should provide copies or the electronic location of the annual reports filed for the two most recent years; or
- For privately held companies the Vendor {Bidder} should provide the certified financial statement (audited or reviewed) in accordance with applicable standards by an independent Certified Public Accountant which include a balance sheet, income statement, and statement of cash flow, and all applicable notes for the most recent calendar year or the Vendor's {Bidder's} most recent fiscal year.
- A compiled statement from an Certified Public Accountant setting forth the same information required for the audited or reviewed financial statements, together with a certification from the Chief Executive Officer and the Chief Financial Officer, that the financial statements and other information included in the statements fairly present in all material respects the financial condition, results of operations, and cash flows of the Vendor {Bidder} as of, and for, the periods presented in the statements; or if this information is unavailable
- Uncertified income statements, balance sheets, cash flow statements and all notes to financial statements for the two most recent years. In addition, the Vendor {Bidder} should submit a bank letter which sets forth its current financial position and at a minimum addresses the Vendor's {Bidder's} account/lien/credit line standing.

A Vendor may mark submitted financial documents as "Confidential".

### SMALL BUSINESS REGISTRATION

Vendors may register as a qualifying Small Business with the Division of Revenue and Enterprise Services, Small Business Registration and M/WBE Certification Services Unit. Evidence that the Vendor is registered should be submitted. If the Vendor has previously registered or been certified as a Small Business enterprise, the Vendor should ensure its registration is active.

Information, registration requirements and application are available by contacting the agency at:

New Jersey Department of the Treasury  
Division of Revenue and Enterprise Services  
Small Business Registration and M/WBE Certification Services Unit  
PO Box 026  
Trenton, NJ 08625-0026  
Telephone: 609-292-2146

<https://www.nj.gov/njbusiness/contracting/sbsa/>

On-line application is available at:

<https://www.njportal.com/DOR/SBERegistry/>

### CERTIFICATE OF INSURANCE / ACORD

A Vendor will be required to secure and maintain in force for the term of the contract a certificate of insurance for all coverages required by the State of New Jersey Standard Terms and Conditions and the Waivered Contract Supplement to the State of New Jersey Standard Terms and Conditions.

### PUBLIC WORKS CONTRACTOR REGISTRATION ACT

The New Jersey Public Works Contractor Registration Act requires all contractors, subcontractors and lower tier subcontractor(s) who engage in any contract for public work as defined in N.J.S.A. 34:11-56.26 be first registered with the New Jersey Department of Labor and Workforce Development pursuant to N.J.S.A. 34:11-56.51. Any questions regarding the registration process should be directed to the Division of Wage and Hour Compliance at (609) 292-9464.