**STATE OF NEW JERSEY**
**DEPARTMENT OF THE TREASURY**
**DIVISION OF PURCHASE AND PROPERTY**

**33 WEST STATE STREET, P.O. BOX 230**
**TRENTON, NEW JERSEY 08625-0230**

# BID SOLICITATION CHECKLIST

**BID SOLICITATION #:** 20DPP00468

**BID SOLICITATION TITLE:** T1087 Supplemental Nutrition Assistance Program (SNAP) Electronic Benefits Transfer (EBT) for DHS

**THIS CHECKLIST WAS CREATED AS A GUIDE TO ASSIST VENDORS IN PREPARING A COMPLETE AND RESPONSIVE QUOTE. THIS CHECKLIST MAY NOT IDENTIFY ALL OF THE DOCUMENTS, FORMS OR OTHER INFORMATION REQUIRED. IT IS THE VENDOR'S RESPONSIBILITY TO ENSURE THAT ALL REQUIREMENTS OF THE BID SOLICITATION HAVE BEEN MET.**

| **PART 1**<br>**FORMS, REGISTRATIONS AND CERTIFICATIONS THAT MUST BE SUBMITTED BY THE VENDOR WITH THE QUOTE** |
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| **OFFER AND ACCEPTANCE PAGE** (Bid Solicitation §4.4.1.1) |
| **OWNERSHIP DISCLOSURE FORM** (Bid Solicitation §4.4.1.2.1) |
| **DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM** (Bid Solicitation §4.4.1.2.2) |
| **SUBCONTRACTOR UTILIZATION PLAN** (Bid Solicitation §4.4.1.3)<br>**IF THIS BID SOLICITATION HAS A SUBCONTRACTING SET-ASIDE REQUIREMENT, THE VENDOR MUST CONSULT THE DIVISION OF REVENUE & ENTERPRISE SERVICES AT 609-292-2146 FOR INFORMATION REGARDING REGISTERED SMALL BUSINESSES AND/OR DISABLED VETERAN BUSINESSES.** |
| **STATE-SUPPLIED PRICE SHEET** |

| **PART 2**<br>**FORMS, REGISTRATIONS AND CERTIFICATIONS THAT SHOULD BE SUBMITTED BY THE VENDOR WITH THE QUOTE.**<br>**THESE FORMS MUST BE SUBMITTED PRIOR TO THE AWARD OF THE MASTER BLANKET PURCHASE ORDER.** |
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| **DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR** (Bid Solicitation §4.4.2.2) |
| **PROOF OF BUSINESS REGISTRATION**<br>**You may register your business HERE or obtain a copy of the Business Registration Certificate HERE.** |
| **CERTIFICATE OF INSURANCE / ACORD** |
| **TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS** (Bid Solicitation §7.1.1) |
| **AFFIRMATIVE ACTION COMPLIANCE** (Bid Solicitation §7.1.3)<br>**Submit one of the following:** |
| • **NEW JERSEY CERTIFICATE OF EMPLOYEE INFORMATION REPORT** |
| • **FEDERAL LETTER OF APPROVAL VERIFYING A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM (Dated within 1 year of the Quote submission)** |
| • **AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (FORM AA302)** |