New Jersey Department of the Treasury
Division of Purchase and Property

NJSTART PROCUREMENT PROGRAM CHECKLIST

Solicitation Number: 16DPP00096 **Solicitation Title:** Environmentally Preferable Cleaning Products- DS

This checklist was created as a guide to assist Bidders in preparing a complete and responsive proposal (quote) as part of the NJSTART Procurement Program. It is only advisory in nature.

It is the Bidder's responsibility to ensure that all requirements of the RFP/Bid Solicitation have been met.

Forms with an NJSTART icon can be accessed through the Maintain General Information section of the Vendor Profile. Forms that have a PDF icon next to them can be accessed on the Division website or by clicking on the icon.

FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED BY SECTION 4.4.1 THAT MUST BE SUBMITTED WITH THE VENDOR QUOTE (PROPOSAL)			
	Offer and Acceptance – **MUST BE PHYSICALLY SIGNED AND COMPLETED. SEE RFP SECTIONS 1.3.4 AND 4.4.1.1**		PDF
	Disclosure of Investment Activities in Iran - Full Version - **SEE SECTION 4.4.1.2.2**	NJSTART	PDF
	Disclosure of Investment Activities in Iran - ***Use with completed NJSTART Category ONLY*** **SEE SECTION 4.4.1.2.2**	NJSTART	
	Ownership Disclosure - Full Version – **SEE SECTION 4.4.1.2.1**	NJSTART	PDF
	Ownership Disclosure - ***Use with completed NJSTART Category ONLY*** - **SEE SECTION 4.4.1.2.1**	NJSTART	

FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED BY SECTION 4.4.2 THAT SHOULD BE SUBMITTED WITH THE VENDOR QUOTE (PROPOSAL) REQUIRED PRIOR TO CONTRACT AWARD			
	Disclosure of Investigations and Other Actions Involving Bidder - Full Version - **SEE SECTION 4.4.2.2**	NJSTART	PDF
	Disclosure of Investigations and Other Actions Involving Bidder - ***Use with completed NJSTART Category ONLY*** - **SEE SECTION 4.4.2.2**	NJSTART	

ADDITIONAL VENDOR FORMS			
	Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions (Instructions included) - **SEE SECTION 7.1.1**	NJSTART	PDF
	Chapter 51/Executive Order 117 Q & A		PDF
	Affirmative Action Employee Information Report (Form AA302) - **SEE SECTION 7.1.3** *Corresponding Instructions & EEO Language		PDF
	Instructions and EEO Language for Form AA302		PDF

Bidders must ensure that all requirements of the RFP have been met as the RFP language supersedes this advisory checklist in the event of an error or omission.