**New Jersey Department of the Treasury**
**Division of Purchase and Property**

# NJSTART PILOT PROCUREMENT PROGRAM CHECKLIST

**Solicitation Number:** 16DPP00019 **Solicitation Title:** Park and Playground Equipment (T-0103)

This checklist was created as a guide to assist bidders in preparing a complete and responsive proposal (quote) as part of the NJSTART Pilot 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 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 | |
| | Source Disclosure - **SEE SECTIONS 4.4.2.3 AND 7.1.2** | NJSTART | PDF |

| 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.**