

**Required Vendor Compliance Documentation  
Vendor's Checklist**



The applicability of each compliance document listed below will be determined on a case by case basis, based upon such factors as project cost, contractor type (State entity, non-profit, etc.), scope of service, and location of goods or services provided. Due to this, the table below indicates which documentation will be required, and may vary for each contract.

Vendor shall submit all required documentation to the University representative making the request. It is preferred that all items are submitted in a single email, individually attached, and in PDF format.

|                    |  |
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| <b>Vendor Name</b> |  |
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| <b>Documentation List</b>  |   | <b>Required:<br/>Yes/No</b> |
|--|---|-----------------------------|
| A link to each document is provided where available. However, in some instances, a document must be provided directly by the Vendor. |   |                             |
| 1  | <a href="#">Taxpayer Identification Request (W-9)</a>   |                             |
| 2  | <p><a href="#">New Jersey Business Registration Certificate</a> (No link available, must be provided by Vendor)</p> <ul style="list-style-type: none"> <li>Vendors should verify their NJ Business Registration Certificate through the <a href="#">Online Business Registration Certificate Service</a>.</li> </ul>  |                             |
| 3  | <p><a href="#">Certificate of Insurance</a> (No link available, must be provided by Vendor)</p> <ul style="list-style-type: none"> <li>The Vendor must provide a current Certificate of Insurance meeting the <a href="#">University's standard requirements</a>.</li> <li>Both Stockton University and The State of New Jersey are required to be listed as additional insureds.</li> <li>Stockton University is required to be listed as the Certificate Holder (Use Address: 101 Vera King Farris Drive, Galloway, NJ 08205).</li> </ul>   |                             |
| 4  | <a href="#">Chapter 51/Executive Order 333 Vendor Certification and Disclosure of Political Contributions</a>   |                             |
| 5  | <a href="#">Ownership Disclosure</a>  |                             |
| 6  | <a href="#">Disclosure of Investment Activities in Iran</a>   |                             |
| 7  | <a href="#">Certification of Non-Involvement in Prohibited Activities in Russia or Belarus</a>  |                             |
| 8  | <p><a href="#">Exhibit A: Mandatory EEO Language for Goods, Professional Services and General Service Contracts</a></p> <p>The Vendor must submit <u>one</u> of the following documents to comply with the mandatory Equal Employment Opportunity requirements:</p> <ol style="list-style-type: none"> <li><b>Certificate of Employee Information Report:</b> <ul style="list-style-type: none"> <li>May be obtained by filing on the <a href="#">New Jersey Treasury's website</a>.</li> <li>Once you've clicked the link above, please select the form titled, "AA-302 Online Submission/Payment of EEO/AA Employee Information Report"</li> <li>After the submission is reviewed and approved, you will receive an email with instructions on how to print the Certificate. Once available, the University will accept a PDF of the Certificate of Employee Information Report.</li> </ul> </li> <li><b>Letter of Federal Affirmative Action Plan</b></li> </ol> |                             |
| 9  | <a href="#">Source Disclosure Form</a>  |                             |
| 10   | <p><a href="#">Public Works Certificate of Registration</a> (No link available, must be provided by Vendor)</p> <ul style="list-style-type: none"> <li>Required only for Public Works projects. Public work means construction, reconstruction, demolition, alteration, custom fabrication, or repair work, or maintenance work, including painting and decorating, done under contract and paid for in whole or in part out of the funds of a public body, except work performed under a rehabilitation program. Public work shall also mean construction, reconstruction, demolition, alteration, custom fabrication, or repair work, done on any property or premises, whether or not the work is paid for from public funds.</li> </ul>   |                             |

**New Jersey State-of-the-art Requisition Technology (NJSTART) Information:**

NJSTART is the State of New Jersey's eProcurement portal, designed to streamline the procurement process and make it more efficient for vendors looking to do business with the State. Vendors can register, create their own profiles through the portal, eliminating the need to file duplicate forms every time a new contract is executed. Vendors may view open and active bids, and obtain additional resources in order to do business with the State. To get started or for more information, please visit the [NJSTART Homepage](#).