

**NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY
SOLICITATION CHECKLIST**

This checklist was created as a guide to assist in preparing a complete response. It is the Bidder's responsibility to ensure that all requirements have been met. Pursuant to written policy, the NJEDA allows documents to be signed electronically and hereby agrees to be bound by such electronic signatures. By signing these documents electronically, you, as a signatory to these documents, also agree to be bound by electronic signatures.

SOLICITATION NUMBER: 2024-RFP-220 TITLE: Employee Stock Ownership Plan Assistance Program

FORMS CAN BE DOWNLOADED FROM THE AUTHORITY'S WEBSITE AT:
<https://www.njeda.com/bidding/#forms>

FORMS, REGISTRATIONS & CERTIFICATIONS REQUIRED THAT MUST BE FULLY COMPLETED AND SUBMITTED <u>WITH</u> THE RESPONSE	
1	Quote/Fee Schedule
2	Ownership Disclosure Form
FORMS, REGISTRATIONS & CERTIFICATIONS THAT MUST BE FULLY COMPLETED AND ARE REQUIRED PRIOR TO PURCHASE ORDER/CONTRACT AWARD	
A	Disclosure of Investment Activities in Iran Form (must be signed)
B	Disclosure of Investigations and Other Actions Involving the Vendor Form (must be signed)
C	New Jersey Business Registration Certificate (NJ BRC)
D	Source Disclosure Form (must be signed)
E	Certificate of Affirmative Action/Equal Employment Opportunity
F	Contractor Information Set-Aside/Demographic Form
G	Two-Year Chapter 51/Executive Order No. 333 (2023) Vendor Certification and Disclosure of Political Contributions for Non-Fair and Open Contracts Form (must be signed)
H	Internal Revenue Service W-9 Form (must be signed)
I	Insurance Certificate(s)
J	Subcontractor Utilization Form (must be signed)
K	Russia and Belarus Certification - P.L. 2022, c.3 (must be signed)
L	Licenses, Permits, and Authorizations NOT APPLICABLE

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