






EXHIBIT C – COMPLIANCE CHECKLIST

This checklist was created as a guide to assist Offerors on the various compliance documents required to be submitted at each stage of the Notice to sublease process – non-binding offer stage; binding offer stage; and prior to execution of a sublease agreement.

Forms can be accessed by clicking on the PDF icon below (with the exception of the Ownership Disclosure Form which is attached at Exhibit D)).

FORMS, REGISTRATIONS & CERTIFICATIONS REQUIRED (All Forms Must Be Physically Signed and Completed, if requested)			
No.	Compliance requirement	When must this requirement be met?	How can I access it?
1	OWNERSHIP DISCLOSURE FORM	Mandatory with <u>non-binding offer</u>	Exhibit D
2	DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN	Mandatory with <u>non-binding offer</u>	
3	NEW JERSEY TAX CLEARANCE CERTIFICATE	Mandatory with <u>binding offer</u>	
4	EMPLOYEE INFORMATION REPORT (FORM AA302)	Mandatory with <u>binding offer</u>	
5	TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	Mandatory with <u>binding offer</u>	
6	DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING BIDDER FORM	Mandatory with <u>binding offer</u>	
7	NEW JERSEY BUSINESS REGISTRATION CERTIFICATE (BRC)	Mandatory prior to <u>sublease execution</u>	