

University Hospital Vendor Contract Compliance Requirements

To conduct business with University Hospital, the State of New Jersey, Department of the Treasury, mandates that the following requirements are met:

Step 1: BUSINESS REGISTRATION - Register as a business with the State of New Jersey's Division of Revenue (if not previously registered)

Step 2: CHAPTER 51/EXECUTIVE ORDER 117 - Register as a vendor in CH51 (if not previously registered)

Step 3: AFFIRMATIVE ACTION COMPLIANCE – Provide a photocopy of a valid Certificate of Employee (Information Report document with expiration date or proof of Affirmative Action compliance)

Step 4: ACORD Certificate of Insurance Form - Provide a copy of your ACORD Certificate of Insurance Form from your Insurance Agent as proof of insurance.

University Hospital is not legally authorized to process payments for goods or services until ALL required Vendor Contract Compliance documents have been received and verified.

Step 1: STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

To conduct business with the State of New Jersey, you must possess a valid NJ Business Registration Certificate and provide a photocopy of your certificate to the UH as part of your Vendor Contract Compliance packet.

Not required if vendor is a Non-Profit Organization, is a Private College or University, or is a State or Municipal government agency.

What is a Business Registration Certificate?

A Business Registration Certificate (BRC) is a certificate from the New Jersey Department of Treasury Division of Taxation that allows the holder to do business with NJ state, county, municipal, public colleges/universities, and public-school contracts. *University Hospital is an instrumentality of the State of New Jersey.*

Where can I check to see if I already have a BRC?

Enter the first four (4) letters of your trade name and your Employer Identification Number (EIN) from the Internal Revenue Service (IRS) at https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp
If your firm is registered, you will be able to download certificate immediately.

Where do I get a BRC if I'm not registered?

To register your business, go to: <https://www.njportal.com/DOR/BusinessRegistration>

What do I need to provide to get a BRC?

- Your EIN used to file taxes for your business with IRS. This can be obtained from your most recent income tax filing. If you don't have one, see <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
- Your NJ Certificate of Formation, on file with New Jersey Department of Treasury if you formed your company in NJ. Your NJ Certificate of Formation is not a substitute, nor is it the same as a Business Registration Certificate. If you haven't completed your Certification of Formation, complete one at: <https://www.njportal.com/DOR/BusinessFormation/Home/Welcome>

Business Registration Updates and Changes:

All other forms required by the Division of Revenue needed to make any changes or updates to your current Business Registration can be found at:

<http://www.nj.gov/treasury/revenue/revprnt.shtml>

Step 2: CHAPTER 51/EXECUTIVE ORDER 117

Pursuant to the requirements of Public Law 2005, c.51, and Executive Order 117, all bidders should submit the Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions with their bid proposal. Instructions for completion of the form may be found at:

<https://www.state.nj.us/treasury/purchase/execorder134.shtml>

Step 3: AFFIRMATIVE ACTION COMPLIANCE – CEIR

(Not required if vendor is a State or Municipal government agency.)

You must submit one of the following:

A. A photocopy of your valid Certificate of Employee Information Report (CEIR) Document

Current Certifications:

If you possess a valid "Certificate of Employee Information Report," (CEIR) which is light yellow in color, approximately 3" high x 8" long, **submit a photocopy of this document to UH as indicated in the email.**

B. A photocopy of a Federal Letter of Approval verifying a Federally Approved or Sanctioned Affirmative Action Program (Dated within 1 year of the submission).

C. A photocopy of your completed Employee Information Report (Form AA302 CEIR application) and proof of payment sent that your application was submitted to the Department of the Treasury's EEO Monitoring Program as per the AA302 Form Instructions. (See "New Applications or Renewals" below).

New Applications or Renewals:

The application Form AA302 and Instructions titled as "**Affirmative Action Employee Information Report**" and "**Corresponding Instructions and EEO Language (Form AA302)**" can be found on Treasury's website below, under the heading of "**VENDOR FORMS REQUIRED FOR CONTRACT AWARD**" at: <http://www.state.nj.us/treasury/purchase/forms.shtml>. You may also register online with the instructions provided on this link:

https://www.nj.gov/treasury/contract_compliance/documents/pdf/forms/aa302/instructions.pdf

3.C. To obtain your CEIR, [you must submit your original signed and dated Employee Information Report \(Form AA302\) application and \\$150.00 application fee](#), in the form of a check or money order, made payable to "The Treasurer, State of New Jersey," directly to the Department of the Treasury at the following address:

**NJ Department of the Treasury Division of Purchase and Property
Contract Compliance Audit Unit - EEO Monitoring Program
P.O. Box 206
Trenton, NJ 08625-0206
Telephone: (609) 292-5473**

You may also register online with the instructions provided on this link:

https://www.nj.gov/treasury/contract_compliance/documents/pdf/forms/aa302/instructions.pdf

DO NOT MAIL YOUR PAYMENT TO UH

The EEO Monitoring Program will provide you with an original document entitled “Certificate of Employee Information Report” (CEIR) by mail once your application has been approved and processed. It is recommended that you retain your original document in a safe place for future use. If you are unable to locate your original document, you should contact the EEO Monitoring Program at (609) 292-5473 for information on obtaining a duplicate original. The current fee for a duplicate Certificate of Employee Information Report is \$75.00, subject to change by the State of New Jersey.

You must provide UH with a photocopy of your Certificate of Employee Information Report (CEIR) document upon receipt via email.

Example:



Step 4: ACORD CERTIFICATE OF INSURANCE FORM

Not required if vendor is a Federal government agency.

As per the Standard Terms and Conditions, you must provide UH with a valid ACORD Certificate of Insurance form showing the “Certificate Holder” as University Hospital, 150 Bergen Street, Newark, NJ 07101. The ACORD form can be obtained through your Insurance Agent.