



STATE OF NEW JERSEY
 DEPARTMENT OF THE TREASURY
 DIVISION OF PURCHASE AND PROPERTY

33 WEST STATE STREET, P.O. BOX 230
 TRENTON, NEW JERSEY 08625-0230

M0003 AGENCY CUSTOM AGREEMENT COVER SHEET

Using Agencies must complete and submit this form with all required information to oit.core@tech.nj.gov

Negotiation of M0003 Custom Agreement will not begin until all required items are submitted and accepted by the Division of Purchase and Property's Technology Licensing Officer or designee.

AGENCY CONTACT INFORMATION

Agency Name: _____ Date: _____
 Contact Name: _____ Phone#: _____ Email: _____

PROVIDER CONTACT INFORMATION

Provider Name: _____
 Provider Address: _____
 Contact Name: _____ Phone#: _____ Email: _____

SUMMARY OF SOFTWARE PRODUCT/SERVICES

Software Licenses Software Related Services (SRS)	Technical Support Appliances	Software As A Solution (SaaS)
Year 1 Estimated Value: _____		
Description of Products/Services Attached:	YES	
Business/Technical Justification Attached: (MOO Section 5.1)	YES	N/A

REQUIRED ITEMS FOR ALL CUSTOM AGREEMENTS

STATE PROCUREMENT FORMS

- [Ownership Disclosure Form](#)
- [Disclosure Of Investigations And Other Actions Involving Vendor](#)
- [Disclosure Of Investment Activities In Iran Form](#)
- [Two-Year Chapter 51/Executive Order 117 Vendor Certification And Disclosure Of Political Contributions](#)
- [Chapter 271 Vendor Certification And Political Disclosure Form](#)
- [MacBride Principals Form](#)

Affirmative Action Compliance (Submit One Of The Following)

- New Jersey Certificate Of Employee Information Report
- Federal Letter Of Approval Verifying A Federally Approved Or Sanctioned Affirmative Action Program (Dated Within One Year Of The Submission)
- [Affirmative Action Employee Information Report \(FORM AA302\)](#)

Proof Of Business Registration

Vendors may register [HERE](#) or obtain a copy of the Business Registration Certificate [HERE](#).

INSURANCE (MOO Section 6.2)

Provider COI(s) Attached:	YES	
Agency Risk Matrix Attached:	YES	N/A
Agency Acceptance of Risk Attached:	YES	N/A

STATE OF NEW JERSEY M0003 SOFTWARE PUBLISHER/SERVICE PROVIDER TERMS AND CONDITIONS (MOO Section 6.2)

Provider Redline Attached: YES NO PROVIDER CHANGES

If Yes, include the Agency's business review of Provider's proposed changes to the SPA. *Do Not Share Comments Or Negotiate With The Vendor.* ATTACHED

Reviewer's Name _____

REQUIRED ITEMS FOR ALL CUSTOM AGREEMENTS continued

PROVIDER TERMS AND CONDITIONS (MOO Section 6.2)

Provider Standard Form Agreement (SFS) Attached: YES

Reviewer's Name _____

Agency's Business Review of SFA: YES

Reviewer's Name _____

Agency's Technical Review of SFA: YES

Reviewer's Name _____

Agency's Legal Review of SFA (optional): YES

Reviewer's Name _____

REQUIRED ITEMS FOR CUSTOM AGREEMENTS WITH SOFTWARE RELATED SERVICES (MOO Section 6.2)

Scope of Work/Scope of Work Template Attached: YES

REQUIRED ITEMS FOR CUSTOM AGREEMENTS WITH SaaS (MOO Section 5.2)

Pre-Approved SaaS Guidelines Worksheet Attached: OIT PRE-APPROVAL ATTACHED DPP PRE-APPROVAL ATTACHED

OHSP Security Approval Attached: YES

Scope of Work/Scope of Work Template Attached: YES

If SaaS Estimated Year 1 Value Is Over \$1M,

Attach OIT And DPP Pre-Approval for Exemption: OIT PRE-APPROVAL ATTACHED DPP PRE-APPROVAL ATTACHED

STATE OF NEW JERSEY SaaS SUPPLEMENT to the M0003 SOFTWARE PUBLISHER/SERVICE PROVIDER TERMS AND CONDITIONS

Provider Redline Attached: YES NO PROVIDER CHANGES

Complete Package Received by OIT: _____

Complete Package Received by DPP: _____