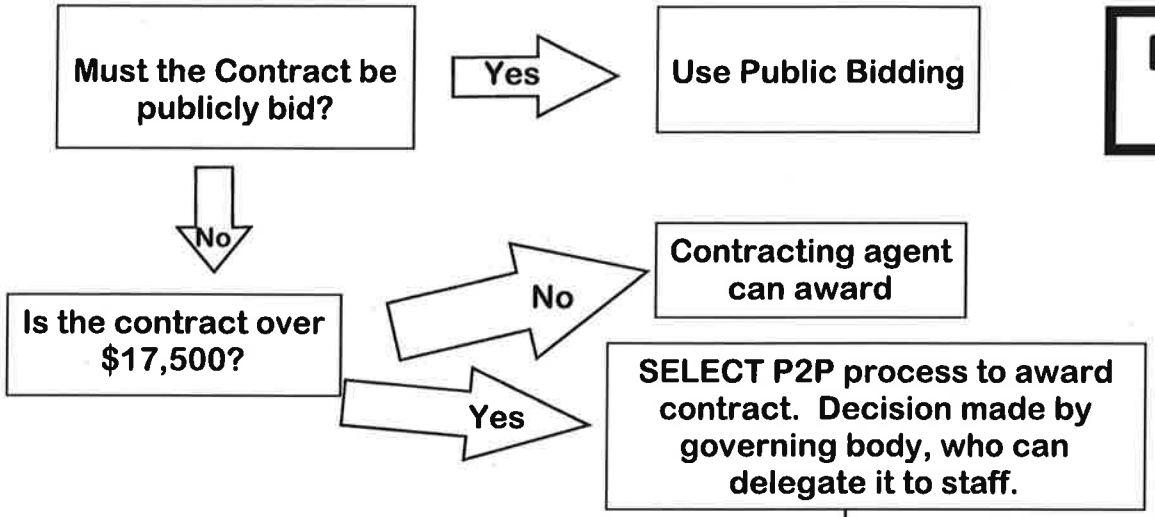
Local Unit Pay To Play* Ch. 19 Decision Tree



For more detailed see:
www.nj.gov/dca/lgs/p2p

Required Disclosure Process

FAIR AND OPEN

- Draft RFP/RFQ with criteria for award
- Publicize in paper or on website ten days prior to opening
- Publicly open and announce contents
- Review proposals and recommend award
- Governing body makes public award; including all cooperative purchasing contracts over $17,500

NON-FAIR AND OPEN

- Choose contractor and obtain proposal of fees
- Contractor submits Political Contribution Disclosure 10 days in advance of award date (c.271) and Stockholder Disclosure Certification.
- Contractor submits Business Entity Disclosure Certification prior to award (c.19)
- Review documents to ensure no apparent conflicts
- Governing body makes public award if above bid threshold; PA or QPA can award if below bid threshold, as appropriate.

EXIGENCY

- Emergencies (affecting public health, safety and welfare): adopt resolution and file report with DLGS
- Single Source: apply for approval to Treasurer through DLGS

DLGS—5/2006

*N.J.S.A. 19:44A-20.4 et seq. (P.L. 2004, c.19) and N.J.S.A.. 19:44A-20.26 (P.L. 2005, c.271, s.2). Does not apply to public schools.