



MANDATORY COVER SHEET FOR M0003 CUSTOM AGREEMENT DOCUMENTATION

Department Name: _____

Agency/Division: _____

Contact Name: _____

Contact Phone: _____ Email: _____

Full VENDOR Name Submitted: _____

VENDOR Contact Name: _____

VENDOR Phone: _____ VENDOR Email: _____

CHECKLIST OF ATTACHED MANDATORY DOCUMENTATION FOR ALL CUSTOM AGREEMENTS (ALL DOCUMENTS MUST BE SIGNED AND HAVE CURRENT DATES)

Signed M0003 Software Publisher Agreement **or** vendor redlined software publisher agreement Yes No

Identify scope (Check All That Apply) Yes No
 Software Licenses Technical Support Software Related Services SAAS Appliances

Vendor's Relevant Standard Form Agreement (preferably In Word format) Yes No

Using agency comments **or** indication of no comments on vendor's SFA Yes No

Certificate of Insurance Accord Form Yes No

If COI does not meet required minimums, **then** completed risk management form **and** e-mail from using agency indicating acceptance of non-compliant insurance certificate Yes No

NJ Business Registration Certificate Yes No

Ownership Disclosure Form(s) Yes No

Disclosure of Investigations Form Yes No

Activities in Iran Form Yes No

MacBride Principles Form Yes No

Public Law Chapter 51/EO-117 Forms Yes No

Chapter 51 approval e-mail Yes No

Public law chapter 271 form Yes No

EEO compliance certificate **or** AA-302 Form & e-mail from CCAU indicating compliance **Yes** **No**

M0003 compliant SOW if software related services **Yes** **No**

IF SAAS, THEN THE FOLLOWING IS NEEDED IN ADDITION TO ABOVE REQUIREMENTS

Signed SAAS Guidelines Worksheet **Yes** **No**

Date of BCR/CSAR _____

NJCCIC System Security Plan Questionnaire (replaces the OIT Security Controls Assessment Checklist Appendix D) **Yes** **No**

Vendor Security, Disaster Recovery & Contingency Plans **Yes** **No**

Agency Completed Asset Inventory Spreadsheet **Yes** **No**

M0003 compliant SOW **Yes** **No**

DOCUMENTATION SHOULD BE SUBMITTED ELECTRONICALLY IN PDF FORMAT UNLESS OTHERWISE SPECIFIED ABOVE.

THIS CHECKLIST MUST ACCOMPANY ALL DOCUMENTATION AND SHOULD BE SENT VIA E-MAIL TO OIT.CORE@TECH.NJ.GOV. FOR THE SUBJECT LINE OF THE E-MAIL, PLEASE USE M0003 & THE NAME OF THE PUBLISHER/PROVIDER (NOT THE PRODUCT).