

New Jersey Small and Micro Business PPE Access Program Vendor Application

**NJEDA**  
ECONOMIC DEVELOPMENT AUTHORITY

## New Jersey Small and Micro Business PPE Access Program Vendor Application

**1 Introduction** ② Application Instructions ③ Basic Information  
④ Vendor Eligibility ⑤ Proposed Technical Capabilities  
⑥ PPE Access Site Performance Requirements  
⑦ Product Selection and Quality Requirements ⑧ Certification of Application

Welcome to the application to become a **Designated Vendor** of the **New Jersey Small and Micro Business PPE Access Program**. Thank you for your interest in participating in the program. As a Designated Vendor you will be helping ensure that the State's smallest organizations can buy the PPE they need for safe operation from reliable vendors in a simple process and be assured of getting high quality products at reasonable prices.

This program's goal is to facilitate these organizations' safe operation by taking the complexity and worry out of buying PPE. This is a particularly important concern for the thousands of NJ businesses and non-profits located in traditionally underserved communities.

New Jersey Small and Micro Business PPE Access Program Vendor Application

**Micro Business PPE Access Program.** Thank you for your interest in participating in the program. As a Designated Vendor you will be helping ensure that the State's smallest organizations can buy the PPE they need for safe operation from reliable vendors in a simple process and be assured of getting high quality products at reasonable prices.

This program's goal is to facilitate these organizations' safe operation by taking the complexity and worry out of buying PPE. This is a particularly important concern for the thousands of NJ businesses and non-profits located in traditionally underserved communities.

As a Designated Vendor, you will be expected to host a dedicated website co-branded with and actively promoted by the State. This site must offer specified COVID-19-related PPE as identified by NJEDA and the NJ Department of Health, provide price transparency and minimum program discounts and accept various forms of electronic payment.

Designated Vendors will be asked to consider how they might source PPE from local NJ companies and will be offered subsidies to support that process. In a potential second phase of the program, Vendors will be able to tap into a large pool of NJEDA grant money to support the payment for PPE by the State's smallest organizations.

As you complete the application please keep in mind the program's mission: To help New Jersey's smallest organizations to continue to conduct business safely.

**Start**

1 / 8

New Jersey Small and Micro Busi x +

cognitoforms.com/NJEDA/newjerseysmallandmicrobusinessppeaccessprogramvendorapplication

NJEDA - Economic... NJEDA - Coronaviru... New Jersey COVID-... PPE Vendor List Vendor DB: DB\_Ne... Slack | covid19-ppe...

### Application Instructions and Review Process:

1) There are two required steps for completing this application: a Program Application and a Legal Questionnaire.

The Program Application can be completed using this form. The Program Application should be completed by a program manager. After submitting the Program Application, the program manager will receive an email with a required Legal Questionnaire.

The Legal Questionnaire needs to be completed by an authorized signer. This can be:

- for a corporation, a principal executive officer, at least the level of vice president;
- for a partnership, a general partner;
- for a sole proprietorship, the proprietor;
- for a governmental entity, the contact person (business administrator, manager, mayor, etc.);
- for other than above, the person with legal responsibility for the application.

The authorized signer must complete and sign the Legal Questionnaire, and submit this as an attached PDF to [smallbusinessPPE@NJEDA.com](mailto:smallbusinessPPE@NJEDA.com), along with a Tax Clearance Certificate from New Jersey Division of Taxation, and any other clarifying documents required as per your answers from the Legal Questionnaire.

2) Please note that this application cannot be saved, and you must complete the application in one sitting. To prepare all necessary information, you may preview both the Program Application and the Legal Questionnaire at this link: (Link to PDF). The application will be open until **November 12, 2020 at 11:59pm**.

3) Program manager certification and e-signature will be required for the application.

4:40 PM 8/17/2020

New Jersey Small and Micro Busi x +

cognitoforms.com/NJEDA/newjerseysmallandmicrobusinessppeaccessprogramvendorapplication

NJEDA - Economic... NJEDA - Coronaviru... New Jersey COVID-... PPE Vendor List Vendor DB: DB\_Ne... Slack | covid19-ppe...

3) Program manager certification and e-signature will be required for the application.

4) Please be as complete as possible; however, if your application is determined to be incomplete, an NJEDA staff member will reach out to you for additional information. The Legal Questionnaire must also be completed—including any necessary supporting documentation—before application review is completed.

### Review Process:

1) Application review will begin on a first-come first-served basis once the application has been submitted. Application review will not be completed until the Legal Questionnaire, Tax Clearance Certificate, and any other required supporting documentation has been received by NJEDA.

2) Upon receipt of both the application and the Legal Questionnaire/supporting documentation, you will receive a confirmation email.

3) NJEDA will review your application as quickly as possible (typically within 1-2 weeks).

4) A designated application review manager will reach out by email if there are questions or additional information needed to complete review.

5) Upon successful review, an application review manager will reach out via email and invite you to complete and return the Program and Grant Agreement (example to be posted here soon) and schedule a time within two weeks to demonstrate a mock-up of your PPE Access Program site.

6) Additionally, an account manager will schedule time with the NJEDA tech team to discuss technical requirements for potential Phase 2 integration.

7) The NJEDA team will be in touch about the launch date for the program, anticipated to be in

4:43 PM 8/17/2020

7) The NJEDA team will be in touch about the launch date for the program, anticipated to be in early- to mid-September.

8) Successful applicants will be able to access program subsidies once their link is live on the program website.

If you have any questions concerning your application, please reach out directly to program staff by sending an email with your inquiry to [smallbusinessPPE@NJEDA.com](mailto:smallbusinessPPE@NJEDA.com).

Please refer back to the FAQ page for prospective vendors for additional information about vendor requirements and eligibility at <https://covid19.nj.gov/faqs/nj-information/uncategorized/designated-vendors-information-on-how-to-become-a-ppe-access-program-online-retailer>.

Back

Next

2 / 8

21 new notifications

https://www.cognitoforms.com/NJEDA/newjerseysmallandmicrobusinessppeaccessprogramvendorapplication

New Jersey Small and Micro ...

File Edit View Favorites Tools Help

NJEDA Intranet - Home Microsoft Dynamics 365 authorize

Page Safety Tools

## Basic Information

Please input the following information

**Company Name** **Doing Business As (DBA)**

**Company FEIN**

**Application Contact** **Title**

First  Last

**Main Company Website URL**

## Eligibility Criteria:

**Do you have at least one commercial facility located in New Jersey?**

☐ Yes ☐ No

**Briefly describe your company's presence in New Jersey, including number of locations and total number of employees:**

150%

New Jersey Small a... New Jersey Small a... New Jersey Small a... Document1 - Word

1:24 PM 8/17/2020

https://www.cognitoforms.com/NJEDA/newjerseysmallandmicrobusinessppeaccessprogramvendorapplication

New Jersey Small and Micro ...

File Edit View Favorites Tools Help

NJEDA Intranet - Home Microsoft Dynamics 365 authorize

Page Safety Tools

**Briefly describe your company's presence in New Jersey, including number of locations and total number of employees:**

**In what year was the company established?**

**In order to be eligible, your company must have had \$5 million or more of gross revenue in the last full fiscal year.**

**Please list below your company's gross revenue from its most recently completed fiscal year:**

**Please attach evidence of your gross revenue in the last full fiscal year. Acceptable forms of evidence include: links to your company's published annual report or Form 10-K or copies of the Income Statement of CPA-prepared financial statements:**

**Upload** or drag files here.

**In 1-4 short paragraphs, please provide a narrative description of your company:**

150%

1:24 PM 8/17/2020

https://www.cognitoforms.com/NJEDA/newjerseysmallandmicrobusinessppeaccessprogramvendorapplication

New Jersey Small and Micro ...

File Edit View Favorites Tools Help

NJEDA Intranet - Home Microsoft Dynamics 365 authorize

Page Safety Tools

**Please attach evidence of your gross revenue in the last full fiscal year. Acceptable forms of evidence include: links to your company's published annual report or Form 10-K or copies of the Income Statement of CPA-prepared financial statements:**

**Upload** or drag files here.

**In 1-4 short paragraphs, please provide a narrative description of your company:**

**Please indicate if your company self-identifies as any of the following:**

☐ Women-Owned Business ☐ Minority-Owned Business ☐ Veteran-Owned Business

☐ Disabled Veteran-Owned Business

**Back** **Next**

3 / 8

150%

1:25 PM 8/17/2020

https://www.cognitoforms.com/NJEDA/newjerseysmallandmicrobusinessppeaccessprogramvendorapplication

New Jersey Small and Micro ...

File Edit View Favorites Tools Help

NJEDA Intranet - Home Microsoft Dynamics 365 authorize

1 Introduction 2 Application Instructions 3 Basic Information  
4 **Vendor Eligibility** 5 Proposed Technical Capabilities  
6 PPE Access Site Performance Requirements  
7 Product Selection and Quality Requirements 8 Certification of Application

## Vendor Eligibility

Does your company have at least two years of experience with any of the following?

Direct consumer or small business online retailing

☐ Yes ☐ No

Note: Retail experience utilizing a third party marketplace is not sufficient to fulfill this requirement.

Wholesale sourcing and distribution of PPE (specifically PPE relevant to COVID-19 such as masks, gloves, plexiglass dividers, etc.)

☐ Yes ☐ No

Back Next

150%

1:26 PM 8/17/2020

https://www.cognitoforms.com/NJEDA/newjerseysmallandmicrobusinessppeaccessprogramvendorapplication

New Jersey Small and Micro ...

File Edit View Favorites Tools Help

NJEDA Intranet - Home Microsoft Dynamics 365 authorize

Wholesale sourcing and distribution of PPE (specifically PPE relevant to COVID-19 such as masks, gloves, plexiglass dividers, etc.)

☐ Yes ☒ No

Does your company have a Senior Executive (CEO, COO, or other similar level executive) that has such experience in either 1) direct consumer or small business online retailing, or 2) wholesale sourcing and distribution of PPE?

☒ Yes ☐ No

Executive Name

First Last

Previous Company Previous Title

Nature of the Experience

Back Next

150%

1:26 PM 8/17/2020

New Jersey Small and Micro Busi x

cognitoforms.com/NJEDA/newjerseysmallandmicrobusinessppeaccessprogramvendorapplication

NJEDA - Economic... NJEDA - Coronaviru... New Jersey COVID-... PPE Vendor List Vendor DB: DB\_Ne... Slack | covid19-ppe...

## Proposed Technical Capabilities

Who is the designated Program Manager for the Program?

First Last

Please provide a 2-4 paragraph, high-level description of your company's planned customer-facing PPE Access Program site (e.g., user interface, product display, payment solution). You may attach screenshots or other examples:

Click the button to upload examples:

**Upload** or drag files here.

Please provide a 2-4 paragraph, high-level description of the back-end logistics needed to run your proposed PPE Access Program site (e.g. how you will source wholesale products, manage inventories, fulfill orders, and ship or arrange for pick-up for customers):

Windows taskbar: Calendar, Inquire ab..., eSports In..., Trenton ey..., New Jerse..., Document..., Douglas Y..., 4:55 PM 8/17/2020

New Jersey Small and Micro Busi x

cognitoforms.com/NJEDA/newjerseysmallandmicrobusinessppeaccessprogramvendorapplication

NJEDA - Economic... NJEDA - Coronaviru... New Jersey COVID-... PPE Vendor List Vendor DB: DB\_Ne... Slack | covid19-ppe...

Please provide a 2-4 paragraph, high-level description of the customer service functionality of your proposed site including direct online support activities, solutions for tracking deliveries and forms of resolving disputes or claims:

Who is the designated Program Manager for the Program?

First Last

Title

Phone Email

Does this person have experience in running projects of similar scope or scale?

☐ Yes ☐ No

Does this person have the authority to coordinate the approval process (including any suggested branding or technical changes) to the Vendor's PPE Access Program Site?

☐ Yes ☐ No

Please describe in 1-3 paragraphs how you intend to provide tailored and limited product

Windows taskbar: Calendar, Inquire ab..., eSports In..., Trenton ey..., New Jerse..., Document..., Douglas Y..., 4:55 PM 8/17/2020

https://www.cognitoforms.com/NJEDA/newjerseysmallandmicrobusinessppeaccessprogramvendorapplication

New Jersey Small and Micro ...

File Edit View Favorites Tools Help

NJEDA Intranet - Home Microsoft Dynamics 365 authorize

Who is the designated Program Manager or point of contact for the Program?

First Last

Title

Phone Email

Does this person have experience in running projects of similar scope or scale?

☐ Yes ☐ No

Does this person have the authority to coordinate the approval process (including any suggested branding or technical changes) to the Vendor's PPE Access Program Site?

☐ Yes ☐ No

Please briefly describe how you intend to provide tailored and limited product offerings to make it easier for a small business customer to quickly make choices:

150%

1:27 PM 8/17/2020

New Jersey Small and Micro Busi ...

cognitoforms.com/NJEDA/newjerseysmallandmicrobusinessppeaccessprogramvendorapplication

NJEDA - Economic... NJEDA - Coronaviru... New Jersey COVID-... PPE Vendor List Vendor DB: DB\_Ne... Slack | covid19-ppe...

Please describe in 1-3 paragraphs how you intend to provide tailored and limited product offerings to make it easier for a small business customer to quickly make choices:

Please describe in 1-3 paragraphs any additional plans for engaging with NJ-based small businesses in historically underserved communities as part of this program, including but not limited to: potentially sourcing from such businesses and/or conducting any specific promotional outreach regarding availability of this program:

The PPE Access Program will provide up to 20% subsidies to Designated Vendors that source PPE from companies that manufacture or assemble PPE in New Jersey or from small New Jersey wholesalers located in Opportunity Zone Eligible census tracts.

Please affirm your willingness to support this element of the Program and provide a high-level description of how you would engage your procurement team in this effort:

4:56 PM 8/17/2020



New Jersey Small and Micro Business x

cognitoforms.com/NJEDA/newjerseysmallandmicrobusinessppeaccessprogramvendorapplication

NJEDA - Economic... NJEDA - Coronaviru... New Jersey COVID-... PPE Vendor List Vendor DB: DB\_Ne... Slack | covid19-ppe...

## PPE Access Site Performance Requirements

Designated Vendors must agree to offer at least a 10% discount off their main-channel prices (applied in the checkout process and identified as the "NJ PPE Access Program Discount").  
Note: NJEDA is prepared to provide more prominent location on its website to those vendors that offer a discount greater than 10%. What Program discount would you offer? (Input number only).

Are you willing to include co-branding and/or text (to be provided by NJEDA Staff) that identifies the site as participating in the Program?

☐ Yes ☐ No

Please note: participation in the Program requires vendors to have a unique URL that clearly identifies the site as part of the NJ PPE Access Program. What will be the URL of your company's program-specific site?

Will you offer versions of the site in both English and Spanish?

☐ Yes ☐ No

Will your site include clear and accurate product photos, descriptions and technical specifications for each item?

☐ Yes ☐ No

Will your site display clear price calculations in the checkout process, including

New Jersey Small and Micro Business x

cognitoforms.com/NJEDA/newjerseysmallandmicrobusinessppeaccessprogramvendorapplication

NJEDA - Economic... NJEDA - Coronaviru... New Jersey COVID-... PPE Vendor List Vendor DB: DB\_Ne... Slack | covid19-ppe...

Will your site display clear price calculations in the checkout process, including separate lines for (1) the NJ PPE Access Program discount, (2) shipping and (3) tax?

☐ Yes ☐ No

Will your site be mobile-enabled?

☐ Yes ☐ No

Briefly describe how you will ensure that customers with limited or no access to credit can utilize the site (e.g., by offering payments by debit card or gift card as an option).

Do you agree to present to NJEDA an internal working/demonstration version of the proposed solution within two weeks of the execution of the NJ PPE Access Participation and Subsidy Agreement and launch a fully operational site within two weeks thereafter?

☐ Yes ☐ No

6 / 8



https://www.cognitoforms.com/NJEDA/newjerseysmallandmicrobusinessppeaccessprogramvendorapplication

New Jersey Small and Micro ...

File Edit View Favorites Tools Help

NJEDA Intranet - Home Microsoft Dynamics 365 authorize

## Product Selection and Quality Requirements

Designated Vendors are required to offer at least seven of the nine "required product categories" listed below (five out of the nine for designated vendors having under \$10 million in revenues):

**Required:**

- Cloth face masks
- 3-ply surgical face masks
- N95 and/or K95 masks
- Face shields and/or goggles
- Gloves
- Sanitizing gels
- Isolation gowns
- Screening devices (e.g., touchless thermometers)
- Disinfecting supplies

**Encouraged:**

- Workplace safeguarding equipment (e.g., plexiglass panels and dividers)
- Signage, marking devices and other social distancing tools

Please indicate which of the following categories of required and encouraged PPE you intend

150%

1:28 PM 8/17/2020

New Jersey Small and Micro Busi ...

cognitoforms.com/NJEDA/newjerseysmallandmicrobusinessppeaccessprogramvendorapplication

NJEDA - Economic... NJEDA - Coronaviru... New Jersey COVID-... PPE Vendor List Vendor DB: DB\_Ne... Slack | covid19-ppe...

**Please indicate which of the following categories of required and encouraged PPE you intend to provide (your answer to this question does not obligate you to any specific performance at this time):**

- ☐ Cloth Face Masks
- ☐ 3-Ply Surgical Face Masks
- ☐ N95 and/or KN95 Masks
- ☐ Face Shields and/or Goggles
- ☐ Gloves
- ☐ Sanitizing Gels
- ☐ Isolation Gowns
- ☐ Screening Devices (e.g., touchless thermometers)
- ☐ Disinfecting Supplies
- ☐ Workplace safeguarding equipment (e.g., plexiglass panels or dividers)
- ☐ Signage, marking devices and other social distancing tools

**Please provide a 2-4 paragraph, high-level description of how you would ensure that the products offered on your vendor PPE Access Program site are authentic (e.g., is of the quality it purports to be), high-quality, and meet applicable minimum government standards (e.g., FDA, CDC/NIOSH, OSHA)?**

Calendar ... Inquire ab... eSports In... Trenton ey... New Jerse... Document... Douglas Y...

4:58 PM 8/17/2020

New Jersey Small and Micro Business

cognitoforms.com/NJEDA/newjerseysmallandmicrobusinessppeaccessprogramvendorapplication

NJEDA - Economic... NJEDA - Coronaviru... New Jersey COVID-... PPE Vendor List Vendor DB: DB\_Ne... Slack | covid19-ppe...

**Looking forward to a possible second phase, do you agree to coordinate with NJEDA to develop a technical approach to offer certain businesses additional subsidies on their PPE purchases to be funded out of NJEDA grant funding, e.g., utilizing coupon codes, other subsidy mechanisms?**

☐ Yes ☐ No

**If your application is approved, you will need to sign an agreement that confirms your commitments and allows us to reimburse yourfor purchases of PPE that is subsidized under this program ("NJ PPE Access Participation and Subsidy Agreement").**

**Please check each box to indicate your awareness of the required key performance metrics for your NJ PPE Access Site to be reported to NJEDA on a weekly basis:**

<input type="checkbox"/> Total sales by volume and transaction numbers	<input type="checkbox"/> Total sales and outreach efforts to historically underserved communities
<input type="checkbox"/> Total sales to businesses with fewer than 10 and 25 full-time equivalent ("FTE") employees (may be implemented in the potential Phase 2 of the program)	<input type="checkbox"/> Comparable market pricing or product pricing indices
	<input type="checkbox"/> Total amount of discounts provided
	<input type="checkbox"/> Total amount of subsidies using NJEDA-provided grant funding (part of the potential Phase 2 of the program)

**Do you agree to provide a complete accounting of the site's activity no later than 90 days following the termination of the NJ PPE Access Participant Subsidy and Agreement?**

☐ Yes ☐ No

Windows taskbar: 4:58 PM 8/17/2020

**Do you agree to maintain and support your NJ PPE Access Site for a period of at least 12 months (or such shorter time as required to support small businesses through the COVID-19 Public Health Emergency)?**

☐ Yes ☐ No

**Do you agree to remove the site and all NJEDA and NJ "The Road Back" branding at the earlier of the end of the Program or your participation in it?**

☐ Yes ☐ No

[Back](#) [Next](#)

7 / 8

Windows taskbar: 4:58 PM 8/17/2020

https://www.cognitoforms.com/NJEDA/newjerseysmallandmicrobusinessppeaccessprogramvendorapplication

New Jersey Small and Micro ...

File Edit View Favorites Tools Help

NJEDA Intranet - Home Microsoft Dynamics 365 authorize

## Certification of Application

Eligibility of financial assistance by the New Jersey Economic Development Authority (NJEDA) is determined by the information presented in this application. Any changes in the status of the proposed project from the facts proposed herein could disqualify the project.

**I, THE UNDERSIGNED, BEING DULY SWORN UPON MY OATH SAY:**

- ☐ I understand that if such information is willfully false, I am subject to criminal prosecution under N.J.S.A. 2C:28-2 and civil action by the EDA which may at its option terminate its financial assistance.
- ☐ I authorize the New Jersey Department of Law and Public Safety to verify any answer(s) contained herein through a search of its records, or records to which it has access, and to release the results of said search to the NJEDA
- ☐ I authorize the NJEDA to provide information submitted to it by or on behalf of the applicant to any bank or state agency which might participate in the requested grant with the NJEDA
- ☐ I acknowledge and understand that Title 18: United States Code Section 1001: (1) makes it a violation of federal law for a person to knowingly and willingly a) falsify, conceal, or cover up a material fact; b) make any materially false, fictitious, or fraudulent statement or representation; OR c) make or use any false writing or document knowing it contains a materially false, fictitious, or fraudulent statement or representation, to any branch of the United States Government, and 2) requires a fine, imprisonment for not more than five (5) years, or both, which may be ruled a felony, for any violation of such Section.
- ☐ I authorize that an electronic signature of this Application and any approval letter or Program and Grant Agreement shall be a binding on the parties

150%

New Jersey Small a... New Jersey Small a... New Jersey Small a... Document1 - Word 1:30 PM 8/17/2020

https://www.cognitoforms.com/NJEDA/newjerseysmallandmicrobusinessppeaccessprogramvendorapplication

New Jersey Small and Micro ...

File Edit View Favorites Tools Help

NJEDA Intranet - Home Microsoft Dynamics 365 authorize

material fact; b) make any materially false, fictitious, or fraudulent statement or representation; OR c) make or use any false writing or document knowing it contains a materially false, fictitious, or fraudulent statement or representation, to any branch of the United States Government, and 2) requires a fine, imprisonment for not more than five (5) years, or both, which may be ruled a felony, for any violation of such Section.

☐ I authorize that an electronic signature of this Application and any approval letter or Program and Grant Agreement shall be a binding on the parties

<b>Electronic Signature</b>	<b>Date</b>
<input type="text"/>	<input type="text"/>
<b>Title</b>	<b>Organization</b>
<input type="text"/>	<input type="text"/>

Click the button below to submit your vendor application for the New Jersey Small and Micro Business PPE Access Program.

8 / 8

150%

New Jersey Small a... New Jersey Small a... New Jersey Small a... Document1 - Word 1:30 PM 8/17/2020

