

**NEW JERSEY SCHOOL
BOARDS ASSOCIATION
TRENTON, NEW JERSEY 08618**

Request for Proposals (RFP)
Proposal Specifications & General Requirements

**EVENT MANAGEMENT SYSTEM FOR
NJSBA/NJASA/NJASBO ANNUAL
WORKSHOP AND EXHIBITION**

Proposal No: NJSBA 2024-02

Proposal Opening Date

Tuesday, December 10, 2024

Proposal Opening Time

2:00 p.m.

Carl Tanksley, Jr. Esq.
General Counsel, New Jersey School Boards Association



**REQUEST FOR PROPOSALS 2024-02
FOR EVENT MANAGEMENT SYSTEM
FOR THE NJSBA/NJASA/NJASBO ANNUAL WORKSHOP & EXHIBITION**

Introduction Letter

Lou Schimenti
Associate Director of Exhibitions and Cooperatives

Phone: 609-278-5271
E-mail: lschimenti@njsba.org

October 28, 2024

To Interested Respondents:

The New Jersey School Boards Association hereinafter (NJSBA) is requesting quotations for an Event Management System that offers the features outlined in the attached Request for Proposals for the NJSBA/NJASA/NJASBO Annual Workshop and Exhibition held annually in October. The New Jersey School Boards Association (NJSBA) seeks the services of a highly qualified and experienced Event Management System company to provide efficient, economical, and creative services for both the Association and our exhibitors.

NJSBA will select one respondent through a “fair and open” contracting process to enter into a two-year contract with an optional extension of a third year at the discretion of NJSBA. The proposal to offer an Event Management System contract shall be in accordance with the attached Request for Proposals and fully comply with the following:

- i. Public School Contracts Law [N.J.S.A. 18A:18A-1 et seq.](#), [N.J.S.A. 18A:18A-5e](#), [N.J.A.C. 5:34-4 et. seq.](#) and [N.J.A.C. 5:34-7 et. seq.](#) and 5:34-7.30;
- ii. Federal and New Jersey State law and regulations, as applicable; and
- iii. New Jersey Open Public Records Act, [N.J.S.A. 47:1A-1 et. seq.](#)

The deadline for proposals is 2:00 p.m. E.S.T. on December 10, 2024. Thank you for your interest.

Sincerely,

A handwritten signature in cursive script that reads "Lou Schimenti".

Lou Schimenti
Associate Director of Exhibitions and Cooperatives

NOTICE TO BIDDERS.....	3
GENERAL SPECIFICATIONS	5
I. PART A - INSTRUCTIONS FOR BIDDERS AND STATUTORY REQUIREMENTS.....	6
II. PART B - LEGAL SPECIFICATIONS.....	13
III. PART C - PROPOSAL DOCUMENTS AND REQUIRED DOCUMENTATION	23
TECHNICAL SPECIFICATIONS	55
1. Intent.....	56
2. Scope of Services.....	56
3. Attendance at Meetings.....	56
4. Customer Service	57
5. Qualification Requirements.....	57
6. Proposal Evaluation Process.....	61
7. Evaluation Criteria	61
8. Interviews.....	63
9. Best Practices for Awarding Services Contracts.....	63
a. Executive Summary	64
b. Response to Technical Specifications.....	64
c. Company Profile	64
d. Experience, Qualifications and Ability to Implement.....	64
e. Sample implementation plan with suggested timelines.....	64
f. References and Experience	65
10. Questions or Requests for Clarification	65
11. Contract Period/Renewal of Contract	65
12. Deadline for Responses.....	65
13. Proprietary Information	65
14. Use of Agency’s Name	66
15. Proposer Representation	66

NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that sealed bids will be received by the General Counsel of the New Jersey School Boards Association, County of Mercer, State of New Jersey on December 10, 2024 at 2:00 pm prevailing time at 413 West State Street, Trenton, New Jersey 08618 at which time and place bids will be opened and read in public for **Proposal No. NJSBA 2024-02 EVENT MANAGEMENT SYSTEM:**

The New Jersey School Boards Association (NJSBA) seeks the services of an event management company that offers the features outlined in the enclosed Request for Proposals for the NJSBA/NJASA/NJASBO Annual Workshop and Exhibition held annually in October. This solicitation seeks the services of a highly qualified and experienced Event Management System company to provide efficient, economical, and creative services for both the Association and our exhibitors for the 2025 and 2026 Annual Workshop Conventions.

Specifications and other bid information may be obtained at 413 West State Street, Trenton New Jersey 08618 during regular business hours, or by requesting a digital copy from ctanksley@njsba.org.

Bidders are required to comply with the requirements of *N.J.S.A. 10:5-31 et seq.* and *N.J.A.C. 17:27-1 et seq.*

Carl Tanksley, Jr., Esq., General Counsel

Publication date: November 15, 2024

The New Jersey School Boards Association solicits proposals through the public bidding and contracting process in accordance with *N.J.S.A. 18A:18A-1 et seq.*

**Proposal No. NJSBA 2024-02 - EVENT MANAGER WORKSHOP 2025 & 2026
with optional extension for 2027**

All necessary proposal specifications and proposal forms may be secured upon written request to:

CARL TANKSLEY, JR. ESQ., GENERAL COUNSEL

413 West State Street

Trenton, New Jersey 08618

Email ctanksley@njsba.org

Proposals must be submitted in a sealed envelope and delivered to the Office of the General Counsel of the New Jersey School Boards Association, **on or before** the date and time indicated below.

The envelope is to bear the following information:

Title: **EVENT MANAGEMENT FOR WORKSHOP 2025 & 2026**
Proposal No.: **NJSBA 2024-02**
Name and Address of the Respondent:
Proposal Due Date: **Tuesday, December 10, 2024**
Proposal Opening Time: **2:00 p.m.**

Location of Proposal Opening

NEW JERSEY SCHOOL BOARDS ASSOCIATION
413 West State Street
Trenton, New Jersey 08618

The proposal opening process will begin on the advertised date and time at the New Jersey School Boards Association, 413 West State Street, Trenton, New Jersey 08618. Proposals may also be submitted to the General Counsel or designee at the proposal opening meeting, prior to the advertised date and time. On the advertised date and time, the General Counsel shall publicly receive and open all proposals.

No proposals shall be received after the time designated in the advertisement. (N.J.S.A. 18A:18A-21(b)).

GENERAL SPECIFICATIONS

**Carl Tanksley, Jr. Esq.
General Counsel**

NEW JERSEY SCHOOL BOARDS ASSOCIATION

Request for Proposals (RFP)

I. PART A - INSTRUCTIONS FOR BIDDERS AND STATUTORY REQUIREMENTS

EVENT MANAGEMENT NJSBA/NJASA/NJASBO ANNUAL WORKSHOP

1. PROJECT OVERVIEW

In 1914, the New Jersey Legislature authorized local boards of education to form a federation to "investigate such subjects relating to education in its various branches as it may think proper, and ... encourage and aid all movements for the improvement of the educational affairs of New Jersey." So began the New Jersey Federation of District Boards of Education, later renamed the New Jersey School Boards Association.

Workshop is New Jersey's largest professional development training conference for school officials, welcoming over 8,000 attendees in 2024. The event features four full days of professional development and networking opportunities for education professionals throughout the state. This year's theme embodies our collective mission and passion for seeking the best for New Jersey's students. With student achievement at the heart of the NJSBA's mission, it is imperative to focus on cultivating educational environments where all students can thrive.

Workshop 2024 included keynote speakers such as John Quiñones, ABC News anchor, creator and host of "What Would You Do?" and Sonia Manzano, who starred as "Maria" on Sesame Street for over 44 years. We anticipate equally dynamic speakers for Workshop 2025 and 2026.

Workshop also includes training programs and demonstration projects directed toward local board of education members and school administrators. Workshop 2024 included events such as: EDTalk Theater, a space where experts in the education community shared inspiring 20-minute talks to present ideas to support student and district success; a in alignment with the theme of Workshop 2024, a video arcade that featured games and photo opportunities for board members, students, and district administrators; Career readiness and dual enrollment destinations on the exhibit floor where school leaders were able to learn more about successful partnerships, products and services to bolster career readiness and student achievement in schools; and many more educational and training opportunities

Any technical questions relating to the specifications described herein should be directed to **Lou Schimenti at (609) 278-5271**.

PROPOSALS ARE TO BE SUBMITTED TO:

Carl Tanksley, Jr., Esq.
General Counsel
New Jersey School Boards Association
413 West State Street
Trenton, New Jersey 08618

BY: **2:00 p.m.** PREVAILING TIME

ON: **Tuesday, December 10, 2024**

The proposals may be delivered by mail, delivery service, email, or in person. Physical proposals are to be submitted in a sealed envelope. Digital copies may be emailed to the attention of Carl Tanksley, General Counsel, ctanksley@njsba.org. Each digital submission should be copied to Cynthia Harrison, Sr. Legal Assistant, charrison@njsba.org. Proposals will be unsealed, and the contents announced at the proposal opening meeting.

Physical copies of proposals must be placed in a *sealed* envelope/package and clearly marked with **WORKSHOP 2025 & 2026 RFP 2024-02** on the front of the envelope/package. **The Subject Line of digital submissions should read as follows: NJSBA/NJASA/NJASBO Workshop 2025 & 2026 RFP 2024-02**

All proposals, physical and digital, ***must be*** submitted in ***duplicate*** on the submittal forms as provided and, in the manner, designated. NJSBA requires one original and one duplicate of the proposal package. The duplicates are necessary for processing the proposals. Respondents should also keep a complete copy of the proposal packet, exactly as submitted.

Envelope/Subject Line Label Information

All respondents are to clearly label the cover of the sealed envelope as follows:

Title:	NJSAB/NJASA/NJASBO Workshop 2025 & 2026
RFP Number	NJSBA 2024-02
Name and Address Respondent	
Due Date:	Tuesday, December 10, 2024
Deadline Time:	2:00 p.m.

Failure to properly label the proposal envelope may lead to the rejection of the proposal.

INVITATION FOR BIDS

2. NJSBA/NJASA/NJASBO WORKSHOP 2025 AND 2026 – BID # 2024-02

The New Jersey School Boards Association is soliciting services of a highly qualified Event Management System company to provide efficient, economical, and creative services for both the Association and our exhibitors, on December 10, 2024. All bids must be delivered to the General Counsel, 413 W. State St., Trenton, NJ 08618, NO LATER THAN 2:00 PM prevailing time on said date. Bids will then be publicly opened. Bids received after the time set for the opening cannot be considered. The bids shall include all labor, materials, and management services necessary to fully administer delivery of the services listed herein.

Blank forms of bids, specifications and general information may be obtained by applying to Carl Tanksley (609) 278-5254, or via email ctanksley@njsba.org. The New Jersey School Board Association reserves the right to reject any or all bids and to waive any informality in the bidding.

No bidder may withdraw their bid within 30 days after the actual date of opening thereof.

PURPOSE

NJSBA is soliciting requests for proposals for competitive contracting (RFPs) in accordance with *N.J.S.A. 18A:18A-1 et seq.* for the purpose of entering into a contract for the management of Workshop 2025 and Workshop 2026 with an optional extension for Workshop 2027 taking place at the Atlantic City Convention Center in Atlantic City New Jersey.

3. BUSINESS REGISTRATION CERTIFICATE (*N.J.S.A. 52:32-44*)

Pursuant to *N.J.S.A. 52:32-44*, NJSBA is prohibited from entering into a contract with an entity unless the vendor and each subcontractor that is named in the bid response has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury. A subcontractor named in a bid or other proposal shall provide a copy of its business registration to the contractor who shall provide it to NJSBA.

Pursuant to *N.J.S.A. 54:49-4.1*, a business organization that fails to provide a copy of a business registration, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

A Request of NJSBA

All companies responding to requests for proposals are requested to submit with their response package a copy of their “New Jersey Business Registration Certificate” as issued by the Department of Treasury of the State of New Jersey.

NJSBA reminds all respondents that failure to submit the New Jersey Business Registration Certificate prior to the award of the contract will result in the rejection of the proposal.

Subcontractors and Business Registration Certificates

Prior to contract award or authorization, the contractor shall provide NJSBA with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the respondent who in turn, shall provide it to NJSBA prior to the time a contract, purchase order, or another contracting document is awarded or authorized.


During the course of contract performance:

- The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with valid proof of business registration.
- The contractor shall maintain and submit to NJSBA a list of subcontractors and their addresses that may be updated from time to time.
- The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (*N.J.S.A. 54:32B-1 et seq.*) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed with the Department of Community Affairs https://www.nj.gov/dca/dlgs/programs/NJ_LAPL.shtml.


Before final payment is made under the contract, the contractor shall submit to NJSBA a complete and accurate list of all subcontractors used and their addresses. *N.J.S.A. 54:49-4.1: Violations of Registration Requirements; Penalties.*

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L. [2001, c.134](#) (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L. [1977, c.110](#) (C.5:12-92), or that provides false information of business registration under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency or under a casino service industry enterprise contract.

Sample Business Registration Certificates

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE P.O. BOX 252 TRENTON, N.J. 08646-0252
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#: 970-097-382/500	SEQUENCE NUMBER: 0107530	
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04	
EFFECTIVE DATE: 01/01/01		
FORM-BRC(08-01)	Act. Director	

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112823533

4. AFFIRMATIVE ACTION REQUIREMENTS

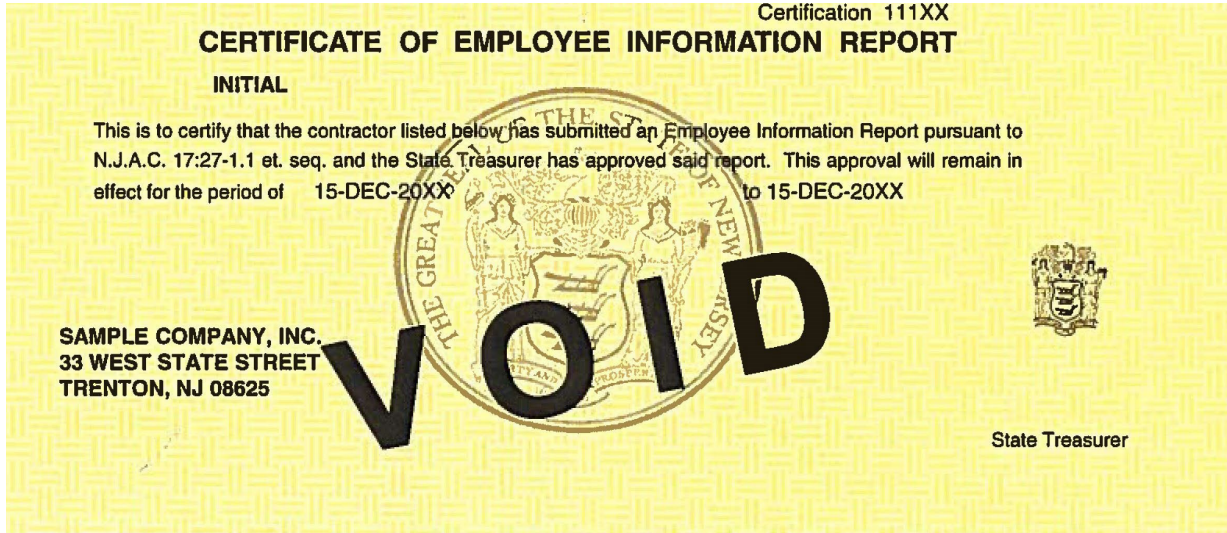
Each company shall submit to the New Jersey School Boards Association, after notification of award, but prior to execution of a goods and services contract, **one** of the following three documents:

- Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program;
- A Certificate of Employee Information Report approval issued in accordance with *N.J.A.C. 17:27-4*; or
- The successful bidder (respondent) shall complete an Employee Information Report, Form AA-302, and submit it to the Division of Purchase and Property Contract Compliance and Audit Unit with a check or money order for \$150.00 made payable to the Treasurer, State of NJ and forward a copy of the form and check/money order to NJSBA. Upon submission and review by the Division, the Report shall constitute evidence of compliance with the regulations.

Please note: A completed and signed Affirmative Action Questionnaire is requested with the

submission of the bid/proposal. However, NJSBA will accept in lieu of the Questionnaire, Affirmative Action Evidence in the form of a current Certificate of Employee Information Report submitted with the bid/proposal. If awarded a contract your company/firm will be required to comply with the requirements of *N.J.S.A. 10:5-31 et seq.* and *N.J.A.C. 17:27 et seq.*, and the terms and conditions of the Mandatory Equal Employment Opportunity Language—Exhibit A.

Sample Certificate of Employee Information Report



All respondents are requested, but not required, to submit with their response, a copy of their firm's Certificate of Employee Information Report. Failure to submit the Certificate or other required documentation prior to the award of the contract will result in the rejection of the bid/proposal.

5. AMERICANS WITH DISABILITIES ACT

The contractor must comply with all provisions of the Americans with Disabilities Act (ADA), *P.L. 101- 336*, in accordance with 42 U.S.C. S121 01 *et seq.*

6. AMERICAN GOODS (*N.J.S.A. 18A:18A-20*)

NJSBA intends to purchase, wherever available, and practical, goods and materials manufactured in the United States.

7. ANTI-DISCRIMINATION PROVISIONS—*N.J.S.A. 10:2-1*

N.J.S.A. 10:2-1. Anti-discrimination provisions. Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent NJSBA from designating that a contract, subcontract, or other means of procurement of goods, services, equipment, or construction shall be awarded to a small business enterprise, minority business enterprise, or a women's business enterprise pursuant to P.L. 1985, c.490 (*N.J.S.A. 18A:18A-51 et seq.*).

8. AWARD OF CONTRACT; RESOLUTION; NUMBER OF DAYS

Any contract awarded under this process shall be made by resolution of the NJSBA. The award must be made within sixty (60) days of the receipt of the proposals, however subject to extension pursuant to *N.J.S.A. 18A:18A-36(a)*.

9. CONTRACTOR REQUIREMENTS—ACCESS AND MAINTENANCE OF RECORDS

Vendors doing business with NJSBA are reminded of the following legal requirements pertaining to the Office of the New Jersey State Comptroller:

- **Access to Relevant Documents and Information—*N.J.S.A. 52:15C-14 (d)***

Private vendors or other persons contracting with or receiving funds from a unit in the Executive branch of State government, including an entity exercising executive branch authority, independent State authority, public institution of higher education, or unit of local government or NJSBA shall upon request by the State Comptroller provide the State Comptroller with prompt access to all relevant documents and information as a condition of the contract and receipt of public monies. The State Comptroller shall not disclose any document or information to which access is provided that is confidential or proprietary. If the State Comptroller finds that any person receiving funds from a unit in the Executive branch of State government, including an entity exercising executive branch authority, independent State authority, public institution of higher education, or unit of local government or the successful vendor refuses to provide information upon the request of the State Comptroller, or otherwise impedes or fails to cooperate with any audit or performance review, the State Comptroller may recommend to the contracting unit that the person be subject to termination of their contract, or temporarily or permanently debarred from contracting with the contracting unit.

- **Maintenance of Contract Records—*N.J.A.C. 17:44-2.2***

Relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by OSC pursuant to *N.J.S.A. 52:15C-14(d)*.

The contractor/vendor to whom a contract has been awarded shall maintain all documentation related to products, transactions, or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

- **New Jersey School Boards Association Requirements**

In addition to, and independent of, the requirements of *N.J.S.A. 52:15C-14 (d)* and *N.J.A.C. 17:44-2.2*, the Contractor shall also maintain and make any or all books and records related to product transactions or services rendered under this contract, available to NJSBA upon request.

II. PART B - LEGAL SPECIFICATIONS

COORDINATION OF ACTIVITIES

The NJSBA General Counsel will coordinate the activities for this proposal.

1. DEBARMENT; SUSPENSION; DISQUALIFICATION; *N.J.A.C. 17:19-4.1 et seq.*

NJSBA will not enter into a contract for work with any person, company, or firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report (www.state.nj.us/treasury/debarred). Pursuant to *N.J.S.A. 52:32-44.1 (a)*, any person that is debarred at the federal level from contracting with a federal government agency shall be debarred from contracting for any public work in this State.

All respondents are required to certify on the Contractor/Vendor Questionnaire and Certification form, indicating whether the entity listed on the proposal form, or any person employed by this entity, nor the person's affiliates are not debarred from contracting with a federal government agency, nor debarred from contracting with the State of New Jersey. NJSBA will verify the certification by consulting:

- New Jersey Department of Treasury – Consolidated Debarment Report
- NJ Department of Labor and Workforce Development– Prevailing Wage Debarment List
- Federal Debarred Vendor List—System for Award Management (SAM.gov/exclusions)

The New Jersey Department of Labor and Workforce Development (NJDOLE) created a list on its website, dubbed the Workplace Accountability in Labor List (The WALL), of any person found in violation of any State wage, benefit, and tax laws and against whom a final order has been issued by the NJDOLE for such violation. Any person or business named on The WALL is prohibited from contracting with any contracting unit until the liability for violations of State wage, benefit, and tax laws have been paid in full. The WALL is now live at <https://www.nj.gov/labor/ea/osec/wall.shtml>.

a. DOCUMENTS, MISSING/ILLEGIBLE

The respondent shall familiarize himself with all forms provided by NJSBA that are to be returned with the proposal. If there are any forms either missing or illegible, it is the responsibility of the

respondent to contact the General Counsel; NJSBA's Representative for duplicate copies of the forms. This must be done before the proposal opening date and time.

b. DOCUMENT SIGNATURES – ORIGINAL; BLUE INK

All documents returned to NJSBA shall be signed with an original signature in ink (blue). Failure to sign and return all required documents with the proposal package may be cause for disqualification and for the proposal to be rejected pursuant to *N.J.S.A. 18A:18A-2(y)* (non-responsive). Facsimile, rubber-stamped, electronic, or digital signatures are not acceptable.

2. FORMS PROVIDED BY NJSBA

- [Acknowledgment of Addenda](#)
- [Proposal Form](#)
- [Affirmative Action Questionnaire or Certificate of Employee Information Report](#)
- [Chapter 271 – Political Contribution Disclosure Form](#)
- [Conflict of Interest Certification and References](#)
- [Iran - Disclosure of Investment Activities](#)
- [Non-Collusion Affidavit](#)
- [Stockholder Disclosure Certification](#)
- Federal Certifications—when applicable
- [Statement of Compliance](#)
- [Disclosure of Investigations and Other Actions](#)
- [Certification of Non-Involvement in Prohibited Activities in Russia or Belarus](#)
- [Event Management System RFP Requirements \(ADDENDUM B\)](#)

*Please check your RFP package for these forms, if any forms are missing, please contact Carl Tanksley, General Counsel, ctanksley@njsba.org. as soon as possible.

3. EXAMINATION OF SPECIFICATIONS, ACKNOWLEDGEMENT

The respondent, by submitting a proposal, acknowledges that a careful examination of the proposal specifications, documents, addenda (if any), and the site; and that from this investigation, is satisfied as to the nature and location of the work, the general and local conditions and all matters which may in any way affect the work or its performance, and that as a result of such examination, fully understands the intent and purpose thereof, the obligations thereunder, and will not make any claim for, or have any right to damages, because of the lack of any information. Each respondent submitting a proposal for a service contract shall include in the proposal price all labor, materials, equipment, services, and other requirements necessary, or incidental to, the completion of the work, and other pertinent work as hereinafter described, in accordance with the proposal specifications and documents.

4. FALSE MATERIAL REPRESENTATION – *N.J.S.A. 2C:21-34-97(b)*

A person commits a crime if the person knowingly makes a material representation that is false in connection with the negotiation, award, or performance of a government contract. If the contract amount is \$25,000.00 or above, the offender is guilty of a crime of the second degree. If the contract

amount exceeds \$2,500.00 but is less than \$25,000.00, the offender is guilty of a crime of the third degree. If the contract amount is \$2,500.00 or less, the offender is guilty of a crime of the fourth degree.

Respondents should be aware of the following statutes that represent “Truth in Contracting” laws:

- i. *N.J.S.A. 2C:21-34, et seq.* governs false claims and representations by proposers. It is a serious crime for the bidder to knowingly submit a false claim and/or knowingly make a material misrepresentation.
- ii. *N.J.S.A. 2C:27-10* provides that a person commits a crime if said person offers a benefit to a public servant for an official act performed or to be performed by a public servant, which is a violation of official duty.
- iii. *N.J.S.A. 2C:27-11* provides that a bidder commits a crime if the said person, directly or indirectly, confers or agrees to confer any benefit not allowed by law to a public servant.

5. FORCE MAJEURE

Neither party shall be liable in damages for any failure, hindrance, or delay in the performance of any obligation under this Agreement if such delay, hindrance, or failure to perform is caused by conditions beyond the control of either party, including, but not limited to, Acts of God, flood, fire, war or the public enemy, explosion, government regulations whether or not valid (including the denial or cancellation of any export or other necessary license), court order, state funding, or other unavoidable causes beyond the reasonable control of the party whose performance is affected which cannot be overcome by due diligence.

Vendors, and/or contractors who have a contract with NJSBA to provide goods or services cannot unilaterally claim an increase in the cost of the contract because of Force Majeure.

6. GENERAL CONDITIONS

- **Authorization to Proceed -- Successful Vendor/Contractor**
No service shall be rendered by the successful contractor unless the vendor/contractor receives an approved notice to proceed letter authorizing the vendor/contractor to render the service.
- **Award of Contract**
NJSBA intends to award the contract for this proposal pursuant to *N.J.S.A. 18A:18A-4.3, 18A:18A- 4.4(b), and 18A:18A-4.5(d) (e).*
- **Renewal of Contract; Availability and Appropriation of Funds—When Applicable**
NJSBA may, at its discretion, request that a contract for certain services be renewed in full accordance with *N.J.S.A. 18A:18A-42.* The General Counsel may negotiate terms for a renewal of the contract proposal and present such negotiated proposal to NJSBA. All multi-year contracts and contract renewals are subject to the availability and appropriation annually of sufficient funds as may be needed to meet the extended obligation.

NJSBA is the final authority in awarding renewals of contracts.

- **Term of Contract**

The successful respondent, to whom the contract is awarded, will be required to do and perform the work/services and to provide and furnish the materials in connection therewith in accordance with the plans and specifications on or before the date listed in the Technical Specifications.

7. INSURANCE AND INDEMNIFICATION REQUIRED

Prior to the commencement of any work, the vendor/contractor to whom the contract is awarded for any service, work, or supplying of goods, shall secure, pay the premiums for and keep in force until the contract expires, insurance of the types and amounts listed below:

- Commercial General Liability insurance that insures all operations of the vendor/contractor contemplated by this RFP. Such insurance shall name NJSBA/NJASBO/NJASA as an additional insured and shall include a limit of \$2,000,000 per each occurrence combined single limit for bodily injury, personal and advertising Injury, property damage, and products liability and shall be maintained in full force during the life of the contract. Such commercial general liability insurance shall be primary to and not contributory with any insurance coverage or self-insured program of NJSBA.
- Automobile Liability with a \$1,500,000 Combined Single Limit of Liability for Bodily Injury and Property Damage per accident.
- Cyber Security and Privacy Liability with a \$1,000,000 per occurrence or claim.

Other Insurance Coverage

\$ 100,000 Pollution Cleanup

\$ 50,000 Fire Damage

\$ 5,000 Medical Expense

Insurance Certificate – Required upon contract execution. The vendor/contractor must present to NJSBA an insurance certificate in the above types and amounts before any work or service begins.

Automobile liability insurance shall be included to cover any vehicle used by the insured.

The certificate holder shall be as follows:

New Jersey School Boards Association

413 West State Street

Trenton, New Jersey 08618

Attn: General Counsel

Additional Insured Claim -- The vendor/contractor shall include the following clause on the insurance certificate. "New Jersey School Boards Association is named as an additional insured." Any such insurance shall be primary as to NJSBA/NJASA/NJASBO and not contributory with any insurance coverage or self-insured program of NJSBA.

The contractor shall secure and maintain in force for the term of the contract, insurance as provided herein. All policies must be endorsed to provide thirty (30) days written notice to NJSBA at the above

address. If the contractor's insurer cannot provide thirty (30) days advance written notice, then it will become the obligation of the contractor to provide same. The contractor shall provide NJSBA with current certificates of insurance for all coverages and renewal thereof. Renewal certificates shall be provided within thirty (30) days of the expiration of the insurance. The contractor shall not begin to provide goods or services to NJSBA until evidence of the required insurance is provided.

WORKERS COMPENSATION Evidence of adequate Workers Compensation Insurance as required by the laws of the State of New Jersey and the United States must be available to NJSBA. The minimum limits are the following unless a greater amount is required by law:

Bodily Injury by Accident	\$1,000,000. Each Accident
Bodily Injury by Disease	\$1,000,000. Policy Limit
Bodily Injury by Disease	\$1,000,000. Each Employee

Indemnification

The vendor/contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless NJSBA and its agents, employees, and Board members, from and against all claims, demands, suits, actions, recoveries, judgments and costs and expenses (including, but not limited to, attorney's fees) in connection therewith on account of the loss of life or property or injury or damage to any person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract and the performance by contractor of services under the contract or by a party for whom the contractor is liable.

This indemnification obligation is not limited by but is in addition to, the insurance obligations contained in this agreement.

The vendor/contractor is to assume all liability for every sort of incident to the work, including property damage caused by him or his workers or by any subcontractor employed by him or any of the subcontractor's workers.

8. INTERPRETATIONS AND ADDENDA

Respondents are expected to examine the RFP with care and observe all their requirements. All questions about the meaning or intent of this RFP, all interpretations and clarifications considered necessary by the representative in response to such comments and questions will be issued by Addenda mailed or delivered to all parties recorded by NJSBA as having received the RFP package. Only comments and questions responded to by formal written Addenda will be binding. Oral interpretations, statements, or clarifications will be without legal effect.

No interpretation of the meaning of the specifications will be made to any respondent orally. Every request for such interpretations should be made in writing to the NJSBA's Representative and must be received at least ten (10) days, not including Saturdays, Sundays, and holidays, prior to the date fixed for the opening of proposals to be given consideration.

All interpretations and any supplemental instructions will be distributed in the form of a written addendum to the specifications. The addenda will be provided in accordance with *N.J.S.A. 18A:18A-*

21(c) to the respondents by certified mail or certified fax no later than seven (7) days Saturdays, Sundays, and holidays excepted, prior to the date for acceptance of proposals. All addenda so issued shall become part of the contract document.

9. IRAN DISCLOSURE OF INVESTMENT ACTIVITIES FORM *N.J.S.A. 18A:18A-49.4*

NJSBA, pursuant to *N.J.S.A. 18A:18A-49.4*, shall implement and comply with Public Law 2012, c.25, Disclosure of Investment Activities in Iran—*N.J.S.A. 52:32-55 et seq.*

Pursuant to *N.J.S.A. 52:32-57, et seq.* (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify prior to the time a contract is awarded and the time the contract is renewed that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

If NJSBA determines that a person or entity has submitted a false certification concerning its engagement in investment activities in Iran under section 4 of P.L. 2012, c.25 (C.52:32-58), the NJSBA shall report to the New Jersey Attorney General the name of that person or entity, and the Attorney General shall determine whether to bring a civil action against the person to collect the penalty prescribed in paragraph (1) of subsection a. of section 5 of P.L. 2012, c.25 (C.52:32-59).

In addition, bidders must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes on the lower portion of the enclosed form.

NJSBA has provided within the specifications, a Disclosure of Investments Activities certification form for all persons or entities, which plan to submit a bid, respond to a proposal, or renew a contract with NJSBA, to complete, sign and submit with the proposal.

The Disclosure of Investment Activities in Iran Form is to be completed, certified, and submitted prior to the award of the contract.

10. LIABILITY – COPYRIGHT

The contractor (vendor) shall hold and save the NJSBA, its officials, and employees, harmless from liability of any nature or kind for or on account of the use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of his contract.

11. NON-COLLUSION AFFIDAVIT

A notarized Non-Collusion Affidavit shall be submitted with the bid/proposal. The bidder/respondent has to certify that he has not directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken any action in restraint of free, competitive bidding in connection with the proposal and that all statements contained in said proposal and this affidavit are true and correct, and made with full knowledge that NJSBA relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said bid.

The respondent has to further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees of bona fide established commercial or selling agencies maintained by the respondent.

NJSBA has provided a Non-Collusion Affidavit form here within the specifications package. All respondents are to complete, sign, have their signature notarized, and submit the form with the proposal response.

Failure to submit the Non-Collusion Affidavit with the proposal may be cause for the disqualification of the proposal.

12. INDEPENDENT CONTRACTOR

The contractor's status shall be that of an independent contractor.

13. OPENING OF PROPOSALS

Sealed proposals shall be opened publicly by the General Counsel on

**Tuesday, December 10, 2024
2:00 p.m.**

The names and addresses of the respondents submitting proposals will be read publicly. All vendors, agents of the vendors, and the general public are invited to attend the opening of proposals.

14. POLITICAL CONTRIBUTIONS DISCLOSURE – REQUIREMENTS

Annual Disclosure

A business entity as defined by law is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to *N.J.S.A. 19:44A-20.13* (P.L. 2005 Chapter 271 section 3) if the business entity receives contracts in excess of \$50,000 from public entities in a calendar year. It is the business entity's responsibility to determine if filing is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement Commission at 1-888-313-3532 or at www.elec.nj.us.

Chapter 271 Political Contribution Disclosure Form

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at *N.J.S.A.* 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (*N.J.S.A.* 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - o of the public entity awarding the contract
 - o of that county in which that public entity is located
 - o of another public entity within that county
 - o or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county.

The disclosure must list reportable contributions to any of the committees that exceed \$200 per election cycle that were made during the 12 months prior to award of the contract. See *N.J.S.A.* 19:44A-8 and 19:44A-16 for more details on reportable contributions.

NJSBA has provided a Chapter 271 Political Contribution Disclosure Form within the specifications package for use by the business entity. NJSBA has also provided a list of agencies to assist the contractor. The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected officials and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed Chapter 271 Political Contribution Disclosure Form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

15. PRESENTATION AND INTERVIEWS

NJSBA may, at its option, require respondents of its choice to attend interviews to provide the opportunity for the vendors to provide clarification regarding their submission. This process, pursuant to *N.J.A.C.* 5:34-4.3 (d) (3), may only take place after proposals have been opened and reviewed and prior to the completion of the evaluation. Under no circumstances shall the provisions of the proposal be subject to negotiation—*N.J.S.A.* 18A:18A-4.5 (b)

16. RESPONDENT’S RESPONSIBILITY FOR PROPOSAL SUBMITTAL

It is the responsibility of the respondent to ensure that their proposal is presented to the Business Office and officially received before the advertised date and time of the proposal. It is understood and agreed upon that any person on NJSBA will be absolved from responsibility for the premature opening of any proposal not properly labeled and sealed.

17. STATEMENT OF OWNERSHIP (*N.J.S.A.* 52:25-24.2)

No business organization, regardless of the form of ownership, shall be awarded any contract for the

performance of any work or the furnishing of any goods and services, unless, prior to the receipt of the bid or accompanying the bid of said business organization, bidders shall submit a statement setting forth the names and addresses of all persons and entities that own ten percent or more of its stock or interest of any type at all levels of ownership. The included Statement of Ownership shall be completed and attached to the bid proposal. This requirement applies to all forms of business organizations, including, but not limited to, corporations and partnerships, publicly owned corporations, limited partnerships, limited liability corporations, limited liability partnerships, sole proprietorship, and Subchapter S corporations. Failure to submit a disclosure document shall result in rejection of the bid as it cannot be remedied after bids have been opened.

Not-for-profit entities should fill in their name, check the not-for-profit box, and certify the form. No other information is required.

18. **SUBCONTRACTING; ASSIGNMENT OF CONTRACT**

Contractors, service providers, and all vendors with whom NJSBA has an executed contract may not subcontract any part of any work done or assign any part of a contract for goods or services for NJSBA without first receiving written permission from NJSBA's Representative.

Contractors, service providers, and vendors using subcontractors assume all responsibility for work performed by subcontractors. NJSBA's Business Office may require the following documents to be secured from all approved subcontractors:

- Insurance Certificate as outlined in the proposal specifications;
- Affirmative Action Evidence as outlined in the proposal specifications;
- New Jersey Business Registration Certificate; and
- Other documents as may be required by NJSBA.

In cases of subcontracting, NJSBA shall only pay the prime contractor. It is the sole responsibility of the prime contractor to ensure that all subcontractors are paid. NJSBA shall not be responsible for payments to subcontractors and shall be held harmless against any or all claims generated against prime contractors for non-payment to subcontractors.

Transportation carriers hired by the vendor to deliver goods and materials are not considered to be subcontractors.

19. **TAXES**

As a New Jersey governmental entity, NJSBA is exempt from the requirements under New Jersey state sales and use tax (*N.J.S.A. 54:32B-1 et. seq.*) and does not pay any sales or use taxes. Respondents should note that they are expected to comply with the provisions of the said statute and the rules and regulations promulgated thereto to qualify them for examinations and reference to all labor, services, materials, and supplies furnished to NJSBA. Contractors may not use NJSBA's tax-exempt status to purchase supplies, materials, services, or equipment.

A contractor may qualify for a New Jersey Sales Tax Exemption on the purchase of materials, supplies, and services when these purchases are used exclusively to fulfill the terms and conditions of the contract with NJSBA. All contractors are referred to the New Jersey Division of Taxation—Tax Bulletin

S&U-3 for guidance. Again, contractors are not permitted to use NJSBA's tax identification number to purchase supplies, materials, services, or equipment.

20. TERMINATION OF CONTRACT

If NJSBA, in its sole capacity, determines that the contractor has failed to comply with the terms and conditions of the proposal upon which the issuance of the contract is based or that the contractor has failed to perform said service, duties, and or responsibilities in a timely, proper, professional and/or efficient manner, then NJSBA shall have the authority to terminate the contract upon written notice setting forth the reason for termination and effective date of termination. Such termination shall relieve NJSBA of any obligation for balances to the contractor of any sum or sums set forth in the contract. NJSBA will pay only for goods and services accepted prior to termination.

Termination by NJSBA of the contract does not absolve the contractor from potential liability for damages caused to NJSBA or a District by the contractor's breach of this agreement. NJSBA may withhold payment due to the contractor and apply the same towards damages once established. NJSBA will act diligently in accordance with governing statutes to mitigate damages. Damages may include the additional cost of procuring said services or goods from other sources.

The contractor further agrees to indemnify and hold NJSBA harmless from any liability to subcontractors or suppliers concerning work performed or goods provided arising out of the lawful termination of this agreement.

21. WITHDRAWAL OF PROPOSALS

- **Before The Proposal Opening**

NJSBA may consider a written request from a respondent to withdraw a proposal if the written request is received by the NJSBA's Representative before the advertised time of the proposal opening. Any respondent who has been granted permission by the NJSBA's Representative to have their proposal withdrawn cannot re-submit a proposal for the same advertised proposal project. That respondent shall also be disqualified from future proposals on the same project if the project is re-advertised.

- **After The Proposal Opening**

NJSBA may consider a written request from a respondent to withdraw a proposal if the written request is received by the NJSBA's Representative within five (5) business days after the proposal opening. A request to withdraw a proposal after the specified number of days will not be honored. The contractor/vendor who wishes to withdraw a proposal must provide a certification supported by written factual evidence that an error or omission was made by the contractor and that the error or omission was a substantial computational error or unintentional omission or both.

If NJSBA grants permission to have the proposal withdrawn the contractor/vendor shall be disqualified from quoting on the same project if the project is re-advertised. If the contractor/vendor fails to meet the burden of proof to have the proposal withdrawn, the request to withdraw the proposal will be denied, and if the contractor/vendor fails to execute the contract the bid guarantee will be forfeited and become the property of NJSBA.

Documentation

III. PART C - PROPOSAL DOCUMENTS AND REQUIRED DOCUMENTATION

All documents in this section shall be completed, signed, and submitted with the proposal package – Failure to submit the proposal documents and other documents so specified may constitute cause to reject the proposal for being non-responsive (*N.J.S.A. 18A:18A-2(y)*).

**BID DOCUMENT CHECKLIST
COMPETITIVE CONTRACT RFP 2024-02***

Required by owner	Submission Requirement	Initial each required entry and submit the item
<input checked="" type="checkbox"/>	Acknowledgement Of Addenda	
<input checked="" type="checkbox"/>	Bid Proposal Form	
<input checked="" type="checkbox"/>	Proof of Business Registration	
<input checked="" type="checkbox"/>	Affirmative Action Language Questionnaire	
<input checked="" type="checkbox"/>	Political Contribution Disclosure Form	
<input type="checkbox"/>	BID SECURITY/BONDING & CONSENT OF SURETY	
<input checked="" type="checkbox"/>	INSURANCE AND INDEMNIFICATION	
<input checked="" type="checkbox"/>	Conflict Of Interest Certification/References	
<input checked="" type="checkbox"/>	Stockholder Disclosure Certification	
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	
<input checked="" type="checkbox"/>	Disclosure Of Investment Activities in Iran	
<input checked="" type="checkbox"/>	MacBride Principles	
<input checked="" type="checkbox"/>	Prohibited Activities with Russia or Belarus	
<input type="checkbox"/>	Equipment Certification	
<input type="checkbox"/>	Public Works Contractor Registration Act	
<input checked="" type="checkbox"/>	Statement Of Compliance with NJSBA Policies	
<input checked="" type="checkbox"/>	Disclosure Of Investigations and Other Actions	
<input checked="" type="checkbox"/>	Prevailing Wage Act Certification	
<input checked="" type="checkbox"/>	Americans with Disabilities Act of 1990 Language	
<input checked="" type="checkbox"/>	Event Management System RFP Requirements (Addendum B)	

*This form need not be submitted. It is provided for bidder's use in assuring compliance with all required

documentation.

TO BE COMPLETED, SIGNED AND RETURNED WITH PROPOSAL

a. ACKNOWLEDGEMENT OF ADDENDA

Proposal Number NJSBA 2024-02

Proposal Date: Tuesday, December 10, 2024

The Respondent acknowledges receipt of the hereinafter enumerated Addenda which have been issued during period of proposal and agrees that said Addenda shall become a part of this contract. The Respondent shall list below the numbers and issuing dates of the Addenda.

ADDENDA NO.	ISSUING DATES
_____	_____
_____	_____
_____	_____
_____	_____

No Addenda Received

Name of Company _____

Address _____ P.O. Box _____

City, State, Zip Code _____

Name of Authorized Representative _____

Signature _____ Title _____

To be completed, signed and returned with Proposal

EVENT MANAGER WORKSHOP 2025 & 2026

b. PROPOSAL FORM

RFP Number NJSBA 2024-02 Submission Date: Tuesday, December 10, 2024

I/we hereby submit the following pricing as here within specified.

(Description of goods/services being bid)

The undersigned proposes to furnish and deliver the above goods/services pursuant to the bid specification and made part hereof:

The undersigned Proposer being duly authorized and on behalf of the firm named above:

Having examined these documents and having full knowledge of the condition under which the products and services described herein must be performed, hereby propose that the proposer shall fulfill the obligations contained herein in accordance with all terms, conditions, specifications, and proposal criteria set forth, and that will furnish all required products and payments in strict conformity with these documents for the stated process as payment in full.

In signing this proposal, we hereby certify that:

- We possess the qualifications and credentials to fulfil the contract outlined in the Request for Proposals.
- We have reviewed the contract documents, site, facilities, and all local conditions, laws, and regulations that in any manner may affect cost, progress, or performance.
- We have not, either directly or indirectly, entered into any agreement participated in any collusion, or otherwise taken any action in restraint of free competition; no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposals to any other proposer or competitor; and that the above statement is accurate under penalty of perjury.
- We have read and fully understand the Request for Proposals. This proposal is submitted with having had any and all questions answered and fully and satisfactorily explained.

The undersigned certifies his/her position as a representative of the named firm and is authorized by the Proposer to submit the Proposal for and bind the firm and that the said Proposal is executed with full authority to do so.

Amount in Words: _____

Amount in numbers: _____

Company Name

Federal I.D. # or Social Security #

Street Address

City

State

Zip Code

Signature of Authorized Agent

Type or Print Name

Title: _____

Telephone Number

Date

Fax Number

E-mail address

To be completed, signed and returned with Proposal

c. AFFIRMATIVE ACTION QUESTIONNAIRE

Proposal No. **NJSBA 2024-02**

Proposal Date: **Tuesday, December 10, 2024**

This form is to be completed and returned with the proposal. However, NJSBA will accept in lieu of this Questionnaire, an Affirmative Action Evidence Certificate of Employee Information Report.

- 1. Our company has a Federal Affirmative Action Plan approval. Yes No
If yes, please attach a copy of the plan to this questionnaire.

- 2. Our company has an N.J. State Certificate of Employee Information Report Yes No
If yes, please attach a copy of the certificate to this questionnaire.

- 3. If you answered “NO” to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance:

[NJ Department of the Treasury Contract Compliance \(state.nj.us\)](https://state.nj.us)

Click on “AA 302 Employee Information Report”
Complete and submit the form with the appropriate payment to:

Department of Treasury
Division of Purchase and Property
Contract Compliance and Audit Unit

The complete mailing address may be found on the Instructions page of Form AA-302.

All fees for this application are to be paid directly to the State of New Jersey. A copy of the Employee Information Report and a copy of the check shall be submitted to NJSBA prior to the execution or award of the contract.

I certify that the above information is correct to the best of my knowledge.

Name: _____

Signature _____

Title _____ Date _____

Name of Company _____

City, State, Zip _____

To be completed, signed and returned with Proposal

New Jersey School Boards Association Chapter 271

d. POLITICAL CONTRIBUTION DISCLOSURE FORM
(Contracts that Exceed \$17,500.00)

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in *N.J.S.A. 19:44-20.26* during the twelve (12) months preceding this award of contract:

Reportable Contributions

Date of Contribution	Amount of Contribution	Name of Recipient Elected Official/ Committee/Candidate	Name of Contributor

The Business Entity may attach additional pages if needed.

No Reportable Contributions (Please check if applicable.)

I certify that _____ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in *N.J.S.A. 19:44-20.26*.

Certification

I certify that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent _____

Signature _____ Title _____

Business Entity: _____

e. BID SECURITY/BONDING & CONSENT OF SURETY FORM

The following provisions if indicated by an (X), shall be applicable to this bid and be made a part of the bid documents:

A. BID GUARANTEE

Bidder shall submit with the bid a certified check, cashier's check or bid bond in the amount of ten percent (10%) of the total price bid, but not in excess of \$20,000, payable unconditionally to the owner. When submitting a Bid Bond, it shall contain Power of Attorney for full amount of Bid Bond from a surety company authorized to do business in the State of New Jersey and acceptable to the owner. The check or bond of the unsuccessful bidder(s) shall be returned pursuant to *N.J.S.A. 40A:11-24a*. The check or bond of the bidder to whom the contract is awarded shall be retained until a contract is executed and the required performance bond or other security is submitted. The check or bond of the successful bidder shall be forfeited if the bidder fails to enter into a contract pursuant to *N.J.S.A. 40A:11-21*.

Failure to submit a bid guarantee shall result in rejection of the bid.

B. CONSENT OF SURETY

Bidder shall submit with the bid a Certificate (Consent of Surety) with Power of Attorney for full amount of bid price from a Surety Company authorized to do business in the State of New Jersey and acceptable to the owner stating that it will provide said bidder with a Performance Bond in the full amount of the bid. This certificate shall be obtained in order to confirm that the bidder to whom the contract is awarded will furnish Performance and Payment Bonds from an acceptable surety company on behalf of said bidder, any or all subcontractors or by each respective subcontractor or by any combination thereof which results in performance security equal to the total amount of the contract, pursuant to *N.J.S.A. 40A:11-22*.

Failure to submit a consent of surety form shall result in rejection of the bid.

C. PERFORMANCE BOND

Bidder shall simultaneously with the delivery of the executed contract, submit an executed bond in the amount of one hundred percent (100%) of the acceptable bid as security for the faithful performance of this contract.

The performance bond provided shall not be released until final acceptance of the whole work and then only if any liens or claims have been satisfied. The surety on such bond or bonds shall be a duly authorized surety company authorized to do business in the State of New Jersey pursuant to *N.J.S.A. 17:31-5*.

Failure to submit this with the executed contract shall be cause for declaring the contract null and void pursuant to *N.J.S.A. 40A:11-22*.

D. LABOR AND MATERIAL (PAYMENT) BOND

Bidder shall with the delivery of the performance bond submit an executed payment bond to guarantee payment to laborers and suppliers for the labor and material used in the work performed under the contract.

Failure to submit a labor and material bond with the performance bond shall be cause for declaring the contract null and void.

E. MAINTENANCE BOND

Upon acceptance of the work by the owner, the contractor shall submit a maintenance bond (*N.J.S.A. 40A:11-16.3*) in an amount not to exceed _____% of the project costs guaranteeing against defective quality of work or materials for the period of:

- _____ 1 year
- _____ 2 years

f. INSURANCE AND INDEMNIFICATION

The insurance documents indicated by an (X) shall include but are not limited to the following coverage's.

A. INSURANCE REQUIREMENTS

1. Worker's Compensation Insurance

Workers Compensation insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to *N.J.S.A. 34:15-12(a)* and *N.J.A.C. 12:235-1.6*.

2. General Liability Insurance

General liability insurance shall be provided with limits of not less than \$1,000,000.00 for any one person and \$3,000,000.00 for any one accident for bodily injury and \$3,000,000.00 aggregate for property damage and shall be maintained in full force during the life of the contract. Such commercial general liability insurance shall be primary to and not contributory with any insurance coverage or self-insured program of NJSBA.

3. Automotive Liability Insurance

Automotive liability insurance covering contractor for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000.00 any one person and \$1,000,000.00 any one accident for bodily injury and \$3,000,000.00 for each accident for property damage, shall be maintained in full force during the life of the contract.

4. Other Forms of Insurance Required

B. CERTIFICATES OF THE REQUIRED INSURANCE

Certificates of Insurance for those policies required above shall be submitted with the contract. Such coverage shall be with an insurance company authorized to do business in the State of New Jersey and shall name the owner as an additional insured.

Self-insured contractors shall submit an affidavit attesting to their self-insured coverage and shall name the owner as an additional insured.

C. INDEMNIFICATION

Bidder shall indemnify and hold harmless the owner from all claims, suits or actions, and damages or costs of every name and description to which the owner may be subjected or put by reason of injury to the person or property of another, or the property of the owner, resulting from negligent acts or omissions on the part of the contractor, the contractor's agents, servants or subcontractors in the delivery of goods and services, or in the performance of the work under the contract.

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee¹
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county.

The disclosure must list reportable contributions to any of the committees that exceed \$200 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit.
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity.
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies

¹ N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.

whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

To be completed, signed and returned with Proposal

g. CONFLICT OF INTEREST CERTIFICATION/REFERENCES

Proposal Number **NJSBA 2024-02**

Proposal Due Date: **Tuesday, December 10, 2024**

Name of Company _____
Address _____ PO Box _____
City, State, Zip _____
Business Phone Number (____) _____ Emergency Phone Number (____) _____
FAX No. (____) _____ E-Mail _____
FEIN No. _____
Unique Entity Identifier (If Applicable) _____ CAGE Code (if applicable) _____

References – Work previously done for School Systems in New Jersey

Name of District	Address	Contact Person/Title	Phone
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

VENDOR CERTIFICATION

Direct/Indirect Interests

I declare and certify that no member of the New Jersey School Boards Association, nor any officer or employee, or person whose salary is payable in whole or in part by said NJSBA or their immediate family members are directly or indirectly interested in this proposal or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of NJSBA has an interest in the proposal, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association, or partnership offered or paid any fee, commission, or compensation, or offered any gift, gratuity, or other things of value to any school official, board member, or employee of NJSBA.

Debarment Certification

I certify that my company and any person employed by my company, nor any affiliates are not debarred from contracting with a federal government agency, nor debarred from contracting with the State of New Jersey.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award, or performance of a government contract.

President or Authorized Agent (Print)

SIGNATURE

h. STOCKHOLDER DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Street Address: _____

City, State, ZIP: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II Check the appropriate box.

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who owns a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to *N.J.S.A. 52:25-24.2* has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

OWNERSHIP STATEMENT - STOCKHOLDER DISCLOSURE FORM

LEGAL NAME OF BIDDER: _____

List the names and addresses of all stockholders who own ten (10%) percent or more of the above company's stock, and if there are **NO STOCKHOLDERS OF 10% OR MORE, simply check the second box below.** If one or more such stockholders or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, must also be listed.

The disclosure shall be continued until names and addresses of every person who is a non-corporate stockholder, or individual partner, exceeding the 10% ownership criteria established in this act, has been listed, in full compliance with Chapter 33 of the New Jersey Public Laws of 1977.

BIDDERS/RESPONDENTS MUST CHECK THE APPROPRIATE BOX:

I certify that the **list below** contains the names and addresses of all **stockholders holding 10% or more** of the issued and outstanding stock of the undersigned.

I certify that **no one stockholder** owns 10% or more of the issued and outstanding stock of the undersigned.

Publicly Traded - For publicly traded entities to comply with *N.J.S.A. 52:25-24.2* they may submit the name and address of each publicly traded entity, and the name and address of each person holding 10% or more beneficial interest in the publicly traded entity as of the last annual filing with the Security Exchange Commission (SEC), or foreign equivalent

Submit here the website (URL) providing the last annual Security Exchange Commission (SEC) filing, or foreign equivalent: _____

The requested information is available on the following page number(s) of the SEC, or foreign equivalent, filing: _____

Stockholder Name. _____

Address _____

Percentage of Ownership _____ %

Stockholder Name. _____

Address _____

Percentage of Ownership _____ %

Stockholder Name. _____

Address _____

Percentage of Ownership _____ %

(Note: Attach additional pages if necessary)
(Respondent/Respondent Authorized Signature) (Date)
(Print name of authorized signatory) (Title)

PART IV CERTIFICATION

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the ***New Jersey School Boards Association*** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with NJSBA to notify NJSBA in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting NJSBA to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

To be completed, signed and returned with Proposal

i. NON-COLLUSION AFFIDAVIT

EVENT MANAGER WORKSHOP 2025 & 2026

Proposal Date: Tuesday, December 10, 2024

I, _____ of the City of _____
in the County of _____ and the State of _____
being of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the _____
Position in Company Name of Company

and the respondent making the Proposal for the above names contract, and that I executed the said Proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken any action in restraint of free, competitive bidding in connection with the above-named proposal, and that all statements contained in the said proposal and this affidavit are true and correct, and made with full knowledge that NJSBA relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said proposal.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees of bona fide established commercial or selling agencies maintained by

(Print Name of Contractor/Vendor)

Subscribed and sworn to: _____
(SIGNATURE OF CONTRACTOR/VENDOR)

before me this _____ day of _____, _____.
Month Year

NOTARY PUBLIC SIGNATURE Print Name of Notary Public

My commission expires _____
Month Day Year

(SEAL)

To be completed, signed and returned with Proposal

j. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

BID SOLICITATION/PROPOSAL TITLE _____

VENDOR/BIDDER NAME _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities _____
Relationship to Vendor/ Bidder _____
Description of Activities _____

Duration of Engagement _____
Anticipated Cessation Date _____

Attach Additional Sheets If Necessary

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

To be completed, signed and returned with Proposal Prop

k. MACBRIDE PRINCIPLES

BID SOLICITATION # 2024-02

EVENT MANAGER WORKSHOP 2025 & 2026

VENDOR NAME: _____

Pursuant to Public Law 1995, c. 134, a responsible Vendor/Bidder is required to provide a certification in compliance with the MacBride Principles and Northern Ireland Act of 1989. Pursuant to *N.J.S.A. 52:34-12.2*, Vendor/Bidder must complete the certification below by checking one of the two options listed below and signing where indicated. If a Vendor/Bidder that would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the NJSBA may determine, in accordance with applicable law and rules, that it is in the best interest of NJSBA to award the purchase, contract or agreement to another Vendor/ Bidder that has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If NJSBA finds contractors to be in violation of the principles that are the subject of this law, NJSBA shall take such action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, on behalf the Vendor/Bidder, certify pursuant to *N.J.S.A. 52:34-12.2* that:

**CHECK THE
APPROPRIATE BOX**

The Vendor/Bidder has no business operations in Northern Ireland; or
OR

The Vendor/Bidder will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in section 2 of P.L. 1987, c. 177 (*N.J.S.A. 52:18A-89.5*) and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of its compliance with those principles.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that NJSBA is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with NJSBA to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with NJSBA, permitting NJSBA to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title

New Jersey School Boards Association

1. PROHIBITED ACTIVITIES WITH RUSSIA OR BELARUS

Pursuant to *N.J.S.A. 52:32-60.1*, a person or entity seeking to enter into or renew a contract for the provision of goods or services shall certify that it is not identified on the Department of Treasury's List of Persons or entities engaging in Prohibited Activities in Russia or Belarus. If the contractor is unable to certify, the contractor shall provide an detailed and precise description of such activities. A contractor's failure to submit a certification will preclude the award or renewal of a contract to said contractor.

To be completed, signed and returned with Proposal

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to *N.J.S.A.* 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter “Vendorⁱ”) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of “Vendor” below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor’s activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's
Authorized Representative

Date

Print Name and Title of
Vendor's Authorized
Representative

Vendor's FEIN

Vendor's Name

Vendor's Phone Number

Vendor's Address
(Street Address)

Vendor's Fax
Number

Vendor's Address
(City/State/Zip
Code)

Vendor's Email
Address

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

To be completed, signed and returned with Proposal

m. STATEMENT OF COMPLIANCE WITH NJSBA POLICIES

The undersigned, being authorized and knowledgeable of the NJSBA's obligations, does hereby certify that _____(Vendor) is aware that NJSBA has adopted certain policies and regulations that are applicable protect students under this RFP. The successful contractor acknowledges that these policies are applicable to the services of the successful vendor and agrees to comply with same:

Governance and Operations File Code 4111.1 – Equal Employment Opportunity

I certify that _____(Vendor) is aware that the policies of the NJSBA are applicable to the services provided pursuant to this RFP.

Name of Authorized Agent _____

Signature _____ Title _____

Business Entity _____

n. Public Works Contractor Registration Act

The Public Works Contractor Registration Act (PWCRA) requires that all contractors, including named subcontractors, to register with the Department of Labor prior to submitting price proposals or engaging on certain public works contracts that exceed the prevailing wage threshold. The prevailing wage threshold is \$11,892 for municipalities and \$2,000 for all non-municipal entities, such as boards of education, authorities, fire districts, counties, etc.

Because the PWCRA uses the definition of public works contracts under the prevailing wage law, where the law uses the term “bidding”, contracting units are advised to read that as meaning to “submit” a price proposal.” Thus, the law applies to the formal bidding process where the contract is awarded to the lowest responsible bidder, and the receipt of informal quotations awarded to the vendor whose proposal is the “most advantageous, price and other factors considered.”

Under the law a *contractor* is a “person, partnership, association, joint stock company, trust, corporation, or other legal business entity or successor thereof who enters into a contract” which is subject to the provisions of the New Jersey Prevailing Wage Act [N.J.S.A. 34:11-56.25 et seq.]. It applies to contractors based in New Jersey or in another state.

The PWCRA defines “public works projects” as contracts for “public work” as defined in the Prevailing Wage Act [N.J.S.A. 34:11-56.26(5)]. The term means:

- “Construction, reconstruction, demolition, alteration, or repair work, or maintenance work, including painting and decorating, done under contract and paid for in whole or in part out of the funds of a public body, except work performed under a rehabilitation program.
- “Public work” shall also mean construction, reconstruction, demolition, alteration, or repair work, done on any property or premises, whether or not the work is paid for from public funds,...
- “Maintenance work” means the repair of existing facilities when the size, type or extent of such facilities is not thereby changed or increased. While “maintenance” includes painting and decorating and is covered under the law, it does not include work such as routine landscape maintenance or janitorial services.

In order to provide guidance to contracting officials on implementing the law, nine key principles have been identified in the law. The nine items follow:

1. The law applies to all “public works contracts” that exceed the contracting unit’s prevailing wage threshold, as set by N.J.S.A 34:11-56.26 (a) and (b).
2. The law applies to contracts for which public bidding is required, as well as those for which quotations are received.
3. All named contractors in a bid proposal (including out-of-state contractors) must be registered with the Department of Labor’s Division of Wage and Hour Compliance at the time proposals **are received** by the public entity.

For clarity, Local Finance Notice 2004-9 dated 4/28/04 uses the following term: “Received,” in context of when “proposals are received,” means the deadline or moment in time when proposals are formally opened and no other proposals are accepted.

4. The law requires contractors to submit certificates after a bid proposal is received and prior to awarding the contract. (N.J.S.A. 34:11-56.55)
5. After bid proposals are received, and prior to contract award, the contractor most likely to receive the contract award must submit to the public entity copies of certifications of all listed sub-contractors.
6. The contracting agent must review the certificates to be sure they were in effect at the time the bid proposals were received.
7. Non-listed subcontractors do not have to be registered until they physically start the public work assigned to them.

8. Bid proposal documents need to inform those submitting proposals of these requirements.
9. Emergency work is covered under the provisions of the Prevailing Wage Act and the PWCRA.

It is specifically recommended that language be included in specifications especially those sections regarding "Instructions to Bidders" advising potential bidders that:

1. All named sub-contractors must be registered with the Department of Labor pursuant to the PWCRA at the time the proposal is received, or the proposal will be determined to be non-responsive.
2. Any non-listed sub-contractor must be registered with the Department of Labor prior to physically starting work.

A contractor's certification can be confirmed by contacting the Department of Labor's [Division of Wage and Hour Compliance website \(www.nj.gov/labor/lssc/lspubcon.html\)](http://www.nj.gov/labor/lssc/lspubcon.html). This site only shows approved contractors; there is no "pending" approval or a "grace" period. If a contracting unit encounters a problem in its review of certifications, or difficulty in making an award because of a non-registered contractor, they should contact the Contractor Registration Unit as soon as possible.

N.J.S.A. 34:11-56.56 provides several methods for the Department of Labor to enforce the law. The Department can deny renewal, revoke or suspend the registration of a contractor for a period of not more than five years, or, as a condition of initial or continued registration, require a surety bond payable to the State of New Jersey.

Additional information on the PWCRA can be obtained from the:

Contractor Registration
Unit

Division of Wage and
Hour Compliance
New Jersey
Department of Labor
PO Box 389

Trenton, New Jersey
08625-0389

Telephone: 609-292-9464

Fax: 609-633-8591

E-mail: contreg@dol.state.nj.us

Web site:
www.nj.gov/labor/lssc/lspubcon.html

The web site has links to the PWCRA Registration Form, Listing of Contractors, Prevailing Wages and other useful information.

Contact the Division of Local Government Services at (609) 292-7842, by fax at (609) 633-6243 or by e-mail at lpcl@dca.state.nj.us for assistance in the application of the Local Public Contracts Law or related PWCRA issues. As specific situations are presented to the contracting unit, local legal advisors should review this guidance as to its applicability.

To be completed, signed and returned with Proposal

o. DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS

The contractor is required submit the Disclosure of Investigations and Other Actions form which provides a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five (5) years, including the nature and status of the investigation, and for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and if applicable, disposition. If a contractor does not submit the form with the bid response, the contractor must comply within seven (7) business days of NJSBA's request or NJSBA may deem the bid response to be non-responsive.

**DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS
INVOLVING THE VENDOR FORM**

BID SOLICITATION # AND TITLE: _____

Vendor Name: _____

PART 1

PLEASE LIST ALL OFFICERS/DIRECTORS OF THE VENDOR BELOW.

NAME	_____
TITLE	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

NAME	_____
TITLE	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

NAME	_____
TITLE	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

NAME	_____
TITLE	_____
ADDRESS	_____
ADDRESS	_____
CITY	STATE ZIP

**Attach Additional Sheets If Necessary.*

PART 2

**PLEASE REFER TO THE PERSONS LISTED ABOVE AND/OR THE PERSONS AND/OR ENTITIES LISTED ON THE OWNERSHIP
DISCLOSURE FORM WHEN ANSWERING THESE QUESTIONS.**

1. Has any person or entity listed on this form or its attachments ever been arrested, charged, indicted, or convicted in a criminal or disorderly persons matter by the State of New Jersey (or political subdivision thereof), or by any other state or the U.S. Government?
2. Has any person or entity listed on this form or its attachments ever been suspended, debarred or otherwise declared ineligible by any government agency from bidding or contracting to provide services, labor, materials or supplies?
3. Are there currently any pending criminal matters or debarment proceedings in which the firm and/or its officers and/or managers are involved?
4. Has any person or entity listed on this form or its attachments been denied any license, permit or similar authorization required to engage in the work applied for herein, or has any such license, permit or similar authorization been revoked by any agency of federal, state or local government?
5. Has any person or entity listed on this form or its attachments been involved as an adverse party to a public sector client in any civil litigation or administrative proceeding in the past five (5) years?

**IF ANY OF THE ANSWERS TO QUESTIONS 1-5 ARE "YES", PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 3.
IF ALL OF THE ANSWERS TO QUESTIONS 1-5 ARE "NO", NO FURTHER ACTION IS NEEDED; PLEASE SIGN AND DATE THE FORM.**

PART 3

DESCRIPTION OF THE INVESTIGATION OR LITIGATION, ETC.

If you answered "YES" to any of questions 1 - 5 above, you must provide a detailed description of any investigation or litigation, including, but not limited to, administrative complaints or other administrative proceedings involving public sector clients during the past five (5) years. The description must include the nature and status of the investigation, and for any litigation, the caption and a brief description of the action, the date of inception, current status, and if applicable, the disposition.

PERSON OR ENTITY NAME	_____
CONTACT NAME	_____ PHONE NUMBER _____
CASE CAPTION	_____
INCEPTION OF THE INVESTIGATION	_____ CURRENT STATUS _____
SUMMARY OF INVESTIGATION	_____

**Attach Additional Sheets If Necessary.*

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title

p. PREVAILING WAGE ACT

The New Jersey Prevailing Wage Act, *N.J.S.A. 34:11-56.25 et seq.*, is hereby made a part of every contract entered into on behalf of NJSBA, except those that are not within contemplation of the Act. The contractor's signature on the bid response is a guarantee that neither the contractor nor any subcontractor providing services under the awarded contract has been suspended by the Commissioner, Department of Labor and Workforce Development for violation of the provisions of the Prevailing Wage Act and/or the Public Works Contractor Registration Acts; the contractor's signature on the bid response is also a guarantee that the contractor and any subcontractors shall comply with the provisions of the Prevailing Wage Act and/or the Public Works Contractor Registration Acts.

To be completed, signed and returned with Bid.

PREVAILING WAGES COMPLIANCE CERTIFICATION

EVENT MANAGER WORKSHOP 2025 & 2026

The NJSBA has determined that this is a public works project that in total will exceed \$2,000.00 (two thousand dollars), therefore prevailing wages rules and regulations apply as promulgated by the New Jersey Prevailing Wage Act and in conformance with *N.J.S.A. 34:11-56:25 et seq.*

Certification

I certify that our company understands that this project of the Board of Education requires prevailing wages to be paid in full accordance with the law.

I further certify that all subcontractors named in this bid understand that this project requires the subcontractor to pay prevailing wages in full accordance with the law.

Non-compliance Statement

If it is found that any worker, employed by the contractor or any subcontractor covered by said contract, has been paid a rate of wages less than the prevailing wage required to be paid by such contract, the Board of Education, may begin proceedings to terminate the contractor's or subcontractor's right to proceed with the work, or such part of the work as to which there has been a failure to pay required wages and to prosecute the work to completion or otherwise. The contractor and his sureties shall be liable for any excess costs occasioned thereby to the public body.

NOTIFICATION OF VIOLATIONS – New Jersey Department of Labor and Workforce Development

Has the bidder or any person having an "interest" with the bidder, been notified by the New Jersey Department of Labor and Workforce Development by notice issued pursuant to *N.J.S.A. 34:11-56:37* that he/she has been in violation for failure to pay prevailing wages as required by the 18 within the last five (5) years?

* Yes _____

No _____

*If yes, please attach a signed document explaining any/or all administrative proceedings with the Department within the last five (5) years. Please include any pending administrative proceedings with the Department if any.

Submission of Certified Payroll Records

All certified payroll records are to be submitted to the person named below who is coordinating the activities for the project: Carl Tanksley, Jr., General Counsel New Jersey School Board Association

Name of Company _____

Authorized Agent _____

Authorized Signature _____

q. BUY AMERICAN

Pursuant to *N.J.S.A. 52:32-1*, if manufactured items or form products will be provided under this contract to be used in public work, they shall be manufactured or produced in the United States, whenever available, and the contractor shall be required to so certify.

r. DOMESTIC MATERIALS

Pursuant to *N.J.S.A. 52:33-2 et seq.*, if the contract is for construction, alteration, or repair of any public work, the contractor and all subcontractors shall use only domestic materials in the performance of all contracted work unless otherwise noted in the specifications.

TECHNICAL SPECIFICATIONS

Technical Specifications

1. Intent

The New Jersey School Boards Association, hereinafter (NJSBA), is soliciting proposals to obtain the comprehensive services of a vendor to manage the oversight and successful implementation of two successive annual conventions (Workshop 2025 and Workshop 2026 with the optional extension of Workshop 2027).

The successful vendor must meet or exceed the professional, administrative, and financial qualifications and requirements set forth in the RFP and shall provide all of the information requested herein. Proposers may submit supplemental information that they deem would be useful for NJSBA in evaluating its proposal. Proposers are encouraged to be clear, factual, and concise in the presentation of information. Proposers are cautioned, however, that the response must meet the minimum RFP requirements. Failure to comply with the requirements of this RFP may disqualify the Proposer's response from consideration.

2. Scope of Services

The successful vendor shall provide the following services:

The New Jersey School Boards Association (NJSBA) is seeking the services of a highly qualified Event Management System company to provide efficient, economical, and creative services for both the Association and our exhibitors.

All platforms must include:

- Event Sales Component
- Interactive floor plan development with administrative, exhibitor and attendee views
- Conference Management
- Call for Programs and/or papers
- Mobile App for both iOS and Android
- Custom reporting
- Integrate with NJSBA contact management program
- Provide support and training.

The chosen Event Management Systems company must be able to provide excellent customer service on a year-round basis with NJSBA as well as with our exhibitors. An open and ongoing dialogue will be essential in the planning and production of this event. NJSBA requires a consistent account representative, plus a back-up person, to be named in the contract.

3. Attendance at Meetings

The vendor must attend meetings, as requested by NJSBA, upon reasonable notice to the vendor.

4. Customer Service

5. The Event Management System company's team will be expected to work directly with the NJSBA's Show Manager and any other designated NJSBA staff on all details of the Workshop & Exhibition.

5. Qualification Requirements

The proposers must meet or exceed the following qualification requirements:

PROPOSERS MUST COMPLETE ADDENDUM B AND RETURN IT WITH RFP RESONSE

Event Management System RFP Requirements – Please complete and submit with RFP Response			Comments (Optional)
Floor Plan/Event Sales	YES	NO	
Does your platform offer a customizable and real-time interactive floor plan, including an exhibitor database?			
Are there any limitations in customization?			
Are you able to print and/or export floor plans from the system?			
Are users with administrative permissions able to edit the floor plan?			
Can the system offer self-managed exhibitor accounts for updating profiles, uploading files and logos and submitting payments?			
Does the system offer a maintenance/attendee/exhibitor view of the floor plan?			
Does the system all both administrative and attendee ability to search vendors by name and by product/services categories?			
Does the system offer booth sales?			
Does the system have the functionality to offer sponsorship and a la carte item sales?			
Can the item gallery and available inventory be viewed separately as a website, without accessing the application?			
Does the system offer custom fields to designate sponsorship tiers that can be displayed on exhibitor profiles?			
Does the system have the functionality to offer contracts with terms of service and signature required?			
Can contracts be exported as PDFs?			
Can exhibitor uploads (logos) be downloaded in bulk?			

Does the system offer credit card and ACH payment processing, with the ability to charge for cc fees back to the purchaser? (We currently use Authorize.net)			
Does the system offer enhanced digital exhibitor profile add-on sales?			
If so, is there a sales split?			
Can the system invoice via email?			
Does the system offer the ability to save/print invoices and contracts?			
Can booth sales and sponsorship items be included in one transaction for customers?			
Can the system create and itemize various reports, both standard and customizable – including in CSV and other formats?			
Can the platform collect booth personnel badges, including setting an allowed allotment with the option to purchase additional badges?			
Call for Session Proposals	YES	NO	
Can the system create forms with custom fields, available via a web URL or an email module?			
Can the system collect and track session submissions?			
Can the system grade and reject/accept submissions?			
Does the system offer self-managed speaker accounts (updating profile, pics, etc.)			
Can speakers be confirmed via an email module?			
Can the system transition accept sessions on to the conference agenda?			
Can the system produce submission reports?			
Conference Management	YES	NO	
Does the system offer a live, public-facing agenda to be embedded into our own site or shared via URL?			

Can the system assign tracks?			
Can attendees create personal planners to create schedules and favorite exhibitors?			
Can the system assign and view room capacities?			
Does the system offer the ability to stream the live agenda on video screens during the event?			
Is the public-facing website responsive across web and mobile devices?			
Can the system produce session reports and analytics?			
Training/Support	YES	NO	
Does this proposal include training and support for NJSBA staff members across all platforms?			
If yes, are there any restrictions?			
Mobile App for both iOS and Android	YES	NO	
Are the exhibitor profiles, floor plan and conference agenda pushed from the event management platform to the mobile app in real time, or do you synchronize information manually?			
Can all attendees be imported into the app?			
If "yes," is there an open API or is it a manual import?			
Does the app offer networking and engagement?			
If "yes," does this include a chat feature and gamification? (Please provide details.)			
Can attendees create and save a personalized agenda/itinerary?			
Does the app have the ability for QR code scanning?			
Can the app send push notifications?			
Can the app provide session polls, surveys and live feedback?			
Can the app offer immediate session evaluations/attendee surveys?			
Can the app be same time as agenda? What is the turnaround time for implementation?			

Does the app offer sponsored banner ads?			
Does the app offer a sponsored splash screen?			
Please list the sponsorship opportunities available within the app.			
Does the app offer social media sharing?			
Does the app provide analytics? (If yes, please describe.)			
Network & Technology	YES	NO	
Describe your approach to staying abreast of new technologies			
Please detail what safeguards are in place to provide against viruses and hackers.			
Please indicate what back-up processes are in place and where back-ups are stored.			
Please detail the back-up plans in place should there be a need to switch to alternate systems and how quickly that can take place.			
Can the system import exhibitor contacts and sales history from Excel Spreadsheets, API's or from other event management platforms?			
Can the system allow for the assignment of multiple administrators with permission levels, including general contractor?			
Can all post show reports be broken down according to attendee type and include a date and time that the badge was printed?			
Integration Experience with Other NJSBA technology service providers	YES	NO	
Can system integrate with Member Database (Colbalt,™ , Microsoft Dynamics AMS™)			
Can system integrate with registration company (American Tradeshow – ATS)			
Can system integrate with Gamification (currently Captello/Lead Liaison)			
Provide Integration API Documentation			
Integration API is Push API			
Integration API is Pull API			

Required with RFP Submission:

- Quote broken down by categories above, NJSBA seeks an all-inclusive platform but may require separate components based on vendor responses.
- Provide itemized pricing for 2025 – 2026 and the optional extension year 2027
- Sample event website and app to view
- Explain available Training and/or Customer Support
- Turnaround time for implementation

6. Proposal Evaluation Process

Proposal Evaluation

Proposal evaluation will be performed by NJSBA. The award of the contract shall be made pursuant to *N.J.S.A.18A:18A-1* to the responsible Proposer whose responsive proposal is determined to be the most advantageous to NJSBA taking price and other factors into consideration in a review of the proposal criteria set forth below. Proposers may be contacted for clarification regarding their proposals. Documented poor performance of proposers on previous contracts with NJSBA will be considered during evaluation and may be sufficient cause not to award.

ANTICIPATED SCHEDULE OF EVENTS

Step #	Item	Date
1.	Request for Quotation (RFP) Published	November 12, 2024
2.	RFP Questions Due	November 22, 2024
3.	RFP Questions Answered	November 27, 2024
4.	RFP Due Date	December 10, 2024
5.	Presentation dates for Finalist	December 11 – 20, 2024
6.	Award Contract	January 3, 2025

7. Evaluation Criteria

All proposals will be reviewed by NJSBA. Only those proposals found by NJSBA to be fully responsive to the submission requirements will be evaluated pursuant to these criteria.

Evaluating Responses

The following evaluation criteria, not necessarily listed in order of significance, will be used to evaluate responses to this RFP.

- **Company Overview and Qualifications**

Preference will be given to proposers demonstrating strong capabilities, experience, and a proven track record and reputation in undertakings similar to those described in this RFP including a record of industry experience in administering and managing large-scale convention-type programs for public entities, reliable contract compliance, and timely performance of services, and availability and quality of personnel and other resources including documentation of experience of proposed staff in performing similar work.

- **Ability to Implement Program**

- Fee Proposal
- Technical expertise
- Responsiveness to program specific evaluation criteria as noted below.

Evaluation Criteria Scoring

The following evaluation criteria and weighting shall be used to formally evaluate all proposals and to subsequently determine a final contract award.

1. Technical criteria (40%):

- i. Proposed methodology
 - (1) Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?
 - (2) Is the vendor's proposal complete and responsive to the specific RFP requirements?
 - (3) Has the past performance of the vendor's proposed methodology been documented?
 - (4) Does the vendor's proposal use innovative technology and techniques?
- ii. Does the vendor's proposal meet the needs of NJSBA in the following Technical Specifications:
 - 1. Event Sales
 - 2. Call for session proposals
 - 3. Mobile App
 - 4. Technology Needs

2. Management criteria (20%):

- i. Project management:
 - (1) How well does the proposed scheduling timeline meet the contracting unit's needs?
 - (2) Is there a well-documented project management plan?
- ii. History and experience in performing the work:
 - (1) Does the vendor document a record of reliability of timely delivery and on-time and on-budget implementation?
 - (2) Does the vendor demonstrate a track record of service as evidenced by on-time, on budget, and contract compliance performance?
 - (3) Does the vendor document industry or program experience?
 - (4) Does the vendor document a record of moral integrity?
 - (5) Does the vendor document responses to complaints in a timely fashion?

iii. Availability of personnel equipment and other resources:

- (1) To what extent does the vendor rely on in-house resources vs. contracted resources?
- (2) Are the availability of in-house and contract resources documented?

iv. Qualification and experience of personnel:

- (1) Documentation of experience in performing similar work by employees and when appropriate, sub-contractors?
- (2) Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
- (3) Does the vendor demonstrate cultural sensitivity in hiring and training staff?

3. Cost criteria (40%):

i. Cost of goods to be provided or services to be performed:

- (1) Relative cost: How does the cost compare to other similarly scored proposals?
- (2) Full explanation: Is the price and its component charges, fees, etc. adequately explained or documented?

ii. Assurances of performance:

- (1) If required, are suitable bonds, warranties, or guarantees provided?
- (2) Does the proposal include quality control and assurance programs?

iii. Vendor's financial stability and strength:

- (1) Does the vendor demonstrate sufficient financial resources to meet its obligations?

Evaluation Committee

A committee may be selected to evaluate proposals that have been submitted. Committee members will be familiar with the need for services to be performed in the request for proposal. Committee members, if chosen, will be identified in the award of contract resolution.

All proposals will be evaluated pursuant to guidance issued in N.J.A.C. 5:34-4.2-Model Evaluation Criteria and in accordance with guidance issued by the Office of State Comptroller and its 2010 publication, *Best Practices in Awarding service Contracts*.

8. Interviews

NJSBA may conduct interviews with finalists to clarify the information provided in the proposals. Any presentation shall address only those matters pertaining to the proposer's submission, pursuant to N.J.A.C. 5:34-4.3. NJSBA will make a final selection of proposers to interview based upon such factors as deemed to be in NJSBA's best interests, in NJSBA's sole and absolute discretion.

9. Best Practices for Awarding Services Contracts

Presentation Package – Submit with Proposal Response.

This RFP seeks information from all participating respondent's information that will assist NJSBA in selecting the respondent who will provide the highest quality services at a fair and competitive price. All respondents shall prepare a presentation package to be submitted with the Proposal.

The proposal must be submitted in the format outlined in this section. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. NJSBA reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

The first page that should appear is the [Proposal Form](#). This shall include the name and address of the company along with the name, address, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal. Thereafter, the Proposal should contain the following numbered sections:

a. Executive Summary

The executive summary should be no more than two pages and be suitable for those audiences who do not require the entire proposal. The Executive Summary should briefly describe the proposer's understanding and experience in the organization and implementation of large-scale convention.

b. Response to Technical Specifications

This Section of the proposal should contain the proposer's response to all of the Technical Specifications in Section C of this Request for Proposal followed by such additional information as the Proposer believes would be helpful to NJSBA in evaluating the proposer's ability to implement the terms of this RFP.

c. Company Profile

Provide a profile of the company and specify contact/responsibility information relative to the contract, i.e., management, staffing, number of staff to be assigned to this contract, and primary contacts. Provide a description of the proposer's experience in performing services of the type described in this RFP. Specifically, identify client size and specific examples of work within the scope of services required under this RFP in similarly sized entities. Indicate if the firm is or has any affiliation with a product, manufacturer, or utility and describe any such relationship(s). The proposer shall also provide the location of the primary office or offices responsible for the engagement and describe the company's presence in New Jersey.

d. Experience, Qualifications and Ability to Implement

This Section of the proposal should contain all of the information that NJSBA will reasonably require to evaluate the Proposer's experience, qualifications, and ability to manage and implement large-scale conventions.

This shall include a staffing plan and organization chart listing those persons who will be assigned to the engagement if the Proposer is selected, including the designation of the person who would be the Proposer's officer responsible for all services required under the contract.

This portion of the proposal should include the relevant resume information for individuals who will be assigned, including, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the Proposer, and any applicable degrees and/or certifications.

e. Sample implementation plan with suggested timelines.

f. References and Experience

Provide references, including projects administered in the last five years, which demonstrate the scope of the proposer's ability to manage and implement large-scale conventions. The selection should include contracts that demonstrate the proposer's familiarity with said conventions. In submitting the references, the Proposer grants NJSBA the authority to contact the owners of those projects to discuss the Program and the Proposer with them.

10. Questions or Requests for Clarification

Proposers shall direct all questions or requests for information in writing by certified mail, facsimile, or e-mail to Carl Tanksley, Esq, General Counsel at ctanksley@njsba.org. All questions and/or requests for information must contain a physical or electronic address where responses can be directed.

All questions and/or requests for information should reference the section or addendum of the RFP and the page number to which they pertain and should be asked in consecutive order, from beginning to end, following the organization of the RFP. Except for brief procedural matters, there will be no response to oral inquiries.

Questions must be submitted no later than November 22, 2024. Potential proposers are urged to submit questions pertaining to core Terms of Agreement as soon as possible, but no later than the date provided, below, so available time is maximized to resolve those questions before the proposal is due.

11. Contract Period/Renewal of Contract

Pursuant to *N.J.S.A. 18A:18A-4 et seq.*, the term of the contract will be from the date of contract award, continuing through the satisfactory completion of services.

12. Deadline for Responses

Responses to the RFP must be submitted to NJSBA's Representative no later than 2:00 p.m. on Tuesday, December 10, 2024. Proposals must be in a sealed opaque envelope and clearly marked "NJSBA's **Event Management System For NJSBA/NJASA/NJASBO Annual Workshop and Exhibition** Bid # NJSBA 2024-02." Proposals should identify a contact person and the name and office of the person who prepared the proposal and must be signed by a person authorized to bind the entity submitting the proposal.

Responses may be hand-delivered or sent by mail to NJSBA's Representative prior to the submission date and time. Proposers are to submit two (2) electronic copies of the proposal on a USB drive and may include hard copies of the proposal.

NJSBA's Representative: Carl Tanksley, Jr., Esq., General Counsel
413 West State Street
Trenton, New Jersey 08618.
ctanksley@njsba.org
cc: charrison@njsba.org

13. Proprietary Information

All information included in any proposal that is of a proprietary nature must be clearly marked as such. NJSBA shall be held harmless from any claims arising from the release of proprietary information not clearly designated as such by the proposing firm.

Because of the need for public accountability, the following information concerning the proposal will not be considered proprietary, even if such information is clearly marked as such: prices of the proposal, non-financial information concerning compliance with specifications, guarantees, and warranties. In addition, NJSBA cannot guarantee that information marked proprietary may not otherwise be required to be disclosed by New Jersey law and NJSBA shall not be liable for any information released in good faith in compliance with the Open Public Records Act.

14. Use of Agency's Name

Except as otherwise provided in this RFP, the successful proposer shall not use NJSBA's name in advertising unless the request is received in writing and approved in writing by NJSBA. Any license to utilize NJSBA's name will be contingent upon mutual agreement on the amount of compensation to be provided to NJSBA for such use.

15. Proposer Representation

The proposal must be signed by a duly authorized signatory and shall provide the full business address on the signature form provided in this proposal. Proposals by partnerships shall be signed with the partnership name by one of the members or by an authorized representative. Proposals by corporations or other business entities shall be signed with the name of the corporation or other business entity followed by the signature and title designation of an individual authorized to bind the corporation or business entity in the matter.

ADDENDUM A

AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The contractor must comply with all provisions of the Americans with Disabilities Act (ADA), P.L. 101-336, in accordance with 42 U.S.C. S121 01 et seq.

The contractor and the New Jersey School Boards Association (hereafter "NJSBA") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of NJSBA /pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend NJSBA in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless NJSBA, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to NJSBA's grievance procedure, the contractor agrees to abide by any decision of NJSBA which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against NJSBA, or if NJSBA incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

NJSBA shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against NJSBA or any of its agents, servants, and employees, NJSBA *shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by NJSBA or its representatives.

It is expressly agreed and understood that any approval by NJSBA of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless NJSBA pursuant to this paragraph.

It is further agreed and understood that NJSBA assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude NJSBA from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

TO BE RETURNED WITH RFP RESPONSE
ADDENDUM B

Event Management System RFP Requirements – Please complete and submit with RFP Response			Comments (Optional)
Floor Plan/Event Sales	YES	NO	
Does your platform offer a customizable and real-time interactive floor plan, including an exhibitor database?			
Are there any limitations in customization?			
Are you able to print and/or export floor plans from the system?			
Are users with administrative permissions able to edit the floor plan?			
Can the system offer self-managed exhibitor accounts for updating profiles, uploading files and logos and submitting payments?			
Does the system offer a maintenance/attendee/exhibitor view of the floor plan?			
Does the system allow both administrative and attendee ability to search vendors by name and by product/services categories?			
Does the system offer booth sales?			
Does the system have the functionality to offer sponsorship and a la carte item sales?			
Can the item gallery and available inventory be viewed separately as a website, without accessing the application?			
Does the system offer custom fields to designate sponsorship tiers that can be displayed on exhibitor profiles?			
Does the system have the functionality to offer contracts with terms of service and signature required?			

Can contracts be exported as PDFs?			
Can exhibitor uploads (logos) be downloaded in bulk?			
Does the system offer credit card and ACH payment processing, with the ability to charge for cc fees back to the purchaser? (We currently use Authorize.net)			
Does the system offer enhanced digital exhibitor profile add-on sales?			
If so, is there a sales split?			
Can the system invoice via email?			
Does the system offer the ability to save/print invoices and contracts?			
Can booth sales and sponsorship items be included in one transaction for customers?			
Can the system create and itemize various reports, both standard and customizable – including in CSV and other formats?			
Can the platform collect booth personnel badges, including setting an allowed allotment with the option to purchase additional badges?			
Call for Session Proposals	YES	NO	
Can the system create forms with custom fields, available via a web URL or an email module?			
Can the system collect and track session submissions?			
Can the system grade and reject/accept submissions?			
Does the system offer self-managed speaker accounts (updating profile, pics, etc.)			
Can speakers be confirmed via an email module?			

Can the system transition accept sessions on to the conference agenda?			
Can the system produce submission reports?			
Conference Management	YES	NO	
Does the system offer a live, public-facing agenda to be embedded into our own site or shared via URL?			
Can the system assign tracks?			
Can attendees create personal planners to create schedules and favorite exhibitors?			
Can the system assign and view room capacities?			
Does the system offer the ability to stream the live agenda on video screens during the event?			
Is the public-facing website responsive across web and mobile devices?			
Can the system produce session reports and analytics?			
Training/Support	YES	NO	
Does this proposal include training and support for NJSBA staff members across all platforms?			
If yes, are there any restrictions?			
Mobile App for both iOS and Android	YES	NO	
Are the exhibitor profiles, floor plan and conference agenda pushed from the event management platform to the mobile app in real time, or do you synchronize information manually?			
Can all attendees be imported into the app?			
If "yes," is there an open API or is it a manual import?			
Does the app offer networking and engagement?			
If "yes," does this include a chat feature and gamification? (Please provide details.)			

Can attendees create and save a personalized agenda/itinerary?			
Does the app have the ability for QR code scanning?			
Can the app send push notifications?			
Can the app provide session polls, surveys and live feedback?			
Can the app offer immediate session evaluations/attendee surveys?			
Can the app be same time as agenda? What is the turnaround time for implementation?			
Does the app offer sponsored banner ads?			
Does the app offer a sponsored splash screen?			
Please list the sponsorship opportunities available within the app.			
Does the app offer social media sharing?			
Does the app provide analytics? (If yes, please describe.)			
Network & Technology	YES	NO	
Describe your approach to staying abreast of new technologies			
Please detail what safeguards are in place to provide against viruses and hackers.			
Please indicate what back-up processes are in place and where back-ups are stored.			
Please detail the back-up plans in place should there be a need to switch to alternate systems and how quickly that can take place.			
Can the system import exhibitor contacts and sales history from Excel Spreadsheets, API's or from other event management platforms?			

Can the system allow for the assignment of multiple administrators with permission levels, including general contractor?			
Can all post show reports be broken down according to attendee type and include a date and time that the badge was printed?			
Integration Experience with Other NJSBA technology service providers	YES	NO	
Can system integrate with Member Database (Cobalt,™ Microsoft Dynamics AMS™)			
Can system integrate with registration company (American Tradeshow – ATS)			
Can system integrate with Gamification (currently Captello/Lead Liaison)			
Provide Integration API Documentation			
Integration API is Push API			
Integration API is Pull API			

To All Respondents

REMINDER!

Did you sign all of the documents?

All proposal documents returned to NJSBA shall be signed with original signatures. Please use **blue ink**.

NJSBA will not accept facsimile, rubber stamp, electronic or digital signatures.

Failure to sign all proposal documents may be cause for disqualification and rejection of the proposal.

Carl Tanksley, Jr. Esq.
General Counsel

NEW JERSEY SCHOOL BOARDS ASSOCIATION