



CLARIFICATION # 1

TO: ALL PROSPECTIVE RESPONDENTS

FROM: James McCue, Senior Buyer Purchasing Department

DATE: Friday March 27, 2015

RE: Online Catalog Management, Course & Curriculum Inventory Management Software System RFP#2015-2

The following information is added to the quote documents for the aforementioned subject contract. **Please see important notes below:**

NOTE #1: Concerning number of original and copies to be submitted;

As correctly stated on pages 1, 18, and 36 the respondent is to provide One (1) Original plus two (2) copies of the completed Proposal (hard copy) in loose leaf three (3) hole ring binder in the order as listed. The binder shall clearly indicate the Software Vendor's name and RFP # on the cover and the spine of all three binders.

NOTE #2: Concerning the numbering of attachments; the numbering of the attachments is not correct.

Attached, as part of this clarification, is a revised Reminder Checklist, page 36 of the RFP, identifying the page number references for the items needed to be returned as part of your proposal. Please cancel and replace the original Reminder Checklist, page 36, with this new version. Please complete and return this replacement page 36 with your proposal.

Please complete below. A signed copy of this clarification, SIGNED BY AN OFFICER OF THE RESPONDENT AUTHORIZED TO DO SO, must be included with your quote submission.

Submitted by _____

Signature: _____

Title: _____

Company or Corporation: _____

Date: _____

CANCELS AND REPLACES PAGE 36

REMINDER CHECKLIST

REQUIRED WITH PROPOSAL	TO BE INCLUDED	INCLUDED BY VENDOR (INITIAL HERE)
X	All Documents requested in the RFP plus all forms and CD as listed below	
X	Completed and signed Proposal Form (complete pages 18-25)	
X	Signed Clarification Acknowledgement (complete page 26)	
X	Completed Ownership (Stockholder/Partnership) Disclosure Form (complete pages 31 & 32)	
X	Completed Non Collusion Statement (complete page 34)	
X	Completed Affirmative Action Agreement (complete page 29)	
X	One (1) Original plus two (2) copies of completed Proposal (hard copy) in loose leaf three (3) hole ring binder with documents in the order as listed. The binder shall clearly indicate the Software Vendor's name and RFP # on the cover and the spine of all three binders.	
X	New Jersey Business Registration Certificate (refer to page 15, Section AA)	
X	Disclosure of Investment Activities in Iran (complete page 35)	
X	Bid Security in the amount of ten percent (10% not to exceed \$20,000.00) of the Base Proposal (complete page 40)	
X	Trade Reference Sheet (complete page 37)	
X	CD containing the searchable PDF as outlined in the RFP (refer to page 39)	
X	Copy of Insurance Certificate. Insurance must meet the requirements in the RFP (refer to page 12)	