



Optional Pre-Quote Conference T2882 Cost Allocation Model for IT Services

21DPP00586

Q&A DUE BY 2PM DECEMBER 21, 2020

QUOTES DUE BY 2PM APRIL 9, 2021

WELCOME & INTRODUCTIONS

- ▶ Please sign in. Provide business cards if possible.
 - ▶ The sign in sheet and these slides will be available on NJSTART.
- ▶ Please note that this conference is being recorded. Please identify yourself and the firm you represent prior to asking a question.
- ▶ Please make sure you are registered in NJSTART, and that your contact information remains current.
 - ▶ NJSTART Vendor email support: **njstart@treas.nj.gov**
NJSTART Vendor phone support – (609) 341-3500 Staffed Monday to Friday 8:30 a.m. to 4:30 p.m.
 - ▶ <https://www.state.nj.us/treasury/purchase/vendor.shtml>

PURPOSE & GENERAL INFORMATION

- ▶ The purpose of this conference is to address procedural questions only, regarding the Bid Solicitation and Quote submission requirements.
- ▶ No questions relating to the Scope of Work or the services or products required in the Bid Solicitation will be addressed. Vendors should utilize the Q&A Tab of the Bid Solicitation in NJSTART to submit those questions electronically.
- ▶ This is also an opportunity for potential Vendors to partner with other potentials Vendors and/or meet small, woman-owned, minority-owned, veteran-owned, and disabled veteran-owned businesses.
- ▶ The Bid Solicitation will be reviewed section by section with procedural questions being entertained on that basis.

BID SOLICITATION AT A GLANCE

- ▶ Cover page: Submission dates and set-aside requirements
- ▶ Section 1: Purpose, background, Q&A and exceptions, Bid Amendments, Quote content, support
- ▶ Section 2: Definitions
- ▶ Section 3: Scope of Work, security requirements
- ▶ Section 4: Quote submission requirements including forms, technical approach, schedules, draft plans, resumes, firm experience, financial capability, and price sheet, as well as additional terms and prohibition on conflicting terms and conditions
- ▶ Section 5: Contractual language including term, staff substitutions, ownership of materials, additional work, supplemental indemnification

BID SOLICITATION AT A GLANCE

- ▶ Section 6: Evaluation criteria, clarifications, best and final offer
- ▶ Section 7: Pre-award requirements
- ▶ Section 8: State Contract Manager
- ▶ Section 9: Standard Terms and Conditions
- ▶ Reminders
 - ▶ Review Bid Solicitation in its entirety and submit any questions prior to the deadline including exceptions. Updated documents will be posted in NJSTART and should be reviewed as posted.
 - ▶ Submit Quotes on time addressing all mandatory requirements including forms, or Quote may be deemed non-responsive. “Shall” denotes a mandatory requirement; however, not submitting requested information (“should”) could impact technical score
 - ▶ Price Sheet must be completed in its entirety with no lines added or removed, or additional language or fees referenced

PRICE SHEET PITFALLS

- ▶ Complete all required price lines on the Price Sheet, or Quote may be deemed non-responsive. Indicate “no charge” if the cost is \$0. Do not leave any price lines blank.
- ▶ Do not make formatting changes to the Price Sheet. If the price line requires a dollar amount, don’t change it to a percentage, or vice versa. If the price line includes 2 decimal places, don’t change the settings to allow 4 decimals.
- ▶ Confirm that you have completed all tabs on the Price Sheet.
- ▶ Do not add additional language, assumptions, or fees on the Price Sheet. Do not add or remove any price lines.
- ▶ Confirm you have completed the proper version of the Price Sheet; it may have been revised via Bid Amendment.

OTHER HELPFUL TIPS

- ▶ Do NOT include language such as this:
 - ▶ Vendor accepts all terms and conditions of this Bid Solicitation with the following additional language: Section X - Agree, as it applies to changes that impact administrative fees as outlined in this provision, provided that Vendor reserves the right to modify Contracted Terms based on changes by the State.
 - ▶ Vendor reserves the right to charge additional fees for services that require extensive time and effort.
 - ▶ This Quote is a nonbinding expression of interest only and is not intended to create a binding commitment on either party unless and until a definitive agreement has been executed between the parties.
 - ▶ This Quote may include statements regarding plans for future products and services, or future versions of existing products and services. Any such statements are provided solely for your general information and are not part of this Quote unless specifically stated in writing in this Quote.

← → <https://www.nj.gov/treasury/purchase/> Search...

NJ Division of Purchase and... x

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NJ Treasury

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Agency Information

Cooperative Purchasing

Public Information

Forms

Distribution & Support Services

Contact DPP

WELCOME

The Division of Purchase and Property (DPP), within the Department of the Treasury, was created under N.J.S.A. 52:18A-3 and serves as the State's central procurement agency. Our Mission: professionally and ethically procure the best valued products and services, in a timely and cost effective manner in accordance with State laws and regulations, to enable client agencies to meet their objectives.



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State of New Jersey
- Contract & Bid Search

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And Services

NJ Contract Fuel
and Gas Prices

Telecommunications
Equipment & Services

Master Notification
Vehicle Manufacturer
Cut-Off Dates

Data Communications
Network Services

Communications Wiring
Services

- Offer and Acceptance (Signatory Page) 
- Disclosure of Investigations and Other Actions Involving Bidder 
- Disclosure of Investment Activities in Iran 
- Ownership Disclosure 

- [Chapter 271 Vendor Certification and Political Contribution Disclosure Form](#)  (not to be confused with the Chapter 51 form below)
- [Source Disclosure](#) 
- [Subcontractor Utilization Plan](#) 
- [Cooperative Purchasing Form \(Agreement to Extend State Contract Terms to Quasi-State Agencies, Counties, Municipalities, School Districts, Colleges\)](#) 

- Two-Year Ch 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions (Instructions included) 
- Ch 51/Executive Order 117 Q & A 
- Chapter 51/EO 117 Summary 
- Affirmative Action Employee Information Report *Corresponding Instructions & EFO

- [Checklist for Waivers and DPA Transactions](#)
- [State Of New Jersey Standard Terms And Conditions](#)
- [Waivered Contracts Supplement To The State Of New Jersey Standard Terms And Conditions](#)
- [MacBride Principles](#)

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The State of New Jersey's eProcurement solution!
NJSTART will put the power to do business with the State into your hands.

All Division of Purchase and Property bidding opportunities are administered through NJSTART.

Please click on the "Open Bids" link below to view all new Bidding Opportunities.

Please visit the **NJSTART Vendor Support Page**, which contains
Reference Guides, frequently asked questions, how-to videos, and help desk support contact information.

To get your business "NJSTARTed," please click on the "Register" link above.
(Note: Initial registration can only be completed between 7:00 a.m. to 7:00 p.m. EST, Monday through Friday.)

Passwords for NJSTART are case sensitive and must contain a minimum of six characters, with at least one letter and one number.



Browse by Category

- [Complete Registration](#)

Complete registration here to begin using NJSTART. Vendors, please read this disclaimer prior to completing registration.

- [Open Bids](#)

Browse open bid opportunities.

- [Active Contracts](#)

Browse active Contracts/Blankets.

- [Contract & Bid Search](#)

Search for Bids and active Contracts/Blankets.

- [Registered Vendor Search](#)

Search for registered vendors.

Public Bulletins

No Public Bulletins are currently published

Important Links

[Division of Purchase & Property website](#)

[Doing Business with New Jersey brochure](#)

[Vendor Forms](#)

[Submit a Quote Guide](#)

[How to Review a Submitted Quote Guide](#)

[Electronic Invoicing Guide for Contract Vendors](#)

[Smart Supplier Newsletter](#)

[Division of Revenue & Enterprise Services](#)

THANK YOU FOR ATTENDING



Q&A due by 2pm December 21, 2020

Quotes due by 2pm April 9, 2021

List of Attendees

- ▶ Kal Rathod, Aufsite, kal@aufsite.com
- ▶ E. Steven Emanuel, CGI Solutions and Services, esteven.Emanuel@cgi.com
- ▶ Bret Schlyer, MGT of America Consulting, LLC. , bschlyer@mgtconsulting.com
- ▶ Robert Boyle, Planet Networks, Robert@planet.net