



Request for Proposal 08-X-38375 (T1430)

For: Printing: "NJ 1040ES" & "CBT-150-P" Tax Coupon and Voucher Booklets Division of Taxation

Event	Date	Time
Bidder's Electronic Question Due Date (Refer to RFP Section 1.3.1 for more information.)	08/15/07	5:00 PM
Mandatory Pre-bid Conference	08/15/07	10:00 AM
Mandatory Site Visit	N/A	N/A
Bid Submission Due Date (Refer to RFP Section 1.3.2 for more information.)	08/30/07	2:00 PM

Dates are subject to change. All changes will be reflected in Addenda to the RFP posted on the Division of Purchase and Property website.

<p>Small Business Set-Aside (Refer to RFP Section 4.4.2.2 for more information.)</p>	<p>Status</p> <p><input checked="" type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Entire Contract</p> <p><input type="checkbox"/> Partial Contract</p> <p><input type="checkbox"/> Subcontracting Only</p>	<p>Category</p> <p><input type="checkbox"/> I</p> <p><input type="checkbox"/> II</p> <p><input type="checkbox"/> III</p>
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RFP Issued By

State of New Jersey
Department of the Treasury
Division of Purchase and Property
Trenton, New Jersey 08625-0230

Using Agency

State of New Jersey
Department of Treasury
Division of Taxation

Date: 07/31/07

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1.0 INFORMATION FOR BIDDERS

1.1 PURPOSE AND INTENT

This Request for Proposal (RFP) is issued by the Purchase Bureau, Division of Purchase and Property, Department of the Treasury on behalf of the Department of Treasury, Division of Taxation. The purpose of this RFP is to solicit bid proposals for Printing: "NJ-1040ES" and "CBT-150P" Tax Coupon and Voucher Booklets.

The intent of this RFP is to award a contract to that responsible bidder whose bid proposal, conforming to this RFP is most advantageous to the State, price and other factors considered. However, the State reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the Director to be in the State's best interest.

Contract will be awarded to manufacturing principals only. All work under the contract must be performed wholly within the premises of the contractor. The mail preparation and mailing part of this contract may be sublet or performed in another establishment providing. See Section 3.4.13 for important details.

The NJ Standard Terms and Conditions version 05 09 06 will apply to all contracts or purchase agreements made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

1.2 BACKGROUND

This is a re-procurement of the Coupon Books; NJ 1040ES & CBT-150-P, Division of Taxation (Tax Coupon Packets) term contract, presently due to expire on 08/09/07. Bidders who are interested in the current contract specifications and pricing information may review the current contract T1430 at:

<http://www.state.nj.us/treasury/purchase/contracts.htm>.

1.3 KEY EVENTS

1.3.1 ELECTRONIC QUESTION AND ANSWER PERIOD

The Purchase Bureau will accept questions and inquiries from all potential bidders electronically via web form. To submit a question, please go to the Current Bid Opportunities webpage or to <http://ebid.nj.gov/QA.aspx>

Questions should be directly tied to the RFP and asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

Bidders are not to contact the Using Agency directly, in person, by telephone or by email, concerning this RFP.

The cut-off date for electronic questions and inquiries relating to this RFP is indicated on the cover sheet. Addenda to this RFP, if any, will be posted on the Purchase Bureau website after the cut-off date (see Section 1.4.1. of this RFP for further information.)

1.3.2 SUBMISSION OF BID PROPOSAL

In order to be considered for award, the bid proposal must be received by the Purchase Bureau of the Division of Purchase and Property at the appropriate location by the required time.

ANY BID PROPOSAL NOT RECEIVED ON TIME AT THE LOCATION INDICATED BELOW WILL BE REJECTED. THE DATE AND TIME IS INDICATED ON THE COVER SHEET. THE LOCATION IS AS FOLLOWS:

BID RECEIVING ROOM - 9TH FLOOR
PURCHASE BUREAU
DIVISION OF PURCHASE AND PROPERTY
DEPARTMENT OF THE TREASURY
33 WEST STATE STREET, P.O. BOX 230
TRENTON, NJ 08625-0230

Directions to the Purchase Bureau can be found at the following web address:
<http://www.state.nj.us/treasury/purchase/directions.htm>.

Note: Bidders using USPS Regular or Express mail services should allow additional time since USPS mail deliveries are not delivered directly to the Purchase Bureau.

Procedural inquiries on this RFP may be directed to RFP.procedures@treas.state.nj.us. The Purchase Bureau will not respond to substantive questions related to the RFP or any contract.

1.4 ADDITIONAL INFORMATION

1.4.1 ADDENDA: REVISIONS TO THIS RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP.

ALL RFP ADDENDA WILL BE ISSUED ON THE DIVISION OF PURCHASE AND PROPERTY WEB SITE. TO ACCESS ADDENDA, SELECT THE BID NUMBER ON THE BIDDING OPPORTUNITIES WEB PAGE AT THE FOLLOWING ADDRESS:

<http://www.state.nj.us/treasury/purchase/bid/summary/bid.shtml>.

There are no designated dates for release of addenda. Therefore interested bidders should check the Purchase Bureau "Bidding Opportunities" website on a daily basis from time of RFP issuance through bid opening.

It is the sole responsibility of the bidder to be knowledgeable of all addenda related to this procurement.

1.4.2 BIDDER RESPONSIBILITY

The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP.

1.4.3 COST LIABILITY

The State assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a bid proposal in response to this RFP.

1.4.4 CONTENTS OF BID PROPOSAL

Subsequent to bid opening, all information submitted by bidders in response to the bid solicitation is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law. If the State proposes to negotiate and/or pursue a Best and Final Offer, bid proposals will not be made public until the Letter of Intent to Award is issued.

A bidder may designate specific information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The State reserves the right to make the determination and will advise the bidder accordingly. The location in the bid proposal of any such designation should be clearly stated in a cover letter. **The State will not honor any attempt by a bidder either to designate its entire bid proposal as proprietary and/or to claim copyright protection for its entire proposal.**

By signing the cover sheet of this RFP, the bidder waives any claims of copyright protection set forth within the manufacturer's price list and/or catalogs. The price lists and/or catalogs must be accessible to State using agencies and cooperative purchasing partners and thus have to be made public to allow all eligible purchasing entities access to the pricing information.

All bid proposals, with the exception of information determined by the State or the Court to be proprietary, are available for public inspection. Interested parties can make an appointment with the Purchase Bureau to inspect bid proposals received in response to this RFP.

1.4.5 PRICE ALTERATION

Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes shall preclude a contract award from being made to the bidder.

1.4.6 BID ERRORS

In accordance with N.J.A.C. 17:12-1.22, "Bid Errors," a bidder may withdraw its bid as follows:

A bidder may request that its bid be withdrawn prior to bid opening. Such request must be made, in writing, to the Supervisor of the Business Unit. If the request is granted, the bidder may submit a revised bid as long as the bid is received prior to the announced date and time for bid opening and at the place specified.

If, after bid opening but before contract award, a bidder discovers an error in its proposal, the bidder may make written request to the Supervisor of the Business Unit for authorization to withdraw its proposal from consideration for award. Evidence of the bidder's good faith in making this request shall be used in making the determination. The factors that will be considered are that the mistake is so significant that to enforce the contract resulting from the proposal would be unconscionable; that the mistake relates to a material feature of the contract; that the mistake occurred notwithstanding the bidder's exercise of reasonable care; and that the State will not be significantly prejudiced by granting the withdrawal of the proposal. Note: a PB-36 complaint form may be filed and forwarded to the Division's Contract Compliance and

Administration Unit (CCAU) for handling. A record of the complaint will also be maintained in the Division's vendor performance file for evaluation of future bids submitted.

All bid withdrawal requests must include the bid identification number and the final bid opening date and sent to the following address:

Department of the Treasury
Purchase Bureau, PO Box 230
33 West State Street – 9th Floor
Trenton, New Jersey 08625-0230
Attention: Supervisor, Business Unit

If during a bid evaluation process, an obvious pricing error made by a potential contract awardee is found, the Director shall issue written notice to the bidder. The bidder will have five days after receipt of the notice to confirm its pricing. If the vendor fails to respond, its bid shall be considered withdrawn, and no further consideration shall be given it.

If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between the unit price and extended price and the bidder's intention is not readily discernible from other parts of the bid proposal, the Director may seek clarification from the bidder to ascertain the true intent of the bid.

1.4.7 JOINT VENTURE

If a joint venture is submitting a bid proposal, the agreement between the parties relating to such joint venture should be submitted with the joint venture's bid proposal. Authorized signatories from each party comprising the joint venture must sign the bid proposal. A separate Ownership Disclosure Form, Disclosure of Investigations and Actions Involving Bidder, Affirmative Action Employee Information Report, MacBride Principles Certification, and Business Registration or Interim Registration must be supplied for each party to a joint venture.

1.5 PRICE LIST AND/OR CATALOG PRICING

Not Applicable.

2.0 DEFINITIONS

2.1 GENERAL DEFINITIONS

The following definitions will be part of any contract awarded or order placed as result of this RFP.

Addendum - Written clarification or revision to this RFP issued by the Purchase Bureau.

Amendment - A change in the scope of work to be performed by the contractor after contract award. An amendment is not effective until signed by the Director, Division of Purchase and Property or his/her designee.

Bidder – A vendor submitting a bid proposal in response to this RFP.

Contract - This RFP, any addendum to this RFP, the bidder's bid proposal submitted in response to this RFP and the Division's Notice of Acceptance.

Contractor - The contractor is the bidder awarded a contract.

Director - Director, Division of Purchase and Property, Department of the Treasury. By statutory authority, the Director is the chief contracting officer for the State of New Jersey.

Division - The Division of Purchase and Property.

Joint Venture – A business undertaking by two or more entities to share risk and responsibility for a specific project.

May - Denotes that which is permissible, but not mandatory.

Request for Proposal (RFP) - This document, which establishes the bidding and contract requirements and solicits bid proposals to meet the purchase needs of [the] Using Agency[ies], as identified herein.

Shall or Must - Denotes that which is a mandatory requirement.

Should - Denotes that which is recommended, but not mandatory.

State - State of New Jersey

Using Agency[ies]- The entity[ies] for which the Division has issued this RFP.

3.0 COMMODITY DESCRIPTION/SCOPE OF WORK

3.1. ITEM #1: NJ-1040-ES NEW JERSEY DECLARATION OF ESTIMATED TAX FOR INDIVIDUALS, 2008 PACKET.

3.1.1. QUANTITY: 300,000 EACH.

NOTE: PRICE FOR ADDITIONAL PACKETS PRINTED AT THE SAME TIME: (ALSO REDUCTION, FOR FEWER PACKETS):

10,000 PACKETS (SEE PRICING LINES)
30,000 PACKETS (SEE PRICING LINES)
50,000 PACKETS (SEE PRICING LINES)
100,000 PACKETS (SEE PRICING LINES)

3.1.2. CONSTRUCTION: NJ-1040-ES COUPON BOOK.

- A. SIZE - 8 1/2" WIDE X 3 1/2" HIGH OVERALL (OBLONG), ASSEMBLED, STITCHED AND TAPED TO INCLUDE 1/4" BINDING STUB (VOUCHER SIZE 8 1/4" X 3 1/2").
- B. FRONT COVER:
 - (1) SIZE: 8 1/2" WIDE X 3 1/2" HIGH - OVERALL.
 - (2) STOCK: 28# LEDGER - WHITE.
 - (3) PRINTS: 1/0 BLACK. FRONT COVER LASER PRINTED TO INCLUDE TAXPAYER'S NAME, ADDRESS, C/O ADDRESS (IF APPLICABLE), CITY, STATE AND ZIP CODE.

C. MESSAGE PAGE:

- (1) SIZE: 8 1/2" WIDE X 3 1/2" HIGH - OVERALL.
- (2) STOCK: 28# LEDGER - WHITE.
- (3) PRINTS: 1/0 BLACK.

D. TAX RETURN COUPON: FOUR (4) PER COUPON BOOK.

- (1) SIZE: 8 1/4" WIDE X 3 1/2" HIGH.
- (2) STOCK: SPRINGHILL LASER MICR OR ARDOR MICR 24 LB.

MINIMUM BRIGHTNESS 84
OPACITY MINIMUM 88

NOTE: SPECIFY MILLBRAND IN THE SPACE PROVIDED ON THE PRICING SHEET. 60 LB NEW LIFE OPAQUE (RECYCLED) OR INDUSTRY EQUIVALENT.

- (3) BLACK INK WITH ZERO MAGNETIC PROPERTIES AND PANTONE GREEN (PMS 347U AS SPECIFIED ON SUPPLIED NEGATIVES. MICROPERF 1/4" FROM LEFT TRIM FOR EASY TEAR OUT.
- (4) PRINTING: PERSONALIZED PRINTING (FRONT COVER AND COUPON PAGES) OF TAXPAYER'S NAME, ADDRESS, PERIOD COVERED AND DUE DATE WILL PRINT IN OCR "A" FONT. (AS SPECIFIED ON COPY).

IN ADDITION, THE VENDOR MUST HAVE THE CAPABILITY TO CONVERT THE DIFFERENT DUE DATES INTO A JULIAN DATE BAR CODE AND SPRAY THAT DATA ONTO THE COUPONS AS WELL. THE COMPLETE BARCODE WILL CONTAIN THE FOLLOWING DATA:

START BAR / FORM TYPE (03) / SUFFIX CODE (02) / JULIAN DATE (RETURN DUE DATE) (03) / TAX YEAR (02) / STOP BAR.

- (5) SCANLINE:
 - (a) ALLOW A CLEAR BAND OF 1/4" ABOVE AND BELOW THE MIDPOINT OF THE SCANLINE.

- (b) READING RIGHT TO LEFT THE SCANLINE WILL START 2 5/8" FROM THE RIGHT EDGE OF THE COUPON.
- (c) MUST BE 1/4" FROM THE BOTTOM OF THE SCANLINE TO THE BOTTOM OF THE TRIM EDGE.
- (d) DOCUMENTS ARE TO BE CUT SO THAT THERE ARE NO HEIGHT DIFFERENCES IN THE SCANLINE.
- (e) PRESS PROOFS OR TEST SAMPLES OF BOTH VOUCHERS MUST BE SUBMITTED FOR TESTING ON A UNISYS DP-500 SYSTEM, PRIOR TO PROCEEDING TO FULL SCALE PRODUCTION.

RECORD LAYOUT FOR SCANLINE:

POSITION	LENGTH	NAME
1	5	EFT TAX CODE
6	12	TAXPAYER ID NUMBER
18	1	ID NUMBER CHECK DIGIT (VENDOR WILL CALCULATE THE CHECK DIGIT USING 1,3,7, MOD 10 ALGORITHM)
19	4	NAME CONTROL
23	2	RETURN PERIOD YEAR
25	2	RETURN PERIOD MONTH
27	2	RETURN TYPE
28	10	ZEROS

- (f) QUALITY CONTROL FOR SCANLINE:
 - (1) THE VENDOR MUST GUARANTEE THAT THE OCR A SCANLINE WILL BE OF SUCH

QUALITY AS TO ASSURE A REJECT RATE OF LESS THAN 1% WHEN VOUCHERS ARE SCANNED ON A UNISYS DP 500 SYSTEM.

- (2) UNIQUE NUMBER: THE VENDOR IS REQUIRED TO PRODUCE A UNIQUE NUMBER THAT MAY BE PRINTED ON THE VOUCHER SO THE VENDOR MAY RETRIEVE AND REPRODUCE ANY UNUSABLE PACKAGE, USING THEIR OWN EQUIPMENT.
- (3) SPOILED PACKAGES: VENDOR MUST REPLACE ALL PACKAGES SPOILED DURING IMAGING AND MAIL OPERATION. REPLACEMENT MUST BE ACCOMPLISHED AS DAMAGE OCCURS IN ORDER TO MAINTAIN PROPER ZIP CODE SEQUENCE.
- (4) IMAGING REQUIREMENTS: IMAGING MUST BE LASER OR INK-JET WITH 240 X 240 DPI ON THE PRESS WITH NO MORE THAN 1/32" PLACEMENT PRINTING VARIATION.
 - (a) IMAGES MUST HAVE SOLID BLACK PRINTING.
 - (b) ALL CHARACTERS MUST ALIGN.
 - (c) NO MISSING DATA OR ENTRIES.
 - (d) NO DUPLICATE DATA OR ENTRIES.

E. BACK COVER:

- (1) SIZE: 8 1/2" WIDE X 3 1/2" HIGH - OVERALL.
- (2) STOCK: 28# LEDGER - WHITE
- (3) NO PRINTING-BLANK

F. INSTRUCTIONS

THE INSTRUCTIONS ARE MAILED ALONG WITH THE COUPON BOOKLET.

4 PAGES 8 1/2 X 11 FOLDED TO #10

- (1) FLAT: 17 X 11 FOLDED TO 8 1/2" X 11 THEN LETTERFOLD FOR MAILING (#10). HEAD OUT. NO BLEEDS.

(2) STOCK: WHITE 20# BOND.

(3) PRINTS: 1/1 BLACK.

3.1.3. SECURITY RETURN ENVELOPE - ER-29: FOUR (4) SECURITY ENVELOPES PER PACKET.

A. SIZE: 8 5/8" X 3 5/8".

B. STOCK: 4 SECURITY ENVELOPES - 24# WHITE WOVE.

C. CONSTRUCTION: OPEN WINDOW (NON GLASSINE), OPEN SIDE, GUMMED FLAP, DIAGONAL SEAM, EXECUTIVE FLAP, WITH A SECURITY FEATURE.

(1) INK: BLACK.

(2) PRINTING: PRINTED FACE AND BACK.

(3) PHYSICAL PROPERTIES FOR RETURN ENVELOPE.

(a) - SUB 24

(b) - MOISTURE % 4.7 - 5.7

(c) - SMOOTHNESS (WS & TS) 210

(d) - BRIGHTNESS 81

(e) - OPACITY 90+

(f) - MULLEN 24+

(g) - TEAR MD 48+

(h) - TEAR CD 52+

(4) DIE CUT:

ONE NON GLASSINE, OPEN WINDOW: 2 3/8" X 1"
LOCATED 2" FROM LEFT EDGE AND 1/2" FROM
BOTTOM EDGE.

3.1.4. MAILING ENVELOPE - EM-42 - TO BE STUFFED WITH ITEMS 3.1.2 AND 3.1.3 ABOVE.

A. SIZE: 4 1/2" X 10"

B. STOCK: 24# WHITE WOVE.

C. PRINTS: 1/0 BLACK

D. CONSTRUCTION: OPEN SIDE, GUMMED FLAP, POLYCLEAR WINDOW.

E. WINDOW SIZE: 1 1/4" X 4 1/2".

F. WINDOW LOCATION: 1" FROM LEFT EDGE AND 1" UP FROM BOTTOM EDGE.

G. PRINTING: PRINTED FACE.

NOTE: ENVELOPE PRINTED WITH PRESORTED STANDARD INDICIA.

3.1.5. ADDRESSING:

- A. DATA WILL BE AVAILABLE THROUGH SECURE FILE TRANSFER VIA INTERNET CONNECTION.
- B. THE VENDOR MUST MAINTAIN A THOROUGH QUALITY ASSURANCE PROGRAM TO GUARANTEE THAT NO MORE THAN ONE HALF OF ONE PERCENT (.005) OF THE DELIVERED FORMS CONTAIN AN ILLEGIBLE OR INCORRECT ADDRESS (I.E. ADDRESSED TO TAXPAYER "B"). THE VENDOR MUST PROVIDE FOR REPLACEMENT OF ANY DAMAGED, MUTILATED, OR ILLEGIBLE AND/OR INCORRECT ADDRESSED PACKAGES. ANY DAMAGED, MUTILATED, OR ILLEGIBLE AND/OR INCORRECTLY ADDRESSED PACKAGES MUST BE SHREDDED IMMEDIATELY AFTER THE PRINTING PROCESS.

3.1.6. COLLATION: TAX PAYMENT COUPON BOOK - COLLATION SEQUENCE.

- A. FRONT COVER - LASER PRINTING OF TAXPAYER'S NAME, ADDRESS, C/O ADDRESS (IF APPLICABLE), CITY, STATE AND ZIP CODE.

FRONT COVER - INSIDE.
- B. MESSAGE PAGE
- C. FOUR (4) QUARTERLY TAX RETURN COUPONS (PERSONALIZED).
- D. BACK COVER - INSIDE. BACK COVER - OUTSIDE.

NOTE: VENDOR'S QUALITY CONTROL WILL TAKE NECESSARY MEASURES TO ASSURE THE ABOVE COLLATION. THE DIVISION OF TAXATION WILL NOT ACCEPT ANY VARIATION OF THE ABOVE.

3.1.7. TYPOGRAPHY:

COPY WILL BE PREPARED ON PCS RUNNING WINDOWS 2000 USING QUARK, ADOBE PAGEMAKER (VER. 7.0), ADOBE ILLUSTRATOR (VER. 10.0), AND ADOBE PHOTOSHOP (VER. 7.0). (UPGRADED VERSIONS OR DIFFERENT SOFTWARE MAY BE USED IN FUTURE YEARS.) FONTS USED ARE TRUETYPE FONTS. COPY WILL BE DELIVERED IN THE FORM OF POSTSCRIPT FILES VIA E-MAIL, COMPRESSED USING WINZIP (OR SIMILAR COMPRESSION UTILITY).

3.1.8. PROOFS:

TWO SETS OF PROOFS ARE REQUIRED. PROOFS MUST BE RECEIVED BY THE DIVISION OF TAXATION NO LATER THAN NOVEMBER 9, 2007. ONE (1) SET OF PROOFS WILL BE RETAINED BY THE DIVISION OF TAXATION: ONE (1) SET OF PROOFS WILL BE RETURNED TO THE VENDOR ON OR BEFORE NOVEMBER 16, 2007.

SEND PROOFS TO:

**NJ DIVISION OF TAXATION
OFFICE OF TECHNICAL SUPPORT
50 BARRACK STREET, 10TH FLOOR
TRENTON, NJ 08695-0269**

3.1.9. MAILING:

MAILING PIECE - COUPON BOOK OF TAX PAYMENTS RETURN WILL BE COLLATED, STAPLED AND TAPED, INSERTED INTO MAILING ENVELOPE WITH FOUR (4) RETURN ENVELOPES FOR ITEMS #1 AND #2 AND INSTRUCTION SHEET. ADDRESSED PACKETS ARE TO BE SORTED, TIED AND SACKED PER "THIRD CLASS PRESORTED STANDARD RATE REGULATIONS" AND DELIVERED TO THE VENDOR'S LOCAL POST OFFICE IN SUFFICIENT TIME TO ASSURE A JANUARY 14, 2008 MAIL DATE.

3.1.10. NOTIFICATION:

NOTIFICATION OF MAILING WILL BE REPORTED TO THE DIVISION OF TAXATION TELEPHONICALLY (609) 984-5129 BEFORE CLOSE OF BUSINESS (LOCAL TIME) ON JANUARY 14, 2008. THE TELEPHONE REPORT WILL BE CONFIRMED BY THE POSTAL FORM PS-3602 WHICH IS TO BE MAILED TO THE DIVISION OF TAXATION SAME AS "PROOF ADDRESS" THREE (3) WORKING DAYS AFTER THE JANUARY 14, 2008 MAILING.

3.2 ITEM #2: CBT-150-P NEW JERSEY ESTIMATED TAX VOUCHER FOR CORPORATIONS, 2008 PACKET.

3.2.1. QUANTITY: 40,000 EACH.

NOTE: PRICE FOR ADDITIONAL PACKETS PRINTED AT THE SAME TIME (ALSO REDUCTION, FOR FEWER PACKETS):

10,000 PACKETS (SEE PRICING LINES)
20,000 PACKETS (SEE PRICING LINES)
30,000 PACKETS (SEE PRICING LINES)

3.2.1.1 CONSTRUCTION: CBT-150-ES COUPON BOOK

- A. SIZE - 8 1/2" WIDE X 3 1/2" HIGH OVERALL (OBLONG), ASSEMBLED, STITCHED AND TAPED TO INCLUDE 1/4" BINDING STUB (VOUCHER SIZE 8 1/4" X 3 1/2").
- B. FRONT COVER:
 - (1) SIZE: 8 1/2" WIDE X 3 1/2" HIGH - OVERALL.
 - (2) STOCK: 28# LEDGER - WHITE.
 - (3) PRINTS: 1/0 BLACK. FRONT COVER LASER PRINTED TO INCLUDE TAXPAYER'S NAME, ADDRESS, C/O ADDRESS

(IF APPLICABLE), CITY, STATE AND ZIP CODE.

C. TAX RETURN COUPON: FOUR (4) PER COUPON BOOK.

- (1) SIZE: 8 1/4" WIDE X 3 1/2" HIGH.
- (2) STOCK: SPRINGHILL LASER MICR OR ARDOR MICR 24 LB.

MINIMUM BRIGHTNESS 84
OPACITY MINIMUM 88

NOTE: SPECIFY MILLBRAND IN THE SPACE PROVIDED ON THE PRICING SHEET. 60 LB NEW LIFE OPAQUE (RECYCLED) OR INDUSTRY EQUIVALENT.

- (3) BLACK INK WITH ZERO MAGNETIC PROPERTIES AND PANTONE GREEN (PMS 347U AS SPECIFIED ON SUPPLIED FILES). MICROPERF 1/4" FROM LEFT TRIM FOR EASY TEAR OUT.
- (4) PRINTING: PERSONALIZED PRINTING (FRONT COVER AND COUPON PAGES) OF TAXPAYER'S NAME, ADDRESS, PERIOD COVERED AND DUE DATE WILL PRINT IN OCR "A" FONT. (AS SPECIFIED ON COPY).

IN ADDITION, THE VENDOR MUST HAVE THE CAPABILITY TO CONVERT THE DIFFERENT DUE DATES INTO A JULIAN DATE BAR CODE AND SPRAY THAT DATA ONTO THE COUPONS AS WELL. THE COMPLETE BARCODE WILL CONTAIN THE FOLLOWING DATA:

START BAR / FORM TYPE (03) /SUFFIX CODE (02)/ JULIAN DATE (RETURN DUE DATE) (03) / TAX YEAR (02)/ STOP BAR.

- (5) SCANLINE:
 - (a) ALLOW A CLEAR BAND OF 1/4" ABOVE AND BELOW THE MIDPOINT OF THE SCANLINE.
 - (b) READING RIGHT TO LEFT THE SCANLINE WILL START 2 5/8" FROM THE RIGHT EDGE OF THE COUPON.
 - (c) MUST BE 1/4" FROM THE BOTTOM OF THE SCANLINE TO THE BOTTOM OF THE TRIM EDGE.
 - (d) DOCUMENTS ARE TO BE CUT SO THAT THERE ARE NO HEIGHT DIFFERENCES IN THE SCANLINE.
 - (e) PRESS PROOFS OR TEST SAMPLES OF BOTH VOUCHERS MUST BE SUBMITTED FOR TESTING ON A UNISYS DP-500 SYSTEM, PRIOR

TO PROCEEDING TO FULL SCALE
PRODUCTION.

RECORD LAYOUT FOR SCANLINE:

POSITION	LENGTH	NAME
1	5	EFT TAX CODE
6	12	TAXPAYER ID NUMBER
18	1	ID NUMBER CHECK DIGIT (VENDOR WILL CALCULATE THE CHECK DIGIT USING 1,3,7, MOD 10 ALGORITHM)
19	4	NAME CONTROL
23	2	RETURN PERIOD YEAR
25	2	RETURN PERIOD MONTH
27	2	RETURN TYPE
28	10	ZEROS

(f) QUALITY CONTROL FOR SCANLINE:

- (1) THE VENDOR MUST GUARANTEE THAT THE OCR A SCANLINE WILL BE OF SUCH QUALITY AS TO ASSURE A REJECT RATE OF LESS THAN 1% WHEN VOUCHERS ARE SCANNED ON A UNISYS DP 500 SYSTEM.
- (2) UNIQUE NUMBER: THE VENDOR IS REQUIRED TO PRODUCE A UNIQUE NUMBER THAT MAY BE PRINTED ON THE VOUCHER SO THE VENDOR MAY RETRIEVE AND REPRODUCE ANY UNUSABLE PACKAGE, USING THEIR OWN EQUIPMENT.
- (3) SPOILED PACKAGES: VENDOR MUST REPLACE ALL PACKAGES SPOILED DURING IMAGING AND MAIL OPERATION. REPLACEMENT MUST BE ACCOMPLISHED AS DAMAGE OCCURS IN ORDER TO MAINTAIN PROPER ZIP CODE SEQUENCE.
- (4) IMAGING REQUIREMENTS: IMAGING MUST BE LASER OR INK-JET WITH 240 X 240 DPI ON THE PRESS WITH NO MORE THAN 1/32" PLACEMENT PRINTING VARIATION.

- (a) IMAGES MUST HAVE SOLID BLACK PRINTING.
- (b) ALL CHARACTERS MUST ALIGN.
- (c) NO MISSING DATA OR ENTRIES.
- (d) NO DUPLICATE DATA OR ENTRIES.

D. BACK COVER:

- (1) SIZE: 8 1/2" WIDE X 3 1/2" HIGH - OVERALL.
- (2) STOCK: 28# LEDGER - WHITE
- (3) NO PRINTING-BLANK

E. INSTRUCTIONS

THE INSTRUCTIONS ARE MAILED ALONG WITH THE COUPON BOOKLET.

4 PAGES 8 1/2 X 11 FOLDED TO #10

- (1) FLAT: 17 X 11 FOLDED TO 8 1/2" X 11 THEN LETTERFOLD FOR MAILING (#10). HEAD OUT. NO BLEEDS.
- (2) STOCK: WHITE 20# BOND.
- (3) PRINTS: 1/1 BLACK.

3.2.1.2 SECURITY RETURN ENVELOPE - ER-46: FOUR (4) SECURITY ENVELOPES PER PACKET.

- A. SIZE: 8 5/8" X 3 5/8".
- B. STOCK: 4 SECURITY ENVELOPES - 24# WHITE WOVE.
- C. CONSTRUCTION: OPEN WINDOW (NON GLASSINE), OPEN SIDE, GUMMED FLAP, DIAGONAL SEAM, EXECUTIVE FLAP, WITH A SECURITY FEATURE.
 - (1) INK: BLACK.
 - (2) PRINTING: PRINTED FACE AND BACK.
 - (3) PHYSICAL PROPERTIES FOR RETURN ENVELOPE.
 - (a) - SUB 24
 - (b) - MOISTURE % 4.7 - 5.7
 - (c) - SMOOTHNESS (WS & TS) 210
 - (d) - BRIGHTNESS 81
 - (e) - OPACITY90+
 - (f) - MULLEN 24+

- (g) - TEAR MD 48+
- (h) - TEAR CD 52+

(4) DIE CUT:

ONE NON GLASSINE, OPEN WINDOW: 2 3/8" X 1"
LOCATED 2" FROM LEFT EDGE AND 1/2" FROM
BOTTOM EDGE.

3.2.2. MAILING ENVELOPE - EM-42 - TO BE STUFFED WITH ITEMS 3.2.1.1 AND 3.2.1.3 ABOVE.

- A. SIZE: 4 1/2" X 10"
- B. STOCK: 24# WHITE WOVE.
- C. PRINTS: 1/0 BLACK
- D. CONSTRUCTION: OPEN SIDE, GUMMED FLAP, POLYCLEAR WINDOW.
- E. WINDOW SIZE: 1 1/4" X 4 1/2".
- F. WINDOW LOCATION: 1" FROM LEFT EDGE AND 1" UP FROM BOTTOM EDGE.
- G. PRINTING: PRINTED FACE.

NOTE: ENVELOPE PRINTED WITH PRESORTED STANDARD INDICIA.

3.2.3. ADDRESSING:

- A. DATA WILL BE AVAILABLE THROUGH SECURE FILE TRANSFER VIA INTERNET CONNECTION.
- B. ADDRESSES ARE TO BE PLACED DIRECTLY ON THE COUPONS. THE SAME ADDRESS MUST APPEAR WITH NO CHANGES ON ALL FOUR (4) COUPONS. IMAGE MUST BE OCR READABLE. CHARACTERS MUST BE CAPITALS, NOT SMALLER THAN 10-POINT TYPE CONSISTING OF FIVE LINES OF TYPE WITH TWO LINES OF SPACE BETWEEN THE FIRST AND SECOND TYPED LINES, WITH A MAXIMUM OF 38 CHARACTERS PER LINE. AREAS FOR ADDRESSES ARE LOCATED 1 1/4" FROM TOP EDGE, 1/2" FROM LEFT EDGE.
- C. THE VENDOR MUST MAINTAIN A THOROUGH QUALITY ASSURANCE PROGRAM TO GUARANTEE THAT NO MORE THAN ONE HALF OF ONE PERCENT (.005) OF THE DELIVERED FORMS CONTAIN AN ILLEGIBLE OR INCORRECT ADDRESS (I.E. ADDRESSED TO TAXPAYER "B"). THE VENDOR MUST PROVIDE FOR REPLACEMENT OF ANY DAMAGED, MUTILATED, OR ILLEGIBLE AND/OR INCORRECT ADDRESSED PACKAGES. ANY DAMAGED, MUTILATED, OR ILLEGIBLE AND/OR INCORRECTLY ADDRESSED PACKAGES MUST BE SHREDDED IMMEDIATELY AFTER THE PRINTING PROCESS.

3.2.4. COLLATION: TAX PAYMENT COUPON BOOK - COLLATION SEQUENCE.

- A. FRONT COVER - LASER PRINTING OF TAXPAYER'S NAME, ADDRESS, C/O ADDRESS (IF APPLICABLE), CITY, STATE AND ZIP CODE.

FRONT COVER - INSIDE.

- B. FOUR (4) QUARTERLY TAX RETURN COUPONS (PERSONALIZED).
- C. BACK COVER - INSIDE. BACK COVER - OUTSIDE.

NOTE: VENDOR'S QUALITY CONTROL WILL TAKE NECESSARY MEASURES TO ASSURE THE ABOVE COLLATION. THE DIVISION OF TAXATION WILL NOT ACCEPT ANY VARIATION OF THE ABOVE.

3.2.5. TYPOGRAPHY:

Copy will be prepared on PCs running Windows 2000 using Quark, Adobe PageMaker (Ver. 7.0), Adobe Illustrator (Ver. 10.0), and Adobe Photoshop (Ver. 7.0). (Upgraded versions or different software may be used in future years.) Fonts used are TrueType fonts. Copy will be delivered in the form of PostScript files via e-mail, compressed using WinZip (or similar compression utility).

3.2.6. PROOFS:

TWO (2) SETS OF PROOFS ARE REQUIRED. PROOFS MUST BE RECEIVED BY THE DIVISION OF TAXATION NO LATER THAN NOVEMBER 9, 2007. ONE (1) SET OF PROOFS WILL BE RETAINED BY THE DIVISION OF TAXATION: ONE (1) SET OF PROOFS WILL BE RETURNED TO THE VENDOR ON OR BEFORE NOVEMBER 16, 2007.

SEND PROOFS TO:

**NJ DIVISION OF TAXATION
OFFICE OF TECHNICAL SUPPORT
50 BARRACK STREET, 10TH FLOOR
TRENTON, NJ 08695-0269**

3.2.7. MAILING:

MAILING PIECE - COUPON BOOK OF TAX PAYMENTS RETURN WILL BE COLLATED, STAPLED AND TAPED, INSERTED INTO MAILING ENVELOPE WITH FOUR (4) RETURN ENVELOPES FOR ITEMS #1 AND #2 AND INSTRUCTION SHEET. ADDRESSED PACKETS ARE TO BE SORTED, TIED AND SACKED PER "THIRD CLASS PRESORTED STANDARD RATE REGULATIONS" AND DELIVERED TO THE VENDOR'S LOCAL POST OFFICE IN SUFFICIENT TIME TO ASSURE A JANUARY 14, 2008 MAIL DATE.

3.2.8. NOTIFICATION:

NOTIFICATION OF MAILING WILL BE REPORTED TO THE DIVISION OF TAXATION TELEPHONICALLY (609) 984-5129 BEFORE CLOSE OF BUSINESS (LOCAL TIME) ON JANUARY 14, 2008. THE TELEPHONE REPORT WILL BE CONFIRMED BY THE POSTAL FORM PS-3602 WHICH IS TO BE MAILED TO THE DIVISION OF TAXATION SAME AS "PROOF ADDRESS" THREE (3) WORKING DAYS AFTER THE JANUARY 14, 2008 MAILING.

3.3 ITEM #3. NJ-1040-ES - UPDATE PACKETS ONLY. THERE ARE NO UPDATES FOR THE CBT-150 PACKETS

3.3.1. QUANTITY: 80,000 EACH. (20,000 PER QUARTER)

3.3.2. CONSTRUCTION:

SAME AS PARAGRAPH 1.02 ABOVE BUT WITH THE FOLLOWING EXCEPTIONS:

- A. THE NUMBER OF TAX RETURN COUPONS AND ENVELOPES WILL DECREASE AS THE YEAR PROGRESSES.
- B. THE MAILING ENVELOPE (EM-42) WILL BE PRINTED WITH FIRST CLASS INDICIA.

3.3.3 UPDATE FREQUENCY:

- A. THE SUCCESSFUL VENDOR WILL BE REQUIRED TO PERFORM A QUARTERLY UPDATE MAILING THROUGHOUT THE DURATION OF THE CONTRACT.
- B. THE SUCCESSFUL VENDOR MUST PLACE THE UPDATE PACKETS IN THE MAIL FIVE (5) WORKING DAYS FOLLOWING THE RECEIPT OF THE STATE'S COMPUTER UPDATE CARTRIDGES. FLAGRANT FAILURE TO COMPLY WITH THE 5 DAY TURNAROUND MAY RESULT IN NON PAYMENT FOR THAT PARTICULAR UPDATE QUANTITY. SCHEDULED MAIL DROP DATES ARE: MARCH 14, 2008, MAY 13, 2008, AUGUST 15, 2008 AND DECEMBER 12, 2008.
- C. VENDOR GUARANTEES THAT 100% OF THE PROCESSABLE NAMES SUPPLIED BY THE STATE WILL BE PRINTED AND MAILED IN ACCORDANCE WITH ALL THE ABOVE SPECIFICATIONS.

3.4. GENERAL SPECIFICATIONS:

3.4.1 ESTIMATED INCOME TAX FOR INDIVIDUALS - NJ-1040-ES.

3.4.2 CONTROL NUMBER:

EACH TAX RETURN COUPON MUST CONTAIN A SEQUENTIAL SEVEN (7) DIGIT CONTROL NUMBER IN 12 OR 15 PITCH PRINTER SPACING IN A DESIGNATED LOCATION. THE NUMBER WILL BE INCORPORATED INTO THE NAME/ADDRESS CARTRIDGES.

3.4.3 TYPOGRAPHY AND LAYOUT:

COMPLETE PACKAGE AND COPY TO BE SET BY THE DIVISION OF TAXATION.

3.4.4 MAILING: INITIAL CONVERSION:

ADDRESSED PACKETS WILL BE SORTED, TIED AND SACKED PER PRESORTED STANDARD RATE REGULATIONS AND DELIVERED TO THE VENDOR'S LOCAL POST OFFICE IN SUFFICIENT TIME TO ASSURE A JANUARY 14, 2008 MAIL RELEASE DATE. A CHECK COVERING POSTAGE FOR THE MAILED PACKETS AT PRESORTED STANDARD RATE WILL BE ISSUED TO THE VENDOR'S POSTMASTER THREE (3) WEEKS BEFORE MAILING.

3.4.5 MAILING: UPDATE:

MAILINGS WILL BE IN ACCORDANCE WITH FIRST CLASS MAIL REGULATIONS. SUFFICIENT POSTAGE TO COVER ALL FIRST CLASS UPDATE MAILINGS WILL BE POSTED WITH THE VENDOR'S LOCAL POSTMASTER BY THE STATE OF NEW JERSEY.

3.4.6 SAMPLES:

SAMPLES MAY BE INSPECTED IN THE DIVISION OF TAXATION, OFFICE OF TECHNICAL SUPPORT, 50 BARRACK ST., TRENTON, NJ.

3.4.7 PROOFS: REQUIRED BEFORE PRINTING.

SUBMIT PROOFS TO:

**NJ DIVISION OF TAXATION, OFFICE OF TECHNICAL SUPPORT
50 BARRACK ST., 10TH FLOOR
TRENTON, NJ 08695-0269**

3.4.8 PRODUCTION SCHEDULE:

SUCCESSFUL VENDOR WILL SUBMIT A PRODUCTION SCHEDULE. A STATUS REPORT MUST BE SUBMITTED PERIODICALLY AS REQUESTED BY THE DIVISION OF TAXATION.

3.4.9 SECURITY:

INASMUCH AS SUCCESSFUL COMPLETION OF THIS PROJECT WILL INVOLVE THE USE OF COMPUTERIZED RECORDS OF THE DIVISION OF TAXATION PROTECTED BY THE STATE TAX UNIFORM PROCEDURE LAW (N.J.S.A. 54:50-1 ET.SEQ.), BIDDERS SHOULD BE AWARE THAT THE SUCCESSFUL BIDDER WILL BE CONTRACTUALLY REQUIRED TO ASSUME RESPONSIBILITY FOR THE SAFETY AND SECURITY OF SUCH COMPUTERIZED RECORDS. IT IS UNLAWFUL TO COPY, REPRINT, PRINT OUT OR REPRODUCE IN ANY FORM INFORMATION CONTAINED ON THE COMPUTERIZED RECORDS OF THE DIVISION OF TAXATION.

3.4.10 LIQUIDATED DAMAGES:

IF THE SUCCESSFUL BIDDER CANNOT MEET THE DELIVERY DATE (S) FOR THE EFFORT AS SPECIFIED IN THIS PROPOSAL, HE SHALL BE LIABLE TO THE STATE OF NEW JERSEY FOR THE SUM BO ONE-HALF OF ONE PERCENT (.005) OF THE CONTRACT PRICE, PER NORMAL WORK DAY THAT SUCH DELIVERY IS LATE. HOWEVER, THE DIRECTOR OF PURCHASE AND PROPERTY MAY WAIVE THE DEDUCTIONS FOR SUCH DAMAGES UPON DEMONSTRATION OF REASONABLE CAUSE.

3.4.11 COPY CHANGES:

THE STATE RESERVES THE RIGHT TO MAKE MINOR COPY CHANGES UP TO PRESS TIME.

3.4.12 INVOICES:

THE INITIAL CONVERSION AS WELL AS EACH UPDATE MAILING WILL BE INVOICED SEPARATELY. A U.S. POSTAL FORM 3602 MUST ACCOMPANY EACH INVOICE.

3.4.13 SPECIAL:

CONTRACT WILL BE AWARDED TO MANUFACTURING PRINCIPALS ONLY. ALL WORK UNDER THE CONTRACT MUST BE PERFORMED WHOLLY WITHIN THE PREMISES OF THE CONTRACTOR. THE MAIL PREPARATION AND MAILING PART OF THIS CONTRACT MAY BE SUBLET OR PERFORMED IN ANOTHER ESTABLISHMENT PROVIDING:

1. EVIDENCE ACCEPTABLE TO THE DIRECTOR, DIVISION OF PURCHASE AND PROPERTY IS FURNISHED TO FIRMLY ESTABLISH THAT SUCH ARRANGEMENTS REPRESENT NO TIMELY THREAT TO THE TIMELY COMPLETION OF THE WORK AND:
2. IN INSTANCES WHERE PART OF THE WORK UNDER THE TERMS OF THIS CONTRACT IS TO BE SUBLET OR OTHERWISE PERFORMED BY OTHERS, THE BIDDER SHALL PROVIDE WRITTEN EVIDENCE ACCEPTABLE TO THE DIRECTOR, DIVISION OF PURCHASE AND PROPERTY, THAT THE SUBCONTRACTOR HAS COMMITTED IN WRITING TO TIMELY COMPLETION OF THE WORK AND MEETS ALL OTHER REQUIREMENTS OF THE STATE OF NEW JERSEY IN THE SAME MANNER AS IF HE WERE BIDDING DIRECTLY.

BIDDERS SHALL FURNISH EVIDENCE SATISFACTORY TO THE DIRECTOR, DIVISION OF PURCHASE AND PROPERTY, THAT THEY POSSESS THE FACILITIES, TOOLS, MACHINERY, EQUIPMENT, AND RESOURCES NECESSARY TO EFFICIENTLY AND PROMPTLY CARRY OUT THE TERMS OF THE CONTRACT. NO ASSIGNMENT OF THIS CONTRACT, IN WHOLE OR IN PART, MAY BE MADE WITHOUT THE CONSENT OF THE STATE OF NEW JERSEY.

ALSO NOTE: APPROPRIATE PRORATIONS WILL BE MADE FOR COMBINATION RUNS/COMBINATION PRICING, AS APPLICABLE.

Failure to comply with any of the above specifications may result in rejection of delivery, or a deduction from vendor's invoiced price of an amount equal to the cost of repacking: or, equal to the cost of adjusting any other deviation.

3.4.14 SPECIAL PROJECTS/ADDITIONAL WORK

Should additional work be required, which is beyond the scope of this rfp but is related to the overall contract, the contractor will be required to submit a written cost estimate and production schedule to the project supervisor. Costs for this additional work will be appropriately prorated as a one-time upcharge. Examples of such modifications can include authors alterations, programming changes, ink or paper stock variations, etc. Before commencing on such work, the contractor must receive written authorization to proceed from the project supervisor and the purchase bureau.

3.4.15 PAPER PRICE ESCALATION CLAUSE

The following specifications are an integral part of this specification. Please read carefully and bid accordingly.

Due to the volatility of the paper market, price escalations – for paper only – are allowable under this contract. The successful bidder will be required to keep prices firm for the first issue of the contract award, or first purchase order, whichever is later, as a minimum.

After this initial period, the contractor may submit to the Director of the Division of Purchase and Property, a request for a price adjustment if the contractor's price for the paper has been increased by the paper merchant.

This increase will only be considered after the contractor has determined that no comparable source of supply is available. The contractor must document his efforts in this regard.

The contractor must make good faith effort to secure the required amount of paper from alternate sources before applying for any increase(s). Such effort must be documented.

The contractor must also submit a letter from the paper merchant and paper mill documenting the increase.

The contractor may apply for any price increase which occurs thereafter.

4.0 BID PROPOSAL PREPARATION AND SUBMISSION

4.1 GENERAL

The bidder is advised to thoroughly read and follow all instructions contained in this RFP, including the instructions on the RFP's signatory page, in preparing and submitting its bid proposal.

Note: Bid proposals shall not contain URLs (Uniform Resource Locators, i.e., the global address of documents and other resources on the world wide web) or web addresses. Inasmuch as the web contains dynamically changing content, inclusion of a URL or web address in a bid response is indicative of potentially changing information. Inclusion of a

URL or web address in a bid response implies that the bid's content changes as the referenced web pages change.

4.2 BID PROPOSAL DELIVERY AND IDENTIFICATION

In order to be considered, a bid proposal must arrive at the Purchase Bureau in accordance with the instructions on the RFP signatory page <http://www.state.nj.us/treasury/purchase/bid/summary/08x38375.shtml>. Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals.

STATE REGULATION MANDATES THAT LATE BID PROPOSALS ARE INELIGIBLE FOR CONSIDERATION.

THE EXTERIOR OF ALL BID PROPOSAL PACKAGES ARE TO BE LABELED WITH THE BID IDENTIFICATION NUMBER AND THE FINAL BID OPENING DATE OR RISK NOT BEING RECEIVED IN TIME.

4.3 NUMBER OF BID PROPOSAL COPIES

The bidder must submit one (1) complete ORIGINAL bid proposal, clearly marked as the "ORIGINAL" bid proposal.

The bidder must submit one (1) full, complete and exact copy of the original bid proposal, clearly marked as the "COPY" of the bid proposal. The copies requested are necessary in the evaluation of the bid proposal. A bidder failing to provide the requested number of copies will be charged the cost incurred by the State in producing the requested number of copies. **It is suggested that the bidder make and retain a copy of its bid proposal.**

A bidder failing to provide the requested number of copies will be charged the cost incurred by the State in producing the requested number of copies. It is suggested that the bidder make and retain a copy of its bid proposal.

4.4 BID PROPOSAL CONTENT

4.4.1 FORMS THAT MUST BE SUBMITTED WITH BID PROPOSAL

4.4.1.1 SIGNATORY PAGE

The bidder shall complete and submit the Signatory page provided on the Advertised Solicitation, Current Bid Opportunities webpage

<http://www.state.nj.us/treasury/purchase/bid/summary/08x38375.shtml>.

The Signatory page shall be signed by an authorized representative of the bidder. If the bidder is a limited partnership, the Signatory page must be signed by a general partner. If the bidder is a joint venture, the Signatory page must be signed by a principal of each party to the joint venture. Failure to comply will result in rejection of the bid proposal.

4.4.1.2 OWNERSHIP DISCLOSURE FORM

In the event the bidder is a corporation, partnership or sole proprietorship, the bidder must complete the attached Ownership Disclosure Form. A current completed Ownership Disclosure

Form must be received prior to or accompany the bid proposal. Failure to do so will preclude the award of a contract.

The Ownership Disclosure Form is located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/08x38375.shtml>.

4.4.1.3 DISCLOSURE OF INVESTIGATIONS/ACTIONS INVOLVING BIDDER

The bidder shall provide a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five 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. The bidder shall use the Disclosure of Investigations and Actions Involving Bidder form located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/08x38375.shtml>.

4.4.2 PROOFS OF REGISTRATION THAT MUST BE SUBMITTED WITH THE BID PROPOSAL

4.4.2.1 BUSINESS REGISTRATION CERTIFICATE FROM THE DIVISION OF REVENUE

FAILURE TO SUBMIT A COPY OF THE BIDDER'S BUSINESS REGISTRATION CERTIFICATE (OR INTERIM REGISTRATION) FROM THE DIVISION OF REVENUE WITH THE BID PROPOSAL MAY BE CAUSE FOR REJECTION OF THE BID PROPOSAL.

The bidder may go to www.nj.gov/nibgs to register with the New Jersey Division of Revenue or to obtain a copy of an existing Business Registration Certificate.

Refer to Section 1.1. of the NJ Standard Terms and Conditions version 05 09 06 located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/08x38375.shtml>.

4.4.3 FORMS THAT MUST BE SUBMITTED BEFORE CONTRACT AWARD AND SHOULD BE SUBMITTED WITH THE BID PROPOSAL.

4.4.3.1 MACBRIDE PRINCIPLES CERTIFICATION

The bidder is required to complete the attached MacBride Principles Certification evidencing compliance with the MacBride Principles. The requirement is a precondition to entering into a State contract. The MacBride Principles Certification Form is located on the Advertised Solicitation, Current Bid Opportunities webpage: <http://www.state.nj.us/treasury/purchase/bid/summary/08x38375.shtml>.

4.4.3.2 AFFIRMATIVE ACTION

The bidder is required to submit a copy of Certificate of Employee Information or a copy of Federal Letter of Approval verifying that the bidder is operating under a federally approved or sanctioned Affirmative Action program. If the bidder has neither document of Affirmative Action evidence, then the bidder must complete the attached Affirmative Action Employee Information Report (AA-302). This requirement is a precondition to entering into a State contract. The Affirmative Action Employee Information Report (AA-302) is located on the Advertised Solicitation, Current Bid Opportunities webpage: <http://www.state.nj.us/treasury/purchase/bid/summary/08x38375.shtml>.

4.4.4 SUBMITTALS

4.4.4.1 BIDDER EXPERIENCE - DATA SHEETS

The bidder must provide all of the information requested in the Bidder's Data Packet located on the Advertised Solicitation, Current Bid Opportunities webpage:
<http://www.state.nj.us/treasury/purchase/bid/summary/08x38375.shtml>.

4.4.4.2 SAMPLES/SAMPLE TESTING

Not Applicable.

4.4.5 FINANCIAL CAPABILITY OF THE BIDDER

In order to provide the State with the ability to judge the bidder's financial capacity and capabilities to undertake and successfully complete the contract, the bidder should submit two years of certified financial statements that include a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the bidder's most recent fiscal year. If certified financial statements are not available, the bidder should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statements, together with a certification from the Chief Executive Officer and the Chief Financial Officer, that the financial statements and other information included in the statements fairly present in all material respects the financial condition, results of operations and cash flows of the bidder as of, and for, the periods presented in the statements. In addition, the bidder should submit a bank reference.

If the information is not supplied with the bid proposal, the State may still require the bidder to submit it. If the bidder fails to comply with the request within seven (7) business days, the State may deem the proposal non-responsive.

The bidder may designate specific financial information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The bidder may submit specific financial documents in a separate, sealed package clearly marked "Confidential-Financial Information" along with its Bid Proposal.

The State reserves the right to make the determination whether to accept the bidder's assertion of confidentiality and will advise the bidder accordingly.

4.4.6 PRICING

The bidder must submit its pricing using the format set forth in the State supplied price sheet(s) attached to this RFP. Failure to submit all information required will result in the bid being considered non-responsive.

Each bidder is required to hold its prices firm for a period of **90 days** days. Every effort will be made to award the contract prior to the time period set forth above. However, upon the Director's request and by mutual consent, the State and the lowest first responsible Bidder and/or second lowest responsible Bidder and/or third lowest responsible Bidder may agree to extend the time the State may make an award.

5.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS

5.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS

The contract awarded as a result of this RFP shall consist of this RFP, addendum to this RFP, the contractor's bid proposal and the Division's Notice of Award.

Unless specifically stated within this RFP, the Special Contractual Terms and Conditions of the RFP take precedence over the NJ Standard Terms and Conditions version 05 09 06 located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/08x38375.shtml>.

In the event of a conflict between the provisions of this RFP, including the Special Contractual Terms and the NJ Standard Terms and Conditions version 05 09 06, and any Addendum to this RFP, the Addendum shall govern.

In the event of a conflict between the provisions of this RFP, including any Addendum to this RFP, and the bidder's bid proposal, the RFP and/or the Addendum shall govern.

5.2 CONTRACT TERM AND EXTENSION OPTION

The term of the contract shall be for a period of **24 months**. The anticipated "Contract Effective Date" is provided on the signatory page of this RFP:

<http://www.state.nj.us/treasury/purchase/bid/summary/08x38375.shtml>.

If delays in the procurement process result in a change to the anticipated Contract Effective Date, the bidder agrees to accept a contract for the full term of the contract. The contract may be extended for all or part of **two (2)** one-year periods, by the mutual written consent of the contractor and the Director.

Purchase orders may be placed against the contract up to and including the end of business on the last day of the contract, for delivery no more than 45 days after contract expiration.

5.3 CONTRACT TRANSITION

In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration date of the contract.

5.4 CONTRACT AMENDMENT

Any changes or modifications to the terms of the contract shall be valid only when they have been reduced to writing and signed by the contractor and the Director.

5.5 CONTRACTOR'S WARRANTY

- a) The Contractor is responsible for the quality, technical accuracy, timely completion and delivery of all deliverables and other services to be furnished by the Contractor under the

Contract. The Contractor agrees to perform in a good, skillful and timely manner all services set forth in the Contract.

- b) The Contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its services and deliverables furnished under the Contract. The approval of interim deliverables furnished under the Contract shall not in any way relieve the Contractor of fulfilling all of its obligations under the Contract. The acceptance or payment for any of the services rendered under the Contract shall not be construed as a waiver by the State or Agency, of any rights under the agreement or of any cause of action arising out of the Contractor's performance of the Contract.
- c) The acceptance of, approval of or payment for any of the services performed by the Contractor under the Contract shall not constitute a release or waiver of any claim the State or Agency, has or may have for latent defects or errors or other breaches of warranty or negligence.

5.6 ITEMS ORDERED AND DELIVERED

The Using Agency is authorized to order and the contractor is authorized to ship only those items covered by the contracts resulting from this RFP. If a review of orders placed by the Using Agency reveals that material other than that covered by the contract has been ordered and delivered, such delivery shall be a violation of the terms of the contract and may be considered by the Director as a basis to terminate the contract and/or as a basis not to award the contractor a subsequent contract. The Director may take such steps as are necessary to have the items returned by the Agency, regardless of the time between the date of delivery and discovery of the violation. In such event, the contractor shall reimburse the State the full purchase price.

The contract involves items which are necessary for the continuation of ongoing critical State services. Any delay in delivery of these items would disrupt State services and would force the State to immediately seek alternative sources of supply on an emergency basis. Timely delivery is critical to meeting the State's ongoing needs.

5.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS

In the event that the contractor fails to comply with any material contract requirements, the Director may take steps to terminate the contract in accordance with the State administrative code and/or authorize the delivery of contract items by any available means, with the difference between the price paid and the defaulting contractor's price either being deducted from any monies due the defaulting contractor or being an obligation owed the State by the defaulting contractor.

5.8 MANUFACTURING/PACKAGING REQUIREMENTS

5.8.1 All products must conform in every respect to the standards and regulations established by Federal and New Jersey State laws.

5.8.2 All products shall be manufactured and packaged under modern sanitary conditions in accordance with federal and state law and standard industry practice.

5.8.3 All products are to be packaged in sizes as specified in this RFP and shall be packaged in such a manner as to ensure delivery in first class condition and properly marked for identification. All shipments must be comprised of original cartons associated with the commercial industry represented by the actual product contained within each carton. Deliveries

containing re-used, re-labeled, re-worked or alternate cartons are subject to rejection by the Using Agency at the contractor's expense.

5.9 CLAIMS

All claims asserted against the State by the contractor shall be subject to the New Jersey Tort Claims Act, N.J.S.A. 59:1-1.1, et seq., and/or the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq.

5.10 CONTRACT ACTIVITY REPORT

In conjunction with the standard record keeping requirements of this contract, as required by in paragraph 3.19 of the NJ Standard Terms and Conditions version 05 09 06, located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/08x38375.shtml>,

contractor(s) must provide, on a calendar quarter basis, to the Purchase Bureau buyer assigned, a record of all purchases made under their contract award resulting for this Request for Proposal. This includes purchases made by all using agencies including the State and political sub-divisions thereof. This reporting requirement includes sales to State using agencies and, if permitted under the terms of the contract, sales to counties, municipalities, school districts, volunteer fire departments, first aid squads and rescue squads, and independent institutions of higher education. The requirement also includes sales to State and County Colleges and Quasi-State Agencies. Quasi-State Agencies include any agency, commission, board, authority or other such governmental entity which is established and is allocated to a State department or other bi-state governmental entity of which the State of New Jersey is a member.

This information must be provided in a tabular format such that an analysis can be made to determine the following:

- Contractor's total sales volume to each purchaser under the contract, subtotaled by product, including, if applicable, catalog number and description, price list with appropriate page reference and/or contract discount applied.
- Total dollars paid to subcontractors.

Submission of purchase orders, confirmations, and/or invoices do not fulfill this contract requirement for information.

Contractors are strongly encouraged to submit the required information in electronic spreadsheet format. The Purchase Bureau uses Microsoft Excel.

Failure to report this mandated information will be a factor in future award decisions.

6.0 PROPOSAL EVALUATION

6.1 EVALUATION CRITERIA

The following criteria will be used to evaluate all bid proposals that meet the requirements of this RFP. The criteria are not necessarily listed in order of importance:

6.1.1 Price. The low bid will be determined by evaluating the three base lines (Line 1, line 10 and Line 17). The low responsive bidder for these three lines will be considered for an award. This contract will be awarded to a single vendor. The additional and fewer line items will also be awarded to the low bidder if it is deemed to be in the best interest of the State.

6.1.2 Experience of the bidder

6.1.3 The bidder's past performance under similar contracts, including if applicable, the Division's vendor performance database.

6.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL

Prior to contract award and with the exception of scheduling a review of submitted bids, unless requested by the State, contact with the State is limited to status inquiries only and such inquiries are only to be directed to the buyer. Any further contact or information about the proposal with the buyer or any other State official connected with the solicitation will be considered an impermissible supplementation of the bidder's bid proposal.

The bidder may be required to give an oral presentation to the State concerning its bid proposal. The State may also require the bidder to submit written responses to questions regarding its bid proposal.

The purpose of such communication with the bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify or elaborate on its bid proposal. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way. No comments regarding other bid proposals are permitted. Bidders may not attend presentations made by their competitors.

It is within the State's discretion whether to require the bidder to give an oral presentation or require the bidder to submit written responses to questions regarding its bid proposal. Action by the State in this regard should not be construed to imply acceptance or rejection of a bid proposal. The Purchase Bureau buyer will be the sole point of contact regarding any request for an oral presentation or clarification.

6.3 BID DISCREPANCIES

In evaluating bids:

- Discrepancies between words and figures will be resolved in favor of words.
- Discrepancies between unit prices and totals of unit prices will be resolved in favor of unit prices.
- Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices.
- Discrepancies between the indicated total of multiplied unit prices and units of work and the actual total will be resolved in favor of the actual total.
- Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the corrected sum of the column of figures.

7.0 CONTRACT AWARD

7.1 DOCUMENTS REQUIRED BEFORE CONTRACT AWARD

7.1.1 REQUIREMENTS OF N.J.S.A. 19:44A-20.13-25 (FORMERLY EXECUTIVE ORDER 134)

In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the negotiation and award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, the Legislature enacted N.J.S.A. 19:44A-20.13 – 25 on March 22, 2005 the “Legislation”), retroactive to October 15, 2004, superseding the terms of Executive Order 134. Pursuant to the requirements of the Legislation, the terms and conditions set forth in this section are material terms of any contract resulting from this RFP:

7.1.1.1 DEFINITIONS

For the purpose of this section, the following shall be defined as follows:

a) Contribution – means a contribution reportable as a recipient under “The New Jersey Campaign Contributions and Expenditures Reporting Act.” P.L. 1973, c. 83 (C.19:44A-1 et seq.), and implementing regulations set forth at N.J.A.C. 19:25-7 and N.J.A.C. 19:25-10.1 et seq. Through December 31, 2004, contributions in excess of \$400 during a reporting period were deemed "reportable" under these laws. As of January 1, 2005, that threshold was reduced to contributions in excess of \$300.

b) Business Entity – means any natural or legal person, business corporation, professional services corporation, Limited Liability Company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction. The definition of a business entity includes (i)all principals who own or control more than 10 percent of the profits or assets of a business entity or 10 percent of the stock in the case of a business entity that is a corporation for profit, as appropriate; (ii)any subsidiaries directly or indirectly controlled by the business entity; (iii)any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (iv)if a business entity is a natural person, that person’s spouse or child, residing in the same household.

7.1.1.2 BREACH OF TERMS OF THE LEGISLATION

It shall be a breach of the terms of the contract for the Business Entity to (i)make or solicit a contribution in violation of the Legislation, (ii)knowingly conceal or misrepresent a contribution given or received; (iii)make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution; (iv)make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate of holder of the public office of Governor, or to any State or county party committee; (v)engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation; (vi)fund contributions made by third parties, including consultants, attorneys, family members, and employees; (vii)engage in any exchange of contributions to circumvent the intent of the Legislation; or (viii)directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the Legislation.

7.1.1.3 CERTIFICATION AND DISCLOSURE REQUIREMENTS

a) The State shall not enter into a contract to procure from any Business Entity services or any material, supplies or equipment, or to acquire, sell or lease any land or building, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor, or to any State or county political party committee during certain specified time periods

b) Prior to awarding any contract or agreement to any Business Entity, the Business Entity proposed as the intended awardee of the contract shall submit the Certification and Disclosure form, certifying that no contributions prohibited by the Legislation have been made by the Business Entity and reporting all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C.527 of the Internal Revenue Code that also meets the definition of a “continuing political committee” within the mean of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The required form and instructions, available for review on the Purchase Bureau website at:

<http://www.state.nj.us/treasury/purchase/forms.htm#eo134>,

shall be provided to the intended awardee for completion and submission to the Purchase Bureau with the Notice of Intent to Award. Upon receipt of a Notice of Intent to Award a Contract, the intended awardee shall submit to the Division, in care of the Purchase Bureau Buyer, the Certification and Disclosure(s) within five (5) business days of the State’s request. Failure to submit the required forms will preclude award of a contract under this RFP, as well as future contract opportunities.

c) Further, the Contractor is required, on a continuing basis, to report any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made. The required form and instructions, available for review on the Purchase Bureau website at <http://www.state.nj.us/treasury/purchase/forms.htm#eo134>, shall be provided to the intended awardee with the Notice of Intent to Award.

7.1.1.4 STATE TREASURER REVIEW

The State Treasurer or his designee shall review the Disclosures submitted pursuant to this section, as well as any other pertinent information concerning the contributions or reports thereof by the intended awardee, prior to award, or during the term of the contract, by the contractor. If the State Treasurer determines that any contribution or action by the contractor constitutes a breach of contract that poses a conflict of interest in the awarding of the contract under this solicitation, the State Treasurer shall disqualify the Business Entity from award of such contract.

7.1.1.5 ADDITIONAL DISCLOSURE REQUIREMENT OF P.L. 2005, C. 271

Contractor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c. 271, section 3 if the contractor receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the contractor’s responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

7.2 FINAL CONTRACT AWARD

Contract award shall be made with reasonable promptness by written notice to that responsible bidder, whose bid proposal, conforming to this RFP, is most advantageous to the State, price, and other factors considered. Any or all bid proposals may be rejected when the State Treasurer or the Director determines that it is in the public interest to do so.

7.3 INSURANCE CERTIFICATES

The contractor shall provide the State with current certificates of insurance for all coverages required by the terms of this contract, naming the State as an Additional Insured.

8.0 CONTRACT ADMINISTRATION

8.1 CONTRACT MANAGER

The State Contract Manager is the State employee responsible for the overall management and administration of the contract.

The State Contract Manager for this project will be identified at the time of execution of contract. At that time, the contractor will be provided with the State Contract Manager's name, department, division, agency, address, telephone number, fax phone number, and email address.

8.1.1 STATE CONTRACT MANAGER RESPONSIBILITIES

For an agency contract where only one State office uses the contract, the State Contract Manager will be responsible for engaging the contractor, assuring that Purchase Orders are issued to the contractor, directing the contractor to perform the work of the contract, approving the deliverables and approving payment vouchers. The State Contract Manager is the person that the contractor will contact **after the contract is executed** for answers to any questions and concerns about any aspect of the contract. The State Contract Manager is responsible for coordinating the use and resolving minor disputes between the contractor and any component part of the State Contract Manager's Department.

If the contract has multiple users, then the State Contract Manager shall be the central coordinator of the use of the contract for all Using Agencies, while other State employees engage and pay the contractor. All persons and agencies that use the contract must notify and coordinate the use of the contract with the State Contract Manager.

8.1.2 COORDINATION WITH THE STATE CONTRACT MANAGER

Any contract user that is unable to resolve disputes with a contractor shall refer those disputes to the State Contract Manager for resolution. Any questions related to performance of the work of the contract by contract users shall be directed to the State Contract Manager. The contractor may contact the State Contract Manager if the contractor can not resolve a dispute with contract users.