

## PRICE QUOTE FOR CUSTOMIZED ONLINE NOTARY PUBLIC COURSE FOR THE STATE OF NEW JERSEY

Please read sections 1-5 below carefully and enter your price quote in section 6. **Fill out each price line in the price quote (section 6, lines 1-5).**

Send your reply via email **no later than Friday, November 18, 2022** to:

Peter Lowicki

Deputy Director

NJ Division of Revenue and Enterprise Services

[peter.lowicki@treas.nj.gov](mailto:peter.lowicki@treas.nj.gov)

\*\*This Request for Quote is also posted on the NJ Division of Revenue and Enterprise Services' web site at [nj.gov/njbgs](http://nj.gov/njbgs).

### 1. Introduction

The Division of Revenue and Enterprise Services (DORES) is seeking to procure a customized online (web-based) education course for notaries public commissioned in the state of New Jersey. The online course must focus on the contents of the New Jersey Notary Public Manual (Manual).

This procurement will involve a development project, delivery of the education course, and administrative support for the course for a period of three years. Interested contractors must provide a price quote for all these components in section 6 below.

### 2. Background

Pursuant to P.L. 2021, c. 179, New Jersey implemented an updated notary public program. The new law institutes several important changes that collectively help to modernize the notary commissioning process and general notarial practices in this State, including provisions that:

1. Allow for remote and electronic notarizations
2. Mandate electronic filing of commission applications
3. Institute specific identification standards
4. Set forth specific requirements for notary journals
5. Establish requirements for notary certificates and stamps
6. Specify expanded effectiveness of notarial acts performed outside of this State
7. Require education for and testing of non-attorney notaries public.

With respect to the educational and testing requirements referenced in item 7, for new commissions, non-attorney applicants must provide proof that they have:

- Completed a six-hour course of study approved by the State Treasurer; and
- Passed an examination prescribed by the State Treasurer (DORES has already implemented an online testing service that meets the second requirement).

For renewed commissions, the commissioned notary public must complete a three hour-continuing education course.

The education course that DORES seeks to implement will suffice for both new and renewed applicants. So, there will be only one education course offered.

### **3. Contents of the Course and Deliverables**

The education course must cover the contents of the New Jersey Notary Public Manual (<https://www.state.nj.us/treasury/revenue/pdf/NotaryPublicManual.pdf>) , including electronic and remote notarizations. It must also provide general guidance on notarial practices – that is, guidance on common issues and challenges that notaries face in providing notarial services.

A tentative outline that will provide a view of the scope of the course follows:

- Overview of the office – role of the notary, qualifications, scope of authority/jurisdiction and term of office
- Description of commissioning process (new and renewed commissions) with information on grounds for denial, revocation suspension or limitation of a commission
- Maintenance of commission – name and address changes
- Permitted acts (acknowledgements, jurats, signature witnessing, copy certification, and oaths and affirmations)
- Prohibited acts (with emphasis on avoiding conflicts of interest) and circumstances that may lead to disciplinary actions and/or other sanctions
- Circumstances under which a notary can refuse to notarize
- Basic steps in the notarization process and general requirements for each
- Requirements for certificates (including certificates issued in connection with remote online notarizations), stamps, signatures, and journal entries in all modes of use – paper and electronic
- Handling special situations such as the notarization of foreign language records or notarization when the principal is unable to sign
- Requirements for remote online notarizations with detailed information on the steps involved and the types of technologies employed, along with instructions on how to notarize when the record is not physically present before the notary
- Requirements for electronic notarizations
- Restrictions regarding Wills, Codicils and Testamentary Trusts
- Administrative duties – for example, fee assessment, record-keeping, and reporting of lost or stolen articles like stamps and journals

The specific deliverables for this initiative are:

- Web site that provides access to the course, which is accessible via DORES' notary commissioning page (<https://www.njportal.com/dor/notary>)
- Registration function for applicants taking the course
- Interactive modules that cover the topics contained in the Manual and the general guidance items mentioned previously, along with questions to measure the applicant's comprehension;
- Up to 100 test questions for incorporation into DORES' existing online testing service;
- Proof of completion process that generates a unique Course Completion IDs for registered applicants;
- File transfer process or API that passes the Course Completion IDs to DORES' online commissioning service

#### **4. Development Project**

The development project that yields the deliverables above must include the following tasks:

- Establish project team
- Review/quality check Manual
- Develop module content outline
- Develop story boards for course
- Write scripts for modules
- Test/quality check written modules
- Produce full test course program
- Integrate course with existing online testing service
- Test course and integration
- Launch

#### **5. Support**

The vendor must provide administrative support for the course. The support must consist of:

- Trouble-shooting issues with the course software (fixing malfunctions/bugs) during business (8:30 a.m. to 5 p.m. weekdays) with no more than 2-hour response for issues deemed critical
- Trouble-shooting the interface (fixing malfunctions/bugs in the file transfer process or API) that passes the Course Completion IDs to DORES' online commissioning service
- Trouble-shooting the interface (file transfer process or API) that passes the Course Completion IDs to DORES' online commissioning service ) during business (8:30 a.m. to 5 p.m. weekdays) with no more than 2-hour response for issues deemed critical
- Making up to three modifications to course modules (to adjust for new issues, changes to the law, responses to customer feedback, etc.)

## 6. Price Quote

<b><u>Line 1</u> - Development Project and Delivery of Notary Public Course</b>	
Includes:	
<ul style="list-style-type: none"><li>• The development project</li><li>• Delivery of the web-based course with the specified interactive modules</li><li>• Applicant registration function</li><li>• Test questions</li><li>• Proof of completion process</li><li>• File transfer or API</li><li>•</li></ul>	
	\$ <input type="text"/>
<b><u>Line 2</u> - Support Year 1</b> (Begins After DORES' Acceptance of the Course)	
	\$ <input type="text"/>
<b><u>Line 3</u> - Support Year 2</b>	
	\$ <input type="text"/>
<b><u>Line 4</u> - Support Year 3</b>	
	\$ <input type="text"/>
	<b><u>Line 5</u> - Total Price Quote</b>
	\$ <input type="text"/>