

Date: March 6, 2025

To: All Interested Respondents

From: AOCCONF.MBX@njcourts.gov

**Re: DPAC-25-03 – CRIMINAL DIVISION EDUCATION CONFERENCE
– MAY 7-8, 2025 (SET-UP MAY 6, 2025)**

Amendment #1

The following constitutes Amendment #1 for the above referenced bid:

- Answers to questions received by Due Date of Questions.
- Amended Judiciary Price Sheet to address issue with fillable fields.

NOTE: Quote Submission Due Date: Wednesday, March 12, 2025 at 11:00 am

	RFQ Section Reference	Question	Answer
1.	Title Page	Any flexibility to do set up on Monday May 5th and the event dates as Tuesday and Wednesday May 6th and 7th?	No. Per RFQ section 1.1, the firm event date is MAY 7-8, 2025 (SET-UP MAY 6, 2025).
2.	Title Page	Due to other contracted business onsite, are the dates flexible to shift the conference with setup being held on May 7th and the conference on May 8th and 9th?	No. Per RFQ section 1.1, the firm event date is MAY 7-8, 2025 (SET-UP MAY 6, 2025).
3.	RFQ Section 4.1	On page 7 knowing that this event would not require all the event space would you be willing to share space with other groups in similar area. We would of course ensure no airwalls or shared but events could be in the same hall or across from one another.	The Judiciary prefers not to have other groups in close proximity but may consider proposed alternative – please submit proposed solution with 3.7 Technical Quotation.
4.	RFQ Section 4.2	On page 8 is the Judiciary willing to work with the hotel to provide Hala & or Kosher Meals?	The Judiciary is willing to work with awarded contractor but all costs must go through awarded contractor (venue) of this specific event.

5.	RFQ Section 4.7.1	On page 13 regarding employee lists this information must be obtained by speaking with the hotel's human resources department which the Sales Manager will be able to get you in contact with. All communication regarding employee lists will need to be between the NJ State Police and the Human Resources Manager directly	Please submit notes with bid submission with 3.7 Technical Quotation.
6.	RFQ Section 4.3.2	Do you need a private secure wifi network for all your attendees/Office?	No. Private secure WiFi is not needed for this event.
7.	RFQ Section 4.3.2	Do you need power for the registration area/room?	Yes, per RFQ section 4.3.2 subsection l.
8.	RFQ Section 4.3.2	Do you need lighting trees to spotlight your presenters?	No, per RFQ section 4.3.1 subsection 1.b.
9.	RFQ Section 4.3.2	Do you need any camera setup for recording the program?	No. Camera setup for recording is not needed for this event.
10.	RFQ Section 4.3.2	Do you need a timer in order to keep track of presentations not going over the allotted time?	No. A time to track presentations to prevent going over the allotted time is not needed for this event.
11.	Judiciary Price Sheet (Attachment 1)	The a la carte pricing sheet cells are not allowing input of information correctly. The input is sideways. Can this be updated?	Updated Price Sheet posted as part of Amendment 1.