

RFQ process

Required
documentation

Upcoming
opportunities

Questions &
Clarifications

RFQ WAIVE-CONF-2628: Optional Pre-Quote Meeting For Conference Facility Rental and Related Services, Judiciary

Please identify
yourself and the
property/ properties
you represent
within the chat.

WELCOME & INTRODUCTIONS

- Please identify yourself and the property/properties you represent within the chat so that you are properly logged for attending the conference.
- Please mute your microphone throughout this meeting, except when speaking.
- You may ask questions by using the chat feature or by raising your hand within Microsoft Teams.
 - Please identify yourself and the property you represent prior to asking a question.
- Please note that this meeting is being recorded.
- A copy of this presentation will be provided to all attendees.

PURPOSE & GENERAL INFORMATION

- The purpose of this conference is to address procedural questions only, regarding the bid solicitation and quotation submission requirements.
- Questions relating to the Scope of Work or the services and products required in the bid solicitation will **not** be addressed.
- Bidders should utilize the Q&A period, as outlined on the RFQ cover page.

REQUIRED REGISTRATIONS

- 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
 - NJSTART Vendor email support: njstart@treas.nj.gov
 - NJSTART Vendor Quick Reference Guides:
 - <https://www.nj.gov/treasury/purchase/vendor.shtml> -
- Please make sure that you have a valid Affirmative Action/ Equal Opportunity Certificate or Federal Letter of Approval verifying it is operating under a federally approved or sanctioned Affirmative Action program.
 - [NJ Department of the Treasury Contract Compliance](#)
 - [AA/EEO Online Registration](#)

What and why is the process changing?

- Historically, conference facilities and related services were contracted through NJ Treasury Division of Purchase and Property under contract T0364, which expired April 2024; DPP is not reprocurring it. The Judiciary was the main user and has since been procuring via Delegated Purchase Authority.
- Since expiration, the Judiciary has posted solicitations for each event separately, allowing any interested bidders to submit a quotation. This process required bidders to submit documentation and complete administrative requirements with each submission, resulting in repetitive work and inefficiencies for both the Judiciary and the bidders.
- Moving forward, this process is being replaced with the establishment of a **preferred contractor list** through this RFQ; awarded contractors will have completed documentation in advance allowing for a more efficient and streamlined process. For future events, event-specific pricing will be requested from contractors on the preferred list.
- Contractors on the preferred list will be prioritized for event-specific opportunities; those not awarded may not be considered during the contract term.

Please Note: It is the contractor's responsibility to ensure that all expiring documentation—such as Affirmative Action and Equal Employment Opportunity (AA/EEO) certificates, Business Registration Certificates (BRC), Certificates of Insurance (COI), and similar registrations—remains valid and up to date for the duration of the contract. The Judiciary will notify contractors if any revisions to contractual documents (e.g., New Jersey Terms and Conditions) during the term to ensure their records are updated accordingly.

Public Bidding Opportunities

Home > Public > Public Bidding Opportunities

Public

Thank you for your interest in bidding opportunities with the New Jersey Judiciary.

ADA Accommodation	This site serves as a central hub for businesses and organizations to discover and compete for various procurements within the New Jersey Judiciary.
Court Closings-Municipal Courts	The New Jersey Judiciary seeks goods and services through a Request for Quotation (RFQ). Each RFQ outlines the required documentation.
Court Closings-State Courts	
Court Livestreams	
Criminal Justice Reform	
Directories	
Elder Justice	
Fair Treatment in Our Courts	
Find a Case	
Find Help	
Interpreting Services	
Jobs and Clerkships	
Language Services	
Lawyers' Fund for Client Protection	
Mental Health Resources	

Minimum Required Registration and Certification for Any Contractors Doing Business with the State of New Jersey

NJSTART: Bidder Profile Online Registration – Required with Quotation Submission.
The Bidder shall review and fully complete their business profile in Treasury's NJSTART database at www.njstart.com. Several Vendor Quick Reference Guides (QRGs) to walk you through registering your business, editing profile information, and categories and certifications. Please visit the NJSTART Vendor Support Page at [NJ Division of Purchase and Property](http://NJ.Division of Purchase and Property) for additional guidance and helpful videos. If you have questions or need additional assistance, please email njstart@nj.gov.

Affirmative Action (AA/EEO Certificate)
The contractor must have a valid Affirmative Action/Equal Employment Opportunity Certificate or Federal Letter of Intent operating under a federally approved or sanctioned Affirmative Action program. Pursuant to New Jersey procurement guidelines, and policies issued by New Jersey Division of Purchase and Property, all contractors doing business with the State of New Jersey are required to have an Affirmative Action/Equal Employment Opportunity Certificate (EEO certificate). The EEO certificate is necessary to ensure compliance with state statutes and regulations concerning equal employment opportunity. The EEO certificate is required for all contracts awarded by the State of New Jersey. Information, instruction, and the application are available at [NJ Division of Purchase and Property](http://NJ.Division of Purchase and Property). Register online [HERE](http://NJ.Division of Purchase and Property). Registration requires an Affirmative Action Employee Information Report (AA302) and \$150 payment to Treasury. The Certificate of Employee Information Report is valid for seven years for businesses with more than 50 employees.

Conference Facility Rental and Related Services

All times indicated are EST (Eastern Standard Time)

Solicitation Date	RFQ #	RFQ Title	Event Date	Questions Due Date	Submission Due Date
06/11/2025	WAIVE-CONF-2628	Conference Facility Rental and Related Services, Judiciary	Optional Pre-Quote Conference 06/16/2025 at 2 p.m. *See Section 2.1 for invite request instructions.	06/24/2025 11 a.m.	07/09/2025 11 a.m.

WAIVE-CONF-2628– Conference Facility Rental and Related Services, Judiciary

Purpose and Intent:

The purpose of this RFQ is to solicit and award multiple responsive Bidder(s) for conference facility rental and related services to accommodate Judiciary events. The events shall be conducted throughout the year and may require, but not be limited to: meeting space rental, lodging, meals, and audio-visual services.

Key Dates:

- Optional Pre-Quote Conference – June 16, 2025, at 2 p.m.
- Questions Due Date – June 24, 2025, at 11 a.m.
- Bid Submission Date – July 9, 2025, at 11 a.m.

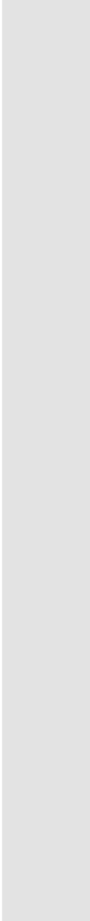
Attachments:

- [RFQ WAIVE-CONF-2628](#)
- [Waiver and DPA Contract Checklist \(Attachment 1\)](#)
- [Conference Checklist \(Attachment 2\)](#)
- [Conference Questionnaire \(Attachment 3\)](#)
- [Conference Price Sheet Sample \(Attachment 4\)](#)
- [Sample Menu \(Attachment 5\)](#)

www.njcourts.gov/public/public-bidding-opportunities



BID SOLICITATION AT A GLANCE

- Cover page: Submission dates and Q&A dates
 - Section 1: Purpose and background
 - Section 2: Pre-Quotation submission information
 - Section 3: Quotation submission requirements – requirements of the bidder, including forms, technical approach, and price sheet instructions.
 - 4: Scope of Work – Detailed description of the requirements of the Contractor, including banquet, food, lodging, AV, parking, safety and security requirements..
 - Section 5: General contract terms.
 - Section 6: Evaluation criteria, clarifications, best and final offer, contract award, as well as the process for finalizing the event details.
 - Section 7: Glossary
- 

New Process:

To be considered for event-specific opportunities, your venue must submit all required documentation in response to this RFQ.

Only contractors awarded through this process will be placed on the preferred list.

All specific event details shall be per this RFQ as well as any details conveyed during the 4.8 ENGAGEMENT (MINI-BID) PROCESS.

RFQ WAIVE-CONF-2628

- The awarded Contractors shall be eligible to participate in the 4.8 Engagement (Mini-Bid) Process throughout the duration of this contract.
- It is the intent to award **multiple** responsive Bidder(s) to accommodate Judiciary events.
- CONTRACT TERM - The base term shall be for a period of 3 years. Estimated Fall 2025-Fall 2028
- EXTENSION OPTION- This Contract may be extended up to 2 years with no single extension exceeding one (1) year

Event Specific RFQ (MINI-BID)

- The Judiciary shall solicit bids from the preferred contractors list. (Approximately a min of three)
- The Judiciary shall provide a written event-specific Scope of Work, and a separate itemized event-specific Judiciary-Supplied Price Sheet, specifying details of event.
- Bids must conform with the terms and conditions of this contract as well as the event-specific 4.8 ENGAGEMENT (MINI-BID) PROCESS

Conference Checklist (Attachment 2):

Links within this checklist:

[NJSTART Website](#)

[Waiver and DPA Contract Checklist \(Attachment 1\)](#)



New Jersey Judiciary
Administrative Office of the Courts
Purchase and Property Unit

ATTACHMENT 2 **Conference Checklist**

Bidder Business Name: _____

Date: _____

[NJSTART](#) V Number: _____

Federal Tax ID Number: _____

Venue's Physical Address: _____

CHECKLIST

Please include all necessary documentation with your RFQ response

- ☐ Conference Questionnaire (Attachment 3)
- ☐ Conference Price Sheet Sample (Attachment 4)
- ☐ Technical Quotation:
 - ☐ Meeting Space Capacity Chart
 - ☐ Property Map
 - ☐ Standard Menu Offerings
 - ☐ Standard AV Pricelist
- ☐ Forms and Certifications: [Waiver and DPA Contract Checklist](#) (Attachment 1)
- ☐ Bidder Additional Terms, if applicable (per Section 3.3)

Signature: _____

Date: _____

Conference Questionnaire (Attachment 3):

Links within this checklist:

[NJSTART Website](#)



New Jersey Judiciary
Administrative Office of the Courts
Purchase and Property Unit

ATTACHMENT 3

Bidder Business Name: _____ Date: _____
[NJSTART](#) V Number: _____ Federal Tax ID Number: _____
Venue's Physical Address: _____

Conference Questionnaire

1. What is maximum capacity of event spaces? _____
2. What is capacity of your largest meeting space? _____
3. Who is your in-house AV provider? _____
4. Is there on-site parking? If so, what is total number of spaces available? _____
5. What is total number of lodging rooms available for an event? _____
6. What is total number of bathrooms & bathroom stalls available for event spaces? _____
7. Will you confirm the venue can accommodate alternative meal options including but not limited to Halal and Kosher per **4.2 GENERAL FOOD REQUIREMENTS**? _____
8. What are the standard and late check-out times per section **4.5.2 LODGING CHECK-OUT**? _____
9. Will you confirm your organization will abide per Section **4.7 SAFETY AND SECURITY**? _____
10. Will you confirm your organization will abide per Section **4.7.1 SECURITY SERVICES AND EMPLOYEE LIST**? _____

Signature: _____ Date: _____

Conference Price sheet (Attachment 4):

- This is a **SAMPLE** price sheet and **MUST** be completed.
- Instructions for the price sheet are provided in the RFQ with additional instructions within the price sheet.
- There are multiple price lines and bidders must respond to **ALL PRICE LINES**. (Blue shaded cells)
- Bidder notes may be provided in designated areas on the price sheet.
 - Do not** use this section for questions. Questions must be asked in the Q&A period.
- Ensure the Totals and Total Event cost is completed.

NEW JERSEY JUDICIARY CONFERENCE PRICE SHEET - A-5-C-001 (ATTACHMENT 4)									
VENUE NAME		LOCATION		STATE/ZIP		EVENT NOTES			
FEDERAL TAX ID NO. (EIN)		VENUE CONTACT		VENUE CONTACT PHONE					
VENUE NAME		VENUE CONTACT NAME		VENUE CONTACT EMAIL					
DATE OF EVENT		EVENT CONTACT EMAIL		EVENT CONTACT PHONE					
ORGANIZATION		ADMINISTRATIVE OFFICE OF THE COURTS		NIGHTLY VENUE NO.					
MEETING ROOMS									
FUNCTION TYPE	PROPOSED SETUP	# OF CHAIRS	RATE	RATE	RATE	RATE	JUDICIARY NOTES	BIDDER NOTES	
GENERAL MEETING	BANQUET ROOMING	100	1				VENUE ROOMING: 100 CHAIRS, 100 TABLES, 100 BENCHES	MEETING ROOMING NOTES (INCLUDE PROPOSED MEETING ROOM NAME/ACTIVITY TAKING INTO ACCOUNT REQUESTED MEETING ROOM SPECIFICATIONS)	
MEDIA ROOM	BANQUET ROOMING	100	1						
MEETING ROOMS SUBTOTAL							TOTAL		
DISCOUNT PERCENTAGE (INPUT LEFT OF DOLLAR AMOUNT)									
MEETING ROOMS TOTAL									
BANQUET CHARGES									
MEAL	TYPE	RATE	RATE	RATE	RATE	RATE	JUDICIARY NOTES	BIDDER NOTES	
BREAKFAST	BREAKFAST BUFFET						VENUE ROOMING: 100 CHAIRS, 100 TABLES, 100 BENCHES	BANQUET CHARGES NOTES	
BREAK	A.M. BREAK SNACK								
LUNCH	LUNCH BUFFET - HOT						2 hours/Max of 1 hour/No food/beverage and 1/2 hr. before		
BREAK	P.M. BREAK SNACK								
BANQUET CHARGES SUBTOTAL							TOTAL		
DISCOUNT PERCENTAGE (INPUT LEFT OF DOLLAR AMOUNT)									
BANQUET CHARGES TOTAL									
LODGING CHARGES									
LODGING	TYPE	RATE	RATE	RATE	RATE	RATE	JUDICIARY NOTES	BIDDER NOTES	
SINGLE OCCUPANT	MASTER BED	10					VENUE ROOMING: 100 CHAIRS, 100 TABLES, 100 BENCHES	LODGING CHARGES NOTES	
LODGING CHARGES SUBTOTAL							TOTAL		
DISCOUNT PERCENTAGE (INPUT LEFT OF DOLLAR AMOUNT)									
LODGING CHARGES TOTAL									

AV CHARGES									
TYPE OF EQUIPMENT	TYPE/HAUL	RATE	RATE	RATE	RATE	RATE	JUDICIARY NOTES	BIDDER NOTES	
AV & IT (SOUND/SYSTEMS/AV)	FULL						VENUE ROOMING: 100 CHAIRS, 100 TABLES, 100 BENCHES	AV CHARGES NOTES	
PROJECTION	FULL								
VIDEO/SCREENING	FULL								
VIDEO RECORDING/PRODUCTION	FULL								
AV CHARGES SUBTOTAL							TOTAL		
DISCOUNT PERCENTAGE (INPUT LEFT OF DOLLAR AMOUNT)									
AV CHARGES TOTAL									
OTHER CHARGES									
DESCRIPTION	DESCRIPTION	RATE	RATE	RATE	RATE	RATE	JUDICIARY NOTES	BIDDER NOTES	
AV & IT (SOUND/SYSTEMS/AV)	OTHER CHARGES						VENUE ROOMING: 100 CHAIRS, 100 TABLES, 100 BENCHES	OTHER CHARGES NOTES	
AV & IT (SOUND/SYSTEMS/AV)	OTHER CHARGES								
OTHER CHARGES SUBTOTAL							TOTAL		
DISCOUNT PERCENTAGE (INPUT LEFT OF DOLLAR AMOUNT)									
OTHER CHARGES TOTAL									
*See "See Bid" to indicate services or equipment are not available. *See "See Bid" to indicate services or equipment are available.									
*If Judiciary is exempt from all taxes, use "Exempt" in the "Taxes" column.									
JUDICIARY NOTES:							TOTAL EVENT		
BIDDER NOTES:									

Conference Price Sheet (continued):

NEW JERSEY JUDICIARY CONFERENCE PRICE SHEET - A LA CARTE (ATTACHMENT 4)			
VENUE NAME		REGION	STATEWIDE
FEDERAL TAX ID NO OR EIN		VENUE CONTACT	
EVENT NAME	JUDICIARY SAMPLE BID	VENUE CONTACT PHONE	
DATE OF EVENT	1/1/2026	VENUE CONTACT EMAIL	
ORGANIZATION	ADMINISTRATIVE OFFICE OF THE COURTS	NJSTART VENDOR NO	

OTHER CHARGES SUBTOTAL

*Use "No Bid" to indicate services or equipment are not available

*Use "\$0.00" to indicate service or equipment is available free of charge

* NJ Judiciary is exempt from all taxes - no taxes to be included in pricing

JUDICIARY NOTES:

HOTEL NOTES:

JUDICIARY NOTES

HOTEL NOTES

VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY

MEETING ROOM NOTES

(INCLUDE PROPOSED MEETING ROOM NAMES/CAPACITY
TAKING INTO ACCOUNT RFQ SECTION 4.3.1 AV STANDARD
REQUIREMENTS)

TOTAL

Waiver and DPA Checklist (Attachment 1):

Links within this checklist:
All required DPA forms



INFORMATION SHEET AND CHECKLIST FOR WAIVERS AND DELEGATED PURCHASING AUTHORITY (DPA) TRANSACTIONS (ATTACHMENT 1)

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

This checklist is only a guide to assist vendors in locating and compiling all required compliance forms for waivers and DPA transactions. Vendors are required to ensure that all compliance requirements have been met by doing the following:

- Completing the terms and categories tab in the [NJSTART](#) vendor profile;
- Uploading any forms that may be required to the attachments tab in the [NJSTART](#) vendor profile; or
- Completing and submitting to the forms to the agency.

	The information is available in NJSTART or the form has been submitted to the agency
STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS AND WAIVERED CONTRACTS/DELEGATED PURCHASING AUTHORITY SUPPLEMENT TO THE STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS – For use with Waivers and DPAs	<input type="checkbox"/>
OWNERSHIP DISCLOSURE FORM	<input type="checkbox"/>
DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR	<input type="checkbox"/>
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM	<input type="checkbox"/>
TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 333 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS FOR NON-FAIR OPEN CONTRACTS	<input type="checkbox"/>
CHAPTER 271 VENDOR CERTIFICATION AND POLITICAL DISCLOSURE FORM	<input type="checkbox"/>
MACBRIDE PRINCIPALS FORM	<input type="checkbox"/>
PROOF OF BUSINESS REGISTRATION You may register your business HERE or obtain a copy of the Business Registration Certificate HERE .	<input type="checkbox"/>
CERTIFICATE OF INSURANCE / ACORD	<input type="checkbox"/>
SOURCE DISCLOSURE FORM - To be used only where the contract is primarily for services	<input type="checkbox"/>
CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS PURSUANT TO P.L. 2022, c.3.	<input type="checkbox"/>
PROOF OF AFFIRMATIVE ACTION COMPLIANCE - Submit one of the following	
NEW JERSEY CERTIFICATE OF EMPLOYEE INFORMATION REPORT	<input type="checkbox"/>
FEDERAL LETTER OF APPROVAL VERIFYING A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM (Dated within one year of the submission)	<input type="checkbox"/>
AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (FORM AA302)	<input type="checkbox"/>

Waiver and DPA Checklist (Attachment 1):

BID SOLICITATION # AND TITLE:	<u>RFQ WAIVE-CONF-2628 (JUDICIARY)</u>
VENDOR NAME:	<u>YOUR OFFICIAL BUSINESS NAME - V#</u>

State of New Jersey Standard Terms and Conditions and Waivered Contracts/Delegated Purchase Authority
Supplement to the State of New Jersey Standard Terms and Conditions
(Revised February 8, 2024)

I HEREBY ACCEPT THE TERMS AND CONDITIONS OF THIS CONTRACT

Signature

Date

Print Name and Title

Print Name of Contractor

Tips when completing forms:

- **Bid Solicitation #:** RFQ WAIVE-CONF-2628 (Judiciary)
- **Vendor Name:** Enter your official business name followed by your V# (*Example: ABC Corporation – V12345678*)
 - ✓ Only fill in these fields if the form specifically asks
 - ✓ If only one is requested, provide that one only
 - ✓ Use the **same Federal Tax ID** that is associated with your V#
- **Signature May be required:**
At the end of the form, the person signing must also include:
 - ✓ Full name
 - ✓ Job title
 - ✓ Company name they are representing
 - ✓ Date
- **Check boxes/selections** - Make sure to save after selection.

NOTE: Forms missing this information may be delayed or rejected.

Question and Answers:

- Questions and clarification inquiries should be directly tied to the RFQ and asked in consecutive order, from beginning to end, following the organization of the RFQ.
- Reference Section with your question.
 - Examples:
 - RFQ Section 4.2 – Is a water cooler acceptable in place of individual water bottles?
- Questions must be submitted **electronically**. In person or by telephone questions will not be accepted.
- The cut-off date for electronic questions is indicated on the RFQ cover sheet.
- Answers to these questions will be issued by Amendment, which will be posted on our website.

Quotation Submission PITFALLS

What not to do:

- **Signatures** missing on documents and forms.
- The same Federal Tax ID is not used through out the process.
 - Tax ID that you submit is not the same on NJ Start Vendor profile
 - Tax ID used is not the same ID used on their AA/EEO certification
 - Federal Tax ID is different on DPA forms and registration.
- One submission for multiple properties.
- Bidder submits proposed terms and conditions that **conflict** with the Scope of Work and/or the State of NJ Terms and Conditions with **quotation**. Section 3.3.
- Submit proposals late. (**MUST BE ON TIME**)

Upcoming Public Bidding Opportunities | NJ Courts

Conference Facility Rental and Related Services, Judiciary

• Appellate Division	September 2025	• Staff College	November 2025
• New Judge Orientation General Session	September 2025	• Judicial College	November 2025
• New Judge Orientation Divisional Session	September 2025	• Children in Court & Race Equity Conference	March 2026
• Family Law Clerks	September 2025	• Family & DV Education Conference	April 2026
• JSMART Education Conference	October 2025	• Criminal Division Education Conference	May 2026
• Probation Division Education Conference	September/October 2025	• Civil and General Equity Education Conference	May 2026
• Recovery Court Conference	September/October 2025	• Municipal Division Education Conference	June 2026

Question?

- Your question must pertain to the procedures and quotation submission requirements only
- Any questions regarding the bid solicitation must be submitted during the Q&A period, as outlined on the RFQ cover page.

THANK YOU
FOR
ATTENDING

Website: [Public Bidding Opportunities | NJ Courts](#)

Email Address: AOCCONF.MBX@njcourts.gov