

Date: July 2, 2025

To: All Interested Respondents

From: AOCCONF.MBX@njcourts.gov

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

Amendment #1

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

- Answers to questions received by Bidder Electronic Questions Due Date.
- Extended Submission Due Date from Wednesday, July 9, 2025, at 11:00 am to Wednesday, July 16, 2025, at 11:00 am

NOTE: Submission Date: Wednesday, July 16, 2025, at 11:00 am

	RFQ Section Reference	Question	Answer
1.	RFQ Section 1.1	What are the conference dates?	This is not for any specific conference dates. Please see RFQ Section 1.1 PURPOSE AND INTENT.
2.	RFQ Section 2.2	What is the expected time to receive answers to the questions submitted?	Answers should be provided within one week however if it is extended, the Judiciary may extend the date of submission if deemed necessary by the Judiciary.
3.	RFQ Section 3.5	Is the vendor number the same as the federal tax ID number?	No. Vendor number is provided through NJSTART Registration. The Federal Tax ID Number will be needed for the NJSTART Registration.
4.	RFQ Section 3.6	Do we resubmit all the required documents even if we already hosted an event this calendar year?	Yes. New documents should be provided per Waiver and DPA Contract Checklist (Attachment 1).

5.	RFQ Section 3.8	<p>JUDICIARY-SUPPLIED PRICE SHEET INSTRUCTIONS</p> <p>How should multi-year price increases be listed for each category?</p>	<p>Multi-year price increases do not need to be listed.</p> <p>Conference Price Sheet Sample (Attachment 4) is just a sample price sheet for a hypothetical scenario. Awarded Vendors will provide event-specific pricing as per RFQ section 4.8</p> <p>ENGAGEMENT (MINI-BID) PROCESS.</p>
6.	RFQ Section 4.1	<p>Conference, Room & Banquet Rentals</p> <p>Historically, the Courts program utilizes many more meeting/breakout spaces than what has been requested on the RFQ. Can additional requested meeting space be priced at standard hotel meeting room rental pricing?</p>	<p>Conference Price Sheet Sample (Attachment 4) is just a sample price sheet for a hypothetical scenario. Awarded Vendors will provide event-specific pricing as per RFQ section 4.8</p> <p>ENGAGEMENT (MINI-BID) PROCESS.</p>
7.	RFQ Section 4.3	<p>RENTAL OF EQUIPMENT/TECHNOLOGY FOR CONFERENCE</p> <p>I see there are minimal AV items listed on the bid. Will additional AV items be added based on program needs? And if so, these</p>	<p>Conference Price Sheet Sample (Attachment 4) is just a sample price sheet for a hypothetical scenario. Awarded Vendors will provide event-specific pricing</p>

		additional items would be priced at the standard rate.	as per RFQ section 4.8 ENGAGEMENT (MINI-BID) PROCESS.
8.	RFQ Section 4.7.1	Company is requiring a letter from the NJ State Police. Is that something they normally do for upcoming events?	NJ State Police and the Judiciary will coordinate with vendors in support of safety and security planning for each event with necessities determined on an event-by-event basis. As such, this question would need to be addressed during each event's 4.8 ENGAGEMENT (MINI-BID) PROCESS.
9.	RFQ Section 4.7.1	In order to comply with the request for employee information, we will need a formal written request on NJ State Police letterhead including: <ul style="list-style-type: none"> • Confirmation that the information will solely be used to conduct a background check to determine if any associates have been convicted of a felony within the past five (5) years. • A statement that the background check will be conducted independently. 	NJ State Police and the Judiciary will coordinate with vendors in support of safety and security planning for each event with necessities determined on an event-by-event basis. As such, this question would need to be addressed during each event's 4.8 ENGAGEMENT

		<ul style="list-style-type: none"> • A promise to delete and/or destroy all employee data (full name and DOB) once the check is completed. • Notification that the deletion/destruction of said data has been completed. • Receipt of the written request no later than fifteen (15) business days prior to the event(s). <p>We would appreciate written confirmation that this procedure is acceptable or any additional guidance you can provide.</p>	(MINI-BID) PROCESS.
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