



Ramapo College of New Jersey Request for Proposal

09-009A Marketing Services – Adult Learners Analysis

KEY EVENT DATES

PREBID MEETING and SITE INSPECTION:

Not required for this RFP.

SUBMIT ALL QUESTIONS IN WRITING:

**Submit all questions regarding the analysis deliverables to Beth Barnett,
Provost and Vice President at bbarnett@ramapo.edu.**

**Submit all questions regarding the bid submission process to Steve Sondey,
Director of Purchasing at ssondey@ramapo.edu.**

RFP SUBMISSION DUE BEFORE OR ON:

**Date: May 27, 2009
Time: 2:00 P.M.**

**Return To: Ramapo College Purchasing Department
Academic Complex Wing D Room D-116
505 Ramapo Valley Road
Mahwah, NJ 07430**

Notice Print Date: May 12, 2009 in *The Star-Ledger*

RAMAPO COLLEGE OF NEW JERSEY
505 RAMAPO VALLEY ROAD
MAHWAH, NEW JERSEY 07430

NOTICE TO BIDDERS

09-009A

Marketing Services – Adult Learners Analysis

PUBLIC NOTICE is hereby given that SEALED BIDS for: **Marketing Services – Adult Learners Analysis** at Ramapo College of NJ will be received at the Office of the Director of Purchasing, Ramapo College of New Jersey, 505 Ramapo Valley Rd., Mahwah, N.J. until 2:00 PM local time **May 27, 2009** at which time they will be publicly opened. If the college is closed on the bid open date, the bid will be opened on our next business day.

The scope of work for this project includes gathering data and providing an in-depth analysis of the educational needs and interests of adult learners who potentially can be served by Ramapo College.

Bid Proposal Forms are available at <http://www.ramapo.edu/facultystaff/purchasing/> or by contacting the Ramapo College Purchasing Office at 201.684.7496.

Proposals must be made upon and in accordance with the form of bid to be supplied by the Purchasing Agent and no bidder may withdraw his bid within sixty (60) days after the actual bid opening thereof.

The Board of Trustees of Ramapo College reserves the right to waive any informality or to reject any or all bids.

Bidders are required to comply with requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

Bid envelopes must be marked with Bid No. 09-009A and indicate a “Sealed Bid” in the lower left hand corner.

STEVE SONDEY
DIRECTOR OF PURCHASING
(201) 684-7496

1. INFORMATION FOR BIDDERS

1.1. PURPOSE AND INTENT

1.1.1. **PURPOSE:** The purpose of this Request for Proposal (RFP) is to solicit bid proposals for services to be performed on the campus of Ramapo College of New Jersey, 505 Ramapo Valley Road, Mahwah, NJ 07430.

1.1.2. **INTENT:** Based on this RFP, Ramapo College intends to award a contract to the responsible bidder whose bid proposal, conforming to this RFP, is most advantageous to the College, price and other factors considered. The College reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the College to be in its best interest.

1.1.3. **TERMS:** Ramapo College standard Terms & Conditions (see attachment marked Terms & Conditions) will apply to all contracts or purchase agreements. 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

1.2.1. **CURRENT CONTRACT:** Bidders may contact the Ramapo College Purchasing Department to inquire about the details of the current College contract for this service.

1.3. KEY EVENTS

1.3.1. **PRE-BID MEETING AND SITE INSPECTION:** The College may require that interested bidders attend a pre-bid meeting and or a site inspection. The purpose of this meeting or inspection is to provide the interested bidder the opportunity to present questions and see the College facilities where the services are to be performed. The College may require mandatory attendance at the meeting or inspection as a pre-requisite for submitting a proposal. The College will not accept a proposal from a bidder that failed to attend a mandatory pre-bid meeting or a mandatory site inspection.

1.3.2. **QUESTION AND ANSWER PERIOD:** Ramapo College will accept only written questions from all potential bidders in accordance with the procedure outlined in this RFP.

1.3.3. **SUBMISSION OF BID PROPOSAL:** In order to be considered for award, the bid proposal must be received by the Ramapo College Purchasing Department before or at the submission due date and time. Any bid proposal NOT received on time at the location indicated below will be rejected. The ONLY location for bid response receipt is:

Ramapo College Purchasing Department
Academic Complex Wing D, Room D-116
505 Ramapo Valley Road
Mahwah, NJ 07440

Please note that all USPS and all private carrier mail, regular and overnight, is delivered to the Ramapo College Mail and Receiving Services and then is distributed across campus by College staff. Ramapo College is not responsible for any delays in the College's mail distribution process. It is the responsibility of the bidder to assure its bid reaches the Ramapo College Purchasing Department on time.

1.4. ADDITIONAL INFORMATION

1.4.1. ADDENDA: All addenda to this RFP will become part of the RFP and part of any contract awarded as a result of this RFP.

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: Ramapo College 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 RFP 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 common law.

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 College 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 College 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 this RFP response, 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 the College and cooperative purchasing partners and thus have to be made public to allow eligible purchasing entities access to the pricing information.

All bid proposals, with the exception of information determined by the College or the Court to be proprietary, are available for public inspection after the Letter of Intent to Award is issued. At such time, interested parties can contact the Ramapo College Purchasing Department to inspect bid proposals received in response to this RFP.

1.4.5. BID OPENING: Not applicable to this RFP.

1.4.6. 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.

The bidder must complete and sign all price sheets leaving no blank or empty fields. If applicable, the bidder shall enter No Charge or zero (0). Failure to provide an entry in any price sheet field will result in rejection of the bid.

1.4.7. BID WITHDRAWAL: A bidder may request that its bid be withdrawn prior to bid opening. Such request must be made in writing to the Ramapo College Director of Purchasing. 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 designated.

1.4.8. **VALIDITY OF BID:** Submitted bids shall be valid for a period of ninety (90) days to allow for sufficient time for bid evaluation and contract award.

1.4.9. **RIGHT TO CANCEL:** The College reserves the right, in its sole discretion, to cancel this RFP without obligation and for any reason, in part or in its entirety.

2. 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 Ramapo College Purchasing Department.

Bidder – An individual or business entity submitting a bid proposal in response to this RFP.

The College or College or RCNJ – Ramapo College of New Jersey

Contract – This RFP, any addendum to this RFP, and the bidder's proposal submitted in response to this RFP, as accepted by Ramapo College.

Contractor – The bidder awarded a contract resulting from this RFP.

May – Denotes that which is permissible, not mandatory.

Shall or Must – Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a bid proposal as materially non-responsive.

Should – Denotes that which is recommended, not mandatory.

State – State of New Jersey

3. SCOPE OF WORK

3.1. Introduction

Ramapo College of New Jersey, a four-year public liberal arts college located in Mahwah, New Jersey is requesting proposals to analyze the needs, interests, and preferred delivery formats of potential adult learners. The purpose of this analysis is to guide new program planning in graduate, undergraduate adult, and certificate and continuing education programs and to guide the expansion of our share of the adult education market.

Ramapo College currently offers over forty undergraduate majors through traditional learning formats. Three graduate programs (an MS in Educational Technology, the MA in Liberal Arts, and the MSN in Nursing Education) are also offered with two new programs (an MA in Sustainability Studies and an MA in Education Leadership) under review by the state and a third (MA in Special Education) under review by the Provost. The Center for Innovative and Professional Learning is in its second year of operation and offers pre-college programs, nursing continuing education programs for re-licensure, and three certificates: Business Essentials; Middle School Teaching; and Web Development. A review of all programs can be found at <http://www.ramapo.edu> under Academics.

3.2. Scope of Service

- Gather data and provide in-depth analysis of the educational needs and interests of adult learners who potentially can be served by Ramapo College. Include a review of other programs and competitors for these learners.
- Gather data and provide in-depth analysis of the preferences of adult learners across delivery formats and modalities.
- Produce a report that includes a summary of findings, conclusions, and recommendations and identifies potential new programs for adult learners and steps to be taken in order to expand market share.

3.3. Evaluation Criteria and Terms

The use of sub contractors is prohibited unless approved in writing by appropriate college personnel.

Evaluation of the proposals will take into account cost, prior experience with similar types of analysis within higher education, qualification of staff assigned to the engagement and comprehensiveness of the proposal to meet the above scope of services. Those meeting the criteria will be asked to present their proposal to College personnel. Your submission and presentations should emphasize the particular qualifications of your firm for this project. Any questions regarding this Request for Proposal should be directed to Beth Barnett at bbarnett@ramapo.edu.

3.4. Contents of Proposal

The proposal should provide complete and current information for all categories listed below.

Project Overview

Provide a narrative description of the proposed services and schedule based on the scope of work presented in this RFP. The College will assess the consultant's understanding of all aspects of the project based on this overview.

Detailed Approach to Providing Services

Provide a detailed description of the proposed approach to providing services as described above. The description shall include details to implement the tasks described in the scope of work and expected time frame for completion of project.

Project Team

The proposed project team shall be identified, including the specific staff members responsible for each portion of the work.

Related Experience

Provide a summary of experience with similar projects that the firm and the proposed manager and team members have completed. It is important for the proposal to demonstrate that the firm(s) managers and team members have sufficient experience and expertise in both adult education and various delivery formats. Provide three (3) references of clients in higher education for whom you performed similar assessments.

Cost of Proposal

Provide professional fees for this engagement. Your price should be firm and be inclusive of reimbursable expenses to include copies, travel, telephone and a presentation to College officials.

4. BID PROPOSAL PREPARATION AND SUBMISSION

4.1. GENERAL: The bidder is advised to thoroughly read and follow all instructions contained in this RFP, in preparing and submitting its bid proposal.

4.2. BID PROPOSAL DELIVERY AND IDENTIFICATION: In order to be considered, a bid proposal must arrive at the Ramapo College Purchasing Department before or at the date and time indicated in the RFP. The exterior of all bid proposal envelopes/package should be labeled with the bid identification number and the final bid opening date and 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 should submit one (1) complete copy of the original, clearly marked as copy. The copy request is necessary in the evaluation of the bid proposal.

4.4. BID PROPOSAL CONTENT: The bid proposal must be submitted in writing as one complete package with all of the required documentation and completed forms as specified in the RFP.

4.4.1. DOCUMENTS THAT MUST BE SUBMITTED **WITH** BID PROPOSAL: The following must be submitted with all proposals.

4.4.1.1. SIGNATURE PAGE, PRICE SHEET(S), CONTACT INFORMATION, REFERENCES, TERMINATED CONTRACTS AND COOPERATIVE PURCHASING: The bidder shall complete and submit the following as provided in the RFP: Signature page, all Price Sheets, Contact Information page, Business References page and Terminated Contracts page. If requested in the RFP, the bidder must also submit: Cooperative Purchasing page.

4.4.1.2. OWNERSHIP DISCLOSURE FORM: The Bidder shall complete and submit with the proposal the Ownership Disclosure form. See the attachment titled Ownership Disclosure.

4.4.1.3. NON-COLLUSION AFFIDAVIT: The Bidder shall complete and submit with the proposal the Non-Collusion Affidavit. See the attachment titled Non-Collusion Affidavit.

4.4.1.4. CONFLICTS OF INTEREST: The Bidder shall complete and submit with the proposal the Conflicts of Interest form. See the attachments titled Conflicts of Interest and Executive Order 34 and 189.

4.4.1.5. BID SECURITY AND STATEMENT OF SURITY: If requested in the RFP, the bidder must provide a bid bond and a statement of surety with the bid proposal. See Section 5 Special Contractual Terms and Conditions of this RFP for additional information.

4.4.2. PROOFS OF REGISTRATION THAT MUST BE SUBMITTED WITH BID PROPOSAL:

4.4.2.1. **BUSINESS REGISTRATION CERTIFICATE:** 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 proposal. See the RFP attachment titled Business Registration

4.4.2.2. **THE PUBLIC WORKS CONTRACTOR REGISTRATION ACT CERTIFICATE:** If the RFP is for a public works project, the Bidder shall submit with the proposal the bidder's Public Work Contractor Registration Act Certificate. Failure to submit a copy of the certificate may be cause for rejection of the proposal. See the RFP attachment titled The Public Works Contractor Registration Act, dated 02/22/2000.

4.4.3. **FORMS THAT MUST BE SUBMITTED BEFORE CONTRACT AWARD:** The following forms must be submitted to the Ramapo College Purchasing Department before a contract is awarded as a result of this RFP.

4.4.3.1. **MACBRIDE PRINCIPLES CERTIFICATION:** The bidder is required to complete the MacBride Principles Certification evidencing compliance with the MacBride Principles. See the RFP attachment titled MacBride Principles form.

4.4.3.2. **AFFIRMATIVE ACTION:** The bidder is required to submit a copy 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). See the RFP attachment titled Affirmative Action.

4.4.3.3. **POLITICAL CONTRIBUTION FORMS:** The bidder is required to complete the following Certification and Disclosure of Political Contributions forms. See the attachments.

4.4.3.3.1. Two Year Chapter 51 / Executive Order 117 Vendor Certification and Disclosure of Political Contributions. (Formally Executive Order No. 134) (Political Contributions)

4.4.3.4. **CERTIFICATE OF INSURANCE:** The bidder is required to submit proof of liability insurance in accordance with Ramapo College Terms and Conditions. See attachment titled Terms and Conditions.

5. SPECIAL CONTRACTUAL TERMS & 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 Notice of Award. Unless specifically stated in this RFP, the Special Contractual Terms and Conditions of the RFP and addenda take precedence over the Ramapo College Standard Terms and Conditions.

5.2. **CONTRACT TERM AND EXTENSION OPTION:** The term of this contract shall cover the period of time to provide the analysis report.

5.3. **CONTRACT TRANSITION:** Not applicable for this 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 approved by both the contractor and the College.
- 5.5. **CONTRACTOR RESPONSIBILITIES:** The contractor is responsible for the professional quality, technical accuracy and timely completion and submission of all deliverables, services or commodities required to be provided under the contract. The contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The review, approval, acceptance or payment for any service shall not be construed as a waiver of any rights that the College may have arising out of the contractor's performance of the contract.
- 5.6. **SUBCONTRACTING OR ASSIGNMENT:** The contract may not be subcontracted or assigned by the contractor in whole or in part without prior written consent of the College.
- 5.7. **REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS:** In the event that the Contractor shall fail to comply with any of the conditions herein provided and as covered by the Contract, the College shall notify the Contractor of such failure or default and demand that the same be remedied within a specific period of time. In the event of the failure of the Contractor to remedy the same within said period, the College shall take steps to terminate the contract. In this event, the College will authorize the service to be performed by any available means, the difference between the actual cost paid and the bid of the defaulting Contractor to be deducted from any monies due. It shall also be incumbent upon the contractor to continue operations until relieved by a newly selected Contractor.
- 5.8. **COLLEGE'S OPTION TO REDUCE SCOPE OF WORK:** The College has the option, in its sole discretion, to reduce the scope of work for any task or subtask called for under this contract. In such event, the College shall provide advance written notice to the contractor.
- 5.9. **AVAILABILITY OF FUNDS:** The College's obligation hereunder is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the College for payment of any money shall arise unless and until funds are made available for each fiscal year.
- 5.10. **PREVAILING WAGE:** Not required for this contract.
- 5.11. **PUBLIC WORKS CONTRACT – ADDITIONAL AFFIRMATIVE ACTION REQUIREMENT:** Not required for this contract.
- 5.12. **INDEMNIFICATION:** See the attachment titled Ramapo College Terms and Conditions.
- 5.13. **INSURANCE:** The successful bidder shall secure and maintain in force for the term of the contract liability insurance. See the attachment titled Ramapo College Terms and Conditions for the specific insurance requirements.
- 5.14. **STATEMENT OF SURETY, BID BOND AND PERFORMANCE BOND:** Not required for this contract.

6. PROPOSAL EVALUATION

- 6.1. **PROPOSAL EVALUATION COMMITTEE:** Bid proposals may be evaluated by a committee composed of members of the College Unit/Department responsible for managing the service, the College's Purchasing Department and other College employees.
- 6.2. **ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL:** A bidder may be required to give an oral presentation to the College concerning its bid proposal. The College may also require a bidder submit written responses to questions regarding the bid proposal. The purpose of such communication with bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify its bid. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way.
- 6.3. **EVALUATION CRITERIA:** The College may use, but is not limited to, the following evaluation criteria; A) The bidder's general approach and plans in meeting the requirements of the RFP, B) The bidders detailed approach and plans to perform the services required, C) The bidder's documented experience in successfully performing contracts of a similar size and scope, D) The qualifications and experience of the bidder's management, supervisory or other key personnel assigned to the contract and E) The overall ability of the bidder to mobilize, undertake and successfully complete the contract.
- 6.4. **ERRORS AND OMISSIONS:** 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 unit price and extended price and the bidder's intention is not readily discernible from other parts of the bid proposal, the Director of Purchasing may seek clarification from the bidder to ascertain the true intent of the bid.
- Ramapo College reserves the right to waive any technical or formal defects found in the RFP submission.
- 6.5. **REJECTION OF PROPOSAL:** The College reserves the right, in its sole discretion, to reject any or all bids, or to accept a proposal in whole or in part, if deemed to be in the best interest of the College to do so.

7. CONTRACT AWARD

- 7.1. **MULTIPLE AWARDS:** The College reserves the right to award contracts as a result of this RFP to more than one bidder.

8. CONTRACT ADMINISTRATION

- 8.1. **AUDIT:** The College reserves the right to request from the contractor during the term of the agreement copies of the contractor's documentation and or information reports related to the performance of the contract. The requests could include, but are not limited to, copies of licenses or permits, reporting of invoiced data, copies of call reports.

9. SIGNATURE PAGE

RAMAPO COLLEGE ADVERTISED REQUEST FOR PROPOSAL BID RESPONSE

Bid Identification # 09-009A	Description: Marketing Services – Adult Learners Analysis
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This bid proposal **MUST** be received by the Ramapo College Purchasing Department before or at **2:00 P.M. on May 27, 2009**, at which time responses will be publicly opened and read. Any proposal arriving at the Purchasing Department after the submission due date and time will not be accepted.

Read the entire Request for Proposal, including all terms, conditions and attachments. Submit documentation as required:

<u>Document</u>	<u>With RFP Submission</u>	<u>Document</u>	<u>With RFP Submission</u>
Signature Page	X	Non-Collusion Affidavit	X
All Price sheets	X	Conflicts of Interest	X
Bidder Contact Information	X	Bid Security	Not Required
Bidder Business References	X	Statement of Surety	Not Required
Bidder Terminated Contracts	X	Business Registration Certificate	X
Cooperative Purchasing	X	Public Works Contractor Reg. Cert.	Not Required
Ownership Disclosure Form	X		

<u>Document</u>	<u>Before Contract Award</u>
Performance Bond	Not Required
MacBride Principle	X
Affirmative Action Employee Information Report	X
PL 2005 Chapter 51 & Executive Order No. 117 (2008)	X
Insurance Certificate	X

INFORMATION TO BE COMPLETED BY BIDDER

1. Bidder's Company Name :		2. Phone Number:	3. Fax Number:								
4. Bidder's Company Address:		5. Bidder's Tax ID:	6. Cash Discount Terms:								
7. Estimated Amount of Contract:	8. Amount of Bid Security \$:	9. Amount of Performance Security \$:									
10. All addenda to this RFP will become part of the RFP and part of any contract awarded as a result of this RFP. Bidder acknowledges receipt of the following addenda: <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Addendum Number</td> <td style="width: 50%; text-align: center;">Date of Addendum</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>				Addendum Number	Date of Addendum	_____	_____	_____	_____	_____	_____
Addendum Number	Date of Addendum										
_____	_____										
_____	_____										
_____	_____										
11. SIGNATURE of BIDDER:	12. TITLE	13. DATE	Notice: The college will pay invoices only when the contractor has complied with all terms and conditions of the contract								
14. NAME: (Print or Type)											

10. PRICE SHEET

Bid# 09-009A Marketing Services – Adult Learner Analysis

Price to provide the analysis (inclusive of all expenses):

\$ _____.

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____

11. BIDDER'S CONTACT INFORMATION

Not required for this RFP.

12. BIDDER'S BUSINESS REFERENCES

Please provide three (3) business references for contracts awarded of similar size and scope to the requirements of this RFP:

Reference 1.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

Reference 2.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

Reference 3.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____

13. BIDDER'S TERMINATED CONTRACTS

Not required for this RFP.

14. COOPERATIVE PURCHASING

A. Will you extend contract prices to other State Colleges and University's in New Jersey? (See the list below.)

Yes _____ No _____

Kean University
 Montclair State University
 New Jersey City University
 New Jersey Institute of Technology
 Ramapo College of New Jersey
 Rowan University
 Rutgers, The State University of New Jersey
 The College of New Jersey
 The Richard Stockton College of New Jersey
 Thomas Edison State College
 William Paterson University of New Jersey
 University of Medicine & Dentistry of New Jersey

B. Ramapo College of New Jersey is a member of the New Jersey Higher Education Purchasing Association (NJHEPA), whose members include the 4 year Public University's as well as private institutions. Will you extend contract prices to the association? (See the list below.)

Yes _____ No _____

Public:	Private:
Kean University	Monmouth University
Montclair State University	Princeton University
New Jersey City University	Rider University
New Jersey Institute of Technology	Seton Hall University
Ramapo College of New Jersey	
Rowan University	
Rutgers, The State University of New Jersey	
The College of New Jersey	
The Richard Stockton College of New Jersey	
Thomas Edison State College	
William Paterson University of New Jersey	
University of Medicine & Dentistry of New Jersey	

Each College/University shall be responsible for issuing purchase orders and payments directly with contractor(s). Each institution will be responsible for signing individual contracts and is financially responsible for the services purchased. The Colleges/Universities listed in this section are under no obligation to use the contractor(s) having extended pricing and services as the result of this bid.

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____