

ADVERTISEMENT

NOTICE OF REQUEST FOR PROPOSALS FOR LEGAL COPYING SERVICES

The New Jersey Schools Development Authority (“NJSDA”) is seeking to engage a consultant to provide on-call photocopying services, including collating, scanning and/or bates-stamping. The pickup of documents and delivery of finished work to the NJSDA’s Main Office located at 1 West State Street, Trenton, NJ 08625 will also be required.

The contract will be as follows.

Contract Number: GP-0147-R02
Program Name: Legal Copying Services
NJSDA Prequalification: None Required

[The RFP package is available on the NJSDA’s website.](#)

Proposals must be received by **5:00 PM on Wednesday, November 18, 2009**, and may be mailed or hand delivered as set forth in the RFP.

Proposing firms must submit a true copy of their valid business registration certificate issued by the New Jersey Division of Revenue and complete a Moral Integrity Questionnaire.

Evaluation Criteria: Submissions that are not responsive will be rejected without evaluation. Responsive submissions will be ranked pursuant to the following evaluation criteria:

1. Firm Experience – Case Studies & References
2. Approach to Providing the Required Services
3. Price

In addition, to be selected, a firm must be approved for moral integrity, pursuant to a review by the New Jersey State Police, as set forth in the RFP.

Bidders must comply with the requirements of P.L. 2005, c. 51, and implementing rules.