

July 2, 2012

**ADDENDUM No. 1**

*To*

**REQUEST FOR PROPOSALS**

*For*

**ELECTRONIC BOARD BOOK SERVICES**

**CONTRACT NO.: PW1202**

**ISSUE DATE: June 14, 2012**

*By*

**THE NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY**

---

**PLEASE TAKE NOTICE: \*\*Revised Bid Due Date\*\***

**PROPOSAL PACKAGES ARE TO BE SUBMITTED by the date as specified in forthcoming Addendum #2**, at the offices of the New Jersey Schools Development Authority located at 1 West State Street (Wells Fargo Bank Building), 1st Floor, Trenton, New Jersey 08625-0991, and must be delivered in the manner set forth in the RFP.

This **ADDENDUM No. 1** includes questions submitted electronically by 5 PM on June 21, 2012, and answers thereto. Questions and answers may have been paraphrased in whole or in part.

**A. FIRMS INTENDING TO PROPOSE**

**See Attachment A to this Addendum No. 1.**

**B. TIMELY SUBMITTED ELECTRONIC QUESTIONS AND NJSDA ANSWERS**

**B.1 QUESTION:** In order to provide you with pricing in our response to your request for proposals for electronic board book services, we will need to understand your user counts and roles. We define three types of user roles:

**Directors** – those individuals who sit on the board

**Administrators** – those individuals who upload content, collate documents, and set permissions

**Non-Director Executives** – those individuals who need access to the system but are neither directors nor administrators

In order to provide you with pricing, I will need an exact number of users in each category.

**ANSWER:** NJSDA presently has 15 Directors 3 Administrators, and 10 Non-Director Executives.

**B.2 QUESTION:** In order for us to go into extreme detail for the RFP about our product features and security, we ask that a mutual non-disclosure agreement (MNDA) is signed. Will the NJSDA sign a MNDA ahead of submitting our RFP?

**ANSWER:** Yes. NJSDA will agree not to disclose designated confidential or trade secret information, pursuant to Open Public Records Act (OPRA), NJSA 47:1A-1.1, provided that bidders wishing to designate particular information as confidential or trade secret make such designation clear, so that NJSDA can easily and quickly redact it from any disclosures made pursuant to any future OPRA requests.

**B.3 QUESTION:** Will the NJSDA be sharing any of the content and information submitted in the proposal findings with the other companies participating in this process?

**ANSWER:** Information provided through bid packages submitted to NJSDA is subject to disclosure under the OPRA.

**B.4 QUESTION:** Number of users: Can we please confirm the total number of unique users NJSDA is projecting? Based on the information provided there are 23 total unique users projected (Online access for approximately 20 users and Administrative access for 3)

**ANSWER:** See answer to question B.1 above.

**B.5 QUESTION:** Will the NJSDA accept the “Electronic Board Books” solution provider’s standard legal and commercial terms and conditions as a starting point for negotiations and the basis for the final agreement?

**ANSWER:** This question is currently under review and a response will be provided under Addendum #2.

**B.6 QUESTION:** I noticed that you have requested in The Scope of Services “On-Line” access only. Do you require the ability to view the board books when not connected to the internet?

**ANSWER:** Some users of the system will not have direct access to the NJSDA network. Because of this limitation, it is/was assumed that users will only be able to access the most current information while connected to the internet. While it is not a requirement to be able to access board information off-line, the ability to download and access board information in a stand-alone mode may be a valuable feature.

**B.7 QUESTION:** Do you plan for your board members to view board books on the Apple iPad?

**ANSWER:** It is possible that users may wish to use a variety of internet devices or tablets including but not limited to Apple iPad.

*Please, there shall be absolutely no contact between our staff and you.*

Issued by:



---

Sean Murphy  
Procurement Director

Issued: July 2, 2012

<Addendum #1>

NJSDA  
1 West State Street  
Trenton, NJ 08625  
Phone: 609-292-8775  
**Fax: 609-656-4642**

**Date: July 2, 2012**

**PROJECT DESCRIPTION: ELECTRONIC BOARD BOOK SERVICES**

Addendum No. 1

**Acknowledgement of Receipt of Addendum**

Contractor must acknowledge the receipt of the Addendum by signing in the space provided below and returning via fax (609-656-4642) or E-mail (djohnson@njsda.gov). **Signed acknowledgement must be received prior to the Bid Due Date. Acknowledgement of the Addendum must also be made in the Proposal Submission.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

**ATTACHMENT A**

**List of Firms INTENDING TO PROPOSE**

<p><b>John Boehm</b> Sr. Inside Sales Manager BoardVantage tel: 650.614.6007 Jboehm@boardvantage.com www.boardvantage.com</p>	<p><b>Nicole Maselli</b> Managing Director, Corporate Client Group The NASDAQ OMX Group One Liberty Plaza New York, New York 10006 Direct: +1 212.231.5339 Mobile: +1 646.371.5741 nicole.maselli@nasdaqomx.com</p>
<p><b>Marc L. Daniels</b> Executive Vice President of Licensing Diligent Board Member Services, Inc Direct Dial      973-939-9406 Cell Phone      201-638-2306 Fax                646-738-2644 NY Corporate    212-741-8181</p>	