



New Jersey Schools Development Authority  
32 East Front Street  
Trenton, NJ 08625  
Phone: 609-858-2915

**DATE:** September 17, 2020

**PROJECT #:** GP-0275-R01 – Electronic Board Book Services

**DESCRIPTION:** Addendum #1

This addendum shall be considered part of the Bid Documents issued in connection with the referenced project. Should information conflict with the Bid Documents, this Addendum shall supersede the conflicting information in the Bid Documents.

**A. CHANGES TO THE PROCUREMENT PROCESS:**

1. Not applicable.

**B. CHANGES TO THE PROCUREMENT DOCUMENTS:**

**1. Modifications to the Request for Proposals (“RFP”) and Associated Documents**

- a. **MODIFY:** All references in the RFP to the Technical Proposal, Required Forms, and Fee Proposal submission requirements shall be modified to revise the submission dates and times. Submissions will only be accepted from 9 AM - 11 AM by overnight or hand delivery on Friday, September 25, 2020 or Monday, September 28, 2020 or Wednesday, September 30, 2020 at the following address:

NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
32 East Front Street  
Trenton, New Jersey 08625-0991  
Attention: Dave Kutch, Senior Procurement Analyst  
Subject: Electronic Board Book Services – GP-0275-R01

**2. Changes to the RFP Forms**

- a. Not applicable.

### 3. Changes to the Agreement

- a. Not applicable.

### C. **BIDDER'S QUESTIONS, REQUESTS FOR INFORMATION AND RESPONSES:**

1. Question: Is mobile / tablet based access in the Scope of the project?  
  
Answer: NJSDA anticipates utilizing tablets and laptops, at a minimum.
2. Question: Given Covid, and limitations thereof, do they also want an in-built Communication platform via which the Board members can securely interact and conduct Board meetings?  
  
Answer: No.
3. Question: For Board minutes / documents security seems essential, but it has not been separately dealt with in the RFP. It would be great to know details of any standards or requirements specific to Security (user, content, access) as well as Encryptions  
  
Answer: The NJSDA is not in a position to provide detailed information regarding current or anticipated security protocols in a public bidding document. The foregoing notwithstanding, the NJSDA expects access to the system will be via a SSL connection between the database and end user access point.
4. Question: RFP mentions three kinds of roles – Board Members, Committee Members (assuming these are different) and of course Administrators. It would be helpful to understand the user rights, or any limitations / differences if at all between Board members and Committee Members / as well as Board Meetings and Committee Meetings.  
  
Answer: See response to Question 8 below. Also, Board Members are assigned to specific Committees and have user rights to those specific Committee Meeting Books. Board Members also have user rights to all Board Meeting Books. Administrators and Executive Staff have user rights to all Committee Meeting and Board Meeting Books.  
  
Board Members, on occasion, have to recuse themselves from an agenda item. The NJSDA anticipates that any software provided by the successful bidder will be sufficiently customizable and flexible to provide the Administrators with the ability to block that material from the recused Board Member(s).
5. Question: It is mentioned that Printing of Books be allowed by members. But should this be “universally” provided, or should there be a Setting for allowing /

disallowing Printing of Books? This is once again to ensure more control or Security aspects of the platform.

Answer: There is no setting necessary for allowing/disallowing the printing of Books. The printing of Books is allowed by all users.

6. Question: In the context of Hosting the application – do they have an existing Server / Cloud, where they want us to host this? Or should the Platform provider also provide a separate service / commercials for hosting the application?

Answer: The NJSDA anticipates purchasing Software as a Service (“SaaS”), including system hosting and configuration to meet NJSDA business needs, as well as ongoing support services through the term of the Agreement.

7. Question: Is there any requirement for any Data Analytics / Stats that could help Admins in monitoring and reviewing engagement data or session history?

Answer: No.

8. Question: According to the RFP, you will have approximately 23 users (20 board/committee members and 3 administrators) for 1 board and 3 committees. Is this the total number of users or are you looking to use this service over multiple school boards/districts across New Jersey with each requiring 23 users? If multiple, how many?

Answer: The NJSDA currently plans to have approximately twenty-three total users of the software. As a point of clarification in response to this question, the approximately twenty (20) users referenced in the RFP (not including the three (3) Administrative users), includes board/committee members, as well as members of the NJSDA’s Executive Staff. The intent is to use the software for internal NJSDA use only. No New Jersey school district boards are included in this engagement.

9. Question: What is your timeline for selecting the winning vendor and your target implementation date?

Answer: The NJSDA plans to issue a Notice-to-Proceed in mid-November 2020. Since the current contract expires on 01/26/2021, the software would need to be ready to use on 01/27/2021.

10. Question: Please describe how Board Books are currently created and distributed to members.

Answer: Currently, Board Books are created by Administrators utilizing Diligent Boards software for uploading, replacement, additions, and deletions of

agenda item materials. Administrators approve Board Books as final and ready for user viewing.

**11. Question:** Please provide an overview for how Board Book items such as Executive Orders or Agenda Items are created, edited, tracked and approved?

**Answer:** The NJSDA currently utilizes Diligent Boards software, to create, edit, track, distribute and approve committee/board meeting materials.

**12. Question:** Are meetings currently video and/or audio streamed to the public or for internal purposes?

**Answer:** No.

**13. Question:** How do Board Members access their meeting materials today?

**Answer:** Users access committee/board meeting materials by logging into the current Electronic Board Book System.

**14. Question:** Will they be moving to one common electronic device type like a tablet or laptop?

**Answer:** NJSDA anticipates utilizing tablets and laptops, at a minimum.

**15. Question:** Will meeting materials need to be printed?

**Answer:** Yes.

**16. Question:** Please clarify whether any requested modifications to the NJSDA Standard Terms and Conditions (i.e. Attachment B) should be submitted alongside our proposal, or we can do so upon contract award (in which case we will sign at the end of Attachment B but modify the statement to "I hereby accept the terms and conditions of this contract subject to any acceptable modifications to be discussed upon contract award".

**Answer:** To the extent that any bidder seeks to request modifications to the NJSDA Standard Terms and Conditions, such requested modifications should be provided as a separate document which is included in the same envelope as the bidder's sealed Fee Proposal.

**D. CHANGES TO PREVIOUS ADDENDA:**

1. Not applicable.

**E. ATTACHMENTS:**

1. Not applicable.

*Refer all questions to NJSDA Procurement Staff. Any bidder attempting to contact government officials (elected or appointed), including NJSDA Board members, NJSDA Staff (except for Procurement), Selection Committee members, NJSDA Consultants, and School District officials for information relating to this project or in an effort to influence the selection process may be immediately disqualified.*

**End of Addendum No.1**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



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**Acknowledgement of Receipt of Addendum**

Consultant must acknowledge the receipt of the Addendum by signing in the space provided below and returning an electronic copy via email to Dave Kutch ([Dkutch@njsda.gov](mailto:Dkutch@njsda.gov)). Signed acknowledgement must be received prior to the Bid Due Date. Acknowledgement of the Addendum must be made on the NJSDA Fee Proposal Form. Please include a copy of this signed acknowledgement form in the Proposal Submission.

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Addendum: 1  
Project #: GP-0275-R01  
Project Name: Electronic Board Book Services