

**RFP 27-03 ACADEMIC
REGALIA,
ACCESSORIES, &
DIPLOMA COVER
SERVICES FOR ROWAN
UNIVERSITY**

REQUEST FOR PROPOSALS (RFP)

Rowan University
The Office of Contracting & Procurement

201 Mullica Hill Road
Glassboro, NJ 08028
Phone: 856.256.4171

Email: bids@rowan.edu



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Administrative Information

All questions must be submitted via email, with the invitation to RFP title subject heading:

RFP 27-03 Academic Regalia, Accessories, & Diploma Cover Services

Questions:

All questions must be submitted via email to bids@rowan.edu with the name and number of the proposal in the subject line.

Questions will not be accepted by telephone. All questions submitted will be answered on The Office of Contracting and Procurement [website](#) on the date indicated below.

Stacie Mori
Office of Contracting & Procurement
E-mail: mori@rowan.edu

***Note Regarding Confidentiality and Commitment to Defend**

By submitting a response to this RFP, Vendor acknowledges that Rowan is a public entity subject to the New Jersey Open Public Records Act (“OPRA”). Non-proprietary information contained in any submission will be subject to public disclosure under OPRA. Vendors may mark any portions of a submission as confidential only if the information is consistent with the criteria outlined in the “Confidentiality and Commitment to Defend.” However, final determinations of what must be disclosed will be made by Rowan in its sole and absolute discretion.

RFP Opening:

Submissions will be due on August 4, 2026, by 2:00 pm prevailing time, and read in public virtually. Please use the following credentials to attend the meeting:

Option 1:

- Meeting link: <https://rowan.webex.com/meet/mori>
- Meeting number: 644 308 626

Option 2:

- Join from a video conferencing system or application
- Dial: mori@rowan.webex.com
- You can also dial 173.243.2.68 and enter your meeting number

Option 3:

- Join by phone +1-415-655-0003 US TOLL
- Access Code: 644 308 626

Schedule of Events

Questions:

All questions must be submitted via email to bids@rowan.edu with the name and number of the RFP in the subject line.

Questions will not be accepted by telephone. All questions submitted will be answered on **The Office of Contracting and Procurement [website](#)** on the date indicated below.

Due Date:

Proposals must be received no later than the submission due date and time listed in the **Schedule of Events** below to bids@rowan.edu. **Proposals will only be accepted electronically.**

In order to be considered for the award, all electronic proposals must be received at the appropriate required time. Any proposal not received on time may be rejected.

Refer to the Submissions Requirements section of this document for further details.

Schedule of Events		
Event	Date	Time
RFP Issued	7/14/2026	
Site Visit*	n/a	
Questions Due	7/21/2026	
Answers Posted to Website	7/28/2026	
Submissions Due	8/4/2026	2:00 pm
Interviews/Presentations	8/5/2026 – 8/19/2026	

Dates are subject to change. All changes will be reflected in Addenda issued.

Required Procurement Documents & Proposer's Checklist

The documents as listed below are Procurement documents mandated by State regulation and University policy. All documents as listed must be included with your submission package in order for your proposal to be deemed responsible for this offering.

All forms can be found [here](#) and should be submitted with your final proposal package. Please download and execute accordingly.

If you have any questions or have trouble accessing, please reach out to bids@rowan.edu

Failure to include the below requested documentation with the Proposal shall result in automatic rejection of Proposer's submission.			
Rowan University Comments			
1	Acknowledgement of Receipt of Addenda (if any)	If any issued, may not be applicable.	
2	Ownership Disclosure	Must be fully executed <i>and</i> notarized.	
3	Subcontractor Utilization Plan	If no subs, please add "n/a" and sign.	
Failure to include the below requested documentation with the proposal may result in rejection of Proposer's submission except as otherwise indicated below			
4	Certification of Non-Debarment pursuant to N.J.S.A. 52:32-44.1	To be provided prior to award	
5	Confidentiality & Commitment to Defend	Review note on page 2.	
6	Disclosure of Investigations & Other Actions Involving the Vendor		
7	Exhibit A: Mandatory Equal Opportunity Language Complete Form AA-302		
8	Modifications Acknowledgement		
9	New Jersey Business Registration Certificate	To be provided prior to award. Check the status of BRC here .	
10	Non-Collusion Affidavit	Must be fully executed <i>and</i> notarized.	
11	Proof of Ability to Obtain Required Insurance		
12	Taxpayer Identification Request (W-9)		
13	Disclosure of Investment Activities in Iran	To be provided prior to award	
14	Certification of Non-Involvement: Russia or Belarus Prohibition	To be provided prior to award	
15	Public Works Contractor Registration Certificate	Must be certified at date of submission.	

* Submission requirements for redactions can be found [here](#).

Introduction

Rowan University is a Carnegie-classified national doctoral research institution dedicated to excellence in undergraduate education. Founded in 1923, Rowan University has evolved from a teacher preparation school to a comprehensive research university that's ranked by U.S. News & World Report among the best national public research universities in the nation.

Rowan offers bachelor's through doctoral programs to more than 22,000 students and 4,000 faculty and staff through its campuses in Glassboro, Camden and Stratford, New Jersey, and online. It is one of only four universities in the nation to grant both M.D. and D.O. medical degrees. Focused on practical research at the intersection of engineering, medicine, science and business, Rowan has earned national recognition for innovation, commitment to high-quality, affordable education, and developing public-private partnerships.

The historic \$100-million Rowan gift in 1992 put then-Glassboro State University on a fast track. At the time, the gift was the largest to a public institution in the U.S., and it fostered the creation of the Henry M. Rowan University of Engineering and enabled ambitious growth. Alumni, friends, and corporate donors are among those continuing to invest in Rowan and its students, providing opportunities that distinguish the University as a leader in education, health care and research.

Campus maps available [here](#).

Project Overview

Rowan University is seeking proposals from qualified vendors to provide academic traditions products and services in support of university commencement ceremonies and other official academic events. Vendors may propose to provide one, multiple, or all of the services outlined in this Request for Proposal (RFP). Rowan University reserves the right to award contracts to a single vendor for the complete scope of work or to multiple vendors based on the products, services, expertise, and overall value offered.

I. SCOPE OF PRODUCTS & SERVICES

- A.** The selected vendor(s) should be able to supply a comprehensive range of academic regalia, including keepsake student regalia, faculty and platform rental regalia, custom institutional regalia, commencement accessories, diploma covers, and related academic tradition products and services.
- B.** All regalia and related products must be delivered by the deadlines established by Rowan University in advance of commencement ceremonies and other official academic events.
- C. Institutional Identity & Design Expectations:** Rowan University honors its institutional colors with the use of brown gowns and yellow/gold accents. Vendors should demonstrate the ability to maintain and enhance this visual identity across all regalia offerings.
 - 1. Academic Regalia design elements by degree level: Students**
 - a. Keepsake Bachelor's Regalia:** Brown gowns featuring gold piping or accent detailing around the shoulders, brown cap and gold & brown tassel
 - b. Keepsake Master's Regalia:** Brown gowns featuring gold piping or accent detailing down the front panels of the gown, brown cap and gold tassel

- c. **Keepsake or Rental Doctoral Regalia (PhD and EdD):** Brown gowns featuring brown velvet chevrons, university seal embroidery on both left and right chest panels, hood, brown tam with tassel.
- d. **Keepsake or Rental Doctoral Regalia (MD, DO) DVM in 2029):** Brown gowns featuring green velvet chevrons, indica embroidery on both left and right chest panels, hood and brown tam with tassel.

2. Faculty, Platform and VIP Regalia:

- a. **Rental Bachelors, Masters and Doctoral:** Black gown with coordinating institution and program hood, Bachelors and Masters - cap, Doctoral - tam
- b. **Custom Doctoral Regalia:** Premium custom regalia featuring the Rowan University indicia embroidered or displayed on both the left and right chest panels with the coordinating degree and program.
- c. **Custom Board of Trustees Regalia:** upon new board appointments
- d. **Honorary Degree Hoods:** upon request

3. Commencement Accessories

- a. **Honor Cords**
 - i. Cum Laude: White cord (GPA 3.450 - 3.649)
 - ii. Magna Cum Laude: Silver cord (GPA 3.650 - 3.849)
 - iii. Summa Cum Laude: Gold cord (GPA 3.850 - 4.000)
- b. **Stoles and sashes**
 - i. Specialty recognition items for honors, veterans, organizations, and leadership groups
- c. **Commemorative tassels with year charms**
- d. **Class Rings**
- e. **Diploma Frames**
- f. **Other accessories and commemorative items** for purchase by graduates

4. Diploma Covers

- a. **8.5"x11" Diploma Covers:** bachelors, masters and doctoral (non-medical)
- b. **12"x18" Diploma Covers:** doctoral (MD, DO) and (DMV in 2029)
- c. **Attributes:**
 - i. Brown leather with Gold Etching reading Rowan University
 - ii. Add-on: Custom letter to be printed and added inside during production

D. Services: Student Regalia

- 1. Vendors may propose keepsake regalia, rental regalia, or both for graduating students. **Services** should include:
 - a. Keepsake and/or rental options
 - b. Multiple sizing options
 - c. Sustainable or environmentally responsible products, if available
 - d. Secure online ordering platform for graduates
 - e. Customer service support for ordering, exchanges, and returns
 - f. Optional on-campus ordering, fitting, and distribution events
 - g. Individual shipping directly to graduates or campus distribution
 - h. Order tracking and communication throughout the fulfillment process
 - i. Return shipping procedures for rental regalia
 - j. Cleaning, inspection, repair, and inventory management for rental regalia

2. Student Estimated Annual Quantities

Product	Keepsake	Rental
Bachelor's	3,500–4,500	Optional
Master's	1,000–2,000	Optional
Doctoral (PhD/EdD)	100–200	Optional
Doctoral (MD/DO)	400–500	Optional

E. Services: Faculty, Platform & VIP Regalia

- Provide rental academic regalia for faculty, administrators, trustees, honorary degree recipients, guest speakers, and platform participants. **Services** should include:
 - Bachelor's, Master's, Specialist, and Doctoral rental regalia
 - Faculty-specific regalia or hoods by institution and academic discipline
 - Group ordering and fulfillment
 - Individual sizing management
 - Pre-event shipping or on-campus delivery
 - Post-event collection and return logistics
 - Cleaning, repair, replacement, and inventory management
 - Dedicated customer support for institutional coordinators
- The estimated annual quantity is around **200-350 pieces**.

F. Custom Institutional Regalia

- Provide custom-designed regalia and replacement pieces for Rowan University officials and ceremonial participants.
- Products** may include:
 - Presidential regalia
 - Provost regalia
 - Custom doctoral gown, hood and tam
 - Board of Trustees regalia
 - Honorary degree hoods
 - Replacement garments and accessories
- Services** should include:
 - Custom embroidery
 - Rowan University branding and institutional colors
 - Design consultation and artwork approvals
 - Fabric and trim samples
 - Ability to manufacture new designs and replacement pieces
- Quantities will be based on institutional need.

G. Delivery and Fulfillment Requirements

1. Vendors shall outline their capabilities for:
 - a. Standard production timelines
 - b. Rush and expedited order capabilities
 - c. Shipping and delivery methods
 - d. Individual and bulk shipping options
 - e. Order tracking and communication procedures
 - f. On-campus distribution and event support, if available
 - g. Procedures for handling missing, damaged, incorrect, or delayed orders
 - h. Return procedures for rental regalia
 - i. Inventory replacement and quality assurance processes
2. All regalia and related products must be delivered by the deadlines established by Rowan University in advance of commencement ceremonies and other official academic events.

II. PRICING

- A. Base proposal must include all labor, materials, equipment, supervision, coordination efforts, services, filing fees, security, insurance and all other associated or related items specified herein that are necessary to complete the work.
- B. No proposal may be withdrawn for ninety (90) days.
- C. All costs associated with the successful competition of this project, must be included in the base proposal on the proposal page.
- D. Prices provided must remain in effect for the dates noted on the Proposal Form.
- E. Proposals shall include labor and price plus costs as indicated on the proposal page.
- F. Payments for labor and services, under this contract, shall be made on an hourly flat rate basis, and limited to the work actually performed on any job/project.
 1. Costs included in flat hourly rate: Benefits, normal travel time, insurance, taxes, vehicles (company and/or employee), and other overhead, profit, and other miscellaneous cost.

III. TERM OF CONTRACT

- A. The anticipated contract period will be for one (1) year with four (4) possible renewals of one year each, subject to budgetary approval on a yearly basis.
- B. In order to better align with Rowan's fiscal year, the proposed contract will begin on the date of award and end on 6/30/2027, with possible one-year renewals until 6/30/2031.
 1. Year One (Fiscal Year 2027): Date of award– June 30, 2027
 2. Year Two (Fiscal Year 2028): July 1, 2027 – June 30, 2028
 3. Year Three (Fiscal Year 2029): July 1, 2028 – June 30, 2029
 4. Year Four (Fiscal Year 2030): July 1, 2029 – June 30, 2030
 5. Year Five (Fiscal Year 2031): July 1, 2030 – June 30, 2031
- C. In the event that the University terminates services, written notice will be provided thirty (30) days in advance of termination date.

IV. PROCEDURAL REQUIREMENTS AND AMENDMENTS

- A. The awarded vendor will comply with all procedural instructions that may be issued from time to time by the Contracting Officer of the University or designee.
- B. During the contract period, no change is permitted in any of its conditions and specifications unless the awarded vendor receives written approval from the Contracting Officer or respective designee.

- C. Vendors must supply Rowan University with any/all applicable warranty information, whether expressed or implied.
- D. Should the awarded vendor find at any time that existing conditions make modification in requirements desirable; it shall promptly report such matters to the Contracting Officer or designee of the University for consideration and decision.
- E. During the period of contract or any extension thereof, the University reserves the right to add or delete specific devices.
- F. Rowan University may make changes in the general scope of the contract services provided by the vendor by written notice. The vendor shall promptly comply with the notice and shall bring all subsequent services in conformance with the notice.
- G. If any such changes cause a material increase or decrease in the vendor's cost of operation or the time required for attainment of required service levels, an equitable adjustment in the contract cost or time allotted for fulfillment of the contract shall be negotiated and the contract modified accordingly. Any change, alteration or modification of any contract will be valid and binding only if a submittal of a proposal, vendor hereby agrees to negotiate on good faith.
- H. The awarded vendor's engagement partner and/or manager might be required to meet periodically with the Contracting officer or her representatives to discuss services.

V. VENDOR PERSONNEL

- A. While on University property:
 - 1. All personnel shall observe all rules and regulations in effect at Rowan University governing safety and personal conduct.
 - 2. Vendor employees shall be subject to control of the University, but under no circumstances, shall such persons be deemed employees of the University.
- B. Vendor personnel shall not represent themselves or be considered as employees of Rowan University.
- C. **CRIMINAL BACKGROUND CHECKS ARE MANDATORY** for all non-university personnel performing work on the Rowan University Campus. Vendors, consultants, contractors, and subcontractors are required to take all reasonable steps to assure that their employees do not represent a threat to the campus community. Failure to comply with this requirement may result in immediate termination of any award or contract.
- D. The proposer shall be solely responsible for all damage or unauthorized destruction to any Rowan University buildings, equipment, premises or facilities; lease, lent, or in the care, custody or control of the University or State.
- E. The Vendor shall remove from the Rowan University workplace, any of its employees who are found to be unacceptable by the University. Such requests will not be unreasonable.
- F. At all times, vendor personnel shall be in professional attire with clear identification of the company's name, logo, and person's name.

VII. PUBLIC SOLICITATION GENERAL

- A. Rowan University may need to issue one or more addenda related to this RFP. Such addenda shall be added to the original RFP document and posted at The Office of Contracting and Procurement [website](#): ***It will be the responsibility of the prospective vendors and other interested parties to familiarize themselves with the website and visit it regularly during the RFP process for updated information or addenda related to this RFP.***
- B. Short procedural inquiries may be accepted by telephone from the buyer noted for this project. However, oral explanations or instructions given over the telephone shall not be binding upon the University. Proposers shall not contact any person within the University directly, in person, or by telephone, other than the assigned buyer, concerning this project.

- C. If a joint venture is submitting a proposal, the agreement between the parties relating to such joint venture shall be submitted with the joint venture's submission.
- D. Any modifications to the RFP document prior to award may invalidate entire submission.
- E. The awarded firm may not assign sell or sub-contract its obligations under the contract to any third party without prior approval in writing by the University.
- F. Rowan reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for Rowan.
- G. Rowan reserves the right to suspend or terminate the procurement process described in this RFP at any time (in its sole discretion). If terminated, Rowan may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
- H. **Patents:** The Suppliers shall hold and save the University, its officers, agents, and employees harmless from liability of any nature or kind, including cost and expense for or on account of any patented or unpatented invention, article, or applicable manufacturer or use in materials and forms of construction as will satisfy the University's requirements.
- I. **Submission as Public Information and Property of Rowan**
Submissions will be held confidential during the RFP process until such time as the final contract is executed, upon such time the proposals may be subject to the Open Public Records Act for non-propriety information. **It is the responsibility of the prospective vendor to indicate what submitted information is proprietary.**
- J. All submissions will become the property of Rowan.
- K. In submitting a proposal, the Vendor agrees, unless specifically authorized in writing by an authorized representative of Rowan University on a case-by-case basis, that it shall have no right to use, and shall not use, the name of Rowan University, its officials or employees, or the Seal of the University:
 - 1. In any advertising, publicity, promotion.
 - 2. To express or imply any endorsement of agency's services.
 - 3. To use the name of the State, its officials or employees or the University seal in any manner (whether similar to uses prohibited by (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such services as are hereby contracted by the University.
- L. The preparation of a proposal shall be at the expense of the respondent. Rowan University will not reimburse firms for any costs associated with the preparation or submittal of a response.
- M. Rowan University does not allow payment of attorney fees for litigation regardless of disposition of matter.
- N. By responding to this RFP, firms acknowledge and consent to the conditions set forth herein relative to the submission, review, and consideration of your response.
- O. Submissions which, in the sole judgment of Rowan, fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors shall be rejected.
- P. Rowan University will not accept jurisdiction in any State except New Jersey.
- Q. The vendor shall be solely responsible for all damage or unauthorized destruction to any Rowan University buildings, equipment, premises, or facilities; lease, lent, or in the care, custody or control of the University or State.
- R. Rowan University reserves the right to reject any or all submissions or to award in whole or in part if deemed in the best interest of the University to do so.
- S. This RFP is not binding on the University.
- T. Protest of restrictive specifications or improprieties in the solicitation, by an interested party, must be received by the Procurement Department in writing not less than ten (10) working days before the closing date for receipt of submissions.

- U. The proposer is required to carefully examine the work proposed, the specifications and any drawings for the work, and to compute the quantities of labor or material entering therein, and to determine for himself, the difficulties incidental to the prosecution of the work, and the presentation of a proposal shall be considered as conclusive evidence of such examination.
- V. Unless specifically noted within this RFP, [Rowan's Standard Terms and Conditions](#) take precedence over any special terms and conditions contained in this RFP.
- W. Proposers assume sole responsibility for the complete effort required in this RFP. No special consideration shall be given after proposals are opened because of a proposer's failure to be knowledgeable of all the requirements of this RFP. By submitting a proposal in response to this offering, the proposer represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.
- X. Rowan University has the option, in its sole discretion, to reduce the scope of work after contract execution for any task or subtask called for under this contract in accordance with applicable law. In such an event, the Senior Director of Contracting and Procurement (Senior Director) shall provide advanced, written notice to the vendor.
 - 1. Upon receipt of such written notice, the vendor will submit, within five (5) working days to the Senior Director of Contracting & Procurement, an itemization of the work effort already completed by task or subtasks. The vendor shall be compensated for such work effort according to the applicable portions of its cost proposal.
- Y. The Senior Director may, for valid reason, issue a stop order directing the vendor to suspend work under the contract for a specific time. The vendor shall be paid until the effective date of the stop order. The vendor shall resume work upon the date specified in the stop order or upon such other date as the Senior Director may thereafter direct in writing. The period of suspension shall be deemed added to the vendor's approved schedule of performance. The Senior Director and the vendor shall negotiate an equitable adjustment, if any, to the contract price.
- Z. Rowan University reserves the right to cancel this contract with thirty (30) calendar days written notice to the vendor(s) with or without cause.
- AA. No party, including any respondent to this RFP, is granted any rights hereunder.
- BB. The proposal submitted by the vendor shall be binding on the vendor.
- CC. Rowan University reserves the right to seek clarification and additional information at any point in connection with vendor information or other communication regarding this RFP.

VI. **SUBMISSION REQUIREMENTS**

- A. Submissions should provide a straightforward and concise delineation of the respondent proposal and commitment to satisfy the requirements of the RFP.
- B. Vendor's submissions should include all information noted in the sections above and on the Required Procurement Documents page of this document as well as the following information.
- C. Proposals submitted in any other format other than as listed below will be considered informal and may be rejected.
- D. The RFP should be concise and shall be organized in a manner so the selection committee may quickly access pertinent information. Every effort should be made to avoid duplicating the information presented in the RFP.
 - 1. **Transmittal Letter:**
 - a. Proposals must be accompanied by a transmittal letter not to exceed two (2) pages signed by a principal of the firm.
 - 2. **Table of Contents**
 - 3. **Company overview and experience with higher education commencement programs.**
 - a. Include any information which you feel would be helpful in the selection of your organization.

- b. Provide examples of related projects that would best assist in assessing if your organization is the most suitable.

4. References

- a. Provide a list of three (3) references that the University may contact regarding previous work completed. Include the place of business and name, title and phone number of a contact person. The University reserves the right, but is not obligated to, contact references.

5. Proposal & Pricing Page

- a. Required: Pricing Page (p.17-18)
- b. Optional: Provide your product catalog and pricing structure

6. Product Samples

- a. Vendors are requested to submit physical samples of regalia, color swatches, fabric samples, diploma covers, and any proposed accessories for committee evaluation.
- b. Samples should include:
 - 1. Artistic renderings or customization options that reflect these preferences.
 - 2. Provide fabric and color samples.
- c. Submissions must be received by August 4, 2026. Ship to address:
Rowan University
Stacie Mori
Office of Contracts & Procurement
201 Mullica Hill Road
Glassboro, NJ 08028

7. Order Fulfillment

- a. Details on online ordering systems and customer service support
- b. Delivery timelines and fulfillment processes

8. Additional

- a. Information regarding sustainability initiatives
- b. Any additional value-added services

9. Required Procurement Documents & Proposer's Checklist: All documents requested (**Page 2**), should be submitted in the listed order.

- a. *Addenda: If applicable*

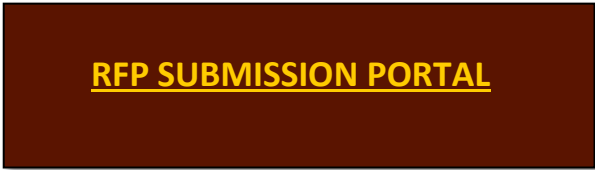
- E. Proposals shall not contain URLs (Uniform Resource Locators) or web addresses. The internet contains dynamically changing content, inclusion of a URL or web address in a RFP response is indicative of potentially changing information. Inclusion of a URL or web address in a RFP response implies that the RFP's content changes as the referenced web page changes. **Submissions will be accepted electronically unless otherwise outlined within the RFP.**
- F. Conditional proposals will not be considered.
- G. An initial screening of all submissions will be conducted to determine overall responsiveness. Submissions determined to be incomplete or non-responsive may be disqualified, in accordance with applicable law.
- H. Rowan reserves the right to interview the respondents prior to the RFP opening to obtain additional clarification and understanding of the information presented in a proposal to aid in assessing the responsibility of the proposal.
- I. Requests for Clarification by the University: The University may request that proposer clarify any information contained in Proposal. Proposers are required to provide a written response within two (2) business days of receipt of any request for clarification by the University.
- J. The award of this RFP will be based upon a review and analysis of all proposals to determine which proposal best meets the University's needs. The proposal will be scored based on the criteria outlined below.

- K. Post Award:** Following the notification of award, vendor(s) may receive a contract along with a request to review terms, deliverables, costs, and the University's expectations in general. You will be able to address any post award questions or concerns at this time. *If you do not receive a contract within seven days, please contact contracts@rowan.edu.*

Proposal Submissions & Instructions

Rowan University accepts electronic proposal submissions only. Electronic submissions are treated as original documents and will be considered the official documentation for evaluation and consideration by the University.

ALL REQUIRED DOCUMENTS PERTAINING TO THIS OFFERING MUST BE INCLUDED IN THE ELECTRONIC SUBMISSION.

A dark red rectangular button with the text "RFP SUBMISSION PORTAL" in yellow, underlined, and bolded.

RFP SUBMISSION PORTAL

(Ctrl + Click to follow link)

Instructions:

1. Select RFP Submission Portal link above.
2. You will be routed to the RFP Submission Portal.
3. You will be asked to provide the following:
 - a. RFP Number
 - b. Project Name
 - c. Company Name
 - d. Point of Contact
 - e. Email Point of Contact Email* *Email address should match Vendor Point of Contact listed on Proposal Page.*
 - f. Submission Documents

DO NOT PROVIDE LINKS OR ANY EXTERNAL LOCATIONS FOR FILES TO BE DOWNLOADED OR RETRIEVED, THE UNIVERSITY WILL REJECT ANY SUBMISSIONS SENT IN THIS MANNER

[Remainder of Page Intentionally Left Blank]

Evaluation and Selection Criteria

- An initial screening of all submissions will be conducted to determine overall responsiveness. *Submissions determined to be incomplete or non-responsive may be disqualified, in accordance with applicable law.*
- Selection of the awarded vendor(s) shall be based solely on the Review Committee's evaluation of the submissions and the criteria set forth above.
- Rowan reserves the right to interview the respondents.
- Rowan reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for Rowan.
- Rowan reserves the right to suspend or terminate the procurement process described in this RFP at any time (in its sole discretion). If terminated, Rowan may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
- Submission of a Proposal against this RFP is your acknowledgement that subjective criteria will be used in the evaluation of proposals. Award shall be made to the responsible proposer who is determined to be the most advantageous to the University.
- By responding to this RFP, vendors acknowledge and consent to the conditions set forth herein relative to the submission, review, and consideration of your response.

Requests for Clarification by the University: The University may request that proposer clarify any information contained in Proposal. Proposers are required to provide a written response within two (2) business days of receipt of any request for clarification by the University.

The award of this RFP will be based upon a review and analysis of all proposals to determine which proposal best meets the University's needs. The proposal will be scored based on the criteria outlined below.

Scoring Criteria	Weight
Quality & Variety of Products	10
Pricing & Value	30
Delivery Reliability	20
Customer Service & Support	20
Experience with large-scale university commencement operations	10
Ability to provide custom and specialty regalia	10
Total	100

Pricing & Proposal Page

The proposer states that he/she has carefully examined the specifications of having carefully examined the proposal documents and being familiar with the requirements therein, hereby submits their proposal to provide such services meeting the requirements outlined in this RFP.

Name	
Title	
Vendor Name	
Address	
Phone	
Email	

Signature	
------------------	--

Any and all changes made to this proposal page must be initialed and dated by the Proposer. No edit(s) will be accepted without Proposer's initials and date, next to all corrections.

Vendor Point of Contact

Provide the name and contact information of the individual within your firm that the University should contact regarding questions about your submission. The contact information should include the name of individual, telephone number, and e-mail address.

Point of Contact	
Phone	
Email	

Pricing

Academic Regalia	
KEEPSAKE	
Bachelor's Regalia – Brown gowns featuring gold piping or accent detailing around shoulders, brown cap and gold/brown tassel with year	\$
Master's Regalia – Brown gowns featuring gold piping or accent detailing down the front panels of gown, brown cap, hood, and gold/brown tassel with year	\$
Doctoral Regalia (PHD, EDD, MD, DO) – Brown gowns with velvet chevrons based on degree, university seal embroidery on left and right chest panels, hood and brown tam with tassel	\$
Brown Cap with brown and gold tassel	\$
Brown Tam with tassel	\$
Brown and Gold Tassel	\$
	\$
	\$
RENTAL	
Doctoral Regalia (PHD, EDD, MD, DO) – Brown gowns with velvet chevrons based on degree, hood and brown tam with tassel	\$
Bachelor's Regalia – BLACK gown with coordinating institution hood and cap with tassel	\$
Master's Regalia – Black gown with coordinating institution hood and cap with tassel	\$
Doctoral Regalia – Black gown with coordinating institution hood and cap with tassel	\$
Rental hoods – by institution/degree	\$
Rental black tams	\$
CUSTOM	
Premium custom regalia featuring the Rowan University indicia embroidered on both left and right chest panel with the matching hood of degree and program (PhD, EdD, MD, DO and DVM in 2029)	\$
Premium custom Board of Trustees Regalia (upon request)	\$

Honorary Degree Hood (upon request)	\$
ACCESSORIES	
HONOR CORDS	
Cum Laude (White) GPA 3.450-3.649	\$
Magna Cum Laude (Silver) GPA 3.650-3.849	\$
Summa Cum Laude (Gold) GPA 3.850-4.000	\$
Spirit Cord (Senior Class Gift)	\$
Cords by Field of Study	\$
Cords by Leadership, Service and Affiliation	\$
STOLES	
Specialty Recognition Stole (upon request) for affiliations	\$
Other Items	
Commemorative Tassel with Year Charm	\$
Diploma Frames	\$
Class Rings	\$
Other Accessories you offer not listed above:	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
DIPLOMA COVERS	
Attributes: Brown Leather, with Gold Etching	
8.5"x11" Diploma Cover for bachelors, masters, and doctoral (non-medical)	\$
12"x18" Diploma Cover for doctoral (MD,DO)	\$
Add on: Custom letter to be printed and inserted in the cover during production	\$
OTHER SERVICES	
	\$
	\$
	\$
	\$
	\$
	\$
	\$

ROWAN UNIVERSITY TERMS & CONDITIONS

I. REPRESENTATIONS AND WARRANTIES

The vendor expressly warrants that:

- A.** The vendor has legal capacity to execute and perform any Agreement arising from this quote, contract, and/or public solicitation.
- B.** The Agreement is valid, binding, and enforceable against the vendor according to its terms.
- C.** The execution and performance of an agreement by the vendor does not, and will not, violate or conflict with the terms of any existing Agreement or understanding of which the vendor is a party.
- D.** The execution and performance of an Agreement by the vendor does not, and will not, violate or conflict with any law, rule, regulation, judgment or order of any court or other adjudicative entity binding the vendor.
- E.** The vendor knows of no reason why the vendor is in any way, physically, legally, or otherwise, precluded from performing the obligations under an Agreement arising from this RFP, in accordance with its terms, including without limitation those relating to health and safety.
- F.** Such warranties shall survive and shall not be deemed waived by delivery or acceptance of, or payment for the goods and services.

II. GOVERNING LAW, JURISDICTION, ATTORNEY'S FEES

This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey, without regard to any applicable conflict of laws provision. Vendor hereby irrevocably and unconditionally agrees that any suit, action or other legal proceeding arising out of or in connection with this Agreement, or the transactions contemplated hereby, shall be brought in the courts of record of the State of New Jersey or the courts of the United States located in said state, consents to the jurisdiction of each such court in any such suit, action or proceeding, and waives any objection to the venue of any such suit, action or proceeding in any of such courts. In the event a suit or action shall be instituted in connection with any controversy arising out of this Agreement, the prevailing Party shall be entitled to receive, in addition to its costs, all attorneys' fees, including attorneys' fees and costs upon appeal.

III. DEFAULT

In case of failure to deliver goods or services in accordance with the contract(s) terms and conditions, Rowan University, after due oral or written notice, may procure substitute goods or service from other sources and hold the vendor(s) responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other solution which Rowan University may have.

IV. SALE OR BANKRUPTCY OF BUSINESS

- A.** If during the life of this Agreement, the awarded vendor disposes of its business by sale, transfer, force of law or by any means to another party, all obligations are transferred to such purchaser. In this event, the new owner(s) may, in Rowan University' discretion, be required to submit a performance bond in the amount of the value of services to be delivered pursuant to this Agreement.
- B.** In the event of the institution of any proceedings by or against the awarded vendor, voluntarily or involuntarily, in bankruptcy or insolvency, or under the provisions of the Federal Bankruptcy Act, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors of the property of the vendor, Rowan University shall have, in addition to the rights previously stated, the right to cancel this Agreement forthwith.

V. LIABILITIES



A. LIABILITY COPYRIGHT

The vendor shall hold and save Rowan University and its officers, agents, students, servants, and employees, harmless from liability of any nature or kind for or on account of the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of his contract.

B. INDEMNIFICATION

Vendor agrees to indemnify, protect, save harmless, and defend Rowan University, its governors, officers, employees, and agents from and against any and all claims, losses, costs, damages, and expenses, including legal costs and attorney fees, and demands of any kind whatsoever, whether for bodily injury, including death, damage to property, including the loss of work performed by the Proposer, its agents or employees, alone or with others, or resulting from or arising out of services provided jointly by the Proposer, its agents or employees or servants.

- 1. Vendor shall reimburse, and make good to the University all monies, which the University or its representatives shall pay, or cause to be paid, or become liable to pay, by reason of such claims, or in connection with any litigation, investigation or other matters connected therewith.
- 2. This indemnification obligation is not limited by but is in addition to the insurance obligations contained in this agreement.

C. INSURANCE RFP

- 1. Vendor agrees to obtain and maintain, at its sole expense, the insurance coverage described below. All insurance must be placed with an insurance company licensed to conduct business in the State of New Jersey and maintaining an A.M Best Rating of “A” or better with a financial size rating of Class XI or larger. All insurance required herein shall be written on an Occurrence basis, unless otherwise noted, shall contain a waiver of subrogation in favor of Rowan University and the State of New Jersey, and will be in effect no later than 12:01 A.M. at the start of the day of the contract and must remain in effect for the duration of the contract, including any extensions.
- 2. The vendor agrees that no insurance policy will be cancelled, reduced, or revised without thirty (30) days prior written notice to Rowan University. In addition, required insurance will be primary to any other insurance available and any limitations of Vendor’s insurance will not relieve the Vendor of its indemnification responsibilities to Rowan University and the State of New Jersey per Section VIII. Indemnity.
 - a. Insurance Required:
 - 1. Workers’ Compensation Insurance with statutory limits applicable to the laws of the State of New Jersey and any other State or Federal jurisdiction required to protect the employee of Vendor who will be engaged in the performance of work under this contract.
 - 2. Employers' Liability Protection with a limit of liability not less than one million dollars (\$1,000,000) bodily injury, each occurrence; one million dollars (\$1,000,000) disease, each employee; and one million dollars (\$1,000,000) disease, aggregate limit.
 - 3. Commercial General Liability written on a current ISO Occurrence Form or equivalent. The General Liability policy will include, but not be limited to, coverage for bodily injury (including death) and property damage arising from premises and operations liability, products and completed operations liability, personal injury and advertising liability, sexual abuse and molestation, contractual liability, and fire legal liability. Vendor agrees to maintain the following general liability limits of coverage:

- per occurrence.....\$1,000,000
- products/completed operations aggregate.....\$3,000,000
- personal and advertising injury.....\$1,000,000

- general aggregate..... \$3,000,000

A “per location or Project endorsement” shall be included so that the general aggregate limit applies separately to the Rowan location or Project.

4. Comprehensive Automobile Liability written on an occurrence basis covering owned, non-owned, and hired vehicles. The limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence.
 5. Excess Liability, umbrella insurance, follow form, applying excess of the commercial general liability, commercial automobile liability and employer’s liability insurance in minimum amounts of one million dollars (\$1,000,000) per occurrence, one million dollars (\$1,000,000) general aggregate, and one million dollars (\$1,000,000) products/completed operations.
 6. Pollution Legal Liability insurance policy, if applicable to the services performed under this contract, in minimum amounts of two million dollars (\$2,000,000) per occurrence. If this policy is written on a claims-made policy form, Vendor agrees that upon termination of the claims-made policy a retroactive reporting policy (tail policy) will be purchased to provide coverage for losses that occurred during, or as a result of, the provision of Vendor’s services under this contract, but are not discovered until after completion of services under this contract.
 7. Professional (Errors & Omissions) Liability insurance, if applicable, in minimum amounts of two million dollars (\$2,000,000) per claim. If this policy is written on a claims-made policy form, Vendor agrees that upon termination of the claims-made policy a retroactive reporting policy (tail policy) will be purchased to provide coverage for losses that result from the professional services provided during the term of this contract regardless of when a claim is made.
 8. Cyber Breach/Privacy Liability Insurance, providing coverage for 1) Privacy Liability, Network Security Liability, and Regulatory Liability; 2) Payment Card Industry (PCI) Fines, Penalties, and Assessments; 3) Breach Response Costs including Data Forensics, Public Relations, and Privacy Counsel, and 4) Notification, Credit Monitoring, and Identity Theft Restoration Costs. The limits of liability will be in minimum amounts of 15 million dollars (\$15,000,000). If this policy is written on a claims-made policy form, Vendor agrees that upon termination of the claims-made policy a retroactive reporting policy (tail policy) will be purchased to provide coverage for all claims received after the termination date of the claims-made policy.
- A. The General Liability, Automobile Liability and Pollution Legal Liability policies shall each name Rowan University and the State of New Jersey as additional insureds.
 - B. Vendor shall bear all costs of all policy deductibles.
 - C. Vendor may, if they so desire, include with their proposal the applicable certificates of insurance. This will expedite the contract award process for the awarded vendor.
 - D. Within ten (10) days after receipt of notice of intent to award contract, and if applicable, annually thereafter until contract termination, Vendor will furnish Rowan University with Certificates of Insurance evidencing all required insurance.
 1. Certificates must evidence the Additional Insured language.
 2. Certificates will be submitted to the Senior Director of Contracting and Procurement, Rowan University, 201 Mullica Hill Road, Glassboro, NJ 08028.
 - E. The awarded vendor shall assume all responsibility for its actions and those of anyone else working for it while engaged in or traveling to or from any activity connected with this agreement. The successful proposer agrees to defend, indemnify, and hold harmless Rowan University and its officers, agents, staff members and employees, from all actions, claims, and demands whatsoever that may be asserted by, or on behalf of anyone, against the University, its officers, agents, staff members and employees because or as a result of, any accident,

injury or illness that may occur to or be sustained by any person, agency, or company that arises out of the activities conducted under this RFP by the proposer, their employees or anyone acting on the proposer's behalf.

- F.** Rowan University, as a State funded University, will not indemnify vendors in any form.

VI. FORCE MAJEURE

- A.** Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy.
- B.** For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder.

VII. PAYMENT TERMS, SCHEDULE, & COMPENSATION

A. PRICE FLUCTUATIONS DURING CONTRACT

All prices quoted shall be firm and not subject to increase during the period of the contract unless agreed to in writing by the University.

- 1.** In the event of a manufacturer's price decrease during the contract period, the University shall receive the full benefit of such price reduction on any undelivered purchase order and on any subsequent order placed during the contract period.
- 2.** The University must be notified in writing of any price reduction within five (5) days of the effective date.

B. DELIVERY COSTS

Unless noted otherwise in the specification, all prices for items in RFP proposals are to be submitted F.O.B. Destination. Proposals submitted other than F.O.B. Destination may not be considered. Regardless of the method of quoting shipments, the vendors shall assume all liability and responsibility for the delivery of merchandise in good condition to the University unless otherwise specified. Unless otherwise specified, F.O.B. Destination does not cover "spotting" but does include delivery on the receiving platform of the University or the designated receiving points indicated on the Purchase Order. No additional charges will be allowed for any transportation costs resulting from partial shipments made a vendor's convenience when a single shipment is ordered. The weights and measures of the University shall govern.

- C. C.O.D. TERMS** Unless otherwise stated in the Request for Proposal, C.O.D. Terms are not acceptable as part of a RFP proposal and are cause for automatic rejection of a proposal.

D. TAX CHARGES

The University is exempt from State sales or use taxes and Federal excise taxes. Tax charges must not be included in the vendor's price quotations. The State's Federal Excise Tax Exemption number is 22-75-0050K.

E. PAYMENT TO VENDORS

Payments for goods and/or services purchased by the University will be made only against the Vendor's Invoice. The vendor's Invoice in duplicate together with original Bill of Lading, express receipt, and other related documentation must be sent to the University on the date of each delivery.

- F.** All cost will not exceed a total of agreed upon amount, inclusive of any reimbursable.
- G.** All fees will be paid to Vendor within 30 days upon acceptance of the deliverable. Full completion is required for payment. No earnest money or partial or periodic payments will be made.
- H.** All fees are to be considered 'all inclusive' and to be paid in the form of a University Check.

- I. Rowan University, unless specifically agreed upon within scope of contract, does not reimburse or pay for any of the travel or lodging needs of the contracted Vendor.

J. AVAILABILITY OF FUNDS

The University's obligation to make payment under this contract is contingent upon the availability of appropriated funds and receipt of revenues from which payment for contract purposes can be made. No legal liability on the part of the University or the State of New Jersey for payment of any money shall arise unless and until funds are appropriated each fiscal year to the using agency and made available through receipt of revenue.

K. NEW JERSEY PROMPT PAYMENT ACT

The New Jersey Prompt Payment Act, N.J.S.A. 52:32-32 et seq., requires state agencies to pay for goods and services within 60 days of receipt and acceptance of goods and services.

VIII. CASH DISCOUNTS

Cash discounts for periods of less than 10 days will not be considered as factors in the award of contracts for purposes of determining the University's compliance with any discount offered.

- A. A discount period shall commence on the day the University receives a properly executed Vendor's Invoice for products and services that have been duly accepted by the University in accordance with the terms, conditions, and specifications of the Contract/Purchase Order. If the invoice is received prior to delivery of the goods and services, the discount period begins with the acceptance of the goods or services.
- B. The date on the check issued by the University in payment of that invoice shall be deemed the date of the University's payment of that invoice.

IX. TERMS GOVERNING ALL PUBLIC SOLICITATIONS ISSUED BY ROWAN UNIVERSITY'S

A. CONTRACT AMOUNT

The estimated amount of the contract(s), as stated in Rowan University's Advertised RFP Proposal Form, shall not be construed as either the maximum or the minimum amount which the University shall be obligated to order as the result of this proposal, or any contract entered because of this proposal.

B. CONTRACT PERIOD AND EXTENSION OPTION

If, in the opinion of the University's Purchasing Director, it is in the best interest of the University to extend any contracts entered as a result of this proposal for a period of all or any part of a year, the contractor will be so notified of the University's Purchasing Director intent at least 30 days prior to the expiration date of the existing contract. If the extension is acceptable to the contractor, at the original prices and on the original terms, notice will be given the contractor by the University's Purchasing Director in writing. In such cases a net Performance Bond must be submitted by the contractor on a pro rata basis of the original Performance Bond to cover the period of the extension, at the sole discretion of the University.

C. UNIVERSITY RIGHT TO REJECT ALL PROPOSALS

The University reserves the right to reject any or all proposals, or to award in whole or in part if deemed to be in the interest of the University. In the case of tie proposal orders shall be awarded to the vendor or vendors best meeting all specifications and conditions.

D. VENDOR RIGHT TO PROTEST-INTENT TO AWARD

Except in cases of emergency, proposers have the right to protest the University's proposed award of the contractor as announced in the notice of intent to award. Unless otherwise stated, a proposer's protest must be received no later than 48 hours after the date on the notice of intent to award. In cases of emergency, the University may eliminate the right to protest. Proposer's protest must be in writing and delivered to the University's Purchasing Director. The protests must include the specific grounds for challenging the award. Within one week of receipt of the written protest, the University's Purchasing Director shall give written

notification of the University's acceptance or rejection of the protest. In cases of rejection, the Proposer has the right to request a hearing. Such request must be made within 48 hours of the date of notice of rejection. If a hearing is requested, the University's Purchasing Director will schedule it and send written notice to the Proposer no later than one week prior to the date scheduled for the hearing. The University's approved hearing officer will preside at the hearing and may call any person he/she deems necessary to testify. Should the Proposer fail to attend, it shall be considered a retraction of his protest. The University's hearing officer shall render the University's decision within one week of the end of the hearing and give a written copy to the Proposer.

E. TERMINATION OF CONTRACT

- a. **Change of Circumstances**—Where circumstances and/or the needs of the University significantly change, or the contract is otherwise deemed no longer to be in the public interest, the University's Purchasing Director may terminate a contract entered as a result of this RFP, upon no less than 30 days' notice to the vendor and an opportunity to respond.
- b. For cause:
 - a. Where a vendor fails to perform or comply with a contract and fails to respond or comply with the written complaint of the University Purchasing Director, the University Purchasing Director may terminate the contract upon 10 days' notice to the vendor with an opportunity to respond.
 - b. Where a vendor continues to perform a contract poorly as demonstrated by formal complaints, late delivery, poor performance of service, short shipping, etc. so that the University Purchasing Director is repeatedly required to issue written complaints, the University Purchasing Director may terminate the contract upon 10 days' notice to the vendor with an opportunity to respond. In cases of emergency the University Purchasing Director may shorten the time periods of notification and may dispense with an opportunity to respond.

F. SUBCONTRACTING OR ASSIGNMENT

The contract may not be sub-contracted or assigned by the contractor, in whole or in part, without the prior written consent of the Rowan University Purchasing Director. Such consent, if granted, shall not relieve the contractor of any of his responsibilities under the contract. If vendor proposes to subcontract the services to be performed under the terms of the contract award, he shall state so in his RFP and attach for approval a list of said subcontractors and an itemization of the services to be supplied by them. Nothing contained in the specifications shall be construed as creating any contractual relationship between any subcontractor and the University.

G. PERFORMANCE GUARANTEE OF PROPOSER

The proposer hereby certifies that: The equipment offered is standard new equipment and is the manufacturer's latest model in production with parts regularly used for the type of equipment offered, that such parts are all in production and not likely to be discontinued; also, that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.

- a. All equipment supplied to the University and operated by electrical current is UL listed.
- b. All new machines are to be guaranteed for a period of one year from time of delivery and/or installation and prompt service rendered without charge, regardless of geographic location.
- c. Sufficient quantities of parts necessary for proper service to equipment will be maintained at distribution points and service headquarters.
- d. Trained mechanics are regularly employed to make necessary repairs to equipment in the territory from which the service request might emanate within 48-hour period or within the time accepted as industry practice.
- e. The contractor shall immediately replace any material, which is rejected for failure to meet the requirements of the University.

- f. All services rendered to the University shall be performed in strict and full accordance with the specifications as agreed to in the contract. A service contract shall not be considered complete until final approval by the University is rendered. Payment to vendors for such services rendered may not be made until final University approval is given.

H. DELIVERY GUARANTEES

Deliveries shall be made at such time and in such quantities as ordered in strict accordance with conditions contained in the proposal. The vendor shall be responsible for the delivery of material in first class condition to the University in accordance with good commercial practice. Items delivered must be strictly in accordance with RFP specifications.

1. In the event delivery of goods or services is not made within the number of days stipulated under the schedule defined in the specifications, the University may at its option obtain the material or service from any available source, the difference in price, if any, to be paid by the contractor failing to meet his commitments.

I. UNIVERSITY'S RIGHT TO INSPECT PROPOSER'S FACILITIES

The University reserves the right to inspect the bidder's establishment before making an award.

J. PROPOSAL ACCEPTANCES AND REJECTIONS

Proposals shall be automatically rejected for any of the following causes:

1. No signature in the bid document.
2. Proposals received after date and time specified on RFP request form.
3. Proposals fails to provide price information.
4. Failure to provide required security.
5. Failure to attend a mandatory Proposer's conference or site inspection.
6. Failure to initial any alteration of essential information such as price.
7. Essential information such as price and product description submitted only in pencil.
8. Failure to comply with State of New Jersey Affirmative Action Guidelines promulgated pursuant to Chapter 127.P.L. 1975.

TERMS & CONDITIONS: SPECIFIC TO NEW JERSEY STATE LAW REQUIRING MANDATORY COMPLIANCE BY ALL VENDORS

Rowan University is an agency of the State of New Jersey thus requiring University compliance with all State regulations. The statutes, laws or codes cited herein are available for review at the New Jersey State Library, 185 West State Street, Trenton, New Jersey 08625.

Where conflict among the compliance requirements or with these specifications exists the most stringent requirements shall be utilized. The most recent edition of any relevant regulation, standard, document, or code shall be in effect.

It is agreed and understood that any contracts and/or orders placed as a result of this proposal shall be governed and construed and the rights and obligations of the parties hereto shall be determined in accordance with the laws of the State of New Jersey.

I. BUSINESS REGISTRATION

Pursuant to N.J.S.A. 52:32-44, the University is prohibited from entering into a contract with an entity unless the proposer and each subcontractor named in the proposal have a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services. A subcontractor named in a RFP or other proposal shall provide a copy of its business registration to the proposer who shall provide it to the University.

- A.** The contractor shall maintain and submit to the University a list of subcontractors and their addresses that may be updated from time to time with the prior written consent of the Director during the course of contract performance. The contractor shall submit to the University a complete and accurate list of all subcontractors used and their addresses before final payment is made under the contract.
- B.** Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.
- C.** The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall, during the term of the contract, collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the Use Tax due pursuant to the Sales and Use Tax Act, P.L. 1966, c. 30 (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the University. Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

II. ANTI-DISCRIMINATION

All parties to any contract with the University agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within N.J.S.A. 10:2-1 through N.J.S.A. 10:2-4, N.J.S.A. 10:5-1 et seq. and N.J.S.A. 10:5-31 through 10:5-38, and all rules and regulations issued thereunder are hereby incorporated by reference. The agreement to abide by the provisions of N.J.S.A. 10:5-31 through 10:5-38 include those provisions indicated for Goods, Professional Service and General Service Contracts (Exhibit A, attached) and Construction Contracts (Exhibit B and Executive Order 151, August 28, 2009, attached) as appropriate.

- A.** The vendor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time.

III. PREVAILING WAGE ACT

The New Jersey Prevailing Wage Act, N.J.S.A. 34: 11-56.25 et seq. is hereby made part of every contract entered into on behalf of the University, except those contracts which are not within the contemplation of the Act. The proposer's signature on this proposal is their guarantee that neither they nor any subcontractors they might employ to perform the work covered by this proposal has been suspended or debarred by the Commissioner, Department of Labor and Workforce Development for violation of the provisions of the Prevailing Wage Act and/or the Public Works Contractor Registration Acts; the proposer's signature on the proposal is also their guarantee that they and any subcontractors they might employ to perform the work covered by this proposal shall comply with the provisions of the Prevailing Wage and Public Works Contractor Registration Acts, where required.

IV. CORPORATE AUTHORITY

It is required that all corporations be authorized to do business in the State of New Jersey. Corporations incorporated out of the State must file a Certificate of Authority with the Secretary of State, Department of State, State House, Trenton, New Jersey. Refer to N.J.S.A. Title 14A, Chapter 13.3.

V. AMERICANS WITH DISABILITIES ACT

The vendor must comply with all provisions of the Americans with Disabilities Act (ADA), P.L 101-336, in accordance with 42 U.S.C. 12101, et seq.

VI. MACBRIDE PRINCIPLES

The vendor must certify pursuant to N.J.S.A. 52:34-12.2 that it either has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein or that it will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.5 and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles.

VII. RIGHT TO AUDIT

Pursuant to N.J.A.C. 17:44-2.2, Rowan University and the State, including the Office of the Comptroller, has the authority to audit or review contract records that are relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by OSC pursuant to N.J.S.A. 52:15C-14(d).

VIII. MAINTENANCE OF RECORDS

The vendor shall maintain records for products and/or services delivered against the contract for a period of five (5) years from the date of final payment unless otherwise specified in the RFP. Such records shall be made available to the University and the State, including the Comptroller, for audit and review.

IX. PAY TO PLAY PROHIBITIONS

Pursuant to N.J.S.A. 19:44A-20.13 et seq. (P.L. 2005, c. 51), and specifically, N.J.S.A. 19:44A-20.21, it shall be a breach of the terms of the contract for the business entity to:

- A.** Make or solicit a contribution in violation of the statute;
- B.** Knowingly conceal or misrepresent a contribution given or received;
- C.** Make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution;

- D.** Make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate of holder of the public office of Governor or Lieutenant Governor, or to any State or county party committee;
- E.** Engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation;
- F.** Fund contributions made by third parties, including consultants, attorneys, family members, and employees;
- G.** Engage in any exchange of contributions to circumvent the intent of the Legislation; or
- H.** Directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the Legislation.

X. POLITICAL CONTRIBUTION DISCLOSURE

The vendor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to N.J.S.A. 19:44A-20.27 (P.L. 2005, c. 271, §3 as amended) if in a calendar year the contractor receives one (1) or more contracts valued at \$50,000.00 or more. It is the vendor's responsibility to determine if filing is necessary. Failure to file can result in the imposition of penalties by ELEC. Additional information about this requirement is available from ELEC by calling (888) 313-3532 or online at <http://www.elec.state.nj.us/>.

XI. OWNERSHIP DISCLOSURE

Pursuant to N.J.S.A. 52:24.2, in the event the vendor is a corporation, partnership or sole proprietorship, the vendor must disclose all corporate and non-corporate ownership interests greater than 10%.

XII. STANDARDS PROHIBITING CONFLICTS OF INTEREST

The following prohibitions on vendor activities shall apply to all contracts or purchase agreements made with the University pursuant to Executive Order No. 189 (1988).

- A.** No vendor shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b. and e., in the Department of the Treasury or any other agency with which such vendor transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i., of any such officer or employee, or partnership, firm or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52: 13D-13g;
- B.** The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any State vendor shall be reported in writing forthwith by the vendor to the New Jersey Office of the Attorney General and the Executive Commission on Ethical Standards;
- C.** No vendor may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such vendor to, any University officer or employee, State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he/she is employed or associated or in which he/she has an interest within the meaning of N.J.S.A. 52:130-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of a University officer or employee, State officer or employee or special State officer or

employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest;

- D.** No vendor shall influence, or attempt to influence or cause to be influenced, any University officer or employee, State officer or employee or special State officer or employee in his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee;
- E.** No vendor shall cause or influence, or attempt to cause or influence, any University officer or employee, State officer or employee or special State officer or employee to use, or attempt to use, his/her official position to secure unwarranted privileges or advantages for the vendor or any other person; and
- F.** The provisions cited above shall not be construed to prohibit a University officer or employee, State officer or employee or special State officer or employee from receiving gifts from or contracting with vendors under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate under paragraph 3c of Executive Order No. 189.

XIII. SET OFF AGAINST CONTRACT PAYMENT TAX

- A.** Whenever any taxpayer under contract to provide goods or services to the State of New Jersey or its agencies or instrumentalities, and including the legislative and judicial branches of State government, or under contract for construction projects of the State of New Jersey or its agencies or instrumentalities, and including the legislative and judicial branches of State government, is entitled to payment for the goods or services or on that construction project and at the same time the taxpayer is indebted for any State tax, the Director of the Division of Taxation shall seek to set off so much of that payment as shall be necessary to satisfy the indebtedness. The director, in consultation with the Director of the Division of Budget and Accounting in the Department of the Treasury, shall establish procedures and methods to effect a set-off. The director shall give notice of the set-off to the taxpayer, the provider of goods or services or the contractor or subcontractor of construction projects and provide an opportunity for a hearing within 30 days of such notice under the procedures for protests established under R.S.54:49-18, but no request for conference, protest, or subsequent appeal to the Tax Court from any protest under this section shall stay the collection of the indebtedness. No payment shall be made to the taxpayer, the provider of goods or services or the contractor or subcontractor of construction projects pending resolution of the indebtedness. Interest that may be payable by the State pursuant to P.L.1987, c.184 (C.52:32-32 et seq.), to the taxpayer, the provider of goods and services or the contractor or subcontractor of construction projects shall be stayed.
- B.** The Department of the Treasury shall notify each provider of goods or services and contractor or subcontractor of a construction project under contract with the State, its agencies or instrumentalities in an amount of \$500,000 or greater on the effective date of P.L.1995, c.159 (C.54:49-19 et seq.) of the provisions of this section in writing within 30 days after its effective date. A contract entered into by the State, its agencies or instrumentalities with a provider of goods or services or a contractor or subcontractor of a construction project after the effective date of P.L.1995, c.159 (C.54:49-19 et seq.) shall contain a notice of the provisions in this section.

XIV. CONTRACTS; WARRANTY; VIOLATION

Every contract or agreement negotiated, awarded or made pursuant to this act shall contain a suitable warranty by the contractor that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business, for the breach or violation of which warranty the State University shall have the right to annul

such contract without liability or in its discretion to deduct from the contract price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

XV. ANTIDISCRIMINATION PROVISIONS

Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

- A.** In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- B.** No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- C.** There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- D.** This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.
- E.** No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (C.18A:18A-51 et seq.).

- XVI.** Pursuant to Executive Order No. 166, signed by Governor Murphy on July 17, 2020, the Office of the State Comptroller is required to make all approved State contracts for the allocation and expenditure of COVID-19 Recovery Funds available to the public by posting such contracts on a State website. Such contracts will be posted on the New Jersey transparency website developed by the Governor's Disaster Recovery Office (GDRO Transparency Website). Accordingly, the OSC will post a copy of the Contract, including the winning proposer's proposal and other related Contract documents for the above Contract on the GDRO Transparency website.

XVII. DIANE B. ALLEN EQUAL PAY ACT

- A.** Any employer, regardless of the location of the employer, who enters into a contract with a public body to provide qualifying services to the public body shall provide a report to the Commissioner of Labor and Workforce Development, in a form issued by regulation promulgated by the commissioner, of information regarding the compensation and hours worked by employees categorized by gender, race, ethnicity, and job category. Data regarding compensation and hours worked by employees shall be reported in the form by pay bands to be established by regulation promulgated by the commissioner. The commissioner may establish a standard presumption for the number of hours worked by a fulltime employee or by a part-time employee

for whom an employer does not track actual hours worked. An employer shall provide a report for each establishment of the employer.

- B.** Any employer, regardless of the location of the employer, who enters into a contract with a public body to perform any public work for the public body shall provide to the commissioner, through certified payroll records required pursuant to P.L.1963, c.150 (C. 34:11-56.25 et seq.), information regarding the gender, race, job title, occupational category, and rate of total compensation of every employee of the employer employed in the State in connection with the contract. The employer shall provide the commissioner, throughout the duration of the contract or contracts, with an update to the information whenever payroll records are required to be submitted pursuant to P.L.1963, c.150 (C. 34:11-56.25 et seq.).
- C.** The commissioner shall retain the information provided by the employer during any period of time that one or more contracts are in effect between the employer and any public body and not less than five years after the end of that period. The retained employment information shall be made available by the commissioner to the Division on Civil Rights in the Department of Law and Public Safety, and, upon request, provided to anyone who is or was an employee of the employer during the period of any of the contracts between the employer and any public body, or any authorized representative of the employee.
- D.** For the purposes of the section:
 - 1.** “Public body” means the State or any agency or instrumentality of the State;
 - 2.** “Public work” means public work as defined in section 2 of P.L.1963, c.150 (C. 34:11-56.26) and which is subject to the provisions of P.L.1963, c.150 (C. 34:11-56.25 et seq.). Public work shall not include the provision of goods or products.
 - 3.** “Qualifying services” means the provision of any service to the State or to any other public body, except for public work as defined in section 2 of P.L.1963, c.150 (C. 34:11-56.26).
 - 4.** “Service” means any act performed in exchange for payment, including the provision of professional services, but shall not include the sale of goods or product

TERMS & CONDITIONS SPECIFIC TO NEW JERSEY STATE LAW REQUIRING MANDATORY COMPLIANCE BY CONTRACTORS UNDER CIRCUMSTANCES SET FORTH IN LAW OR BASED ON THE TYPE OF CONTRACT

I. COMPLIANCE CODES

The contractor must comply with NJUCC and the latest NEC70, B.O.C.A. Basic Building code, OSHA and all applicable codes for this requirement. The contractor shall be responsible for securing and paying all necessary permits, where applicable.

II. PUBLIC WORKS CONTRACTOR REGISTRATION ACT

The New Jersey Public Works Contractor Registration Act requires all contractors, subcontractors and lower tier subcontractor(s) who engage in any contract for public work as defined in N.J.S.A. 34:11-56.26 be first registered with the New Jersey Department of Labor and Workforce Development pursuant to N.J.S.A. 34:11-56.51. Any questions regarding the registration process should be directed to the Division of Wage and Hour Compliance at (609) 292-9464.

III. BUILDING SERVICE

Pursuant to N.J.S.A. 34:11-56.58 et seq., in any contract for building services, as defined in N.J.S.A. 34:11-56.59, the employees of the contractor or subcontractors shall be paid prevailing wage for building services rates, as defined in N.J.S.A. 34:11.56.59. The prevailing wage shall be adjusted annually during the term of the contract.

IV. THE WORKER AND COMMUNITY RIGHT TO KNOW ACT

The provisions of N.J.S.A. 34:5A-1 et seq. which require the labeling of all containers of hazardous substances are applicable to this contract. Therefore, all goods offered for purchase to the University must be labeled by the contractor in compliance with the provisions of the statute.

V. HAZARDOUS MATERIALS

REFERENCES: 29 CFR 1910, SUBPART Z AND PART .1200 NJAC TITLE 12, Chapter 100, Subchapter 7 et. Al.

- a. All hazardous materials used on the campus by any contractor are required to have a Safety Data Sheet (SDS) filed with the Environmental, Health & Safety Department (ehs@rowan.edu).
- b. All hazardous materials left on-site and not consumed or used by the end of the daily work shift by a contractor's crew must be labeled and marked in accordance with OSHA's Global Harmonization System (GHS) requirements and the New Jersey Worker and Community Right- to-Know Act. Appropriate GHS pictograms, Chemical Name, Manufacturer, CAS number(s), Signal Word, Precautionary Statement, and Hazard Statements. All of this information can be found on a chemicals SDS.
- c. Most products manufactured or packaged outside of New Jersey do not meet this requirement without additional action on the part of the end item user or consumer to add the Chemical Abstract Service (CAS) number.
- d. All requirements of the United States Environmental Protection Agency (US EPA) as outlined in 40 CFR must also be complied with. STORAGE ON SITE/CAMPUS: All hazardous materials stored on site or on campus must be secured to prevent unauthorized use or contact with campus affiliates or the general public. In addition, all drain stoppage must meet the technical requirements of the NJ DEP or DCA, or the University; whichever is more stringent.
- e. **DISPOSAL:** All contractor owned or furnished residue or surplus hazardous material must be removed from the campus immediately after being classified as "waste", or when they are no longer usable for the project they were brought on to the campus to support. The University will not accept any hazardous materials for

disposal or storage for any reason at any time from any contractor. No project surplus hazardous materials will be left after the completion of a project without the explicit written permission from the EH&S department.

- f. For additional information contact University Environmental, Health & Safety Department, ehs@rowan.edu.

VI. SERVICE PERFORMANCE WITHIN U.S.

Under N.J.S.A. 52:34-13.2, all contracts primarily for services awarded by the Senior Director of Contracting and Procurement shall be performed within the United States, except when the Senior Director of Contracting and Procurement certifies in writing a finding that a required service cannot be provided by a contractor or subcontractor within the United States and the certification is approved by the New Jersey State Treasurer.

- A. A shift to performance of services outside the United States during the term of the contract shall be deemed a breach of contract. If, during the term of the contract, the contractor or subcontractor, proceeds to shift the performance of any of the services outside the United States, the contractor shall be deemed to be in breach of its contract, which contract shall be subject to termination for cause pursuant to of the Terms and Conditions provided, unless previously approved by the Senior Director of Contracting and Procurement and the State Treasurer.