

Attachment I State-Supplied Price Sheet

INSTRUCTIONS

The Offeror must submit its pricing using the State-Supplied Price Sheet accompanying this RFP and located on the "Attachments" Tab in **NJSTART**.

In order for the State to make sound business judgments regarding products and prices offered in response to this RFP, the Offeror must supply, with its Proposal, the information requested on the RFP's pricing lines in sufficient detail as to allow the State to determine the Proposal pricing and the precise product or service being offered, i.e., with no possible misinterpretation of the price or product/service being offered by the Offeror. An Offeror's failure to provide, within its Proposal, the information deemed by the State to be essential for product identification or price determination shall result in rejection of that Offeror's Proposal. Notwithstanding the aforementioned material obligation, in order to support the State's decision-making process, the State may require an Offeror to provide additional information or documentation that has been deemed not to be material to product identification or price determination, in which case, the Offeror shall, within the time limit set forth in the written request, comply with said request. Each Offeror is required to hold its prices firm through issuance of the Contract.

The RFP and State-Supplied Price Sheet contain five (5) categories and thirteen (13) price lines, which are itemized as follows:

Category Description	Price Line Number	Item Description
Category 1: Forward Facing Seats	1	Combination Seats
	2	Convertible Seats - WITH harness rethreading required
	3	Convertible Seats - WITH NO harness rethreading required
Category 2: Rear Facing Only	4	Rear Facing Infant Seats
Category 3: Booster Seats	5	Backless Booster
	6	High-back Booster
	7	High-back Booster WITH removable back

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Category 4: Special Needs	8	Infant Car Bed
	9	Child Safety Seat - 22lbs. To 100lbs.
	10	Safety Vests
	11	Adjustable Vests
	12	Push Button Vests
Category 5: Additional/Optional Offerings	13	Various

An Offeror may bid on a single price line/category or multiple price lines/categories. Offerors are not required to bid on all categories in order to be considered responsive.

A. Discount Schedule Tab:

Step 1 – The Offeror should enter the Offeror's name in the "Offerors Name" field located at the top of the State-Supplied Price Sheet.

Step 2 – The Offeror should enter the cash discount for expedited payments, pursuant to Section C below, in the Cash Discounts for Expedited Payment field located at the top of the State-Supplied Price Sheet.

Step 3 – The Offeror shall insert the minimum percentage (%) discount from the corresponding category price list tab, by entering the percentage discount in the "Minimum Percentage (%) Discount" field on the price line on the State-Supplied Price Sheet. An Offeror's entry in the "Minimum Percentage (%) Discount" field shall be considered a percentage (%). For example, an entry of "50" shall be considered "50%".

Offeror must provide the minimum percentage discount as a whole number (e.g. 10%, not 10.3%).

If an Offeror leaves the "Minimum Percentage (%) Discount" field blank on the price line, it shall be considered that the Offeror provided no bid for the price line item.

If an Offeror is offering its pricing at the same pricing listed in the corresponding category price list tab, the Offeror should provide 0% in the "Minimum Percentage (%) Discount" field on the State-Supplied Price Sheet.

Step 4 – The Offeror shall enter the manufacturer or brand name under the "Manufacturer or Brand Name" field on the State-Supplied Price Sheet.

NOTE: Steps 3 and 4 are required fields that must be completed on the State-Supplied Price Sheet.

B. Category 1 through 5 Price List Tabs:

These tabs will serve as the Offerors price lists for each manufacturer or brand bid on the Discount Schedule tab. Offerors will input the pricing for all the items for each Category bid on the Discount Schedule tab. An example is provided on each tab on how to compete these sheets.

Step 1 – The Offeror shall insert the item number or product identification number under the "Item Number or Product ID Number" field on the State-Supplied Price Sheet.

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Step 2 – The Offeror shall insert the product name or title under the “Product Name/Title” field on the State-Supplied Price Sheet.

Step 3 – The Offeror shall insert the item sub-category under the “Item Sub-Category” field on the State-Supplied Price Sheet.

Step 4 – The Offeror shall insert the manufacturer or brand name under the “Manufacturer’s Name or Brand Name” field on the State-Supplied Price Sheet.

Step 5 – The Offeror shall insert the list price for under the “List Price” field on the State-Supplied Price Sheet.

Step 6 – The Offeror shall insert the percentage discount for each item under the “Percentage (%) Discount” field on the State-Supplied Price Sheet.

Step 7 – The Offeror shall not input the net price under the “Net Price” field on the State-Supplied Price Sheet as it will automatically calculate from the List Price and Percentage Discount fields.

Step 8 – The Offeror should enter the days required to make delivery upon receipt of an order in the “Delivery Days After Receipt of Order (ARO)” field on the State-Supplied Price Sheet. If the “Delivery Days After Receipt of Order (ARO)” field is left blank, then the delivery days shall default to the delivery days set forth in Attachment B Scope of Work Section C *Delivery Time and Costs*.

When there is a discrepancy between the delivery days listed in the General Tab in [NJSTART](#) and the State-Supplied Price Sheet, the State-Supplied Price Sheet delivery days shall govern.

Step 9 – The Offeror should insert the volume discount offered for each item bid under the field titled “Volume Discounts” on the State-Supplied Price Sheet. If the Offeror leaves the “Volume Discounts” field blank, it shall mean that the Offeror is not offering a volume discount.

C. State-Supplied Price Sheet Instructions – Additional Information:

An Offeror may bid multiple manufacturers and brands for a given category/price line. Additional columns have been added to the Discount Schedule tab for this purpose. Offerors may add additional columns as necessary. The Offeror must follow all instructions and provide all required information contained within these instructions for each additional brand offered.

1. DELIVERY TIME AND COSTS

Unless otherwise noted on the State-Supplied Price sheet, all delivery times are as noted in Attachment B, Scope of Work, Section C *Delivery Time and Costs*. Offeror may submit alternate delivery days on the State-Supplied Price Sheet. Alternate delivery times shall not exceed the delivery days noted in Attachment B, Scope of Work, Section C *Delivery Time and Costs*, as applicable. Proposals that exceed the delivery days of Attachment B, Scope of Work, Section C *Delivery Time and Costs* may be deemed non-responsive.

When there is a discrepancy between the delivery days listed in the General Tab in the Proposal in NJSTART and the State-Supplied Price Sheet, the State-Supplied Price Sheet delivery days shall govern.

2. CASH DISCOUNTS

The Offeror is encouraged to offer cash discounts based on expedited payment by the Participating Entity. The Participating Entity will make efforts to take advantage of discounts, but discounts will not be considered in determining the price rankings of Proposals. Should the Offeror choose to offer cash discounts, the following shall apply:

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- A. Discount periods shall be calculated starting from the next business day after the Participating Entity has accepted the goods or services, received a properly signed and executed invoice and, when required, a properly executed performance security, whichever is latest; and
- B. The date on the check issued by the State in payment of that invoice shall be deemed the date of the Participating Entity's response to that invoice.

3. VOLUME DISCOUNTS

Offeror may submit volume discounts on the State-Supplied Price Sheet or include them with the submitted Proposal. The State will consider a volume discount for ordering; however, such discounts will not be factored into the evaluation of the Proposal.

4. USE OF "NO BID" VERSUS "NO CHARGE" ON THE STATE-SUPPLIED PRICE SHEET

All price lines must be filled out in accordance with the instructions above. If the Offeror is not submitting a price for an item on a price line, the Offeror must indicate "No Bid" on the State-Supplied Price Sheet accompanying this RFP. If the Offeror will supply an item on a price line free of charge, the Offeror must indicate "No Charge" on the State-Supplied Price Sheet accompanying this RFP. The use of any other identifier may result in the Offeror's Proposal being deemed non-responsive.