



COUNTY OF UNION

Friday, November 9, 2012

3:00PM EST

The County of Union has requested that many of the current RFQ and RFP proposals currently posted on our website, www.ucnj.org be submitted in the following way:

*One (1) Original Paper hard copy and
One (1) PDF electronic copy on a CD or Thumb Drive*

A question from a potential vendor has been submitted as to how to accomplish this.

Please use this answer as a *suggestion only* in regards to how to submit a proposal to comply with this request.

1. Fill out the original package, sign all forms and enclose the signed technical proposal.
2. Scan the original which turns the document into PDF format. (This is the step in the paper process where you would make copies of your original to fulfill the requested amount of copies; here, you are making an electronic copy of your original).
3. Save the scan onto a CD, thumb/jump drive etc.
4. Submit this format along with the paper original.

OR

1. Fill out the original package, sign all forms and enclose the signed technical proposal.
2. On your online version, in all necessary places, sign each indicated section with a /s/ signature (name of proper submitting).
3. Save the documents onto a CD, thumb/jump drive etc.
4. Submit this medium along with the paper original.

If there is a hardship for your firm in submitting the electronic PDF copy on CD or Thumb Drive, please call Carolyn S. Kropp, Esq., Assistant County Counsel at 908.527.4250 to discuss same. Paper copies can be substituted and will be accepted for the electronic copy if there is an undue hardship imposed to the vendor in complying with the County's request. The number of paper copies necessary will depend on the RFP or RFQ service being submitted.

ADDRESS ALL SEALED PROPOSALS TO:

Office of the County Counsel
Union County Administration Building – 5th Floor
10 Elizabethtown Plaza
Elizabeth, NJ 07207
Attn: Carolyn S. Kropp, Esq.
"RFP/RFQ for each service as applicable"