



## State of New Jersey

DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY  
OFFICE OF THE DIRECTOR  
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Telephone (609) 292-4886 / Facsimile (609) 984-2575

January 13, 2014

Via Electronic Mail [[jon@lincolnprovision.com](mailto:jon@lincolnprovision.com)] and USPS Regular Mail

Jon Schaffner  
Director of Sales  
Lincoln Provision, Inc.  
824 West 38<sup>th</sup> Place  
Chicago, IL 60609

RE: Protest of Notice of Proposal Rejection  
RFP #14-X-23285 Foods: Meat — Cured, Fresh, Chilled & Frozen — DSS

Dear Mr. Schaffner:

This letter is in response to your email<sup>1</sup> received January 10, 2014, referencing the subject Request for Proposal (“RFP”) and regarding the proposal submitted by Lincoln Provision, Inc. (“Lincoln”) to the Division of Purchase and Property (“the Division”). The record of this procurement notes that Lincoln’s proposal was rejected for absence of a signed *Disclosure of Investment Activities in Iran* form. In your letter, you acknowledge this missing page was an “oversight.” You also request that I reconsider the rejection of Lincoln’s proposal and permit Lincoln to complement its proposal by acceptance of the missing form, included as an attachment to your letter of protest.

I have reviewed the record of this procurement, including the RFP, Lincoln’s proposal, and relevant statutes, regulations, and case law. This review has provided me with the information necessary to determine the facts of this matter and to render an informed determination on the merits of Lincoln’s protest.

The above-referenced solicitation was comprised of the RFP and other documents, one of which was the three-part document titled *NJ Standard RFP Forms*. This document is comprised of

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<sup>1</sup> Your email communication is accepted as a letter of protest.

three expandable forms, namely an *Ownership Disclosure Form*, a *Disclosure of Investigations and Other Actions Involving Bidder Form*, and a *Disclosure of Investment Activities in Iran form*.

These forms are addressed in RFP Section 4.0, *Proposal Preparation and Submission*. The relevant text reads as follows:

**4.4.1.2 NJ Standard RFP Forms**

One of the downloadable RFP documents is titled NJ STANDARD RFP FORMS. It is comprised of three separate forms, two of which (Ownership Disclosure and Disclosure of Investment Activities in Iran) discussed below, must be completed, signed and submitted with the bidder's proposal. **The bidder is cautioned that failure to complete, sign and submit either of these two forms will be cause to reject its proposal as non-responsive as noted below.** If the bidder submits a hard copy proposal, each of the two forms must be physically signed.

If the bidder is submitting an electronic proposal through the Division's eBid system, there are only two acceptable forms of signature for the two forms:

1. The bidder may download the document, physically complete and sign each form, scan the completed document and then upload it, or
2. The bidder may download the document, type the name of the signatory in the space designated for certification signature in each of the forms and then upload the document.

**Note: A bidder's entry of a Personal Identification Number (PIN) will not suffice as a signature on these two forms. A signed RFP Signatory Page is also not an acceptable substitute for signature on these two forms.**

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**4.4.1.2.2 DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM**

Pursuant to N.J.S.A. 52:32-58, the bidder must utilize this Disclosure of Investment Activities in Iran form to certify that neither the bidder, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither the bidder, nor one of its parents, subsidiaries, and/or affiliates, is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the bidder is unable to so certify, the bidder shall provide a detailed and precise description of such activities as directed on the form. A bidder's failure to submit the completed and signed form with its proposal will result in the rejection of the proposal as nonresponsive and preclude the award of a contract to said bidder.

[(Emphasis in original.)]

Pursuant to N.J.A.C. 17:12-2.2, a bidder's proposal must "[c]ontain all RFP-required certifications, forms, and attachments, completed and signed as required" or "be subject to automatic rejection." As set forth in RFP 4.4.1.2 and 4.4.1.2.2 above, the submission of a completed and signed *Disclosure of Investment Activities in Iran* form as part of the proposal was required. Furthermore, the *Signatory Page* of the proposal submission, which was properly signed personally by you, specifies: "Signature of the bidder attests that the bidder has read,

understands, and agrees to all terms, conditions, and specifications set forth in the Request for Proposal . . . .”

In this case, the record indicates that Lincoln’s proposal submission did not include a completed *Disclosure of Investment Activities in Iran* form. Notwithstanding Lincoln’s interest in competing for this procurement, it would not be in the State’s best interests to allow a bidder who did not provide the required certifications to be eligible to participate in the procurement process. Such acceptance would unlevel the bidders’ playing field, as the State received responsive proposals in which certifications were provided as required. The deficiency at issue cannot be remedied after the proposal submission deadline, as acceptance of Lincoln’s proposal under these circumstances would be contrary to the provisions of the governing statute and would provide Lincoln with disclamation options not available to those bidders whose proposals were fully responsive. In light of the findings set forth above, I must deny your request for eligibility to participate in the competition for the subject contract. This is my final agency decision on this matter.

This is an unfortunate situation for the State, as we encourage competition and appreciate your expertise in the field. I look forward to your company’s continuing interest in doing business with the State of New Jersey.

Sincerely,



Ronald G. Wengerd  
Chief Hearing Officer

RGW:DF

- c: L. DuBois
- R. Sharbaugh
- J. Signoretta
- G. Gerstenacker
- D. Rodriguez