

REQUEST FOR PROPOSALS

for

INDEPENDENT AUDITOR SERVICES

for the

BOARD OF DIRECTORS

of the

NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY

{A Component Unit of the State of New Jersey}

CONTRACT NO.: GP-0211-R01

ISSUE DATE: JUNE 4, 2014

MANDATORY ELECTRONIC NOTICE OF INTENT TO PARTICIPATE

DUE DATE: JUNE 16, 2014 BY 5:00 PM

{See Section 2.0, within, for details}

PROPOSAL DUE DATE: JULY 8, 2014 BY 4:30 PM

INTERVIEW DATE (if necessary): JULY 30, 2014

PREPARED BY:

NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
32 EAST FRONT STREET
P.O. BOX 991
TRENTON, NEW JERSEY 08625-0991

REQUEST FOR PROPOSALS (“RFP”) FOR INDEPENDENT AUDITOR SERVICES

1.0 INTRODUCTION

Pursuant to Governor James E. McGreevey’s Executive Order No. 122 (“EO 122”) (Attachment E to this RFP), effective on July 23, 2004, and Governor Jon S. Corzine’s Executive Order No. 37 (“EO 37”) (Attachment F to this RFP), effective on September 26, 2006, the Board of Directors (“Board”) of the New Jersey Schools Development Authority (“Authority” or “NJSDA”), by and through the Board’s Audit Committee (“Audit Committee”), seeks to engage a qualified Public Accounting firm (a “Consultant”), registered with the Public Company Accounting Oversight Board (“PCAOB”), to provide independent auditor services. The NJSDA was established on August 6, 2007 to replace the New Jersey Schools Construction Corporation (“NJSCC”) pursuant to reform legislation (P.L. 2007, c.137) enacted by Governor Jon S. Corzine. As of the date of the legislation, the NJSCC was dissolved and all its functions, powers, duties and employees were transferred to the NJSDA. Organizationally, the Authority is situated in, but not of, the New Jersey Department of the Treasury. The firm selected as the Consultant shall be required to perform annual financial statement audits in accordance with all applicable professional standards and also in accordance with Government Auditing Standards. These services shall be required with respect to the Authority’s financial statements for its (calendar) fiscal years ending December 31, 2014, 2015 and 2016, with an option, exercisable solely by the NJSDA, for two one-year renewals covering the fiscal years ending December 31, 2017 and 2018. As provided in EO 122 (Attachment E to this RFP), the Consultant shall be responsible for: publicly attesting to the fairness of the Authority’s financial statements; considering the effectiveness of internal controls as a basis for designing audit procedures; and through the issuance of management letters, making comments and recommendations which, when implemented, would improve the design or operation of internal control systems.

This REQUEST FOR PROPOSALS PACKAGE consists of the following items:

1. Request for Proposals
2. Attachment A: Independent Auditor Services Agreement
3. Attachment B: Technical Proposal Forms:
 - a. NJSDA Form 201 – Key Team Member List
 - b. NJSDA Form 202 – Key Team Member Resume
 - c. Disclosure of Investment Activities in Iran Form
4. Attachment C: Fee Proposal Forms:
 - a. NJSDA Form 301 - Lump Sum Fee Proposal
 - b. NJSDA Form 302 - Loaded Hourly Staff Rates
5. Attachment D: Moral Integrity Questionnaire
6. Attachment E: Executive Order No. 122
7. Attachment F: Executive Order No. 37
8. Attachment G: NJSDA 2013 Annual Report

These documents must be read in their entirety as they define the scope of services and responsibilities of the Consultant and the NJSDA. General information about the School Construction Program can be found at the NJSDA website, <http://www.njsda.gov>.

Upon award, the NJSDA shall forward the Independent Auditor Services Agreement (the “Agreement”) (Attachment A to this RFP) to the selected firm for immediate execution, without modification.

BOARD OF DIRECTORS
NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY
Independent Auditor Services RFP

2.0 MANDATORY ELECTRONIC NOTICE OF INTENTION TO PARTICIPATE // WRITTEN REQUESTS FOR INFORMATION

NJSDA shall not hold a traditional pre-proposal conference for this procurement. However, any firm wishing to submit a proposal must sign in electronically by sending a mandatory e-mail Notice of Intent to Participate to Daryl Johnson at djohnson@njsda.gov no later than 5:00 PM Eastern Time on June 16, 2014.

Firms may submit questions regarding this procurement to NJSDA by sending them by e-mail to Daryl Johnson at djohnson@njsda.gov no later than 5:00 PM Eastern Time on June 16, 2014. The questions and answers shall be provided electronically, via an addendum to the RFP, to each firm that submitted a timely e-mail Notice of Intent to Participate.

3.0 BACKGROUND

3.1 The School Construction Program

The School Construction Program is the largest public construction program undertaken by the State of New Jersey (“State”) and represents one of the largest school construction programs ever undertaken in the nation. The program was initiated in response to the New Jersey Supreme Court’s decision in Raymond Abbott et al. v. Fred G. Burke, 153 N.J. 480 (1998), which eventually led to the Legislature’s adoption of the Educational Facilities Construction and Financing Act, P.L.2000, c.72 (“EFCFA”) on July 18, 2000. That decision required the State to provide certain educational infrastructure improvements in 31 poor, urban school districts now referred to as the SDA Districts (formerly known as the “Abbott Districts”). The EFCFA, as amended in P.L.2008, c.39, provides for an aggregate \$12.5 billion principal amount of bond proceeds to be issued by the New Jersey Economic Development Authority, the financing agent for the School Construction Program, and transferred to the Authority. Of this amount, \$8.9 billion is allocated to the SDA Districts, \$3.45 billion is for non-SDA districts (“Regular Operating Districts”), and \$150 million is for vocational schools.

NJSDA does not have an economic interest in any school facility project. With the exception of interest income on invested funds, the NJSDA does not generate substantial operating revenues, yet it incurs significant operating expenses to administer the School Construction Program. Through December 31, 2013, NJSDA has received \$9,020 billion of the designated \$12.5 billion principal amount of bond proceeds authorized for the School Construction Program. Also, as of that date, approximately \$8,896 billion has been expended to finance both school facilities projects and NJSDA’s operating expenses.

The NJSDA currently has 14 active capital construction projects in SDA Districts, and several other capital and emergent projects in various phases. The NJSDA’s current portfolio of projects is valued at over \$2 billion Overall, the NJSDA has completed 656 projects: 66 new schools, including 6 demonstration projects; 43 extensive additions, renovations and/or rehabilitations; 26 other rehabilitation projects; 354 health and safety projects; and 167 SDA District grant projects. In addition, 26 Regular Operating District projects managed by the NJSDA have been completed. The NJSDA has also distributed \$2.4 billion in grants, impacting more than 1,400 Regular Operating District schools statewide.

For a comprehensive overview of NJSDA’s operations, accomplishments and updated Capital Plans, see the 2013 Annual Report ([Attachment G](#) to this RFP).

3.2 The Importance of Independent Auditor Services

As stated in EO 122 (Attachment E to this RFP), public authorities, agencies and commissions of the State of New Jersey, such as the NJSDA oversee billions of dollars in public funds, and an independent auditing process is fundamental to the ability of these entities to oversee public funds, to set appropriate financial policies, to ensure that management maintains effective internal controls and to ensure that financial statements are free from material misstatements.

3.3 Scope of Services

The required Scope of Services is attached as Appendix B to the Agreement (Attachment A to this RFP).

3.4 Other Requirements of the Consultant

No NJSDA prequalification is required for this procurement. Firms must however, be registered with the PCAOB. In addition, as provided in Section 6.5 below, in its Proposal a firm must set forth a resume of each proposed Key Team Member. At a minimum, each Team must include Key Team Members having the experience and technical expertise necessary to comply with the requirements of EO 122 (Attachment E to this RFP). Thus, on the Key Team Member Resume form (NJSDA Form 202) (included in Attachment B to this RFP), the firm must set forth all of the licenses, registrations, certifications, and other qualifications of any kind, State, Federal, or private, that are necessary for the provision of all of the services required pursuant to this RFP.

4.0 PROCUREMENT OVERVIEW

This is a “Price and Other Factors” solicitation for Independent Auditor Services for the NJSDA. This solicitation seeks responses from interested firms in the form of a simultaneous submission of:

1. A Technical Proposal, which provides information regarding the firm’s past experience and qualifications as well as the firm’s overall approach to the project, for evaluation by an Evaluation Committee charged with evaluation and scoring of the submittals with reference to the non-price “Other Factors” criteria identified in this solicitation; and
2. A sealed Fee Proposal, which will remain sealed until completion of the “Other Factors” evaluation and scoring, and which states the firm’s Lump Sum Fee for the services required for the project. The Fee Proposal will be subject to scoring in accordance with the terms of this RFP.

Each responsive firm will be evaluated and scored by an Evaluation Committee on the basis of its written Technical Proposal submission and assigned a Non-Price Score.

Once the Non-Price Scores for all responsive firms have been determined, the sealed Fee Proposals will be opened and scored, with the lowest Fee Proposal awarded the maximum Price Score, and all other Fee Proposals scored accordingly.

The Non-Price Scores will be adjusted by a weighting factor of 80% and the Price Scores will be adjusted by a weighting factor of 20%, before being added together for a Combined Score.

The Evaluation Committee shall provide a written report of the results to the Audit

Committee. Upon receipt of the Evaluation Committee's report, the Audit Committee shall review the report and determine whether, at its sole option, it will conduct interviews and produce Final Combined Scores based on the application of the evaluation criteria to the interviews, or whether it will deem the report's Combined Scores to be final. Upon review and concurrence with such report, and after interviews and the resulting final ranking, if any, the Audit Committee shall recommend to the Board the firm found to be most qualified with respect to the evaluation criteria, price and other factors considered, in accordance with the terms of this RFP.

The Authority is under no obligation to accept the lowest Fee Proposal, as evaluation and scoring of proposals shall be in accordance with the terms of the RFP.

The NJSDA has no obligation to make an award and reserves the right to waive any non-material defects, reject any or all proposals for any reason in accordance with law, and/or terminate the selection process at any time

5.0 SUBMISSION OF PROPOSALS

Proposals must be submitted to and received by the NJSDA no later than **4:30 PM Eastern Time on July 8, 2014**. The Proposal Package shall be placed in a sealed envelope and shall consist of the following:

- 5.1 Technical Proposal. One (1) unbound original, four (4) bound copies and two (2) electronic copies in PDF form on CDs of its Technical Proposal.
- 5.2 Fee Proposal. One (1) original (and no copies) placed in a sealed envelope labeled "FEE PROPOSAL."
- 5.3 Moral Integrity Questionnaire. One (1) completed original placed in a separate sealed envelope labeled "MORAL INTEGRITY QUESTIONNAIRE."

Proposal Packages are to be submitted and delivered as follows:

If submitting by hand or overnight delivery, at the:

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY
32 East Front Street
Trenton, New Jersey 08625-0991
Attention: NJSDA Audit Evaluation Committee
c/o Daryl Johnson, Procurement Analyst
Subject: Independent Auditor Services - GP-0211-R01**

If submitting by U.S. Mail, address packages to:

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY
P.O. Box 991
Trenton, New Jersey 08625-0991
Attention: NJSDA Audit Evaluation Committee
c/o Daryl Johnson, Procurement Analyst
Subject: Independent Auditor Services - GP-0211-R01**

Submissions received after the above date and time will not be forwarded to the Selection Committee for review. Faxed or e-mailed Proposals shall not be accepted.

Any firm wishing to submit a Proposal must submit a timely electronic Notice of Intent to Participate, as provided in the Section 2.0, above.

Interviews (if necessary) with responsive firms must include, at a minimum, all Key Team Members listed in the Proposal and are tentatively scheduled for July 30, 2014 at the NJSDA, 32 East Front Street, Trenton, NJ 08625. Interview times to be determined.

6.0 INSTRUCTIONS FOR SUBMITTING A TECHNICAL PROPOSAL

Firms responding to the RFP shall thoroughly familiarize themselves with the RFP to ensure responsiveness in their Technical Proposal. A conforming Technical Proposal must consist of the following components:

- 6.1 Cover letter
- 6.2 Firm Experience – Case Studies
- 6.3 Key Team Member List (NJSDA Form 201)
- 6.4 Organization Chart
- 6.5 Key Team Member Resume (NJSDA Form 202)
- 6.6 Approach
- 6.7 Control of Schedule
- 6.8 Business Registration
- 6.9 Disclosure of Investment Activities in Iran Form

All of the above items must be addressed in a Technical Proposal of no more than forty (40) one-sided 8.5” X 11” pages. Organizational charts, staffing structure, and schedules may be on larger paper. The following items will not count toward the page limits: resumes, required forms, and section dividers.

6.1 Cover Letter

Present a brief understanding of the NJSDA’s needs based upon the information provided in the Scope of Services set forth in Appendix B of the Agreement (Attachment A to this RFP). Include the name, address and telephone number of the firm; the name, telephone number and e-mail address of the firm’s contact person; and the name, telephone number and e-mail address of the person who prepared the Technical Proposal. Include in the cover letter any other information relevant to the firm’s qualifications, not addressed elsewhere. **Firms must not include any fee information in the cover letter or elsewhere in the Proposal.**

6.2 Firm Experience - Case Studies

Firm experience shall be assessed through a brief summary of the firm’s general relevant experience, and **three (3) specific case studies**. Firm experience may include the experience of a subconsultant of the proposing firm, provided that such subconsultant is: (i) proposed as a Key Team Member, (ii) duly identified on the Key Team Member List (NJSDA Form 201) (included in Attachment B to this RFP), and (iii) committed to provide services representing at least 25% of the value of the contract addressed in this RFP. Firms must provide three (3) case studies of prior independent auditor services provided to governmental entities similar in size, scope and complexity to that of the NJSDA (see Attachment G to this RFP for details on the NJSDA). **At least one (1) of the case studies must describe a governmental-based audit engagement in New Jersey.** Each case study must concisely set forth the basic background information (e.g., dates and locations), and the means and methods utilized to conduct the audit. In each case study, the firm must identify the name and address of the governmental audit client and the name,

title, telephone number and e-mail address of a contact person associated with the client entity who is familiar with and able to comment on the firm's performance. **Additionally, the Firm Experience must also demonstrate the bidder's familiarity with Federal and State Laws, Rules and Regulations with respect to Governmental Financial Statement Audits.** The brief summary must be approximately 500 words or less, and the narrative for each case study, approximately 1,000 words or less. **A copy of the complete set of financial statements including, but not limited to, the independent auditor's report, management's discussion and analysis, financial statements and accompanying notes to the financial statements must be provided for each case study.**

6.3 Key Team Members List (NJSDA Form 201)

In this section of its Technical Proposal, a proposing firm must set forth a list of proposed Key Team Members, using NJSDA Form 201 (included in Attachment B to this RFP). For the purposes of this engagement, a "Key Team Member" is a principal, partner or officer of the firm, manager, senior auditor, or the like, presented in the Technical Proposal who shall be responsible for a role in the services to be rendered. Where indicated on NJSDA Form 201, one Key Team Member must be identified as the "Engagement Manager," who shall have overall responsibility in providing the required services.

6.4 Organization Chart

Firms must provide an organization chart that includes all of the proposed Key Team Members, their titles for the engagement and the firm they represent. In the event the proposing firm is a "joint venture" or subcontracted firms are utilized, the proposing firm must indicate from which participating firm each Key Team Member originates.

6.5 Key Team Member Resume (NJSDA Form 202)

In this section of its Technical Proposal, a firm must include a fully completed resume form for each proposed Key Team Member, using NJSDA Form 202 (included in Attachment B to this RFP). The selected firm shall be required to use all Key Team Members as indicated in its Technical Proposal. Failure to do so without the prior written approval of the NJSDA may result in termination. For each Key Team Member, the resumes should include, but not be limited to: licenses, registrations, certifications, and other qualifications of any kind (State, Federal, or private) that are necessary for the provision of the services required pursuant to this RFP. Projects listed on NJSDA Form 202 must be the experience of the Key Team Member and must have been completed within the past five (5) years.

6.6 Approach

Firms must set forth in detail their approach to providing the services listed in the Scope of Services, attached as Appendix B to the Agreement (Attachment A to this RFP).

6.7 Control of Schedule

Describe any scheduling tools that will be used in the performance of the required services, and explain any techniques the firm plans to use to meet schedules.

6.8 Business Registration

Pursuant to N.J.S.A. 52:32-44, as amended by P.L. 2004, c. 57, each proposing firm must

provide proof of valid business registration with the Division of Revenue of the New Jersey Department of the Treasury (the “Division of Revenue”), in its Proposal.

Any subcontracted firm of the firm selected as a Consultant must provide the selected firm with a copy of its business registration, which the selected firm must forward to the Authority. No firm selected as a Consultant may enter into any subcontract with a firm that has not provided proof of valid business registration to the selected firm, for forwarding to the NJSDA. The NJSDA shall duly file all business registrations with the other procurement documents relating to the contract. Business registrations of proposed subconsultants, if any, are NOT required to be included in a firm’s Technical Proposal.

Firms may obtain New Jersey Business Registration assistance by going on-line to www.state.nj.us/treasury/revenue/gettingregistered.shtml or by calling the New Jersey Department of Treasury at (609) 292-9292. Please be advised, however, that business registrations are mailed generally within seven to ten days, so firms should plan accordingly.

6.9 Disclosure of Investment Activities in Iran Form

Using the form provided by the NJSDA, the responding firm must submit a Disclosure of Investment Activities in Iran Form, pursuant to Public Law 2012. C. 23 (codified at N.J.S.A. 52:32-55 et. seq.) (the “Act”). Pursuant to the Act, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract with the New Jersey Schools Development Authority (“NJSDA”) must complete a Certification which states that the person or entity, or one of the persons or entity’s parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury (“Treasury”) as a person or entity engaging in investment activities in Iran. Such a Certification must be in the form attached hereto in Attachment B, and included with the firm’s Technical Proposal. **Failure to submit such Certification will result in the disqualification of the bid and rejection of the Technical and Fee Proposals.**

7.0 INSTRUCTIONS FOR SUBMITTING A FEE PROPOSAL

A firm must complete and return a Fee Proposal in the forms set forth in Attachment C to this RFP. **The original Fee Proposal must be submitted to the Board in a separately sealed envelope at the same time and location as the firm’s Technical Proposal and Moral Integrity Questionnaire, as prescribed in Section 5.0 above. Faxed or e-mailed Fee Proposals will not be accepted.**

A firm must submit NJSDA Form 301 (Lump Sum Fee Proposal) for Fiscal Years 1, 2 and 3, as well as for Optional Years 4 and 5. A firm must also submit NJSDA Form 302 (Loaded Hourly Staff Rates) for Additional Services not specified in the Scope of Services. These forms are found in Attachment C to this RFP. The services required are described in the Scope of Services set forth in Appendix B of the Agreement (Attachment A to this RFP).

7.1 Lump Sum Fee Proposal for Fiscal Years 1, 2 and 3, and Optional Years 4 and 5 (NJSDA Form 301)

A firm must submit NJSDA Form 301 (Lump Sum Fee Proposal) based on labor and all other direct costs associated with providing the audit services required in Fiscal Years 1, 2 and 3 of the engagement, as well as for Optional Years 4 and 5, as set forth in Sections C.1, C.2 and C.3 of the Scope of Services, attached as Appendix B of the Agreement (Attachment A to this RFP).

7.2 Loaded Hourly Staff Rates for Additional Services (NJSDA Form 302)

A firm must also submit NJSDA Form 302 (Loaded Hourly Staff Rates) which will set forth proposed hourly rates applicable to the performance of additional services, by job title. In the event that the Board, at its sole discretion, requires services in addition to those set forth in the Scope of Services, attached as Appendix B to the Agreement (Attachment A to this RFP), the Consultant shall be compensated for such additional services based on the hourly rates proposed on NJSDA Form 302. Additional services shall be assigned by way of an Amendment to the Independent Auditor Services Agreement.

The performance of the Consultant and its subconsultants, if any, including hours spent on all required services, may be reviewed and audited by the Board, the NJSDA's Internal Auditors, the State Auditor, and other State agencies.

8.0 INSTRUCTIONS FOR SUBMITTING A MORAL INTEGRITY QUESTIONNAIRE

A firm must submit to the Authority one (1) completed original Moral Integrity Questionnaire for submission to the New Jersey State Police, in the form set forth in Attachment D to this RFP. The Authority shall hold all Questionnaires submitted, unopened, until all firms are ranked, unless special circumstances warrant otherwise. At such time, Authority staff will forward the Questionnaire of the top-ranked firm to the New Jersey State Police for review.

Moral Integrity approval is a prerequisite for contract award.

9.0 EVALUATION AND SCORING PROCESS

For this procurement, price shall be weighted as 20% of the overall weight, and all non-price factors shall have a combined weight of 80%.

In accordance with EO 122 (Attachment E to this RFP), the Board has established an Evaluation Committee to administer the process of evaluating Proposal Packages for this procurement in conjunction with the Audit Committee. The Evaluation Committee shall consist of no fewer than three (3) NJSDA Board Members.

The Evaluation Committee will review each Proposal Package to determine responsiveness. Non-responsive Proposal Packages will be rejected without evaluation. The Evaluation Committee will evaluate responsive Technical Proposals, based upon the information provided by the firms in response to this RFP, and any necessary verification thereof, and submit a written report to the Board's Audit Committee. The Technical Proposals will be evaluated in accordance with the following criteria:

- The Bidder's Demonstrated Ability and Qualifications to Conduct Governmental Financial Statement Audits, as Evidenced in Resumes and Case Studies
- The Bidder's Documented Experience in Successfully Completing Governmental Financial Statement Audits of a Similar Size and Scope to the Work Required by this RFP, as Evidenced in Case Studies
- The Bidder's Detailed Approach and Plans to Perform the Services Required by the Scope of Services of this RFP
- The Bidder's Familiarity with Federal and State Laws, Rules and Regulations Relevant to Governmental Financial Statement Audits, as Evidenced in Case Studies

- The Bidder’s Quality of Response to the RFP Package

Each Evaluation Committee Member will evaluate each Technical Proposal, assigning a raw score for each criterion on a scale of 0 to 10 as follows:

- Outstanding (9–10): depth and quality of response offers significant advantages.
- Superior (7-8): exceeds RFP requirements with no deficiencies.
- Sufficient (5-6): meets RFP requirements with no significant deficiencies.
- Minimal (3-4): meets RFP requirements but contains some significant deficiencies.
- Marginal (1-2): comprehends intent of RFP but contains many significant deficiencies.
- Unsatisfactory (0): requirements not addressed and lack of detail precludes adequate evaluation.

Weighting factors will then be applied to each of the Evaluation Committee Member’s raw scores for each criterion to arrive at a total weighted score as follows:

RFP Evaluation Criteria	Weighting Factor (Applied to Raw Score)	Maximum Weighted Points
The Bidder’s Demonstrated Ability and Qualifications to Conduct Governmental Financial Statement Audits, as Evidenced in Resumes and Case Studies	4.0	40
The Bidder’s Documented Experience in Successfully Completing Governmental Financial Statement Audits of a Similar Size and Scope to the Work Required by this RFP, as Evidenced in Case Studies	2.5	25
The Bidder’s Detailed Approach and Plans to Perform the Services Required by the Scope of Services of this RFP	1.5	15
The Bidder’s Familiarity with Federal and State Laws, Rules and Regulations Relevant to Governmental Financial Statement Audits, as Evidenced in Case Studies	1.0	10
The Bidder’s Quality of Response to the RFP Package	1.0	10
Total Possible Non-Price Points:		100

All of the scores awarded by the Evaluation Committee Members to a particular firm’s Technical Proposal will be added together and averaged to arrive at a Non-Price Score for each Firm. The maximum Non-Price Score is 100.

Once all the Non-Price Scores for all firms have been calculated, the Authority will open the sealed Fee Proposals and will review them for responsiveness, and determine a Price Score for each responsive Fee Proposal.

The lowest responsive Fee Proposal shall be scored by awarding the maximum number of points for the price component, which shall be 100. All other Fee Proposals shall be scored by awarding

points based on the percentage that each proposal exceeds the lowest Fee Proposal. For example, the following table demonstrates the method for calculation of price points:

SAMPLE Price Proposal	SAMPLE Points Calculation
Firm #1: Price = \$ 900,000	Lowest Price = 100 points awarded
Firm #2: Price = \$ 1,100,000 Lowest Price - \$ <u>900,000</u> Price Difference \$ 200,000	$\$200,000 \div \$900,000 = .22222 \times 100 = 22.222$ points 100 points – 22.222 points = 77.778 points awarded
Firm #3: Price = \$ 1,200,000 Lowest Price - \$ <u>900,000</u> Price Difference \$ 300,000	$\$300,000 \div \$900,000 = .33333 \times 100 = 33.333$ points 100 points – 33.333 points = 66.667 points awarded
Firm #4: Price = \$ 1,400,000 Lowest Price - \$ <u>900,000</u> Price Difference \$ 500,000	$\$500,000 \div \$900,000 = .55555 \times 100 = 55.556$ points 100 points – 55.556 points = 44.444 points awarded
Firm #5: Price = \$ 1,000,000 Lowest Price - \$ <u>900,000</u> Price Difference \$ 100,000	$\$100,000 \div \$900,000 = .11111 \times 100 = 11.111$ points 100 points – 11.111 points = 88.889 points awarded

After the Price Scores are determined for all responsive firms, the Price Scores will be adjusted by a weighting factor of 20%. The Non-Price Scores for “other factors” criteria will be adjusted by a weighting factor of 80%. The Price Score and Non-Price Score for each responsive firm will then be added together for a Combined Score.

The Evaluation Committee shall provide a written report of the results to the Audit Committee. Upon receipt of the Evaluation Committee’s report, the Audit Committee shall review the report and determine whether, at its sole option, it will conduct interviews and produce Final Combined Scores based on the application of the evaluation criteria to the interviews, or whether it will deem the report’s Combined Scores to be final. Upon review and concurrence with such report, and after interviews and the resulting final ranking, if any, the Audit Committee shall recommend to the Board the firm found to be most qualified with respect to the evaluation criteria, price and other factors considered, in accordance with the terms of this RFP.

10.0 PRE-AWARD REQUIREMENTS

After determination of the selected firm, the NJSDA shall request the following information prior to the award of the contract:

10.1 Political Contributions. P.L. 2005, c. 51 amended and supplemented N.J.S.A. 19:44A-20.1 *et seq.*, and superseded Executive Order 134 (2004), addresses the effect of political contributions on State contracting. Accordingly, a selected Firm will be required to respond in a timely fashion to certification and disclosure requirements that will be stated in the Notice of Award issued by the NJSDA. Additionally, Executive Order No. 117, which is designed to enhance New Jersey’s efforts to protect the integrity of government contractual decisions and increase the public’s confidence in government. The Executive Order builds on the provisions of P.L. 2005, c. 51 (“Chapter 51”), which limits contributions to certain political candidates and committees by for-profit business entities that are, or seek to become, State government vendors.

Requirements for Selected Firm. The selected Firm shall receive a Notice of Award that will, among other things, notify the Firm that it must submit a Certification and Disclosure of Political Contributions form and Business Entity Disclosure form as provided by NJSDA. Failure to submit these forms in a timely fashion shall be cause for rejection of the Firm.

Firm's Continuing Obligation to Comply with P.L. 2005, c. 51. Any Selected Firm is required, on a continuing basis, to disclose and report to NJSDA any political contributions made during the Contract term by the Firm on forms provided by NJSDA, at the time it makes the contribution.

10.2 Political Contributions Disclosure. Firms are advised of their 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-20.13 (P.L. 2005, c. 271, section 3), in the event they receive contracts in excess of \$50,000 from a public entity in a calendar year. It is a Firm's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

10.3 Outsourced Services Special Provisions. Under P.L. 2005, c. 92 (formerly Executive Order No. 129 (2004)), the NJSDA shall not award a contract to a bidder that submits a bid proposal to perform services, or to subcontract with a firm to perform services, outside the United States, unless certain conditions is met. If, during the term of the contract, the Firm or subcontracted firm, who had on contract award declared that services would be performed in the United States, proceeds to shift the performance of the services outside of the United States, the Firm shall be deemed in breach of the Agreement, unless the Director of the NJSDA Division of Procurement shall have first determined in writing that extraordinary circumstances require a shift of services or that a failure to shift the services would result in economic hardship to the NJSDA or the State.

10.4 Anti-Discrimination Requirements. In addition, the Firm shall not discriminate in employment and shall abide by all anti-discrimination laws including those contained within N.J.S.A. 10:5-1 et seq. and all rules and regulations issued there under, including N.J.A.C. 17:27-1 et seq. Accordingly, in a Notice of Award, a Firm shall be required to submit to the NJSDA, with its executed Agreement, a copy of one of the following three documents:

- (1) appropriate evidence that the contractor is operating under an existing Federally approved or sanctioned affirmative action program;
- (2) a certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or
- (3) an initial employee information report (Form AA302*) provided by the Affirmative Action Office and completed by the Firm in accordance with N.J.A.C. 17:27-4.

***The original of this document shall be provided to the New Jersey Department of Treasury. Please see following link for details:**
http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf

10.5 Subconsultant Business Registration Certification. Proof of valid business registration with the Division of Revenue of the New Jersey Department of the Treasury (the "Division of Revenue") for all subconsultants must be provided to the Authority.

10.6 Insurance and Indemnification. The successful Firm shall be required to provide evidence of the insurance coverage required in Section 5.1 of the Agreement, Attachment A to this RFP, at the time of execution of the Agreement.

10.7 Additional Information. NJSDA may request additional information as required under the Agreement, or pursuant to applicable policies, procedures or law.

ATTACHMENT A

INDEPENDENT AUDITOR SERVICES AGREEMENT

{See attached file}

ATTACHMENT B

TECHNICAL PROPOSAL FORMS

{See attached files}

ATTACHMENT C

FEE PROPOSAL FORMS

{See attached files}

ATTACHMENT D

MORAL INTEGRITY QUESTIONNAIRE

{See attached file}

ATTACHMENT E

EXECUTIVE ORDER NO. 122

{See attached file}

ATTACHMENT F

EXECUTIVE ORDER NO. 37

{See attached file}

ATTACHMENT G

NJSDA 2013 ANNUAL REPORT

{See attached file}