

Contract No.	Contract Name	School District
GP-0246-R01	Owner Controlled Insurance Program (OCIP IV) Enrollment Administration Services	State-Wide

## ADVERTISEMENT

The New Jersey Schools Development Authority (“NJSDA” or “Authority”) is seeking to engage a qualified firm. The selected firm shall be responsible for the administration of enrollment activities in the Owner Controlled Insurance Program (“OCIP IV”). The selected firm shall be responsible for providing the services, as directed by the Authority, outlined in the Scope of Services and any additional services set forth in their technical proposal.

The Authority has a rolling capital program consisting of various types of school facilities projects, including: new construction; addition and/or renovation projects; and emergent projects. The Authority intends to purchase a new 3-year OCIP IV Program that conservatively is expected to enroll 13 capital projects with an aggregate construction cost estimate of approximately \$845 million, plus another \$25-50 million in emergent project work. The Authority’s capital projects have historically enrolled an average of 62 subcontractors over a 24-36 month construction duration. OCIP IV is estimated to become effective March 1, 2018 for project commencement and March 1, 2023 for project completion.

The Request for Proposals (“RFP”) defines the steps needed for participation in the procurement and is available at the following link: [click here to view RFP](#).

**NJSDA Prequalification Requirements:** There is no standard NJSDA prequalification requirement applicable to this engagement. Firms must demonstrate experience and qualifications as more fully described in the RFP.

**Notice of Intent to Participate:** The NJSDA shall not hold a traditional pre-proposal conference for this procurement. Any firm wishing to submit a proposal must sign in electronically by sending a mandatory e-mail Notice of Intent to Participate to Dave Kutch at [dkutch@njsda.gov](mailto:dkutch@njsda.gov) no later than 2:00 PM Eastern Time on September 29, 2017.

**Questions from Interested Firms:** Firms may submit written questions regarding this procurement to the NJSDA by sending them by e-mail to Dave Kutch at [dkutch@njsda.gov](mailto:dkutch@njsda.gov) no later than 2:00 PM Eastern Time on September 29, 2017. The questions and NJSDA answers will be provided via an addendum to the RFP to each firm that submitted a timely e-mail Notice of Intent to Participate.

**Proposal Due Date:** Proposals must be received by the NJSDA no later than 2:00 PM Eastern Time on October 24, 2017, and may be mailed or hand delivered as set forth in the RFP.

**Evaluation Criteria:** Submissions that are not responsive will be rejected without evaluation. Responsive Technical Proposals will be scored pursuant to the following evaluation criteria:

1. Firm’s OCIP Enrollment Administration Experience (30 points);
2. Key Team Members Experience and Qualifications (30 points); and
3. Approach to Providing the Required Scope of Services (40 points)

The Technical Proposal Score will be the Final Technical Score, except that, at its sole option, the Selection Committee may conduct interviews with a shortlist of the three (3) firms receiving the highest Technical Proposal Scores. Following the interviews, if any, firms will again be evaluated by Selection Committee members based on Interview Criteria that are the same as those used in the evaluation of the Technical Proposals. Interview Scores will then be averaged with Technical Proposal Scores to arrive at a Final Technical Score for each firm. The maximum Final Technical Score will be 100.

After all Final Technical Scores have been tabulated, the NJSDA will open all Fee Proposals. Using the Fee Proposals as a guide, NJSDA staff, at its discretion, may negotiate a fair and reasonable fee with the firm receiving the highest Final Technical Score.

Bidders must comply with the requirements of P.L. 1975, c. 127 and P.L. 2005, c. 51, and implementing rules.

**Date Advertised:** September 14, 2017