

Contract No.	Contract Name	School District
GP-0268-R02	Human Resources Consulting Services	N/A

ADVERTISEMENT

The New Jersey Schools Development Authority (the “NJSDA”) is seeking to engage the services of a consultant (“Consultant” or “Firm”) acting independently or in conjunction with one or more subconsultants, to conduct a comprehensive review and provide recommended enhancements for the following areas within the NJSDA’s Human Resources function: (1) Job Descriptions, Functional Responsibilities and Compensation Levels; and (2) Operational Efficiency Evaluation. The Consultant will be selected through the process described in the Request for Proposals (“RFP”).

Request for Proposals: A complete copy of the RFP, which outlines the steps required for participation in this procurement, may be obtained at [click here to view RFP](#). Proposals must be submitted in compliance with and subject to all terms set forth in the RFP.

DPMC & NJSDA Prequalification Requirements: Not applicable; however, to be selected, a Firm must be approved for moral integrity, pursuant to a review by the New Jersey State Police, as set forth 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 David Kutch at dkutch@njsda.gov no later than 2:00 PM Eastern Time on December 16, 2019.

Questions from Interested Firms: Firms may submit written questions regarding this procurement to the NJSDA by sending them by e-mail to David Kutch at dkutch@njsda.gov no later than 2:00 PM Eastern Time on December 16, 2019. 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 January 8, 2020 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 proposals will be scored pursuant to the following evaluation criteria:

1. Qualifications and Experience of Firm (Case Studies) (20 points);
2. Key Team Members’ Experience and Qualifications (30 points);
3. Approach to Providing the Required Services (35 points); and
4. Approach to Control of Schedule (15 points).

Firms are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

Date Advertised: November 19, 2019