



Contract No.	Contract Name
GP-0294-R01	Owner Controlled Insurance Program (OCIP V) Administration Services

ADVERTISEMENT

The New Jersey Schools Development Authority (“NJSDA”) is seeking to engage a firm to administer the Owner Controlled Insurance Program (OCIP V). The selected firm will be responsible for providing the services as outlined in the Scope of Services and any additional services set forth in the selected firm’s Technical Proposal.

The NJSDA has a rolling capital program consisting of various types of school facilities projects (e.g., new construction, addition, renovation projects). The NJSDA intends to purchase a new Owner Controlled Insurance Program (OCIP V) that conservatively is expected to enroll eight (8) capital projects with an aggregate construction cost estimate (“CCE”) of approximately \$500 million, with the potential to enroll several additional construction projects which could increase the aggregate CCE for the program to \$800 million or greater. The NJSDA’s capital projects have historically enrolled an average of 62 subcontractors over a 24-36 month construction duration. OCIP V is estimated to become effective March 1, 2024 for project commencement and March 1, 2029 for project completion.

Request for Proposals (“RFP”): 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 will not hold a traditional pre-proposal conference for this procurement. Any firm wishing to submit a Proposal must provide timely notice of their intent to participate in the procurement by sending an e-mail message indicating such intent to Dave Kutch at dkutch@njsda.gov no later than 2:00 PM Eastern Time on November 17, 2023. This notice is required in order to submit a Proposal but does not bind a prospective proposer in any way. Failure to timely submit the notice of intent will result in NJSDA rejecting any Proposal later submitted.

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 no later than 2:00 PM Eastern Time on November 17, 2023. The questions and NJSDA answers will be provided via an addendum to the RFP to each firm that submitted a timely e-mail message to Dave Kutch at dkutch@njsda.gov indicating their intent to participate in the procurement. See RFP for details regarding advertisement and distribution of addenda.

Proposal Due Date: Proposals must be received by the NJSDA at its offices at 32 East Front Street, Trenton, NJ 08625, no later than 2:00 PM Eastern Time on December 8, 2023. Submissions will only be accepted when delivered to NJSDA’s physical offices by hand delivery or trackable courier services such as Federal Express, UPS or similar. Submission of Proposals through USPS postal services is not permitted, as delivery will be made to a post office box and timely receipt cannot be validated.

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

1. Firm's OCIP 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 the Technical Proposal Scores to arrive at a Final Technical Score for each firm. The maximum Final Technical Score will be 100. Firms will be ranked in accordance with their Final Technical Score.

After all Final Technical Scores have been tabulated, the NJSDA will open all Fee Proposals. Using the Fee Proposals as a guide, NJSDA staff will negotiate fair and reasonable fee in accordance with the process described in the RFP.

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 2, 2023