



Addendum No. 1

NJSDA
32. E. Front Street
Trenton, NJ 08625
Phone: 609-858-2915
Fax: 609-656-7258

DATE: December 9, 2015

PROJECT #: GP-0230-R01
Professional Staffing Services

DESCRIPTION: Addendum No. 1

This addendum shall be considered part of the Bid Documents issued in connection with the referenced project. Should information conflict with the Bid Documents, this Addendum shall supersede the conflicting information in the Bid Documents.

A. CHANGES TO THE PROCUREMENT PROCESS:

NOTE: for the following items, additions to existing language shall be denoted in **bold and underlined** text; deletions in *strikethrough and italics*.

1. Revisions to the Request for Proposals:

- a. **MODIFY:** Insert the following sentence at the beginning of Section 1.4:

Firms responding to the RFP must identify its proposed Key Team Members, as that term is defined in the Agreement, who will be primarily responsible for performing and/or supervising the services to be provided under the contract.

2. Revisions to the Agreement:

- a. **MODIFY:** Insert the following as new Paragraph 1.15:

1.15 **“Key Team Member” means those individuals who are employed by the Consultant or its Subconsultants who are required to be named in the Consultant’s Technical Proposal and who have a responsible role in the successful completion and/or supervision of the Services to be provided.**

- b. **MODIFY:** Previous paragraphs 1.15 through 1.29 are renumbered as paragraphs 1.16 through 1.30.

B. BIDDER'S QUESTIONS, REQUESTS FOR INFORMATION AND RESPONSES:

1. **QUESTION:** Can the two (2) case studies requested in RFP Section 1.2, and the two (2) case studies requested in RFP Section 1.3, be the same two (2) case studies?

ANSWER: There is no requirement in the RFP that states what case studies in particular are required to respond to the requirements of each RFP section. It is a firm's business decision as to how it would like to best answer the question to meet the RFP requirements.

2. **QUESTION:** In RFP Section 1.4, what is the definition of "Key Team Member"?

ANSWER: See Item A.2.a. in this addendum.

3. **QUESTION:** Could you please let us know, if we can submit our response for the non-technical positions only like Accountant, Legal Assistant etc.? Or is it mandatory to submit for all the positions?

ANSWER: There is no requirement in the RFP that limits the positions for which a firm may submit a response. The RFP does not require a firm to submit for all positions identified in the Scope of Services or for all non-technical positions provided by example in the RFP. The NJSDA is interested in knowing the areas (either technical or non-technical) for which a firm may be able to provide staffing services. It is a firm's business decision as to how it would like to prepare its submission to best meet the RFP requirements. While this procurement includes temporary professional services in any discipline, the primary focus of the procurement is for technical temporary services, including but not limited to those services identified in the Scope of Services. For informational purposes only, 85% of all positions filled within the last three years to support NJSDA projects required engineering, architectural or construction management degrees and/or experience.

C. CHANGES TO PREVIOUS ADDENDA:

1. Not Applicable.

D. ATTACHMENTS:

1. Attachment 1.1 "Notice of Intent to Participate" Contact List

E. SUPPLEMENTAL INFORMATION:

1. Not Applicable.

Any bidder attempting to contact government officials (elected or appointed), including NJSDA Board members, NJSDA Staff, and Selection Committee members in an effort to influence the selection process may be immediately disqualified.

End of Addendum No. 1


NJSDA Director Date 12/9/15



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Acknowledgement of Receipt of Addendum

Consultant must acknowledge the receipt of the Addendum by signing in the space provided below and returning via fax (609-858-2915) or email (dkutch@njsda.gov). Signed acknowledgement must be received prior to the Bid Due Date. Bidders are also requested to include a signed copy of this addendum acknowledgement form with its Technical Proposal submission.

Signature

Print Name

Company Name

Date

ATTACHMENT 1.1

“Notice of Intent to Participate” Contact List

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