



September 1, 2011

**REQUEST FOR PROPOSALS (RFP)**

The New Jersey Schools Development Authority (NJSDA) is seeking to engage a firm to provide installation, setup and month-to-month services for a DS-3 Private Point to Point data circuit. NJSDA has office locations in Trenton, NJ and Newark, NJ that are currently connected via a DS-3 Private Point to Point data circuit (44.736Mbps). The term of the engagement shall be three (3) years, unless otherwise terminated by the NJSDA. The term may be extended for one (1) additional year, if such extension is permissible by existing regulations at the time of extension.

This RFP consists of the following:

1. Attachment A: Scope of Services
2. Attachment B: Price Proposal

Any firm responding to this RFP shall thoroughly familiarize itself with the RFP to ensure responsiveness in its submission. To be considered complete, your submission must include:

1. Price Proposal
2. NJ Business Registration Certificate

The NJSDA will review all responsive proposals and determine the successful proposal based on the fee proposed and your firm's ability to complete the work in accordance with the Scope of Services.

**NOTICE OF INTENT TO PARTICIPATE**

All firms 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](mailto:djohnson@njsda.gov), **no later than 5:00 PM on September 9, 2011.**

Firms may submit questions to the NJSDA by sending them by e-mail to Daryl Johnson at [djohnson@njsda.gov](mailto:djohnson@njsda.gov), **no later than 5:00 PM on September 9, 2011.** The questions and NJSDA answers will be provided electronically to each firm that submitted a timely e-mail Notice of Intent to Participate.

**PROPOSAL SUBMISSION**

Completed proposal addressed to Daryl Johnson, Procurement Analyst, NJ Schools Development Authority, P.O. Box 991, 1 West State Street (Wells Fargo Bank Building), Trenton, NJ 08625-0991 must be received **no later than 5:00 PM on September 21, 2011.** Proposal may also be faxed to 609-656-4642 or emailed to [djohnson@njsda.gov](mailto:djohnson@njsda.gov).

## **NJ 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.

Firms may obtain New Jersey Business Registration assistance by going on-line to <http://www.state.nj.us/treasury/revenue/gettingregistered.shtml> or by calling the New Jersey Department of Treasury at (609) 292-1730. Please be advised, however, that business registrations are mailed generally within seven to ten days, so firms should plan accordingly.

## **PRE-AWARD REQUIREMENTS**

After determination of the successful bidder, the NJSDA shall request the following information prior to the award of the contract:

(a) **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. 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. 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.

(b) **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 Contractor 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 Contractor shall be deemed in breach of the Agreement, unless the Senior Director of the NJSDA Division of Procurement and Contract Services 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.

(c) **Anti-Discrimination Requirements.** In addition, the Contractor 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, 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 NJSDA and completed by the contractor in accordance with N.J.A.C. 17:27-4.

(d) **Moral Integrity Review**. The successful firm shall be required to submit to the NJSDA one (1) original (and no copies) of a completed Moral Integrity Questionnaire for submission to the New Jersey State Police, in the form to be provided by the NJSDA. **Moral Integrity approval is a prerequisite for contract award.**

### **QUESTIONS**

Please direct all questions concerning this RFP to Daryl Johnson, Procurement Analyst, at 609-292-8775 or [djohnson@njsda.gov](mailto:djohnson@njsda.gov).

## **ATTACHMENT A**

### **SCOPE OF SERVICES**

#### **Basic Scope of Services**

Provide installation, setup and month-to-month services for a DS-3 Private Point to Point data circuit (44.736Mbps) connecting NJSDA's office locations in Trenton, NJ and Newark, NJ.

NJSDA will provide both routers and interfaces at both the Trenton and Newark facilities.

#### **Optional Scope of Services**

Provisioning Hardware/Software: The proposing firm shall provide price options for any recommended router and security hardware or software upgrades.

#### **Locations of Service**

##### **Trenton Corporate Office**

New Jersey Schools Development Authority  
1 West State Street  
Trenton, NJ 08625  
Phone: 609-943-5955

##### **Newark Satellite Location**

New Jersey Schools Development Authority  
375 McCarter Highway  
Newark, NJ 07114  
Phone: 973-648-8335

## ATTACHMENT B

### PRICE PROPOSAL

All prices listed below shall be valid for the entire term of the engagement. The term of the engagement will be three (3) years with the option to renew for one (1) additional year. The option to renew for the additional year is at the sole discretion of the NJSDA.

#### Basic Scope of Services\*

Installation Charges: \$ \_\_\_\_\_

Monthly Recurring Charges: \$ \_\_\_\_\_

#### Optional Scope of Services\*

Provisioning Hardware/Software: \$ \_\_\_\_\_

**\* Additional charges, if any, shall be detailed on a separate page and attached to this Price Proposal.**

I am duly authorized to sign this Price Proposal on behalf of the named firm.

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_