



December 13, 2011

REQUEST FOR PROPOSALS (RFP)

The New Jersey Schools Development Authority (NJSDA) is seeking to engage an Internet Service Provider (ISP) to provide Internet offload services for our office locations in Trenton, NJ and Newark, NJ. 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: Fee Schedule 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. Fee Schedule 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, **no later than 5:00 PM on December 20, 2011.**

Firms may submit questions to the NJSDA by sending them by e-mail to Daryl Johnson at djohnson@njsda.gov, **no later than 5:00 PM on December 20, 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 December 29, 2011.** Proposal may also be faxed to 609-656-4642 or emailed to 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.

ATTACHMENT A – SCOPE OF SERVICES

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

Service Requirement Details:

The Trenton Corporate office requires:

1. 10 MB Ethernet service to be used for internet off load
2. Range of twenty-four (24) static IP addresses
3. Availability to upgrade Ethernet off load speeds from 10MB through 50MB
4. Availability T-1 services to be used as an internet off load (optional solution)
5. Availability to add additional bundled or unbundled T-1 circuits (optional solution)

The Newark Satellite location requires:

1. 10 MB Ethernet service to be used for internet off load
2. Range of twenty-four (24) static IP addresses
3. Availability to upgrade Ethernet off load speeds from 10MB through 50MB
4. Availability T-1 services to be used as an internet off load (optional solution)
5. Availability to add additional bundled or unbundled T-1 circuits (optional solution)

Common Services/Optional Equipment for NJSDA facilities:

1. Consulting and configuration assistance necessary to identify and reconfigure existing CISCO routers owned by NJSDA to support ISP Services requested in the attached proposal
2. DNS name registration services – NJSDA owns several domain names in support of NJSDA's web site presence, e-Government and e-Commerce activity. The awarded ISP must be able to add domain names to DNS servers capable of updating DNS root servers as requested by NJSDA technical staff.
 - a. DNS registration requested submitted to the ISP provider must be entered into local DNS servers for propagation within 8 hours.
3. Secondary SMTP – NJSDA receives email from a primary domain name NJSDA.gov. ISP must provide e-mail bagging services for NJSDA.
 - a. Mail must be held by ISP until it is able to be transported to NJSDA root mail server located in Trenton.

4. SPAM Filtering Services – ISP must perform initial SPAM filtering for NJSDA and contain e-mail containing SPAM or potential viruses.
 - a. SPAM filtering must be able to manage and administered by selected NJSDA Systems personnel.
5. Help Desk Services/Technical Support – ISP must provide 24X7 help desk services for the following items:
 - a. DNS name registration
 - b. Connectivity into ISP
 - c. Alerts related to internet outages
 - d. Technical assistance to combat and manage potential cyber-attacks
 - e. Help desk requests must be responded to within 1 hour.
6. Connection monitoring and alert services by provider – in the event of network outages greater than 30 minutes, ISP must alert NJSDA help desk.
 - a. SDA-Net hosts NJSDA's web site and multiple application services. ISP must alert selected NJSDA staff within 2 hours if NJSDA's internet router is not responsive.
7. Real time internet monitoring – ISP must provide NJSDA with real time reporting of internet services.
 - a. At a minimum, reporting must display internet bandwidth being utilized compared to available possible bandwidth.

ATTACHMENT B - NJSDA FEE SCHEDULE PROPOSAL

([Hyperlink to Fee Schedule Proposal](#))