

## ADVERTISEMENT

### NOTICE OF REQUEST FOR PROPOSALS IT GENERAL CONTROLS CONSULTING SERVICES

The New Jersey Schools Development Authority ("NJSDA") seeks to engage one firm ("Consultant") to provide consulting and technical writing services necessary to document NSJDA Information Technology General Controls, Processes and Procedures.

The contract will be as follows.

**Program Name:** IT General Controls Consulting Services

**Contract Duration:** 1-year term; one 1-year extension at NJSDA option

**Program Budget for Initial 1-Year Engagement:** \$150,000

**Program Budget for Extension (NJSDA Option):** \$150,000 for an additional year

**NJSDA Prequalification:** None Required

**The RFP package is available on the NJSDA's website**

The NJSDA shall not hold a traditional pre-proposal conference for this procurement. All firms wishing to submit a proposal must sign in electronically by sending a mandatory e-mail Notice of Intent to Participate to Susan Brown at [sbrown@njsda.gov](mailto:sbrown@njsda.gov) no later than 5:00 pm on Tuesday, May 13, 2008.

Firms may submit questions to the NJSDA by sending them by email to Susan Brown at [sbrown@njsda.gov](mailto:sbrown@njsda.gov) no later than 5:00 pm on Tuesday, May 13, 2008. The questions and answers shall be provided electronically to each firm that submitted a timely e-mail Notice of Intent to Participate.

Proposals must be received by **12:00 PM on Friday, May 23, 2008**, and may be mailed or hand delivered as set forth in the RFP.

Proposing firms must submit a true copy of their valid business registration certificate issued by the New Jersey Division of Revenue and complete a Bureau of Fiscal Oversight Questionnaire.

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

1. Firm's understanding of the Project
  - a. Understanding of the NJSDA's need
  - b. Firm size & resources
2. Firm Experience – General Relevant Experience
  - a. Case Study #1
  - b. Case Study #2
3. Experience of Key Team Members
4. Approach to Providing the Required Scope of Services

In addition, to be selected, a firm must be approved for moral integrity, pursuant to a review by the Bureau of Fiscal Oversight, as set forth in the RFP.

Bidders must comply with the requirements of P.L. 2005, c. 51, and implementing rules.