

ADVERTISEMENT

NOTICE OF REQUEST FOR QUALIFICATIONS FOR TEMPORARY STAFFING SERVICES

The New Jersey Schools Development Authority ("SDA") is seeking to engage the services of multiple firms (Consultants) to provide to the NJSDA supplemental temporary staffing, who are directly employed by the Consultant or one of the Consultant's subconsultants, and who shall be assigned on an as-needed basis to meet the evolving workload demands of the New Jersey Schools Development Authority.

The contract will be as follows.

Contract Number: PW0804

Program Name: Temporary Staffing Services

Contract Duration: 3-year term; two 1-year extension at NJSDA option

Program Budget for Initial 3-Year Engagement: \$400,000 annually

Program Budget for Extensions (NJSDA Option): \$400,000 for each additional year

NJSDA Prequalification: None Required

This RFQ is the first of a two-step process outlined below:

1. A firm must first respond to the items listed in Section 1 below. Shortlisted firms will be sent a Request for Proposals (RFP).
2. Request for Proposals (RFP). The SDA will issue an RFP to firms that are shortlisted through the RFQ process.

[The RFQ package is available on the NJSDA's website](#)

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 Susan Brown at sbrown@njsda.gov , no later than 5:00 pm on Thursday, July 17, 2008.

Firms may submit questions to the NJSDA by sending them by e-mail to Susan Brown at sbrown@njsda.gov , no later than 5:00 pm on Thursday, July 17, 2008. The questions and NJSDA answers will be provided electronically to each firm that submitted a timely e-mail Notice of Intent to Participate.

Responses to this RFQ must be received by the NJSDA Main Office by 2:00 p.m. on Monday, July 28, 2008.

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 administrative staffing experience
2. Firm financial staffing experience
3. Firm IT staffing experience
4. Firm overall staffing experience

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 RFQ.

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