

October 26, 2012

**ADDENDUM No. 1**

*To*

**REQUEST FOR PROPOSALS**

*For*

**PROFESSIONAL STAFFING SERVICES**

*For the*

**Contract No. PW1204**

**ISSUED October 10, 2012**

*By*

**THE NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY**

---

**PLEASE TAKE NOTICE:**

**PROPOSAL PACKAGES ARE DUE NO LATER THAN 5:00 PM on Friday, November 2, 2012**, at the offices of the New Jersey Schools Development Authority located at 1 West State Street (Wells Fargo Bank Building), 1st Floor, Trenton, New Jersey 08625-0991, and must be delivered in the manner set forth in the RFP.

This **ADDENDUM No. 1** includes questions submitted electronically by 5 PM on Friday, October 19, 2012, and answers thereto, and a list of the intended proposing firms. Questions and answers may have been paraphrased in whole or in part. Terms in this Addendum shall have the same meaning as provided in Section 1 of the Agreement, except as otherwise provided herein.

**A. FIRMS INTENDING TO PROPOSE**

See Attachment A to this Addendum No. 1.

**B. TIMELY SUBMITTED ELECTRONIC QUESTIONS AND NJSDA ANSWERS**

**B.1 QUESTION:** Where specifically will the work be performed?

**ANSWER:** All work of temporary staff is to be performed at NJSDA offices or at NJSDA job locations as required.

**B.2 QUESTION:** Does NJSDA anticipate converting consultants/temporaries to direct full time employment? If so, is NJSDA amenable to a conversion fee?

**ANSWER:** On occasion the NJSDA has converted consultants/temporaries to direct full time employment. The NJSDA is not in a position to offer any additional fee if this occurs.

**B.3 QUESTION:** How has New Jersey School Development Authority hired these positions in the past?

**ANSWER:** The positions are filled in a variety of ways, including the use of temporary staff acquired directly and through contracts similar to this offering.

**B.4 QUESTION:** Does the New Jersey School Development Authority have established pay ranges for the positions?

**ANSWER:** No. Pay rates will vary based upon qualifications and experience of candidates offered by the Consultant.

**B.5 QUESTION:** What is the estimated number of Requisitions for 2012 and what is the average length of assignments?

**ANSWER:** During 2012, approximately 15 requisitions for temporary services were approved. Of this number, some requisitions currently remain open. The length of assignment varies and includes both part-time and full-time assignments. Most assignments fall in the three to six month range.

**B.6 QUESTION:** Will there be requisitions for skill sets outside of the job descriptions that are included in the RFP? If yes, what skills sets could possibly be included?

**ANSWER:** There is a possibility that requisitions for skill sets outside of the descriptions included may be needed in the future, but currently anticipated needs are reflected in the descriptions provided.

**B.7 QUESTION:** How many vendors received this RFP?

**ANSWER:** The RFP for Professional Staffing Services was posted to the State of NJ website, the RFP Database, and the NJSDA website. See Attachment A to this Addendum No. 1 for a list of the intended proposing firms.

**B.8 QUESTION:** Will the staffing firms be working directly with the hiring manager or is all communication through human resources?

**ANSWER:** Once the contract is awarded, all communication is coordinated through SDA Human Resources.

**B.9 QUESTION:** Are the NJSDA's hiring managers currently working with an e-time program?

**ANSWER:** No. Current providers are using their respective electronic time systems into which their placements are required to enter their time. The individuals are also required to complete paper timesheets for SDA records and for internal approval.

**B.10 QUESTION:** Can you please provide NJSDA's annual spend on a) temporary services b) temporary services by skill set?

**ANSWER:** Compensation for the engagement, including all awardees, shall not exceed \$1.8 million in the aggregate for the initial two (2) year term, and shall not exceed \$2.7 million if the option to extend for one (1) year is exercised.

**B.11 QUESTION:** Is the cost of service a weighted factor?

**ANSWER:** The selection procedures and evaluation criteria are detailed in Section 3.0 of the RFP. Firms participating in this procurement must be willing to provide staffing services based on a Direct Labor Multiplier of 1.9.

**B.12 QUESTION:** Please advise if award of this contract precludes a firm from pursuing future CM opportunities?

**ANSWER:** No. There is no prohibition on a firm supplying consultants then bidding on a CM contract.

**B.13 QUESTION:** Are there any caps for hourly rates for certain levels of consultants/positions?

**ANSWER:** Refer to Answer for Question B.4.

**B.14 QUESTION:** How many references do you need? Just one for each of the case studies?

**ANSWER:** Bidders are not limited in the number of references provided with case studies; however, a minimum of one per case study is requested.

**B.15 QUESTION:** We are hired as owner's reps, development managers, and consultants by mostly non-profit organizations. We don't necessarily place the staff at the organization, but we work on behalf of the client as we would with NJSDA. It is the same scope of work in the job descriptions. Can we apply with this background?

**ANSWER:** Refer to Answer for Question B.1.

**B.16 QUESTION:** Who are the "key members" - would it be all the staff that qualify for the positions or only management?

**ANSWER:** Key Team Members are those individuals within the proposing firm's organization who are experienced with the placement of supplemental staffing resources in construction management organizations similar to the NJSDA. The candidates for temporary assignment would not be considered Key Team Members.

**B.17 QUESTION:** What is the "Technical Proposal"? Is it just item number 2 in 1.0 Instruction List?

**ANSWER:** The Technical Proposal submission requirements are detailed in Section 1.0 of the RFP. The Technical Proposal submission is to consist of all nine (9) items listed and as further described in Sections 1.1 through 1.9.

**B.18 QUESTION:** Will these staff members work out of the NJSDA offices or can we use our offices and resources to perform the work as we do on all other engagements? Staff would be available for site visits, meetings, etc. as needed.

**ANSWER:** Refer to Answer for Question B.1.

**B.19 QUESTION:** SBE Target - how is this relevant if we are only providing staff and not selecting consultants or hiring subconsultants? 25% target of what amount - the professional service contract or the total development cost?

**ANSWER:** The firm's general role in performing Professional Staffing Services is to provide NJSDA with supplemental staffing resources who are directly employed by the firm or one of the firm's subconsultants. The proposing firm is to utilize NJSDA Form B, included in Attachment C to the RFP, to list the names of any subconsultants it intends to utilize to meet the NJSDA's 25% SBE participation goal. At this time, the proposing firm is required to identify, on Form B, the percentage of the total professional services contract it intends to award to its SBE subconsultants. Specific dollar values of subconsultant contracts are not required at this time.

**B.20 QUESTION:** Can the fee proposals include a yearly increase since the term is for up to 3 years?

**ANSWER:** No. The Fee Proposal terms are fixed for the duration of the contract.

**B.21 QUESTION:** There was a similar RFP in 2011. What was the outcome of that RFP? Were 2 firms selected? If so, who are they?

**ANSWER:** The NJSDA awarded contracts for the 2011 procurement to Hill International and Banc3.

**B.22 QUESTION:** We only have staff for the following positions: Senior Program Officer, Program Officer, Contract Analyst, and Cost Analyst. Can we respond to only those positions, or do we need staff for all the roles?

**ANSWER:** You can respond; however, within your Technical Proposal submission, you should describe any circumstances which would prevent your firm from providing the entirety of the Scope of Services.

**B.23 QUESTION:** What is the anticipated volume of this contract?

**ANSWER:** Refer to Answers to Questions B.5 and B.10.

**B.24 QUESTION:** Who will be responsible to monitor the 1.8 million dollar spend limit of this contract?

**ANSWER:** The contract spend limit will be monitored by the SDA.

**B.25 QUESTION:** Can you supply the pricing of your incumbent supplier(s)?

**ANSWER:** Pay rates vary based upon qualifications and experience of candidates offered by the Consultant.

**B.26 QUESTION:** Do you intend to select 7 firms to service this contract, or is it 7 firms that will be short listed, or both?

**ANSWER:** The top seven (7) highest ranked firms will be awarded contracts.

**B.27 QUESTION:** Will pay rates be provided with each requisition for positions, or will supplier set pay rates?

**ANSWER:** The Consultant will provide an hourly rate for each candidate it proposes for temporary assignment.

**B.28 QUESTION:** Is the 1.9 direct labor multiplier the set rate your suppliers will use to determine bill rates?

**ANSWER:** Yes. Based on a 1.9 Direct Labor Multiplier, a Consultant who provides the SDA with a temporary employee with an hourly rate of \$100 will be paid \$190/hour by the SDA.

Please note that the Direct Labor Multiplier shall include all costs the Consultant intends to recoup through compensation under the Agreement, including, but not necessarily limited to, the following: employee base salary and vacation, holiday, other leave pay, social security contributions, unemployment taxes, Insurance costs in accordance with Section 5.1, travel expenses, and any other fringe benefits, payroll burden, and per diem, as well as an appropriately proportionate amount of company overhead and profit.

**B.29 QUESTION:** What will the multiplier be for overtime rates?

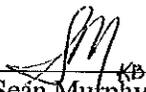
**ANSWER:** The NJSDA does not pay overtime rates. All billable hours will be paid as straight time. The Direct Labor Multiplier for all billable hours is 1.9.

**B.30 QUESTION:** What specific type of drug and/or background checks to you require?

**ANSWER:** The NJSDA is relying on the Consultant to confirm all employee information and utilize appropriate background checks in accordance with established business practices for Professional Staffing Services. The NJSDA is a drug-free workplace that does not require pre-employment drug testing for its full-time employees.

*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.*

Issued by:

  
\_\_\_\_\_  
Sean Murphy  
Procurement Director

Issued: October 26, 2012

<Addendum #1>

NJSDA  
1 West State Street  
Trenton, NJ 08625  
Phone: 609-292-8775  
Fax: 609-656-4642

**DATE:** October 26, 2012  
**CONTRACT #:** PW1204  
**DESCRIPTION:** Professional Staffing Services

Addendum No. 1

**Acknowledgement of Receipt of Addendum**

Consultant must acknowledge the receipt of the Addendum by signing in the space provided below and returning via fax to 609-656-4642, or in an attachment via E-mail to [djohnson@njsda.gov](mailto:djohnson@njsda.gov). Signed acknowledgement must be received prior to the Technical Proposal and Price Proposal Due Date.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

**ATTACHMENT A**  
**List of Firms who Submitted a Notice of Intent to Participate**

<p>Gautam Gogineni - Principal  <b>The Design Partners Inc.</b>  1521 Old Trenton Road  Princeton Junction, NJ 08550  Tel: 609-945-4930 Fax: 609-228-7626  Direct: 609-743-3400  www.thedesignpartners.com</p>	<p>Marion Kase - Senior Proposal Manager  <b>STV Incorporated</b>  205 West Welsh Drive  Douglassville, PA 19518  610.385.8225 p  610.385.8520 f  marion.kase@stvinc.com</p>
<p>Jim Alesio - Division Director  <b>JOULE ENGINEERING STAFFING SOLUTIONS</b>  <b>JAlesio@jouleinc.com</b>  (877) 494-8835 x306  (877) 494-8836 - Fax  (908) 705-0338 - Cell</p>	<p>Dawn Ashley, Asst. Business Development  <b>ARMAND CORPORATION</b>  1815 Garden Avenue  Cherry Hill, NJ 08003  T: 856-489-8200 Ext. 37  F: 856-489-8212  www.armandcorp.com</p>
<p>Sabrina Staats  Executive Team - Manager of Corporate Compliance  <b>Economic Project Solutions, Inc.</b>  866-246-1110 ext. 123  www.economicprojects.com  sstaats@economicprojects.com</p>	<p>Jim Ott - Director-Business Development /  Acting Director- Engineering  <b>BANC3, Inc.</b>  300 Alexander Park -Suite 350  Princeton, NJ 08540  (609) 759-1900 ext. 307  Fax (609) 919-9022  www.banc3.com</p>
<p>Jourdan Block, CSP  <b>Rotator Staffing Services Inc.</b>  T (646) 652-0985  F (212) 867-0544  E Jourdan@Staffing-the-Universe.com  A 122 E 42<sup>nd</sup> Street   Suite 2805   New York, New York   10168</p>	<p>Suzanne Curran, CEP  <b>SC Staffing &amp; Consulting</b>  suecurran@scconsultingllp.com  215-292-1185  www.scconsultingllp.com</p>
<p><b>Jack Hopkins</b>  URS Corporation  267.978.4325  jack.hopkins@urs.com</p>	

<p>Joy Lyn Krause  <b>Jonathan Rose Companies</b>  551 Fifth Avenue, 14th Floor  New York, NY 10176  Direct: 917.542.3608  Office: 917.542.3600  Fax: 917.542.3601  jkrause@rosecompanies.com  www.rosecompanies.com</p>	<p>Christian E. Griffin - Sales &amp; Marketing Manager  <b>Production Support Services Inc.</b>  Office: 757-599-5959  Mobile: 757-903-6132  Fax: 757-223-7282  cgriffin@pssinc.net  www.pssinc.net</p>
<p>Robert Mores - Senior Vice President  <b>Marsh</b>  445 South Street, Suite 210  P.O. Box 1966  Morristown, NJ 07962-1966  973-401-5102 (work)  973-727-5957 (mobile)  Robert.Mores@marsh.com</p>	<p><b>Lead Staffing Corporation (LSC)</b>  216 S. Citrus Street  PMB # 397  West Covina, CA 91791  Tel: 626-974-5561 800-928-5561 ext. 104  Fax: 626-858-6263 877-858-6263  <b>Email:</b> Lilian@leadstaffing.com  <b>Web:</b> www.leadstaffing.com</p>
<p>Mandy Wilson - Vice President of Operations  <b>CAREERS USA</b>  6501 Congress Avenue, Suite 200 • Boca Raton, FL  33487  <b>P:</b> (561) 826-2905 • <b>F:</b> (561) 995-7001  <b>TF:</b> (888) CAREERS (227-3377)  <b>E:</b> mwilson@careersusa.com  www.CareersUSA.com</p>	<p>Ellen Loprete  <b>RADgov, Inc. - New Jersey</b>  107-B1 Corporate Boulevard  South Plainfield, NJ 07080  eloprete@radgov.com  908-668-1080 Voice  908-668-1081 Fax</p>
<p>James P. Wilson - Regional Recruiting &amp; Business  Manager  <b>On-Board Family of Companies</b>  50 Millstone Road  Building 300, Suite 110  East Windsor, NJ 08520  609-945-8009 (Direct) 609-945-8080 (Fax)  302-613-5734 (DE) 919-719-2731 (NC)  216-779-2400 (OH)  James.Wilson@onboardusa.com</p>	<p>Kate McMonigle   Business Development  Representative  <b>Unique Advantage</b>  t:215.222.2246 c:267.275.4611 f:215.222.2767  3624 Market Street, Suite 1-SD Philadelphia, PA  19104 USA  www.uniqadv.com  kmcmonigle@uniqadv.com</p>