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# REQUEST FOR PROPOSALS

*for*

## PROFESSIONAL STAFFING SERVICES

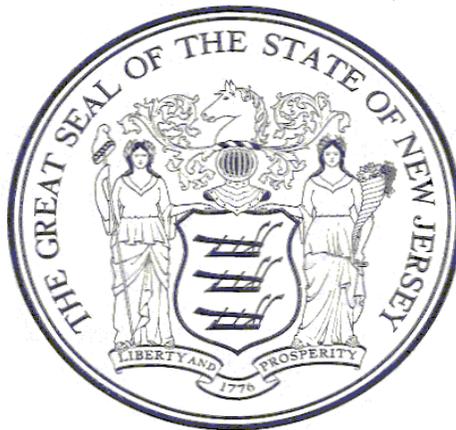
**Contract No. GP-0230-R01**

**ISSUE DATE: November 23, 2015**

**MANDATORY ELECTRONIC NOTICE OF INTENT TO PARTICIPATE**

**DUE DATE: December 3, 2015 by 2:00 PM Eastern Time**

**PROPOSAL DUE DATE: December 16, 2015 by 2:00 PM Eastern Time**



## **N.J. SCHOOLS DEVELOPMENT AUTHORITY**

32 East Front Street, PO Box 991, Trenton, NJ 08625

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**REQUEST FOR PROPOSALS (“RFP”)  
FOR  
PROFESSIONAL STAFFING SERVICES**

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**INTRODUCTION**

The New Jersey Schools Development Authority (“NJSDA” or “Authority”) is seeking to engage the services of (“firms” or “consultants”) to provide NJSDA with supplemental staffing resources who are directly employed by the firm, or one of the firm’s subconsultants, and who shall be assigned on an as-needed basis to meet the evolving workload demands of the NJSDA.

The firms’ general role in performing staffing services is to provide NJSDA with temporary employees to perform professional services as required by the NJSDA on an as-needed basis. When the need for temporary staffing services arises, the NJSDA will request resumes and billing rates for a given job title from all firms, perform an evaluation of available candidates and then select the candidate that will best serve the interests of the NJSDA. The NJSDA is under no obligation to order any particular number of assignments of employees.

It is the NJSDA’s intent to award contracts to the ten (10) highest-ranked firms, but if there are fewer than ten (10) responsive firms, all responsive firms will be awarded a contract, presuming that all other pre-award requirements are satisfied.

Firms participating in this procurement must be willing to provide staffing services based on a Direct Labor Multiplier of 1.9.

The term of the engagement will be three (3) years. Compensation for the engagement, including all awardees, shall not exceed \$5.0 million in the aggregate for the three (3) year term.

Due to the pervasive managerial nature of services to be provided to the NJSDA, conflict of interest considerations will be addressed during any engagement by the application, on a case-by-case basis, of an appropriate form of recusal. It shall be entirely within the Authority’s discretion whether to engage any personnel during the Term of the Agreement.

There is no standard NJSDA pre-qualification requirement applicable to this engagement. Firms must demonstrate experience and qualifications as more fully described below.

This REQUEST FOR PROPOSALS PACKAGE consists of the following items:

1. Request for Proposals
2. Attachment A: Professional Staffing Services Agreement
3. Attachment B: NJSDA Form 202 - Key Team Member Resume
4. Attachment C: NJSDA Fee Proposal
5. Attachment D: Moral Integrity Questionnaire
6. Attachment E: Ownership Disclosure Form
7. Attachment F: Disclosure of Investment Activities in Iran Form

The services required of the firms pursuant to this RFP are set forth in the Scope of Services attached as Appendix B to the Agreement, Attachment A to RFP. The RFP documents must be read in their entirety as they define the responsibilities of the firms and the NJSDA. A firm wishing to submit a Proposal for Professional Staffing Services must review and be thoroughly

familiar with all terms and conditions of these documents.

Upon award, the NJSDA shall forward the Agreement for Professional Staffing Services (the “Agreement”) to the selected firms for immediate execution, **without modification.**

**Notice of Intent to Participate.** Any firm wishing to submit a proposal **must** sign in electronically by sending an e-mail Notice of Intent to Participate to Dave Kutch at [dkutch@njsda.gov](mailto:dkutch@njsda.gov) **no later than 2:00 PM Eastern Time on December 3, 2015.**

**Questions from Interested Firms.** Firms may submit written questions regarding this procurement to the NJSDA by sending them by e-mail to Dave Kutch at [dkutch@njsda.gov](mailto:dkutch@njsda.gov) **no later than 2:00 PM Eastern Time on December 3, 2015.** The questions and NJSDA answers will be provided via an addendum to the RFP to each firm that submitted a timely e-mail Notice of Intent to Participate.

**Responses to this RFP must be received by the NJSDA by 2:00 PM Eastern Time on December 16, 2015.**

## **1.0 INSTRUCTIONS FOR SUBMITTING A TECHNICAL PROPOSAL**

Firms responding to the RFP shall thoroughly familiarize themselves with the RFP to ensure responsiveness in their submission. The submission is to consist of the following:

- 1.1 Cover Letter
- 1.2 Team Technical Staffing Experience
- 1.3 Team Overall Staffing Experience
- 1.4 Key Team Member Experience and Qualifications
- 1.5 Approach to Providing the Scope of Services
- 1.6 Company Resources

The firm’s Technical Proposal must be organized and presented in the foregoing order on 8.5” X 11” pages. Organizational charts, staffing structure, and schedules may be on larger paper. Each Technical Proposal will be ranked using the Evaluation Criteria listed in this RFP, with information contained in a Technical Proposal verified as may be necessary.

**Proposal Package Mailing Instructions.** The firm must submit one (1) unbound original and five (5) bound copies, one (1) full cover-to-cover copies in PDF format on electronic media (CD or comparable) of a Technical Proposal; one (1) original Fee Proposal (in a separate sealed envelope); and one (1) original Moral Integrity Questionnaire (in a separate sealed envelope). All envelopes/packages must clearly identify contents. Proposal Packages must be received by the NJSDA no later than **2:00 PM Eastern Time on December 16, 2015,** as follows:

***If submitting by hand or overnight delivery, at the:***

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
32 East Front Street  
Trenton, New Jersey 08625-0991  
Attention: Dave Kutch, Procurement  
Subject: Professional Staffing Services Proposal – GP-0230-R01**

***If submitting by U.S. Mail, address packages to:***

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
P.O. Box 991  
Trenton, New Jersey 08625-0991  
Attention: Dave Kutch, Procurement  
Subject: Professional Staffing Services Proposal - GP-0230-R01**

**Submissions received after the date and time indicated on the RFP cover sheet will not be considered. Faxed and e-mailed proposals will not be accepted.**

The items that must be addressed in the Technical Proposal that must be submitted are further described below.

### **1.1 Cover Letter**

Present a brief understanding of the NJSDA's needs as described in the Scope of Services set forth in Appendix B of the Agreement (Attachment A to this RFP). Include in the cover letter any other information relevant to the firm's qualifications, not set forth elsewhere.

### **1.2 Team Technical Staffing Experience**

The proposing firm must describe the firm's/team's success at placing supplemental staffing resources in construction management organizations similar to the NJSDA through a brief summary of the firm's/team's general relevant experience within the last 3 years through **(a) a brief summary of experience, and (b) two specific required case studies**. The case studies must address examples of the proposing firm's past provision of services of the type outlined in the Scope of Services for construction management organizations similar to the NJSDA. **Case studies may be based on contracts with public or private sector clients**. The case studies must concisely set forth the basic background information (e.g., dates and location), the scope of services provided, and results of said engagement. The case studies must provide a listing of the types of positions filled and the associated job titles (e.g., Project Manager, Architect, Civil Engineer). The case studies must describe the effectiveness of the engagement, and the methodology used to measure such effectiveness. For reference purposes, a proposing firm must identify the name and address of past clients, and the name, title and telephone number of a contact person associated with such past clients who is familiar with and able to comment on the firm's/team's performance.

### **1.3 Team Overall Staffing Experience**

The proposing firm must describe the firm's/team's overall staffing experience through a brief

summary of the firm's/team's general relevant staffing experience within the last 3 years through **(a) a brief summary of experience, and (b) two specific required case studies**. The case studies must address examples of the proposing firm's past provision of services of the type outlined in the Scope of Services. The case studies must concisely set forth the basic background information (e.g., dates and location), the scope of services provided, and results of said engagement. The case studies must provide a listing of the types of positions filled and the associated job titles (e.g., Accountant, Environmental Scientist, Legal Assistant). The case studies must describe the effectiveness of the engagement, and the methodology used to measure such effectiveness. For reference purposes, a proposing firm must identify the name and address of past clients, and the name, title and telephone number of a contact person associated with such past clients who is familiar with and able to comment on the firm's/team's performance.

#### **1.4 Key Team Member Experience and Qualifications**

A resume of each Key Team Member (NJSDA Form 202) must be included in the Technical Proposal. Key Team Member Resumes must indicate experience with the successful placement of supplemental staffing resources in construction management organizations similar to the NJSDA and any other relevant staffing experience as described in Sections 1.2 and 1.3 above. For each Key Team Member, the resumes should also include, but not be limited to, any applicable certifications and/or affiliations. *NJSDA Form 202 – Key Team Member Resume* is included in Attachment B to this RFP.

#### **1.5 Approach to Providing the Scope of Services**

The proposing firm must explain in detail its specific approach to providing each of the services specifically required in the Scope of Services.

#### **1.6 Company Resources**

The proposing firm must set forth the staffing, networking and access to relevant markets that it would bring to bear on the performance of the required services. Describe any other resources and techniques that the firm plans to use to meet requirements.

### **2.0 INSTRUCTIONS FOR SUBMITTING A FEE PROPOSAL, MORAL INTEGRITY QUESTIONNAIRE, OWNERSHIP DISCLOSURE FORM, AND DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM**

#### **2.1 Fee Proposal**

At the same time as a Technical Proposal is submitted, the firm must submit a Fee Proposal (NJSDA Fee Proposal) based on the NJSDA-specified Direct Labor Multiplier for this Contract. The use of the NJSDA-specified Direct Labor Multiplier will be applied to all contracts (task orders) that are executed. NJSDA Fee Proposal is included in Attachment C to this RFP.

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.

**Failure to submit such Fee Proposal will result in the disqualification of the bid and rejection of the Technical Proposal.**

## **2.2 Moral Integrity Questionnaire**

At the same time as a Technical Proposal is submitted, the firm **must** submit to NJSDA one (1) completed Moral Integrity Questionnaire for submission to the New Jersey State Police, in the form attached as Attachment D to this RFP. NJSDA will hold all submitted Questionnaires, unopened, until after all firms have been ranked, unless special circumstances warrant otherwise. Thereafter, NJSDA staff will forward the Questionnaires of the selected firms to the New Jersey State Police for review. **Moral Integrity approval is a prerequisite to engagement of the firm.**

## **2.3 Ownership Disclosure Form**

At the same time as a Technical Proposal is submitted, the firm must submit an Ownership Disclosure Form, pursuant to N.J.S.A. 52:25-24.2, using the form created by the Department of Treasury, Division of Purchase and Property, which form is supplied by NJSDA as Attachment E to this RFP and is also available as an interactive form on the Treasury website at:

<http://www.state.nj.us/treasury/purchase/forms/OwnershipFinal12-14.pdf>

If the firm is a corporation, the Ownership Disclosure Form requires the firm to set forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of any class of its stock. If the firm is a type of partnership, the Ownership Disclosure Form requires the names and addresses of all individual partners in the partnership who own a 10% or greater interest therein. If one or more such stockholder or partner in the firm is itself a corporation or partnership, then the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria threshold established by N.J.S.A. 52:25-24.2, have been listed. The completed Ownership Disclosure Form must be submitted and included with the completed Technical Proposal. **Failure to submit such Ownership Disclosure Form will result in the disqualification of the bid and rejection of the firm's Technical and Fee Proposals.**

## **2.4 Disclosure of Investment Activities in Iran Form**

At the same time as a Technical Proposal is submitted, the firm must submit a Disclosure of Investment Activities in Iran Form, attached as Attachment F to this RFP, pursuant to Public Law 2012. C. 23 (codified at N.J.S.A. 52:32-55 et. seq.) (the "Act"). Pursuant to the Act, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract with the New Jersey Schools Development Authority ("NJSDA") must complete a Certification which states that the person or entity, or one of the persons or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury ("Treasury") as a person or entity engaging in investment activities in Iran. **Failure to submit such Certification will result in the disqualification of the bid and rejection of the Technical and Fee Proposals.**

## **3.0 SELECTION PROCEDURES**

Each Technical Proposal will be reviewed to determine responsiveness. Non-responsive Technical Proposals will be rejected without evaluation. Responsive Technical Proposals will be evaluated by a Selection Committee (“Committee”) established for the purpose of evaluating responsive Technical Proposals. The Selection Committee shall consist of no fewer than three (3) NJSDA Staff members. The evaluation will be based upon the information provided by a firm in response to this RFP, and any necessary verification thereof.

The members of the Selection Committee will evaluate each responsive Technical Proposal, and may confer with each other regarding the content of the submissions before scoring, but each Selection Committee member will independently score each responsive Technical Proposal in accordance with the following Evaluation Criteria:

- Team Technical Staffing Experience
- Team Overall Staffing Experience
- Key Team Member Experience and Qualifications
- Approach to Providing the Scope of Services
- Company Resources

Each Selection Committee member will evaluate each Technical Proposal, assigning a raw score for each criterion on a scale of 0 to 10 as follows:

- Outstanding (9-10): depth and quality of response offers significant advantages.
- Superior (7-8): exceeds RFP requirements with no deficiencies.
- Sufficient (5-6): meets RFP requirements with no significant deficiencies.
- Minimal (3-4): meets RFP requirements but contains some significant deficiencies.
- Marginal (1-2): comprehends intent of RFP but contains many significant deficiencies.
- Unsatisfactory (0): requirements not addressed and lack of detail precludes adequate evaluation.

Weighting factors will then be applied to each of the Selection Committee member’s raw scores for each criterion to arrive at a total weighted score as follows:

<b>Evaluation Criteria</b>	<b>Weighting Factors (Applied to Raw Score)</b>	<b>Maximum Weighted Points</b>
Team Technical Staffing Experience	2.0	20
Team Overall Staffing Experience	2.0	20
Key Team Member Experience and Qualifications	2.0	20
Approach to Providing the Scope of Services	2.0	20
Company Resources	2.0	20
<b>TOTAL POSSIBLE POINTS</b>		<b>100</b>

Firms will receive a Technical Proposal Score based on the above-described evaluation criteria. The scores of the Selection Committee members will be aggregated to obtain a Technical Proposal Score for each firm.

The Technical Proposal Score will be the Final Technical Score, except that, at its sole option, the Selection Committee may conduct interviews with the fifteen (15) firms receiving the highest Technical Proposal Scores. In the event of a tie in Technical Proposal Scores for the fifteenth

firm, those firms with the tied Technical Proposal Scores will be interviewed, in the event interviews are conducted. Following the interviews, if any, firms will again be evaluated by Selection Committee members, based on the Evaluation Criteria. Interview Scores will then be aggregated with Technical Proposal Scores to arrive at a Final Technical Score for each firm. Firms will be ranked in accordance with their Final Technical Score. **At this time, respondents are advised that interviews are not being contemplated by the Selection Committee and that Technical Proposals shall therefore be prepared accordingly.**

Following the final technical ranking, the top ten (10) most highly-ranked firms will be determined and notified. In the event of a tie in final technical ranking for the tenth firm, those firms with the tied technical ranking of ten (10) will be determined and notified. If there are fewer than ten (10) responsive firms, all responsive firms will be notified. Each successful firm will be required to comply with all pre-award documentation requirements. Upon satisfaction of all pre-award requirements, the successful firms will be awarded the engagement. Unsuccessful firms will be notified by letter after award.

After the award, any firm wishing to review any of the Proposals submitted and/or the Selection Committee's evaluations shall complete an Open Public Records Act (OPRA) request form. The form can be downloaded from the NJSDA website at <https://www.njsda.gov/njsda/opra/index.html>. Please submit completed OPRA forms to: Custodian of Public Records, New Jersey Schools Development Authority, 32 East Front Street, P.O. Box 991, Trenton, New Jersey 08625-0991.

Notwithstanding anything above to the contrary, the NJSDA, in accordance with all applicable laws, has no obligation to make an award and reserves the right to waive any non-material defects in any Technical or Fee Proposal submitted, reject all Proposals and/or terminate the selection process at any time.

**Any firm 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.**

#### **4.0 PRE-AWARD REQUIREMENTS (INFORMATIONAL ONLY – DO NOT INCLUDE WITH RFP SUBMISSION)**

After determination of the successful firms, the NJSDA will require the following information prior to the award of the contract:

##### **4.1 Proof of Business Registration Certification**

Pursuant to N.J.S.A 52:32-44, each firm shall provide proof of valid business registration with the Division of Revenue of the New Jersey Department of the Treasury (the "Division of Revenue"). Each firm may obtain New Jersey Business Registration assistance by visiting:

<http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>

Please be advised, however, that business registrations are mailed generally within seven to ten days, so each firm should plan accordingly.

##### **4.2 Campaign Contributions Disclosure and Contracting Ineligibility**

The NJSDA and participants in this procurement are subject to the provisions of P.L. 2005, c. 51 (enacting N.J.S.A. 19:44-20.13 to -20.25, and amending and supplementing N.J.S.A. 19:44A-20.1 *et seq.*) which impose restrictions on State agencies and independent authorities to insulate the procurement, negotiation and award of state contracts from the risk or appearance of improper influence in connection with political contributions. Additionally, this procurement is subject to the terms of Executive Order No. 117 (2008), 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"), and limits contributions to certain political candidates and committees by for-profit business entities that are, or seek to become, State government vendors.

The provisions of Chapter 51 and Executive Order No. 117 (2008) make political contributors ineligible for award of state contracts for specific periods of time depending on the nature of the contribution. 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.

**a. Certification and Disclosure Forms.** Each firm shall receive a Notice of Award that will, among other things, notify the firm that it must submit a Certification and Disclosure of Political Contributions form and Business Entity Disclosure form as provided by NJSDA. Failure to submit these forms in a timely fashion shall be cause for rejection of the firm.

**b. Firm's Continuing Obligation to Comply with P.L. 2005, c. 51.** The firm shall be required on a continuing basis to disclose and report to NJSDA any contributions made during the contract term by the Business Entity on forms provided by NJSDA, at the time it makes the contribution.

#### **4.3 Annual Political Contributions Disclosure Statement**

Firms are advised of their responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission ("ELEC"), pursuant to N.J.S.A. 19:44A-20.18 and 20.19 (P.L. 2005, c. 271, section 3), in the event they receive contracts in excess of \$50,000 from a public entity in a calendar year. It is a firm's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at <http://www.elec.state.nj.us/>.

#### **4.4 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 are met. If, during the term of the contract, the Consultant 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 Consultant shall be deemed in breach of the Agreement, unless the NJSDA Procurement Director 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.

#### **4.5 Anti-Discrimination Requirements**

The Consultant and its subconsultants 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 thereunder, including N.J.A.C. 17:27-1.1 et seq. **Accordingly, in a notice of award, a firm and its subconsultants shall be required to submit to the NJSDA, with its executed Agreement, one of the following three documents:**

- (1) appropriate evidence that the consultant 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. 17:27-4.2; or
- (3) an initial *Form AA302 - Employee Information Report* completed by the firm in accordance with N.J.A.C. 17:27-4.2. Please note the Authority only seeks a copy of the Form AA302. The original should be forwarded to the NJ Department of the Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program as directed on the form. Forms may be downloaded at [http://www.state.nj.us/treasury/contract\\_compliance/forms.shtml](http://www.state.nj.us/treasury/contract_compliance/forms.shtml).

#### **4.6 Insurance and Indemnification**

A successful firm shall be required to provide evidence of the insurance coverages required in Section 5.1 of the Agreement, Attachment A to this RFP, at the time of execution of the Agreement.

#### **4.7 Other Information As Required**

The NJSDA may request additional information from selected firms as required under the Agreement, or pursuant to applicable policies, procedures or law.