



PO Box 457
Trenton, NJ 08625

April 5, 2018

From: New Jersey Historic Trust
101 S. Broad Street, Trenton, NJ
(609) 984-0473

To Whom It May Concern;

The New Jersey Historic Trust seeks a qualified contractor with expertise in Microsoft Dynamics 365 to analyze the Trust's database needs and prepare a Scope of Work which will be used to seek competitive cost proposals for the actual creation of a new database. Preparation of the Scope of Work will not preclude the successful contractor from bidding on future work. Attached/enclosed you will find a Request for Proposal **due by 4 pm on Tuesday, April 24, 2018.**

The New Jersey Historic Trust is in but not of the Department of Community Affairs. Its mission is to advance historic preservation through education, stewardship and financial investment programs that save our heritage and strengthen our communities. In addition to its role as the primary provider of bricks and mortar grants to NJ's historic properties, the Trust also administers the heritage tourism grant program funded by the Discover NJ History License Plate sales.

If selected as the consultant for this RFP, you will be required to provide the following:

- A valid NJ Business Registration certificate
- Registration in NJSTART vendor system
- A current NJ Certificate of Employee Information Report/Affirmative Action Certificate (or provide the State of NJ Employee Information Report and a \$150 check to the NJ Dept. of Treasury to attain a new certification)
- Complete DPA form packet http://www.nj.gov/treasury/purchase/forms/DPA_Packet.pdf

Any questions on this proposal should be directed to Dorothy.guzzo@dca.nj.gov

Sincerely,

Dorothy P. Guzzo
Executive Director