

Request for Quotation
NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Homelessness Strategic Plan Development Consulting Services
RFQ Issued: October 2, 2019
Response Deadline: October 23, 2019

I. OBJECTIVE

The NJ Department of Community Affairs (the Department) is seeking quotations for professional consulting services (“Consultant”) to assist with the development of an assessment of resources and data on homelessness in the state, an inventory and assessment of best practices, and innovative polices and initiatives addressing homelessness across the nation, and to support the development of a statewide action plan to provide services to persons who are homeless or at risk for homelessness.

BACKGROUND

The Department has been authorized by NJSA 52:27D-287.5 to establish an Office of Homelessness Prevention (“Office”) to develop and implement a statewide strategy to reduce homelessness. The Office will coordinate with other State and local agencies and private organizations that provide services to persons who are homeless or at risk for homelessness in the development and implementation of the state plan. Specifically, the Office is directed to expand access to the continuum of housing options for residents in need.

The Office will coordinate the work of a task force composed of representatives of State government, providers of services to the homeless, advocacy organizations, and other concerned representatives of the public. The purpose of the task force is to serve as an advisory body to the Office. The Task Force will assist the Office to develop, promote, and support State and local initiatives that provide assistance to persons who are homeless or at risk of homelessness.

II. QUALIFICATIONS

The State seeks a professional consultant with expertise and demonstrated experience in developing plans to address homelessness, including:

- Detailed implementation plans
- Analysis of data across systems including housing
- Homelessness Management IS and healthcare/Medicaid data
- Expertise with systems that intersect with homelessness including healthcare, corrections, mental health and substance use, education, and child welfare
- Experience in development, implementation and evaluation of diversion, prevention, shelter and housing strategies for people who are homeless

- Identifying current national research and best practices in addressing homelessness

The Consultant would assist the State through the process of developing a statewide plan to effectively work towards providing services to persons who are homeless or at risk for homelessness

DESCRIPTION of BIDDER'S ORGANIZATION

In an effort to establish the Bidder's ability to successfully provide the requisite services, for projects of similar scope, size and complexity, interested Bidders must provide a narrative that imparts general information about their organization. The narrative must demonstrate the bidder's capacity to support the advisory body and deliver the requisite strategic plan development consulting services for the Department. The narrative should address:

- the Bidder's business name and type (corporation, 501(c)(3), etc.), location, number of years in business, and details of any failure to complete a contract or any litigation within the past two years;
- the number of years the Bidder has provided similar homelessness consulting services to other clients, as evidenced by submitting a copy of the Bidder's list of clients and years serviced;
- the Bidder's history of engagements of a similar size and scope for homelessness plan development projects with other clients
- the Bidder's particular expertise in developing solutions to the problem of homelessness
- the Bidder's staff qualifications, capacity, and experience in providing these services, by indicating the number of full-time employees (and, if applicable, part-time employees) qualified to do so;
- a staffing chart to show each position or title for those individuals who will, or who it is expected will, perform work against the resulting contract;
- if available, an organizational chart for the Bidder's entire organization, to evidence its depth of staff;
- the location and contact information (address, telephone, e-mail, etc.) of the Bidder's office that will be responsible for managing the resulting contract, as well as the locations of its corporate headquarters and any regional business offices; and
- the name, phone number, and e-mail address of the individual who will be responsible for managing the performance against the resulting contract.

As part of the quotation submission, the Bidder should provide a plan for making qualified replacement(s) available to provide the requisite services during the contract term and any extensions thereto, to ensure uninterrupted performance of the requisite services in the event of vacation, illness, or personal emergency of the Consultant Firm's staff assigned to perform the work against

the resulting contract. This submittal can be as simple as identifying alternate staff for key positions identified in the Bidder's staffing chart.

RESUMES of KEY TEAM MEMBERS

The Bidder should provide a resume for each individual who will perform work against the resulting contract (including executive, middle management, and support personnel) to clearly demonstrate their respective appropriate qualifications, capabilities, and background.

The resumes should indicate the individual's name, title, number of years employed with the bidding organization, and any certifications or licenses held that are germane to performing the requisite tasks. At a minimum, the resume should include:

- demonstrable experience specific to providing the types of services required herein;
- employment history;
- education;
- degrees, professional certifications, and/or licenses; and
- any additional information that would allow the Department to assess the individual's abilities to perform against the contract, including particular skills relevant to conducting the assessment sought by the Department.

JOINT VENTURES and SUBCONTRACTORS

Two or more consultants may submit a joint quotation. A lead Consultant must be identified. The lead Consultant will be held accountable for contract performance and must maintain all research, notes, draft documents, and financial records for at least two years. Authorized signatories from each party comprising the joint venture must sign the bid quotation cover letter. All quotation submissions (compliance documents, evidence of experience, references, resumes, etc.) must be submitted for every party to the joint venture. The quotation must include a description of the organizational structure of the joint venture with a specific, detailed description of how the Consultants will work together and the key responsibilities of each partner.

Quotations may include a role for subcontractors. The Bidder must provide a detailed description of services to be provided by each subcontractor and/or subconsultant, and descriptions of prior projects in working with the subcontractor and/or subconsultant on similar projects. This information must be included with the quotation to evidence the subcontractor's capabilities and experience.

Detailed resumes should be provided for each member of the subcontractor's management, supervisory, and other key personnel who will perform work against the resulting contract. Such resumes must clearly demonstrate knowledge, ability, and experience relevant to that part of the work that the subcontractor is designated to perform. Subcontractors and subconsultants must also possess a valid New Jersey Business Registration Certificate.

Bidders intending to use subcontractors and/or subconsulting firms should note that the lead partner retains the sole and absolute responsibility for the management and supervision of all subcontractors and subconsultants to a high quality of service. Additionally, the lead partner assumes sole and absolute responsibility for all payments and monies due to its subcontractors and subconsultants.

CONFLICTS of INTEREST

The Bidder must disclose any potential conflicts of interest with regard to the Bidder's performance of the requisite services and the Bidder's relationship with any Department staff member including, but not limited to:

- any firms for which the Bidder, its joint venture partner(s) or subcontractor(s) have provided, or may provide, other related services, including the preparation of applications to the Department;
- representation of a previous or known future applicant to the Department's programs;

III. SCHEDULE

The contract's term will be two years. The Consultant Firm must be available to attend an initial meeting with the Department's staff, at the Department's offices located at 101 South Broad Street in Trenton. The Department, in its sole discretion, may permit limited participation via teleconference.

The Consultant Firm and various members of its key staff assigned to perform work against the resulting contract should expect to be present in Trenton once a month for several days throughout the term of the contract. The Consultant Firm must also be available regularly via email or phone, as determined by the Department, in lieu of formal meetings. The Department will make every effort to schedule meetings at a mutually convenient time; however, the Department will make the sole determination regarding the date and time to ensure maximum participation by staff, task force members and other relevant parties.

The Bidder will consider these costs when preparing its "Fee Schedule - Hourly Rates." No additional compensation will be provided to the Consultant Firm for attendance at and participation in these meetings.

IV. DELIVERABLES

The Consultant Firm will support the Office of Homelessness Prevention's development and initial implementation of a Strategic Plan to Address Homelessness by executing the following tasks:

- Complete an inventory of housing and supportive services resources offered across all State departments that may assist people who are homeless or at risk of homelessness, including those not specifically targeted to people who are homeless
- Using multiple data sources, develop analysis of needs, use of current resources and gaps in current resources to address homelessness in target populations, including diversion, prevention, shelter, supportive housing, affordable housing, services, etc.
- Provide a report and analysis of best practices in addressing homelessness among target populations, coordinating interagency efforts, and innovative policies and initiatives from across the nation, including case studies and recommendations for the State
- Develop recommendations, including concrete action steps, to coordinate existing resources at State and local level to maximize impact
- Develop recommendations, including cost, for new strategies needed to achieve the State's goals in addressing homelessness for various target populations
- Facilitate meetings with the Task Force, and various stakeholders, including State and local officials, people experiencing homelessness, service providers, housing providers, and other stakeholders to solicit input regarding strategies to address homelessness
- Develop specific recommendations, including concrete action steps and data collection strategies, for benchmarks and performance measures
- Provide additional data, information and technical assistance as requested by the Director of the Office of Homelessness Prevention

Success towards the goal of addressing homelessness is predicated on the ability to coordinate and work collaboratively across diverse stakeholder interests, including sharing:

- A common agenda and vision for preventing and ending homelessness
- An understanding of the individual and community-level problems associated with homelessness, available resources and services, and critical gaps in these resources and/or services
- Marketing and communication methods
- And a measurement system, including clear data collection and reporting methodologies, that assess progress made towards addressing homelessness

The Consultant will work through the Director of the Office to obtain the data necessary for this analysis. The consultant will have access to resources at other state agencies and data as required. The Consultant's contract will be managed by the Department.

V. EVALUATION CRITERIA AND SELECTION PROCESS

It is the Department's intent to conduct a comprehensive, fair, and impartial evaluation of submissions received in response to this RFQ. Only submissions found to be responsive to this RFQ will be evaluated and scored. A responsive submission must comply with all instructions in this RFQ including, but not limited to, the criteria listed below.

All bid submissions must include completed mandatory compliance forms. These documents can be found at the following links:

- [NJ Standard Terms and Conditions.pdf](#)
- [Waiver and DPA Contract Checklist.pdf](#)

The following evaluation criteria will be used to evaluate submissions received in response to this RFQ:

- demonstrated understanding of the scope of work. Awareness of implementation challenges and issues.
- a preliminary work plan that includes a timeline, significant milestones, and anticipated deliverables.
- the quality of the preliminary work plan describing a technical approach for completing the scope of work and a detailed description of all tasks and activities to be undertaken by the Bidder, indicating which tasks, if any, will be delegated to a subcontractor.
- the submitted staffing plan demonstrating the qualifications and experience of the Bidder's management, supervisory, and other key personnel assigned to perform work against the resulting contract.
- the extent and quality of the Bidder's documented experience in successfully providing similar services of comparable size and scope, as evidenced by the narratives submitted.
- demonstrated familiarity with federal and state laws, regulations, and requirements that might be relevant to designing a homelessness strategy.
- the Bidder's price quotation including:
 - a detailed budget with estimated travel costs listed separately.

- a detailed fixed fee proposal by task and estimated number of billable hours, based on a Preliminary Work Plan.
- a proposal for billing schedule based on a performance-based contract (per service provided, etc.).

Bidders shall hold their quotation prices firm for a period of ninety days to accommodate the Department's evaluation and award processes.

Upon review of the quotations, Bidders may be invited to interview with members of the Evaluation Committee. The exact date for these interviews will be communicated as appropriate. Interviews will take place at 101 South Broad Street, Trenton, or via teleconference during normal business hours (9:00 AM to 5:00 PM), at the Department's discretion.

VI. RESERVATION OF RIGHTS

Upon determination that its best interests would be served, the Department shall have the right to do the following:

1. **Cancellation** - Cancel this procurement at any time before the contract award.
2. **Amendment of procurement** - Amend this procurement at any time before the contract award.
3. **Refusal to accept** - Refuse to accept or return accepted quotations that do not comply with procurement requirements.
4. **Rejection of incomplete quotations** - Reject any quotation in which any part of the quotation is incomplete or in which there are significant inconsistencies or inaccuracies (the State reserves the right to reject all quotations).
5. **Prior contract default** - Reject the quotation of any Bidder in default of any prior contract or for the misrepresentation of material presented.
6. **Receipt of quotations after stated due date and time** - Reject or refuse to evaluate any quotation that is received after the stated due date and time.
7. **Written clarification** - Require Bidders, at their own expense, to submit written clarification of quotations in a manner or format that the Department may require.
8. **Oral clarification** - Require Bidders, at their own expense, to make oral presentations at a time and in a place selected by the Department, if requested.
9. **Allowance of quotation changes** - Except as may be authorized by the Department, allow no additions or changes to the original quotation after the stated due date and time.
10. **Property of the State** - Own all materials submitted in response to this procurement upon receipt by the Department.

11. **Separate service negotiation** - Negotiate separately any services in any manner needed to serve the best interest of the State.
12. **All or any portion** - Contract for all or any portion of the Scope of Services or tasks contained in this RFQ.
13. **One or more Bidders** - Contract with one or more Bidders.
14. **Quotation most advantageous** - Consider cost and all factors in determining the most advantageous quotation for the Department when awarding a Bidder the right to negotiate a contract with the Department (while cost is a factor in determining the Bidder to be awarded the right to negotiate a contract, price alone shall not determine the successful Bidders).
15. **Technical defects** - Waive technical defects, irregularities, and omissions if in its judgment the best interest of the Department will be served.
16. **Privileged and confidential information** - Share the contents of any quotation with any of its designees for purpose of evaluating quotations to make an award (the contents of all meetings including the first, second, and any subsequent meetings and all communications in the course of negotiating and arriving at the resultant contract periods shall be privileged and confidential).
17. **Best and Final Offers** - Seek Best and Final Offers (BFO) on price from Bidders upon review of the scored criteria.
18. **Unacceptable quotations** - Reopen the bidding process if advantageous to the Department.

VII. BIDDER ASSURANCES

The Consultant Firm shall have sole and absolute responsibility for the complete effort specified in and required of the contract. Payment shall be made only to the Consultant Firm.

The Consultant Firm shall be responsible for the professional quality, technical accuracy and timely completion and submission of all deliverables, services, or commodities required under the contract. Without additional compensation, the Consultant Firm shall correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The approval of deliverables furnished under this contract shall not in any way relieve the Consultant Firm of responsibility for the technical adequacy of its work. The review, approval, and acceptance of or payment for any of the services shall not be construed as a waiver of any rights that the Department may have arising out of the Consultant Firm's performance of this contract.

The Bidder agrees to the following:

1. **Independent price determination** - By submission of a quotation and through assurances given in its Transmittal Letter, the Bidder certifies that in connection with this procurement the following requirements have been met:

- **Costs** - The costs proposed have been arrived at independently, without consultation, communication, or agreement for restricting competition, as to any matter relating to such process with any other organization or with any competitor.
 - **Disclosure** - Unless otherwise required by law, the costs quoted have not been knowingly disclosed by the Bidder on a prior basis directly or indirectly to any other organization or to any competitor.
 - **Competition** - No attempt has been made or will be made by the Bidder to induce any person or firm to submit or not submit a quotation for restricting competition.
 - **Prior knowledge** - The Bidder has no prior knowledge of the RFQ contents before actual receipt of this RFQ and had no part in RFQ development.
 - **Offer of gratuities** - The Bidder certifies that no elected or appointed official or employee of the State of New Jersey has or will benefit financially or materially from this procurement. Any resultant contracts may be terminated by the State if it is determined that gratuities of any kind were either offered to or received by: any of the aforementioned officials, the Consultant Firm, its agent(s), or its employees.
2. **Valid and binding offer** - The quotation represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFQ and any amendments or attachments hereto.
 3. **Press releases and advertising** - The Bidder agrees to obtain prior written consent and approval of the Department for press releases that relate in any manner to this RFQ or any resultant contracts. The Bidder agrees to obtain prior written consent and approval of the Department to use any names, logos, images, data, or results arising from this contract as a part of any commercial advertising.
 4. **Restrictions on communications with Department staff** - The Bidder agrees that from the RFQ posting/release date until the Department makes an award that it shall not communicate with Department staff on matters relating to this RFQ except as provided herein. Any other communication concerning this RFQ with Department staff may, at the decision of the Department, result in disqualification of that Bidder's quotation.

VIII. BIDDER QUESTIONS

Interested Bidders may submit questions regarding this RFQ to the Department by e-mail directed to Janel Winter (Janel.Winter@dca.nj.gov). To be considered, questions regarding this RFQ must be received no later than 12:00 PM eastern standard time on **October 21, 2019**. The early submission of questions is encouraged. It is solely the Bidder's responsibility to ensure and verify the Department's receipt of questions. The Department will respond only to those questions that meet the stated due date and time and criteria listed herein. Answers to questions posed by any single Bidder will be forwarded to all other known Bidders.

IX. AWARD

It is the intent of the Department to award a limited term contract to expire on or about **December 1, 2021**, for these Homelessness Strategic Plan Development Consulting Services. Prices, terms and conditions shall remain firm throughout the initial term of the contract and any extensions thereto. This is an estimated two-year engagement.

The Department will notify all Bidders of any award issued by it as a result of this RFQ. A final decision on the winning Bidder will be made no later than one month following the quotation submittal deadline. The contract award will be made to the Bidder whose bid quotation conforms to this RFQ, is most advantageous to the Department with price and other factors considered, and best aligns with the work of the Department, as determined by the Department, in its sole discretion. The Bidder must be capable and available to begin performing the work required by this RFQ within one week of the execution of the contract.

Notwithstanding the expiration or termination of the Agreement, the Department reserves the right, in its sole discretion, to extend the Agreement on a month-to-month basis beyond the expiration or termination, until a replacement Consultant Firm is procured for these services, at the same prices, terms and conditions. In the event the services are scheduled to end either due to expiration of the contract or by termination of the contract by the Department, in its sole discretion; the Consultant Firm will be required to continue to provide such services if so requested by the Department, until a replacement Consultant can become completely operational. Any services performed during interim periods of time shall be performed in accordance with the prices, terms, and conditions in effect prior to the expiration or termination of the contract. The Consultant Firm will be reimbursed for these services based on the hourly rates in effect under the most recent contract term.

The Department, at its sole discretion, may cancel the contract, at any time, without material cause, upon seven days' advanced written notice to the Consultant Firm. In such event, absent a default on the part of the Consultant Firm, the Firm shall be entitled to compensation for all services properly provided to the Department pursuant to the Contract, prior to such termination.

X. INSURANCE

The selected Bidder shall maintain professional liability insurance in amounts/limits that the Department dictates are reasonable and adequate to protect the Department from acts, omissions, and negligence on the part of the firm and/or of its partners, attorneys, or employees.

The Bidder shall furnish the Department with original certificates of insurance naming the Department as an additional insured and evidencing such coverage dictated by the Department on the effective date of the contract resulting from this RFQ.

If the Bidder fails to provide complete and adequate evidence of insurance coverage, the Department reserves the right to rescind its offer and award the contract to an alternate Bidder.

XI. QUOTATION SUBMITTAL

The State of New Jersey and the Department of Community Affairs assume no liability for payment of expenses incurred by Bidders in preparing and submitting quotations in response to this procurement.

Quotations with all supporting material must arrive by **12:00 PM on October 23, 2019**.

If submitting by hand delivery or courier:

Erica Lieberum
New Jersey Department of Community Affairs
101 South Broad Street
Trenton, New Jersey 08608

If using USPS:

New Jersey Department of Community Affairs
Division of Housing and Community Resources
ATTN: Erica Lieberum
P.O. Box 800
Trenton, New Jersey 08625-0051

If submitting electronically:

Erica.Lieberum@dca.nj.gov

If you anticipate submitting your quotation electronically, we cannot accept attachments of more than 10 MB in size.

All bid submissions must include completed mandatory compliance forms. These documents can be found at the following links:

- [NJ Standard Terms and Conditions.pdf](#)
- [Waiver and DPA Contract Checklist.pdf](#)

Click on this link for the NJSTART Vendor Portal: <https://www.njstart.gov/bs/>

It is the bidding firm's sole responsibility to ensure that all required documentation and submissions indicated by this RFQ are included with the bid quotation. A quotation cannot be reviewed and evaluated unless and until all required information is received. Failure to provide all items as indicated in this document, in the level of detail specified, may prevent the Department from effectively and accurately evaluating the quotation and may result in rejection of the quotation.

Bidders should be aware that responses to this RFQ will be available, upon request, for public inspection. The Department, as an instrumentality of the State of New Jersey, is subject to the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1) and New Jersey Right-to-Know statutory law and relevant case law.