

**STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
Division of Housing and Community Resources**

Governor Philip Murphy

Lt. Governor Sheila Y. Oliver

**AGENCY REQUEST FOR QUOTE**

**Request for Quote (RFQ) for Homelessness Prevention and  
Service Coordination – Special Advisor to City of Atlantic  
City**

**Office of Homelessness Prevention**



**January 2023**

## TABLE OF CONTENTS

SECTION	PAGE
<b>DEPARTMENT OF COMMUNITY AFFAIRS.....</b>	<b>1</b>
<b>AGENCY REQUEST FOR QUOTE .....</b>	<b>1</b>
January 2023 .....	1
<b>§1.0 Purpose and Intent.....</b>	<b>3</b>
<b>§2.0 Scope of Work .....</b>	<b>3</b>
<b>§3.0 Contract Terms and Payment .....</b>	<b>4</b>
§3.1 Contract Deliverables .....	4
§3.2 Contract Term/Extensions/Transition .....	4
§3.3 Task Orders .....	5
§3.4 Payment.....	5
<b>§4.0 Bidding Process .....</b>	<b>5</b>
§4.1 Question and Answer Period.....	5
§4.2 Contents of Quote.....	5
§4.3 Instructions for Quote Submission.....	6
<b>§5.0 Award Methodology .....</b>	<b>7</b>
§5.1 Evaluation Process .....	7
§5.2 Right to Waive .....	7
§5.3 Executive Order Number 166 .....	8

# **Request for Quote for Request for Quote (RFQ) for Homelessness Prevention and Service Coordination – Special Advisor to City of Atlantic City**

## **§1.0 Purpose and Intent**

This Request for Quote (RFQ) is issued by the Department of Community Affairs, Division of Housing and Community Resources (“Department”), Office of Homelessness Prevention (“OHP”). The purpose of this RFQ is to solicit quotes from qualified Bidders to provide services related to homelessness prevention planning and service coordination as described in Section 2.0 Scope of Work. The Department will indicate in each specific Task Order whether the Contractor(s) awarded the Contract will be able to complete their engagements in-person or remotely.

## **§2.0 Scope of Work**

Contractor shall, under the direction of the Office of Homelessness Prevention (“OHP”), provide homelessness prevention coordination to the municipal government of the City of Atlantic City (“City”).

The Contractor shall furnish one full-time equivalent (“FTE”) personnel to direct the work outlined below whose in-person presence for work agreed upon during work hours in the City will be a requirement of the Contract. This person will utilize the title “Special Advisor, Homelessness Prevention and Service Coordination” in execution of her or his duties. The Contractor shall be directed through Task Orders issued by OHP that specify the scope of work and deliverables required of each assigned engagement.

The Contractor shall consult with and assist the City, through OHP, in evaluating options for conceptualizing, coordinating, operating, and executing homelessness prevention programs and strategies related to the operations of those programs, which may include general assistance with development of policies and programs relating to various homelessness prevention initiatives, such as economic recovery and support, emergency shelter, outreach services, individual assistance, small business engagement, casino engagement, healthcare support for persons experiencing homelessness, emergency services and preparedness, eviction prevention, municipal procurement, homelessness diversion, rapid rehousing, permanent supportive housing, and creation and engagement of persons with lived experience and expertise (“PWLEE”) groups.

In furtherance of this coordination, the Contractor will be expected to engage the totality of providers operating in the City, including the local Continuum-of-Care, in a municipal strategic planning process to establish accountability and drive outcomes in the above efforts. This process should result in a substantive municipal plan to address and reduce unsheltered homelessness in the City over a three (3) year period. Bidders must therefore demonstrate significant experience in working in a multidisciplinary professional and governmental environment with a diverse stakeholder base.

Contractor shall provide advice and assistance during or after the development of a 3-year strategic plan to address unsheltered homelessness in the City to ensure the municipality has a system of internal

controls to ensure eligible costs are reviewed adequately, documentation is collected and maintained properly, and that program funding and expenditures related to the operationalization of the plan are not duplicative with other Federal, State, Continuum-of-Care (“CoC”), and local programs, as reported by the City.

Additionally, the Contractor shall advise the City on how local programs can be most efficiently leveraged in responding to and addressing unsheltered homelessness with special attention provided to the unique needs of the local population and the economic environment of the City. In doing so, the Contractor shall also advise on the potential budget impacts of homelessness prevention programs and obtainable fiscal supports to ensure the sustainability of those efforts.

Contractor may be tasked with performing additional services as it relates to the need to implement a compliance and monitoring program to ensure conformance with OHP and other state guidance. Contractor shall adhere to the State’s Standard Contract Terms and Conditions and all applicable federal and state statutes, regulations, and policies.

OHP may award this contract to up to one Contractor. Contractor will adhere to the labor rates quoted in their proposals with hours varying according to the nature of the engagement, which will constitute the not-to-exceed total for that particular Task Order.

Total payment for all Task Orders for this project will not exceed \$325,000.

## **§3.0 Contract Terms and Payment**

### **§3.1 Contract Deliverables**

The Contractor shall complete the required deliverables specific to each project. The deliverables shall be enumerated in the Task Orders and may include program and provider coordination work, analysis, implementation plans, reports, among other deliverables determined by OHP. The physical presence of the Contractor’s staff person will be required in an office setting secured by OHP using State resources.

The Contractor shall participate in status calls with the City and OHP to review each submittal prior to submission of deliverables to the City and OHP.

### **§3.2 Contract Term/Extensions/Transition**

The term of this Contract shall be twelve (12) months. The Contract may be extended for up to three 6-month options. The Contract for this RFQ consists of this RFQ, the State of New Jersey Standard Terms and Conditions (“SSTC”), the Waivered Contracts Supplement to the SSTC, and the successful Bidder’s Quote. The SSTC will apply to this Contract, in addition to the terms and conditions otherwise set forth in this RFQ. Both should be read in conjunction, unless the RFQ indicates otherwise.

Within five (5) days of award, the Contractor(s) shall conduct a kick-off meeting with the City and OHP to finalize processes and procedures, discuss potential engagements, and complete any outstanding administrative items. The State expects the Contractor to be ready to begin assignments after three (3) weeks of award.

### **§3.3 Task Orders**

OHP will issue a Notice to Proceed letter reflecting the authorized scope of work, deliverables, and timeframe for completion, authorized for each Task Order. Any work undertaken without such authorization is at the Contractors' risk.

### **§3.4 Payment**

Payment shall be made in accordance with the SSTC. Contractor will submit pricing for each Task Order, including the NTE amount, based on the Scope of Work contemplated in the Task Order. The State will pay the Contractor after the Contractor has completed the Task Order and submitted the required deliverables.

## **§4.0 Bidding Process**

### **§4.1 Question and Answer Period**

The State will accept questions up to twenty (20) business days after the posting of the solicitation, or 2:00 pm on Thursday, February 16, 2023. Bidders shall send their Questions via email to:

[OHP@dca.nj.gov](mailto:OHP@dca.nj.gov)

The Department will post the questions and answers on the DCA website in an Addendum to the RFQ on a rolling basis. Any Addendum to this RFQ will become part of this RFQ and part of any subsequent Contract.

Questions regarding the SSTC, specifically incorporated herein, and exceptions to mandatory requirements, must be posed by prospective bidders during the Question-and-Answer period and should also contain suggested changes. Quotes that are submitted with any terms that conflict with the RFQ terms, the SSTC, or the Waivered Contracts Supplement to the SSTC will render a quote non-responsive.

### **§4.2 Contents of Quote**

The Quote shall include a discussion of the Bidder(s)' approach and plans for accomplishing the work outlined in Section 2.0, Scope of Work, on-time and within budget. In narrative form, the Bidder must set forth its understanding of the requirements of this solicitation and its approach to successfully complete the Contract. Mere reiterations of the tasks and deliverables in the solicitation are strongly discouraged since this does not provide insights into the Bidder(s)' approach to complete the Scope of Work. The Department needs to determine that the Bidder(s)' plan to complete the Scope of Work are realistic, appropriate, and attainable for completion of the project within a tight deadline.

The Bidder(s) shall identify the key personnel who will manage this project and perform the Scope of Work and include their resumes with the Quote. The narrative shall also include the Bidder(s)' relevant experience, along with a comprehensive listing of contracts of similar size and scope that it has successfully completed, as evidence of the Bidder's ability to successfully complete the work required by this RFQ.

Bidders must complete the forms provided via the link below and submit them with their Quotes along with any certificates identified below.

Bidders are required to complete and submit the following forms. All required forms are found at the following link:

<https://www.state.nj.us/treasury/purchase/forms.shtml>:

- Ownership Disclosure Form
- Disclosure of Investigations and Other Actions Involving Bidder Form
- Disclosure of Investment Activities in Iran Form. Pursuant to N.J.S.A. 52:32-55, contractor must attest that the contractor, or any of its parents, subsidiaries, and/or affiliates, is neither engaged in certain investment activities in Iran nor identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran
- Source Disclosure Certification Form - For all purchases that are primarily for services, the contractor must comply with N.J.S.A. 52:34-13.2 (also known as EO 129) and file a source disclosure certification with the agency. It is the agency's responsibility to determine if the contractor complies with N.J.S.A. 52:34-13.2, i.e., that the contractor will provide the services within the United States.
- MacBride Principles Certification Form
- Vendor Certification and Political Disclosure Form/Two Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contribution Form - In addition, for all purchases exceeding \$17,500, whether singly or in the aggregate, the contractor must comply with N.J.S.A. 19:44A-20.13 et seq. (formerly known as Executive Order (EO) 134).
- Affirmative Action Form - A New Jersey Certificate of Employee Information or a copy of the Federal Letter of Approval verifying the contractor is operating under a federally approved or sanctioned Affirmative Action program (Verification of Affirmative Action compliance may also be obtained through the VINP screen on MACSE)
- State of New Jersey Standard Terms and Conditions
- Proof of NJ Business Registration. Contractors must have a valid Business Registration Certification to be eligible to do business with the State of New Jersey.
- Proof of Insurance (ACORD form) as indicated by the New Jersey Standard Terms and Conditions for DPAs.
- Certification of Non-Involvement in Prohibited Activities in Russian or Belarus
- State of New Jersey Standard Terms and Conditions
- Waivered Contracts Supplement to the State of New Jersey Standard Terms and Conditions

As noted above, Bidder(s) is subject to the SSTC and the Waivered Contracts Supplement to the SSTC, also provided via the links below:

<https://www.state.nj.us/treasury/purchase/forms/Waiver%20and%20DPA%20Contract%20Checklist.pdf>

### **§4.3 Instructions for Quote Submission**

Bidder(s) shall submit Quotes no later than 12:00 Noon on March 3, 2023, and include, at minimum, the plan to accomplish the Scope of Work provided in Section 2.0, relevant experience of the firm and the

staff who will perform the Scope of Work, State-supplied pricing sheet delineating all-inclusive hourly rates, and the required forms.

Bidders may submit quotes via email to [OHP@dca.nj.gov](mailto:OHP@dca.nj.gov) or deliver “hard copies” to:

Michael Callahan  
Department of Community Affairs  
Division for Housing and Community Resources, 5<sup>th</sup> Floor  
Office of Homelessness Prevention  
101 South Broad Street  
Trenton, New Jersey 08625

## **§5.0 Award Methodology**

The Department will award the Contract to one (1) Contractor that receives the highest point total from the Evaluation Committee and whose Quotes, conforming to this RFQ, are the most advantageous to the State, price and other factors considered. The State intends to conduct a comprehensive, fair, and impartial evaluation of all Quotes received. All Quotes will first be reviewed to determine responsiveness and non-responsive Quotes will be rejected without Evaluation. The State may also reject any Quote that is incomplete or where there are significant inconsistencies or inaccuracies.

The State reserves the right to negotiate price reductions or request Best and Final Offers with the Bidder(s).

### **§5.1 Evaluation Process**

Quotes will be evaluated by the Evaluation Committee, composed of members from the Department and OHP. For evaluation purposes, Bidders will be ranked from lowest to highest according to the total Quote price.

In addition to price, the Evaluation Committee will evaluate Quotes based on the following technical factors, according to a pre-determined weight:

- Personnel: The qualifications and experience of the Bidder’s management and key personnel assigned to this project;
- Experience of the Contractor(s): The Bidder’s documented experience in successfully completing projects of a similar size and scope; and
- Ability of the Contractor(s) to complete the Scope of Work: The Bidder’s demonstration in the Quote that the Bidder understands the requirements of the Scope of Work and presents an approach that indicates the technical requirements of the Contract could be met successfully and, importantly, within deadline.

### **§5.2 Right to Waive**

The Evaluation Committee reserves the right to waive minor irregularities. The Committee also reserves the right to waive a requirement provided that the failure to comply with the mandatory requirement does not materially affect the procurement of the State’s interests associated with the procurement.

### **§5.3 Executive Order Number 166**

#### **Notice of Executive Order 166 Requirement for Posting of Winning Proposal and Contract Documents**

Pursuant to Executive Order No. 166, signed by Governor Murphy on July 17, 2020, the Office of the State Comptroller (“OSC”) is required to make all approved State contracts for the allocation and expenditure of COVID-19 Recovery Funds available to the public by posting such contracts on an appropriate State website. Such contracts will be posted on the New Jersey transparency website developed by the Governor’s Disaster Recovery Office (DCA Transparency Website).

The contract resulting from this RFQ is subject to the requirements of Executive Order No. 166. Accordingly, the OSC will post a copy of the contract, including the RFQ, the winning bidder’s proposal and other related contract documents for the above contract on the OHP Transparency website.

In submitting its proposal, a Bidder may designate specific information as not subject to disclosure. However, such bidder must have a good faith legal or factual basis to assert that such designated portions of its proposal: (i) are proprietary and confidential financial or commercial information or trade secrets; or (ii) must not be disclosed to protect the personal privacy of an identified individual. The location in the proposal of any such designation should be clearly stated in a cover letter, and a redacted copy of the proposal should be provided. A Bidder’s failure to designate such information as confidential in submitting a bid/proposal shall result in waiver of such claim.

The State reserves the right to make the determination regarding what is proprietary or confidential and will advise the winning bidder accordingly. The State will not honor any attempt by a winning bidder to designate its entire proposal as proprietary or confidential and will not honor a claim of copyright protection for an entire proposal. In the event of any challenge to the winning bidder’s assertion of confidentiality with which the State does not concur, the bidder shall be solely responsible for defending its designation.