

REQUEST FOR PROPOSAL NO: 2018-X

BACKGROUND

The Department of Community Affairs is seeking to develop and implement a comprehensive program to encourage and facilitate service sharing among local governments in New Jersey. This effort is being led by two “czars” appointed by the governor and directed to identify and help implement a range of regionalization and service sharing projects in the state, as well as to identify long-term incentives to encourage regionalization and service sharing on an on-going basis.

SCOPE OF SERVICES

The Department of Community Affairs is seeking proposals from consultants with experience in local government management, service sharing, and project management to help lead this effort.

Vendor services will consist of the following main tasks:

1. Provide day-to-day project management overseeing the activities of the service sharing “czars.”
2. Coordinate program efforts with DCA staff and with other stakeholders.
3. Oversee responses to inquiries from elected officials, labor groups, local government managers, and the media to ensure consistent messaging and productive communications.
4. Manage and ensure the success of major program elements, to include:
 - a. A series of symposiums exploring past successes, failures, and lessons learned related to service sharing both in New Jersey and in other states. Based on a legal review to be conducted by DCA, prepare recommendations for executive actions and legislative changes that would create incentives for regionalization (or eliminate disincentives).
 - b. Analyze and identify potential early success projects that can be used to build momentum towards additional service sharing in the state.
 - c. Provide direct technical assistance to local governments seeking to implement shared services.

Performance Period

The performance period is September 1, 2018 – June 30, 2019 (10 months).

DCA estimates this SCOPE OF SERVICES to cost under \$40,000.

QUALIFICATIONS

Ten or more years' experience in local government management and administration, including specific experience developing and implementing regionalization and service sharing programs.

PROPOSAL SUBMISSION

The following items should be included in the Proposal:

- Bidder's Resume;
- Resume of individual(s) who would be principally assisting in executing this project;
- Proposed all-inclusive hourly rate (to include such costs as travel and supplies and services necessary to execute this engagement);
- List of clients, including references; and,
- Examples of similar projects that resulted in shared service agreements.

The selected bidder will be expected to provide the following prior to contract signing:

- Valid NJ Business Registration Certificate
- Valid AAEO Certificate
- General liability insurance form naming the New Jersey Department of Community Affairs as a certificate holder.
- Mandatory State of New Jersey Delegated Purchase Authority (DPA) Compliance Forms <https://www.nj.gov/treasury/purchase/forms/Waiver%20and%20DPA%20Contract%20Checklist.pdf>