2021 Continuing Education Seminars for Construction and Hotel and Multiple Dwelling Code Enforcement Officials and Technical Assistants

Request for Proposals and Submission Instructions

REQUEST FOR PROPOSAL #106567771-21

Date of Issuance: 8/26/2020

Proposal Due Date: 10/19/2020

Issuing Office: Rutgers, Center for Government Services

2021 Continuing Education Seminars for Construction and Hotel and Multiple Dwelling Code Enforcement Officials and Technical Assistants

To: RFP Recipients

From: Danielle Parenti, Senior Program Coordinator

Date: August 26, 2020

Re: Continuing Education Seminars for Code Enforcement Personnel

The New Jersey Department of Community Affairs, in cooperation with the Center for Government Services – Rutgers, The State University of New Jersey, requests proposals for the development and presentation of continuing education seminars. These seminars are offered to state licensed construction code and hotel and multiple dwelling code enforcement personnel, technical assistants, certified special construction inspectors and design professionals, as well as amusement ride safety inspectors, as detailed in this document.

The proposal selected will be approved for a period of one year commencing January 2021. Contracts will be awarded for the spring and fall 2021 semesters. By mutual agreement of both parties, the approval/selection may be extended for two additional one year periods. If your proposal is to continue beyond this one year proposal period, you will be notified thirty days before the beginning of each successive academic year(s). Renewals shall be contingent upon satisfactory performance.

If you have any questions or concerns please contact either John Delesandro at NJDCA, (609) 984-7820, or Danielle Parenti at Rutgers University, (848) 932-4754.

Thank you for participating in the bidding process.

Danielle Parenti
Senior Program Coordinator
Rutgers, the State University of New Jersey

Please, note the submission address has changed.

SUBMISSION INSTRUCTIONS

Bidders are strongly encouraged to carefully read the information contained in this RFP package to ensure compliance with its terms and conditions. It is the bidder's responsibility to immediately notify the buyer if any of the documents are missing from the RFP package.
The documents included in this RFP package are delineated below:

- Request for Proposal and Submission Instructions #106567771-21
- Proposal Form (electronic *Proposal Form* that can be retrieved at https://cgs.rutgers.edu/programs/codeenforcement)
- EXHIBIT A: Bidder's Declaration
- EXHIBIT B: Ownership Disclosure Statement
- EXHIBIT C: Service Agreement
- EXHIBIT D: Independent Contractor or Employee Determination Form

Forms Required with Proposal by close of business day, October 19, 2020.

1. Proposal Form (signed)
2. Supplemental materials
3. Bidder's Declaration (signed)
4. Ownership Disclosure Statement (signed)

Electronic ***Proposal Form*** can be retrieved at https://cgs.rutgers.edu/programs/codeenforcement. Carefully fill out the ***Proposal Form*** for each seminar you are submitting**,** sign it, and include with your proposal package.

Supplemental materials should include detailed information about your proposed seminar, existing presentation materials and student handouts. Previously submitted and selected proposals must be resubmitted if you wish to have the seminar reviewed for selection in this academic year. Detailed supplemental materials are required for the previously selected proposals as well. All supplemental materials should be submitted in **electronic form**. Facsimile proposals are not acceptable. Bidders must submit sealed proposals only. Any communication (such as facsimile transmittal), which reveals the contents of a sealed proposal, will result in disqualification of the entire proposal. Emailed proposals should be sent to:

Danielle Parenti
dp739@docs.rutgers.edu

All proposals must be typed and submitted by email no later than **OCTOBER 19, 2020.**

GENERAL TERMS AND CONDITIONS OF THE RFP PROCESS

Requirements to be supplied after award, prior to the execution of a contract or issuance of a Purchase Order:

1. Service Agreement (EXHIBIT C)
2. Independent Contractor or Employee Determination Form (EXHIBIT D)

Bidder must identify any exception(s) to the terms and conditions provided in Exhibit C and provide reason for exception and, if applicable, suggested replacement language. Rutgers reserves the right, in its sole discretion, to accept or reject any proposal based upon the identification of exceptions to the Contract Terms and Conditions by Bidders.

Affirmative Action Notification

If awarded a contract under this RFP, Bidder shall be required to comply with the requirements of N.J.S.A.10:5-31 et seq. and N.J.A.C. 17:27. Rutgers requires that once an award is made Bidder provides one of the following documents: Form AA-302 (Goods and Services) or Form AA-201(Construction); or a letter of Federal Approval indicating that your company is under an existing Federally approved; or a sanctioned affirmative action program or a Certificate of Employee Information Report ("Certificate"), issued in accordance with N.J.A.C.17:27.1.1 et seq. The Form AA-302 and Form AA-201 are located on our website at https://purchasing.rutgers.edu under the "FOR SUPPLIERS" tab. The forms will need to be provided to Rutgers prior to the final Contract being executed or purchase order being issued. Please confirm your ability to meet this requirement in your response.

Negotiations

After evaluating proposals and prior to award of a Contract, Rutgers may, at its sole discretion, enter into negotiations with one or more bidders. The primary purpose of negotiations is to maximize Rutgers' ability to obtain the best value based on the mandatory requirements, evaluation criteria, and cost. Multiple rounds of negotiations, may, at Rutgers sole discretion, be held with one or more bidders. No bidder has a right to participate in the negotiation process. Negotiations will be structured by Rutgers to safeguard information and ensure that all Bidders are treated fairly.

Best and Final Offer (BAFO)

Rutgers reserves the right, at any time prior to the award of a contract and for any reason, to request and consider "best and final" price proposals from one or more of the bidders who have submitted a proposal. The number of bidders allowed to submit "best and finals" and the scope of the "best and finals" shall be determined solely by Rutgers. No bidder has a right to submit a "best and final". Any bidder who is asked and fails to submit a "best and final" may not be given further consideration.

Negotiations and BAFO will be conducted only in those circumstances where Rutgers deems it is in its best interest to do so. Therefore, bidders are advised to submit their best price proposal in response to this RFP since Rutgers, may, after evaluation, make an award based on the initial submission without further negotiations and of a BAFO opportunity.

Proposal Format

All proposals must be typed or written in ink when applicable. Any required signatures must be electronic or in ink, and any corrections (whiteouts, erasures, write-overs) must be initialed in ink. Electronic formats should be in Microsoft or Adobe.

Rejection/Award of Proposals

Rutgers reserves the right to reject any or all proposals, in its sole discretion for any reason and at any time if deemed to be in the best interest of Rutgers to do so. Rutgers reserves the right to waive any technical or formal defect of any proposal. Rutgers shall have authority to award purchase orders or contracts to the bidder or bidders, whose proposals are deemed, in Rutgers sole discretion, to be most advantageous to Rutgers, price and other factors considered.

Right to Seek Additional Information

Rutgers reserves the right to seek clarification and additional information on any point in connection with this RFP from any or all bidders if it is in Rutgers best interest to do so.

Right to Cancel

Rutgers reserves the right to cancel this RFP without any obligation and for any reason, in part or in its entirety. Rutgers will notify all bidders, in writing, of a decision to cancel the RFP.

Postponement of a Bid Opening

If an emergency or unanticipated event interrupts normal Rutgers processes to cause the postponement of the scheduled bid opening or the issuance of an addendum, the buyer will issue, in writing, to all bidders, the new timeline and process for this RFP.

Cost Liability

Costs and expenses incurred by bidders for developing information in response to this RFP or to attend conferences or presentations are entirely the responsibility of the bidder and shall not be billable to Rutgers.

Proposals Will Belong to University

Proposal forms submitted by a bidder to Rutgers become the property of Rutgers.

Validity of Proposal

The proposals submitted shall be valid for a period of one hundred and eighty (180) days. No work shall be performed until a contract has been fully executed and a purchase order has been issued.

Confidentiality

As an instrumentality of the State of New Jersey, Rutgers is subject to the Open Public Records Act and has an obligation to keep its business dealings and transactions transparent. Consequently, the presumption applicable to all Bids is that bid forms, proposals, documents and responses submitted to Rutgers are releasable under OPRA. OPRA only provides for certain exemptions where documents in the possession of Rutgers, as a public entity, are exempt from disclosure. If a bidder believes that a certain limited portion of the information included in the bid proposal is a proprietary trade secret that portion should be clearly marked "Confidential."

Please consult the OPRA website prior to identifying any portion of a bid "Confidential" (http://www.state.nj.us/opra). It is not acceptable to simply label the entire Proposal "Confidential."

Code of Conduct and Fair Competition

It is the responsibility of the bidder to notify the buyer in writing of any possible conflict of interest as set forth herein. Rutgers will investigate the matter and determine if an actual conflict of interest exists. Rutgers expects all of its suppliers to comply with the New Jersey State Conflict of Interest Law.

Rutgers reserves the right to cancel the award if, in its sole discretion, it determines that any interest disclosed from any source could give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the bidder. Rutgers's determination regarding any questions of conflict of interest shall be final.

Representation of Ability to Perform

Submission of a response to this RFP constitutes a representation that there is no action suit, proceeding, inquiry or governmental agency, public board or body, pending or, to the best of the bidder's knowledge, threatened, which would in any way prohibit, restrain or enjoin the execution or delivery of the bidder's obligations, or diminish the bidder's obligations or financial ability to perform under the terms of the proposed contract.

Applicable Laws

Bidder must comply with all local, state and federal laws rules and regulations applicable to the proposal.

Proposal Withdrawal

Bidders may change or withdraw a proposal at any time prior to the scheduled bid opening by addressing a written communication to the buyer prior to the bid opening date and time. If during a bid evaluation process an obvious pricing error made by a bidder is found, Rutgers may issue a written notice to the bidder. The bidder will have five (5) days after of the notice to confirm its

pricing. If the bidder fails to respond, the proposal shall be considered withdrawn and no further consideration shall be given to it.

Rutgers Right to Consider Additional Information

Rutgers reserves the right to check bidder's financial capacity and ability to successfully undertake and provide the services required by this RFP.

Rutgers reserves the right to consider evidence of formal or other complaints against any bidder(s) by Rutgers for contracts held in the past or present by the bidder.

Rutgers may obtain any additional information determined to be appropriate regarding the ability of the bidder to provide the services required by this RFP.

Continuing Education Program for Construction and Hotel and Multiple Dwelling Code Enforcement Officials and Technical Assistants

The State of New Jersey requires all construction and hotel and multiple dwelling code enforcement officials in the state to be licensed under the Uniform Construction Code -N.J.A.C. 5:23, subchapter 5 and the Regulations for Maintenance of Hotels and Multiple Dwellings N.J.A.C. 5:10, subchapter 1B, respectively. Amusement ride safety inspectors are also licensed in accord with subchapter 5 of the UCC. Technical Assistants and special construction inspectors are also certified under the regulations at N.J.A.C. 5:23, subchapter 5.

Continuing education enables these professionals to perform the functions of their jobs, including review and approval of construction plans and monitoring of the construction process. Hotel and multiple dwelling inspectors are charged with the duty to enforce crucial maintenance requirements on those type of buildings to ensure the health and welfare of the occupants, ranging from building maintenance and structural requirements to fire safety provisions. Special inspectors are certified to perform independent third party inspections on critical and complex ongoing construction processes that are properly carried out and in compliance with the building code. In order to maintain their licenses, these individuals are required to participate in a minimum number of approved continuing education programs within each three year licensing period.

The New Jersey Department of Community Affairs, in cooperation with the Center for Government Services - Rutgers, The State University of New Jersey, regularly offers a program of continuing education seminars to assist code enforcement personnel in meeting their educational requirement. This packet includes complete instructions for submitting a proposal to develop and teach these seminars.

Proposals must be received no later than OCTOBER 19, 2020. All proposals will be evaluated, and final selections will be made by a committee comprised of both DCA and Rutgers staff. Successful bidders will be notified via the scheduling process. Seminars will be scheduled for presentation in early December for the Spring semester, which commences in early March. Selection of seminars for the fall semester will be completed in June.

Categories of Interest

The following list of seminar topics was created largely from suggestions from construction code enforcement personnel or identified by the Department as critical topics necessary for the code official to maintain their performance at the highest level. It represents topics of particular interest, but is not exhaustive, nor exclusive of other topics of interest or importance. Additional resources and material may be gleaned from reviewing the regulations at N.J.A.C. 5:23-5.20 and 5:10-1B.5 that delineate the educational requirements to obtain a construction code license and the duties of hotel and multiple dwelling inspectors/officials, respectively.

We welcome any topic of interest to the code enforcement community that is timely and/or relevant.

Please note:

- To satisfy the 0.5 CEU requirements, a one-day seminar should be **5 hours** in length.
- To satisfy the 1.0 CEU requirements, a two-day seminar should be **10 hours** in length.
- Some topics listed below will take considerably less than 5 hours to cover - they may be bundled together to create a full day course. Proposals for 2-3-day test academies will also be reviewed.
- The topic(s) of your seminar must adhere to **the New Jersey adopted regulations and standards.**
- Practical and hands-on aspects of the training are important.

Online Training

The seminars within the program can be presented in fully online mode. The online seminars are conducted in real time through the GoToTraining platform. Online seminars can be from 1 to 10 hours long and organized in a series or stand alone. In order to conduct online training, you must have necessary technical capabilities on your computer – fast internet, operating microphone and speakers. The content and topic requirements for the online GoToTraining seminars are identical to in-person training programs and are outlined in this document.

Proposals should include an affirmative statement that they are able to be presented in an online synchronous format, given the fact that online programs have by necessity become the majority of our educational programs. If the proposal is not able to be presented online, that should also be prominently stated in the description and/or methods of presentations portions of the proposal.

Online presentations must include polls or tests as part of the presentation to ensure that attendees are absorbing the material and to ensure attentiveness. It is expected that presenter create at least 2 polls or tests for the morning portion of the presentation and at least 1 for the afternoon portion of the session. Instructors will be given access to our online platform prior to the session to create those items and to upload student materials.

Administrative

Some topics listed below will take considerably less than 5 hours to cover - they may be bundled together to create a full day course.

- Right of repose (DKM Decision), New Home Warranty Program, New Home Builder Registrations and Home Improvement Contractors- How they fit together
- Construction Board of Appeals- training for new members and code officials
- Testifying at a Trial
- Annual permit process, limitations and recording requirements
- Minor work
- Asbestos and Lead Abatement
- Enforcement process- proper process for violations
- Mechanical Inspections on 1 & 2 Family Dwellings
- Records Retention
    - Electronic systems and communications
    - OPRA
- Protection of Adjoining Properties and Public Rights of Way (including elevations and construction cranes)
- PEOSH Requirements for Construction Code Inspectors
- Special Inspection Process (dual administrative and building)
- UCC Administration- Overall Review for Subcode and Construction Officials
- Prior Approvals
- Right of Entry
- Conflict of Interest/Ethics for the code official
- Barrier Free Subcode Requirements
- Soil Conservation Guidelines, Investigations and Soil Types (dual administrative and building)
- Budgeting Concerns
- Municipal Procedures
- The Design Professional and the Code Official- Working Toward the Same Goal
- Interagency Relationships and Referrals
- Inspections and Investigations (primarily for housing inspections)
- Variations
- SLCHIP Inspection Processes and Enforcement Actions
- The NJ Uniform Fire Code and the Construction Code Official
- Disaster Management for the Construction Code Official
- Flood Resistant Construction and the Code Official (dual administrative and building)
- Time Management
- Technical Assistant to the Construction Official refresher
    - Taking and issuing permits, group identification, checklists
    - Permit technician test academy
- Training for trainers- effective use of PowerPoint
- Train-the-trainer 40-hour certification program- including hybrid training techniques
- Trainer Update- 5 hours

Building

Some topics listed below will take considerably less than 5 hours to cover - they may be bundled together to create a full day course.

- 2018 International Building Code- Essential elements
- 2018 International Residential Code- Essential elements
- 2018 International Energy Conservation Code- Essential elements
    - Including ASHRAE 90.1
- Dust Collection Explosion Hazards
- Gas hearth requirements/fireplace inserts/wood burning stoves/pellet burning appliances and venting requirements
- Penetrations of rated assemblies
    - Vertical opening protection, exit stairways
- Flood Resistant Construction Techniques- all or any combination of the following topics can be the primary focus:
    - Foundations
    - Equipment
    - Elevation Techniques
- IRC Exterior Wall Construction Requirements
    - Wall Bracing Requirements
- Mixed Uses
- Barrier Free Subcode Requirements & Actual Application
- Structural Loads
- Field Practices and Inspections for Concrete and Structural Steel
- Trusses
- Light Gauge Metal Framing- IRC and/or IBC Requirements
- Mid-Rise Residential Construction
- Rated Assemblies and Calculated Fire Resistance
- Foundation Problems
- Soils in Construction and Understanding Soil Report Results (dual administrative and building)
- Workshop/Lab- Masonry Construction
- Rehabilitation Subcode Requirements
- Deck Construction Requirements
    - Including a Workshop
- Special Inspection Process (dual admin and building)
- Seismic Design Requirements
- Precast Foundations and Walls
- Structural Problems and Failures
- Explosion Venting
- Buildings of Hazardous Occupancies
- Firestopping and Draftstopping
- Energy Efficiency Requirements for both Rehab and New Construction
- Tank installation and removal

- Residential demolitions
- Residential HVAC installation and inspections
    - Manuals S, J and D
- Testing academy for residential building and mechanical inspector

Special Inspectors

Some topics listed below will take considerably less than 5 hours to cover - they may be bundled together to create a full day course.

- Special inspector institute – gateway to certification
- Ultrasonic & Magnetic Particle Weld Inspections
- Reinforced steel inspections
- Masonry grouting requirements
- Repair/restoration of masonry systems
- Masonry Inspections
- Concrete Inspection Techniques
- Reinforced Concrete Testing and Inspection
- Prestressed Concrete Testing and Inspection
- Structural Steel Bolting Testing and Inspection
- Structural Welding Testing and Inspection
- Weld Test Procedures
- Exterior Insulation Finish Systems (EIFS) Testing and Inspection
    - Moisture Analysis
    - System Components
- Spray-applied Fireproofing Testing and Inspection
- Structural Steel and Jointing
- Structural Problems and Failures

Elevator

Some topics listed below will take considerably less than 5 hours to cover - they may be bundled together to create a full day course.

- Private Residence Elevators
- Review of Acceptance Tests
- Elevator Plan Review, including electronic reviews
- MRL Type Elevators
- 2016 ASME A17.1/2017 ASME A18.1 – Essential elements
- Gearless Elevators
- PEOSH Requirements for Elevator Inspectors

Fire Protection

Some topics listed below will take considerably less than 5 hours to cover - they may be bundled together to create a full day course.

- CO detection in all uses
- Dust Collection Explosion Hazards
- High Piles Storage Requirements
- Alternative Extinguishing Systems
- Inserts for fireplace conversions
- Vertical Opening Protections
    - Fire Dampers
    - Interior Exit – Stairways
- Installation Guidelines and Requirements for Residential Fire
        - Sprinkler Systems with Workshop- Laboratory/Workshop Experience
- Acceptance and Inspection of Fire Alarm Systems
    - With Workshop- Laboratory/Workshop Experience
- Referenced Standards of the International Fire Code in the Building Code
- ESFR Sprinkler Head Code Requirements
- Commercial Cooking Appliance Fire Protection Requirements
- Sprinkler Design
- Fire Pumps- Design and Code Compliance
- Fire Protection Water Supply
- Hydraulic Calculations
- Acceptance and Inspection of Fire Sprinklers
- Rehabilitation Subcode Requirements
- Tank installation and removal
- Misting systems/standpipes/total flood systems
- Industrial Foam Systems
- Requirements for Residential Sprinklers based on section P2904 from the 2015 International Residential Code (Joint with plumbing)

Mechanical

Some topics listed below will take considerably less than 5 hours to cover - they may be bundled together to create a full day course.

- Mechanical Plan Review
    - Residential
    - Commercial
    - Both Residential and Commercial
- Residential HVAC installation and inspections
    - Manuals S, J and D
- 2018 International Fuel Gas Code- Essential elements
- 2018 International Mechanical Code- Essential elements
- 2018 International Energy Conservation Code- Essential elements

    - Including ASHRAE 90.1
- Mechanical Inspections of 1 and 2 Family Dwellings
- Gas hearth requirements/fireplace inserts/wood burning stoves/pellet burning appliances and venting requirements
- Chimney Verification & Mechanical Inspector Responsibilities
- Chimneys and Vents
- Venting of HVAC Systems
- Gas Fired Appliance Vent Sizing
- HVAC Requirements
- Gas Installations
- Materials
    - CSST Piping
    - Plastic
    - Steel
    - Other
- HVAC Duct Design, including energy code compliance
- Hydronic Heating Systems
- Geothermal Heating Systems
- Air Conditioning Refrigerant Systems
- Mechanical inspector test academy

Plumbing

Some topics listed below will take considerably less than 5 hours to cover - they may be bundled together to create a full day course.

- 2018 National Standard Plumbing Code- Essential elements
- 2018 International Fuel Gas Code- Essential elements
- 2018 International Mechanical Code- Essential elements
- Geothermal/Solar Thermal Heating Systems and Inspection Responsibilities
- Determining the Sanitary and Storm Drainage Sizing and Sanitary Vent Pipe Sizing
- Backflow Prevention/Applications
- Grease Interceptors and Commercial Kitchens
- New Plumbing Products
- Boiler and Combustion Systems
    - Combustion Air Calculations
- Mixing Valve ASSE Standards
- Commercial Plumbing Applications
- New Types of Plastic Domestic Water Piping/Manifold Domestic Water Plumbing Systems
- Plastic Piping Used in Hydronic Radiant Heating Systems
- Underground Plastic Gas Piping With New Materials
- Propane Tanks and Storage- 5:18 Regulations, NFPA 58
- Installation Guidelines for CPVC and Copper Residential Fire Sprinkler Systems
- ASME Boiler Code and Plumbing Inspector’s Responsibilities

- Rehabilitation Subcode Requirements for the Plumbing Inspector
- Gas hearth requirements/fireplace inserts/wood burning stoves/pellet burning appliances and venting requirements
- Requirements for Residential Sprinklers based on section P2904 from the 2015

Amusement Ride Safety

Some topics listed below will take considerably less than 5 hours to cover - they may be bundled together to create a full day course.

- Carnival Operations and Set-up
- Accident Prevention
- Temporary Requirements (electrical)- Halloween/Special Events/Carnivals
- Inflatable ride requirements
- Non-Destructive Testing
- Welding
- Hydraulics
- Electromagnetic Wire Rope Testing
- Pneumatics
- ASTM F2291
- Water Parks
- Ride Specific Information
- Metallurgy

Hotel and Multiple Dwellings

Some topics listed below will take considerably less than 5 hours to cover - they may be bundled together to create a full day course.

- Lead Safety
- Maintenance and Occupancy Standards
- Fire Safety Violations- When to Cite Subchapter 3 versus using Subchapter 4
- Administration and Enforcement Provisions of the Hotel and Multiple Dwelling Law
- Means of Egress and Fire Separation Assemblies
- Electrical, Elevator, Heating and Plumbing Standards
- Health and Safety Standards
- Vacant Buildings
- Sanitation and Infestation
- Carbon Monoxide Alarm Requirements
- Child-Protection Window Guards
- Natural Light, Ventilation
- Required Facilities and Security
- Cyclical Inspections
- Re-inspections

Electrical

Some topics listed below will take considerably less than 5 hours to cover - they may be bundled together to create a full day course.

- 2017 National Electrical Code (NEC) – Essential elements
- NEC Swimming Pool Requirements
- Low Voltage/LED lighting
- Rehabilitation Code for Electrical Inspectors
- Multi-family/Mixed Use electrical installations/plan review/inspections
- High Voltage Inspections
- PEOSH Requirements for Electrical Inspectors
- Fire Pumps
- Interconnected Electrical Power Production Sources
- Emergency/Standby Systems
- Electrical Inspection Basics
- What to Look for In an Electrical Inspection
- NEC Compliance for Photovoltaic Systems- including a hands on workshop
- Bonding and Grounding
- Residential Installations
- Commercial Installations
- Alternative Power Systems (Generator systems)
- Energy Use and Calculations for Residential Applications and Code Compliance
- Energy Code Requirements for the Electrical Inspector
- Article 440 Air Conditioning and Refrigeration
- General Wiring and Installation
- Fuses, Breakers and AFCI's
- Class 1, 2 and 3 Power Limited Circuits
- Electrical Plan Review Responsibilities
- Fire Alarm Systems
- Low Voltage Systems
- Communication Wiring Penetrating Fire Rated Assemblies
- Signal Circuits
- Arc Fault Calculations
- Handling Water Damaged Electrical Equipment
- Light Box Installations
- Rehabilitation Subcode Requirements for the Electrical Inspector
- Multi-wire Circuits and Suitable Wiring Devices
- Health Care Facilities Requirements
- Branch Circuit, Feeder and Service Calculations
- Electrical Plan Review and Inspection Checklist
- Circuit Breaker Coordination Study
- CO detection in all uses

Selection Criteria

Proposals will be evaluated based on all of the following criteria. Any seminar proposal MUST clearly demonstrate a direct connection to the administration and enforcement activities outlined in either the Uniform Construction Code or the Regulations for the Maintenance of Hotels and Multiple Dwellings, or it will not be reviewed further.

Please note, to submit the proposal you MUST use the electronic ***Proposal Form.*** A copy is included in this packet and can be retrieved at https://cgs.rutgers.edu/programs/codeenforcement. Carefully fill out the ***Proposal Form*** FOR EACH SEMINAR YOU ARE SUBMITTING, sign it, attach all required supplemental materials in electronic form, and return your proposal no later than **OCTOBER 19, 2020.**

Supplemental materials

Supplemental materials should include detailed information about your proposed seminar, existing presentation materials and student handouts. Previously submitted and selected proposals must be resubmitted if you wish to have the seminar reviewed for selection in this academic year. Detailed supplemental materials are required for the previously selected proposals as well. All supplemental materials should be submitted in electronic form. Failure to submit supplemental materials as a part of your proposal may result in rejection of your proposal.

Seminar Title

- The title is clear, brief, specific and descriptive

Fill out the "Seminar Title" field in the ***Proposal Form.***

Target Audience/ Category of Interest

- Discipline(s) is addressed: i.e. Administrative, Building, Plumbing, Technical Assistant, etc.

Fill out the "Target Audience/ Category of Interest" field in the ***Proposal Form.*** Indicate whether the seminar is intended for an administrative or technical audience. If technical, state what subcode(s) the seminar will address—Building, Electrical, Elevator, Fire Protection, Mechanical, Plumbing, Multiple Dwelling or Amusement Ride Safety.

Seminar Abstract

- The abstract is clear, brief, specific and descriptive
- The abstract describes the content, what participants will learn, and presentation format

Fill out the "Seminar Abstract" field in the ***Proposal Form***. In under 75 words, please describe your seminar, focusing on need and practical experience. If your proposal is accepted, this description will be edited for use in the program brochure. Include specific references to the applicable subchapter(s) of the Uniform Construction Code (N.J.A.C. 5:23) and/or the Regulations for the Maintenance of Hotels and Multiple Dwellings (N.J.A.C. 5:10).

Seminar Purpose/Value

- The proposed topic is relevant and timely
- Stated objectives and goals are clear and specific
- The seminar fulfills the needs of the inspector or official in the field or office and includes a valuable set of job aids and/or tools to help participants back on the job

Fill out the "Seminar Purpose/Value" field in the ***Proposal Form.*** State the purpose of your presentation. This should be phrased in terms of what participants will learn and will be able to do, not what the presenter will do.

Seminar Outline/Content

- Detailed course outline is provided, including time allotments
- Contents fit together in a logical way
- Seminar has summary and conclusion including test for review
- The content of the seminar is clearly described
- The content of the seminar is appropriate for the target audience
- Practical and hands-on aspects of the training are clearly indicated

Fill out the "Seminar Outline/Content" field in the ***Proposal Form.*** A detailed outline of your seminar must specify the amount of time you plan to spend on each topic. If you feel you need more space to adequately describe your seminar, please attach the outline as a separate document. The seminar must fill 5 hours for a one-day seminar, or 10 hours for a two-day seminar. Different subject matter may be combined to fill 5 hours.

Seminar Method/Format

- Teaching methods and activities are described
- AV materials are integrated into seminar
- Teaching style is described
- A sample of study materials and a sample of any in-class review test(s) are included in the proposal package

In the ***Proposal Form***, describe your teaching style. Please indicate what teaching methods and activities will be used. Specify how the AV material will enhance the seminar. Please attach a sample of any study materials to be used in conjunction with the seminar and a sample of the in-class review test. If these materials have not yet been developed, a detailed description will suffice; however, these materials must be filed before the course commences.

The New Jersey Department of Community Affairs reserves the right to keep on hand extra handouts to be used as part of, and/or in conjunction with, the continuing education program. Please indicate on the ***Proposal Form*** if we have consent to video tape and possibly use the handouts/material online.

Rutgers follows very strict copyright regulations. The instructor—not Rutgers—will be responsible for obtaining written permission for photocopying any item which contains material from another source.

Review Test

- Test includes 10 questions
- Test measures students' outcomes at the end of your seminar
- Test has clear comprehensible format

Please attach a sample of your review test. Please note, each seminar you are submitting **MUST** include an in-class review test. The test should include 10 questions. Please select the format of the questions that fits your material best (multiple choice, fill-in-blank, open-ended, etc.). It is strongly suggested to use this test also at the beginning of the seminar as a pre-test to measure the level of knowledge of your students.

Presenter Information

- Includes instructor(s) resume
- Resume cites experience and background as related to specific codes including New Jersey licenses held
- Three references that can confirm presenter's skills are attached

Fill out the "Presenter Information" field in the ***Proposal Form.*** Please attach resume that includes the number and types of presentation experiences which qualify the presenter to make the presentation, plus references cite experience and background, including New Jersey licenses held. Please attach resume for each instructor teaching the seminar.

*NOTE: If an instructor is not listed in your submission he or she is ineligible to instruct the seminar without prior formal approval by Rutgers University and the Department.

Cost of the Seminar

- Proposal includes total cost, including travel and meal expenses
- Proposal includes cost of handouts per person
- Proposal indicates whether handouts are to be reproduced by Rutgers or provided by the presenter

Fill out the "Statement of Cost" field in the ***Proposal Form***. Please indicate your per seminar instructional fee, including travel and meal expenses. Travel and meal expenses should not be shown separately. **The fee per seminar is to cover ALL expenses associated with seminar instruction except overnight accommodations when necessary.** The per copy cost of any study materials should be shown separately.

*NOTE: Any seminar for which development fees are paid becomes the sole Property of Rutgers University and may not be presented to another audience without prior written permission from Rutgers University. **Please, note that if your proposal contains substantive references to the code or related reference standards and any changes are introduced and subsequently adopted to the code or regulations, it is your responsibility to update the seminar and include the proper references, as applicable. In addition, in the event that a seminar needs to be transitioned to an online offering, it is the responsibility of the bidder to update the seminar to fit the GoToTraining format. No additional development fee can be requested.**

General Information

A committee, comprising both DCA and Rutgers staff, as well as field experts will evaluate the proposals based on the selection criteria. Scheduling is anticipated to occur in December for the spring semester, which commences in early March. Scheduling is anticipated to occur in June for the Fall semester which commences in September.

To submit the proposal, you MUST use the electronic ***Proposal Form*** that can be retrieved at http://cgs.rutgers.edu/codeenforcement. Carefully fill out the ***Proposal Form*** FOR EACH SEMINAR YOU ARE SUBMITTING, sign it, and attach supplemental materials in electronic format. In addition, please provide one copy of signed Bidder's Declaration (Exhibit A) and Ownership Disclosure Statement (Exhibit B) with your proposal. Your proposal will not be considered without submission of all requires materials. All proposals must be typed and submitted by email no later than **OCTOBER 19, 2020.**

If you have any questions or concerns please contact either John Delesandro at NJDCA, (609) 984-7820, or Danielle Parenti at Rutgers University, (848) 932-4754.

Thank you for participating in the 2021 Continuing Education Program for Construction and Hotel and Multiple Dwelling Code Enforcement Officials and Technical Assistants proposal process!

EXHIBIT A

BIDDER'S DECLARATION

This proposal is in response to Rutgers Request for a Proposals ("RFP") for Implementation Services for Procure-to-Pay System RFP # 106567771-21

Bidder agrees to perform in accordance with all provisions of the RFP documents and any addenda thereto, except as may be specifically stated in this proposal, at the prices set forth in their proposal.

Signature of the bidder attests that the bidder has read, understands, and agrees to all terms, conditions, and specifications set forth in this Request for Proposal unless otherwise stated in writing and submitted with the proposal and that Rutgers shall not be responsible for any errors or omissions on the part of the undersigned in preparing this proposal.

_____	_____
Authorized Signatory	Title
_____	_____
Company Name	Date

_____

Company Address

_____	_____
Telephone Number	Federal Taxpayer I.D. Number
_____	_____
Email Address	DUNS Number

EXHIBIT B

OWNERSHIP DISCLOSURE STATEMENT

INSTRUCTIONS

This form must be completed in its entirety, signed by an authorized representative of the Supplier and uploaded to the Rutgers Supplier Portal, hosted by PaymentWorks. Supplier must answer the questions below by checking "Yes" or "No". If any of the questions are answered "Yes", list names and addresses of individuals or entities, and supporting details as an additional attachment. If there are any questions regarding this form, please contact University Procurement Services via email (procure@finance.rutgers.edu) or phone 848-932-4375).

SUPPLIER NAME: _____

SECTION I. OWNERSHIP DISCLOSURE

1. Are there any individuals, corporations, or partnerships owning a 10% or greater interest in the firm? (If no, proceed to Section II; if yes please go to Question 2) ☐ **Yes** ☐ **No**

2. Please provide the names and addresses of all individuals, corporations or partnerships owning a 10% or more interest in the firm. Attach additional pages if necessary.

Name	Address	% Ownership

SECTION II. REPRESENTATIONS

1. Has any person listed in this form or its attachments ever been arrested, charged, indicted, pled guilty or been convicted in a criminal or disorderly persons matter by the State of New Jersey, any political subdivision thereof, any other state or the U.S. Government? ☐ **Yes** ☐ **No**

2. Has any person or entity listed in this form or its attachments ever been excluded, suspended, debarred or otherwise declared ineligible by any agency of government from bidding or contracting to provide services, labor, material or supplies? ☐ **Yes** ☐ **No**

3. Are there now any criminal matters, suspension or debarment proceedings pending in which the firm and/or its officers and/or managers are involved? ☐ **Yes** ☐ **No**

4. Has any federal, state or local license, permit or other similar authorization, necessary to perform the work applied for herein and held or applied for by any person or entity listed in this form, been suspended or revoked, or been the subject of any pending proceedings specifically seeking or litigating the issue of suspension or revocation? ☐ **Yes** ☐ **No**

SECTION III. CERTIFICATION

I hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge that Rutgers is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with Rutgers to notify Rutgers in writing of any changes to the answers or information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Rutgers and that Rutgers at its option, may declare any contract(s) resulting from this certification void and unenforceable.

I, being duly authorized, certify that the information supplied above, including all attached pages, is complete and correct to the best of my knowledge. I certify that all of the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature:	Title:
Printed Name:	Date:

EXHIBIT C

SERVICE AGREEMENT

This **SERVICE AGREEMENT** entered into by and between **Rutgers, The State University of New Jersey**, a non-profit, educational institution, with offices located at **33 Knightsbridge Road, First Floor, East Wing, Piscataway, NJ 08854,** procure@finance.rutgers.edu on behalf of **[Rutgers Business Unit]** ("Rutgers"), and **[Supplier Name]** ("Supplier") with its principal offices located at **[Supplier Address], [Supplier E-Mail].**

WHEREAS, Rutgers seeks to procure **[describe services]**; and the Supplier represents that it can perform as requested; and

NOW, THEREFORE, the Parties agree as follows:

1. **Statement of Work.** Supplier agrees to provide services as detailed in Exhibit A attached hereto and incorporated herein by this reference (the "SOW"). Conditioned upon the performance of the SOW, Rutgers agrees to pay Supplier total fees and expenses not to exceed **[$AMOUNT]** as detailed in the SOW. The Fees and Expenses detailed in the SOW represent Rutgers' total financial commitment to Supplier for performance of the SOW, applicable taxes, and other obligations under this Agreement.

2. **Term.** The term of this Agreement is from the effective date **[Date]**, or the date of full execution of this agreement (whichever is later), and shall remain in effect through **[Date]**, unless otherwise terminated in accordance with this Agreement (the "Term"). This Agreement shall be renewed automatically for **[No.]** additional one-year terms, unless either Party gives written notice to the other at least 90 days prior to the date of expiration. Each extension term shall be on the same terms and conditions as were in effect during the initial term or the immediately preceding extension term.

3. **Terms and Conditions.** This Agreement shall conform in all material respects to the Rutgers University Procurement Terms and Conditions set forth at https://procurementservices.rutgers.edu/, and incorporated herein by this reference (the "Terms & Conditions"). Unless otherwise defined, all capitalized terms shall have the meaning ascribed thereto in the Terms & Conditions.

4. **Purchase Order.** Supplier acknowledges and agrees that absent a properly issued Rutgers Purchase Order, this Agreement does not in and of itself represent an authorization to commence work, nor is it a commitment by Rutgers to pay Supplier any fee.

This Service Agreement, including all attachments and exhibits hereto, constitutes the entire understanding between the Parties. This Agreement shall not be binding unless executed in writing below by the Parties. Any variance from or addition to the Statement of Work, Fees and Expenses, or Terms and Conditions of this Agreement in any present or future invoice, or other document delivered by Supplier will be void and of no effect unless agreed to in writing by Rutgers.

IN WITNESS WHEREOF, each Party has executed this Agreement by their duly authorized representatives on the date set forth below:

SUPPLIER	**RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY**
By:_____	By:_____
Name (print):	Name (print):
Title:	Title:
Date:	Date:

STATEMENT OF WORK

THIS COMPLETED FORM SHOULD BE SUBMITTED WITH AN RU MARKETPLACE SERVICE REQUEST FORM AS AN EXTERNAL ATTACHMENT

Provide the details regarding the proposed Statement of Work (SOW). If all or part of the details are provided on Supplier's letterhead, indicate "see attached" in each appropriate section below, and attach the documentation hereto, which shall be incorporated herein.

Name(s) and contact information for the Rutgers' personnel responsible for accepting the deliverables: **RUTGERS BUSINESS UNIT:** **CONTACT NAME:** **PHONE:** **EMAIL:**	**Name(s) and contact information for the Supplier's personnel responsible for performing the services:** **SUPPLIER NAME:** **CONTACT NAME:** **PHONE:** **EMAIL:**
Start Date of Engagement:	**End Date of Engagement:**

Detailed description of the services to be performed, including location (attach additional sheets, if necessary)**:**

Detailed list of deliverables (e.g., report, presentation, data analysis, drawings, etc.), including any milestones:

FEES & EXPENSES

Rutgers agrees to pay Supplier a fee, detailed below, the total amount due upon completion of all Services and acceptance of all deliverables, unless the Parties agree to a payment schedule detailed *below*. If all or part of the details are provided on Supplier's letterhead, indicate "see attached" in each appropriate section below, and attach the documentation hereto, which shall be incorporated herein.

TOTAL FEE TO BE PAID:	**$**

Payment Schedule (if applicable)		
Payment 1	Due Date:	$
Payment 2	Due Date:	$
Payment 3	Due Date:	$

☐ Rutgers DOES NOT AGREE to separately reimburse Supplier for any expenses.

OR

☐ Rutgers agrees to reimburse Supplier for the reasonable expenses. If Rutgers agrees to pay for reasonable expenses, Supplier shall provide Rutgers with the expense detail, including original receipts for reimbursement of actual expenses incurred, in accordance with applicable Rutgers travel and business expense policies. Detail expense type(s) (e.g., transportation, hotel, meals, etc.) and estimated amount(s) *below*:

EXHIBIT D

Independent Contractor or Employee Determination Form

NOTICE. This questionnaire is intended to help determine whether a proposed Supplier is an Independent Contractor or Rutgers Employee. The following questions are designed to assist Rutgers in determining whether a sufficient level of control is present to establish an employee/employer relationship. These questions have been derived from specific control factors defined by the Internal Revenue Service. As per University policy, this form must be completed and evaluated prior to the engagement of professional service providers or guest lecturers. Any questions about the completion of this questionnaire should be directed to University Tax Department. Final determination of Independent Contractor or Employee classification is made by the University Tax Director.

If a proposed supplier is a **NON-RESIDENT ALIEN** performing service in the U.S., the unit **MUST** contact University Tax Department with supplier contact information (Anelia Dolan – andolan@finance.rutgers.edu) before supplier set-up.

The completed, fully-executed form and accompanying attachments (if applicable below) must be attached to a requisition in RU Marketplace.

TO BE COMPLETED BY PROPOSED SUPPLIER

Name of Individual/Business	Explain in detail the nature of the services to be provided:
Street Address	
City, State and Zip Code (Foreign entities complete Foreign Visitor Info Sheet)	
Email Address	
Website	
	Will the services be performed in the U.S.? ☐ Yes ☐ No
Number of Full-Time Employees: - *If Supplier has 5 or more FTE, no additional information is required, Supplier proceeds to certification below.*	

1	Are you a current employee or have you been a Rutgers employee during the past twelve (12) months**?**	YES ☐ NO ☐
2	Does Rutgers provide direction or have the right to control how the work is performed?	YES ☐ NO ☐
3	Is Rutgers requiring you to attend any training or employee orientation?	YES ☐ NO ☐
4	Does Rutgers hire, supervise and pay assistants to help you with the services provided?	YES ☐ NO ☐
5	Does Rutgers set your work schedule, i.e. the number of hours to be worked and when?	YES ☐ NO ☐
6	Does Rutgers provide you with office space, tools, materials and supplies necessary to complete the work?	YES ☐ NO ☐
7	Will the contract payment be based on an hourly, weekly, or monthly rate? If yes, how: _____	YES ☐ NO ☐
8	Will you receive pension, healthcare, tuition, or other benefits from the State Health Benefits Program and/or Rutgers? If yes, what:	YES ☐ NO ☐
9	Do you perform similar services for Rutgers on a continuous basis? If yes, indicate length of service: _____	YES ☐ NO ☐
10	Do you market your services to the general public?	YES ☐ NO ☐
11	Are you free to provide services for entities other than Rutgers concurrently with this assignment?	YES ☐ NO ☐
12	Can Rutgers discharge you for reasons other than non-performance of the contract?	YES ☐ NO ☐
13	Do you bear all the expenses of the service engagement (i.e. travel and business expenses, etc.)	YES ☐ NO ☐
14	Are you a current or former federal, state, and/or local elected or appointed government official? Former public officials are defined as those who have held office or other public positions within three years of their Rutgers employment or engagement.	YES ☐ NO ☐
15	Will you be instructing a Non-Credit class?	YES ☐ NO ☐
16	Did you develop the course syllabus and materials?	YES ☐ NO ☐
17	Will the course be held on Rutgers' campus?	YES ☐ NO ☐

REQUIRED ATTACHMENTS. If proposed Supplier is an entity (not an individual) and has fewer than five (5) FTE, attach: (a) the organization documents of the business (e.g., Articles of Incorporation); (b) an explanation of whether the business entity is taxed as a corporation, partnership or disregarded entity for income tax purposes, if the business entity is a LLC; (c) the names of all owners, members or shareholders of the business entity; and (d) the names and contact information of proposed Supplier's clients other than Rutgers.

SUPPLIER CERTIFICATION. By submitting this registration form, Supplier certifies that all information provided is accurate and reliable; that Supplier is not suspended or debarred by the Federal Government, or the State of New Jersey, from participating in Federal or State funded projects; that Supplier has not been sanctioned by or excluded from participation in any Federal or State health care program, including Medicare and Medicaid; and that no conflict of interest exists or will exist as a result of Supplier's engagement with Rutgers.

BY:

NAME (print): **DATE**

TITLE:

PLEASE BE ADVISED, if it is determined that the proposed Supplier should be designated as an employee, the proposed engagement shall not proceed, and units must reach out to University Human Resources for further guidance.