

## REQUEST FOR PROPOSALS

### Contents

<b>PURPOSE OF RFP:</b> .....	<b>2</b>
<b>BUDGET:</b> .....	<b>2</b>
<b>SCOPE OF WORK:</b> .....	<b>2</b>
<b>MINIMUM COURSE CURRICULUM</b> .....	<b>3</b>
<b>PROPOSAL SECTIONS:</b> .....	<b>3</b>
<b>AWARD CRITERIA:</b> .....	<b>4</b>
<b>PROPOSAL SUBMISSION REQUIREMENTS:</b> .....	<b>4</b>
<b>PROPOSAL SUBMISSION DEADLINE:</b> .....	<b>4</b>
<b>GENERAL INFORMATION AND REQUIREMENTS:</b> .....	<b>4</b>
<b>RFP TIMELINE:</b> .....	<b>4</b>

**PURPOSE OF RFP:**

The NJ Department of Community Affairs (DCA) seeks a qualified professional consultant to plan, develop and implement a lead-based paint hazard reduction training institute for organizations servicing New Jersey. The State of New Jersey received \$180 million in ARP funds to provide lead remediation and abatement services to address lead-based paint hazards in housing units. Of the \$180 million, \$7.5 million has been allocated for this purpose.

DCA will allocate seed funding to 10 to 15 community-based organizations and housing services providers to enter the lead hazard remediation field, at a one-time cost of \$3.5 million (\$233,000 to \$350,000 per agency). These funds will provide new agencies who work in the most impacted neighborhoods and are seeking the opportunity to build expertise in lead hazard remediation with start-up capital, technical assistance, and capacity-building support.

New Jersey's Lead Programs include:

- Lead-Safe Home Remediation Grant Program
  - \$5 million in program funds to provide lead remediation and abatement services Statewide except in those municipalities covered by the Single-Family Home Remediation Grant Program.
- Single-Family Home Remediation Grant Program
  - \$5 million in program funds to provide lead remediation and abatement services in the Camden, Newark, Passaic, Paterson and Trenton.
- NEW Lead Remediation and Abatement Program (LRAP)
  - A minimum of \$70 million in Tranche 1 in program funds to provide lead remediation and abatement services Statewide.

The consultants must follow the below requirements when developing the training curriculum:

- NJ Lead-Based Paint Inspection Law
- NJAC 5:17
- NJAC 8:15
- EPA Renovation, Repair and Paint Rule (EPA RRP)
- New Jersey's State Procurement Laws

**BUDGET:**

DCA estimates a budget of \$150,000 for the completion of this work. Proposed budgets must include expected itemized costs for each scope of work as described below.

**SCOPE OF WORK:**

1. Coordination with DCA on a consistent basis to ensure project timelines and objectives are being met.
2. Identify the current training needs in New Jersey including the impact of the new Lead Unit Inspection Law.
3. Develop and implement relevant courses for the below lead positions to ensure that

- participants will obtain the training needed to obtain their certifications.
4. Market the programs to community-based agencies that are servicing the most impacted neighborhoods but do not have experience implementing lead-based paint assistance programs through the development and implementation of a marketing plan.
  5. Assist in building the capacity of new nonprofit organizations by providing web-based classes for the board and staff to strengthen their organization's ability to do more such as lead-based paint abatement and remediation and increase their impact in the community. The topics for training such include budgeting, grant writing, grant management and technology.
  6. If trainings need to be provided by certified training providers beyond the capacity and qualifications of the Awardee, then the Awardee must coordinate with qualified training providers as needed for those trainings. Any costs associated with required outside trainings, certifications and/or examinations, must be budgeted and paid by the Awardee.
  7. Submitting monthly reports of training sessions and names of participants

**Applicants may choose to apply for some or all of the Proposed Scope of Work.**

**MINIMUM COURSE CURRICULUM**

- US EPA Renovate, Repair and Painting Course
- NJ DOH Lead Inspector Risk Assessor Course (which also includes template for lead evaluation)
- NJ DOH Lead Abatement Worker Course
- NJDOH Lead Supervisor Course
- NJDOH Healthy Homes Course
- State Grant Funds Management Course for the implementation and management of awarded funds as a NJDCA grant recipient

**PROPOSAL SECTIONS:**

The proposal shall include, at a minimum, the following mandatory sections:

- Cover Letter
- Qualifications: Provide the name, address, telephone number and email address of the primary contact person. Identify all individuals anticipated to be involved in this project and the role each is expected to fill. Provide resumes for everyone identified
- Experience: Describe successful projects of similar size and scope; working knowledge of the State's Lead Trainings and State's Lead Assistance Programs including the regulations and requirements.
- Proposed plan for developing, planning and executing the Lead Training Institute
- Schedule of proposed activities with timeline and proposed completion date(s).
- Price proposal and estimated time to complete project
- Identification of a suitable training site/facility for any required in-person trainings/certifications.
- References

**AWARD CRITERIA:**

- Understanding of work to be performed
- Professional expertise of team
- Prior experience relative to project
- Quality of scope of services and project schedule
- Fee schedule and cost

**PROPOSAL SUBMISSION REQUIREMENTS:**

Email one complete scanned version to Angie Armand at [angie.armand@dca.nj.gov](mailto:angie.armand@dca.nj.gov).

**PROPOSAL SUBMISSION DEADLINE:**

- 4 PM on **March 23, 2023**
- Late or incomplete submittals will not be considered

**GENERAL INFORMATION AND REQUIREMENTS:**

- All work will be performed on a fixed-rate, cost-incurred basis. Final payment is subject to a satisfactory final product, as determined by DCA.
- All deliverables must be submitted in draft form and will not be considered as final until accepted by DCA. Vendor shall be provided with an opportunity to remedy deficiencies, if necessary, for DCA approval but work must be completed within initial budget.
- If DCA determines progress, as measured by the agreed upon timeline and activity description, is inadequate, it reserves the right to terminate the contract with a 30-day written notice.
- Although cost is a factor, DCA reserves the right to select the consultant that best suits its needs.
- Any changes in project cost, timeline, or scope during the contract must be pre-approved in writing by both the parties.
- Any and all materials and trainings produced as a result of this opportunity shall be the property of the NJ Department of Community Affairs.
- Identification of a suitable training site/facility for any required in-person trainings/certifications.

**RFP TIMELINE:**

RFP Released: February 23, 2023

RFP Deadline for Submission: **March 23, 2023**