



State of New Jersey
DEPARTMENT OF HEALTH
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Commissioner

REQUEST FOR QUOTE

Biomedical Consultant

Event	Date	Time
Quote Submission Date Refer to RFQ Section 1.2 for additional information	August 2, 2018	2:00 PM (EST)

Date: June 6, 2018

1.1 PURPOSE AND INTENT

This Request for Quote (RFQ) is issued by the Division of Management and Administration (Division), Department of Health (Department), on behalf of the Governor's Council for Medical Research and Treatment of Autism. The purpose of this RFQ is to solicit quotes (all-inclusive hourly rates) from qualified Biomedical Consultants.

The intent of this RFQ is to award one (1) Purchase Order to that responsible Bidder whose quote is most advantageous to the State, price and other factors considered.

Note: All businesses must have a valid Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue and Enterprise Services, prior to conducting business with the State of New Jersey.

Bidders are advised to visit the Division of Purchase and Property (DPP) website located at the link noted below for additional information on Doing Business with the Division and registering with the Division's new eProcurement system NJSTART.

1.2 SUBMISSION OF QUOTES

The Quote must be received by the Division at the appropriate location no later than the Quote submission date indicated on the RFQ cover sheet.

Hard copy quote must be submitted to the following address:

**State of New Jersey Department of Health
Attention: Nicole Boyce
Division of Management and Administration
369 S. Warren Street, 7th Floor
Trenton, NJ 08625-0360**

Electronic quotes must be submitted via email to:

centralprocurement@doh.nj.gov

Cc: nicole.boyce@doh.nj.gov

2.0 DEFINITIONS

All-Inclusive Hourly Rate – An hourly rate comprised of all direct and indirect costs including, but not limited to: labor costs, overhead, fee or profit, clerical support, travel expenses, per diem, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. This rate also includes portal-to-portal expenses as well as per diem expenses such as food.

Bidder – An individual or business entity submitting a quote in response to this RFQ.

Contractor – The Bidder awarded a Purchase Order resulting from this RFQ.

Division – The Division of Management and Administration.

DOH – The State of New Jersey Department of Health.

Firm Fixed Price – A price that is all-inclusive of direct cost and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction and any other costs.

May – Denotes that which is permissible, not mandatory.

Purchase Order – The legally binding document generated by the Division, as a result of this RFQ.

RFQ – This document which establishes the bidding and purchase order requirements and solicits quotes to meet the needs of the using agency as identified herein.

Shall or Must – Denotes that which is a mandatory requirement. Failure to meet a mandatory material requirement will result in the rejection of a quote as non-responsive.

State – State of New Jersey.

3.0 SCOPE OF WORK

3.1 GENERAL INFORMATION

The contractor shall provide consultation services to the Executive Director of the Governor's Council for Medical Research and Treatment of Autism for all grant related activities, in addition to enlisting input from recognized national leaders in the field of autism research to optimize development of the New Jersey Autism Center of Excellence (NJACE) model.

3.2 CONTRACTOR DELIVERABLES

The consultant (1) provides consultation for Autism Spectrum Disorder (ASD) grant activities including but not limited to: Request for Applications (RFA) development and selection of qualified reviewers for the Scientific Merit Review Panels; (2) assists the Executive Director in deriving criteria scores for the evaluation of grant applications; (3) documents the discussions of grant applications by the Scientific Merit Review Panels; (4) assists the Executive Director in addressing the Council's questions during the review and selection of grant applications for funding; (5) plays a consultative role to support the Council's Strategic Plan including but not limited to the development and implementation of new initiatives; (6) assists the Executive Director in addressing grantee related issues referred to the NJ Department of Health (NJDOH) for resolution by the NJ Autism Center of Excellence (NJACE) at Rutgers University; (7) enlists input from recognized national leaders in the field of autism research to optimize development of NJACE's model; (8) participates, as requested by the Executive Director, at various statewide venues including but not limited to quarterly Council meetings (full Council) as well as sub-committees held by teleconference and Council funded conferences and (9) writes reports with recommendations stemming from technical and professional meetings.

3.3 EXPERIENCE

The consultant must possess (1) an active NJ (or other state) license as a Physician or be an accomplished Ph.D. level researcher (in a Basic or Clinical Science as documented in the CV/resume); (2) extensive knowledge of biomedical research in the study of the prevention, identification and treatment of ASD; (3) experience with broad based knowledge of models of best practices to greatly improve the delivery of ASD services, including familiarity with existing National Institutes of Health (NIH) funded projects as well the content of the Interagency Autism Coordinating Committee (IACC) strategic plan; (4) familiarity with state and national practices and standards in ASD and (5) the ability to work cooperatively with Council staff and NJ Department of Health (NJDOH) Senior Staff.

4.0 QUOTE PREPARATION AND SUBMISSION

4.1 GENERAL

The Bidder is advised to thoroughly read and follow all instructions contained in this RFQ, including the instructions contained on the Information Sheet and Certification for Delegated Purchasing Authority Transactions.

4.2 QUOTE SUBMISSION

A quote must arrive at the Division in accordance with this RFQ, within the time frame indicated on the RFQ cover sheet. Bidders submitting hard copy Quotes are cautioned to allow adequate delivery time to ensure timely delivery of Quotes.

4.3 QUOTE CONTENT

4.3.1 FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED WITH QUOTE

All vendors must register on www.njstart.gov

The Bidder shall complete, including signature of an authorized representative of the Bidder, and submit the Information Sheet and Certification for Delegated Purchasing Authority Transactions. Please Note: all forms are available on the Division of Purchase and Property website at the following link: http://www.nj.gov/treasury/purchase/forms/DPA_Packet.pdf

In addition to the Information Sheet and Certification for Delegated Purchasing Authority Transactions, the Bidder must also submit the following forms and certifications with its quote:

1. **Business Registration Certificate** – For businesses not registered with the State of New Jersey, Division of Revenue and Enterprise Services, you **MUST** complete a Business Registration Certificate Application which is located at <http://www.nj.gov/njbusiness/starting/>. You must have a valid Business Registration to be eligible to do business with the State of New Jersey; You must register as a vendor with the state of NJ. Go to www.njstart.gov for more information.
2. **Ownership Disclosure Form** – Pursuant to N.J.S.A. 52:25-24.2, in the event the Bidder is a corporation, partnership or sole proprietorship, the Bidder must complete and sign the attached Ownership Disclosure Form. A current completed Ownership Disclosure Form must be received prior to or accompany the submitted quote. A Bidder's failure to submit the completed and signed form with its quote will result in the rejection of the proposal as non-responsive and preclude the award of a Purchase Order unless the Division has on file a signed and accurate Ownership Disclosure Form dated and received no more than six months prior to the quote submission deadline for this quote;
3. **Disclosure of Investment Activities in Iran Form** – Pursuant to N.J.S.A. 52:25-24.2, the Bidder must utilize this Disclosure of investment Activities in Iran form to certify that neither the Bidder, nor one of its parents, subsidiaries, and/or affiliates as defined in N.J.S.A. 52:32-56 (e) (3), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither the Bidder, nor one of its parents, subsidiaries, and/or affiliates is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the Bidder is unable to so certify, the Bidder shall provide a detailed and precise description of such activities as directed on the form. A Bidder's failure to submit the completed and signed form with its quote

will result in the rejection of the quote as non-responsive and preclude the award of a Purchase Order to said Bidder;

4. **MacBride Principles Certification** – The Bidder must certify pursuant to N.J.S.A. 52:34-12.2 that it is in compliance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A 52:18A-89.5 and in conformance with the United Kingdom’s Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance; and
5. **Disclosure of Investigations and Actions Involving Bidder Form** – The Bidder should submit the Disclosure of Investigations and Actions Involving Bidder Form attached to this quote, with its quote submission. If a Bidder does not submit the form with the quote, the Bidder must comply within seven (7) business days of the Division’s request or the Division may deem the quote non-responsive;
6. **Source Disclosure Certification Form** – Pursuant to N.J.S.A. 52:34-13.2, prior to an award of Purchase Order, the Bidder is required to submit a completed Source Disclosure Form. The Bidder’s inclusion of the completed Services Source Disclosure Form with the proposal is requested and advised. If a Bidder does not submit the form with the quote, the Bidder must comply within seven (7) business days of the Division’s request or the Division may deem the quote non-responsive;
7. **Affirmative Action Supplement Form** – The intended awardee must submit a copy of a New Jersey Certificate of Employee Information Report, or a copy of Federal Letter of Approval verifying it is operation under a federally approved or sanctioned Affirmative Action Program. Intended awardee(s) not in possession of either a New Jersey Certificate of Employee Information Report or a Federal Letter of Approval must complete the Affirmative Action Employee Information Report (AA-302);
8. **Notice to All Bidders – Set-Off for State Tax;**
9. **Vendor Certification and Political Contribution Disclosure Form;**
10. **Two Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions Form;** and
11. **Insurance Certificates** – The Contractor shall provide the State with current Certificates of Insurance for all coverages required by the terms of this Purchase Order. Refer to Section 2.3 of the Delegated Purchasing Authority Terms and Conditions attached to this RFQ.
12. **Delegated Purchasing Authority Terms and Conditions** – signed and dated.

4.3.3 TECHNICAL QUOTE

The Bidder shall describe its approach and plans for accomplishing the work outlined in the Scope of Work Section 3.0. The Bidder must set forth its understanding of the requirements of this RFQ and its ability to successfully complete the requirements set forth in Section 3.0.

4.3.3.4 RESUMES

Detailed resumes must be submitted for all key personnel assigned to this project. Resumes should emphasize relevant qualifications and experience of these individuals in successfully completing a project of similar size and scope to those required within this RFQ. Resumes should include the following:

- a. The individual's previous experience in completing similar projects;
- b. Beginning and ending dates for each similar project;
- c. A description of the project demonstrating how the individual's work on the project relates to the individual's ability to contribute to successfully providing the services required by this RFQ; and
- d. With respect to each similar project, the name and address of each reference together with a person to contact for a reference check and a telephone number.

The Bidder should provide detailed resumes for any additional key personnel anticipated to be assigned to this project.

4.3.3.5 EXPERIENCE

The Bidder should provide an ample listing of all similar size and scope projects it has successfully completed, as evidence of the Bidder's ability to successfully complete services similar to those required by this RFQ.

4.4 PRICE SCHEDULE

The Bidder shall submit an all-inclusive hourly rate (please refer to Section 2.0 for the definition of all-inclusive hourly rate) for each key staff member assigned to this project to provide additional work, when deemed necessary.

Note: Each bidder is required to hold its prices firm for a period of ninety (90) days. Every effort will be made to award prior to the time period set forth above. However, upon request and by mutual consent, the State and lowest first responsible Bidder and/or second lowest cost responsible Bidder and/or third lowest responsible Bidder may agree to extend the time the State may make an award.

5.0 SPECIAL TERMS AND CONDITIONS

The Purchase Order awarded as a result of this RFQ shall consist of this RFQ, addenda to this RFQ, the Contractor's Quote, any best and final offer and the Division's Notice of Award.

5.1 PURCHASE ORDER TERM

The purchase order shall be for a period of up to one (1) year. If delays in the procurement process result in a change of the anticipated Purchase Order Effective Date, the Bidder agrees to accept the Purchase Order for the full term.

5.2 CONTRACTOR RESPONSIBILITIES

The Contractor shall have sole responsibility for the complete effort specified in the contract. Payment will be made only to the Contractor.

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

5.3 COMPLIANCE

In the event the Vendor fails to comply with the Purchase Order requirements and fails to rectify the situation after it has been made aware of the problem, the Using Agency may file a formal complaint with the Division of Purchase and Property, Contract Compliance and Audit Unit. Formal Complaints are governed by N.J.A.C. 17:12.1 et. Seq.

A Contractor with a history of formal complaints for failure to comply with contract requirements may be bypassed for future awards.

6.0 EVALUATION

6.1 EVALUATION CRITERIA

The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate quotes received in response to this RFQ:

6.1.1 TECHNICAL EVALUATION CRITERIA

- a. Personnel: The qualifications and experience of the Bidder's management, supervisory and key personnel assigned to the Project.
- b. Experience: The Bidder's documented experience in successfully completing projects of similar size and scope in relation to the work required by this RFQ.
- c. Ability to complete the Scope of Work based on its Technical Quote: The Bidder's demonstration in the Quote that the Vendor understands the requirements of the Scope of Work and presents an approach that would permit successful performance of the technical requirements of the project.

6.1.2 BIDDER'S PRICE SCHEDULE

For evaluation purposes, Bidder's will be ranked from lowest to highest according to the total Quote price located on the Price Sheet/Schedule.

6.2 NEGOTIATION AND BEST AND FINAL OFFER (BAFO)

After evaluating the Quotes, the Division may establish a competitive range and enter into negotiations with one (1) Bidder or multiple Bidders within this competitive range. The primary purpose of negotiations is to maximize the State's ability to obtain the best value based on the mandatory requirements, evaluation criteria, and cost. Multiple rounds of negotiations may be conducted with one (1) Bidder or multiple Bidders. Negotiations will be structured by the Division to safeguard information and ensure that all Bidders are treated fairly.

Negotiations will be conducted only in those circumstances where they are deemed by the Division to be in the State's best interests and to maximize the State's ability to get the best value. Therefore, the Bidder is advised to submit its best technical and price Quote in response to this RFQ since the Division may, after evaluation, make an award based on the content of the initial submission, without further negotiation and/or Best and Final Offer (BAFO), with any Bidder.

6.3 COMPLAINTS

A Bidder with a history of performance problems as demonstrated by formal complaints may be bypassed for an award issued as a result of this RFQ.