



Request for Quotes

Workforce Support Intermediary

	Date	Time
Due Date for Questions	September 15, 2026	2:00 PM
Submission Due Date	October 13, 2026	2:00 PM

Dates are subject to change. All times contained in the RFQ refer to Eastern Time.
All changes will be reflected in Bid Amendments to the Request for Quotes posted on Using Agency website.

RFQ Issued By:

Department of Labor and Workforce Development
Office of Procurement

Date: September 2, 2026

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1 INTRODUCTION AND SUMMARY OF THE REQUEST FOR QUOTES

This Request for Quotes (RFQ) is issued by Using Agency (Using Agency).

1.1 PURPOSE, INTENT AND BACKGROUND

The purpose of this RFQ is to solicit Quotes for a Consultant to serve an intermediary partner in supporting the design, development, and implementation of workforce programs and services in New Jersey. The Consultant will work directly with NJDOL's WIOA Program Oversight and Development (WIOAPOD) team, as well as New Jersey's 17 Local Workforce Development Boards (LWDBs) to support the implementation of high-quality programming and services in New Jersey's network of 23 One Stop Career Centers. This consultant will work with and support WIOAPOD to develop and implement strategies and tools related to (1) monitoring, (2) technical assistance, (3) policy and guidance, and (4) training.

The focus of this project and the Consultant will be to work with NJDOL and LWDBs to identify capacity needs and areas of growth related to the governance and delivery of service in New Jersey's 17 Local Workforce Development Areas (LWDAs), specifically as it relates to implementation of WIOA, as well as other federal and state workforce investments, including New Jersey's Workforce Development Program Fund (WDPF) and Work First New Jersey (WFNJ). New Jersey's 2024-27 WIOA State Plan provides an overview of the current priorities and strategies guiding workforce activities across the State of New Jersey. The Consultant will help identify and implement activities that support oversight and development of these priorities and strategies.

The Consultant will work in collaboration with the NJDOL and the State Employment and Training Commission (SETC) to identify and develop specific areas of support that will help to build and strengthen workforce systems and services in New Jersey. These activities will include the following:

Training: The development of a common training agenda and plan that supports both state- and local-level staff, including frontline staff working in NJ's 23 One Stop Career Centers. This includes planning and facilitating workshops with key stakeholders, developing a coordinated training workplan, developing training resources and materials, and selecting third-party training providers to deliver professional development opportunities as needed, as well as evaluating the provision of training.

Monitoring: The development and refinement of monitoring tools and processes that support continuous improvement of local governance and service delivery across NJ's 17 LWDBs. This includes conducting reviews of and identifying best practices and tools from across NJ and other states, supporting the development of monitoring tools and processes for NJDOL staff, helping to create resources for LWDB self-assessment, and working with LWDBs to develop stronger monitoring strategies at the local level.

Policy: The development and dissemination of workforce policy and guidance that supports consistent implementation of high-quality practices. This includes researching policy and guidance from other states, soliciting feedback from LWDBs regarding high priority guidance needs, drafting policy and guidance documents in collaboration with WIOAPOD, the SETC and LWDBs, as well as supporting the dissemination and access of state and local area staff to state guidance resources, including through training.

Technical Assistance: The development of technical assistance resources and activities that support the adoption and implementation of training, policy, and monitoring activities. This includes developing actionable tools and templates (action plans, strategic plans, budget templates), reviewing content delivered through tools to support feedback and use of tools, and working directly with NJDOL and LWDB staff to support direct assistance activities.

Eligible Training Provider List (ETPL) Compliance: The Consultant will also work in collaboration with NJDOL's Center for Occupational Employment Information (COEI), which maintains and governs the State's Eligible Training Provider List (ETPL), to design a comprehensive compliance framework and implementation plan for private career schools and other providers on the ETPL. Private career school are subject to statutory and regulatory requirements governing approval, licensure, and continued eligibility including intensive facilities and curriculum review, financial soundness, student-level reporting, and institutional closure procedures and when in compliance with their licensing requirements are admitted to the ETPL. Other providers on the ETPL are governed by other state or federal agencies but are subject to WIOA laws and regulations and State ETPL law. Project tasks are detailed in Section 4.1.

It is the intent of the State to award (a) Contract(s) to (that/those) responsible Bidder(s) whose Quote(s), conforming to this RFQ (is/are) most advantageous to the State of New Jersey (State). Price will be considered, as well as the robustness of services detailed, and the expertise and experience of the team proposed to support this work. The State may award any or all price lines. The State, however, reserves the right to separately procure individual requirements that are the subject of the Contract during the Contract term, when deemed to be in the State's best interest.

Fiscal Governance and Internal Controls -In addition to programmatic oversight, the Consultant shall support NJDOL and LWDBs in strengthening fiscal governance and internal control systems required under federal and state workforce funding. This includes assisting LWDBs with grant accounting, Uniform Guidance fiscal requirements, allowable cost determinations, cost allocation plans, cash management, internal control assessments (including COSO-aligned frameworks), procurement compliance, equipment management, financial reporting, subrecipient monitoring, fiscal risk assessments, and corrective action plan development.

1.2 ORDER OF PRECEDENCE OF CONTRACTUAL TERMS

The Contract awarded, and the entire agreement between the parties, as a result of this RFQ shall consist of: (1) the final RFQ, (2) Waiver Supplement to the Standard Terms and Conditions (3) State of New Jersey Standard Terms and Conditions, and (4) the Quote. In the event of a conflict in the terms and conditions among the documents comprising this Contract, the order of precedence, for purposes of interpretation thereof, listed from highest ranking to lowest ranking as noted above.

Any other terms or conditions, not included with the Bidder's Quote and accepted by the State, shall not be incorporated into the Contract awarded. Any references to external documentation, included those documents referenced by a URL, including without limitation, technical reference manuals, technical support policies, copyright notices, additional license terms, etc., are subject to the terms and conditions of the RFQ and the State of New Jersey Standard Terms and Condition. In the event of any conflict between the terms of a document incorporated by reference the terms and conditions of the RFQ and the State of New Jersey Standard Terms and Condition shall prevail.

2 PRE-QUOTE SUBMISSION INFORMATION

The Bidder assumes sole responsibility for the complete effort required in submitting a Quote and for reviewing the Quote submission requirements and the Scope of Work requirements.

2.1 QUESTION AND ANSWER PERIOD

The Using Agency will electronically accept questions and inquiries from all potential Bidders.

- A. Questions should be directly tied to the RFQ and asked in consecutive order, from beginning to end, following the organization of the RFQ; and

A Bidder shall submit questions only to the Using Agency designee by email to the following email address competitivebids@dol.nj.gov.

The Using Agency will not accept any question in person, by telephone or any other email except indicated above, concerning this RFQ. The cut-off date for electronic questions and inquiries relating to this RFQ is indicated on the RFQ cover sheet. In the event that questions are posed by Bidders, answers to such questions will be issued by Addendum. Any Addendum to this RFQ will become part of this RFQ and part of any Contract awarded as a result of this RFQ. Addenda to this RFQ, if any, will be posted to the Using Agency's website.

2.2 BID AMENDMENTS

In the event that it becomes necessary to clarify or revise this RFQ, such clarification or revision will be by Bid Amendment. Any Bid Amendment will become part of this RFQ and part of any Contract awarded. Bid Amendments will be posted with RFQ posted on Using Agency website. There are no designated dates for release of Bid Amendments. It is the sole responsibility of the Bidder to be knowledgeable of all Bid Amendments related to this RFQ.

3 QUOTE SUBMISSION REQUIREMENTS

3.1 QUOTE SUBMISSION

In order to be considered for award, the Quote must be received by the Using Agency, by the required date and time indicated on the RFQ cover sheet. If the Quote opening deadline has been revised, the new Quote opening deadline shall be shown on the posted Bid Amendment. Quotes not received prior to the Quote opening deadline shall be rejected.

3.2 BIDDER RESPONSIBILITY

The Bidder assumes sole responsibility for the complete effort required in submitting a Quote in response to this RFQ. No special consideration will be given after Quotes are opened because of a Bidder's failure to be knowledgeable as to all of the requirements of this RFQ. The State assumes no responsibility and bears no liability for costs incurred by a Bidder in the preparation and submittal of a Quote in response to this RFQ or any pre-contract award costs incurred.

3.3 QUOTE CONTENT

The Quote should be submitted with the attachments organized in following manner:

- Forms
- Technical Quote
- State Price Sheet

A Bidder should not password protect any submitted documents. Use of URLs in a Quote should be kept to a minimum and shall not be used to satisfy any material term of an RFQ. If a preprinted or other document included as part of the Quote contains a URL, a printed copy of the information should be provided and will be considered as part of the Quote.

3.4 FORMS, REGISTRATIONS AND CERTIFICATIONS TO BE SUBMITTED WITH QUOTE

A Bidder is required to complete and submit the following forms.

3.4.1 OWNERSHIP DISCLOSURE FORM

Pursuant to N.J.S.A. 52:25-24.2, in the event the Bidder is a corporation, partnership or limited liability company, the Bidder must disclose all 10% or greater owners by (a) completing and submitting the Ownership Disclosure Form with the Quote; (b) if the Bidder has submitted a signed and accurate Ownership Disclosure Form dated and received no more than six (6) months prior to the Quote submission deadline for this procurement, the Using Agency may rely upon that form; however, if there has been a change in ownership within the last six (6) months, a new Ownership Disclosure Form must be completed, signed and submitted with the Quote; or, (c) a Bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest. N.J.S.A. 52:25-24.2.

A Bidder's failure to submit the information required by N.J.S.A. 52:25-24.2 will result in the rejection of the Quote as non-responsive and preclude the award of a Contract to said Bidder.

3.4.2 DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

The Bidder should submit Disclosure of Investment Activities in Iran form to certify that, pursuant to N.J.S.A. 52:32-58, neither the Bidder, nor one (1) 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 (1) 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. If a Bidder does not submit the form with the Quote, the Bidder must comply within seven (7) business days of the State's request or the State may deem the Quote non-responsive.

3.4.3 DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING BIDDER FORM

The Bidder should submit the Disclosure of Investigations and Other Actions Involving Bidder Form, with its Quote, to provide a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five (5) years, including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition. If a Bidder does not submit the form with the Quote, the Bidder must comply within seven (7) business days of the State's request or the State may deem the Quote non-responsive.

3.4.4 MACBRIDE PRINCIPLES FORM

The Bidder should submit the MacBride Principles Form. Pursuant to N.J.S.A. 52:34-12.2, a Bidder is required to certify that it either has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein or that it will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance 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 with those principles. If a Bidder does not submit the form with the Quote, the Bidder must comply within seven (7) business days of the State's request or the State may deem the Quote non-responsive.

3.4.5 SERVICE PERFORMANCE WITHIN THE UNITED STATES

The Bidder should submit a completed Source Disclosure Form. Pursuant to N.J.S.A. 52:34-13.2, all Contracts primarily for services shall be performed within the United States. If a Bidder does not submit the form with the Quote, the Bidder must comply within seven (7) business days of the State's request or the State may deem the Quote non-responsive.

3.4.6 SUBCONTRACTOR UTILIZATION PLAN

Bidders intending to use Subcontractor(s) shall list all subcontractors on the Subcontractor Utilization Plan form.

For a Quote that does NOT include the use of any Subcontractors, the Bidder is automatically certifying that, if selected for an award, the Bidder will be performing all work required by the Contract.

If it becomes necessary for the Contractor to substitute a Subcontractor, add a Subcontractor, or substitute its own staff for a Subcontractor, the Contractor will identify the proposed new Subcontractor or staff member(s) and the work to be performed. The Contractor shall forward a written request to substitute or add a Subcontractor or to substitute its own staff for a Subcontractor to the State Contract Manager for consideration. The Contractor must provide a completed Subcontractor Utilization Plan, a detailed justification documenting the necessity for the substitution or addition, and resumes of its proposed replacement staff or of the proposed Subcontractor's management, supervisory, and other key personnel that demonstrate knowledge, ability and experience relevant to that part of the work which the Subcontractor is to undertake. The qualifications and experience of the replacement(s) must equal or exceed those of similar personnel proposed by the Contractor in its Quote. The State Contract Manager will forward the request to the Director for approval.

NOTE: No substituted or additional Subcontractors are authorized to begin work until the Contractor has received written approval from the State.

3.4.6.1 SMALL BUSINESS AND/OR DISABLED VETERANS' BUSINESS SUBCONTRACTING SET-ASIDE CONTRACT

This is not applicable to this procurement.

3.4.7 PAY TO PLAY PROHIBITIONS

Pursuant to N.J.S.A. 19:44A-20.13 et seq. (P.L. 2005, c. 51), the State shall not enter into a Contract to procure services or any material, supplies or equipment, or to acquire, sell, or lease any land or building from any Business Entity, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions, to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor or Lieutenant Governor, to any State, county, municipal political party committee, or to any legislative leadership committee during certain specified time periods.

Prior to awarding any Contract or agreement to any Business Entity, the Business Entity proposed as the intended Contractor of the Contract shall submit the Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions form, certifying that no contributions prohibited by either Chapter 51 or Executive Order No. 117 have been made by the Business Entity and reporting all qualifying contributions made by the Business Entity or any person or entity whose contributions are attributable to the Business Entity. Failure to submit the required forms will preclude award of a Contract under this RFQ.

Further, the Contractor is required, on a continuing basis, to report any contributions it makes during the term of the Contract, and any extension(s) thereof, at the time any such contribution is made.

3.4.8 AFFIRMATIVE ACTION

The intended Contractor and its named subcontractors must submit a copy of a New Jersey Certificate of Employee Information Report, or a copy of Federal Letter of Approval verifying it is operating under a federally approved or sanctioned Affirmative Action program. If the Contractor and/or its named subcontractors are not in possession of either a New Jersey Certificate of Employee Information Report or a Federal Letter of Approval, it/they must complete and submit the Affirmative Action Employee Information Report (AA-302). Information, instruction and the application are available at

https://www.state.nj.us/treasury/contract_compliance/index.shtml.

3.4.9 STATE OF NEW JERSEY SECURITY DUE DILIGENCE THIRD-PARTY INFORMATION SECURITY QUESTIONNAIRE

Not applicable to this procurement.

3.4.10 BUSINESS REGISTRATION

In accordance with N.J.S.A. 52:32-44(b), a Bidder and its named Subcontractors must have a valid Business Registration Certificate ("BRC") issued by the Department of the Treasury, Division of Revenue and Enterprise Services prior to the award of a Contract. A Bidder should verify its Business Registration Certification Active status on the "Maintain Terms and Categories" Tab within its profile in **NJSTART**. In the event of an issue with a Bidder's Business Registration Certification Active status, **NJSTART** provides a link to take corrective action.

3.4.11 CERTIFICATON REGARDING PROHIBITED ACTIVITIES WITH RUSSIA OR BELARUS

The Bidder should submit the Disclosure of Prohibited Activities in Russia / Belarus Form. Pursuant to P.L.2022, c. 3, a person or entity seeking to enter into or renew a contract for the provision of goods or services shall certify that it is not Engaging in Prohibited Activities in Russia or Belarus as defined by P.L.2002, c. 3, sec. 1(e). If the Contractor is unable to so certify, the Contractor shall provide a detailed and precise description of such activities.

3.5 TECHNICAL QUOTE

The Bidder shall describe its approach and plans for accomplishing the work outlined in the Scope of Work. The Bidder must set forth its understanding of the requirements of this RFQ and its approach to successfully complete the Contract. The Bidder should include the level of detail it determines necessary to assist the Evaluation Committee in its review of the Bidder's Quote.

3.6 MANAGEMENT OVERVIEW

The Bidder shall set forth its overall technical approach and plans to meet the requirements of the RFQ in a narrative format. This narrative should demonstrate to the Evaluation Committee that the Bidder understands the objectives that the Contract is intended to meet, the nature of the required work, and the level of effort necessary to successfully complete the Contract. The narrative should demonstrate that the Bidder's approach and plans to undertake and complete the Contract are appropriate to the tasks and subtasks involved.

Mere reiterations of RFQ tasks and subtasks are strongly discouraged, as they do not provide insight into the Bidder's approach to complete the Contract. The Bidder's response to this section should demonstrate to the Evaluation Committee that the Bidder's detailed plans and approach proposed to complete the Scope of Work are realistic, attainable and appropriate, and that the Bidder's Quote will lead to successful Contract completion.

3.7 CONTRACT MANAGEMENT

The Bidder should describe its specific plans to manage, control and supervise the Contract to ensure satisfactory Contract completion according to the required schedule. The plan should include the Bidder's approach to communicate with the State Contract Manager including, but not limited to, status meetings, status reports, etc.

3.8 CONTRACT SCHEDULE

The Bidder shall include a draft Contract schedule. If key dates are a part of this RFQ, the Bidder's schedule should incorporate such key dates and should identify the completion date for each task and sub-task required by the Scope of Work. Such schedule should also identify the associated deliverable item(s) to be submitted as evidence of completion of each task and/or subtask.

The Bidder should identify the Contract scheduling and control methodology to be used and should provide the rationale for choosing such methodology.

3.9 MOBILIZATION PLAN

- A. This is not applicable to this procurement.

3.10 ADDITIONAL PLAN(S)

The Bidder shall provide its draft plan to accomplish all work required by this Contract. The Additional Plan shall include:

3.11 ORGANIZATIONAL EXPERIENCE

The Bidder should include information relating to its organization, personnel, and experience, including, but not limited to, references, together with contact names and telephone numbers, evidencing the Bidder's qualifications, and capabilities to perform the services required by this RFQ. The Bidder should include the level of detail it determines necessary to assist the Evaluation Committee in its review of Bidder's Quote.

The Bidder should include an organization chart, with names showing management, supervisory and other key personnel (including Subcontractor management, supervisory, or other key personnel) to be assigned to the Contract. The chart should include the labor category and title of each such individual.

3.12 RESUMES

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

- A. The individual's previous experience in completing each similar Contract;

- B. Beginning and ending dates for each similar Contract;
- C. A description of the Contract demonstrating how the individual's work on the completed Contract relates to the individual's ability to contribute to successfully providing the services required by this RFQ; and
- D. With respect to each similar Contract, the name and address of each reference together with a person to contact for a reference check and a telephone number.
- E. Educational credentials that support the qualifications for this contract.
- F. Specific skills and competencies that align with the requirements of this contract

The Bidder should provide detailed resumes for each Subcontractor's management, supervisory, and other key personnel that demonstrate knowledge, ability, and experience relevant to that part of the work which the Subcontractor is designated to perform.

3.13 EXPERIENCE WITH CONTRACTS OF SIMILAR SIZE AND SCOPE

The Bidder should provide 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 services similar to those required by this RFQ. Emphasis should be placed on contracts that are similar in size and scope to the work required by this RFQ. A description of all such contracts should be included and should show how such contracts relate to the ability of the firm to complete the services required by this RFQ. For each such contract listed, the Bidder should provide two (2) names and telephone numbers of individuals for contracting party. Beginning and ending dates should also be given for each contract.

The Bidder must provide details of any negative actions taken by other contracting entities against them in the course of performing these projects including, but not limited to, receipt of letters of potential default, default, cure notices, termination of services for cause, or other similar notifications/processes. Additionally, the Bidder should provide details, including any negative audits, reports, or findings by any governmental agency for which the Bidder is/was the Contractor on any contracts of similar scope. In the event a Bidder neglects to include this information in its Quote, the Bidder's omission of necessary disclosure information may be cause for rejection of the Bidder's Quote by the State.

The Bidder should provide documented experience to demonstrate that each Subcontractor has successfully performed work on contracts of a similar size and scope to the work that the Subcontractor is designated to perform in the Bidder's Quote. The Bidder must provide a detailed description of services to be provided by each Subcontractor.

3.14 STATE PRICE SHEET INSTRUCTIONS

The Bidder must submit its pricing using the State Price Sheet accompanying this RFQ and located on the "Attachments" Tab.

This is a firm-fixed, all-inclusive contract. The Bidder must provide a firm fixed monthly rate and a total cost for all tasks completed on the State Price Sheet. Please refer to the definitions section for the definition of firm, fixed pricing.

Any price changes including hand written revisions or "white-outs" must be initialed. Failure to initial price changes shall preclude a Contract award from being made to the Bidder pursuant to N.J.A.C. 17:12-2.2(a)(8).

All price lines must be filled out in accordance with these instructions. Monthly pricing entered and then must be calculated and totaled for one year/twelve months so it is clear the total price for one year.

4 SCOPE OF WORK

4.1 Overview

The NJDOL is seeking an experienced intermediary partner that shall work in partnership with NJDOL to develop resources and offer support to NJDOL and New Jersey's Local Workforce Development Boards (LWDBs), as our state seeks to ensure the alignment of our LWDBs with state and federal workforce requirements, including Title I, II, III, and IV Workforce Innovation and Opportunity Act (WIOA) funds and Work First New Jersey (WFNJ) funds that consist of Temporary Assistance for Needy Families (TANF), Supplemental Nutritional Assistance Program (SNAP), General Assistance (GA), and ETPL compliance. In this role, the intermediary shall support NJDOL in meeting core goals around expanding services, broadening reach to underserved populations, and integrating services across state and federal workforce programs to operate as a unified, coordinated system. This is in alignment with the expectation highlighted in WIOA and by the United States Department of Labor (USDOL).

The work is supported by New Jersey Department of Labor (NJDOl) with funds from USDOL through WIOA. 100% of the funds supporting this RFP are federal funds.

The requirements set forth within this RFQ shall require the Consultant “hereinafter referred to as the Contractor” to work with the following:

- A. NJDOl: The Contractor will work with various stakeholders and teams from across NJDOl, particularly within the Workforce Development Division, to develop a comprehensive and coordinated training plan that supports the development and implementation of strategies aligned with WIOA. This will include designing training for individuals working across and within New Jersey’s 23 One Stop Career Centers. The Contractor will also work with COEI which resides within the Office of Research and Information at NJDOl, to review its ETPL compliance operations against state and federal law and regulation and recommend organizational and procedural improvements (referred to below as the “ETPL Compliance Workstream”).
- B. Local Workforce Development Boards (LWDBs): The Contractor will also work with stakeholders from across New Jersey’s 17 LWDBs to further support and align training to support the identified needs of our local partners. We expect that training will help to support and build capacity among staff working in our LWDB to strengthen efforts related to strategy development, procurement, fiscal governance, financial management, internal controls, subrecipient oversight, and monitoring.
- C. One Stop Operators and Career Center providers: Additionally, the Contractor will also work with New Jersey’s One Stop Operators and competitively procured Career Services and Youth Services providers to further align training plans and support the implementation and evaluation of training efforts and impacts across One Stop Career Center staff.

ETPL Compliance Workstream:

The Consultant shall deliver the following. Tasks 3 and 4 are primary and constitute the core of the engagement; the remaining tasks are supportive.

Task 1 — Current-State Assessment. The Consultant shall assess the Department's existing oversight of private career schools across the full participation lifecycle — initial approval and licensure, renewal, continued eligibility, student-level reporting, and closure. The Consultant shall identify gaps, redundancies, and points of legal, regulatory or operational risk relative to applicable State and federal requirements and shall document the findings in a written current-state assessment that serves as the analytical basis for the framework and implementation plan. The Consultant shall also assess NJDOl’s existing oversight of ETPL operations across the full lifecycle – initial approval, renewal, and student reporting – and identify gaps redundancies, and points of risk relative to State and federal requirements and document these findings that will serve alongside the private career school assessment as the analytical basis for the framework and implementation plan,

Task 2 — Compliance Framework (Primary). The Consultant shall design and deliver a comprehensive, prioritized compliance framework for private career schools and other providers on the ETPL. With respect to private career school, the framework will include all of NJDOl’s oversight functions; for the remaining schools on the ETPL, this framework will encompass the more limited set of functions relevant to ETPL oversight without governing agency authority. The framework will be documented so that it can be applied consistently by COEI staff.

Task 3 — Implementation Plan (Primary). The Consultant shall develop and deliver a practical, phased plan to operationalize the compliance framework. The plan shall address sequencing and milestones, technology or tooling needs, data and recordkeeping standards, interagency or interdepartmental coordination, and recommended performance measures and reporting cadence. The plan shall translate the standards and decision rules of Task 2 into actionable steps COEI can execute.

As part of this plan, the Consultant shall provide a staffing recommendation for the compliance functions to be performed including the roles and competencies required, the recommended number and classification of positions, and recommend how these compliance responsibilities should be organized and assigned within COEI or elsewhere within NJDOl, and any options for phasing staff capacity as the framework is implemented.

Task 4 — Supporting Tools. The Consultant shall develop draft operational instruments to support adoption of the framework, which may include compliance checklists, review protocols, risk-tiering criteria, and standardized templates for monitoring and documentation.

Task 5 — Final Report and Briefing. The Consultant shall prepare a consolidated final report integrating the work of all tasks and shall deliver a presentation to Department leadership summarizing findings, recommendations, and the proposed implementation path.

4.2 MEETINGS AND COMMUNICATION REQUIREMENTS

The Contractor shall engage in regular communication with the Assistant Commissioner of Workforce Development's Office, the Director of Career Services, the Director Transitional Workforce Services, and specifically the WIOA Program Oversight and Development (WIOAPOD) unit to develop a shared strategy for developing and implementing monitoring, technical assistance, policy and guidance, and training activities that support the provision of high quality workforce services in New Jersey. On the ETPL Compliance Framework workstream the Contractor shall also engage with the Assistant Commissioner of the Office of Research and Information.

In addition, the Contractor shall interact and communicate across New Jersey's 17 LWDBs, as well as with other units within NJDOL, and potentially offices in other agencies as NJDOL seeks to help support and strengthen capacity at NJDOL and across LWDBs in supporting a unified workforce system in New Jersey, inclusive of the multiple partners and programs that are part of New Jersey's One Stop Career Center system and network.

The program intermediary shall also regularly communicate with other partners that are identified to develop and provide specific trainings and resources. While the intermediary will deliver many of these services directly, this role must also include identifying additional providers that can contribute specific content and expertise in the development of new tools and resources, in particular as it relates to training delivery.

Further, the Contractor shall be required to:

- A. Attend regular bi-weekly virtual meetings with the NJDOL planning team.
- B. Provide a monthly report that highlights progress towards the established objectives.

4.2.1 PROJECT KICK-OFF MEETING

As an initial step, the Contractor shall participate in a project kick-off meeting with representatives of NJDOL to support development of a joint Program Oversight and Development strategy and workplan. In this project kickoff meeting NJDOL will set expectations around benchmarks and deliverables. This shall include a review of existing monitoring, policy and guidance, technical assistance, and training activities, as well as NJDOL-identified priorities for support in each of these areas.

4.3 CONTRACTOR GENERAL REQUIREMENTS

The specific responsibilities of the Contractor shall include the following across the four categories of support identified earlier in this RFP, (1) monitoring, (2) technical assistance, (3) policy and guidance, and (4) training.

Monitoring:

- A. ***Developing a three-year monitoring calendar for NJDOL:*** This will include reviewing past NJDOL monitoring activities and tools across Title I, Title III, Title II, and WFNJ teams, specifically. The Contractor shall work with these teams to develop a monitoring calendar that reflects past and current efforts, as well as integrates new monitoring activities that are identified as necessary.
- B. ***Supporting monitoring activities that are currently underway:*** The Contract shall support monitoring activities that are underway in collaboration with the NJDOL teams conducting this monitoring, this may include helping to support internal training regarding policies related to monitoring activities, enhancing monitoring tools, and/or supporting the development of monitoring reports.
- C. ***Researching and developing new monitoring tools for NJDOL use:*** The Contractor shall help to update existing monitoring tools, as well as develop new monitoring tools in areas where monitoring activities are new to NJDOL. These tools will be developed based on research and review of monitoring best practices and tools that exist in New Jersey and other states.
- D. ***Researching and developing new monitoring tools for LWDB use:*** In addition to developing tools for NJDOL, the Contractor shall also support the development of tools and resources, specifically for the use of our LWDBs in monitoring their contracted providers and partner services in New Jersey's One Stop Career Centers.
- E. ***E. Fiscal Monitoring and Internal Controls:*** The Contractor shall support NJDOL and LWDBs in strengthening fiscal monitoring, financial management, and internal control practices associated with federal and state workforce funds. This shall include assessing and developing tools, methodologies, and technical assistance related to compliance with 2 CFR Part 200 and other applicable federal and State requirements. Areas of support may include grant accounting, financial reporting, allowable costs, cost allocation, cash management, procurement, equipment management, internal controls and segregation of duties, subrecipient monitoring, fiscal risk assessments, questioned costs and monitoring resolution, and corrective action planning.

The Contractor shall also support the development or refinement of fiscal monitoring protocols, risk-based monitoring methodologies, internal control assessment tools, including COSO-aligned approaches, and tools for LWDB oversight of subrecipients and contracted service providers.

F.

Policy and Guidance:

- A. **Conducting a review and assessment of NJDOL's current guidance and policies:** The Contractor will conduct a thorough scan of New Jersey's current Workforce Innovation Notices (WINs) in collaboration with WIOAPOD and LWDBs to identify guidance documents that need updates, as well as establish new areas of guidance that need to be developed.
- B. **Developing a schedule for guidance updates and development:** Based on the Contractor's scan, NJDOL will work with the Contractor to prioritize and establish a schedule of guidance document updates and development and will help to manage a workplan related to guidance development.
- C. **Supporting the development of draft guidance documents:** The Contractor will work directly with the WIOAPOD team to draft and review specific guidance documents as needed.

Training:

- A. **Developing a multi-year training plan for NJDOL:** This will include ensuring that training plans are comprehensive and consider the training needs of multiple programs and stakeholders.
- B. **Continuing to support the development of training activities that are already in the pipeline:** The Contractor will be responsible for continuing implementation of training plans and activities that are already in place.
- C. **Supporting the development of new training content:** The Contractor will support the development of training modules and activities in alignment with the training plans that are developed. A Contractor may have the expertise to develop some training activities internally, and/or may select other training providers to help deliver specific content aligned with the plan developed with NJDOL.
- D. **Supporting the delivery of training to various stakeholders:** A core responsibility of the Contractor is ensuring that training activities are delivered as planned and inclusive of intended participants.
- E. **Assessing the quality and impact of training opportunities:** The Contractor will also track data related to the implementation of training opportunities to determine the extent to which training activities are implemented with fidelity to plans, levels of engagement, and the value of the experiences to participants.
- F. **Supporting the development and use of New Jersey's Learning Management System:** In addition to helping to support the development of live training experiences, NJDOL is also interested in ensuring that all training materials and content are adapted for use as courses in New Jersey's Learning Management System (LMS). The training intermediary will play a key role in helping to build up the offerings that are available on the LMS, as well as engaging in strategies that increase participation in the LMS.

Technical Assistance:

- A. **Supporting the development of tools and resources for managing Technical Assistance activities:** The Contractor will work with WIOAPOD to support the team in developing tools and processes that help in managing technical assistance activities across New Jersey's 17 LWDBs.
- B. **Providing ad hoc assistance to enhance Technical Assistance activities:** Additionally, the Contractor will occasionally support direct technical assistance activities with individual LWDBs as identified by the WIOAPOD unit.
- C. **Fiscal and Grant Management Technical Assistance:** The Contractor shall provide technical assistance to NJDOL and LWDBs to strengthen fiscal governance and federal grant management capacity. Technical assistance shall include, as identified by NJDOL, support related to Uniform Guidance requirements; federal grant management; development and implementation of fiscal policies and accounting procedures; financial reporting; internal controls and segregation of duties; procurement compliance; cost allocation; allowable cost determinations; subrecipient risk assessment and monitoring; audit and monitoring findings; questioned costs; corrective action plans; and financial risk mitigation.

Technical assistance may include organizational assessments, review of existing policies and procedures, development of model policies and tools, individualized technical assistance to LWDBs, and training of fiscal, programmatic, and executive staff.

Across all of these areas of focus, the support intermediary will also be responsible for providing regular updates to stakeholders. The Contractor will be a key strategic partner for NJDOL and the Contractor will provide regular updates to various stakeholders as needed.

4.4 DELIVERABLES

The Contractor shall work with NJDOL to develop specific deliverables. However, the type of deliverables shall include:

- A. **Shared Workplans and Project Management Tools:** The Contractor shall support the development of shared workplans for advancing monitoring, policy and guidance, technical assistance, compliance and training activities, as well as project management tools for managing the implementation of the Contractor's activities.
- B. **Monitoring and Technical Assistance Tools and Resources:** The Contractor shall support the development of specific tools and resources that support NJDOL, as well as LWDBs, in implementing high-quality monitoring and implementation strategies, that help to strengthen service delivery and local governance.
- C. **Draft Policy and Guidance Materials and Documents:** The Contractor shall support the development of policy and guidance by conducting and delivering policy reviews, identifying existing tool and resource examples, as well as drafting and outlining new and update existing guidance documents and materials.
- D. **In-Person and Virtual Training Opportunities:** The Contractor shall support the development of specific training content and modules that are delivered to cohorts as in-person or virtual training sessions. This may include trainings that are part of a multi-week course, as well as training opportunities that lead to specific credentials.
- E. **Online Training Modules and Materials:** The Contractor must support the development of courses for NJDOL's LMS that include online, self-directed training opportunities for New Jersey's workforce professionals.
- F. **Evaluation Reports:** The Contractor must provide regular reports to NJDOL providing insights on implementation of program support activities and strategies, including specifically, data on training participation engagement and experiences in training.
- G. **Fiscal Governance and Internal Control Resources:** The Contractor shall develop, refine, or recommend fiscal governance and internal control resources for use by NJDOL and LWDBs. Deliverables may include fiscal monitoring tools, internal control assessment instruments, risk assessment methodologies, subrecipient monitoring tools, fiscal policy and procedure templates, corrective action tools, and other resources necessary to strengthen compliance with federal and State grant requirements.

4.5 WORKPLAN

The Contractor shall develop a detailed workplan within 60 days of the Contract effective date. NJDOL will work with the Contractor to continuously refine this workplan over the course of the contract, to reflect new priorities and projects that might emerge, as well as track progress. The Contractor shall ensure that its workplan:

Monitoring

- A. Includes details of the specific monitoring deliverables and activities that the Contractor will undertake
- B. Targets timeframes for delivery of monitoring tools and resources
- C. Includes capacity building activities for training NJDOL and LWDB staff regarding new resources, as needed
- D. Identifies fiscal governance, internal control, and grant management capacity-building activities to be undertaken with NJDOL and LWDBs.
- E. Identifies priority fiscal compliance and risk areas and proposed tools, training, or technical assistance to address identified needs.

Policy and Guidance

- A. Includes details of policy and guidance resource development that will be developed
- B. Identifies and details activities related to policy reviews and development of guidance content

- C. Targets timeframes for delivery of policy and guidance materials and tools
- D. Includes activities for supporting NJDOL in gathering feedback from local and state stakeholders impacted by specific policy and guidance documents

Training

- A. Includes details of the specific training efforts that will be developed and designed
- B. Specifies any work associated with identifying and securing other providers or contractors to support training
- C. Targets timeframes for delivery different training content
- D. Specifies the stakeholders each training is seeking to target, including target levels of participation
- E. Outlines ongoing activities for supporting continuous improvement of training activities, including around collecting data and meeting regularly to communicate with NJDOL and LWDBs

Technical Assistance

- A. Includes details of specific technical assistance tools that will be developed
- B. Targets timeframes for delivery of technical assistance tools
- C. Includes a cadence of regular check-ins with the WIOAPOD team to disseminate and gather information about LWDB needs

WORK SCHEDULE

The Contractor shall be required to contribute approximately 20-30 hours per week total across personnel on this Contract. However, hours per week may vary depending on the phase of training development and implementation.

The Contractor is advised that there is no guaranteed minimum or maximum number of hours and personnel that will be required to work.

4.6 EXPERIENCE

The Contractor shall ensure that its firm and all key personnel assigned to this Contract possess at a minimum the following:

- A. Knowledge and expertise regarding the Workforce Innovation and Opportunity Act (WIOA), Work First New Jersey (WFNJ), NJ's ETPL and other federal and state workforce programs
- B. Experience conducting reviews of practices, tools, and resources utilized across states and LWDBs
- C. Experience developing policy and guidance documents
- D. Experience developing tools that support monitoring, compliance and technical assistance activities
- E. Experience supporting the implementation of training activities and programs, including supporting training design and the development of training deliverables
- F. Experience identifying and working with other training providers and vendors
- G. Experience helping to develop and support online learning opportunities
- H. Experience partnering with state-level agencies
- I. Demonstrated experience with federal grant management and the fiscal requirements of 2 CFR Part 200 (Uniform Guidance).
- J. Demonstrated experience conducting fiscal monitoring, audit, compliance, or internal control reviews involving governmental or federally funded programs.
- K. Knowledge and experience with internal control frameworks, including COSO, risk assessment, segregation of duties, procurement controls, cost allocation, allowable costs, and subrecipient oversight.
- L. Experience addressing audit or monitoring findings, questioned costs, corrective action plans, and resolution of fiscal compliance issues.
- M. Experience with Single Audit requirements and governmental financial management and reporting.
- N. The Contractor shall have qualified personnel assigned to the fiscal governance and internal control components of this engagement with demonstrated governmental accounting, auditing, federal grants management, or comparable fiscal compliance experience. CPA credentials are required.
- O. Experience providing technical assistance, operational support, or project management to a Local Workforce Area in which the State has assumed operational control, with a minimum of three (3) years of demonstrated experience working within a State-managed local workforce structure.

5 **GENERAL CONTRACT TERMS**

The Contractor shall have sole responsibility for the complete effort specified in this 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, services or commodities required to be provided under this Contract. 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 Contract 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 deliverables, goods or 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 Contract.

5.1 **CONTRACT TERM AND EXTENSION OPTION**

The base term of this Contract shall be for a period of one (1) year.

This Contract may be extended up for up to 2 years with no single extension exceeding one (1) year, by the mutual written consent of the Contractor and the State at the same terms, conditions, and pricing at the rates in effect in the last year of this Contract or rates more favorable to the State.

5.2 **CONTRACT TRANSITION**

This is not applicable to this procurement.

5.3 **OWNERSHIP OF MATERIAL**

- A. **State Data** – The State owns State Data. Contractor shall not obtain any right, title, or interest in any State Data, or information derived from or based on State Data. State Data provided to Contractor shall be delivered or returned to the State of New Jersey upon thirty (30) days' notice by the State or thirty (30) days after the expiration or termination of the Contract. Except as specifically required by the requirements of the RFQ, State Data shall not be disclosed, sold, assigned, leased or otherwise disposed of to any person or entity other than the State unless specifically directed to do so in writing by the State Contract Manager.
- B. **Work Product; Services** – The State owns all Deliverables developed for the State in the course of providing Services under the Contract, including but not limited to, all data, technical information, materials gathered, originated, developed, prepared, used or obtained in the performance of the Contract, including but not limited to all reports, surveys, plans, charts, literature, brochures, mailings, recordings (video and/or audio), pictures, drawings, analyses, graphic representations, print-outs, notes and memoranda, written procedures and documents, regardless of the state of completion, which are prepared for or are a result of the Services required under the Contract.
- C. **Vendor Intellectual Property; Commercial off the Shelf Software (COTS) and Customized Software** – Contractor retains ownership of all Vendor Intellectual Property, and any modifications thereto and derivatives thereof, that the Contractor supplies to the State pursuant to the Contract, and grants the State a non-exclusive, royalty-free license to use Vendor Intellectual Property delivered to the State for the purposes contemplated by the Contract for the duration of the Contract including all extensions. In the event Contractor provides its standard license agreement terms with its Quote, such terms and conditions must comply with *RFQ Section 1.4 – Order of Precedence of Contractual Terms*.
- D. **Third Party Intellectual Property** – Unless otherwise specified in the RFQ that the State, on its own, will acquire and obtain a license to Third Party Intellectual Property, Contractor shall secure on the State's behalf, in the name of the State and subject to the State's approval, a license to Third Party Intellectual Property sufficient to fulfill the business objectives, requirements and specifications identified in the Contract at no additional cost to the State beyond that in the Quote price. In the event Contractor is obligated to flow-down commercially standard third-party terms and conditions customarily provided to the public associated with Third Party Intellectual Property and such terms and conditions conflict with RFQ requirements, including the SSTC, the State will accept such terms and conditions with the exception of the following: indemnification, limitation of liability, choice of law, governing law, jurisdiction, and confidentiality. The RFQ including the SSTC shall prevail with respect to such conflicting terms and conditions. In addition, the State will not accept any provision requiring the State to indemnify a third party or to submit to arbitration. Such terms are considered void and of no effect. third party terms and conditions should be submitted with the Quote. If Contractor uses Third Party Intellectual Property, Contractor must indemnify the State for infringement claims with respect to the Third-Party Intellectual Property. Contractor agrees that its use of Third-Party Intellectual Property shall be consistent with the license for the Third-Party Intellectual Property, whether supplied by the Contractor, secured by the State as required by the RFQ, or otherwise supplied by the State.
- E. **Work Product; Custom Software** – The State owns all Custom Software which shall be considered "work made for hire", i.e., the State, not the Contractor, subcontractor, or third party, shall have full and complete ownership of all such Custom Software. To the extent that any Custom Software may not, by operation of the law, be a "work made for hire" in accordance with the terms of the Contract, Contractor, subcontractor, or third party hereby assigns to the State, or Contractor shall cause to be assigned to the State, all right, title and interest in and to any such Custom Software and any copyright thereof, and the

State shall have the right to obtain and hold in its own name any copyrights, registrations and any other proprietary rights that may be available.

- F. **State Intellectual Property** – The State owns all State Intellectual Property provided to Contractor pursuant to the Contract. State Intellectual Property shall be delivered or returned to the State of New Jersey upon thirty (30) days’ notice by the State or thirty (30) days after the expiration or termination of the Contract. The State grants Contractor a non-exclusive, royalty-free, license to use State Intellectual Property for the purposes contemplated by the Contract. Except as specifically required by the requirements of the RFQ, State Intellectual Property shall not be disclosed, sold, assigned, leased or otherwise disposed of to any person or entity other than the State unless specifically directed to do so in writing by the State Contract Manager. The State’s license to Contractor is limited by the term of the Contract and the confidentiality obligations set forth in *RFQ Section 6 – Data Security Requirements – Contractor Responsibility*.
- G. **No Rights** – Except as expressly set forth in the Contract, nothing in the Contract shall be construed as granting to or conferring upon Contractor any right, title, or interest in State Intellectual Property or any intellectual property that is now owned or licensed to or subsequently owned by or licensed by the State. Except as expressly set forth in the Contract, nothing in the Contract shall be construed as granting to or conferring upon the State any right, title, or interest in any Vendor Intellectual Property that is now owned or subsequently owned by Contractor. Except as expressly set forth in the Contract, nothing in the Contract shall be construed as granting to or conferring upon the State any right, title, or interest in any Third-Party Intellectual Property that is now owned or subsequently owned by a third party.

5.4 DELIVERY TIME AND COSTS

This is not applicable to this procurement.

5.5 ELECTRONIC PAYMENTS

With the award of this Contract, the successful Contractor(s) will be required to receive its payment(s) electronically. In order to receive your payments via automatic deposit from the State of New Jersey, you must complete the EFT information within your **NJSTART** Vendor Profile. Please refer to the Quick Reference Guide entitled “Vendor Profile Management – Company Information and User Access” for instructions. The Quick Reference Guide is available on the [NJSTART Vendor Support Page](#).

6 DATA SECURITY REQUIREMENTS – CONTRACTOR RESPONSIBILITY

NOT APPLICABLE TO THIS PROCUREMENT

7 QUOTE EVALUATION AND AWARD

7.1 RECIPROCITY FOR JURISDICTIONAL BIDDER PREFERENCE

In accordance with N.J.S.A. 52:32-1.4, the State of New Jersey will invoke reciprocal action against an out-of-State Bidder whose state or locality maintains a preference practice for its in-state Bidders. The State of New Jersey will use the annual surveys compiled by the Council of State Governments, National Association of State Procurement Officials, or the National Institute of Governmental Purchasing or a State’s statutes and regulations to identify States having preference laws, regulations, or practices and to invoke reciprocal actions. The State of New Jersey may obtain additional information as it deems appropriate to supplement the stated survey information.

A Bidder may submit information related to preference practices enacted for a State or Local entity outside the State of New Jersey. This information may be submitted in writing as part of the Quote response, including name of the locality having the preference practice, as well as identification of the county and state, and should include a copy of the appropriate documentation, i.e., resolution, regulation, law, notice to Bidder, etc. It is the responsibility of the Bidder to provide documentation with the Quote or submit it to the Using Agency within five (5) business days after the deadline for Quote submission. Written evidence for a specific procurement that is not provided to the Using Agency within five (5) business days of the public Quote submission date may not be considered in the evaluation of that procurement, but may be retained and considered in the evaluation of subsequent procurements.

7.2 TIE QUOTES

Tie Quotes will be awarded by the Director in accordance with N.J.A.C. 17:12-2.10.

7.3 STATE'S RIGHT TO INSPECT BIDDER'S FACILITIES

The State reserves the right to inspect the Bidder’s establishment before making an award, for the purposes of ascertaining whether the Bidder has the necessary facilities for performing the Contract.

7.4 STATE'S RIGHT TO CHECK REFERENCES

The State may also consult with clients of the Bidder during the evaluation of Quotes. Such consultation is intended to assist the State in making a Contract award that is most advantageous to the State.

7.5 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. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the evaluation process.

7.5.1 TECHNICAL EVALUATION CRITERIA

The following criteria will be used to evaluate and score Quotes received in response to this RFQ. Each criterion will be scored, and each score multiplied by a predetermined weight to develop the Technical Evaluation Score:

- A. Personnel: The qualifications and experience of the Bidder's management, supervisory, and key personnel assigned to the Contract, including the candidates recommended for each of the positions/roles required;
- B. Experience of firm: The Bidder's documented experience in successfully completing Contract of a similar size and scope in relation to the work required by this RFQ; and
- C. Ability of firm to complete the Scope of Work based on its Technical Quote: The Bidder's demonstration in the Quote that the Bidder understands the requirements of the Scope of Work and presents an approach that would permit successful performance of the technical requirements of the Contract.

7.6 QUOTE DISCREPANCIES

In evaluating Quotes, discrepancies between words and figures will be resolved in favor of words. Discrepancies between Unit Prices and totals of Unit Prices will be resolved in favor of Unit Prices. Discrepancies in the multiplication of units of work and Unit Prices will be resolved in favor of the Unit Prices. Discrepancies between the indicated total of multiplied Unit Prices and units of work and the actual total will be resolved in favor of the actual total. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum of the column of figures.

7.7 POOR PERFORMANCE

A Bidder with a history of performance problems may be bypassed for consideration of an award issued as a result of this RFQ. The following materials may be reviewed to determine Bidder performance:

- A. Contract cancellations for cause pursuant to *State of New Jersey Standard Terms and Conditions Section 5.7(B)*;
- B. information contained in Vendor performance records;
- C. information obtained from audits or investigations conducted by a local, state or federal agency of the Bidder's work experience;
- D. current licensure, registration, and/or certification status and relevant history thereof; or
- E. Bidder's status or rating with established business/financial reporting services, as applicable.

Bidders should note that this list is not exhaustive.

7.8 RECOMMENDATION FOR AWARD

After the evaluation of the submitted Quotes is complete, the Using Agency will recommend to the Director of the Division of Purchase and Property for award, the responsible Bidder(s) whose Quote, conforming to this RFQ, is most advantageous to the State, price and other factors considered.

7.9 CONTRACT AWARD

Contract award will be made with reasonable promptness by written notice to that responsible Bidder, whose Quote, conforming to this RFQ, is(are) most advantageous to the State, price, and other factors considered.

8 GLOSSARY

Acceptance – The written confirmation by the Using Agency that Contractor has completed a Deliverable according to the specified requirements.

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.

Bid or RFQ – The documents which establish the bidding and Contract requirements and solicits Quotes to meet the needs of the Using Agencies as identified herein, and includes the RFQ, State of New Jersey Standard Terms and Conditions (SSTC), State Price Sheet, Attachments, and Bid Amendments.

Bid Amendment – Written clarification or revision to this RFQ issued by the Division. Bid Amendments, if any, will be issued prior to Quote opening.

Bid Opening Date – The date Quotes will be opened for evaluation and closed to further Quote submissions.

Bidder – An entity offering a Quote in response to the RFQ.

Breach of Security – as defined by N.J.S.A. 56:8-161, means unauthorized access to electronic files, media, or data containing Personal Data that compromises the security, confidentiality, or integrity of Personal Data when access to the Personal Data has not been secured by encryption or by any other method or technology that renders the Personal Data unreadable or unusable. Good faith acquisition of Personal Data by an employee or agent of the Provider for a legitimate business purpose is not a Breach of Security, provided that the Personal Data is not used for a purpose unrelated to the business or subject to further unauthorized disclosure.

Business Day – Any weekday, excluding Saturdays, Sundays, State legal holidays, and State-mandated closings unless otherwise indicated.

Calendar Day – Any day, including Saturdays, Sundays, State legal holidays, and State-mandated closings unless otherwise indicated.

Change Order – An amendment, alteration, or modification of the terms of a Contract between the State and the Contractor(s). A Change Order is not effective until it is signed and approved in writing by the Director or Deputy Director, Division of Purchase and Property.

Commercial off the Shelf Software or **COTS** - Software provided by Provider that is commercially available and that can be used with little or no modification.

Customized Software - COTS that is adapted or configured by Provider to meet specific requirements of the Authorized Purchaser that differ from the standard requirements of the base product. For the avoidance of doubt, "Customized Software" is not permitted to be sold to the State under the scope of this Contract.

Contractor – The Bidder awarded a Contract resulting from this RFQ.

Days After Receipt of Order (ARO) – The number of calendar days 'After Receipt of Order' in which the Using Agency will receive the ordered materials and/or services.

Deliverable – Goods, products, Services and Work Product that Contractor is required to deliver to the State under the Contract.

Disabled Veterans' Business - means a business which has its principal place of business in the State, is independently owned and operated and at least 51% of which is owned and controlled by persons who are disabled veterans or a business which has its principal place of business in this State and has been officially verified by the United States Department of Veterans Affairs as a service disabled veteran-owned business for the purposes of department contracts pursuant to federal law. N.J.S.A. 52:32-31.2.

Disabled Veterans' Business Set-Aside Contract - means a Contract for goods, equipment, construction or services which is designated as a Contract with respect to which bids are invited and accepted only from disabled veterans' businesses, or a portion of a Contract when that portion has been so designated. N.J.S.A. 52:32-31.2.

Discount – The standard price reduction applied by the Bidder to all items.

Evaluation Committee – A group of individuals or a Using Agency staff member assigned to review and evaluate Quotes submitted in response to this RFQ and recommend a Contract award.

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.

Hardware – Includes computer equipment and any Software provided with the Hardware that is necessary for the Hardware to operate.

Internet of Things (IoT) - the network of physical devices, vehicles, home appliances and other items embedded with electronics, software, sensors, actuators, and network connectivity which enables these objects to connect and exchange data.

Joint Venture – A business undertaking by two (2) or more entities to share risk and responsibility for a specific project.

May – Denotes that which is permissible or recommended, not mandatory.

Mobile Device - means any device used by Provider that can move or transmit data, including but not limited to laptops, hard drives, and flash drives.

Must – Denotes that which is a mandatory requirement.

No Bid – The Bidder is not submitting a price Quote for an item on a price line.

No Charge – The Bidder will supply an item on a price line free of charge.

Non-Public Data - means data, other than Personal Data, that is not subject to distribution to the public as public information. Non-Public Data is data that is identified by the State as non-public information or otherwise deemed to be sensitive and confidential by the State because it contains information that is exempt by statute, ordinance or administrative rule from access by the general public as public information.

Percentage Discount or Markup - The percentage bid applied as a Markup or a Discount to a firm, fixed price contained within a price list/catalog.

Performance Security - means a guarantee, executed subsequent to award, in a form acceptable to the Division, that the successful bidder will complete the contract as agreed and that the State will be protected from loss in the event the contractor fails to complete the contract as agreed.

Personal Data means –

“Personal Information” as defined in N.J.S.A. 56:8-161, means an individual’s first name or first initial and last name linked with any one or more of the following data elements: (1) Social Security number, (2) driver’s license number or State identification card number or (3) account number or credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual’s financial account. Dissociated data that, if linked would constitute Personal Information is Personal Information if the means to link the dissociated were accessed in connection with access to the dissociated data. Personal Information shall not include publicly available information that is lawfully made available to the general public from federal, state or local government records, or widely distributed media; and/or

Data, either alone or in combination with other data, that includes information relating to an individual that identifies the person or entity by name, identifying number, mark or description that can be readily associated with a particular individual and which is not a public record, including but not limited to, Personally Identifiable Information (PII); government-issued identification numbers (e.g., Social Security, driver’s license, passport); Protected Health Information (PHI) as that term is defined in the regulations adopted pursuant to the Health Insurance Portability and Accountability Act of 1996, P.L. No. 104-191 (1996) and found in 45 CFR Parts 160 to 164 and defined below; and Education Records, as that term is defined in the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g.

Personally Identifiable Information or PII - as defined by the U.S. Department of Commerce, National Institute of Standards and Technology, means any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual’s identity, such as name, social security number, date and place of birth, mother’s maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Project – The undertakings or services that are the subject of this RFQ.

Protected Health Information or PHI - has the same meaning as the term is defined in the regulations adopted pursuant to the Health Insurance Portability and Accountability Act of 1996, P.L. No. 104-191 (1996) and found in 45 CFR Parts 160 to 164 means Individually Identifiable Health Information (as defined below) transmitted by

electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium. PHI excludes education records covered by the Family Educational Rights and Privacy Act (FERPA), as amended, 20 U.S.C. 1232g, records described at 20 U.S.C. 1232g(a)(4)(B)(iv) and employment records held by a covered entity in its role as employer. The term “Individually Identifiable Health Information” has the same meaning as the term is defined in the regulations adopted pursuant to the Health Insurance Portability and Accountability Act of 1996, P.L. No. 104-191 (1996) and found in 45 CFR Parts 160 to 164 and means information that is a subset of Protected Health Information, including demographic information collected from an individual, and (1) is created or received by a health care provider, health plan, employer or health care clearinghouse; and (2) relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (a) that identifies the individual; or (b) with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

Quote – Bidder’s timely response to the RFQ including, but not limited to, technical Quote, price Quote including Best and Final Offer, any licenses, forms, certifications, clarifications, negotiated documents, and/or other documentation required by the RFQ.

Quote Opening Date - The date Quotes will be opened for evaluation and closed to further Quote submissions.

Request for Quotes (RFQ) – This series of documents, which establish the bidding and contract requirements and solicits Quotes to meet the needs of the Using Agencies as identified herein, and includes the RFQ, State of NJ Standard Terms and Conditions (SSTC), price schedule, attachments, and Bid Amendments.

Retainage – The amount withheld from the Contractor payment that is retained and subsequently released upon satisfactory completion of performance milestones by the Contractor.

Security Incident - means the potential access by non-authorized person(s) to Personal Data or Non-Public Data that the Provider believes could reasonably result in the use, disclosure, or access or theft of State’s unencrypted Personal Data or Non-Public Data within the possession or control of the Provider. A Security Incident may or may not turn into a Breach of Security.

Services – Includes, without limitation (i) Information Technology (IT) professional services, (ii) Software and Hardware-related services, including without limitation, installation, configuration, and training, and (iii) Software and Hardware maintenance and support and/or Software and Hardware technical support services.

Shall – Denotes that which is a mandatory requirement.

Should – Denotes that which is permissible or recommended, not mandatory.

Small Business – Pursuant to N.J.S.A. 52:32-19, N.J.A.C. 17:13-1.2, and N.J.A.C. 17:13-2.1, “small business” means a business that meets the requirements and definitions of “small business” and has applied for and been approved by the New Jersey Division of Revenue and Enterprise Services, Small Business Registration and M/WBE Certification Services Unit as (i) independently owned and operated, (ii) incorporated or registered in and has its principal place of business in the State of New Jersey; (iii) has 100 or fewer full-time employees;

and has gross revenues falling in one (1) of the six (6) following categories:

For goods and services - (A) 0 to \$500,000 (Category I); (B) \$500,001 to \$5,000,000 (Category II); and (C) \$5,000,001 to \$12,000,000, or the applicable federal revenue standards established at 13 CFR 121.201, whichever is higher (Category III).

For construction services: (A) 0 to \$3,000,000 (Category IV); (B) gross revenues that do not exceed 50 percent of the applicable annual revenue standards established at 13 CFR 121.201 (Category V); and (C) gross revenues that do not exceed the applicable annual revenue standards established at CFR 121.201, (Category VI).

Small Business Set-Aside Contract – means (1) a Contract for goods, equipment, construction or services which is designated as a Contract with respect to which bids are invited and accepted only from small businesses, or (2) a portion of a Contract when that portion has been so designated.” N.J.S.A. 52:32-19.

Software - means, without limitation, computer programs, source codes, routines, or subroutines supplied by Provider, including operating software, programming aids, application programs, application programming interfaces and software products, and includes COTS, unless the context indicates otherwise.

Software as a Service or SaaS - means the capability provided to a purchaser to use the Provider’s applications running on a cloud infrastructure. The applications are accessible from various client devices through a thin client interface such as a Web browser (e.g., Web-based email) or a program interface. The purchaser does not manage or control the underlying cloud infrastructure, including network, servers, operating systems, storage or even individual application capabilities, with the possible exception of limited user-specific application configuration settings.

State – The State of New Jersey.

State Confidential Information - shall consist of State Data and State Intellectual Property supplied by the State, any information or data gathered by the Contractor in fulfillment of the Contract and any analysis thereof (whether in fulfillment of the Contract or not);

State Contract Manager or SCM – The individual, responsible for the approval of all deliverables, i.e., tasks, sub-tasks or other work elements in the Scope of Work. The SCM cannot direct or approve a Change Order.

State Data - means all data and metadata created or in any way originating with the State, and all data that is the output of computer processing of or other electronic manipulation of any data that was created by or in any way originated with the State, whether such data or output is stored on the State’s hardware, the Provider’s hardware or exists in any system owned, maintained or otherwise controlled by the State or by the Provider. State Data includes Personal Data and Non-Public Data.

State Intellectual Property – Any intellectual property that is owned by the State. State Intellectual Property includes any derivative works and compilations of any State Intellectual Property.

State-Supplied Price Sheet – the bidding document created by the State and attached to this RFQ on which the Bidder submits its Quote pricing as is referenced and described in the RFQ.

Subtasks – Detailed activities that comprise the actual performance of a task.

Subcontractor – An entity having an arrangement with a Contractor, whereby the Contractor uses the products and/or services of that entity to fulfill some of its obligations under its State Contract, while retaining full responsibility for the performance of all Contractor’s obligations under the Contract, including payment to the Subcontractor. The Subcontractor has no legal relationship with the State, only with the Contractor.

Task – A discrete unit of work to be performed.

Third Party Intellectual Property – Any intellectual property owned by parties other than the State or Contractor and contained in or necessary for the use of the Deliverables. Third Party Intellectual Property includes COTS owned by Third Parties, and derivative works and compilations of any Third-Party Intellectual Property.

Unit Cost or Unit Price – All-inclusive, firm fixed price charged by the Bidder for a single unit identified on a price line.

Using Agency[ies] – A State department or agency, a quasi-State governmental entity, or an Intrastate Cooperative Purchasing participant, authorized to purchase products and/or services under a Contract procured by the Division.

Vendor – Either the Bidder or the Contractor.

Vendor Intellectual Property – Any intellectual property that is owned by Contractor and contained in or necessary for the use of the Deliverables or which the Contractor makes available for the State to use as part of the work under the Contract Vendor Intellectual Property includes COTS or Customized Software owned by Contractor, Contractor’s technical documentation, and derivative works and compilations of any Vendor Intellectual Property.

Work Product – Every invention, modification, discovery, design, development, customization, configuration, improvement, process, Software program, work of authorship, documentation, formula, datum, technique, know how, secret, or intellectual property right whatsoever or any interest therein (whether patentable or not patentable or registerable under copyright or similar statutes or subject to analogous protection) that is specifically made, conceived, discovered, or reduced to practice by Contractor or Contractor’s subcontractors or a third party engaged by Contractor or its subcontractor pursuant to the Contract Notwithstanding anything to the contrary in the preceding sentence, Work Product does not include State Intellectual Property, Vendor Intellectual Property or Third Party Intellectual Property.