

Grants Management Training Services

RFQ Issue Date: 03/09/2026
Questions Due: 03/13/2026 5:00PM EDT
Submission Due: 03/27/2026 5:00PM EDT

State of New Jersey
Department of the Treasury
Grants Management Office

1.0 INFORMATION FOR BIDDERS

1.1 INTRODUCTION AND SUMMARY OF THE REQUEST FOR QUOTES

This Request for Quotes (RFQ) is issued by the Department of the Treasury, Office of Grants Management and the Department of State, Business Action Center (BAC). The Contract will be awarded in the State of New Jersey's eProcurement system, [NJSTART \(www.njstart.gov\)](http://www.njstart.gov). The awarded Contractor is advised to read through all Quick Reference Guides (QRGs) located on the [NJSTART Vendor Support Page](#) for information.

1.2 PURPOSE AND INTENT

The New Jersey Department of the Treasury's Grants Management Office (GMO) is seeking qualified consultants to provide grants management training services. The purpose of these services is to build capacity among New Jersey stakeholders by increasing understanding of federal grants management requirements, strengthening compliance practices, and improving the effectiveness of grant development and administration. Training should be practical, applied, and suitable for a mixed- experience audience, ranging from new grant staff to experienced practitioners.

The Department anticipates awarding this Request for Quotes (RFQ) to multiple vendors. Services will be provided on an as-needed basis and authorized through individual work orders issued by the GMO. Selection under this RFQ does not guarantee a minimum number of sessions or constitute a long-term contractual commitment. The trainings supported under this RFQ are intended to advance the GMO's role in supporting municipalities, counties, nonprofit organizations, and State agencies by increasing access to grants management resources and strengthening statewide capacity to successfully apply for and manage federal grant programs.

1.3 MINIMUM QUALIFICATIONS: SCREENING CRITERIA

To be considered, vendors must meet the following minimum qualifications. Failure to satisfy any requirement may result in the proposal being deemed non-responsive.

Relevant Experience

Vendor must demonstrate a minimum of three (3) years of experience delivering virtual and/or in-person training, professional development, or instructional services related to grants management, public sector programs, or federally funded initiatives.

Subject Matter Expertise

Vendor must demonstrate expertise in one or more grants management subject areas, which may include, but are not limited to:

- Federal grant writing and proposal development
- Grant compliance and monitoring

- Recordkeeping and documentation
- Budgeting and allowable costs,
- Post award management
- Audit readiness and closeout

Presenter Qualifications

Vendor must identify proposed presenter(s) and provide evidence of relevant professional experience delivering training on grants-related topics. Presenter(s) must have demonstrated experience working with public sector entities, non-profit organizations, or federally funded programs.

Training Delivery Capability

Vendor must demonstrate the ability to deliver:

- Virtual training sessions, and/or
- In-person training sessions at Department-designated locations, as applicable to the vendor's proposal.

Curriculum Development and Materials

Vendor must demonstrate the ability to develop structured training.

Availability and Scheduling Flexibility

Vendor must demonstrate availability to support trainings on an as-needed basis throughout the term of the RFQ and the ability to accommodate varying schedules.

Business Compliance Requirements

Vendor must be eligible to conduct business with the State of New Jersey and comply with all applicable State requirements, including submission of required certifications and forms as outlined in this RFQ.

1.4 KEY EVENTS

1.4.1 Electronic Question and Answer Period

New Jersey will electronically accept questions and inquiries from all potential bidders via email at alexander.york@treas.nj.gov

- The DPA Reference Number should be clearly referenced in the subject line.
- Questions regarding the Standard Terms & Conditions and exceptions to mandatory requirements should contain requested changes.

The cut-off date for electronic questions and inquiries relating to this RFQ is indicated on the cover sheet.

1.4.2 **Deadline for Submission of Quotes**

In order to be considered for award, the quotes must be received by the Department of the Treasury on or before the due date and time as indicated on the cover sheet. All quotes should be sent to alexander.york@treas.nj.gov

ANY QUOTES NOT RECEIVED BY THE DATE AND TIME INDICATED ON THE COVER SHEET WILL BE REJECTED.

1.4.3 **Bidder Responsibility**

The bidder assumes sole responsibility for the complete effort required in submitting a quote in response to the RFQ. It is the sole responsibility of the bidder to be knowledgeable as to all of the requirements of this RFQ. No special consideration will be given after quotes are received because of a bidder's failure to be knowledgeable as to such requirements.

1.4.4 **Cost Liability**

The State assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a quotes in response to this RFQ.

2.0 SCOPE OF WORK

Vendors responding to this RFQ may propose services in one or more of the categories described below. The GMO reserves the right to select multiple vendors and issue work orders for individual sessions or training series based on program needs.

1. **Lunch & Learn Webinar**

The New Jersey Department of the Treasury's Grants Management Office (GMO) established the Lunch and Learn webinar series in response to an increasing demand for grants management training from State agencies, local governments, and nonprofit organizations. The series is intended to provide accessible, structured training on grants management best practices and to support capacity building across the State. Sessions will address topics spanning the full grant lifecycle, including grant development, award management, compliance, and closeout.

This virtual series will provide New Jersey local governments, State agencies, and nonprofit organizations with expert, practitioner-led instruction on key grants management topics. The GMO is seeking introductory, intermediate, and advanced webinar proposals from qualified vendors capable of delivering practical and engaging training. Vendors responding to this RFQ are requested to propose up to six (6) distinct workshop options, with each option representing a different subject focus, skill level, or instructional approach. The webinars should not exceed 1 hour in length. This includes a live 45 presentation and a 15 Q&A.

All Lunch & Learn webinars will be hosted by the Department of the Treasury using its Zoom platform.

2. Internet Based, Group Training

The New Jersey Department of the Treasury's Grants Management Office (GMO) is seeking qualified vendors to provide more in-depth federal grants management training delivered virtually. These trainings are intended to support State agencies, local governments, and nonprofit organizations by offering comprehensive instruction on specific grants management subject areas that require deeper exploration than can be provided in a short-format webinar.

Vendors are invited to propose introductory, intermediate, and advanced extended training sessions delivered virtually. Vendors responding to this RFQ may propose up to three (3) internet-based training. Individual sessions or series training are welcomed. A series counts as 1 training.

3. In Person, Group Training

The New Jersey Department of the Treasury's Grants Management Office (GMO) is seeking qualified vendors to provide more in-depth federal grants management training delivered in-person. These trainings are intended to support State agencies, local governments, and nonprofit organizations by offering comprehensive instruction on specific grants management subject areas that require deeper exploration than can be provided in a short-format webinar.

Vendors are invited to propose introductory, intermediate, and advanced extended training sessions delivered in person. Vendors responding to this RFQ may propose up to three (3) in-person group training sessions. Individual sessions or series training are welcomed. A series counts as 1 training.

2.1 SPECIFIC REQUIREMENTS

Topics of interest

This is not an exhaustive list.

- Grant Writing - Best Practices, Fundamentals
- Grants 101 - Pre and Post award best practices, Policies and Procedures, Documenting Success, Closeout
- Compliance - Best Practices, Uniform Guidance, Policies and Procedures, Internal Controls, Procurement, Subrecipient Monitoring, Risk evaluation reporting
- Financial – Best Practices, Audits, Budgeting, Cost Allowability, Cost Allocation, Improper Payments, Indirect Costs, Time and Effort, Closeout, Time and Effort Reporting

2.2 PAYMENT SCHEDULE

Detailed invoices may be submitted monthly for actual hours worked or services rendered.

3.0 QUOTE PREPARATION AND SUBMISSION

3.1 QUOTE PREPARATION – GENERAL

3.1.1 In order to be considered, a quote must arrive at the Department of the Treasury in accordance with the instructions on the RFQ cover page. Bidders are cautioned to allow adequate delivery time to ensure time delivery of quotes. Late quotes shall be ineligible for consideration.

3.1.2 The bidder is advised to thoroughly read and follow all instructions contained in this RFQ, including the instructions on the RFQ's cover page, in preparing and submitting its quote.

3.1.3 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.

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

- Form CC-120
- Technical quote
- Chapter 271, [NJ Division of Purchase and Property - Forms](#)

3.1.5 VENDOR RESPONSE REQUIREMENTS

For Each Proposed Workshop or Training option, Vendors Must Provide:

1. Workshop or Training Title
2. Workshop or Training Description
One (1) paragraph outlining the content and focus of the session or series.
3. Intended Audience and Experience Level
(e.g., beginner, intermediate, advanced, mixed audience)
4. Learning Objectives
List the learning outcomes participants will achieve by the end of the session or series.
5. Session Length and Format

-Indicate session length and duration.

-Lunch & Learn only: must consist of a 45–50 minute presentation followed by a 10–15 minute live Q&A (total of 1 hour).

-Group Training only: Half-day, full-day, or multi-day sessions are acceptable for group training.

6. **Presenter Qualifications**

Demonstrate relevant experience providing grants management training to public-sector, non profit, or similar organizations. Please include the following:

- A brief list of organizations, entities or conferences for which similar training services have been provided (including governmental agencies, non profit organizations, etc)
- A minimum of two professional references who can speak to the quality and effectiveness of the training provided (Name, title, organization, and contact information)
- If available, provide a link to a recording of a prior training session or workshop.

7. **References**

Presenter should demonstrate relevant experience providing grant management and or grant writing training

8. **Continuing Education Credits**

Indicate whether continuing education credits (CEUs or equivalent) are available and identify the accrediting body, if applicable. *Please note: The Grants Management Office is not authorized to issue Continuing Professional Education (CPE) credits.*

9. **Availability and Scheduling Flexibility**

Indicate general availability and any scheduling constraints.

Please note: Lunch and Learns are generally held at 12 pm or 1 pm.

3.2 **PRICING**

Vendors must submit pricing using New Jersey Form CC-120 (Cost Certification and Offer). Pricing submitted in any other format will not be accepted and may result in the proposal being deemed non-responsive.

Pricing must be submitted in accordance with the instructions below. All prices must be flat, all-inclusive rates unless otherwise noted. Services will be authorized only through individual work orders.

3.3 **QUOTE SUBMISSION**

The bidder must submit the original signed “Agency Request for Quote” form (CC- 120) along with all other required documents to the address provided below.

Instructions for Completing NJ Form CC-120

Vendors shall complete Form CC-120 using separate line items for each applicable service category.

A. Lunch & Learn Webinars

- Item Description: Lunch & Learn Webinar – Virtual (60 minutes)
- Unit of Measure: Each
- Unit Price: Flat rate per session

The unit price shall include preparation, materials, and delivery.

B. Internet-Based Group Training

- Item Description: Internet-Based Grants Management Training
- Unit of Measure: Per Session or Per Series
- Unit Price: Flat rate per training session or Flat rate per series

The unit price shall represent the total cost to deliver the entire session or series.

C. In-Person Group Training

- Item Description: In-Person Grants Management Training
- Unit of Measure: Per session or per series
- Unit Price: Flat rate per training session or Flat rate per series

Vendors must clearly indicate whether travel, lodging, and on-site costs are included in the unit price or billed separately.

By submitting a quote, the bidder certifies that the price(s) and amount of its quote have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.

3.3.1 Emailed Quote Submission

The bidder may email the signed “Agency Request for Quotes” form (CC-120) along with other documents to alexnader.york@treas.nj.gov on or before the bid due date and time listed on the RFQ cover sheet. It is the **bidder’s responsibility** to confirm Department of the Treasury’s receipt of emailed quote.

4.0 CONTRACT AWARD

4.1

DOCUMENTS REQUIRED BEFORE CONTRACT AWARD

- 4.1.1 State of New Jersey Standard Terms and Conditions
- 4.1.2 Ownership Disclosure Form
- 4.1.3 Disclosure of Investigations and Other Actions Involving Vendor
- 4.1.4 Disclosure of Investment Activities in Iran Form
- 4.1.5 Two-Year Chapter 51/Executive Order 333 Vendor Certification and Disclosure of Political Contributions for Non-Fair and Open Contracts
- 4.1.6 Disclosure of Prohibited Activities in Russia/Belarus
- 4.1.7 MacBride Principals Form
- 4.1.8 Proof of 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.
- 4.1.9 Certificate of Insurance / ACORD – must contain limits outlined within State of New Jersey Standard Terms and Conditions
- 4.1.10 Source Disclosure Form
- 4.1.11 Affirmative Action Compliance

The “Information Sheet and Checklist for Waivers and Delegated Purchasing Authority (DPA) Transaction” form is attached for the bidder’s reference. This form can be found at <https://www.nj.gov/treasury/purchase/forms.shtml> under the heading “Vendor DPA and Waiver Forms”. While on this website, bidders can click on the form name listed on the checklist to access the form.

The “Organ and Tissue Donation Statute” memorandum will be sent for informational purposes.

The Department anticipates awarding this RFQ to multiple vendors. Awards will be based on a review of qualifications, relevance of proposed topics, experience, and cost reasonableness. The Department reserves the right to select vendors for individual work orders based on program needs.