



RFP#2023-100

For: Consulting: Parking Utilization Study – City of Trenton

Event	Date	Time
Vendor's {Bidder's} Electronic Question Due Date (Refer to RFP Section 1.1.1 for more information.)	12/15/2023	5:00PM
Proposal Submission Date (Refer to RFP Section 1.3.3 for more information.)	01/29/2024	12:00PM

Dates are subject to change. All times contained in the RFP refer to Eastern Time. All changes will be reflected in Bid Amendments to the RFP posted on <https://www.nj.gov/treasury/administration/>

<input type="checkbox"/> Small Business Set-Aside Category For Goods and Services: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III For Construction: <input type="checkbox"/> IV <input type="checkbox"/> V <input type="checkbox"/> VI <input type="checkbox"/> Disabled Veteran-Owned Business Set-Aside	Status <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Entire P.O. <input type="checkbox"/> Partial P.O. <input type="checkbox"/> Subcontracting Only
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RFP Issued By:
State of New Jersey
Department of the Treasury,
Trenton, New Jersey 08625

Using Agency/Agencies:
State of New Jersey
Department of the Treasury

Date: 2023

1.0 INFORMATION FOR VENDORS {BIDDERS}

This Request for Proposal (RFP) is being issued by the New Jersey Department of the Treasury, Division of Administration.

PURPOSE AND INTENT

The Department of Treasury is seeking a qualified and experienced firm to conduct a study on parking utilization and strategic management analysis of parking facilities leased and owned by the State of New Jersey in the City of Trenton. This Study will create a dashboard of State employee parking data; analyze parking needs and utilization; and provide recommendations through the development of short, medium, and long term parking strategies. The selected Vendor {Bidder} Vendor {Contractor} shall have experience in compiling and analyzing parking information and data, creating parking demand projections, and making recommendations to address parking concerns, including policies, programs, and management.

BACKGROUND

The New Jersey Department of the Treasury through the Division of Property Management and Construction (DPMC) manages parking for employees of the State of New Jersey. Within Trenton, and mostly in the downtown, DPMC manages parking for approximately 16,000 employees. Parking is provided to employees at approximately 25 surface lots and structured garages either owned by the State or leased to the State. A majority of the parking lots and garages are proximate to multiple buildings occupied by State employees and conversely most buildings occupied by State employees are proximate to multiple parking locations.

The State owns nine (9) surface lots and five (5) garages, which total approximately 7,932 parking spaces. The State leases 5,964 parking spaces across five (5) surface lots and eight (8) garages through lease agreements. In addition, 1,105 spaces are leased by the State through an annual parking waiver process in multiple garages and surface lots. State-owned and leased office buildings and State-owned and leased parking locations are shown in the attached map, Exhibit A.

In 2026, the "Trent House" parking lease (located on Market Street at Area 30 on Exhibit A) for 1,003 spaces will expire. Due to the end of the lease and the interest in redeveloping this surface parking lot, the State may need to find alternate locations for these parking spaces. As the State begins to evaluate alternative parking arrangements, an understanding of the current utilization at existing State-owned and leased spaces will determine how many additional spaces the State needs to secure in advance of the upcoming lease expiration.

For the lots/garages that require a swipe access card, basic data exists on lot utilization using card access swipes including date, time, cardholder, card number, device number, and location. This information can be extracted into a report using both a date and time range. There are 15 parking locations owned by the State with card access and each collects these data points. There are another five parking locations with card swipe data that the State must request the data from the property owner. The Vendor {Contractor} will need to collect data for lots/garages that do not have swipe access, and the Vendor {Contractor} may need to collect additional data for lots/garages if swipe access data does not include information necessary for analysis purposes. Treasury seeks to implement a data driven approach to managing the State's parking in downtown Trenton, and recognizes that the data currently collected through swipe access may be insufficient for long-term optimization of parking management. Treasury seeks short, medium, and long-term recommendations on parking data collection, analysis, and management.

KEY EVENTS

1.1.1 ELECTRONIC QUESTION AND ANSWER PERIOD

Send all questions and inquiries via email to Amy.Bourne@treas.nj.gov. Phone calls/faxes will not be accepted.

The subject line of the email should state:

“Questions- 2023-RFP-100-Parking Utilization Study- City of Trenton”

- A. Questions should be directly tied to the RFP and asked in consecutive order, from beginning to end, following the organization of the RFP ; and
- B. Each question should begin by referencing the RFP page number and section number to which it relates.

A Vendor {Bidder} shall not contact the Using Agency and/or the State Contract Manager directly, in person, by telephone or by e-mail, concerning this RFP, prior to the final award of the contract.

The cut-off date for electronic questions and inquiries relating to this Request for Proposal is indicated on the RFP cover sheet. In the event that questions are posed by Vendors {Bidders}, answers to such questions will be issued by Bid Amendment. Any Bid Amendment to this RFP will become part of this RFP and part of any contract awarded as a result of this Request for Proposal. Responses to Questions submitted during the Q&A period, if any, will be posted <https://www.nj.gov/treasury/administration/> after the posted cut-off date for electronic questions and inquiries indicated on the RFP cover sheet.

1.1.2 PRE-PROPOSAL DOCUMENT REVIEW

The following are publicly available documents that a Vendor {Bidder} needs to review in order to prepare and submit an accurate and comprehensive Proposal:

- A. Exhibit A: Map of City of Trenton State Owned and Leased Parking and Buildings.
- B. Exhibit B: List of State-Owned and Leased Parking Lots and Garages

1.1.3 PROJECTED MILESTONE DATES

The following dates are provided to interested Vendors {Bidders} for planning purposes only. These are estimated timeline dates and do not represent a firm date commitment by which Treasury will take action:

Optional Site Visit:

There is no mandatory site visit. Most of the parking referenced on Exhibit A & B is either open to the public or viewable from the street and Vendors {Bidders} may choose to visit these sites prior to submitting proposals.

Q&A Period Ends:

On or before December 1, 2023

If required, Amendment:

On or before December 15, 2023

Proposals Due:

On or before January 29, 2024

1.1.4 TIMELY SUBMISSION OF PROPOSALS

SUBMISSION OF PROPOSAL – ELECTRONIC COPY

In order to be evaluated and considered for award, the Proposal must be received by Treasury at the appropriate location and by the required time indicated on the cover sheet in electronic copy. Proposals not received prior to the proposal opening deadline, as indicated on the RFP cover sheet, shall be rejected. If the Proposal opening deadline has been revised, the new RFP opening deadline will be shown on Treasury Administration's website and emailed as an RFP Amendment.

NOTE: Any bids received after the date and time specified shall not be considered. All Proposal submissions, once opened, become the property of the Treasury and cannot be returned to the Vendors {Bidders}. If a Vendors {Bidders} sends multiple documents, Treasury will only consider the last version of the document sent, provided it is uploaded by the stated deadline.

1.1.5 SUBMISSION OF PROPOSAL – ELECTRONIC COPY

Proposals are to be electronically sent to Amy.Bourne@treas.nj.gov by the required date and time on the cover sheet.

The subject line of all Proposal packages must be clearly labeled with the Proposal title:

2023-RFP-100- Parking Utilization Study- City of Trenton

Proposals submitted by facsimile will not be considered.

ANY PROPOSAL NOT RECEIVED ON TIME, WILL BE AUTOMATICALLY REJECTED.

2.0 DEFINITIONS

GENERAL DEFINITIONS

The following definitions will be part of any P.O. awarded or order placed as a result of this RFP.

Acceptance – The written confirmation by the Using Agency that Vendor {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.

Best and Final Offer or BAFO – Pricing timely submitted by a Vendor {Bidder} upon invitation by the Bureau after Proposal opening, with or without prior discussion or negotiation.

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

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 P.O. between the State and the Vendor(s) {Contractor(s)}. A Change Order is not effective until it is signed and approved in writing by the Director or Deputy Director, Division of Property Management and Construction.

Commercial Off the Shelf (COTS) – Software provided by Vendor {Contractor} that is intended for general use.

Custom Software – Software and Work Product that is developed by Vendor {Contractor} at the request of the Using Agency to meet the specific business requirements of the Using Agency and is intended for its use.

Customized Software – COTS that is adapted by Vendor {Contractor} to meet specific business requirements of the Using Agency that differ from the standard requirements of the base product.

Deliverable – Goods, products, Services and Work Product that Vendor {Contractor} is required to deliver to the State under the P.O.

Director – Director, Division of Property Management and Construction, Department of the Treasury, who by statutory authority is the Chief Contracting Officer for the State of New Jersey.

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

Division – The Division of Property Management and Construction.

Evaluation Committee – A committee established or Division staff member assigned by the Director to review and evaluate Proposals submitted in response to this RFP and recommend a P.O. award to the Director.

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.

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

Must – Denotes that which is a mandatory requirement.

No Bid – The Vendor {Bidder} is not submitting a price Proposal for an item on a price line.

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

Primary Form – An electronic form contained within a Vendor's {Bidder's} **NJSTART** profile designated by the Vendor {Bidder} as the primary or principal version of the required form.

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

Proposal – Vendor's {Bidder's} timely response to the RFP including, but not limited to, technical proposal, price proposal, and any licenses, forms, certifications, or other documentation required by the RFP .

Revision – A response to a BAFO request or a requested clarification of the Vendors {Bidders} Proposal.

Request for Proposal RFP– The documents, which establish the bidding and P.O. requirements and solicits Proposals to meet the needs of the using agency as identified herein, and includes this RFP, State of NJ Standard Terms and Conditions (SSTC), State-Supplied Price Sheet, attachments, and Bid Amendments.

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).

Software – Includes, without limitation, computer programs, source codes, routines, or subroutines supplied by Vendor {Contractor}, including operating software, programming aids, application programs, application programming interfaces and software products, and includes COTS, Customized Software and Custom Software, unless the context indicates otherwise.

State – The State of New Jersey.

State Confidential Information - shall consist of all information or data contained in documents supplied by the State, any information or data gathered by the Vendor {Contractor} in fulfillment of the P.O. and any analysis thereof (whether in fulfillment of the P.O. 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 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 RFP on which the Vendor {Bidder} submits its Proposal pricing as is referenced and described in RFP Section 4.1.5.

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

Subcontractor – An entity having an arrangement with a Vendor {Contractor}, whereby the Vendor {Contractor} uses the products and/or services of that entity to fulfill some of its obligations under its State P.O., while retaining full responsibility for the performance of all [the Vendor's {Contractor's}] obligations under the P.O., including payment to the Subcontractor. The Subcontractor has no legal relationship with the State, only with the Vendor {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 Vendor {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 Vendor {Bidder} for a single unit identified on a price line.

Vendor {Bidder} – An entity offering a Proposal in response to this RFP.

Vendor {Contractor} – The Vendor {Bidder} awarded a P.O. resulting from this RFP .

Vendor Intellectual Property – Any intellectual property that is owned by Vendor {Contractor} and contained in or necessary for the use of the Deliverables or which the Vendor {Contractor} makes available for the State to use as part of the work under the P.O. Vendor Intellectual Property includes COTS or Customized Software owned by Vendor {Contractor}, Vendor's {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 Vendor {Contractor} or Vendor's {Contractor's} subcontractors or a third party engaged by Vendor {Contractor} or its subcontractor pursuant to the P.O. 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.

3.0 SCOPE OF WORK – REQUIREMENTS OF THE VENDOR {CONTRACTOR}

3.1 SPECIFIC REQUIREMENTS

Subject to the timelines set forth below, the Vendor {Contractor} shall perform the following:

A. ENTRANCE CONFERENCE.

Upon the award of an engagement, the Vendor {Contractor} shall schedule and attend a meeting within **10 business days** with the SCM to discuss all pertinent items relative to that engagement.

B. PROJECT COORDINATION.

The Vendor {Contractor} will work closely with DPMC throughout all phases of the project and the completion of the scope of services.

1. Regular periodic project management meetings with DPMC staff are expected biweekly during the project.

C. REVIEW AND ANALYSIS OF EXISTING PARKING CONDITIONS.

1. Analyze and Evaluate Existing Sites, Materials and Information.

The Vendor {Contractor} will review and analyze all necessary information to gain a full understanding of Treasury's management of parking including the inventory of state leased and owned parking facilities, as described in Exhibit A and Exhibit B, previous studies, parking agreements, parking policies and land use ordinances. Treasury will assist with providing these documents. The Vendor {Contractor} shall identify if additional information is needed for their review. The Vendor {Contractor} shall also meet with key Treasury staff to understand how parking is assigned and managed.

2. Parking Usage Observations, Data Gathering and Analysis. The Vendor {Contractor} shall collect and analyze parking utilization and parking pass utilization in the study area to determine usage information. This shall include but not be limited to data analysis across different days of the week to provide insight into changing dynamics in the parking demand to include the current Telework program; to determine average and peak occupancy and parking pass usage; identify areas where there are parking spot shortages; and where there are continued surpluses. Identify congested or problem parking areas within the study area.

3. Existing Use and Future Demand. Review and evaluate the current demand for parking within the study area. Make projections of future parking needs. Recommendations should include Projections for new parking demand based on factors determined in consultation with Treasury, which may include consolidating both office and parking space. Identify parking solutions to account for projected changes and/or growth in the study area. Provide summary of reference data in the final report.

D. IDENTIFY PARKING PRIORITIES AND RECOMMENDATIONS. Develop prioritized recommendations for the short, medium, and long term centered on modernizing parking management, improving parking utilization and addressing parking concerns within the context of a vibrant mixed-use urban center. A phased implementation plan to meet current and future parking needs shall be included. Recommendations shall span various approaches including technology, policy, parking assignment approaches, data management, administration, and best management practices.

E. CREATE DATA DASHBOARD

The data collected and analyzed shall be presented as a digital dashboard. The dashboard shall be built in consultation with Treasury's Division of Revenue and Enterprise Services and based on Treasury technology standards, and allow for the ability that at the conclusion of the engagement with the Vendor {Contractor} that Treasury can to readily tie in newly collected data that is collected on an on-going basis through swipe card. This dashboard shall allow government leaders to use as a tool to track, analyze and report on State employee parking utilization. The features of the dashboard tool must include but are not limited to, the ability for the user to select the individual or combination of lots/garages and the date range, for which key metrics across those inputs will be displayed. The dashboard shall also include analysis on usage of assigned parking cards. In coordination with Treasury's Division of Revenue and Enterprise Services and based on Treasury technology standards, recommend medium and long term dashboard, data collection or analysis requirements and end solutions, that may either be an off the shelf solution or a new software database tool, for continued ease of use by Treasury and compatible with Treasury information technology requirements

F. DEVELOP TRENT HOUSE PARKING LOT ALTERNATIVES.

1. Develop a plan to efficiently relocate/reassign the parking provided at this site to other locations within the State's portfolio by the end of the current lease term.

3.2 WORKING SPACE

The Division of Property Management and Construction will arrange for access to all parking facilities for the Vendor's {Contractor's} Vendor {Contractor} s.

3.3 PROJECT SCHEDULE

Vendor {Contractor} shall complete the engagement work within the timeframe set forth in the Project Schedule as specified and accepted at the time of engagement.

3.4 PROJECT CONTROL

The Vendor {Contractor} shall report directly to the SCM. All written and oral communications shall be through the SCM. If a situation arises which would impede the completion of the engagement, the Vendor {Contractor} shall notify the SCM immediately. The Vendor {Contractor} may be requested to discuss the engagement's progress with the SCM as necessary during bi-weekly check-in meetings.

3.5 DELIVERABLES

The Vendor {Contractor} shall conduct biweekly meetings with Treasury staff.

- A. The Vendor {Contractor} shall prepare an initial draft report on stakeholder engagement, access to resources, and pace of engagement.
- B. The Vendor {Contractor} shall prepare a cumulative draft report on findings during the engagement.
- C. The Vendor {Contractor} shall develop proposed technical architecture for data dashboard. Review with agency staff and DORES and incorporate feedback into final design.

- a. Back end database
 - b. Data interfaces / APIs
 - c. Web interface
- D. Data Dashboard. The data collected and analyzed shall be presented as a digital dashboard. The dashboard shall be built in consultation with Treasury's Division of Revenue and Enterprise Services and based on Treasury technology standards, and allow for the ability that at the conclusion of the engagement with the Vendor {Contractor} that Treasury can to readily tie in newly collected data that is collected on an on-going basis through swipe card. This dashboard shall allow government leaders to use as a tool to track, analyze and report on State employee parking utilization. The features of the dashboard tool must include but are not limited to, the ability for the user to select the individual or combination of lots/garages and the date range, for which key metrics across those inputs will be displayed. The dashboard shall also include analysis on usage of assigned parking cards. In coordination with Treasury's Division of Revenue and Enterprise Services and based on Treasury technology standards, recommend medium and long term dashboard, data collection or analysis requirements and end solutions, that may either be an off the shelf solution or a new software database tool, for continued ease of use by Treasury and compatible with Treasury information technology requirements
- E. Complete and Deliver a Final Report. The Vendor {Contractor} shall deliver both an interim and final presentation to State representatives, including all requirements from section 3.1 **Tasks: C, D, E, & F.**
- F. "Trent House" Parking Lot. The Vendor {Contractor} shall develop recommendations to efficiently close out this lease and relocate all necessary parking spaces.

3.6 PROJECT INVOICING AND PAYMENTS

DPMC WILL COMPENSATE THE VENDOR {CONTRACTOR} IN FOUR PROGRESS PAYMENTS OF 20% EACH, OF THE AGREED UPON AMOUNT OF THE PROJECT, BASED ON THE PRICE PROPOSAL SUBMITTED FOR THE ENGAGEMENT.

Payment 1	Entrance Conference	20%
Payment 2	Acceptance of Draft Parking Study Report	40%
Payment 3	Acceptance of Final Parking Study Report with Database File	20%
Payment 4	Completion of Two (2) Post-Report Presentations	20%

Vendor shall submit invoices for each of the four progress payments.

4.0 PROPOSAL PREPARATION AND SUBMISSION – REQUIREMENTS OF THE VENDOR {BIDDER}

Failure to submit information as indicated below may result in your Proposal being deemed non-responsive.

4.1 PROPOSAL CONTENT

The Proposal should be submitted in following sections with the content of each section as indicated below.

- a. Section 1 - Forms

- b. Section 2 - Technical Proposal;
- c. Section 3 - Organizational Support and Experience; and
- d. Section 4 - Any other documents to be included by the Vendor {Bidder}.
- e. Section 5 – State-Supplied Price Sheet (Section 4.1.5).

4.2 THE VENDOR {CONTRACTOR} SHALL RESPOND WITHIN THE ESTABLISHED TIME PERIOD WITH THE FOLLOWING:

- A. A detailed technical response to perform the scope of work reflecting the requirements of the engagement in accordance with the specific requirements of Section 3.1 of this RFP;
- B. A project schedule that shall identify the associated deliverable items to be submitted as evidence of completion of each task and/or sub-task;
- C. A schedule of all-inclusive hourly rates per person working on the engagement.
- D. When responding to the engagement, in addition to the hourly rates set forth in response to this RFP, the person-hour and/or labor category mix: including a comprehensive chart showing the person-hours proposed to meet the requirements of the request for competitive Proposals. The chart shall be designed to reflect the tasks, sub-tasks, or other work elements required by the request for competitive Proposal. The chart shall set forth, for each task, sub-task or other work element, the total number of person-hours, by labor category, proposed to complete the engagement. The hourly rates used for each labor category shall be the awarded all-inclusive hourly rates specified in the contract.
- E. A firm fixed price for the engagement is based on the contract's awarded all-inclusive hourly rates and the chart detailed above in 4.2 D. The Vendor {Contractor} is permitted to reduce its awarded hourly rate for the purpose of submitting a response to an engagement request and is not required to maintain that lower rate for subsequent contracts. However, under no circumstance is the Vendor {Contractor} permitted to raise its originally proposed hourly rates;
- F. Provide Vendor {Contractor} experience of successfully completing the size and scope of work as defined. Provide resumes showing the qualifications, credentials, proficiencies, certifications and expertise of the principal and senior auditors and other staff that will be working on the audit and the firm as whole; and
- G. Provide the work plans for each section of the engagement's scope of work.

4.3 NJ STANDARD RFP FORMS REQUIRED WITH THE PROPOSAL

Vendor's {Bidder's} failure to complete, sign and submit the forms found in the Information Sheet And Checklist for Waivers and Delegated Purchasing Authority (DPA) Transactions shall be cause to reject its Proposal as non-responsive.

4.4 OWNERSHIP DISCLOSURE FORM

Pursuant to N.J.S.A. 52:25-24.2, in the event the Vendor {Bidder} is a corporation, partnership, sole proprietorship or limited liability company, the Vendor {Bidder} must complete an Ownership Disclosure Form.

A current completed Ownership Disclosure Form must be received prior to or accompany the submitted Proposal. A Vendor's {Bidder's} failure to submit the completed and signed form with its Proposal will result in the rejection of the Proposal as non-responsive and preclude the award of a contract to said Vendor {Bidder} unless the Division has on file a signed and accurate Ownership Disclosure Form dated and received no more than six (6) months prior to the Proposal submission deadline for this procurement. If any ownership change has occurred within the last six (6) months, a new Ownership Disclosure Form must be completed, signed and submitted with the Proposal.

NOTE: If the Proposer is a limited partnership, each Ownership Disclosure form must be signed by a general partner. If the proposer is a joint venture, the Ownership Disclosure form must be signed by a principal of each party to the joint venture. Failure to comply will result in rejection of the proposal.

4.5 MACBRIDE PRINCIPLES CERTIFICATION

The Vendor {Bidder} must certify pursuant to N.J.S.A. 52:34-12.2 that it is in compliance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.5 and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of its compliance with those principles. See Section 2.5 of the SSTC and N.J.S.A. 52:34-12.2 for additional information about the MacBride principles.

4.6 DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

Pursuant to N.J.S.A. 52:32-58, the Vendor {Bidder} must utilize this Disclosure of Investment Activities in Iran form to certify that neither the Vendor {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 Vendor {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 Vendor {Bidder} is unable to so certify, the Vendor {Bidder} shall provide a detailed and precise description of such activities as directed on the form. A Vendor's {Bidder's} failure to submit the completed and signed form with its Proposal will result in the rejection of the Proposal as non-responsive and preclude the award of a contract to said Vendor {Bidder}.

NOTE: If the Proposer is a limited partnership, each Disclosure of Investment Activities in Iran form must be signed by a general partner. Failure to comply will result in rejection of the proposal.

5.0 FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED BEFORE CONTRACT AWARD AND THAT SHOULD BE SUBMITTED WITH THE PROPOSAL

Unless otherwise specified, forms must contain an original, physical signature, or an electronic signature pursuant to the State of New Jersey Standard Terms and Conditions of this RFP.

5.1 TERMS & CONDITIONS

5.2 BUSINESS REGISTRATION

In accordance with N.J.S.A. 52:32-44(b), a Vendor {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 P.O. To facilitate the Proposal evaluation and contract award process, the Vendor {Bidder} should submit a copy of its valid BRC and those of any named Subcontractors with its Proposal.

Any Vendor {Bidder}, inclusive of any named Subcontractors, not having a valid business registration at the time of the Proposal opening, or whose BRC was revoked prior to the submission of the Proposal, should proceed immediately to register its business or seek reinstatement of a revoked BRC. Vendors {Bidders} should verify its BRC status on the "Maintain Terms and Categories" Tab within its profile in **NJSTART**. In the event of an issue with a Vendor's {Bidder's} BRC, **NJSTART** provides a link to take corrective action.

The Vendor {Bidder} is cautioned that it may require a significant amount of time to secure the reinstatement of a revoked BRC. The process can require actions by both the Division of Revenue

and Enterprise Services and the Division of Taxation. For this reason, a Vendor's {Bidder's} early attention to this requirement is highly recommended. The Vendor {Bidder} and its named Subcontractors may register with the Division of Revenue and Enterprise Services, obtain a copy of an existing BRC or obtain information necessary to seek re-instatement of a revoked BRC online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

A Vendor {Bidder} otherwise identified by the Division as a responsive and responsible Vendor {Bidder}, inclusive of any named Subcontractors, but that was not business registered at the time of submission of its Proposal must be so registered and in possession of a valid BRC by a deadline to be specified in writing by the Division. A Vendor {Bidder} failing to comply with this requirement by the deadline specified by the Division will be deemed ineligible for contract award. Under any circumstance, the Division will rely upon information available from computerized systems maintained by the State as a basis to verify independently compliance with the requirement for business registration.

A Vendor {Bidder} receiving a contract award as a result of this procurement and any Subcontractors named by that Vendor {Bidder} will be required to maintain a valid business registration with the Division of Revenue and Enterprise Services for the duration of the executed contract, inclusive of any contract extensions.

5.3 DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING BIDDER FORM

The Vendor {Bidder} should submit the Disclosure of Investigations and Other Actions Involving Bidder Form, with its Proposal, 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 Vendor {Bidder} does not submit the form with the Proposal, the Vendor {Bidder} must comply within seven (7) business days of the State's request or the State may deem the Proposal non-responsive.

5.4 SOURCE DISCLOSURE

Pursuant to N.J.S.A. 52:34-13.2, prior to an award of P.O., the Vendor {Bidder} is required to submit a completed Source Disclosure Form. The Vendor's {Bidder's} inclusion of the completed Source Disclosure Form with the Proposal is requested and advised.

The Source Disclosure Form is located on the [Division's website](#).

5.5 TECHNICAL PROPOSAL

In this section, the Vendor {Bidder} shall describe its approach and plans for accomplishing the work outlined in the Scope of Work section, i.e., Section 3.1. The Vendor {Bidder} must set forth its understanding of the requirements of this RFP and its approach to successfully complete the contract. The Vendor {Bidder} should include the level of detail it determines necessary to assist the evaluation committee in its review of the Vendor's {Bidder's} Proposal.

5.6 MANAGEMENT OVERVIEW

The Vendor {Bidder} shall set forth its overall technical approach and plans to meet the requirements of the RFP in a narrative format. This narrative should demonstrate to the State that the Vendor {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. This

narrative should demonstrate to the State that the Vendor's {Bidder's} general approach and plans to undertake and complete the contract are appropriate to the tasks and subtasks involved.

Mere reiterations of RFP tasks and subtasks are strongly discouraged, as they do not provide insight into the Vendor's {Bidder's} approach to complete the contract. The Vendor's {Bidder's} response to this section should be designed to demonstrate to the State that the Vendor's {Bidder's} detailed plans and approach proposed to complete the Scope of Work are realistic, attainable and appropriate and that the Vendor's {Bidder's} Proposal will lead to successful contract completion.

5.7 ORGANIZATIONAL SUPPORT AND EXPERIENCE

The Vendor {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 Vendor's {Bidder's} qualifications, and capabilities to perform the services required by this RFP .

The Vendor {Bidder} should include the level of detail it determines necessary to assist the evaluation committee in its review of Vendor's {Bidder's} Proposal.

5.8 LOCATION

The Vendor {Bidder} should include the address of the Vendor's {Bidder's} office where responsibility for managing the contract will take place. The Vendor {Bidder} should include the telephone number and name of the individual to contact.

5.9 ORGANIZATION CHARTS

- A. **Chart for Entire Firm.** The Vendor {Bidder} should include an organization chart showing the Vendor's {Bidder's} entire organizational structure. This chart should show the relationship of the individuals assigned to the contract to the Vendor's {Bidder's} overall organizational structure.

5.10 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 RFP. 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 RFP ; 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.

The Vendor {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. When a Vendor {Bidder} submits resumes pursuant to this paragraph, the Vendor {Bidder} shall redact the social security numbers, home addresses, personal telephone numbers, and any other personally identifying information other than the individual's name from the resume.

5.11 BACKUP STAFF

The Vendor {Bidder} should include a list of backup staff that may be called upon to assist or replace primary individuals assigned. Backup staff must be clearly identified as backup staff.

In the event the Vendor {Bidder} must hire management, supervisory and/or key personnel if awarded the contract, the Vendor {Bidder} should include, as part of its recruitment plan, a plan to secure backup staff in the event personnel initially recruited need assistance or need to be replaced during the contract term.

5.12 EXPERIENCE WITH CONTRACTS OF SIMILAR SIZE AND SCOPE

The Vendor {Bidder} should provide a comprehensive listing of contracts of similar size and scope that it has successfully completed, as evidence of the Vendor's {Bidder's} ability to successfully complete services similar to those required by this RFP. Emphasis should be placed on contracts that are similar in size and scope to the work required by this RFP. 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 RFP. For each such contract listed, the Vendor {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 Vendor {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 Vendor {Bidder} should provide details, including any negative audits, reports, or findings by any governmental agency for which the Vendor {Bidder} is/was the Vendor {Contractor} on any contracts of similar scope. In the event a Vendor {Bidder} neglects to include this information in its Proposal, the Vendor's {Bidder's} omission of necessary disclosure information may be cause for rejection of the Vendor's {Bidder's} Proposal by the State.

The Vendor {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 Vendor's {Bidder's} Proposal. The Vendor {Bidder} must provide a detailed description of services to be provided by each Subcontractor.

5.13 STATE-SUPPLIED PRICE SHEET

The Vendor {Bidder} must submit its pricing using the State-Supplied Price Sheet accompanying this RFP.

6.0 PROPOSAL EVALUATION

6.1 PROPOSAL EVALUATION COMMITTEE

Proposals will be evaluated by an Evaluation Committee. The Evaluation Committee will review the responses and make a recommendation to DPMC to award the engagement to the Vendor {Contractor} that offers the best qualifications, experience, value, price, and other factors for each project.

6.2 EVALUATION CRITERIA

The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate Proposals received in response to this RFP. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the evaluation process.

6.3 TECHNICAL EVALUATION CRITERIA

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 Vendor's {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 Vendor's {Bidder's} documented experience in successfully completing contract of a similar size and scope in relation to the work required by this RFP; and
- C. Ability of firm to complete the Scope of Work based on its Technical Proposal: The Vendor's {Bidder's} demonstration in the Proposal that the Vendor {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.

6.4 EVALUATION OF THE PROPOSALS

After the Evaluation Committee completes its evaluation, it recommends to DPMC for award the responsible Vendor(s) {Bidder(s)} whose Proposal, conforming to this RFP, is most advantageous to the State, price and other factors considered. The Evaluation Committee considers and assesses price, technical criteria, and other factors during the evaluation process and makes a recommendation to DPMC. DPMC may accept, reject or modify the recommendation of the Evaluation Committee. Whether or not there has been a negotiation process as outlined in Section 6.5 below, the DPMC reserves the right to negotiate price reductions with the selected Proposer.

6.5 NEGOTIATION AND BEST AND FINAL OFFER (BAFO)

After evaluating proposals, the DPMC may enter into negotiations with one Proposer or multiple Proposers. The primary purpose of negotiations is to maximize the DPMC's ability to obtain the best value based on the mandatory requirements, evaluation criteria, and cost. Multiple rounds of negotiations may be conducted with one Proposer or multiple Proposers. Negotiations will be structured to safeguard information and ensure that all Proposers are treated fairly.

Similarly, DPMC may invite one Proposer or multiple Proposers to submit a best and final offer (BAFO). Said invitation will establish the time and place for submission of the BAFO. Any BAFO that is not equal to or lower in price than the pricing offered in the Proposer's original proposal will be rejected as non-responsive and the DPMC will revert to consideration and evaluation of the Proposer's original pricing.

If required, after review of the BAFO(s), clarification may be sought from the Proposer. DPMC may conduct more than one round of negotiation and/or BAFO in order to attain the best value.

After evaluation of proposals and as applicable, negotiation(s) and/or BAFO(s), the Evaluation Committee will recommend, to DPMC, the responsible Proposer whose proposal, conforming to the RFP/Q, is most advantageous to the DPMC, price and other factors considered. The DPMC may initiate additional negotiation or BAFO procedures with the selected Proposer.

Negotiations will be conducted only in those circumstances where they are deemed to be in the DPMC's best interests and to maximize the DPMC's ability to get the best value. Therefore, the Proposer is advised to submit its best technical and price proposal in response to this RFP since the DPMC may, after evaluation, make a contract award based on the content of the initial submission, without further negotiation and/or BAFO with any Proposer.

All contacts, records of initial evaluations, any correspondence with Proposer related to any request for clarification, negotiation or BAFO, any revised technical and/or price proposals, the Evaluation Committee Report and the Award Recommendation, will remain confidential until approved by the DPMC and a Conditional Notice of Intent to Award a contract is issued.