

**REQUESTS FOR PROPOSALS  
FOR  
RECRUITMENT SERVICES FOR ONE KEY POSITION  
FOR  
THE NEW JERSEY SECURE CHOICE SAVINGS PROGRAM**

**DPA #2022-NJ Secure Choice**

Issued by the  
State of New Jersey  
Department of the Treasury  
on behalf of  
New Jersey Secure Choice Savings Board

**Bid Reference Number:** DPA#2022-NJ Secure Choice

**Date Issued:** Tuesday, March 22, 2022

**Questions Due:** Tuesday, April 5, 2022

**Proposal Submission Deadline:** 3:00PM Eastern Time on  
Wednesday, April 27, 2022

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1.0 INFORMATION FOR BIDDERS

1.1 PURPOSE AND INTENT

The State of New Jersey, Secure Choice Savings Board (“Board”) is seeking an executive search firm to assist in the recruitment and vetting of candidates for one (1) key position.

1.2 MINIMUM QUALIFICATIONS: SCREENING CRITERIA

- Five years of experience in recruiting professionals to serve in management and executive positions.
- Key members’ resumes are required to be submitted

1.3 KEY EVENTS

1.3.1 Electronic Questions and Answer Period: The Board will accept questions and inquiries from all potential bidders, submitted via email to: [Gina.Costello@treas.nj.gov](mailto:Gina.Costello@treas.nj.gov).

- The Bid Reference Number “DPA #2022-NJ Secure Choice must be clearly referenced in the subject line of the email.
- Questions regarding the Standard Terms & Conditions and exceptions to mandatory requirements should contain requested changes.
- The deadline to submit questions and inquiries relating to this RFP is the **Questions Due Date** indicated on the cover sheet of this RFP.

- 1.3.2 Deadline for Submission of Proposals: In order to be considered, a proposal must arrive at the Department of the Treasury no later than the **Proposal Submission Deadline** indicated on the cover sheet of this RFP.

ANY PROPOSAL RECEIVED AFTER THE PROPOSAL SUBMISSION DEADLINE WILL BE REJECTED.

Bidders using U.S. Postal Service regular or express mail services should allow additional time since the U.S. Postal Service does not deliver directly to Department of the Treasury.

- 1.3.3 Bidder Responsibility: The bidder assumes sole responsibility for the complete effort required in submitting a proposal in response to the RFP. It is the sole responsibility of the bidder to be knowledgeable as to all of the requirements of this RFP. No special consideration will be given after proposals are received because of a bidder's failure to be knowledgeable as to such requirements.
- 1.3.4 Cost Liability: The State and the Board assume no responsibility and bear no liability for costs incurred by any bidder in the preparation and submittal of a proposal in response to this RFP.

## 2.0 SCOPE OF WORK

The Secure Choice Savings Program Board seeks an executive search firm to assist in all aspects of the recruitment and vetting of candidates for the position of Executive Director of the New Jersey Secure Choice Savings Program. The position's job description is enclosed.

### 2.1 SPECIFIC REQUIREMENTS

The successful bidder will:

- Coordinate with Board members and support personnel to develop the ideal candidate profile for the job description enclosed. The ideal candidate profile will be used as a screening rubric for candidates; it will include: the knowledge, experience, skills/abilities, and qualities required for the position;
- Conduct an aggressive, expeditious, nationwide search for well-qualified candidates, including but not limited to marketing the position via multiple national posting(s), and conducting personal outreach to identified individuals possessing relevant experience and qualifications;

- Review resumes of applicants, examining each candidate's stated qualifications, and confirm information with pre-interview techniques;
- Vet and prioritize candidates for the Board, including but not limited to conducting reference, background, qualification and educational reviews/checks, culminating in a written summary of highly qualified finalist candidates for the Board's review;
- Conduct in-depth reference checks to verify candidates' employment qualifications, education, and background;
- Coordinate with Board members and support personnel to facilitate logistical requirements for the Board's interview of highly qualified finalist candidates, including the development of an interview process (questions, formats, scheduling, etc.);
- Review interview results with the Board's hiring committee and if deemed necessary by the Board's hiring committee, consider and recruit for additional candidates;
- Notify in writing all applicants who were not selected; and
- Assist the Board with compensation negotiations, as necessary.

### 3.0 PROPOSAL CONTENT AND SUBMISSION REQUIREMENTS

#### 3.1 GENERAL SUBMISSION REQUIREMENTS

- In order to be considered, a proposal must arrive at the Department of the Treasury no later than the **Proposal Submission Deadline**, as indicated in Section 1.3.2 of this RFP.
- All proposals must be typed or written in ink and signed by the bidder; electronic signatures are acceptable.
- Bidders must submit an "Agency Request for Proposal" (form PB-120) as discussed in Section 3.2.2 of this RFP.
- Proposals preferably can be submitted in electronic form or in hard copy if electronic form is unattainable, as described in Section 3.3 of this RFP.

- Bidders are advised to thoroughly read and follow all instructions contained in this RFP, including the instructions on the cover page, and to ensure that the proposal contains all required documents.

## 3.2 SPECIFIC PROPOSAL CONTENT

### 3.2.1 Information Relevant to the Scope of Work:

- Firm's location, experience, and qualifications;
- Names, qualifications, and experience of personnel to be assigned to this recruitment, including experience in conducting executive searches for governmental entities.
- Client references of similar successful candidate placements;
- Strategy and proposed method of recruiting and screening potential candidates;
- Confidentiality parameters and safeguards;
- Disclosure of any recruitment restrictions; and
- Proposed timeline/schedule to accomplish the successful recruitment.

### 3.2.2 Pricing Information: On the attached "Agency Request for Proposal" (form PB-120), bidders must provide pricing based on a detailed fee structure inclusive of all applicable costs. Please note:

- Total fee shall not exceed \$50,000, which shall include any travel expenses incurred.
- By submitting a proposal, the bidder certifies that the price(s) and amounts of the proposal have been arrived at independently and without consultation, communication or agreement with any other bidder, potential bidder, or contractor.
- In the event that an executive search firm's candidate is selected for employment, the firm's compensation shall be contingent upon the candidate's successful attainment of employment during the customary State probationary period (120 days). Payment will be furnished upon submission of invoice after the candidate's successful attainment of at least 120 days employment.

- In the event that an executive search firm's candidate is selected for employment, but the candidate does not successfully attain at least 120 days of employment, the firm shall be required to provide additional candidates for consideration by the Board in a timely manner, not to exceed sixty (60) days.

### 3.3 PROPOSAL SUBMISSION

#### 3.3.1 Submission of Electronic Copies per Section 3.1:

- Via email: Gina.Costello@treas.nj.gov
- It is the bidder's responsibility to confirm the Department of the Treasury's receipt of bidder's submissions.

#### 3.3.2 Submission of Hard Copies if Electronic cannot be submitted per Section 3.1:

State of New Jersey Department of the Treasury  
Division of Administration – Fiscal & Resources  
Attn: Gina Costello  
P.O. Box 211  
50 West State Street, 8th Floor, Trenton, NJ 08625

## 4.0 CONTRACT AWARD

### THE FOLLOWING DOCUMENTS ARE REQUIRED BEFORE CONTRACT AWARD:

- 4.1 STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS
- 4.2 OWNERSHIP DISCLOSURE FORM
- 4.3 DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING BIDDER
- 4.4 DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM
- 4.5 TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS
- 4.6 CHAPTER 271 VENDOR CERTIFICATION AND POLITICAL DISCLOSURE

FORM

- 4.7 MACBRIDE PRINCIPALS FORM
- 4.8 PROOF OF BUSINESS REGISTRATION
- 4.9 CERTIFICATE OF INSURANCE / ACORD – MUST CONTAIN  
LIMITS OUTLINED WITHIN STATE OF NEW JERSEY  
STANDARD TERMS AND CONDITIONS
- 4.10 SOURCE DISCLOSURE FORM
- 4.11 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.

Awards will be based on proposals received and the bidder’s submission of State of New Jersey required forms.