STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
Division of Housing and Community Resources

Governor Philip Murphy Lt. Governor Sheila Y. Oliver

AGENCY REQUEST FOR QUOTE

Request for Quote (RFQ) for community-led participatory planning (CLPD) for homelessness prevention service delivery and persons with lived experience and expertise (PWLEE) engagement consultant.

Office of Homelessness Prevention

January 2023

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Request for Quote for community-led participatory planning (CLPD) for homelessness prevention service delivery and persons with lived experience and expertise (PWLEE) engagement consultant.

§1.0 Purpose and Intent

This Request for Quote (RFQ) is issued by the Department of Community Affairs, Division of Housing and Community Resources ("Department"). The purpose of this RFQ is to solicit quotes from qualified Bidders to provide services related to community-led participatory planning for homelessness prevention service delivery and persons with lived experience and expertise (PWLEE) engagement as described in Section 2.0 Scope of Work. The Department will indicate in each specific Task Order whether the Contractor(s) awarded the Contract will be able to complete their engagements in-person or remotely.

§2.0 Scope of Work

Contractor shall, under the direction of the Office of Homelessness Prevention ("OHP"), provide consultancy services related to community-led participatory planning for homelessness prevention service delivery and persons with lived experience and expertise (PWLEE) engagement ("Project").

The Contractor shall consult with and assist OHP, in evaluating options for Community Led Planning & Development Projects (CLPD) designed to transform planning around the homeless service system that occurs in communities across New Jersey. Contractor will also advise OHP on inclusive PWLEE advisory board formation best-practices and assist and advise OHP in the development and sustainment of these advisory boards.

Contractor will work with OHP in developing an equity-focused framework to ensure people impacted by homelessness are part of the decision-making structure of the statewide homelessness prevention service ecosystem to guide policies, funding, and regulation development to ensure equitable access and success in systems designed to end homelessness throughout the State of New Jersey.

In furtherance of this coordination, the Contractor will be expected to advise OHP on existing CLPD processes and to solicit the participation of PWLEE communities and advisory boards to participate in the codesign of policy and advocacy work around addressing equity and integrating voices of those impacted by homelessness into the system planning work. This process should result in a substantive plan to address and incorporate the challenges and opportunities to deploy a statewide CLPD process for system design and service delivery over a three (3) year period. Bidders must therefore demonstrate significant experience in working in a multidisciplinary professional and community environment with a diverse stakeholder base.

Contractor may be tasked with performing additional services as it relates to the need to implement a compliance and monitoring program to ensure conformance with OHP and other state guidance. Contractor shall adhere to the State's Standard Contract Terms and Conditions and all applicable federal

and state statutes, regulations, and policies.

OHP may award this contract to up to one Contractor. Contractor will adhere to the labor and expense rates quoted in their proposals with hours varying according to the nature of the engagement, which will constitute the not-to-exceed total for that particular Task Order.

Total payment for all Task Orders for this project will not exceed $150,000.

§3.0 Contract Terms and Payment

§3.1 Contract Deliverables

The Contractor shall complete the required deliverables specific to each project. The deliverables shall be enumerated in the Task Orders and may include program, provider, and community coordination work, analysis, implementation plans, reports, among other deliverables determined by OHP.

The Contractor shall participate in status calls with OHP to review each submittal prior to submission of deliverables to OHP.

§3.2 Contract Term/Extensions/Transition

The term of this Contract shall be twelve (12) months. The Contract may be extended for up to three 6-month options. The Contract for this RFQ consists of this RFQ, the State of New Jersey Standard Terms and Conditions ("SSTC"), the Waivered Contracts Supplement to the SSTC, and the successful Bidder's Quote. The SSTC will apply to this Contract, in addition to the terms and conditions otherwise set forth in this RFQ. Both should be read in conjunction, unless the RFQ indicates otherwise.

Within five (5) days of award, the Contractor(s) shall conduct a kick-off meeting with OHP to finalize processes and procedures, discuss potential engagements, and complete any outstanding administrative items. The State expects the Contractor to be ready to begin assignments after three (3) weeks of award.

§3.3 Task Orders

OHP will issue a Notice to Proceed letter reflecting the authorized scope of work, deliverables, and timeframe for completion, authorized for each Task Order. Any work undertaken without such authorization is at the Contractors' risk.

§3.4 Payment

Payment shall be made in accordance with the SSTC. Contractor will submit pricing for each Task Order, including the NTE amount, based on the Scope of Work contemplated in the Task Order. The State will pay the Contractor after the Contractor has completed the Task Order and submitted the required deliverables. All work performed under Task Orders for the RFP will not exceed $150,000 in total.

§4.0 Bidding Process

§4.1 Question and Answer Period

The State will accept questions up to twenty (20) business days after the posting of the solicitation, or 2:00 pm on February 10th 2023. Bidders shall send their Questions via email to:

OHP@dca.nj.gov

The Department will post the questions and answers on the DCA website in an Addendum to the RFQ on a rolling basis. Any Addendum to this RFQ will become part of this RFQ and part of any subsequent Contract.

Questions regarding the SSTC, specifically incorporated herein, and exceptions to mandatory requirements, must be posed by prospective bidders during the Question-and-Answer period and should also contain suggested changes. Quotes that are submitted with any terms that conflict with the RFQ terms, the SSTC, or the Waivered Contracts Supplement to the SSTC will render a quote non-responsive.

§4.2 Contents of Quote

The Quote shall include a discussion of the Bidder(s)' approach and plans for accomplishing the work outlined in Section 2.0, Scope of Work, on-time and within budget. In narrative form, the Bidder must set forth its understanding of the requirements of this solicitation and its approach to successfully complete the Contract. Mere reiterations of the tasks and deliverables in the solicitation are strongly discouraged since this does not provide insights into the Bidder(s)' approach to complete the Scope of Work. The Department needs to determine that the Bidder(s)' plan to complete the Scope of Work are realistic, appropriate, and attainable for completion of the project within a tight deadline.

The Bidder(s) shall identify the key personnel who will manage this project and perform the Scope of Work and include their resumes with the Quote. The narrative shall also include the Bidder(s)' relevant experience, along with 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 the work required by this RFQ.

Bidders must complete the forms provided via the link below and submit them with their Quotes along with any certificates identified below.

Bidder are required to complete and submit the following forms. All required forms are found at the following link:
https://www.state.nj.us/treasury/purchase/forms.shtml:

- Ownership Disclosure Form
- Disclosure of Investigations and Other Actions Involving Bidder Form
- Disclosure of Investment Activities in Iran Form. Pursuant to N.J.S.A. 52:32-55, contractor must attest that the contractor, or any of its parents, subsidiaries, and/or affiliates, is neither engaged in certain investment activities in Iran nor identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran
- Source Disclosure Certification Form - For all purchases that are primarily for services, the contractor must comply with N.J.S.A. 52:34-13.2 (also known as EO 129) and file a source

disclosure certification with the agency. It is the agency's responsibility to determine if the contractor complies with N.J.S.A. 52:34-13.2, i.e., that the contractor will provide the services within the United States.

- MacBride Principles Certification Form
- Vendor Certification and Political Disclosure Form/Two Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contribution Form - In addition, for all purchases exceeding $17,500, whether singly or in the aggregate, the contractor must comply with N.J.S.A. 19:44A-20.13 et seq. (formerly known as Executive Order (EO) 134).
- Affirmative Action Form - A New Jersey Certificate of Employee Information or a copy of the Federal Letter of Approval verifying the contractor is operating under a federally approved or sanctioned Affirmative Action program (Verification of Affirmative Action compliance may also be obtained through the VINF screen on MACSE)
- State of New Jersey Standard Terms and Conditions
- Proof of NJ Business Registration. Contractors must have a valid Business Registration Certification to be eligible to do business with the State of New Jersey.
- Proof of Insurance (ACORD form) as indicated by the New Jersey Standard Terms and Conditions for DPAs.
- Certification of Non-Involvement in Prohibited Activities in Russian or Belarus
- State of New Jersey Standard Terms and Conditions
- Waivered Contracts Supplement to the State of New Jersey Standard Terms and Conditions

As noted above, Bidder(s) is subject to the SSTC and the Waivered Contracts Supplement to the SSTC, also provided via the links below:

(https://www.state.nj.us/treasury/purchase/forms/Waiver%20and%20DPA%20Contract%20Checklist.pdf)

§4.3 Instructions for Quote Submission

Bidder(s) shall submit Quotes no later than 12:00 Noon on February 17th, 2023, and include, at minimum, the plan to accomplish the Scope of Work provided in Section 2.0, relevant experience of the firm and the staff who will perform the Scope of Work, State-supplied pricing sheet delineating all-inclusive hourly rates, expected expenses, and the required forms.

Bidders may submit quotes via email to OHP@dca.nj.gov or deliver "hard copies" to:

Michael Callahan
Department of Community Affairs
Division for Housing and Community Resources, 5th Floor
Office of Homelessness Prevention
101 South Broad Street
Trenton, New Jersey 08625

§5.0 Award Methodology

The Department will award the Contract to one (1) Contractor that receive the highest point total from the Evaluation Committee and whose Quotes, conforming to this RFQ, are the most advantageous to the

State, price and other factors considered. The State intends to conduct a comprehensive, fair, and impartial evaluation of all Quotes received. All Quotes will first be reviewed to determine responsiveness and non-responsive Quotes will be rejected without Evaluation. The State may also reject any Quote that is incomplete or where there are significant inconsistencies or inaccuracies.

The State reserves the right to negotiate price reductions or request Best and Final Offers with the Bidder(s).

§5.1 Evaluation Process

Quotes will be evaluated by the Evaluation Committee, composed of members from the Department and OHP. For evaluation purposes, Bidders will be ranked from lowest to highest according to the total Quote price located on the Pricing Worksheet that accompanies this RFQ.

In addition to price, the Evaluation Committee will evaluate Quotes based on the following technical factors, according to a pre-determined weight:

- Personnel: The qualifications and experience of the Bidder's management and key personnel assigned to this project;

- Experience of the Contractor(s): The Bidder's documented experience in successfully completing projects of a similar size and scope; and

- Ability of the Contractor(s) to complete the Scope of Work: The Bidder's demonstration in the Quote that the Bidder understands the requirements of the Scope of Work and presents an approach that indicates the technical requirements of the Contract could be met successfully and, importantly, within deadline.

§5.2 Right to Waive

The Evaluation Committee reserves the right to waive minor irregularities. The Committee also reserves the right to waive a requirement provided that the failure to comply with the mandatory requirement does not materially affect the procurement of the State's interests associated with the procurement.

§5.3 Executive Order Number 166

Notice of Executive Order 166 Requirement for Posting of Winning Proposal and Contract Documents

Pursuant to Executive Order No. 166, signed by Governor Murphy on July 17, 2020, the Office of the State Comptroller ("OSC") is required to make all approved State contracts for the allocation and expenditure of COVID-19 Recovery Funds available to the public by posting such contracts on an appropriate State website. Such contracts will be posted on the New Jersey transparency website developed by the Governor's Disaster Recovery Office (DCA Transparency Website).
The contract resulting from this RFQ is subject to the requirements of Executive Order No. 166. Accordingly, the OSC will post a copy of the contract, including the RFQ, the winning bidder's proposal and other related contract documents for the above contract on the OHP Transparency website.

In submitting its proposal, a Bidder may designate specific information as not subject to disclosure.

However, such bidder must have a good faith legal or factual basis to assert that such designated portions of its proposal: (i) are proprietary and confidential financial or commercial information or trade secrets; or (ii) must not be disclosed to protect the personal privacy of an identified individual. The location in the proposal of any such designation should be clearly stated in a cover letter, and a redacted copy of the proposal should be provided. A Bidder's failure to designate such information as confidential in submitting a bid/proposal shall result in waiver of such claim.

The State reserves the right to make the determination regarding what is proprietary or confidential and will advise the winning bidder accordingly. The State will not honor any attempt by a winning bidder to designate its entire proposal as proprietary or confidential and will not honor a claim of copyright protection for an entire proposal. In the event of any challenge to the winning bidder's assertion of confidentiality with which the State does not concur, the bidder shall be solely responsible for defending its designation.

INFORMATION SHEET AND CHECKLIST FOR WAIVERS AND DELEGATED PURCHASING AUTHORITY (DPA) TRANSACTIONS

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

This checklist is only a guide to assist vendors in locating and compiling all required compliance forms for waivers and DPA transactions. Vendors are required to ensure that all compliance requirements have been met by doing the following:

- **Completing the terms and categories tab in the NJSTART vendor profile;**
- **Uploading any forms that may be required to the attachments tab in the NJSTART vendor profile; or**
- **Completing and submitting to the forms to the agency.**

	The information is available in *NJSTART* or the form has been submitted to the agency
STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS - For All Waivers and DPAs	☐
WAIVERED CONTRACTS SUPPLEMENT TO THE STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS – For use with Waivers and DPAs as applicable	☐
OWNERSHIP DISCLOSURE FORM	☐
DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR	☐
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM	☐
TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	☐
CHAPTER 271 VENDOR CERTIFICATION AND POLITICAL DISCLOSURE FORM	☐
MACBRIDE PRINCIPALS FORM	☐
PROOF OF BUSINESS REGISTRATION You may register your business HERE or obtain a copy of the Business Registration Certificate HERE.	☐
CERTIFICATE OF INSURANCE / ACORD	☐
SOURCE DISCLOSURE FORM - To be used only where the contract is primarily for services	☐
CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3.	☐
PROOF OF AFFIRMATIVE ACTION COMPLIANCE - Submit one of the following	
NEW JERSEY CERTIFICATE OF EMPLOYEE INFORMATION REPORT	☐
FEDERAL LETTER OF APPROVAL VERIFYING A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM (Dated within one year of the submission)	☐
AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (FORM AA302)	☐