

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

Governor Philip Murphy

Lt. Governor Tahesha L. Way

Acting Commissioner Jacquelyn Suarez

**AGENCY REQUEST FOR QUOTE**

**Request for Quote (RFQ) for consultant to deliver training and intensive technical assistance in housing navigation services for rental assistance program staff and contractors.**

**Division of Housing and Community Resources**



**September 2023**

## TABLE OF CONTENTS

| SECTION  | PAGE                         |
|--|------------------------------|
| <b>DEPARTMENT OF COMMUNITY AFFAIRS.....</b>    | <b>1</b>                     |
| <b>AGENCY REQUEST FOR QUOTE .....</b>          | <b>1</b>                     |
| November 2022 .....                            | Error! Bookmark not defined. |
| <b>§1.0 Purpose and Intent.....</b>            | <b>3</b>                     |
| <b>§2.0 Scope of Work .....</b>                | <b>3</b>                     |
| <b>§3.0 Contract Terms and Payment .....</b>   | <b>4</b>                     |
| §3.1 Contract Deliverables .....               | 4                            |
| §3.2 Contract Term/Extensions/Transition ..... | 4                            |
| §3.3 Task Orders .....                         | 4                            |
| §3.4 Payment.....                              | 4                            |
| <b>§4.0 Bidding Process .....</b>              | <b>5</b>                     |
| §4.1 Question and Answer Period.....           | 5                            |
| §4.2 Contents of Quote.....                    | 5                            |
| §4.3 Instructions for Quote Submission.....    | 6                            |
| <b>§5.0 Award Methodology .....</b>            | <b>7</b>                     |
| §5.1 Evaluation Process .....                  | 7                            |
| §5.2 Right to Waive .....                      | 7                            |
| §5.3 Executive Order Number 166 .....          | 7                            |

# **Request for Quote for consultant to deliver training and intensive technical assistance in housing navigation services for rental assistance program staff and contractors.**

## **§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 training and intensive technical assistance in housing navigation services for rental assistance program staff and contractors. 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 Assistant Division Director (ADD), Rental Assistance Programs, provide consultancy services related to training and intensive technical assistance in housing navigation services for rental assistance program staff and contractors.

In consultation with the ADD, the Contractor shall develop training for DCA Rental Assistance Program Housing Navigators and other staff in the following areas:

How to assess Rental Assistance Program participants’ housing barriers and housing needs. This will include developing tools for assessment, tracking of housing needs and opportunities, unit identification, and landlord recruitment and negotiation. Contractor will advise ADD on housing navigation best practices and methods for DCA to adopt these practices. Contractor will develop a training curriculum and calendar, subject to approval by the ADD, and will deliver and implement these trainings in person and virtually as directed by the ADD.

In consultation with the ADD, the Contractor will review DCA landlord incentive programs and develop a marketing plan and recruitment plan to identify and secure landlords for the program and will advise on potential enhancements and new incentives for the program.

Contractor will provide DCA housing navigators and related staff with intensive technical assistance in addressing housing navigation needs of DCA rental assistance participants. Contractor will offer technical assistance via in person meetings, virtual meetings, telephone calls and email inquiries to address issues and questions DCA housing navigators face, in meeting the specific needs of DCA rental assistance participants in securing housing. Technical assistance will be made available for the program Monday – Friday during DCA business hours.

Contractor may be tasked with performing additional services as it relates to the training and technical assistance needs of DCA’s housing navigation staff and contractors. Contractor shall adhere to the State’s Standard Contract Terms and Conditions and all applicable federal and state statutes, regulations, and

policies.

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.

Successful bidders will demonstrate significant expertise in housing navigation best practices, knowledge of housing navigation programs nationally, experience in delivering training and technical assistance, capacity to deliver training and technical assistance sufficient to DCA's needs, and knowledge of DCA's rental assistance programs and the NJ rental market.

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 developing a training curriculum, training calendars, tools and assessments, implementation plans, and reports, among other deliverables determined by DCA.

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

### **§3.2 Contract Term/Extensions/Transition**

The term of this Contract shall be six (6) months. The Contract may be extended for up to three 6-month terms. 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 DCA 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 within three (3) weeks of award.

### **§3.3 Task Orders**

DCA 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 two (2) business days after the posting of the solicitation, or 2:00 pm on Wednesday, October 4, 2023. Bidders shall send their Questions via email to:

[charles.evans@dca.nj.gov](mailto:charles.evans@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 will 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.

Bidders 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 VINP 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 October 6, 2023, and include, at a 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 [charles.evans@dca.nj.gov](mailto:charles.evans@dca.nj.gov) or deliver "hard copies" to:

Charles Evans  
Department of Community Affairs  
Division for Housing and Community Resources, 5<sup>th</sup> Floor  
101 South Broad Street  
Trenton, New Jersey 08625

## **§5.0 Award Methodology**

The Department will award the Contract to one (1) Contractor that receives 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. 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).

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.