



Contract No.	Contract Name
GP-0295-R01	Information Technology Support Services

## ADVERTISEMENT

The New Jersey Schools Development Authority (“NJSDA”) is seeking to engage a firm to provide information technology support services at NJSDA’s headquarters located in Trenton, NJ and at any NJSDA school development site in New Jersey. The NJSDA Information Systems Department consists of a team of Help Desk Analysts, Systems Administrators, Programmers and IT Project Managers who manage, maintain and monitor the network, systems and applications across the enterprise. For this solicitation, NJSDA is seeking to supplement its in-house activities. NJSDA is not seeking a Managed Services Provider, nor Managed Service Agreements, nor is this an outsourcing agreement.

**Request for Proposals (“RFP”):** A complete copy of the RFP, which outlines the steps required for participation in this procurement, may be obtained at [click here to view RFP](#). Proposals must be submitted in compliance with and subject to all terms set forth in the RFP.

**DPMC & NJSDA Prequalification Requirements:** Not applicable; however, to be selected, a firm must be approved for moral integrity, pursuant to a review by the New Jersey State Police, as set forth in the RFP.

**Notice of Intent to Participate:** The NJSDA will not hold a traditional pre-proposal conference for this procurement. Any firm wishing to submit a Proposal must provide timely notice of their intent to participate in the procurement by sending an e-mail message indicating such intent to Dave Kutch at [dkutch@njsda.gov](mailto:dkutch@njsda.gov) no later than 2:00 PM Eastern Time on June 13, 2024. This notice is required in order to submit a Proposal but does not bind a prospective proposer in any way. Failure to timely submit the notice of intent will result in NJSDA rejecting any Proposal later submitted.

**Questions from Interested Firms:** Firms may submit written questions regarding this procurement to the NJSDA by sending them by e-mail to Dave Kutch at [dkutch@njsda.gov](mailto:dkutch@njsda.gov) no later than 2:00 PM Eastern Time on June 13, 2024. The questions and NJSDA answers will be provided via an addendum to the RFP to each firm that submitted a timely e-mail message to Dave Kutch at [dkutch@njsda.gov](mailto:dkutch@njsda.gov) indicating their intent to participate in the procurement. See RFP for details regarding advertisement and distribution of addenda.

**Proposal Due Date:** Proposals must be received by the NJSDA at its offices at 32 East Front Street, Trenton, NJ 08625, no later than 2:00 PM Eastern Time on July 3, 2024. Submissions will only be accepted when delivered to NJSDA’s physical offices by hand delivery or trackable courier services such as Federal Express, UPS or similar. Submission of Proposals through USPS postal services is not permitted, as delivery will be made to a post office box and timely receipt cannot be validated.

**Evaluation Criteria:** Submissions that are not responsive will be rejected. Responsive Technical Proposals will be scored pursuant to the following evaluation criteria:

1. Firm Experience and Vendor Relationships (25 points);
2. Key Team Member Experience and Qualifications (15 points);
3. Approach to External/Internal Systems Security (20 points);
4. Approach to Planned Project Services within Required Response Times (20 points); and
5. Approach to Unanticipated Services within Required Response Times (20 points).

All of the scores awarded by the Selection Committee members to a particular firm’s Technical Proposal will be added together and averaged to arrive at a Final Technical Proposal Score for each firm. The firms will be ranked based on their Final Technical Proposal Scores, and a shortlist of the three (3) highest-ranked firms will be determined. The shortlisted firms will be notified to participate in interviews with the Selection Committee. Following the interviews, firms will again be evaluated by Selection Committee members based on Interview Criteria that are the same as those used in the evaluation of the Technical Proposals. All of the scores awarded by the Selection Committee members to a particular firm’s Interview will be added together and averaged to arrive at a Final Interview Score for each firm. The Final Interview Score for each firm will be added to the Final Technical Proposal Score for such firm, and the two scores will be averaged to arrive at a Final Combined Score for each firm. Firms will be ranked in accordance with their Final Combined Score.

After all Final Combined Scores have been tabulated, the NJSDA will open the sealed Fee Proposals. Using the Fee Proposals as a guide, NJSDA staff will negotiate fair and reasonable loaded hourly rates in accordance with the process described in the RFP.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

**Date Advertised:** May 30, 2024