

NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY

Request for Qualifications / Proposals

2010-RFQ/P-037 – Internet Service Provider (ISP) Services – RE-BID

Item #	ITEM to be SUBMITTED in the PROPOSAL PACKAGE	COMMENTS	Check here once you have included in the proposal package
1	MANDATORY “FEE SCHEDULE” -		
A	<i>“Maximum Not-to-Exceed Monthly ISP Rate Fee Schedule” to provide these ISP Services</i>	MANDATORY	
B	<i>Unit Price per Direct Inbound Dialing (DID) line</i>		
C	<i>Local Calling Rates – price per minute</i>		
D	<i>Long Distance Calling Rates – price per minute</i>		
E	<i>International Calling Rates – price per minute</i>		
F	<i>Supplemental International Calling Rates – price per minute</i>		Vendor-Designed “Fee Schedule”
G	<i>“Blended Hourly Rates,” for each individual / position expected to perform work against the resulting contract</i>		
	OPTIONAL “FEE SCHEDULE” -		
H	<i>Connection Charge to INITIATE Service at a given site – (if applicable)</i>	OPTIONAL (if applicable)	
I	<i>Connection Charge to CHANGE Service at a given site - (if applicable)</i>		
J	<i>Disconnect Charge to CANCEL Service at a given site – (if applicable)</i>		
2	Quality of Service Signed Statement regarding Performance Levels: Jitter / Latency / Information Loss	MANDATORY	
3	COMPLIANCE -	MANDATORY	
	<i>“Business Registration Certificate” (BRC) – (Exhibit E)</i>	MANDATORY	
	<i>“Source Disclosure Certificate” form - (Exhibit G)</i>		
	<i>“Set Aside Compliance Certificate” form - (Exhibit I)</i>		
	<i>“Public Works Contractor Certificate” (Exhibit P)</i>		

In addition to the above items, Proposers should submit the following information. Failure to include each of the following items, to the level of detailed defined in the RFQ/P language may affect the Evaluation Committee's ability to accurately and effectively evaluate the proposal.

4	Narrative describing the proposed “ <i>Scope of Services / Deliverables</i> ”		
5	Brief descriptive narrative of the Proposer’s organization and its qualifications to provide the Internet Service Provider (ISP) Services required of this RFQ/P and resulting contract. Included must be information on the Proposer’s <u>experience and qualifications, specifically as it relates to providing these ISP services at multiple locations and Voice and Data services to other entities.</u>		
6	Evidence of eight (8) years demonstrated experience, as evidenced by at least four (4) illustrative narratives describing similar Internet Service Provider (ISP) Services consulting projects for the eight (8) year period. For each such contract, the Proposer must provide the name, telephone number and e-mail address of a senior executive (i.e. CEO, CFO, CIO, CTO, etc.) contact person for the other contract party, who can provide a reference.		
7	A minimum of two (2) examples of similar prior Internet Service Provider (ISP) Services projects, provided to other clients of similar in size, scope, complexity and other relevant factors, performed by the firm, within the last two (2) years. The Proposer should include any materials specifically and directly related to the examples.		
8	Evidence of the actual number of years providing similar related Internet Service Provider (ISP) Services and successfully working with, maintaining and troubleshooting Voice and Data services, of similar size and scope projects, by submitting a copy of the Proposer’s <u>list of clients and years serviced during this period.</u>	OPTIONAL; needed to effectively and accurately evaluate the proposal	
9	Proposer’s organizational / staffing chart, to show the names and positions of ALL employees within the organization who it is expected will be assigned to provide these services and perform against the resulting contract. If a staffing chart is not available; the Proposer should indicate the number of direct, in-house employees which possess the requisite experience, qualifications and certifications to perform the work against the resulting contract.		
10	If available, it is requested that an organizational chart also be supplied for the Proposer’s entire organization. If an organizational chart is not available; the Proposer should indicate the number of direct, in-house employees in employs.		
11	A narrative substantiating why the Proposer is qualified to provide these Internet Service Provider (ISP) Services, based on past experience, depth of personnel, etc. Also included should be information substantiating the Proposer’s abilities and successes working with, maintaining and troubleshooting Voice and Data services.		
12	The full name, title, telephone number and e-mail address for the primary contact person of the firm responsible for this submission.		

13	The <u>location of the Proposer's office that will be responsible for managing the resulting contract.</u>	OPTIONAL; needed to effectively and accurately evaluate the proposal	
14	The full name, title, telephone number and e-mail address of the <u>individual, who will be responsible for and who will manage, the resulting contract.</u>		
15	The name and <u>Federal Employer Identification Number (FEIN #)</u> of the Proposer responding to this RFQ/P.		
16	Identify any <u>pre-existing intellectual property (IP) owned by the Proposer</u> , to be brought into the project.		
17	<u>provide a signed statement</u> that if awarded the contract, the successful Proposer shall grant to the Authority, a non-exclusive, perpetual, royalty-free license to use any of the Proposer's Background IP delivered to the Authority for the purposes contemplated by the contract and any extensions thereto, if applicable		
18	provide the following <u>signed statement concerning capacity to perform</u> against any resulting contract (this is to be signed by the authorized representative, who is submitting and signing the RFQ/P documents on behalf of the responding entity)		
19	provide a <u>signed statement</u> , as appropriate, concerning the <u>specimen form of "Contract For Professional Services" (Exhibit L)</u>		
20	<u>submit</u> a fully completed, correct and signed " Acknowledgment of Receipt of Addenda / Q&A " form (Exhibit M)		

This list is meant to assist the proposing entity in preparing the bid proposal and may not be all encompassing. It is the proposing firm's sole responsibility to ensure that all required documentation and submissions are included with the bid proposal.

A proposal cannot be reviewed and evaluated unless and until the above information is received. Failure to submit the above information may result in rejection of the bid proposal

The Proposal Cover Letter and "Fee Schedule" MUST be signed in INK!!

Failure to do so will render the proposal materially non-responsive and therefore, subject to mandatory rejection.