

EXHIBIT D

SOLICITATIONS OF PROPOSALS

AND QUOTATIONS METHODOLOGY

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During the term of the contract and any extensions thereto, the successful Firm will be required to procure services, equipment and supplies through subcontractors/sub-consultants/vendors as outlined in its staffing plan and to make purchases on behalf of the NJEDA. The successful Firm must identify and substantiate the need to secure such services and purchases from a qualified subcontractor/sub-consultant/vendor and must obtain prior written approval to do so from NJEDA staff. The successful Firm will source and secure such services through a competitive bidding process, where applicable, to be conducted by the successful Firm, in accordance with the procedures outlined below.

The successful Firm will give consideration to Small Business Enterprises (SBEs), Women-Owned Business Enterprises (WBEs) and Minority-Owned Business Enterprises (MBEs) when possible.

The successful Firm will be responsible for payments due to all subcontractors, sub-consultants and/or vendors, the cost to be compensated by NJEDA without additional mark-up, additional charges added by the successful Firm or sales tax.

The successful Firm must pay those subcontractors procured under this RFP Exhibit D, no less than the appropriate prevailing wage for the county where the work is being performed, as applicable.

The successful Firm will require that the contractor provide Certified Payroll sheets along with the invoice evidencing that prevailing wage was paid prior to submitting invoice for payment from the NJEDA.

The successful Firm will submit the attached Procurement Approval Request form to NJEDA for approval of all services, equipment and supplies as noted in Exhibit D. Also in Exhibit D, see the attached Sample Scope of Services for a basic example of a formal Scope document.

(A) For all tools and equipment estimated to be in excess of \$100, the successful Firm must obtain the previous written approval of NJEDA's Property Manager.

- (B) For all subcontracts or purchases estimated to be in excess of \$1,000, at least three (3) proposals/competitive quotes will be obtained by the successful firm. Prior to hiring any subcontractor or making any purchase in excess of \$1,000, the successful Firm must provide copies of all documentation substantiating the engagement or purchase, along with its recommendation to the NJEDA for its written approval on the Procurement Approval Request form. Scopes of Services Request for Proposals must be prepared by the successful firm within three (3) days of NJEDA request for services/purchases. Proposals from subcontractors or vendors should be received within seven (7) days of the subcontractor/vendors' receipt.
- (C) For all subcontracts or purchases estimated to be in excess of \$25,000, the successful Firm must prepare a written request for proposal/scope of work and obtain at least three (3) **sealed** proposals/competitive quotes from qualified firms. The NJEDA must review and approve the scope/request for proposal prior to it being released to vendors. The request for proposal will state a date, time and location for receipt and opening of proposals and the successful Firm will provide copies of the request for proposals to NJEDA prior to release to third parties. NJEDA reserve their right to revise the request for proposals and to attend proposal openings. Scopes of services/request for proposals must be prepared by the successful firm within fourteen (14) days of NJEDA's request for services/purchases. Proposals from subcontractors or vendors should be reviewed within fourteen (7) days of the successful firms receipt.

Prior to authorizing any subcontract or purchase in excess of \$25,000, the successful Firm must provide copies of all documentation substantiating the engagement or purchase, along with its recommendation to NJEDA for its written approval on the Procurement Approval Request form. Purchases and/or subcontracts cannot be split in order to avoid the above thresholds. The successful Firm will supply the following detailed information for each subcontractor/vendor: name and address of the subcontractor/vendor; detailed description of the services to be performed by the subcontractor or description of the item to be purchased; detailed resumes for subcontractor personnel assigned to the project that demonstrates the individual(s) knowledge, ability and experience as it relates to the project to be

completed; documented experience of the subcontractor in successfully performing work on projects of a similar size and scope of the project; specific details on how the subcontractor's services will be managed by the successful Firm and integrated into the overall services provided by the successful Firm; schedule for completion of services or purchase delivery/installation; and the subcontractor's SBE, MBE and/or WBE designation, if applicable.

- (D) Upon award of any subcontract and prior to the start of any work by a subcontractor, the successful Firm and a representative of the subcontractor will be available for an initial job meeting with the NJEDA. This meeting will include a review of all facility use rules and an introduction to the organization and appropriate staff. Upon award of each subcontract, the successful Firm will provide NJEDA with a copy and retain a copy of the subcontract, the subcontractor's business registration, contractor registration; SBE, MBE or WBE certification, if applicable; proof of appropriate insurance coverage, with the NJEDA and Successful firm listed as additional insured and any other compliance required by the contract.
- (E) All requests for proposals/scopes of work must be sent to subcontractors/vendors at the same time and must be due on the same date to ensure fairness and integrity of the procurement process. All questions posed by prospective subcontractors must be sent via email, be answered in writing and shared with all prospective bidders.
- (F) A minimum of three (3) actual prices must be obtained; a "*no quote*" is not considered to meet the definition of a competitive quote without prior approval by the NJEDA
- (G) Any non-emergency work performed by any subcontractor prior to receipt of approval of the NJEDA will be performed at its own risk. Any non-emergency work performed by the successful Firm or its subcontractors outside the specifications without authorization of the NJEDA is solely the responsibility of the successful Firm for any costs incurred.
- (H) When issuing a request for proposal/competitive quotes, the successful Firm will ensure that it clearly indicates to the subcontractor or vendor, in writing, with a copy to NJEDA

that all licenses, registrations, warranties and any other such extended benefit shall be issued in the name of NJEDA; not the successful Firm. NO EXCEPTIONS.

- (I) When issuing a request for proposal/competitive quotes, the successful Firm will ensure that it clearly indicates to the subcontractor or vendor, that this is not a State of NJ public bid and that any agreement or contract is made between the successful Firm and the subcontractor or vendor, not the NJEDA or the State of New Jersey.
- (J) All contracts and proposals entered into by the successful Firm shall be fully transferable to a successor firm or the NJEDA if needed.



Procurement Approval Request

Date of Request to NJEDA	
Property Location Name	
Tenant Name, if applicable	

Proposed Services:

Type of Services Required:	
Frequency of Services: (one time; monthly; annual)	
Estimated Value of Services:	
Estimated Completion Date:	
Contract Type: (invoice; purchase order; contract)	

For services estimated to be greater than \$1,000:

Attached:

Written Scope of Services Prepared by <u>XXX</u> (include sealed bid requirement, if estimated services are greater than \$25,000)	<input type="checkbox"/>
List of Proposed Vendors (minimum of 3 but sufficient pool to ensure 3 proposals are received)	<input type="checkbox"/>
Proof of Union Affiliation (NJ Bioscience Center only- check if applicable)	<input type="checkbox"/>
Proposal Due Date:	

Submitted:

PM FIRM NAME:	
REPRESENTATIVE NAME	DATE:

Approved:

NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY	
REPRESENTATIVE NAME	DATE:

Written Proposals Received:

Under \$25,000 Greater than \$25,000 (sealed proposals required)

Name of Vendors:	Fee/Price Proposal:**

**Outline if fee/price is annual, monthly, hourly and include hourly rates and unit prices, if applicable. Attach written documentation from disinterested vendors.

PM FIRM recommends the following vendor to perform the services referenced above. The services are required and the fee/unit/rate is reasonable. **PM FIRM** certifies that this procurement meets all requirements of the NJEDA and/or New Jersey Bioscience Center and all required compliance documentation is attached or is on file at NJEDA.

Prevailing wage labor shall be required where services including labor total a minimum of \$2,000.00 In addition, certified payroll reports shall be provided to justify prevailing wage labor being paid prior to any vendors or contractors being paid

Recommended Vendor:
Price (depending on level service required:
Justification:

Required Submittals:**Attached****On file at NJEDA**

Proposal from Recommended Vendor		N/A
Business Registration (required for all services)		
Contractor Registration (required for all construction-related services)		
Union Affiliation (required for all NJ Bioscience Center services)		
SBE / MBE / WBE Certification (if applicable - to ensure 25% goal – include on Monthly Status Report)		

Submitted:

PM FIRM NAME:	
REPRESENTATIVE NAME	DATE:

Approved:

NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY	
REPRESENTATIVE NAME	DATE:

Invoices for all vendors cannot be processed by NJEDA until the following has been received:

- Copy of fully executed purchase order or contract must be on file at NJEDA.
- Original invoices must be attached to all requests for payment.
- All compliance documentation must be on file at NJEDA.

Note: Services cannot be broken into separate approval requests to circumvent the procurement process.