

Innovation Challenge Program Questions & Answers

Updated: 1/15/2019

What is the difference between an MOU and a resolution, and is it possible to combine the two into one document?

The NJEDA does not differentiate between these for the purposes of the Innovation Challenge application.

As part of the Innovation Challenge application, NJEDA requires a signed agreement that formalizes any partnership the lead municipality/county has entered with other partners participating on the application, including other municipalities/counties, higher education partners, and strategic partners. The agreement should detail the roles/responsibilities of each partner under the proposed planning project.

The format that this agreement takes is up to the applicant's discretion

Are applicants required to submit a Subcontractor Utilization Form, and if so, where can it be found?

Applicants are not required to submit a Subcontractor Utilization Form. However, per Section VII (Technical Proposal) of the *Cover Sheet & Application Instructions*, the applicant should submit as part of the application:

Information relating to organization and/or personnel that will work on the proposed planning, as well as any partners or subcontracted organization or individual(s) that will conduct the proposed planning, including contact names and telephone numbers, evidence of the Applicant's qualifications, and capabilities to perform the services required by this application, resumes or bios for all key personnel who will or who is expected to perform the work outlined in the application. Any information specific to personnel should emphasize relevant qualifications and experience of these individuals in successfully completing contracts of a similar size and scope, relative to the Scope of Work in this application.

In Section VII – Technical Proposal, the required information bullets include the below required information. Should this information be included within a document that is separate from Attachment A, Application Information Form? Or should this information be included within the narratives of Attachment A?

Please submit this information separate from Attachment A and label it "Technical Proposal" for ease of review.