Request for Qualifications

Consultant for IRT Network Redesign Projects
for
Rowan University

RFQ 16-43

Modified Page 2

Rowan University
The Office of Contracting & Procurement

201 Mullica Hill Road
Glassboro, NJ 08028
Linden Hall, Room 136
Phone: 856.256.4171
Email: bids@rowan.edu
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Administrative Information

Rowan University Contacts:

All questions must be submitted via email with the subject heading:

“RFQ 16-43 Consultant for IRT Network Redesign Projects”

Inquiries will not be accepted by telephone. Questions or inquiries should be sent to bids@rowan.edu. See Section XI.B. for further details.

All questions submitted will be answered on the Contracting & Procurement Department website on the date indicated below.

Questions regarding opening documents or accessing items on the website should be addressed to:

Alexis Jones  
Office of Contracting & Procurement  
E-mail: jonesal@rowan.edu

Due Date:

Submissions must be received no later than October 16th, 2015 at 2:00 pm in the Contracting and Procurement Office, located at Rowan University, 201 Mullica Hill Road, 136 Linden Hall, Glassboro, NJ 08028.

In order to be considered for the award, all packages must be received at the appropriate location by the required time. Any package not received on time at the noted location may be rejected.

Refer to the Submissions Requirements section of this document for details.

Schedule of RFQ Events:

- Request for Qualifications Issued
- Questions Due
- Answers Posted to Website
- Qualifications Due
- 10/02/15
- 10/07/15 - 10/09/15
- 10/12/15
- 10/16/15 @ 2:00 pm
Introduction

Rowan University is seeking a firm to provide a consultant(s) to oversee network redesign projects for the Office of Information Resources & Technology. Vendors possessing the technical knowledge, experience, and motivation for this position detailed throughout this RFQ are encouraged to submit qualifications.

I. OBJECTIVES & SCOPE
A. Deliverables:

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<td>Network Architecture</td>
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B. Vendor Responsibilities:
1. Estimating and project management of structured cabling and related infrastructure
   a. Specification and plan review, estimation and RFP development, and analysis of RFP responses for changes/upgrades to University systems.
2. Review and organize scope of work documents and develop Bill of Materials.
   a. Solicit and evaluate distributor and contractor estimate costs.
3. Work directly with different departments to develop and instruct how to maintain project management standard policies.
4. Identify potential risks, recommending solutions to stabilize a project prior to a business impacting event such as a federal or state program review.
5. Provide status reports to update Rowan University staff on progress.
6. Hold regular meetings with key staff members to ensure all impacted offices are aware of changes.
7. Manage multiple sub-projects and associated timeframes and priorities, using the Rowan IRT PMO methodology and Systems Development Life Cycle.
8. Manage internal/external project teams concurrently.
   a. Support the managed projects technically and via supervision and inspection.
9. Establish and manage project schedule, budget, procurement, and related project administrative objectives.
   a. Apply overall project cost control and link project costs to project schedule or phases.
   b. Evaluate value engineering opportunities during the project and produce effective change order proposals if necessary.
10. Review, evaluate, plan and understand all project documents including specifications, designs, regulations, policies, security, testing, and training.
    a. Manage and communicate design change documents and coordinate with the project teams.
11. Provide management to establish and maintain a well-organized, efficient and professional project.
12. Provide timely communication and documentation to the project team as to project status, schedule, production or impacts.
13. Provide solutions to project issues.
   a. Manage, direct and provide a scheduled plan for assigned project personnel and document production efforts aligned with project and company goals.
14. Maintain and advance relationships with the project team and client in a professional and client conscious manner.

C. Vendor Qualifications
   1. Vendors shall have strategic focus, operational discipline, strong management, team building and communication skills.
   2. Vendors shall be detailed oriented and enjoy a fast-paced environment that is focused on results.
   3. Vendor experience in technology projects
   4. Four (4) to ten (10) years of practical project management experience
   5. Certified as a Project Management Professional (PMP) or related experience with mainstream project management methodologies.
   6. Ability to function in a team environment.
   7. Effective oral and written communication skills.
   8. Ability to think independently
   9. Ability to analyze and solve complex problems
   10. Ability to quickly grasp technical issues and offer solutions
   11. Excellent verbal and written communication skills
   12. Professional business demeanor

II. TERM OF CONTRACT
   A. It is anticipated that the Contract period will be for one (1) year, beginning approximately on November 2, 2015. Rowan University retains the option to extend the consultant for an additional one (1) year period as deemed necessary.
   B. In the event that the University terminates services, written notice will be provided fourteen (14) days in advance of termination date.

III. PROCEDURAL REQUIREMENTS & AMENDMENTS
   A. The awarded vendor will comply with all procedural instructions that may be issued from time to time by the Contracting Officer of the University or designee.
   B. During the contract period, no change is permitted in any of its conditions and specifications unless the awarded vendor receives written approval from the Contracting Officer or respective designee.
   C. Vendors must supply Rowan University with all applicable warranty information, whether expressed or implied.
   D. Should the awarded vendor find at any time that existing conditions make modification in requirements desirable; it shall promptly report such matters to the Contracting Officer or designee of the University for consideration and decision.
   E. During the period of contract or any extension thereof, the University reserves the right to add or delete specific assignments.
F. Rowan University may make changes in the general scope of the contract services provided by the vendor by written notice. The vendor shall promptly comply with the notice and shall bring all subsequent services in conformance with the notice.

G. If any such changes causes a material increase or decrease in the vendor’s cost of operation or the time required for attainment of required service levels, an equitable adjustment in the contract cost or time allotted for fulfillment of the contract shall be negotiated and the contract modified accordingly. Any change, alteration or modification of any contract will be valid and binding only if a submittal of a proposal, vendor hereby agrees to negotiate on good faith.

IV. VENDOR PERSONNEL
A. While on University property:
   1. All personnel shall observe all rules and regulations in effect at Rowan University governing safety and personal conduct.
   2. Vendor employees shall be subject to control of the University, but under no circumstances, shall such persons be deemed employees of the University.
B. Vendor personnel shall not represent themselves or be considered as employees of Rowan University or the State of New Jersey.
C. CRIMINAL BACKGROUND CHECKS ARE MANDATORY for all non-university personnel performing work on the Rowan University Campus. Vendors, consultants, contractors and subcontractors are required to take all reasonable steps to assure that their employees do not represent a threat to the campus community. Failure to comply with this requirement may result in immediate termination of any award or contract.
D. The bidder shall be solely responsible for all damage or unauthorized destruction to any Rowan University buildings, equipment, premises or facilities; lease, lent, or in the care, custody or control of the University or State.
E. The Vendor shall remove from the Rowan University work place, any of its employees who are found to be unacceptable by the University. Such requests will not be unreasonable.
F. At all times, vendor personnel shall be in professional attire with clear identification of the company’s name, logo, and person’s name.

V. INSURANCE REQUIREMENTS
A. Proof of Insurance: Vendors must document and detail their insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services detailed herein and must include, at a minimum, general liability insurance coverage and professional liability insurance coverage.
B. Rowan University requires being named on any policy or certificate of insurance as an additional insured, along with the State of New Jersey, during the contract period and on all policies required after the contract is terminated. If requested, copies of the policy/policies will be provided, at no cost, upon request of the University.
C. The awarded vendor shall assume all responsibility for its actions and those of anyone else working for it while engaged in or traveling to or from any activity connected with this agreement. The vendor shall carry sufficient insurance to protect it and the University from any property damage or bodily injury claims arising out of the contracted work.
D. The Bidder agrees to carry the insurance policies described herein and submit to Rowan University at execution of this Agreement evidence thereof in the form of current certificates of insurance clarifying all coverage. All policies and certificates of insurance, except workers' compensation, shall name Rowan University as an additional insured and provide for the insurer's waiver of subrogation in favor of Rowan University. The Bidder agrees to bear any self-insured retention or deductible for
all policies herein. All affiliates shall contain the provision that the insurance shall not be canceled or reduced for any reason, except after thirty (30) days written notice.

E. The insurance coverage required shall be primary coverage and shall not relieve the Bidder of any liability where liability for injury, death, and property damage is greater than the insurance coverage.

F. Coverage may be provided through a combination of primary and excess policies. All carriers should be "A+" rated or better by A.M. Best Company. Maintenance of the minimum amounts of insurance listed should in no way be construed as limiting in any way the vendor's obligations to defend, indemnify and hold the University harmless as stipulated in the "Hold Harmless and Indemnification" section.

G. The Bidder agrees to obtain, pay for, and maintain Worker's Compensation Coverage and Employers' Liability insurance covering all their employees in accordance with the laws of the state of hire of said employees and for employers' liability for bodily injury by accident at a minimum limit of five hundred thousand dollars ($500,000) for Employers Liability, throughout the term of this Agreement, including any potential extension period, and provide evidence thereof.

H. The Bidder agrees to obtain, pay for, and maintain Comprehensive General Liability insurance coverage with a minimum of one million dollars ($1,000,000) combined single limit per occurrence, throughout the term of this Agreement, including any potential extension period, and provide evidence thereof. Such insurance shall be primary over other collectible insurance that may apply and shall include coverage for the indemnification required by this Agreement.

I. The successful bidder agrees to defend, indemnify, and hold harmless Rowan University and its officers, agents, staff members and employees, from all actions, claims, and demands whatsoever that may be asserted by, or on behalf of anyone, against the University, its officers, agents, staff members and employees because or as a result of, any accident, injury or illness that may occur to or be sustained by any person, agency, or company that arises out of the activities conducted under this IFB by the bidder, their employees or anyone acting on the bidder's behalf.

J. Rowan University, as a State funded University, will not indemnify vendors in any form.

K. The Bidder agrees to obtain, pay for, and maintain Business Automobile Liability insurance coverage for all owned, non-owned, or hired vehicles throughout the term of this Agreement, including any potential extension period, and provide evidence thereof with at least one million dollars ($1,000,000) combined single limit per occurrence.

L. The Bidder shall submit to Rowan University annually and upon execution of this Agreement, an insurance certificate evidencing all coverage noted herein.

M. Evidence of current insurance coverage shall be provided in the form of a certificate, which shall be submitted no later than ten (10) days after receipt of notice of intent to award contract.

N. All required insurance coverage's must be in effect not later than 12:01 AM at the start of the day of the contract and remain in effect for the duration of the contract, including any extensions.

O. Liability insurance must remain in effect for the duration of the contract, including any extensions, and for ninety days following termination of all work.

P. Vendors may, if they so desires, include with their proposal the applicable certificate of insurance. This will expedite the contract award process for the awarded vendor.

Q. The awarded vendor shall forward all Certificates to: Senior Director of Contracting & Procurement, Rowan University, and 201 Mullica Hill Road, Glassboro, NJ 08028.

R. Each policy of insurance should contain an endorsement as follows:

S. "It is understood and agreed that Insurance Company shall notify in writing, the Senior Director of Contracting & Procurement, Rowan University, thirty (30) days in advance of the effective date of any reduction in or cancellation of this policy."
T. The successful applicant/vendor must have liability insurance sufficient to protect Rowan University from any liability arising out of services performed pursuant to this IFB throughout the term of this contract and for at least five (5) full years thereafter. In the event that vendor fails to provide liability insurance naming Rowan University as an additional insured, Rowan University may, at its option, procure equivalent insurance coverage and vendor shall be liable for the cost of the premium thereof. The obligations set forth in this provision shall survive the termination of the contract.

U. Policy/policies shall include coverage for claims made that may arise out of the activities described in this IFB and that may be presented while this policy is in force. Coverage shall cover any liability resulting from pollution or environmental contamination as determined by the University’s Risk Manager. The minimum acceptable coverage is $5,000,000. Any deductible shall not exceed $25,000.

VI. COMPLIANCE LAWS
A. All pre-qualified vendors must comply during the RFQ and contracting period with all local, state and federal laws, rules and regulations applicable to this contract and to the work to be done hereunder. Including, but not limited to:
   1. Vendors are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.
   2. If awarded a contract, winning vendor will be required to comply with the requirements of N.J.S.A. 10-5-31 et seq. and N.J.A.C. 17:27.
   3. Rowan University is committed to affirmative action and equal opportunity in all areas of operation. Those submitting qualifications must certify that their vendor has an updated affirmative action/equal opportunity program.
B. All vendors submitting qualifications must not be barred or otherwise suspended from doing business with government entities as evidenced by the System for Award Management (SAM) database.
C. All vendors shall be able to comply with the requirements of Public Law 2005, Chapter 51, N.J.S.A. 19:44A-20.13-25 (Formerly Executive Order 134) and Executive Order 117 (2008).
D. Where conflict among the compliance requirements or with these specifications exists the most stringent requirements shall be utilized.
E. The most recent edition of any relevant regulation, standard, document, or code shall be in effect.

VII. REPRESENTATIONS & WARRANTIES
In submitting a proposal for this offering, the vendor expressly warrants that:
A. The vendor has legal capacity to execute and perform any Agreement arising from this RFQ.
B. Any Agreement arising from the award of this RFQ is a valid and binding Agreement, enforceable against the vendor according to its terms.
C. The execution and performance of an Agreement by the vendor does not and will not violate or conflict with the terms of any existing Agreement or understanding of which the vendor is a party.
D. The execution and performance of an Agreement by the vendor does not, and will not, violate or conflict with any law, rule, regulation, judgment or order of any court or other adjudicative entity binding the vendor.
E. The vendor knows of no reason, or is any way physically, legally, or otherwise precluded from performing the obligations under an Agreement arising from this RFQ, in accordance with its terms; including without limitation those relating to health and safety.
F. Such warranties shall survive and shall not be deemed waived by delivery or acceptance of, or payment for the goods and services.
G. The proposer warrants and represents that the machines, when installed and operated, shall meet or exceed all applicable standards mandated by State and Federal regulation.

VIII. **INDEMNITY**

A. The awarded vendor agrees to indemnify, protect, save harmless, and defend Rowan University, its governors, officers, employees, and agents from and against any and all claims, losses, costs, damages, and expenses, including legal costs and attorney fees, and demands of any kind whatsoever, whether for bodily injury, including death, damage to property, including the loss of work performed by the Proposer, its agents or employees, alone or with others, or resulting from or arising out of services provided jointly by the Proposer, its agents or employees or servants.

B. Vendor shall reimburse, and make good to the University all monies, which the University or its representatives shall pay, or cause to be paid, or become liable to pay, by reason of such claims, or in connection with any litigation, investigation or other matters connected therewith.

C. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement.

IX. **DEFAULT**

In case of failure to deliver goods or services in accordance with the contract(s) terms and conditions, Rowan University, after due oral or written notice, may procure substitute goods or service from other sources and hold the contractor(s) responsible for any resulting purchasing and administrative costs. This remedy shall be in addition to any other solution, which Rowan University may have.

X. **SALE OR BANKRUPTCY OF BUSINESS**

A. If during the life of this Agreement, the awarded vendor disposes of its business by sale, transfer, force of law or by any means to another party, all obligations are transferred to such purchaser.

B. In the event of the institution of any proceedings by or against the awarded vendor, voluntarily or involuntarily, in bankruptcy or insolvency, or under the provisions of the Federal bankruptcy Act, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors of the property of the vendor, Rowan University shall have, in addition to the rights previously stated, the right to cancel this agreement forthwith.

XI. **GENERAL CONDITIONS**

A. Rowan University may need to issue one or more addenda related to this RFQ. Such addenda shall be added to the original RFQ document and posted at: [Bid Advertisements](#). It will be the responsibility of the prospective contractors and other interested parties to familiarize themselves with the web site and visit it regularly during the RFQ process for updated information or addenda related to this RFQ.

B. Short procedural inquiries may be accepted by telephone by the buyer noted for this project. However, oral explanations or instructions given over the telephone shall not be binding upon the University. Vendors shall not contact any person within the University directly, in person, or by telephone, other than the assigned buyer, concerning this project.

C. If a joint venture is submitting a response, the agreement between the parties relating to such joint venture shall be submitted with the joint venture’s submittal.

D. Any modifications to the bid document prior to award may invalidate entire submission.

E. The vendor(s) shall not sell, transfer, assign or otherwise dispose of this contract to any third party for the performance of work.

F. **Submission as Public Information and Property of Rowan**
Submissions will be held confidential during the bid process until such time as the final contract is executed, upon such time the bid submittals may be subject to the Open Public Records Act for nonpropriety information. **It is the responsibility of the prospective vendor to indicate what submitted information is proprietary.**

G. Proposers assume sole responsibility for the complete effort required in this RFP. No special consideration shall be given after proposals are opened because of a proposer’s failure to be knowledgeable of all the requirements of this RFP. By submitting a bid in response to this offering, the proposer represents that it has satisfied itself, from its own investigation, of all the requirements of this RFQ.

H. **Patents:** The Suppliers shall hold and save the University, its officers, agents, and employees harmless from liability of any nature or kind, including cost and expense for or on account of any patented or unpatented invention, article, or applicable manufacturer or use in materials and forms of construction as will satisfy the University’s requirements.

I. In submitting a bid, the Vendor agrees, unless specifically authorized in writing by an authorized representative of Rowan University on a case by case basis, that it shall have no right to use, and shall not use, the name of Rowan University, its officials or employees, or the Seal of the University:
   1. In any advertising, publicity, promotion;
   2. To express or imply any endorsement of agency’s services;
   3. To use the name of the State, its officials or employees or the University seal in any manner (whether or not similar to uses prohibited by (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such services as are hereby contracted by the University.

J. All submissions will become the property of Rowan. Submitted packages will not be returned to respondents.

K. The proposal submitted by the vendor shall be binding on the vendor.

L. The preparation of a response shall be at the expense of the respondent. Rowan University will not reimburse firms for any costs associated with the preparation or submittal of a response.

M. By responding to this RFQ, firms acknowledge and consent to the conditions set forth herein relative to the submission, review and consideration of your response.

N. Submissions which, in the sole judgment of Rowan, fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

O. Unless specifically noted within this RFQ, **Rowan’s Standard Terms and Conditions** take precedence over any special terms and conditions contained in this RFQ.

P. This RFQ is not binding on the University.

Q. No party, including any respondent to this RFQ, is granted any rights hereunder.

R. Bidders assume sole responsibility for the complete effort required in this RFQ. No special consideration shall be given after responses are opened because of a responder’s failure to be knowledgeable of all the requirements of this RFQ. By submitting in response to this offering, the vendor represents that it has satisfied itself, from its own investigation, of all the requirements of this RFQ.

S. Rowan University reserves the right to reject any or all submissions or to award in whole or in part if deemed in the best interest of the University to do so.

T. Protest of restrictive specifications or improprieties in the solicitation, by an interested party, must be received by the Procurement Department in writing not less than three (3) working days before the closing date for receipt of submissions.

U. Rowan reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for Rowan.
V. Rowan reserves the right to suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion). If terminated, Rowan may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

W. Rowan University has the option, in its sole discretion, to reduce the scope of work for any task or subtask called for under this contract. In such an event, the Senior Director of Contracting and Procurement (Senior Director) shall provide advanced, written notice to the vendor.

X. Upon receipt of such written notice, the vendor will submit, within five (5) working days to the Senior Director of Contracting & Procurement, an itemization of the work effort already completed by task or subtasks. The vendor shall be compensated for such work effort according to the applicable portions of its cost proposal.

Y. The Senior Director may, for valid reason, issue a stop order directing the vendor to suspend work under the contract for a specific time. The vendor shall be paid until the effective date of the stop order. The vendor shall resume work upon the date specified in the stop order or upon such other date as the Senior Director may thereafter direct in writing. The period of suspension shall be deemed added to the vendor’s approved schedule of performance. The Senior Director and the vendor shall negotiate an equitable adjustment, if any, to the contract price.

Z. Rowan University reserves the right to cancel this contract with thirty (30) days written notice to the consultant(s) with or without cause.

AA. Rowan University will not accept jurisdiction in any State except New Jersey.

BB. Expectations are that the successful firms will provide all services necessary to complete the assigned project without limitations and within the agreed fee.

XII. SUBMISSION PACKAGE

A. Submittal responses must have a cover letter on a letterhead signed in ink by all persons required under the applicable organizational documents in order to bind the Proposer on the submittal response.

B. The RFQ should be concise and shall be organized in a manner so the selection committee may quickly access pertinent information. Every effort should be made to avoid duplicating the information presented in the RFQ. The RFQ must include and will be evaluated based on the following criteria. Each team’s RFQ must include an index and be organized by discrete sections corresponding to the criteria and in the same order as listed below.

1. Submittal response shall include the following information:
   a. Describe the staff, facilities available and experience as it relates to this RFQ.
   b. Provide resumes, references, appropriate certification and licenses for Project Manager(s).

Any proposed consultant shall have significantly demonstrated experience with these types of projects.

2. Scope of work to be provided:
   a. Include a detailed Scope of Work statement describing all potential services to be provided.
   b. Describe typical Project Deliverables for each phase of your work on a given project.
   c. Describe your typical project Cost Control and Budgeting Methodology.
   d. Describe your qualifications as outlined in Section I.C.1-12 and throughout this RFQ

3. Schedule of Work: Describe your scheduling methodology and approach to schedule management. Provide a typical detailed schedule (Microsoft Project or equivalent), for all phases of a given project for this general scope of work and Proposer’s services, including key milestones, time for reviews and approvals.

4. References: Please provide a list of all projects and public sector work completed within the last five years. This should include, if applicable; Colleges, Universities, Educational Institutions, State
or local Governments, or other public sector entities. For each project, provide the name and type of project, budget vs. completion cost, completion date, client name, address and client’s project representative phone number.

5. **Uniqueness:** In 300 words or less, explain why you believe your organization is uniquely qualified to provide requested services for the University. Include any other information, which you feel would be helpful in the selection of your consultant on the University’s pre-approved professional service list.

6. **Addendum A:** Proposals should include all information requested in Addendum A (Required Documentation) of this RFQ.

*Any Vendor wishing to submit for this project must be prepared to provide a presentation outlining the consultant’s qualifications and their work experience*


**Contract Deliverables, Evaluation and Selection Criteria**

In order to be considered for pre-qualification, all responses must be received at the appropriate location by the required time. Any responses not received on time at the noted location may be rejected.

Respondents are cautioned that reliance on the US Postal Service, other mail delivery, and/or courier service for timely delivery of proposals is at their risk. Mailing submissions should allow for normal mail delivery time and internal circulation within the University to ensure the timely receipt of their submissions by the Purchasing Office. The University will not be responsible for submissions which do not meet the above deadline.

Submit one original and two (2) hard copies as well as one USB containing a PDF copy of your submission no later than **2:00 pm** on the due date to:

Procurement Department  
Linden Hall, Suite 136  
Rowan University  
201 Mullica Hill Road  
Glassboro, NJ 08028

Label all outermost submission packages: “RFQ 16-43 Consultant for IRT Network Redesign Projects”

**Note:**

Original submission packages should be clearly labeled as such. The required forms noted on ‘Addendum A’ of this RFQ should be included in the original submission package.

Submission of a proposal against this RFQ is your acknowledgement that subjective criteria will be used in the evaluation of proposals. Award shall be made to the responsible vendor(s) who are determined to be the most advantageous to the University.

Selection of the award shall be based solely on the Review Committee’s evaluation of the submissions and the criteria set forth. It is anticipated that the University will invite three to five (3-5) respondents back to interview and present their proposed products.

Rowan University reserves the right to reject any and all proposals and to award to multiple Vendors, in whole or part, if it is deemed advantageous to do so by the University.

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<td>Qualifications and Experience of Staff</td>
<td>40 Points</td>
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<td>Prior Related Experience of Firm</td>
<td>25 Points</td>
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<tr>
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The undersigned, in response to Rowan University’s request for qualifications for Consultant for IRT Network Redesign Projects, RFQ 16-43, having carefully examined the proposal documents and being familiar with the requirements therein, hereby submits their proposal to provide such services meeting the requirements outlined in this RFQ.

Any and all changes made to this proposal page must be initialed and dated by the Proposer. No edit(s) will be accepted without Proposer’s initials and date, next to any and all corrections.

Provide the name and contact information of the individual in your firm that the University should contact regarding questions about your RFP submission:
Addendum A – Goods, Professional Services and General Service Projects

UNLESS NOTED OTHERWISE, ALL APPLICABLE ITEMS MUST BE RETURNED WITH SUBMISSION PACKAGE OR SUBMISSION MAY BE REJECTED

1. ☒ Rowan University Terms & Conditions: Do Not Return with Package

2. ☒ Proposal Pages: Fully Executed

3. ☒ Non-Collusion Affidavit (document must be completed and provided with submission or bid will be deemed non-responsive)

4. ☒ Contractor Certification and Disclosure of Political Contributions Public Law 2005, Chapter 51 (formerly Executive Order 134) and Executive Order 117 Instructions & Application (document must be completed and provided with submission or bid will be deemed non-responsive)

5. ☒ New Jersey Business Registration Certificate: All New Jersey and out of State business organizations must obtain a Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue, prior to conducting business with the State of New Jersey. Vendors can check the status of their BRC here.

6. ☒ Taxpayer Identification Request (W-9 Form)

7. ☒ Exhibit A Mandatory EEO Language for Goods, Professional Services & General Service Projects

8. ☒ EEO/AA Evidence Disclosure

   - Policy: Do not return with package
   - Model Procedures: Do not return with package
   - Acknowledgement of Receipt: Return with package

OPTIONAL DOCUMENTS
New Jersey Small Business Set-Aside Program Application

All forms and/or links are available at The Office of Contracts and Procurement website:
Bid Forms and/or Links
Office of Contracts & Procurement Home Page
Rowan University Home Page