



State of New Jersey  
**DEPARTMENT OF HEALTH**  
PO BOX 360  
TRENTON, N.J. 08625-0360  
[www.nj.gov/health](http://www.nj.gov/health)

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

SHEREEF M. ELNAHAL, MD, MBA  
*Commissioner*

# 1.0 REQUEST FOR QUOTE

## New Jersey Behavioral Risk Factor Survey

<b>Event</b>	<b>Date</b>	<b>Time</b>
<b>Electronic Question Submission Date</b> Refer to RFQ <b>Key Events</b> section for additional information	June 26 <sup>th</sup> , 2018	2:00 PM (EST)
<b>Quote Submission Date</b> Refer to RFQ <b>Key Events</b> section for additional information	July 6 <sup>th</sup> , 2018	2:00 PM (EST)

## **PURPOSE AND INTENT**

This request for Quote (RFQ) is issued by the Division of Management and Administration (Division), Department of Health (Department), on behalf of the Center for Healthcare Quality and Informatics Office of Population Health

The intent of this RFQ is to select one (1) Vendor {Contractor} to conduct the 2018 NJBRFS using specified questionnaires and following specified protocols, enter the data into an electronic file, correct errors, append data elements pertaining to quality control for each sample record, and provide the data in an electronic format in accordance with the requirements of the Centers for Disease Control and Prevention (CDC) and the New Jersey Department of Health (NJDOH).

The Vendor {Contractor} shall adhere to the requirements of the current cooperative agreement between the CDC and the NJDOH (CDC Grant No. NU58DP006070) pertaining to participation in the national Behavioral Risk Factor Surveillance System.

**Note:** All businesses must have a valid Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue and Enterprise Services, prior to conducting business with the State of New Jersey.

## **BACKGROUND**

The NJBRFS is an ongoing telephone survey conducted by the New Jersey Department of Health (NJDOH) in cooperation with and partially funded by the Centers for Disease Control and Prevention (CDC) as a component of the national Behavioral Risk Factor Surveillance System (BRFSS). The BRFSS is designed to collect state-based data in a uniform manner on the behaviors and conditions that place adults at risk for the chronic diseases, injuries, and preventable infectious diseases that are the leading causes of morbidity and mortality in the United States, with the primary goal of providing information for State planning efforts. (Business establishments and residents of institutions and group quarters are not eligible for interview.) New Jersey is one of 53 states and territories participating in the BRFSS with financial and technical support from CDC.

The survey instrument used in the NJBRFS consists of the generic BRFSS questionnaire customized to reflect New Jersey-specific needs. The actual number and content of questionnaire items changes at the beginning of each calendar year due to 1) ongoing modification of the required core and rotating core sections by CDC and 2) selective use of optional modules and state-added questions depending on NJDOH priorities. ("Rotating core" questions are only required by CDC in alternate years.) A typical interview historically lasts a total of about 23 minutes, but there is significant variation due in part to the extensive use of skip patterns which reflect the respondent's risk factor profile, age, sex, etc.

Data collection in the NJBRFS proceeds uniformly throughout the calendar year, with sample phone numbers being released and data files consolidated and edited at one-month intervals.

## **KEY EVENTS**

## **ELECTRONIC QUESTION AND ANSWER PERIOD**

The Division will electronically accept questions and inquiries from all potential Vendors {Bidders}. All questions must be submitted via email to:

[centralprocurement@doh.nj.gov](mailto:centralprocurement@doh.nj.gov)

The cut-off date for electronic questions and inquiries relating to this RFQ is indicated on the RFQ cover sheet. In the event that questions are posed by Vendors {Bidders}, answers to such questions will be issued and posted on the on the Divisions website located at:

<http://www.nj.gov/health/mgmt/bids.shtml>

### **SUBMISSION OF QUOTES**

In order to be considered for award, the Quote must be received by the Division at the appropriate location no later than the Quote submission date indicated on the RFQ cover sheet.

**Hard copy quote must be submitted to the following address:**

**State of New Jersey Department of Health  
Attention:  
DAVID MECKEL  
Division of Management and Administration  
369 S. Warren Street, 7<sup>th</sup> Floor  
Trenton, NJ 08625-0360**

**Electronic Quotes must be submitted via email to:**

**David Meckel  
[centralprocurement@doh.nj.gov](mailto:centralprocurement@doh.nj.gov)**

### **CONTENTS OF QUOTE**

Quotes can be released to the public pursuant to N.J.A.C. 17:12-1.2(b) and (c), or under the New Jersey Open Public Records Act (OPRA), N.J.S.A. 47:1A-1.1 et seq., or the common law right to know.

## **DEFINITIONS**

**All-Inclusive Hourly Rate** – An hourly rate comprised of all direct and indirect costs including, but not limited to: labor costs, overhead, fee or profit, clerical support, travel expenses, per diem, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. This rate also includes portal-to-portal expenses as well as per diem expenses such as food.

**Bidder** – An individual or business entity submitting a quote in response to this RFQ.

**Contractor** – The Bidder awarded a Purchase Order resulting from this RFQ.

**Division** – The Division of Management and Administration.

**DOH** – The State of New Jersey Department of Health.

**Firm Fixed Price** – A price that is all-inclusive of direct cost and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction and any other costs.

**May** – Denotes that which is permissible, not mandatory.

**Purchase Order** – The legally binding document generated by the Division, as a result of this RFQ.

**RFQ** – This document which establishes the bidding and purchase order requirements and solicits quotes to meet the needs of the using agency as identified herein.

**Shall or Must** – Denotes that which is a mandatory requirement. Failure to meet a mandatory material requirement will result in the rejection of a quote as non-responsive.

**State** – State of New Jersey.

## **PURCHASE ORDER SPECIFIC DEFINITIONS/ACRONYMS**

**CATI** – Computer-Assisted Telephone Interview.

**Completed Interview** – An interview eligible for a disposition code of “1100” as defined in “2018 BRFSS Data Collection Protocol”, i.e., the selected respondent has completed the interview through the last question.

## **SCOPE OF WORK**

### **GENERAL DUTIES AND OBLIGATIONS -CONTRACTOR**

The Vendor {Contractor} shall be responsible for the data collection, data entry, electronic submission of the data to CDC and NJDOH and cleaning/correcting data per logical edits specified by the CDC or NJDOH.

The Vendor {Contractor} shall perform all data edits pertaining to all State-added content within the 2018 NJBRFS. Such editing includes post-coding for cases where an interviewer is unable to code a given response and has no option other than to enter verbatim text instead.

### **COMPLIANCE WITH CDC NJDOH COOPERATIVE AGREEMENT**

The Vendor {Contractor} shall ensure all deliverables meet the requirements of the cooperative agreements between CDC and DOH for the State's participation in the BRFSS, including but not limited to those requirements specified in the most current BRFSS Annual Self-Certification Form. The current CDC cooperative agreement is presented as Attachment A and the 2018 BRFSS Annual Self-Certification Form is presented as F.

### **CATI SYSTEM AND CAPABILITIES**

The Vendor {Contractor} shall possess a CATI system capable of functionality including, but not limited to, the following:

- A. Support of complex sampling operations such as the integration of multiple sampling frames and random allocation of questionnaire items;
- B. Call back scheduling;
- C. Disposition coding;
- D. Transmitting the DOH name and survey identification number to Caller ID;
- E. Support for cellular telephone interviews; and
- F. Implementation of interview instruments with complicated coding schema and skip patterns.

If needed, the Vendor {Contractor} will ensure that it receives the current (2018) instrument pre-programmed in English and Spanish for Ci3 (CATI questionnaire-authoring software from Sawtooth Technologies) from CDC with assistance from the State Contract Manager (SCM) if needed. The SCM will also work with the Vendor {Contractor} to ensure that it receives updated coding and error-checking instructions and an updated version of OneEdits (software that allows the survey data to be edited electronically prior to submission) from CDC.

The Vendor {Contractor} must provide written advance notice to the SCM of all changes to its CATI system.

The Vendor {Contractor} shall perform all necessary programming of State-added content prior to the beginning of data collection and as necessitated by change in survey content.

The Vendor {Contractor} shall ensure conformance to CDC protocols and quotas for completed land line and cell phone interviews, as specified in the current BRFSS Data Collection Guide (Attachment B).

The Vendor {Contractor} must also provide a toll-free number for household contacts to call for verification of the legitimacy of the survey, discuss concerns, or report inappropriate behavior.

### **LANGUAGE OTHER THAN ENGLISH**

The Vendor {Contractor} shall conduct interviewing in Spanish as required by the SCM or the parameters of the required sample. While the CDC provides a copy of the BRFSS questionnaire and optional modules in Spanish, the Vendor {Contractor} shall provide written English to Spanish translation of State-added content (both questions and response categories) for the 2018 NJBRFS upon request by the SCM. Historically, about 2% of land line interviews and 12% of cell phone interviews have been conducted in Spanish.

### **TRAINING**

The Vendor {Contractor} shall ensure that its interviewing personnel are trained and experienced in conducting telephone interviews within its CATI system. Such experience shall include, but not be limited to:

- A. Overview of the 2018 BRFSS and 2018 NJBRFS;
- B. Familiarity with both core and optional modules; and
- C. Performance of practice interviews.

The Vendor {Contractor} shall provide the SCM with copies of its training procedures and material upon request or update. The Vendor {Contractor} shall train its personnel in any changes to the 2018 NJBRFS survey and ancillary call-back surveys.

### **SURVEY SAMPLING METHODOLOGY**

The Vendor {Contractor} shall ensure that its sampling methodology is in accordance with the most current version of the CDC's BRFSS policy. The Vendor {Contractor} shall submit a written plan documenting its sampling methodology to the SCM prior to conducting survey interviews. The Vendor {Contractor} shall provide changes to its sampling methodology upon direction by the SCM.

The Vendor {Contractor} shall supply to the CDC and NJDOH a monthly data file for each sample record (including those which result in complete and incomplete interviews) as stipulated within the current CDC BRFSS policies. The Vendor {Contractor} will reformat the monthly data file as necessary to match the layout specified by CDC. (CDC currently provides data reformatting programs for Ci3®.) Data must be supplied in ASCII format.

The Vendor {Contractor} shall choose a random adult respondent for interview within each eligible contacted household according to a CDC approved selection process.

### **SURVEY EXECUTION**

The following factors should be used in developing the execution plan and unit costs of the targeted number of land line and cell phone interviews:

- All NJBRFS Interview activities conform to the 2018 Data Collection Protocol with Disposition Table and the 2018 Self –Certification Form;
- Dual version Questionnaire assigned randomly resulting in a 50/50 split of the eligible respondents;
- The State of New Jersey has 21 Counties;
- All Spanish speaking respondents that are not willing and able to reply in English will be interviewed in Spanish.
- The New Jersey Asthma Callback Survey (ACBS) is attempted for all eligible adults or children ascertained during the course of data collection for the NJBRFS in accordance with the protocol described in the 2018 BRFSS Asthma Call-back Survey Guidelines (Appendix). (Historically, the ratio of completed ACBS interviews to completed NJBRFS interviews has been about 9:100 for the NJBRFS land line sample and 5:100 for the NJBRFS cell phone sample.)

The Vendor {Contractor} shall make maximum effort to achieve contact using the selected telephone numbers. For each selected telephone number, the Vendor {Contractor} shall implement the interviewing schedule and callback rules stipulated in the most current version of CDC’s BRFSS Data Collection Guide. The Vendor {Contractor} shall be obligated to ensure that the interviewing schedule is not interrupted except under extraordinary circumstances. The table below shows the history of interview completion for the New Jersey Behavioral Risk Factor Survey (NJBRFS) by calendar year:

		<b>Completed Interviews by Sample Type, Interview Language, and BRFSS Disposition Code NJBRFS, 2011-2017</b>								
		<b>Land Line</b>				<b>Cell Phone</b>				<b>TOTAL</b>
		<b>English</b>		<b>Spanish**</b>		<b>English</b>		<b>Spanish**</b>		
<b>Year</b>	<b>Cell Phone Quota*</b>	<b>1100</b>	<b>1200</b>	<b>1100</b>	<b>1200</b>	<b>1100</b>	<b>1200</b>	<b>1100</b>	<b>1200</b>	
2011	10%	11,939	1,627	447	73	952	136	181	28	15,383
2012	20%	11,634	1,012	387	68	2,003	322	256	79	15,761
2013	25%	8,484	1,096	278	75	2,371	717	294	76	13,391
2014	25%	8,373	998	341	52	2,352	562	308	59	13,045
2015	30%	6,691	828	255	37	2,658	711	237	48	11,465
2016	35%	4,314	479	172	17	1,764	581	259	66	7,652
2017	35%	6,595	779	140	21	2,798	826	426	113	11,698

\*The cell phone quota is the targeted minimum number of completed cell phone interviews with a BRFSS disposition code of either 1100 or 1200 expressed as a percentage of all land line and cell phone interviews with a BRFSS disposition code of either 1100 or 1200 statewide.

\*\*Since 2011, all otherwise eligible Spanish speaking respondents who were not willing and able to complete the NJBRFS interview in English were expected to be interviewed in Spanish.

The Vendor {Contractor} should attempt to meet or exceed the median values for the following data quality measures presented by CDC in the most current BRFSS Summary Data Quality Report:

1. AAPOR Cooperation Rate #2 (BRFSS medians in 2016: 64.5 % for land line samples, 83.3% for cell phone samples); and
2. AAPOR Response Rate #4 (BRFSS medians in 2016: 47.7 % for land line samples, 46.3% for cell phone samples).

Note: American Association of Public Opinion Research (AAPOR)

## **VARIABLE FORMATS**

The Vendor {Contractor} shall program both versions of the 2018 NJBRFS questionnaire and assign them to respondents on a random basis in accordance with BRFSS protocol.

## **DATA CODING AND FINAL DISPOSITION**

The Contractor must ensure that data derived from responses to CDC core questions, state-added questions and optional modules are complete, accurate, and ascertained from appropriate respondents. Data must be coded as per CDC instructions. Because of complicated skip patterns and to ensure quality control, the use of a computer assisted telephone interview (CATI) system, such as Ci3<sup>®</sup> or CfMC<sup>®</sup>, is required for interviewing. CDC currently provides CATI questionnaire programming for Ci3<sup>®</sup>. However, the Contractor will be responsible for programming of state-added content prior to the beginning of interviewing in each calendar year.

The Vendor {Contractor} shall assign and record the final disposition of every attempted telephone number in the sample in conformance with the CDC BRFSS methodology. A final disposition code must be submitted to CDC and NJDOH for each sample record. The most recent CDC BRFSS disposition specifications are presented in Appendix B of the 2018 BRFSS Data Collection Guide (Attachment A).

## **DATA CLEANING**

The Vendor {Contractor} shall perform data cleaning of all survey responses in accordance with the standards set forth in Behavioral Risk Factor Surveillance System Operational and User's Guide.

Such data cleaning shall include, but not be limited to:

- A. edit for accuracy of the data and adherence to skip patterns;
- B. perform range checks;
- C. correct coding errors; and
- D. supply missing values.

The "cleaned" dataset will be further edited by CDC and/or NJDOH and the contractor shall be provided with a list of items in need of correction. The Vendor {Contractor} shall correct any errors and submit the corrected data electronically to CDC and/or DHSS within 30 business days of error listing.

## **VERIFICATION AND MONITORING OF SURVEY EXECUTION AND RESPONSES**

The Vendor {Contractor} shall ensure that systematic, unobtrusive electronic monitoring of interviews shall be a routine and integral part of monthly survey procedures for all interviewers. The Vendor {Contractor} must perform random direct monitoring of ten percent (10%) of interviews. The Vendor {Contractor} should ensure that remote monitoring is available.

## **SURVEY QUESTIONNAIRE DATA**

The Vendor {Contractor} shall ensure the security and confidentiality of all questionnaire data. The Vendor {Contractor} must erase all confidential files within six (6) months after final annual data files have been approved. The Vendor {Contractor} agrees to keep information related to



the identity of respondents confidential. Other than the reports submitted to CDC and NJDOH, the Vendor {Contractor} agrees not to publish, reproduce, or otherwise divulge such information in whole or in part or in any form, or authorize or permit others to do so. The Vendor {Contractor} agrees to immediately notify, in writing, the State's authorized representative in the event there is reason to suspect a breach of this requirement.

Pursuant to Section 5.3 of the Bid Solicitation the State is the Owner of any data sets. The Vendor {Contractor} has NO data rights and should not share or publish from state data sets without written permission. Vendor {Contractor} should not retain sample or data files beyond the time that is necessary to finalize data.

### **REPORTING AND DELIVERABLE PRODUCTS**

The Vendor {Contractor} shall generate a single data file in a format specified by the SCM and in accordance with CDC standards. The Vendor {Contractor} shall submit this file electronically to CDC and the SCM on a monthly basis within thirty (30) calendar days of completion of the monthly interviewing period. Quality Control reports generated by the software provided by the CDC must be submitted to the NJDOH on a monthly basis approximately two (2) weeks after the last day of the interviewing period.

The Vendor {Contractor} shall generate a monthly supplemental data file containing the original values (such as verbatim text) of any data items that were post-coded which can be linked to the main data set through a unique identifier. The Vendor {Contractor} shall submit this file electronically to the SCM on a monthly basis within thirty (30) calendar days of completion of the monthly interviewing period.

The Vendor {Contractor} shall also generate a quality control report each month and submit it to the SCM within two (2) weeks after the last day of the interviewing period. Such reports shall include, but not be limited to review of incomplete interview rates, review of completion rates and the final disposition of each telephone number selected to evaluate the need for modifications to be implemented

The Vendor {Contractor} shall maintain all written reference materials and interviewer instructions. The Vendor {Contractor} shall retain one (1) copy of all deliverables for a period of one (1) year after the contract period.

### **CALLBACK SURVEYS**

The Vendor {Contractor} shall conduct the 2018 BRFSS Asthma Call-Back Survey (ACBS) in accordance with CDC BRFSS methodology and policy. The table below shows the history of interview completion for the ACBS in New Jersey by calendar year:

Year	Completed Interviews by Sample Type, Interview Language, and Disposition Code ACBS, 2011-2017
------	--

	Land Line				Cell Phone				TOTAL
	English		Spanish		English		Spanish		
	Adult	Child	Adult	Child	Adult	Child	Adult	Child	
2011	462	130	0	0	0*	0*	0*	0*	592
2012	492	133	2	0	0*	0*	0*	0*	627
2013	335	68	1	2	105	15	0	0	526
2014	429	120	10	10	120	23	11	4	727
2015	408	95	20	6	177	41	4	6	757
2016	260	50	14	0	84	19	10	1	438
2017	394	77	9	4	163	33	15	6	701

\*Since 2011, the New Jersey Asthma Callback Survey (ACBS) has been attempted for all eligible adults or children ascertained during the course of data collection for the NJBRFS in accordance with the protocol described in the BRFSS Asthma Call-back Survey Guidelines for the corresponding year, except that no ACBS follow-up was attempted for NJBRFS cell phone interviews completed in 2011 and 2012.

The most recent CDC Asthma Call-Back Survey protocol is presented as Attachment D (“2017 Asthma Call-back Survey Guidelines”).

## **QUOTE PREPARATION AND SUBMISSION**

Failure to submit information as indicated below may result in your Quote being deemed non-responsive.

### **GENERAL**

The Bidder is advised to thoroughly read and follow all instructions contained in this RFQ, including the instructions contained on the Information Sheet and Certification for Delegated Purchasing Authority Transactions.

### **QUOTE SUBMISSION**

A quote must arrive at the Division in accordance with this RFQ, within the time frame indicated on the RFQ cover sheet. Bidders submitting hard copy Quotes are cautioned to allow adequate delivery time to ensure timely delivery of Quotes.

**For Hard Copy Quotes, the Bidder shall label the exterior of its package as follows:**

- Identification number located on the cover page of this RFQ;
- Name of RFQ; and
- To be opened by addressee only.

### **QUOTE CONTENT**

## **FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED WITH QUOTE**

The Bidder shall complete, including signature of an authorized representative of the Bidder, and submit the Information Sheet and Certification for Delegated Purchasing Authority Transactions. Please Note: all forms are available on the Division of Purchase and Property website at the following link: [http://www.nj.gov/treasury/purchase/forms/DPA\\_Packet.pdf](http://www.nj.gov/treasury/purchase/forms/DPA_Packet.pdf)

In addition to the Information Sheet and Certification for Delegated Purchasing Authority Transactions, the Bidder must also submit the following forms and certifications with its quote:

1. **Business Registration Certificate** – For businesses not registered with the State of New Jersey, Division of Revenue and Enterprise Services, you **MUST** complete a Business Registration Certificate Application which is located at <http://www.nj.gov/njbusiness/starting/>. You must have a valid Business Registration to be eligible to do business with the State of New Jersey;
2. **Ownership Disclosure Form** – Pursuant to N.J.S.A. 52:25-24.2, in the event the Bidder is a corporation, partnership or sole proprietorship, the Bidder must complete and sign the attached Ownership Disclosure Form. A current completed Ownership Disclosure Form must be received prior to or accompany the submitted quote. A Bidder's failure to submit the completed and signed form with its quote will result in the rejection of the proposal as non-responsive and preclude the award of a Purchase Order unless the Division has on file a signed and accurate Ownership Disclosure Form dated and received no more than six months prior to the quote submission deadline for this quote;
3. **Disclosure of Investment Activities in Iran Form** – Pursuant to N.J.S.A. 52:25-24.2, the Bidder must utilize this Disclosure of Investment Activities in Iran form to certify that neither the Bidder, nor one of its parents, subsidiaries, and/or affiliates as defined in N.J.S.A. 52:32-56 (e) (3), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither the Bidder, nor one of its parents, subsidiaries, and/or affiliates is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the Bidder is unable to so certify, the Bidder shall provide a detailed and precise description of such activities as directed on the form. A Bidder's failure to submit the completed and signed form with its quote will result in the rejection of the quote as non-responsive and preclude the award of a Purchase Order to said Bidder;
4. **MacBride Principles Certification** – The Bidder must certify pursuant to N.J.S.A. 52:34-12.2 that it is in compliance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.5 and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance; and
5. **Disclosure of Investigations and Actions Involving Bidder Form** – The Bidder should submit the Disclosure of Investigations and Actions Involving Bidder Form attached to this quote, with its quote submission. If a Bidder does not submit the form with the quote, the Bidder must comply within seven (7) business days of the Division's request or the Division may deem the quote non-responsive;
6. **Source Disclosure Certification Form** – Pursuant to N.J.S.A. 52:34-13.2, prior to an award of Purchase Order, the Bidder is required to submit a completed Source Disclosure

Form. The Bidder's inclusion of the completed Services Source Disclosure Form with the proposal is requested and advised. If a Bidder does not submit the form with the quote, the Bidder must comply within seven (7) business days of the Division's request or the Division may deem the quote non-responsive;

7. **Affirmative Action Supplement Form** – The intended awardee must submit a copy of a New Jersey Certificate of Employee Information Report, or a copy of Federal Letter of Approval verifying it is operation under a federally approved or sanctioned Affirmative Action Program. Intended awardee(s) not in possession of either a New Jersey Certificate of Employee Information Report or a Federal Letter of Approval must complete the Affirmative Action Employee Information Report (AA-302);
8. **Notice to All Bidders – Set-Off for State Tax;**
9. **Vendor Certification and Political Contribution Disclosure Form;**
10. **Two Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions Form;** and
11. **Insurance Certificates** – The Contractor shall provide the State with current Certificates of Insurance for all coverages required by the terms of this Purchase Order. Refer to Section 2.3 of the Delegated Purchasing Authority Terms and Conditions attached to this RFQ.
12. **Delegated Purchasing Authority Terms and Conditions** – signed and dated.

#### **TECHNICAL QUOTE (PROPOSAL)**

The Vendor {Bidder} shall describe its approach and plans for accomplishing the work outlined in the Scope of Work section, i.e., Section 3.0. The Vendor {Bidder} must set forth its understanding of the requirements of this RFQ and its approach to successfully complete the requirements of this RFQ and its ability to successfully complete the requirements set forth in Section 3.0.

#### **RESUMES**

Detailed resumes should be submitted for all management, supervisory, and key personnel to be assigned to the Blanket P.O. {Contract}. Resumes should emphasize relevant qualifications and experience of these individuals in successfully completing Blanket P.O.s {Contracts} of a similar size and scope to those required by this Bid Solicitation {RFP}. Resumes should include the following:

1. The individual's previous experience in completing each similar Blanket P.O. {Contract};
2. Beginning and ending dates for each similar Blanket P.O. {Contract};
3. A description of the Blanket P.O. {Contract} demonstrating how the individual's work on the completed Blanket P.O. {Contract} relates to the individual's ability to contribute to successfully providing the services required by this Bid Solicitation {RFP}; and

4. With respect to each similar Blanket P.O. {Contract}, the name and address of each reference together with a person to contact for a reference check and a telephone number.

The Vendor {Bidder} should provide detailed resumes for each Subcontractor's management, supervisory, and other key personnel that demonstrate knowledge, ability, and experience relevant to that part of the work which the Subcontractor is designated to perform. When a Vendor {Bidder} submits resumes pursuant to this paragraph, the Vendor {Bidder} shall redact the social security numbers, home addresses, personal telephone numbers, and any other personally identifying information other than the individual's name from the resume.

#### **EXPERIENCE WITH CONTRACTS OF SIMILAR SIZE AND SCOPE**

The Vendor {Bidder} should provide a comprehensive listing of contracts of similar size involving adherence to BRFSS protocol that it is currently involved in or has successfully completed, as evidence of the Vendor's {Bidder's} ability to successfully complete services similar to those required by this Bid Solicitation {RFP}. For each such contract listed, the Vendor {Bidder} should provide two (2) names and telephone numbers of individuals for contracting party. Beginning and ending dates should also be given for each contract.

#### **PRICE SHEET/SCHEDULE**

The Vendor {Bidder} must submit its pricing using the State-supplied price sheet/schedule(s) accompanying this RFQ.

**IMPORTANT INSTRUCTIONS TO BIDDERS:** Read the entire bid quote, terms and conditions, and specifications. Fill in all information requested on the price sheet. **All bid prices must be typed or written in ink on the price sheet.** Any corrections, erasures or other forms of alterations to unit and/or total prices must be initialed by the bidder. Upon completion, this quote must be signed and returned to the address shown in the "**SUBMISSION OF QUOTES**" section in this RFQ.

#### **SPECIAL TERMS AND CONDITIONS**

The Purchase Order awarded as a result of this RFQ shall consist of this RFQ, addenda to this RFQ, the Contractor's Quote, any best and final offer and the Division's Notice of Award.

#### **PURCHASE ORDER TERM**

The purchase order term is a six (6) month Blanket P.O. (July 30, 2018 through January 29, 2019), contingent upon receipt of funds from CDC. If delays in the procurement process result in a change of the anticipated Purchase Order Effective Date, the Bidder agrees to accept the Purchase Order for the full term.

#### **CONTRACTOR RESPONSIBILITIES**

The Contractor shall have sole responsibility for the complete effort specified in the contract. Payment will be made only to the Contractor.

The Contractor is responsible for the professional quality, technical accuracy and timely completion and submission of all deliverables and services required to be provided under the Purchase Order. The Contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The approval of deliverables furnished under this Purchase Order shall not in any way relieve the Contractor of responsibility for the technical adequacy of its work. The review, approval, acceptance or payment for any of the services shall not be construed as a waiver of any rights that the State may have arising out of the Contractor's performance of this Purchase Order.

### **OWNERSHIP OF MATERIAL**

All data, technical information, materials gathered, originated, developed, prepared, used or obtained in the performance of this Blanket P.O., including, but not limited to, all reports, surveys, plans, charts, literature, brochures, mailings, recordings (video and/or audio), pictures, drawings, analyses, graphic representations, software computer programs and accompanying documentation and print-outs, notes and memoranda, written procedures and documents, regardless of the state of completion, which are prepared for or are a result of the services required under this Blanket P.O. shall be and remain the property of the State of New Jersey and shall be delivered to the State of New Jersey upon 30 days' notice by the State. With respect to software computer programs and/or source codes developed for the State, except those modifications or adaptations made to Vendor's {Bidder's/Contractor's} Background IP as defined below, the work shall be considered "work for hire", i.e., the State, not the Vendor {Contractor} or Subcontractor, shall have full and complete ownership of all software computer programs and/or source codes developed. To the extent that any of such materials may not, by operation of the law, be a work made for hire in accordance with the terms of this Blanket P.O., Vendor {Contractor} or Subcontractor hereby assigns to the State all right, title and interest in and to any such material, and the State shall have the right to obtain and hold in its own name and copyrights, registrations and any other proprietary rights that may be available.

Should the Vendor {Bidder} anticipate bringing pre-existing intellectual property into the project, the intellectual property must be identified in the Quote. Otherwise, the language in the first paragraph of this section prevails. If the Vendor {Bidder} identifies such intellectual property ("Background IP") in its Quote, then the Background IP owned by the Vendor {Bidder} on the date of this Blanket P.O., as well as any modifications or adaptations thereto, remain the property of the Vendor {Bidder}. Upon Blanket P.O. award, the Vendor {Bidder/Contractor} shall grant the State a nonexclusive, perpetual royalty free license to use any of the Vendor's {Bidder's/Contractor's} Background IP delivered to the State for the purposes contemplated by this Blanket P.O.

### **COMPLIANCE**

In the event the Vendor fails to comply with the Purchase Order requirements and fails to rectify the situation after it has been made aware of the problem, the Using Agency may file a formal complaint with the Division of Purchase and Property, Contract Compliance and Audit Unit. Formal Complaints are governed by N.J.A.C. 17:12.1 et. Seq.

A Contractor with a history of formal complaints for failure to comply with contract requirements may be bypassed for future awards.

## **EVALUATION**

### **EVALUATION CRITERIA**

The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate quotes received in response to this RFQ:

#### **TECHNICAL EVALUATION CRITERIA**

- a. **Personnel**: The qualifications and experience of the Bidder's management, supervisory and key personnel assigned to the Project.
- b. **Experience**: The Bidder's documented experience in successfully completing projects of similar size and scope in relation to the work required by this RFQ.
- c. **Ability to complete the Scope of Work based on its Technical Quote**: The Bidder's demonstration in the Quote that the Vendor understands the requirements of the Scope of Work and presents an approach that would permit successful performance of the technical requirements of the project.

#### **BIDDER'S PRICE SCHEDULE**

For evaluation purposes, Bidder's will be ranked from lowest to highest according to the total Quote price located on the Price Sheet/Schedule.

#### **NEGOTIATION AND BEST AND FINAL OFFER (BAFO)**

After evaluating the Quotes, the Division may establish a competitive range and enter into negotiations with one (1) Bidder or multiple Bidders within this competitive range. The primary purpose of negotiations is to maximize the State's ability to obtain the best value based on the mandatory requirements, evaluation criteria, and cost. Multiple rounds of negotiations may be conducted with one (1) Bidder or multiple Bidders. Negotiations will be structured by the Division to safeguard information and ensure that all Bidders are treated fairly.

Negotiations will be conducted only in those circumstances where they are deemed by the Division to be in the State's best interests and to maximize the State's ability to get the best value. Therefore, the Bidder is advised to submit its best technical and price Quote in response to this RFQ since the Division may, after evaluation, make an award based on the content of the initial submission, without further negotiation and/or Best and Final Offer (BAFO), with any Bidder.

#### **COMPLAINTS**

A Bidder with a history of performance problems as demonstrated by formal complaints may be bypassed for an award issued as a result of this RFQ.