

REQUEST FOR QUALIFICATIONS

FOR

**HURRICANE IRENE AND OCTOBER 29th SNOW STORM –
PERFORMANCE EVALUATION OF THE ELECTRIC DISTRIBUTION CENTERS
(EDCs)**

**Issued by the
The State of New Jersey
Board of Public Utilities
Division of Reliability and Security**

**Date Issued: December 7, 2011
Responses Due by 5:00 p.m. Eastern Daylight Time on January 20, 2012
State of New Jersey Board of Public Utilities – Division of Reliability and Security**

1.0 PURPOSE AND INTENT:

This Request for Qualifications (RFQ) is issued by The State of New Jersey, Board of Public Utilities (BPU) – Division of Reliability and Security (R&S) to solicit bid proposals from qualified consulting firms to provide expertise in the review and evaluation of New Jersey's Electric Distribution Company's (EDC) s' preparation and restoration to Hurricane Irene and the snow storm of October 29, 2011.

At the request of the Governor's Office, the BPU seeks to engage an expert in electric utility inclement weather preparation, outage restoration and response management in order to analyze the effectiveness of New Jersey's four (4) EDCs' responses to significant service interruptions caused by Hurricane Irene. This analysis should focus on the EDCs' actual effectiveness, specifically related to actions taken before, during, and on the days immediately following Hurricane Irene, and provide written protocols and procedures that are essential to the implementation of those measures.

The intent of this RFQ is to award a contract for a term of one (1) year to that responsible and qualified bidder whose bid proposal, conforming to this RFQ, is most advantageous to the State, price and other factors considered. However, the State reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the Treasurer to be in the State's best interest and reserves the right to extend the contract for up to two (2) one (1) year periods.

1.1 BACKGROUND:

On August 28th, Hurricane Irene made landfall in New Jersey and caused the largest number of electrical outages recorded in State history. Statewide approximately 1.9 million customers were affected. Public Service Electric & Gas (PSE&G) had 800,700 customers affected, Jersey Central Power and Light (JP&L) had 800,000, Atlantic City Electric (ACE) had 274,000 and Rockland Electric (RE) had 27,237 affected by Hurricane Irene. The majority of affected customers were restored by Friday, September 2nd. All customers were restored by Monday, September 5th except for those customers still affected by flooding.

Not long after, a severe snowstorm hit New Jersey unusually early in the season on October 29th, 2011. The combined factor of having unusually heavy and wet snow due to the higher temperatures along with most trees still having leaves on them caused an extremely large number of downed tree limbs, branches, and power lines. As a result this storm caused more individual incidents of damage to New Jersey's electric infrastructure than Hurricane Irene, although the majority of damage was concentrated in Northern New Jersey during this event. Statewide approximately 1,031,000 customers were impacted as a result.

These two events demonstrated that widespread electric outages have a substantial impact on all facets of community functioning including law enforcement and the emergency management/first responder community, government, and critical infrastructure sites and critical customers including but not limited to hospitals, federal telecommunications priority sites, water

and sewer treatment plants, prisons, nursing homes, schools, and of course the average New Jersey citizen's residence.

1.2 MANDATORY PRE-PROPOSAL CONFERENCE

The Mandatory Pre-Proposal Conference will be on December 19, 2011 at 10:00 am at the following location:

44 South Clinton Street
1st Floor, Multi Media Room
Trenton, New Jersey 08625

A proposal will be automatically rejected from any bidder that was not represented or failed to properly register at the Mandatory Pre-Proposal Conference.

An attendee may represent no more than one potential bidding entity.

The purpose of the Mandatory Pre-Proposal Conference is to provide a structured and formal opportunity for the State to accept questions from potential bidders regarding this RFP. While the State will accept questions at the Mandatory Pre-Proposal Conference, it may not respond in this forum. The State will respond to questions via e-mail subsequent to the Mandatory Pre-Proposal Conference and combine those responses with the question sent via e-mail (see RFQ Section 1.3).

1.3 QUESTIONS AND ANSWERS

The Purchase Bureau shall accept questions electronically, pertaining to this RFQ, until 5:00 p.m. on **December 21, 2011** from all potential bidders. Questions shall be directed via email to:

Roy Hambrecht
Purchase & Property
roy.hambrecht@treas.state.nj.us

The State will accept e-mail questions and combine them with the questions accepted at the Mandatory Pre-Proposal Conference and send out a comprehensive document that encompasses all questions submitted by potential bidder. This document will serve as an addendum to the RFQ.

Communications with other representatives of the State regarding this RFQ are prohibited during the submission and selection processes. Failure to comply with these communications restrictions will result in rejection of a firm's proposal.

The State will not be responsible for any expenses in the preparation and/or presentation of the proposals, oral interviews or for the disclosure of any information or material received in connection with this RFQ.

The State reserves the right to reject any and all proposals received in response to this RFQ, when determined to be in the State's best interest, and to waive minor noncompliance in a proposal.

The State further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals in response to this RFQ. In the event that all proposals are rejected, the State reserves the right to re-solicit proposals.

1.4 PROPOSAL SUBMISSION

An original and nine (6) copies of the proposal (1 original, 4 bound copies, 1 unbound copy) must be submitted marked "**Performance Evaluation of New Jersey's EDCs**"

Attn: Roy Hambrecht
Purchase Bureau - 9th Floor
Division of Purchase and Property
Department of the Treasury,
33 West State Street, P.O. Box 230
Trenton, NJ 08625-0230

Proposals must be received by 5:00 p.m. Eastern Daylight Time on January 20, 2012 All respondents must submit their proposals in no smaller than 12 point type.

As part of your submission, the bidder shall complete and submit all documents listed below in ADDITIONAL INFORMATION (Section 9.0 of this RFQ).

Subsequent to contract award, all information submitted by bidders in response to the bid solicitation is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law. Because the State proposes to negotiate and/or pursue a Best and Final Offer, bid proposals will not be made public until the award is approved by the Treasurer's office, pursuant to N.J.S.A. 52:34-9.

1.4 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL

After the submission of bid proposals, unless requested by the State as noted below, bidder contact with the State is not permitted.

A bidder may be required to give an oral presentation to the Evaluation Committee concerning its bid proposal. The Evaluation Committee may also require a bidder to submit written responses to questions regarding its bid proposal.

The purpose of such communication with a bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify or elaborate on its bid proposal. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way. No comments regarding other bid proposals are permitted. Bidders may not attend presentations made by their competitors.

It is within the Evaluation Committee's discretion whether to require a bidder to give an oral presentation or require a bidder to submit written responses to questions regarding its bid proposal. Action by the Evaluation Committee in this regard should not be construed to imply acceptance or rejection of a bid proposal.

The Purchase Bureau buyer will be the sole point of contact regarding any request for an oral presentation or clarification.

2.0 DEFINITIONS

2.1 GENERAL DEFINITIONS

The following definitions shall be part of any contract awarded as result of this RFQ.

All-Inclusive 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. No additional fees or costs shall be paid by the State unless there is a change in the scope of work.

All-Inclusive Hourly Rate – An hourly rate comprised of all direct and indirect costs including, but not limited to: 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.

Contract - This RFQ, any addendum to this RFQ, and the bidder's proposal submitted in response to this RFQ, as accepted by the State.

Contractor - The bidder awarded a contract resulting from this RFQ.

Director - Director, Division of Purchase and Property, Department of the Treasury. By statutory authority, the Director is the chief contracting officer for the State of New Jersey.

Division - The Division of Purchase and Property

Evaluation Committee - A committee established by the Director to review and evaluate bid proposals submitted in response to this RFQ and to recommend a contract award to the Director.

State – State of New Jersey.

Board Staff – The employees of the BPU, including the staff, representatives and designees of the Board.

State Contract Manager - The individual responsible for the approval of all deliverables, i.e., tasks, sub-tasks or other work elements in the Scope of Work.

The Board or BPU – The New Jersey Board of Public Utilities and its members as appointed by the Governor pursuant to N.J.S.A. 48:2-1.

2.2 CONTRACT SPECIFIC DEFINITIONS

None

3.0 RFQ SCOPE OF SERVICES

3.1 PROJECT CONTROL

The contractor shall report directly to the State Contract Manager and shall be available to the State Contract Manager and/or pertinent BPU staff via telephone on a daily basis. All written and oral communications shall be through the State Contract Manager. If a situation is urgent, the State Contract Manager shall be notified immediately. The contractor may be requested to discuss the project's progress with the State Contract Manager as necessary. The State Contract Manager reserves the right to appoint key individuals within the BPU to act in the State Contract Manager's absence.

3.2 PROJECT LAUNCH MEETING

Upon the award of the contract, the contractor shall schedule and attend a meeting, within **three (3) business days**, with the State Contract Manager and pertinent BPU staff to discuss all pertinent items relative to the project and to begin review of any documents or operational data maintained by BPU relevant to this RFQ. The meeting shall be scheduled at the BPU offices in Trenton at a time convenient for all pertinent BPU staff. At this time, the contractor shall submit a Work Plan that shall be approved by the State Contract Manager. The State Contract Manager may approve the Work Plan submitted with the RFQ or suggest changes thereto prior to approval.

3.3 PROJECT SCOPE

The contractor shall perform a timely evaluation of the EDCs' current emergency response, restoration, and communications protocols and practices to determine the magnitude of financial, social and health related issues that were experienced due to loss of electricity caused by Hurricane Irene. The Final Report (RFQ Section 3.7) will assist in identifying major areas of weakness of each EDC's existing inclement weather preparedness, delivery system resiliency and post-storm response policies and practices, in an effort to minimize the impact of future inclement weather events.

The contractor shall analyze and identify each EDC's current shortcomings - both in its currently adopted procedures and in the effectiveness of execution as related specifically to outage avoidance and/or minimizing the impact of weather-related outages - is both time sensitive and critical to the health, safety and economic stability of the citizens of New Jersey.

The contractor shall assess the performance of all four (4) EDCs regarding, at a minimum, the following:

3.3.1 PRE-STORM PREPAREDNESS

The contractor shall review, analyze, and critique pre-storm forecasting and contingency preparations made prior to the impact of Hurricane Irene and determine what corrective measures can be taken.

3.3.2 INTRA-STORM DELIVERY SYSTEM RESILIENCY

The contractor shall identify any system design, equipment, maintenance or infrastructure issues which may have contributed to the cause or duration of outages, such as substation flooding, circuit flexibility and vegetation management. This analysis shall specifically include a review of the following and recommendations for corrective measures if applicable.

- a) Substations constructed within the 100 year flood zone, history of these substations flooding and protective measures in place at the time of the hurricane.
- b) Vegetation Management policies and adherence to State and federal guidelines by the EDCs as well as the extent of damage to facilities, property and personal injuries as a result of trees and vegetation.
- c) Circuit outages during the hurricane for a comparison between radial circuits (single feed) and looped circuits (multiple feed). The comparison should include general comments/recommendations as to how these types of circuits affected the restoration program and operation of the systems.

3.3.3 POST STORM RECOVERY EFFORTS

The contractor shall review, analyze, and critique the effectiveness of restoration activities undertaken before, during and after Hurricane Irene. The contractor shall then identify solutions to any gaps found during assessment. The contractor shall include a detailed evaluation of the process of requesting, deploying and integrating mutual assistance workers, and mobilization of company workforce; assessment of damage and outages by Outage Management Systems and workforce; and, how work orders were identified, assigned, completed and closed.

3.3.4 COMMUNICATIONS

The contractor shall review and analyze the effectiveness of communications between each EDC and its customers addressing outages, including but not limited to, estimated times of restoration. The contractor shall review effectiveness of communications between each EDC, and Local, County, and State Office of Emergency Management agencies (OEMs) and with community and elected officials and the public sector. The contractor shall review and analyze the effectiveness of intra-company communications relating to the flow of information to work crews and to those interacting with customers and local officials. The contractor shall identify solutions to any shortcoming found.

3.3.5 PRIOR DOCUMENTATION AND REPORTS

The contractor shall review pertinent prior Board Orders and staff reports related to these and past weather events and major electric outage events.

3.4 INTERMITTENT CONFERENCES

The contractor shall schedule and attend meetings or conferences to discuss all pertinent items as requested by the State Contract Manager. The contractor shall meet with the State Contract Manager and/or pertinent BPU staff no less than once every two (2) weeks during the term of the contract, or as directed by the State Contract Manager.

The dates, times, location, agenda and length of these sessions shall be approved by the State Contract Manager.

3.5 MONTHLY PROGRESS REPORT

The contractor shall submit a monthly written report to the State Contract Manager for any month in which work was performed. The report shall be submitted to the State Contract Manager within five (5) business days of the end of the work month. The report shall consist of a general narrative providing adequate and detailed information regarding the status of the assessment with an explanation of all discrepancies between the approved Work Plan (RFQ Section 3.2) and actual progress.

3.6 DRAFT FINAL REPORT

Upon completion of the engagement and prior to submission of the draft final report, the contractor shall meet with the State Contract Manager and Pertinent BPU staff to discuss its findings.

The contractor shall provide a draft of the final report including a summary of the process and all recommendations within 90 days. The draft of the final report shall be submitted to the State Contract Manager on a date determined by the State Contract Manager. The draft report shall include, at a minimum,

- a) a comprehensive executive summary of the overall project;
- b) an analysis of each of the four (4) EDCs current post storm response policies, outage procedures, and operational effectiveness for the periods leading up to, during and after Hurricane Irene;
- c) a comprehensive comparison of the four (4) EDCs; and
- d) Identification of gaps and recommendation measures for solutions to these areas identified during the assessment of the EDCs.

After review and authorization by the State Contract Manager, the State Contract Manager will authorize the preparation of the final report.

3.7 FINAL REPORT

The contractor shall provide ten (10) bound copies, one unbound master photocopy and one electronic copy on CD-ROM of the final report, all marked "Confidential" to the State Contract Manager within 120 days of contract award. To protect proprietary information and/or data, such as intellectual property, trade secrets, business plans and personal information, the contractor shall also provide the same number of State Contract Manager approved redacted copies, a redacted reproducible copy and a redacted electronic copy on CD ROM to the State Contract Manager within 120 days of contract award. The final report shall be released only upon authorization from the State Contract Manager.

3.8 ADDITIONAL WORK AND/OR SPECIAL PROJECTS

The contractor shall not begin performing any additional work or special projects without first obtaining written approval from both the State Contract Manager and the Director.

In the event of additional work and/or special projects, the contractor must present a written proposal to perform the additional work to the State Contract Manager. The proposal should provide justification for the necessity of the additional work. The relationship between the additional work and the base contract work must be clearly established by the contractor in its proposal.

The contractor's written proposal must provide a detailed description of the work to be performed broken down by task and subtask. The proposal should also contain details on the level of effort, including hours, labor categories, etc., necessary to complete the additional work.

The written proposal must detail the cost necessary to complete the additional work in a manner consistent with the contract. The written price schedule must be based upon the hourly rates, unit costs or other cost elements submitted by the contractor in the contractor's original bid proposal submitted in response to this RFQ. Whenever possible, the price schedule should be a firm, fixed cost to perform the required work. The firm fixed price should specifically reference and be tied directly to costs submitted by the contractor in its original bid proposal. A payment schedule, tied to successful completion of tasks and subtasks, must be included.

Upon receipt of a complete proposal, the State Contract Manager shall forward same to the Director, along with a recommendation and all supporting documentation. Documentation forwarded by the State Contract Manager to the Director must include all other required State approvals, such as those that may be required from the State of New Jersey's Office of Management and Budget (OMB) and Office of Information and Technology (OIT). Upon receipt and review of all documentation, the Director shall approve or deny the proposal in writing.

No additional work and/or special project may commence without the Director's written approval. In the event the contractor proceeds with additional work and/or special projects

without the Director's written approval, it shall be at the contractor's sole risk. The State shall be under no obligation to pay for work performed without the Director's written approval.

3.9 LITIGATION SUPPORT

The contractor shall provide expert testimony regarding any litigation resulting from work performed in fulfillment of the requirements of this RFQ upon request by the State Contract Manager.

4.0 REQUIRED COMPONENTS OF THE RFQ PROPOSAL

Proposals in response to this RFQ must respond to each of the following requests in the order indicated.

4.1 TECHNICAL PROPOSAL

The bidder shall describe its approach and plans for accomplishing the work outlined above in 3.0 RFQ Scope of Services. The bidder shall set forth its understanding of the requirements of this RFQ and its ability to successfully complete the contract. The bidder shall detail the steps necessary to be successful in this project and shall draw upon its storm preparation and response experience to demonstrate to the Evaluation Committee that it is capable of successfully meeting the requirements of the RFQ.

As part of the technical proposal, the contractor shall prepare and submit an Approach to Services (Work Plan) that should include, at a minimum, the following;

- a) The contractor's approach to performing the scope of work, with emphasis on the techniques to be used for assessing the four (4) EDCs;
- b) The sequence of areas to be analyzed;
- c) Techniques for identifying solutions for any areas in need of improvement;
- d) The methods to be used to manage the project;
- e) Anticipated time for each task to be completed with the overall project not exceeding the 120 day timeframe from contract award to final report as indicated in RFQ Section 3.7, Final Report; and
- f) Plan to develop a Preliminary Recommendations Report that identifies gaps and offers recommendations (RFP Section 3.6).

The bidder awarded this contract shall be prepared to implement this work plan and discuss its details in the Project Launch Meeting (RFQ Section 3.2).

4.2 MANAGEMENT OVERVIEW

The bidder shall set forth its overall technical approach and plans to meet the requirements of the RFQ in a narrative format. This narrative should convince the State that the bidder understands the objectives that the contract is intended to meet, the nature of the required work and the level of effort necessary to successfully complete the contract. This narrative should convince the State that the bidder's general approach and plans to undertake and complete the contract are appropriate to the tasks and subtasks involved.

Mere reiterations of RFQ tasks and subtasks are strongly discouraged, as they do not provide insight into the bidder's ability to complete the contract. The bidder's response to this section should be designed to convince the State that the bidder's detailed plans and proposed approach to complete the Scope of Services are realistic, attainable and appropriate and that the bidder's bid proposal will lead to successful contract completion.

4.3 CONTRACT MANAGEMENT

The bidder should describe its specific plans to manage, control and supervise the contract to ensure satisfactory contract completion according to the required schedule. The plan should include the bidder's approach to communication with the State Contract Manager including, but not limited to, status meetings, status reports, etc.

The bidder should provide a staffing plan listing those persons to be assigned to the contract if your firm is selected. This portion of the proposal must include relevant resume information for all persons to be assigned to the contract. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the firm.

The bidders should also clearly list any intended use of sub-contractors for the project. This should include information on the qualifications and personnel of said subcontractors. It is expected that bidder will perform the majority of the requirements of the RFQ. To ensure this, the bidder should clearly reference its responsibilities from the responsibilities of the subcontractor.

4.4 CONTRACT SCHEDULE

The bidder should include a contract schedule that meets the 120 day timeline from contract award.

The bidder should identify the contract scheduling and control methodology to be used and should provide the rationale for choosing such methodology. The use of Gantt, PERT or other charts is at the option of the bidder.

4.5 POTENTIAL PROBLEMS

The bidder should set forth a summary of any and all problems that the bidder anticipates during the term of the contract. For each problem identified, the bidder should provide its proposed solution.

4.6 ORGANIZATIONAL SUPPORT AND EXPERIENCE

The BPU requires the assistance of an independent expert consultant who has extensive and well documented experience/expertise in analyzing and/or managing large scale electric system service restoration. It is imperative that the EDCs' preparation and restoration practices during large scale outage events utilize best practices which assure the most effective and efficient restoration possible.

The bidder should include information relating to its organization, personnel, and experience, including, but not limited to, references from projects of similar size and scope, together with contact names and telephone numbers, evidencing the bidder's qualifications, and its ability to perform the services required by this RFQ.

The bidder should include a contract organization chart, with names showing management, supervisory and other key personnel (including subcontractor's management, supervisory or other key personnel) to be assigned to the contract. The chart should include the labor category and title of each such individual.

4.7 RESUMES

Detailed resumes should be submitted for all management, supervisory and key personnel to be assigned to the contract. Resumes should be structured to emphasize relevant qualifications and experience of these individuals in successfully completing contracts of a similar size and scope as this one. Resumes should include the following:

- Clearly identify the individual's previous experience in completing similar contracts.
- Beginning and ending dates should be given for each similar contract.
- A description of the contract should be given and should demonstrate how the individual's work on the completed contract relates to the individual's ability to contribute to successfully providing the services required by this RFQ.
- With respect to each similar contract, the bidder should include the name and address of each reference together with a person to contact for a reference check and a telephone number.

4.8 CHANGE IN PERSONNEL

In the event that the contractor determines that it is necessary to change the personnel assigned to the contract, including but not limited to substitution of staff or changes in the percentages of time devoted by personnel to the contract, the contractor shall submit the resume(s) of the new staff and other pertinent information to the State Contract Manager. The resumes must evidence that the individual(s) proposed as substitution(s) have qualifications and experience equal to or better than the individual(s) originally proposed or currently assigned. The State Contract Manager must approve any changes to the staffing of the contract before such changes take effect.

4.9 CAPABILITY OF THE BIDDER

The bidder shall document its knowledge, expertise, technical understanding and consulting experience in electric system service restoration from catastrophic weather events.

The bidder shall include information about its background and technical expertise as it relates to the EDCs:

- list of EDC projects where your firm has provided services and the type of services provide;
- list of current and prior clients involved in electricity system service restoration;
- pre-storm preparedness;
- intra-storm delivery system resiliency;
- post-storm recovery efforts; and
- communication effectiveness between the EDCs and the Local/County/State Offices of Emergency Management (OEMs) and public sector.

The bidder shall provide a description of resources of the firm (i.e., background, location, experience, staff resources, financial resources, other resources, etc.)

4.10 LOCATION

The bidder should include the location of the bidder's office that will be responsible for managing the contract. The bidder should include the name, telephone number email address, and fax number of the individual to contact.

4.11 LITIGATION

If the bidder's firm has been engaged in any litigation involving a sum of \$100,000 or more or subject to any professional disciplinary action over the last three years, the bidder shall provide a description of the litigation or disciplinary action. Also, the bidder shall provide a description of any ongoing investigations or litigation matters involving its firm, its directors, officers or principals or any individuals employed by the firm since January 1, 1997.

4.12 CONFLICT OF INTEREST

The bidder shall identify any existing or potential conflicts of interest, as well as the firm's representation of parties or other relationships that might be considered a conflict of interest, that may affect or involve this assignment or the State of New Jersey.

The contractor shall adhere to all conflict of interest rules applicable to BPU staff during the effective dates of the contract, including those specified in the State Uniform Ethics Code. The contractor shall not engage in any activity during or after the effective dates of the contract that would cause a conflict of interest concerning the services provided under this RFQ.

The successful bidder awarded the contract resulting from this RFQ, shall be required to sign confidentiality agreements.

4.13 COST PROPOSAL

The price schedule is attached (Attachment 1 – Price Schedule) to this RFQ. Failure to submit all requested pricing information may result in the bidder's proposal being considered materially non-responsive.

The bidder shall provide a firm fixed price for Price Lines 1 – 4 in Attachment 1 – Price Schedule. In addition, the bidder shall provide blended hourly rates for price lines 5 and 6, Additional Work and Litigation Support. The evaluation of the price proposals will be based on the aggregation of price lines 1 through 4 only.

The proposal must contain an itemized budget with hours for the services described; associated team members (or levels of staff) who will perform each of the services; and component/total dollar figures for the items identified in the scope of work, with the total dollar amount expressed as a firm, fixed price that the bidder will not exceed.

The all inclusive firm fixed price shall be inclusive of all direct 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.

The contractor shall not start work on any task until advised in writing to do so by the State Contract Manager.

4.14 ADDITIONAL INFORMATION

All documents listed in **6.0 ADDITIONAL INFORMATION** must be completed and submitted with the bid proposal.

5.0 EVALUATION PROCESS

The Evaluation Process shall include consideration of: Negotiation and Best and Final Offer, Selection Process, Technical Evaluation Criteria, Bidders Price Schedule, the Total Proposal Score and Oral Presentation. While the State does not anticipate requiring oral presentations, it reserves the right to do so, in person or by telephone. Proposals should be complete on their face. The State reserves the right to request clarifying information subsequent to submission of the bid proposals.

5.1 SELECTION PROCESS

The following evaluation criteria categories (5.1.2 Technical Evaluation Criteria), not necessarily listed in order of significance, will be used to evaluate bid proposals received in response to this RFQ. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the evaluation process.

5.1.2 TECHNICAL EVALUATION CRITERIA

All proposals will be reviewed to determine responsiveness. Non-responsive proposals will be rejected without evaluation. Responsive proposals will be evaluated by an Evaluation Committee. The following evaluation criteria categories, separate or combined in some manner, and not necessarily listed in order of significance, will be used to evaluate proposals received in response to this RFQ.

- a. Personnel: The qualifications and experience of the bidder's management, supervisory, and key personnel assigned to the contract, including the candidates recommended for each of the positions/roles required.
- b. Experience of firm: The bidder's documented experience in successfully completing contracts of a similar size and scope in relation to the work required by this RFP.
- c. Ability of firm to complete the Scope of Work based on its Technical Proposal: The overall ability of the bidder to undertake and successfully complete the technical requirements of the contract in a timely manner.

5.2.2 BIDDER'S PRICE SCHEDULE

For evaluation purposes, bidders will be ranked according to the total bid price for each proposed contract term offered located on the Price Sheets accompanying this RFQ.

For evaluation purposes, each bidder's proposed offer(s) will be ranked according to the formula:

Price Proposal Points = predetermined points x (lowest price proposal/evaluating price proposal).

The price proposal with the highest number of points will be ranked the highest.

The price proposal ranked will be the lowest acceptable price proposal between the original price proposal and the Best and Final Offer proposal submitted by each bidder.

5.3 TOTAL PROPOSAL SCORE

Each evaluated proposal will receive a Total Proposal Score based on the following formula:

Average Technical Evaluation Score + Price Proposal Points = Total Proposal Score

The bidder receiving the highest Total Proposal Score will be recommended for contract award. In the event of a tie, the proposal with the highest technical score amongst the tied proposals will be recommended for contract award.

5.4 NEGOTIATION AND BEST AND FINAL OFFER (BAFO)

After evaluating bid proposals, the evaluation committee may enter into negotiations with each bidder in the competitive range, unless there are too many highly rated proposals to evaluate efficiently. In this situation, the State may limit the competitive range to the number of proposals that will permit efficient competition among the most highly rated proposals. The primary purpose of negotiations is to maximize the State's ability to get the best value, based on the requirements and evaluation criteria set forth in the RFQ. Negotiations may involve the identification of significant proposal weaknesses, ambiguities and other deficiencies that could limit a bidder's award potential, including price. More rounds of negotiations may be held with

one bidder in the competitive range than with another. Negotiations will be structured to safeguard information and ensure that all bidders in the competitive range are treated fairly.

When the evaluation committee determines to conclude negotiations, all bidders in the competitive range will be so notified and advised of the time and place for submission of best and final offers. The best and final offer can modify any aspect of the bid proposal, provided mandatory RFQ requirements continue to be satisfied and further provided that the revised price proposal is not higher than the original price proposal. Any revised price proposal that is not equal to or lower in price than the original price proposal will be rejected as non-responsive.

Evaluation of the best and final offers will be on the basis of price and the evaluation criteria set forth in the RFP. If, after review of the best and final offers, clarification is required, it may be sought from the bidders. If further negotiation is desired after evaluation of the revised proposals, it will be followed by another BAFO opportunity. The State reserves the right to reassess the competitive range before proceeding with a subsequent round of negotiations and BAFO submissions and to remove from the competitive range any proposal that is no longer considered to be a leading contender for award.

After evaluation of the final BAFO submissions, the evaluation committee will recommend to the Director for award the responsible bidder(s) whose bid proposal(s), conforming to the RFQ, is most advantageous to the State, price and other factors considered. The Director may accept, reject or modify the recommendation of the Evaluation Committee. The Director may negotiate further reductions in price with the selected bidder.

The BPU will review for approval any Director recommendations regarding the selection of contractor under this RFQ.

Negotiations will only be conducted in those circumstances where they are deemed by the State to be in the State's best interests and to maximize the State's ability to get the best value. Therefore, bidders are advised to submit their best technical and price proposals in response to this RFP, because the State may, after evaluation, make a contract award based on the content of these initial submissions, without further negotiation with any bidder.

All contacts, records of initial evaluations, any correspondence with bidders related to any request for clarification, negotiation or BAFO, any revised technical and/or price proposals, the Evaluation Committee Report and the Award Recommendation, will remain confidential until a Notice of Intent to Award a contract is issued.

6.0 ADDITIONAL INFORMATION

The documents listed below must be completed and submitted with the bid proposal. Purchase Bureau forms can be downloaded from the following Department of Treasury website:
<http://www.state.nj.us/treasury/purchase/forms.shtml#Venor>

The Ownership Disclosure, Disclosure of Investigation and Actions Involving Bidder and the MacBride Principles forms can be found at the "Standard RFP Forms" at the above website.

- Ownership Disclosure

- Disclosure of Investigation and Actions Involving Bidder
- MacBride Principles and Northern Ireland Act of 1989
- Affirmative Action Employee Information Report or, in the alternative, supply either a New Jersey Affirmative Action Certificate or evidence that the bidder is operating under a federally approved or sanctioned affirmative action program.
- Waivered Terms and Conditions for Services Contracts
- Vendor Certification - Executive Order #129 Compliance (Source Disclosure Certification Form)
- Vendor Certification under Public Law 2005, Chapter 51 (formerly Executive Order #134)
- Vendor Certification under Public Law 2005, Chapter 271

NOTE: A copy of a valid New Jersey Business Registration must be submitted. If not already registered with the New Jersey Division of Revenue, registration can be completed on line at the Division of Revenue website: <http://www.state.nj.us/treasury/purchase/doingbusiness.shtml>

ATTACHMENT 1 – PRICE SCHEDULE

BIDDER NAME _____

**HURRICANE IRENE AND OCTOBER 29th SNOW STORM
PERFORMANCE EVALUATION OF THE ELECTRIC DISTRIBUTION CENTERS
(EDCs)**

Line Item	Description of Work	Est. Qty	Unit	Unit Cost	Total Firm Fixed Price
1.	Intermittent Conferences (Section 3.4)	8	Each		
2.	Monthly Progress Report (Section 3.5)	4	Each		
3.	Draft Final Report (Section 3.6)	1	Each		
4.	Final Report (Section 3.7)	1	Each		
TOTAL FIRM FIXED COST PROPOSAL					

Line Item	Description of Work	Est. Qty	Unit	All Inclusive Hourly Rate
5.	Additional Work (Section 3.8) *	1	Hour	
6.	Litigation Support (Section 3.9) **	1	Hour	

NOTES:

* The contractor shall submit blended all inclusive hourly rate quotes for additional work that may be utilized if additional work is authorized under RFQ Section 3.10.

** The contractor shall submit an all inclusive hourly rate for expert testimony regarding any litigation resulting from work performed in fulfillment of the requirements of this RFP upon request by the State Contract Manager (see Section 3.9).

Price Lines 5 and 6 should not be included in the “TOTAL FIRM FIXED COST PROPOSAL”. The “TOTAL FIRM FIXED COST PROPOSAL” shall be the aggregate amount of price lines 1 – 4 only.

The bidder must provide a price for each bid item or the bid proposal may be considered non-responsive.