

REQUEST FOR PROPOSALS

STATE OF NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS DIVISION OF DISASTER RECOVERY AND MITIGATION

Submission Deadline

Questions are due by **Wednesday, September 3, 2026, at 2:00 p.m.** via email to DRM.Solicitations@dca.nj.gov.

DRM will host an **Optional Bidder Conference** for qualified and interested bidders virtually. Bidders interested in attending must email DRM.Solicitations@dca.nj.gov to RSVP by **Wednesday, September 3, 2026, at 2:00 p.m.** DRM will then provide interested bidders with the virtual meeting information.

Proposals must not exceed 25 pages (excluding resumes and required forms) and must be submitted electronically by **Friday, September 11, 2026, at 2:00 p.m.** via email to DRM.Solicitations@dca.nj.gov. Proposals submitted after the deadline will not be considered.

Bids will be publicly opened on **Friday, September 11, 2026, at 2:00 p.m.** via Microsoft Teams, accessible at the following link:

<https://teams.microsoft.com/meet/212171603647503?p=Rd9QNIKaAWDuji7w7b>.

Meeting ID: 212 171 603 647 503

Passcode: Dv3gk2P2

I. PURPOSE

The Division of Disaster Recovery and Mitigation ("DRM"), Department of Community Affairs, is utilizing its Delegated Purchasing Authority ("DPA") granted by the Division of Purchase and Property ("DPP") pursuant to N.J.S.A. § 52:25-23 to solicit proposals for advisory services from a qualified Pega Certified Partner Contractor in the "Government Elite" or "Specialized" categories on Pega's website: [Partner Finder Results - Government | Pega](#). DRM expects services not to exceed \$304,000 per fiscal year for the contract term stated below. Upon evaluation of the quotes, the awardee will be issued a Notice to Proceed to begin services and will be paid on a time and materials basis.

II. BACKGROUND

DRM administers disaster recovery, resilience, and mitigation programs across New Jersey. DRM utilizes the system of record "SIROMS" to manage grant programs for homeowners, municipalities, and private entities funded by the United States Department of Housing and Urban Development ("HUD") Community Development Block Grant-Disaster Recovery (CDBG-DR), United States Treasury Department State Fiscal Recovery Fund ("SFRF"), and state funding sources.

DRM has a contractor who maintains day-to-day operations of SIROMS. Beginning in 2025, DRM has initiated a full-scale migration of SIROMS from OpenText BPM to Pega v25. This effort is currently underway. DRM will require the awardee to:

1. Optimize the Pega architecture and align development practices with Pega out-of-the-box ("OOTB") capabilities;
2. Establish a low-code/no-code operational model enabling State PMO staff to execute minor production adjustments without full software development cycles;

3. Architect a scalable, reusable core program module capable of launching new disaster recovery programs within days; and
4. Architect, design, and directly implement cost-effective Artificial Intelligence (“AI”) / Pega GenAI workflows across the entire grant lifecycle.

III. CONTRACT TERM AND AGREEMENT

This RFP and the contract awarded pursuant to this RFP (“Contract”) are subject to the DPA rules and regulations under N.J.A.C. § 17:12-1A.2 and Circular 24-07-DPP.

The Contract shall begin work upon the date DCA issues the Notice of Award and have a base term of one (1) year. DRM expects to complete the Scope of Work in one (1) year. However, DRM may elect to extend the Contract yearly up to two (2) years. The Notice of Award and subsequent extension documents will contain information on what work the Contractor is authorized to begin.

The Contract consists of the following documents: (1) this RFP; (2) the awardee’s Proposal; (3) the State of New Jersey Standard Terms and Conditions and DPA Supplement (linked [here](#)); (4) any task orders or amendments in writing and signed by both parties; and (5) the CDBG-DR Statement of Assurances.

IV. SCOPE OF WORK

A. REPORTING, CONTRACTOR INTERACTION, AND FIRST DELIVERABLE

1. Direct Governance and PMO Alignment

- The Contractor shall report directly to the DRM SIROMS Project Manager for all strategic, architectural, and operational direction.
- The Contractor shall participate in weekly executive status meetings, bi-weekly sprint reviews, and ad-hoc architectural reviews with DRM leadership.
- All architectural decisions, release schedules, and system modifications must receive explicit written authorization from the DRM PMO prior to implementation.

2 Collaboration with Incumbent Maintenance Contractor

- The Contractor shall work in close partnership with DRM’s incumbent SIROMS Maintenance Contractor.
- The Contractor shall establish clear technical handoffs, review programmatic scoping documentation prepared by the maintenance contractor, and provide authoritative architectural guidance to prevent technical debt and custom coding overhead.
- The SIROMS Maintenance Contractor is responsible for the operational maintenance of the SIROMS system(s), including Pega. All changes to the platform shall be passed through the SIROMS Maintenance Contractor who will ultimately coordinate the releases and push necessary changes to the production environment.

3 Execution Authority & Hands-On Implementation

- The Contractor is not merely an advisory body; the Contractor shall directly configure, build, and work with the SIROMS Maintenance Contractor to deploy authorized changes within the Pega v25 environment.

4 Baseline Project Plan Deliverable

- Within 90 calendar days of contract execution, the Contractor shall submit a comprehensive, multi-phased Master Pega Execution Project Plan that includes architectural milestones, low-code governance frameworks, resource allocation within DPA contract caps, along with an evaluation of the existing OpenText-to-Pega migration architecture.

B. CORE ARCHITECTURAL OBJECTIVES AND SYSTEM DESIGN

1. Pega Architecture Evaluation and Guardrail Optimization

- The Contractor shall perform a comprehensive evaluation of the existing OpenText-to-Pega migration architecture.
- The Contractor shall recommend and provide technical guidance on corrective re-architecting to ensure compliance with Pega's intended system design methodology (Pega Express, Constellation UI, and Situational Layer Cake).
- The Contractor will target a Pega Guardrail Score of ≥ 90 across all SIROMS modules, systematically removing unnecessary custom code and replacing it with out-of-the-box Pega v25 functionality.

2 Programmatic Scoping and Requirements Optimization

- The Contractor shall review existing and proposed DRM program scoping documentationGuardrail best practices.
- The Contractor shall guide the SIROMS Maintenance Contractor and DCA program leads in translating grant guidelines into Pega-native case types, data models, and automated rule sets, approaches, business requirements documents ("BRDs"), and user stories to comply with Pega

3. Rapid Program Deployment Framework ("Program-in-a-Box")

- As a disaster recovery organization, DRM must respond to emergencies by deploying new grant programs within days.
- The Contractor shall verify and advise the current case management design aligns with a Modular Core Case Framework. This base template must encapsulate universal program lifecycle stages (Intake, Eligibility, Scoping, Environmental, Award, Construction, Closeout) so DRM can rapidly clone, parameterize, and launch new grant programs with minimal effort and cost.

4. State PMO Low-Code/No-Code Empowerment Model

The Contractor shall design and implement an operational and technical governance framework that enables DCA PMO personnel to perform minor, non-breaking production updates independently for the following items:

- evaluate the use and assist in the implementation of PEGA modern tools (i.e. Blueprint).
- target Self-Service Capabilities for DCA PMO Staff.
- field modifications, label updates, and tooltips.
- report creation and dashboard visualization adjustments.
- access control, operator roles, and routing rule adjustments.
- implement urgency assignment and Service Level Agreement (SLA) timer adjustments; and
- create system notification text, correspondence templates, and public-facing communication copy.

5. Technical Assistance and Capacity Building

- The Contractor shall deliver ongoing technical assistance, code reviews, and architectural mentoring to the SIROMS Maintenance Contractor.
- The Contractor shall develop structured training programs, user guides, and role-based documentation for DRM PMO administrators and business analysts.

V. CONTRACT PRICING

Bidders must submit a Cost Proposal using the attached Price Sheet. Bidders shall provide a quantity of hours per labor category for one (1) year and supply hourly rates for optional extension years. Bidders' Cost Proposals must be within DRM's DPA threshold of \$304,000 per fiscal year.

VI. PROPOSAL SUBMISSION REQUIREMENTS

For a Proposal to be considered responsive, Bidders must submit the following:

1. A Technical Proposal not exceeding 25 pages (excluding resumes and certifications) with the contents described in the below Evaluation Criteria;
2. A Cost Proposal using the attached Price Sheet;
3. All required DPP forms on the Information Sheet and Checklist for Waivers and Delegated Purchasing Authority (DPA) Transactions located at <http://www.state.nj.us/treasury/purchase/forms.shtml> or directly linked here: [Waiver and DPA Contract Checklist.pdf](#);
 - a. Bidders **do not have to submit** the Two-Year Chapter 51/Executive Order 333 Vendor Certification and Disclosure of Political Contributions for Non-Fair and Open Contracts Form because this is a fair and open contract pursuant to N.J.S.A. § 19:44A-20.13 to 20.25 ("Chapter 51") and Executive Order No. 333 (2023).
4. If applicable, a [Subcontractor Utilization Plan.pdf](#); **and**
5. If applicable, an identification of any potential conflicts of interest that may currently exist or may arise during the contract term.

VII. EVALUATION CRITERIA

DRM will award this Contract to that responsible Bidder whose Proposal, conforming to this RFP, is most advantageous to the State of New Jersey, price and other factors considered. The following evaluation criteria categories will be used to evaluate Proposals:

Evaluation Criteria	Description	Weight
Pega Certifications and Partner Status	The Bidder and the proposed staff members hold active Pega Certified Partner status with verified expertise in Pega v25, Pega GenAI, and Constellation Architecture.	35%
AI and Technical Experience	The Bidder and the proposed staff members have experience (i) implementing Pega GenAI/Process AI; and (ii) architecting systems for complex programs or large-scale government grant operations. *Preferred: The Bidder proposes a minimum of two staff members with the following qualifications and experience: 1. Lead Pega & AI Solution Architect - Is an Active Certified Lead System Architect ("CLSA") - Has implementation experience with Pega GenAI/ Process AI 2. Senior Pega Integration & Automation Engineer - Is an active or Certified Senior System Architect ("CSSA")	35%
Proposal Feasibility	The Bidder has demonstrated they understand the requirements of the Scope of Work and presents an approach that would allow successful performance of those requirements.	15%
Cost Effectiveness	The Bidder's Cost Proposal is reasonable and within the DPA threshold of \$304,000 per fiscal year.	15%

VIII. PAYMENT AND DELIVERABLES

The Notice of Award and subsequent Notices to Proceed will authorize Contractor to perform work described in the above Scope of Work. Contractor will be paid on a time and materials basis in monthly increments.

IX. DEBARMENT AND SUSPENSION

Pursuant to Appendix II to 2 C.F.R. § 200, paragraph (H), and New Jersey Executive Orders 34 (Byrne 1976) and 189 (Kean 1988), Bidders who are on either the State or Federal debarment lists will be disqualified from consideration for this Contract award.

X. CONTENTS OF QUOTE

Proposals 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 *et seq.*, or the common law right to know. As part of its Proposal, a Bidder may designate any data or materials it asserts are exempt from public disclosure under OPRA and/or the common law, explaining the basis for such assertion.