



New Jersey Department of Health  
New Jersey Commission on Cancer Research Consultant  
Request for Quote  
Advisory Consultant

**Proposal Due: Wednesday, February 15th, 2023, by 2 pm EST**

**Question & Answer Period: Wednesday, February 8, 2023, by 2 PM EST**

**All Bidders must submit Quotes to:** [centralprocurement@doh.nj.gov](mailto:centralprocurement@doh.nj.gov)

**Contract Term:** Award Date (TBD) through June 30, 2025. This timeline may be subject to change.

**Note:** Proposals must include hourly rate/pricing as described in the Pricing section.

**Intent & Introduction:**

The intent of this open competitive bid is to hire an advisory consultant to perform duties in accordance with the New Jersey Commission on Cancer Research (NJCCR) statutes and functions surrounding advocacy and outreach deemed advantageous to the NJCCR per the established legislation.

**Description of Services:**

The New Jersey Commission on Cancer Research (NJCCR) is seeking to hire an advisory consultant reporting directly to and working in collaboration with the Executive Director (ED), of the NJCCR to develop and enhance relationships with its major stakeholders including cancer advocacy organizations, state agencies and industry (biotech and pharmaceutical companies in NJ). The Consultant shall serve in an advisory capacity to advance support for cancer research and to ensure compliance with the requirements of the legislation. This will occur by maintaining, expanding, and mobilizing the cancer advocacy and research community to garner the support of key stakeholders to advance the mission of the NJCCR.

**New Jersey Commission on Cancer Research:**

The New Jersey Commission on Cancer Research (NJCCR) ushered in by the Cancer Research Act, P.L. 83, Ch.6 was established in 1983 to promote and fund cancer research projects to individual scientists at academic and research institutions. In accordance with the statute the NJCCR charge is to:

- Review and authorize approved research projects.

- Apportion all available state-appropriated funds to qualifying research institutions to finance approved research projects and necessary institutional support services.
- Ensure that funds appropriated to approved research projects are not diverted to any other use.
- Take steps necessary to encourage the development within the State of research projects on:
  - 1) the causes of cancer; and
  - 2) pain management and palliative care for persons diagnosed with cancer.
- Provide the Governor and Legislature with a report by January 30<sup>th</sup> of each year describing the status of the commission's activities and the results of its funded research efforts.

**Scope of Work:**

The Scope of Work shall include, but may not be limited to the following:

1. Routinely seek and document the support of key contacts identified by the Executive Director, the Commission Chairperson and other NJCCR commissioners. Compile and track interaction and outcome with stakeholders for presentation and follow up with the Executive Director (ED) during bi-weekly supervisory one-on-one meetings.
2. Identify and outreach new partners to discuss supporting the Commission's work and help secure funding for cancer research on a quarterly basis.
  - a. Routinely assist the ED with the development of legislative agendas and supporting documents to increase funding for cancer research as requested.
  - b. Routinely assist the ED with the planning and implementation of strategic initiatives to achieve progress towards the establishment of a dedicated non-lapsing fund in addition to the \$2M state appropriation.
3. Develop a strategic framework to identify opportunities that will increase the visibility of the NJCCR among policymakers and key stakeholders by routinely cultivating those relationships as identified in collaboration with the ED and as required. Provide written reports of findings/recommendations as requested by the ED.
4. Assist in the formation of the New Jersey Coalition on Cancer Research by bringing together a group of patient advocacy group executives, pharmaceutical industry representatives and other key stakeholders for the purpose of promoting communication and education, fostering respect and gaining an understanding of public policy goals for cancer research.
5. On a quarterly basis and, or as identified by the ED, collaborate with the NJDOH

Director of Legislative Services to identify vacancies, nominations for new members, and Governor appointments to ensure a full complement of members in accordance with the statutes.

6. Monitor and analyze all relevant pending legislation on a quarterly basis. In discussion with and approval by the ED provides written testimony for the NJCCR Chairperson and, or act in the Chair's stead.
7. Identify and monitor proposed legislation that would negatively impact the mission of the Commission as it is introduced and strategize, as necessary, with the ED to defeat or amend prior to Bill introduction. Alert the ED and strategize the best plan of action in real-time and as required thereby generating content for bill comments to be uploaded into the Department of Health's Policy Track app.
8. Routinely participate, as requested by the Executive Director as the NJCCR representative at various statewide venues including, but not limited to, the Annual Symposium.
9. Monitor the changing landscape of cancer research in New Jersey, promote the work of the cancer research grantees and, provide a written summary as requested.

### **Deliverables**

1. Bi-monthly report of strategic framework findings and recommendations to increase NJCCR visibility
2. Bi-monthly compilation Governor's Office Status of Commission vacancies and recommendations
3. Monthly report as written analysis of pending legislation (negative/positive) impact on NJCCR
4. Monthly report of key stakeholder/ contact monitoring system with contact information delineated.

### **Pricing:**

Pricing shall be a fixed hourly rate. The firm fixed pricing is 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.

### **Evaluation:**

Proposals will be evaluated based on:

Prior experience working with a government-appointed commission or board, and relevant background related to addressing and managing overarching legislative initiatives of the bidder candidate.

The ability of the candidate to complete the Scope of Work based on its technical proposal and the overall ability of the bidder to undertake and successfully complete the technical requirements of the contract in a timely manner.

The responsible bidder whose bid proposal, conforms to this Scope of Work, and is deemed most advantageous to the State including price, relevant background and experience, and other factors will be recommended for award.

The duration of the award will be for one year from the date of the award with a possibility to be extended.

**Qualifications & Experience:**

Advanced degree required in healthcare or a related field. A minimum of 6 years' experience in a management role, state agency or government relations.

Applicants/potential consultants must have the following qualifications:

- Knowledge of state government and legislative functions.
- Knowledge of government relations and advocacy work.
- Experience building partnerships with organizations/institutions and state agencies.
- Strategic thinker with a proven track record of strong communication strategies, organizational management and administration.

**Scope of Work Methodology:**

In a narrative, provide a detailed proposal of the approach and methodology to be used to accomplish the above Scope of Work.

**Submission Requirements:**

- Written proposals shall be submitted via email to [centralprocurement@doh.nj.gov](mailto:centralprocurement@doh.nj.gov) by **Wednesday, February 15<sup>th</sup>, 2023, by 2 pm EST**. The proposal shall be sent electronically in a readable and printer-friendly format.
- Question & Answer Period: **Wednesday, February 8<sup>th</sup>, 2023, by 2 PM EST**
- Submission of a professional resume is required for consideration.

**Evaluation:**

Each criterion will be scored, and each score multiplied by a predetermined weight to develop the Technical Evaluation Score.

**Personnel:** The qualifications and experience of the Vendor's {Bidder's} management, supervisory, and key personnel assigned to the Blanket P.O., including the candidates recommended for each of the positions/roles required.

**Experience:** The Contractor {Bidder's} documented experience in successfully completing Blanket P.O. of a similar size and scope in relation to the work required by

this Bid Solicitation; and

The ability of Bidder to complete the Scope of Work based on its Technical Quote: The Vendor's {Bidder's} demonstration in the Quote that the Vendor {Bidder} understands the requirements of the Scope of Work and presents an approach that would permit a successful performance of the technical requirements of the Blanket P.O.

The intent of this Scope of Work is to make an award to that responsible Vendor whose Proposal, conforming to this Scope of Work is most advantageous to the State, price and other factors considered.

### **Forms, Registrations and Certifications Required with Proposal**

All required forms can be found at: <https://www.state.nj.us/treasury/purchase/forms.shtml>

All bid submissions must include completed mandatory compliance forms, which include:

- Ownership Disclosure
- Disclosure of Investigations and Other Actions Involving Contractor
- Disclosure of Investment Activities in Iran
- Chapter 51 Compliance, if applicable
- Chapter 271 form, if applicable
- MacBride Principles
- Source Disclosure
- Business Registration Certificate
- Affirmative Action Compliance
- Certification of Non-involvement in Prohibited Activities in Russia or Belarus
- Evidence of Insurance

- State of New Jersey Standard Terms and Conditions
- Waivered Contracts Supplement to the State of New Jersey Standard Terms and Conditions

Contractors are under a continuing obligation to report updates to the information contained in the required forms.

Unless otherwise specified, forms must contain an original, physical signature or electronic signature. Winning Bidder(s) must register with NJSTART as a Contractor for the State of NJ. This can be found at: [www.njstart.gov](http://www.njstart.gov).

Pursuant to N.J.S.A. 52:34-12.2, a Bidder is required to certify that it either has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein or that it will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance 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 with those principles.

### **MACBRIDE PRINCIPLES CERTIFICATION**

Pursuant to N.J.S.A. 52:34-12.2, a Bidder is required to certify that it either has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein or that it will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance 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 with those principles.

### **OWNERSHIP DISCLOSURE FORM**

Pursuant to N.J.S.A. 52:25-24.2, in the event the Bidder is a corporation, partnership, or limited liability company, the Bidder must disclose all 10% or greater owners by (a) completing and submitting the Ownership Disclosure Form with the Proposal; (b) if the Bidder has submitted a signed and accurate Ownership Disclosure Form dated and received no more than six (6) months prior to the Proposal submission deadline for this procurement, the State may rely upon that form; however, if there has been a change in ownership within the last six (6) months, a new Ownership Disclosure Form must be completed, signed and submitted with the Proposal; or, (c) a Bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with

the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest. N.J.S.A. 52:25-24.2.

### **DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

The Bidder should submit a Disclosure of Investment Activities in Iran form to certify that, pursuant to N.J.S.A. 52:32-58, neither the Bidder, nor one (1) 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 (1) 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. If a Bidder does not submit the form with the Quote, the Bidder must comply within seven (7) business days of the State's request or the State may deem the Quote non-responsive.

### **BUSINESS REGISTRATION**

In accordance with N.J.S.A. 52:32-44(b), a Bidder and its named Subcontractors must have a valid Business Registration Certificate ("BRC") issued by the Department of the Treasury, Division of Revenue and Enterprise Services before the award of a contract. To facilitate the Proposal evaluation and contract award process, the Bidder should submit a copy of its valid BRC and those of any named Subcontractors with its Proposal. See Section 2.1 of the State Standard Terms and Conditions.

Any Bidder, inclusive of any named Subcontractors, not having a valid business registration at the time of the Proposal opening, or whose BRC was revoked before the submission of the Proposal, should proceed immediately to register its business or seek reinstatement of a revoked BRC.

The Bidder is cautioned that it may require a significant amount of time to secure the reinstatement of a revoked BRC. The process can require actions by both the Division of Revenue and Enterprise Services and the Division of Taxation. For this reason, a Bidder's early attention to this requirement is highly recommended. The Bidder and its named Subcontractors may register with the Division of Revenue and Enterprise Services, obtain a copy of an existing BRC or obtain information necessary to seek reinstatement of a revoked BRC online at [https://www.1.state.nj.us/TYTR\\_BRC/jsp/BRCLogin.Jsp.jsp](https://www.1.state.nj.us/TYTR_BRC/jsp/BRCLogin.Jsp.jsp).

A Bidder otherwise identified by the DOH as a responsive and responsible Bidder, inclusive of any named Subcontractors, but that was not business registered at the time of submission of its Proposal must be so registered and in possession of a valid BRC by a deadline to be specified in writing by the DOH. A Bidder failing to comply with this requirement by the deadline specified by the Division will be deemed ineligible for contract award. Under any circumstance, the Division will rely upon information available from computerized systems maintained by the State as a basis to verify independently compliance with the requirement for business registration.

### **DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING BIDDER FORM**

The Bidder should submit the Disclosure of Investigations and Other Actions Involving Bidder Form, with its Proposal, to provide a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five (5) years, including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition. If a Bidder does not submit the form with the Proposal, the Bidder must comply within seven (7) business days of the State's request, or the State may deem the Proposal non-responsive.

### **SOURCE DISCLOSURE**

Pursuant to N.J.S.A. 52:34-13.2, prior to an award of a contract, the Bidder is required to submit a completed Source Disclosure Form. The Bidder's inclusion of the completed Source Disclosure Form with the Proposal is requested and advised.

### **AFFIRMATIVE ACTION**

The intended Contractor must submit a copy of a New Jersey Certificate of Employee Information Report, or a copy of Federal Letter of Approval verifying it is operating under a federally approved or sanctioned Affirmative Action program. Awarded Contractors 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) located on the web at <https://www.state.nj.us/treasury/purchase/forms.shtml>.

Bidders should verify its Affirmative Action Compliance status on the "Maintain Terms and Categories" Tab within its profile in NJSTART. In the event of an issue with a Contractor's Affirmative Action Compliance status, NJSTART provides a link to take corrective action.



## **INSURANCE CERTIFICATES**

The Contractor shall provide the State with current certificates of insurance for all coverages required by the terms of this contract naming the State as an Additional Insured. See Section 4.2 of the State Standard Terms and Conditions accompanying this Request for Proposal. The Bidder should verify its Insurance Certification Compliance status on the “Maintain Terms and Categories” Tab within its profile in NJSTART.

## **Certification of Non-Involvement in Prohibited Activities in Russia or Belarus**

On March 9, 2022, Governor Murphy signed P.L.2022, c.3, which prohibits certain government dealings with businesses engaged in prohibited activities in Russia or Belarus. The new law requires the Department of the Treasury to develop a list of persons and entities that engage in prohibited activities in Russia or Belarus and an accompanying form for use statewide.

Prior to entering into, renewing, amending, or extending a contract, the intended Contractor must certify that they are not engaged in prohibited activities in Russia or Belarus using the provided Certification of Non-Involvement In Prohibited Activities In Russia Or Belarus Pursuant To P.L.2022, c.3.