



State of New Jersey

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July 15, 2016

To: All Interested Bidders

**Re: Request for Quotation (RFQ) for Government Relation Services
for the Department of Military & Veterans Affairs (DMAVA)**

Quotation Submission Due Date: July 26, 2016 (2:00 p.m. ET)

Amendment #1

The following constitutes Amendment #1 to the above referenced Request for Quotation (RFQ). This Amendment is divided into the following parts:

Part 1: Answers to questions; and

Part 2: Additions, deletions, clarifications and modifications to the RFP.

It is the sole responsibility of the Bidder to be knowledgeable of all of the additions, deletions, clarifications, and modifications to the RFQ and/or the New Jersey Standard Terms and Conditions relative to this RFQ as set forth in all Amendments.

All other instructions, terms, and conditions of the RFQ shall remain the same.

PART 1
**Request For Quotation (RFQ) for Government Relation Services
for the Department of Military & Veterans Affairs (DMAVA)**

Answers to Questions

Note: Some of the questions have been paraphrased in the interest of readability and clarity. Each question is referenced by the appropriate RFQ page number(s) and section where applicable.

#	Page #	RFP Section Reference	Question	Answer
1	-	General	Will the incumbent on the previous project be permitted to bid on this RFQ?	The incumbent on the previous project is permitted to submit a Quotation.
2	-	General	Is it anticipated that the selected Vendor on this project would work independently of, in collaboration with, or as a Subcontractor to the prior Vendor?	The awarded Contractor is solely responsible for performing all requirements specified in the RFQ. The resulting contract is intended to be the sole vehicle for these services.
3	-	General	Irrespective of the answer to Question 2 above, will the selected Vendor be able to access all data and analysis from the prior project?	The Final Report from the previous project can be found at this web address: http://www.nj.gov/military/publications/ .
4	-	General	Will the selected Contractor be provided with the results of research activities that have been conducted to date relative to the State's military installations, such as the recently completed report conducted by the incumbent Contractor for the DMAVA?	Please refer to the answer for Question # 3.
5	-	General	Can you address the question of whether we can submit to perform some of the services outlined in the RFQ or does it need to be all the services? Our proposal would recommend a team of independent consultants to best serve the State's needs versus one firm or one firm with control of partners and Subcontractors performing all services as outlined.	A Bidder must submit to perform all of the services outlined in the RFQ. A Bidder may form a Joint Venture in accordance with RFQ Section 1.4.5 and/or subcontract in accordance with RFQ Section 4.3.1.3.
6	-	General	A Vendor is trying to ascertain whether Clark Martin's position as Military Ombudsman creates a conflict of interest for the firm. Clark Martin retired from this Vendor over two (2) years ago.	All Vendors may submit a Quotation. Acceptance of such Quotation will be subject to applicable procurement and ethics rules.

#	Page #	RFP Section Reference	Question	Answer
7	-	General	<p>What role, if any, will the Military Installations Ombudsman (Major General Clark Martin Ret.) have during the course of contract selection and execution? The RFQ does not reference this position.</p> <p>a. Will the Ombudsman be on the selection committee or advise the committee?</p> <p>b. Will the Ombudsman play a coordination or supervisory role during the execution phase of the contract?</p>	<p>The services that are the subject of the RFQ are being procured by the Division of Purchase and Property (DPP). The selection of the successful Contractor will be done by evaluation committee appointed pursuant to N.J.S.A. 52:34-10.3(a). The contract will be executed by DPP on behalf of the Department of Military and Veterans Affairs (DMAVA).</p> <p>a. Consistent with <u>N.J.S.A. 52:34-10.3(c)</u>, the names of the members of the selection committee shall not be made public until the RFQ is awarded. However, members of the evaluation committee are appointed pursuant to N.J.S.A. 52:34-10.3(a) and N.J.A.C. 17:12-2.7(a)(1).</p> <p>b. The contract will be executed by DPP on behalf of DMAVA. While the Ombudsman and the Contractor have distinct and purposefully separate tasks (in-state advocate vs. out-of-state/DC advocate, respectively), a cooperative relationship with the Ombudsman shall be necessary to ensure appropriate communication regarding these intersecting and important issue areas.</p>
8	5	1.3.2	<p>The New Jersey State RFQ for Government Relation Services for the DMAVA due July 26, 2016 lists a physical address and an email address under the quotation submission section. Does the quotation have to be submitted to both by the deadline, or can we submit one way or the other?</p>	<p>The Quotation may be submitted by the deadline by email to shawn.laidlaw@treas.nj.gov and/or via first class mail to the address listed in RFQ Section 1.3.2.</p>

#	Page #	RFP Section Reference	Question	Answer
9	11	3.0	<p>RFQ Section 3.2 - <u>Research Activities</u> outlines a list of requirements necessitating detailed research and analysis activities. These requirements are further delineated in RFQ Sections 3.4.2.1, 3.4.2.2, and 3.4.2.3 which specifically call for the following:</p> <ul style="list-style-type: none"> a. Rolling list of Missions and activities currently hosted by other states for which New Jersey may be a suitable replacement. b. Rolling list of new and anticipated missions and activities for which New Jersey may be a suitable host. c. Rolling list of New Jersey missions and activities vulnerable to relocation or Mission loss. <p>Each of these requirements necessitate detailed research, analysis and strategy development which begs the question as to why the data is required to be provided within 30 calendar days of the contract effective date? This time-frame appears to be woefully inadequate to accomplish the necessary research, analysis, and strategy formulation requirements outlined in RFQ Sections 3.4.2.1, 3.4.2.2, and 3.4.2.3. Is the DMAVA considering extending the time-frame beyond the current 30 day submission period?</p>	Yes, please refer to Part 2, #1, 2, and 3 of this Amendment.
10	11	3.2	If the successful Contractor identifies the need for additional studies, surveys or other supportive data that would enhance the probability of success for this project, can change orders be issued that would include said studies or reports and include additional resources to compensate potential Subcontractors (to be identified before contract award)?	Only the State will determine its needs. Any additional Work, beyond the Scope of Work as written, would be governed by RFQ Section 5.15 - <u>Additional Work and/or Special Projects</u> .
11	29	6.6.1	Paragraph 6.6.1 outlines the evaluation criteria consisting of Personnel, Experience of the Firm, and Ability to complete the Scope of Work based on its Technical Quotation. However, there is no order of significance or percentages allocated to the various criteria. Is it the	Consistent with N.J.A.C. 17:12-2.7(b), the technical evaluation criteria percentages will be made public once the contract is awarded.

#	Page #	RFP Section Reference	Question	Answer
			DMAVA's intent to further define the criteria and/or allocate specific percentages to these evaluation criteria?	
12	29	6.6.2	Paragraph 6.6.2 addresses the Bidder's Price Schedule. How will the Bidders' quotations be factored into the overall evaluation criteria (e.g. most important, least important, etc.)?	<p>The intent of this RFQ is to award a contract to that responsible Bidder whose Quotation, conforming to this RFQ is most advantageous to the State, price and other factors considered.</p> <p>Information associated with the evaluation criteria will be made public once the contract is awarded.</p>

PART 2
**Request For Quotation (RFQ) for Government Relation Services
for the Department of Military & Veterans Affairs (DMAVA)**

Additions, Deletions, Clarifications and Modifications to the RFQ

#	Page #	RFP Section Reference	Additions, Deletions, Clarifications and Modifications
1	12	3.4.2.1	<p>RFQ Section 3.4.2.1 has been modified as follows:</p> <p><u>Current Language:</u></p> <p>The Contractor shall provide within 30 calendar days of the contract effective date and maintain a revolving or rolling list of Missions and activities currently hosted by other states for which New Jersey may be a suitable replacement as required by <u>RFP</u> Section 3.2.a.</p> <p><u>Modified Language:</u></p> <p>The Contractor shall provide within 60 calendar days of the contract effective date and maintain a revolving or rolling list of Missions and activities currently hosted by other states for which New Jersey may be a suitable replacement as required by <u>RFQ</u> Section 3.2.a.</p>
2	13	3.4.2.2	<p>RFQ Section 3.4.2.2 has been modified as follows:</p> <p><u>Current Language:</u></p> <p>The Contractor shall provide within 30 calendar days of the contract effective date and maintain a revolving or rolling list of new and anticipated missions and activities for which New Jersey may be a suitable host, as required by <u>RFP</u> Section 3.2.b.</p> <p><u>Modified Language:</u></p> <p>The Contractor shall provide within 60 calendar days of the contract effective date and maintain a revolving or rolling list of new and anticipated missions and activities for which New Jersey may be a suitable host, as required by <u>RFQ</u> Section 3.2.b.</p>
3	13	3.4.2.3	<p>RFQ Section 3.4.2.3 has been modified as follows:</p> <p><u>Current Language:</u></p> <p>The Contractor shall provide within 30 calendar days of the contract effective date and maintain a revolving or rolling list of New Jersey missions and activities vulnerable to relocation or Mission loss.</p> <p><u>Modified Language:</u></p> <p>The Contractor shall provide within 60 calendar days of the contract effective date and maintain a revolving or rolling list of New Jersey missions and activities vulnerable to relocation or Mission loss.</p>

#	Page #	RFP Section Reference	Additions, Deletions, Clarifications and Modifications
4	13	3.4.3	<p>RFQ Section 3.4.3 has been modified as follows:</p> <p><u>Current Language:</u></p> <p>The Contractor shall lead monthly teleconferences to update the congressional delegation, the Governor’s Office, the Lt. Governor’s Office, and community representatives such as local elected officials and business owners on the research and outreach efforts concerning the potential of a BRAC; possible BRAC criteria; vulnerable Missions; potential relocations of Missions; potential attractions of Missions; and a summary of all outreach efforts performed in the subject month. These monthly teleconferences will be coordinated and scheduled by the SCM. These monthly progress teleconferences are required in addition to the six (6) or more Outreach activities required and described in <u>RFP</u> Section 3.3.</p> <p><u>Modified Language:</u></p> <p>The Contractor shall lead monthly teleconferences to update the congressional delegation, the Governor’s Office, the Lt. Governor’s Office, and community representatives such as local elected officials and business owners on the research and outreach efforts concerning the potential of a BRAC; possible BRAC criteria; vulnerable Missions; potential relocations of Missions; potential attractions of Missions; and a summary of all outreach efforts performed in the subject month. These monthly teleconferences will be coordinated and scheduled by the SCM. These monthly progress teleconferences are required in addition to the six (6) or more Outreach activities required and described in <u>RFQ</u> Section 3.3.</p>