



# State of New Jersey

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

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## Request for Proposal

**All submissions are due by Friday, July 9, 2021 at 5 pm EST to**  
**[FinanceDocs@OSHE.nj.gov](mailto:FinanceDocs@OSHE.nj.gov)**

The Office of the Secretary of Higher Education (OSHE) seeks to implement strategies to improve affordability and develop targeted social and financial supports to address potential barriers to students' success. OSHE invites interested vendors to submit a proposal to assist OSHE with addressing material hardships faced by students, including food and housing insecurity, childcare, transportation, open educational resources, and benefit eligibility among others.

<b>Project Title</b>	<b>Request for Proposals for Technical Assistance in Supporting Material Hardship Needs</b>
<b>Agency Name</b>	Office of the Secretary of Higher Education (OSHE)
<b>Agency Address</b>	P.O. Box 542, Trenton, NJ 08625-0542
<b>Agency Contact Name(s)</b>	Ms. Stefani Thachik, Director, Policy and Planning Ms. Karen Bussey, Policy Analyst
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## I. GENERAL INFORMATION

New Jersey's State Plan for Higher Education outlines clear steps the state, colleges, and other stakeholders must take to ensure that every New Jerseyan, no matter their life circumstances, has the opportunity to obtain a high quality credential that prepares them for life after college. This includes a vision for a student bill of rights in which every student in New Jersey should have access to an affordable route to a college degree and support to help with non-tuition expenses. Material hardships, especially amid the pandemic, are too common for many students today.

OSHE has received a grant to implement strategies to improve affordability and develop targeted social and financial supports to address potential barriers to students' success. The State is developing a playbook and website that provides technical assistance to colleges in providing support for students' "real college/material hardship" needs. This project will also identify new strategies to expand the eligibility, take-up and value or public benefits for college students. Through guides, convenings, and technical assistance, this project will help the State in emphasizing the need to holistically think about how we support students in and out of the classroom to help them be successful and obtain a high quality credential.

## II. SCOPE OF WORK REQUIREMENTS

### A. Project Description

The following Scope of Work (SOW) describes and applies to the Tasks that will be completed by the vendor to assist OSHE with creating and refining a playbook and website for colleges that provides assistance to colleges in providing support for students' needs beyond tuition and fees and develops a strategy for expanding benefit eligibility through awareness and training of institution administrators. The target audience for the project is increasing technical assistance and support to NJ higher education institutions on basic needs to students (food and housing insecurity, childcare, transportation, open educational resources, benefit eligibility, etc.).

Work/Tasks to be performed by the Vendor include:

The vendor will deliver topical knowledge, analytical expertise, technical services and strategic council to OSHE. Specific tasks and responsibilities include:

#### *Research*

- Identify and compile background research on the major areas of student material hardships, including costs related to textbooks, childcare, rent, transportation, and food.
- Conduct research on best practices for addressing student materials hardships in higher education, looking at models from institutions and other states.
- Correspond and consult with New Jersey colleges on their programs for material hardships to identify state leaders to use as model programs.
- Utilize student voice/testimonials to incorporate in all project deliverables

#### *Writing:*

- Provide writing support in the creation of a playbook document and website for colleges that identifies the major issue areas related to material hardships, outlines institutional, state, and national model programs and best practices for each issue area, and provide a list of actionable next steps for colleges to take in addressing materials hardships.
- Provide a general document outline structure for OSHE to use in developing the playbook.

#### *Convenings/Communications:*

- Host convening on material hardships to inform playbook and coordinate benefit eligibility convenings/discussions.
- Create best practices guide on training /ways for institutions to connect with social service organizations
- Host online benefit access trainings for college faculty, staff, and/or administrators

### B. Specific Performance Milestones/Timelines /Deliverables

All deliverables must be completed by no later than February 25, 2022.

The vendor shall have regular meetings with representatives from the Office of the Secretary of Higher Education to discuss any issues that may need to be resolved and to keep apprised of the progress of project outcomes.

### **III. Proposal Content**

At minimum, the vendor's proposal shall include the following:

- 1) Vendor official name, address and Federal ID number;
- 2) A specific contact for the proposal including name, phone and email address;
- 3) A detailed proposal with a detailed breakdown of the cost of per hour and staff classifications needed to meet the objectives and deliverables of the scope of work, describing how the vendor intends to accomplish each component of the scope of work;
- 4) A detailed budget to perform the scope of work;
- 5) A schedule identifying the deliverables to be submitted under this Request for Proposal; and
- 6) Identification of any potential conflicts of interest regarding the delivery of services for the scope of work under this Request for Proposal.
- 7) Review and sign the PB120 form provided.

The following terms and conditions shall apply to all contracts or purchase agreements made with the State of New Jersey as a result of this proposal.

Refer to **AGENCY REF. NO.** (see proposal cover sheet) in all written and verbal correspondence.

1. **CORPORATE AUTHORITY** – All corporations doing business with the State of New Jersey must be registered with the Office of the Secretary of State. Forms are available by contacting the Office of the Secretary of State, Trenton, NJ.
2. **ANTI-DISCRIMINATION** – All parties to any contract resulting from this proposal agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within *N.J.S.A. 10:2-1 through 10:2-04, N.J.S.A. 10:5-1 et seq. and N.J.S.A. 10:5-31 through 10:5-38.*
3. **THE WORKER AND COMMUNITY RIGHT TO KNOW ACT** – The provisions of *N.J.S.A. 34:5A-1 et seq.* which require the labeling of all containers of hazardous substances are applicable to this contract. Therefore, all goods offered for purchase to the State must be labeled by the contractor in compliance with the provisions of the Act.
4. **COMPLIANCE LAWS** – The contractor must comply with all local, state and federal laws, rules and regulations applicable to this contract and to the goods delivered or services performed.
5. **COMPLIANCE – STATE LAWS** – It is agreed and understood that any contracts and/or orders placed as a result of this proposal shall be governed and construed and the rights and obligations of the parties hereto shall be determined in accordance with the laws of the STATE OF NEW JERSEY.
6. **COMPLIANCE – CODES** – The contractor must comply with the New Jersey Uniform Construction Code (NJUCC) and the latest NEC70, B.O.C.A. Basic Building Code, OSHA and all applicable codes for this requirement. The successful bidder will be responsible for securing and paying for all necessary permits, where applicable.
7. **LIABILITY – COPYRIGHT** – The contractor shall hold and save the State of New Jersey, its officers, agents, servants and employees, harmless from liability of any nature or kind for or on account of the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of this contract.
8. **INDEMNIFICATION** – If it becomes necessary for the contractor either as principal or by agent or employee to enter the property of the State in order to perform under this agreement, the contractor agrees to use and provide all necessary and sufficient precautions against the occurrence of any accidents or injuries to any person or property during the progress of work covered. The contractor will be responsible for, indemnify and save harmless the State for accidents, injuries or damages that may occur from such work.
9. **INSURANCE** – The contractor will carry insurance as broad as the standard coverage forms currently in use in the State of New Jersey to indemnify the State against any claim for loss, damage or injury to property or person arising out of the performance of the contractor or his employees and agents of the services covered by this agreement. The contractor shall provide certificates or such insurance to the State upon request.
10. **PERFORMANCE GUARANTEE OF BIDDER** – The bidder certifies that:
  - a. The equipment offered is standard new equipment, is in current production and the latest model of regular stock product, with parts regularly used for the type of equipment offered, that such parts are all in production and not likely to be discontinued; also, that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.
  - b. All equipment supplied to the State and operated by electrical current is UL listed where applicable.
  - c. For all equipment purchases, the bidder shall indicate the manufacturer's standard warranty. The contractor will render prompt service, without charge, regardless of geographic location. During the warranty period, the contractor shall replace immediately any material which is rejected for failure to meet the requirements of the contract.
- d. Sufficient quantities of parts necessary for proper service to equipment will be maintained at distribution points and service headquarters.
- e. All services rendered to the State shall be performed in strict and full accordance with the specifications stated in the contract/purchase order. The contract shall not be considered complete until final approval by the State's using agency is rendered.
11. **BRAND NAME ALTERNATIVES** – Brand names and/or descriptions used in this proposal are to acquaint bidders with the type of commodity desired and will be used as a standard by which alternate or competitive materials will be judged. Competitive items must be equal to the standard described and be of the same reputation for quality and workmanship. Variations between the materials described and materials offered must be fully explained by the bidder in an accompanying letter. A full explanation is to be given of any improved features or innovations recently developed, now on the market, but not previously available. Where specifications are attached describing the item, the bid must list in detail wherein the material offered differs from the specifications. In the absence of any changes by the bidder, it will be presumed and required that material as described in the proposal be delivered.
12. **PRICE QUOTATIONS** – Insert prices for furnishing all or any portion of the material or articles described. All prices quoted shall be firm through issuance or contract/purchase order and for delivery of quantities specified, and shall not be subject to increase during the period of the contract/purchase order. Prices shall be net and must include all transportation charges fully prepaid by the contractor, F.O.B. Destination.
13. **TAX CHARGES** - The State of New Jersey is exempt from State sales or use taxes and Federal excise taxes. Therefore, they must not be included in the proposal price or invoice. The State's Federal Excise Tax Exemption number is 22-75-0050K.
14. **DELIVERY** – F.O.B. Destination does not cover "spotting" but does include delivery on the receiving platform of the ordering agency at any destination in the State of new jersey unless otherwise specified. No additional charges will be allowed for any transportation costs resulting from partial shipments made at contractor's convenience when a single shipment is ordered. The weights and measures of the State's using agency receiving the shipment shall govern.
15. **PAYMENT** – Payments will only be made against State payment vouchers. All goods are to be billed at the prices quoted. State payment voucher in duplicate together with original Bill of Lading, express receipt and other related papers must be sent to the consignee on the date of each delivery.
16. **NEW JERSEY PROMPT PAYMENT ACT** – The New Jersey Prompt Payment Act requires State agencies to pay for goods and services within 60 days of the agency's receipt of a properly executed State payment voucher or within 60 days of receipt and acceptance of goods and services, whichever is later.
17. **CASH DISCOUNTS** – Cash discounts for periods of less than 21 calendar days will not be considered as factors in the award of contracts. However, all cash discounts, regardless of amount or length of discount term, will become part of any awarded contract/purchase order.
  - a. A discount period shall commence on the day the State using agency receives a properly signed and executed State payment voucher for products or services that have been duly accepted by the State using agency in accordance with the terms, conditions and specifications of the contract/purchase order. If the State payment voucher is received prior to delivery of goods and services, the discount period begins with the acceptance of the goods and services.
  - b. The date on the check issued by the State in payment of that voucher shall be deemed the date of the State's response to that voucher.
18. **STANDARDS PROHIBITING CONFLICTS OF INTEREST** – All contracts or purchase agreements made with the State of New Jersey must comply with Executive Order No. 189 (1988) concerning standards prohibiting conflicts of interest on vendor activities. The provisions of Executive Order No. 189 will be included on the purchase order issued to the award-winning vendor.

Please check the box to the left indicating you have read and understand the terms and conditions of this statement.

Sign and date \_\_\_\_\_