

**ROWAN UNIVERSITY/RUTGERS CAMDEN BOARD  
OF GOVERNORS**

**REQUEST FOR PROPOSALS**

**ALZHIEMER'S JOURNEY COORDINATOR PROGRAM CONSULTANT**

**For the  
Rowan University/Rutgers – Camden Board of Governors**

**RFP Issued: 08/11/2017  
Vendor Questions Due: 08/18/2017  
Proposals Due: 08/25/2017**

**ISSUED BY:  
Rowan University/Rutgers-Camden Board of Governors**

# ROWAN UNIVERSITY / RUTGERS CAMDEN BOARD OF GOVERNORS

## NOTICE TO PROPOSERS RFP 2017 # 2

### ALZHEIMER'S JOURNEY COORDINATOR PROGRAM CONSULTANT

The Rowan University/Rutgers-Camden Board of Governors ("Board") is soliciting proposals for an Alzheimer's Journey Coordinator Program Consultant, as more fully described in the Request for Proposals 2017#2 available at the Board's website ([rurcbog.com](http://rurcbog.com)) and available at the Board's administrative office at 200 Federal Street – Suite 300, Camden, New Jersey 08103. The office is open weekdays between the hours of 8:30 am to 4:30 pm. The office may also be reached via phone at (856) 203-6757 or via email at [smcandrew@rurcbog.com](mailto:smcandrew@rurcbog.com). Proposals must be submitted in the form provided in the proposal packet.

***The RFP response should be emailed to [smcandrew@rurcbog.com](mailto:smcandrew@rurcbog.com) no later than 10:30 a.m. (Eastern Time) on 08/25/2017.*** Proposals that are not received by 10:30 a.m. at the Board's offices will be rejected.

**Questions regarding the RFP must be submitted to [smcandrew@rurcbog.com](mailto:smcandrew@rurcbog.com) no later than 10:00 a.m. on 08/18/2017.**

These services are being bid pursuant to N.J.S.A. 19:44A-20.5, et seq. The contract will be awarded by the Board at a public meeting(s), in accordance with the criteria set forth in the Request for Proposals and in accordance with applicable laws.

Respondents are required to comply with the requirements of N.J.S.A. 10:5-31, et seq. and N.J.A.C. 17:27, et seq.

## **Request for Proposals**

The Board is seeking a qualified individual or firm, having prior experience in working with higher-educational institutions and/or non-profit organizations, to perform consultancy services as it pertains to the Alzheimer's Journey Coordinator Program. The work product(s) will be developed under the guidance of the Chief Executive Officer of the Board.

## **The Rowan University/Rutgers - Camden Board of Governors**

The Board is an instrumentality of the State of New Jersey. On August 22, 2012, Governor Chris Christie signed into law the Restructuring Act. Specifically, Sections 33 and 34 of the law created the Board and gave it broad powers. The Legislature created the Board with the vision that it would leverage existing education, research and medical assets in Camden to create and sustain economic growth and civic engagement in the city and the broader South Jersey region. The Board's mission translates into three overarching themes: (1) education; (2) economic development; and (3) civic engagement.

## **Scope of Services (the "Engagement")**

The scope-of-services for this Engagement includes the following:

1. Producing two white papers, op-eds and/or digital platform content regarding the Alzheimer's Journey Coordinator Program;
2. Developing ideas for and assisting in implementing at least two events aimed at increasing awareness of Alzheimer's, access related issues and/or medical/technological advancements; and
3. Provide opportunities for the Joint Board to establish partnerships with private and public institutions to scale the Alzheimer's Journey Coordinator Program; and
4. Assisting the Joint Board in finalizing the curriculum for the Alzheimer's Journey Coordinator Program; and
5. Other tasks the Chief Executive Officer deems appropriate to advance the Alzheimer's Journey Coordinator Program.

## **Statement of Qualifications**

A statement of qualifications for the firm/individual is to be submitted and presented in the following listed order:

- (1) Description of organizational/individual experience, expertise and support and explanation of how they correlate to the Engagement;
- (2) Examples of relevant services performed for higher-educational institutions and/or non-profit organizations within the past five years;
- (3) Credentials and resumes of individual(s) who would be working on the Engagement; and

- (4) References from three past clients for whom the firm/individual has completed relevant services.

Attachments that demonstrate experience relevant to the Engagement are welcome.

## **Pricing**

The bidder must submit a lump sum price for the Engagement. The Board does not pay for travel, telephone, or meals.

## **Proposal Evaluation Criteria**

Pursuant to the Board's procurement policy, the following criteria will be used to evaluate the proposals:

The committee evaluating proposals submitted in response to a RFP will review the information contained in the proposals, any supplemental information provided by bidders, and information gathered during interviews with bidders, if conducted. The evaluation committee will consider the following factors in ranking the proposals:

- a) Compliance with the requirements stated in the RFP;
- b) Experience specific to the Engagement;
- c) Experience performing Engagements for public entities in the State of New Jersey and the City and County of Camden;
- d) Understanding the requirements of the Engagement and presentation of a plan to fulfill the requirements within the time parameters;
- e) Financial and human resources to perform the Engagement; and
- f) Cost to perform the Engagement.

## **Contract Award**

The contract award shall be made with reasonable promptness by written notice to that responsible bidder, whose bid proposal, conforming to this RFP, is most advantageous to the Board, price, and other factors considered. Any or all bid proposals may be rejected in accordance with applicable law.

## **Proposal Deadline**

The deadline for proposals is **08/25/2017 at 10:30 a.m.** Proposals should be sent, by email to: [smcandrew@rurcbog.com](mailto:smcandrew@rurcbog.com).

## Attachment A

# ROWAN UNIVERSITY / RUTGERS CAMDEN BOARD OF GOVERNORS

### STANDARD CONTRACT TERMS AND CONDITIONS

- I. The contractor certifies that it understands and agrees that the following terms and conditions (collectively the "Board's Standard Terms and Conditions") are incorporated into any contract awarded by the Board.
- II. In the event the terms and conditions within the contractor's proposal conflict with the Board's Standard Terms and Conditions, the Board's Standard Terms and Conditions will govern.
- III. The contractor's status pursuant to the contract shall be that of an independent contractor and not an employee of the Board.

Laws requiring mandatory compliance by all Board contractors:

#### 1.1 BUSINESS REGISTRATION

The contractor must obtain a Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue prior to conducting business in the State of New Jersey. The contractor must provide proof of a valid and current BRC to the Board's Procurement Services Department prior to the contract award. Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG. can be filed online at [www.state.nj.us/njbgs/services/html](http://www.state.nj.us/njbgs/services/html). All sub-contractors of the contractor must provide the contractor with a copy of a current and valid BRC. The contractor must forward the BRC of all subcontractors to the Board's Procurement Services Department prior to any subcontractor starting work under the contract.

#### 1.2 ANTI-DISCRIMINATION

The contractor agrees not to discriminate in employment and agrees to abide by all anti-discrimination laws including those contained within N.J.S.A. 10:2-1 through N.J.S.A. 10:2-4, N.J.S.A.10:6-1 et seq. and N.J.S.A.10 :5-31 through 10:5-38, and all rules and regulations issued there under. The contractor shall comply with the provisions contained in Exhibit A, the terms of which are incorporated herein by reference.

### 1.3 AMERICANS WITH DISABILITIES ACT

The contractor must comply with all provisions of the Americans with Disabilities Act (ADA), P.L. 101-336, in accordance with 42 U.S.C. 12101 et seq.

### 1.4 OWNERSHIP DISCLOSURE

Pursuant to N.J.S.A. 52:25-24.2, in the event that the bidder is a corporation, partnership or limited liability company, the bidder must complete and execute an Ownership Disclosure Form and submit it with its proposal. A bidder's failure to submit a completed and executed Ownership Disclosure Form will result in the rejection of the proposal as non-responsive and preclude the award of a contract to the bidder.

In the alternative, to comply with N.J.S.A. 52:25-24.2, a bidder with any direct or indirect parent entity that is publically traded may submit the name and address of each publically traded entity and the name and address of each person that holds a 10% or greater beneficial interest in the publically 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% or greater beneficial interest, also 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% or greater beneficial interest.

### 1.5 COMPLIANCE WITH N.J.S.A. 19:44A-20 .13 et seq. ("Pay to Play" Act).

The Board will provide the selected contractor with a "Contractor's Certification and Disclosure of Political Contribution Form" to complete. The Procurement Services Department will forward the completed Form to the State Treasurer or his designee for review pursuant to the Act. In the event the State Treasurer determines that the Act precludes a contract award to the selected contractor, a contract award will not be made. In the event a contract award is made, the contractor is under a continuing duty to disclose all contributions that may be made during the term of the contract. In such event, the contractor must immediately complete the Continuing Disclosure of Political Contributions Form and submit the completed Form to the Board.

### 1.6 POLITICAL CONTRIBUTION DISCLOSURE BY CONTRACTOR

If the contract is in excess of \$17,500, the contractor must comply with P.L. 2005, c.271, by completing and submitting to the Board the required Chapter 271 Political Contribution Disclosure Forms, before the effective date of the contract. Failure to comply with this political contribution disclosure requirement may result in the cancellation of the contract award and/or imposition of financial penalties by the New Jersey Election Law Enforcement Commission ("ELEC"). Additional information about this requirement is

available from ELEC at 888-313-3532 or at <http://www.elec.state.nj.us>.

## 1.7 CONTRACTOR ANNUAL ELEC DISCLOSURE OBLIGATION

The contractor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c. 271, section 3, if the contractor receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 886--313-3532 or at <http://www.elec.state.nj.us>.

## 2.1 LIABILITY; COPYRIGHT

The contractor shall hold and save the Board and the State of New Jersey, their respective officers, agents, servants and employees, harmless from liability of any nature or kind if any copyrighted or copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or are used in the performance of this contract.

## 2.2 INDEMNIFICATION

The contracting party shall assume all risk of and responsibility for, and agrees to defend, indemnify and hold harmless the Board, and the State of New Jersey, including their trustees, officers, employees, volunteers and agent from and against any and all claims, demands, suits, actions, recoveries, judgments , costs and expenses (including reasonable attorney's fees) in connection therewith on account of the loss of life, property, or injury or damage to the person, body or property, of any person or persons whatsoever, which shall arise from or result directly or indirectly from the services provided under this contract.

This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained herein.

## 2.3 INSURANCE

The selected bidder shall secure and maintain in force for the term of the contract liability insurance as provided herein. All insurance coverage is subject to the approval of the Board and shall be issued by an insurance company authorized to do business in the State of New Jersey. The selected bidder shall provide the Board certificates of insurance for all coverage and renewals thereof that must provide that the insurance provided in the certificate shall not be canceled for any reason except after thirty (30) days written notice to the Board. All insurance required herein shall

contain a waiver of subrogation in favor of the Board. All insurance required herein, except Workers' Compensation, shall name the Board as an additional insured. The insurance coverages to be provided by the contractor for the term of the contract and any agreed upon extension thereof shall be as follows:

- a) **Commercial General Liability** insurance written on an occurrence form including independent contractor liability, products/completed operations liability, contractual liability covering, but not limited to, the liability assumed under the indemnification provisions of this contract. The policy shall not include any endorsement that restricts or reduces coverage as provided by the ISO CG0001 form without the approval of the Board. The minimum limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate, two million dollars (\$2,000,000) product/completed operations aggregate. A "per location or project endorsement" shall be included, so that the general aggregate limit applies separately to the location or project that is the subject of this contract.
- b) **Comprehensive Automobile Liability** covering owned, non-owned, and hired vehicles. The limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence.
- c) **Worker's Compensation** Insurance applicable to the laws of the State of New Jersey (and any other applicable state or federal jurisdiction) required to protect the employees of the contracting party and any subcontractor who will be engaged in the performance of this contract. The certificate must so indicate that no proprietor, partner, executive officer or member is excluded. This insurance shall include Employers' Liability Protection with a limit of liability not less than one million dollars (\$1,000,000) bodily injury, each occurrence, one million dollars (\$1,000,000) disease, each employee, and one million dollars (\$1,000,000) disease, aggregate limit. Lower primary limits will be accepted if employer's liability insurance is included under the umbrella insurance and the umbrella limit exceeds the employer's liability limit requirements.
- d) **Excess Liability, umbrella insurance** form, applying excess of primary to the commercial general liability, commercial automobile liability and employer's liability insurance shall be provided with minimum limits of five million dollars (\$5,000,000) per occurrence, five million dollars (\$5,000,000) general aggregate, and five million dollars (\$5,000,000) products/completed operations. The contractor shall require all subcontractors to comply with all of the insurance requirements described above. It is the contractor's option to determine the amount of excess liability it will require its subcontractors to carry. The contractor shall be responsible for obtaining certificates of insurance for all coverage and renewals thereof for each subcontractor prior to the subcontractor's beginning work on the project. The contractor shall provide copies of all subcontractor certificates of insurance to the Board upon request.



### 3.1 CONTRACT TERMINATION

a) Change of Circumstance:

Notwithstanding any provision or language in this contract to the contrary, where the needs of the Board significantly change, or the contract is otherwise deemed no longer to be in the Board's interest, the Board may terminate the contract upon 30 days written notice to the contractor.

b) For cause:

Where the contractor fails to perform or comply with the contract, the Board may terminate the contract upon notice to the contractor with a 10-day opportunity to cure the failure.

Where a contractor fails to cure the failure, or continues to perform the contract poorly as demonstrated by documented late delivery, poor performance of service, short-shipping etc., the Board may terminate the contract upon 10 days' notice to the contractor without a further opportunity to cure.

In the event the contract is terminated due to changed circumstances, the contractor will be compensated by the Board for goods and/or services satisfactorily performed and accepted in accordance with the contract, up to the date of termination.

In the event the contract is terminated due to cause, the Board may acquire the goods and/or services which are the subject of the terminated contract from another source. If the price paid is greater than the contract price, the Board may deduct the difference in price from any monies due the terminated contractor or, if no monies are due the terminated contractor, the difference in price shall be an obligation owed the Board by the terminated contractor.

### 4.1 SUBCONTRACTING OR ASSIGNMENT

The contract may not be subcontracted or assigned by the contractor, in whole or in part, without the prior written consent of the Board. Such consent, if granted, shall not relieve the contractor of any of his responsibilities under the contract. Nothing contained in the specifications shall be construed as creating a contractual relationship between any subcontractor and the Board.

### 5.1 TAX CHARGES

The Board is exempt from State sales or use taxes and Federal excise taxes. Prices charged must not include such taxes.

## 6.1 PAYMENT TO CONTRACTOR

Payment for goods and/or services purchased by the Board will be made to the contractor within 30 days of the later of an acceptable invoice from the contractor or the Board's acceptance of the contracted products and/or services.

## 7.1 NOTICES

All notices required under the contract shall be in writing and shall be validly and sufficiently served by the Board upon the contractor if addressed and mailed by certified mail to the address set forth in the contractor's proposal. Notices from the contractor to the Board shall be addressed and mailed by certified mail to the attention of the Chief Executive Officer, 200 Federal Street, Suite 300, Camden New Jersey 80103.

## 8.1 CLAIMS

Claims asserted shall be subject to the New Jersey Tort Claims Act, N.J.S.A.59:1-1, et seq., and/or the New Jersey Contractual Liability Act, N.J.S.A. 59:13 1, et seq.

## 9.1 APPLICABLE LAW

The contract and all litigation arising from or related to the contract shall be governed by the applicable laws, regulations and rules of evidence of the State of New Jersey without reference to conflict of laws principles.

## 10.1 MODIFICATION OF CONTRACT

No contract awarded may be amended or modified, nor may any obligation thereunder be waived orally, and no such amendment, modification or waiver shall be effective for any purpose unless it is in writing and signed by the party against whom enforcement thereof is sought.

## 11.1 INVALIDITY; INTERPRETATION

If any provision hereof shall be declared invalid by any court or in any administrative proceedings, then the remaining provisions hereof shall be construed in such manner so as to preserve the validity hereof to the greatest extent possible. The captions and paragraph headings are provided for purposes of convenience of reference only and are not intended to limit, define the scope of, or aid in interpretation of any of the provisions hereof.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date set forth above.

[INSERT NAME]

By: \_\_\_\_\_  
Name:  
Title:

Rowan University-Rutgers Camden Board of Governors

By: \_\_\_\_\_  
Name: Kris Kolluri  
Title: Chief Executive Officer