



Purchasing Services

PROPOSAL #P06-079

CONSULTANT FOR ORGANIZATIONAL DEVELOPMENT SERVICES FOR THE
UMDNJ, CENTER FOR HEALTHY SCHOOLS, FAMILIES AND COMMUNITIES

ADDENDUM #1

May 11, 2006

The University of Medicine and Dentistry of New Jersey is seeking contractors to Provide Temporary Nursing Services for University of Medicine and Dentistry of New Jersey, University-wide, scheduled to open on May 16, 2006 at 2:00 P.M.:

Change Opening Date to Read: May 23, 2006 at 2:00 PM

I. Answers to written questions received.

1. **Question:** Page 2, Section 1.1 Purpose and Intent; Does CHSFC currently have any advisory board members? Has the CHSFC targeted specific individuals who it hopes to recruit for advisory board members? In addition to the Executive Director, is there any other staff? If so, what are their titles? Does the CHSFC have a current budget? What programs and/or activities is the CHSFC currently engaged in?

Response: CHSFC has identified individuals to serve on our advisory board; the majority have verbally committed. We are in the process of confirming interest and availability so that we can schedule the first advisory board meeting.

CHSFC has 9 staff in addition to the Executive Director. All of these staff with the exception of three are grant-funded and their time is dedicated to the grant projects for which they were hired.

CHSFC has a budget of approximately \$650,000 for the upcoming year inclusive of grants. The annual budget will vary annually as it is based on funding from our parent organization (UBHC), fee for services, donations, and grants/contracts.

The programs and activities of CHSFC are described on the web: www.opsr.net OPSR is now folded into CHSFC. Additionally, CHSFC has launched a major demonstration project with the New Jersey Education Association and the Asbury Park Public Schools.

The aim of the initiative is to assist the middle school in developing a partnership with parents and community. With technical assistance from CHSFC and NJEA, the targeted school, parents, and community agencies/organizations will be engaged in the design, implementation, and evaluation of a comprehensive continuum of policies, programs, and services that are intended to minimize youths' barriers to learning and well-being. This summer, CHSFC is also co-sponsoring our Learning Institute (series of professional development workshops) for school personnel statewide in partnership with NJEA and Johnson & Johnson.

2. **Question:** Page 2, Section 1.2 Background; The RFP notes a need for “Consultant Services to assist with these functions have been required since the inception of the center.” Does the CHSFC currently use a consultant? If so, who is that consultant? Will that consultant likely be responding to this RFP? Does the CHSFC have existing legal or other contractual requirements, which must be fulfilled? If so, what is the scope of those commitments?

Response: Since inception several years ago, CHSFC has engaged both internal consultants in marketing, public relations and fund-raising, an external consultant who provided consultation across all facets of the developing center's development, and consulting faculty for our training initiatives. Former consultants are eligible to apply.

CHSFC has a commitment to implement the aforementioned demonstration project in Asbury Park Public Schools as well as to carry out our contractual responsibilities on active grants and contracts involving staff training on varied topics (e.g. violence prevention), and programming/research on cultural competence, disaster preparedness/response and drop-out intervention.

2. **Question:** Page 22, Section 5.6.4 – Budget; In this budget, can we list staffing expenditures and their rates, or should we use the single rate requested in Sections 8.1 and 8.2? Should we estimate costs for production of materials such as brochures, data sheets, internet pages and so forth?

Response: List the single rate requested in 8.1 and 8.2. The cost for brochures, data sheets, internet pages and so forth will be directly assumed by CHSFC.

3. **Question:** Page 23, Section 5.7.6.1 – Experience of Bidder on Contracts of Similar Size and Scope; “The bidder must submit two (2) samples of their grant writing services that have been approved, with each copy of their response proposal.” What do you require? We have grants that have proprietary financial and other information. Would the cover page with name, contract amount and foundation; executive summary; and contract approval letter suffice?

Response: An abstract or executive summary; cover page with name, contract amount and foundation; or contract approval letter will suffice.

4. Question: Page 28, Section 8.0 – Price Sheet and Supporting Detail; We anticipate several categories of rates: for example, staff such as copy editors, designers, project coordinators and so forth. Should we include additional sheets for these rates or just one for the project executive?

Response: Yes, provide a separate sheet containing all rates that may apply for services to be provided.

BIDDERS MUST RETURN THE ENTIRE COMPLETED PROPOSAL RESPONSE INCLUDING ALL FORMS COMPLETED AND NO QUALIFYING STATEMENTS OR EXCEPTIONS WILL BE ACCEPTED.

Please contact Denise Council at (732) 235-9060 if you have any questions regarding this addendum.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL SPECIFICATIONS REMAINS UNCHANGED.

END OF ADDENDUM.