

Request for Qualifications and Proposals  
ECONOMIC RECOVERY REPORT and RESILIENCY  
PLAN for CAPE MAY COUNTY, NJ

Tuesday August 10, 2021  
2:00 P.M. Prevailing Time  
South Jersey Economic Development District, Inc.

Louis Joyce  
Executive Director  
782 S. Brewster Road, Unit B6  
Vineland, NJ 08361  
856-794-1941



South Jersey Economic Development District

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[www.sjedd.com](http://www.sjedd.com)

# Request for Proposals

## Economic Development Recovery Report and Resiliency Plan

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## Request for Proposals

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#### Notice to Providers

#### **NOTICE FOR SOLICITATION OF PROPOSALS FOR PROFESSIONAL SERVICES UNDER A FAIR AND OPEN PROCESS**

Notice is hereby given by the South Jersey Economic Development District that sealed qualifications and proposals for professional services, not subject to bidding pursuant to N.J.S.A. 40A:11-5 will be received by the South Jersey Economic Development District for the following professional services:

- Economic Recovery Report and Resiliency Strategy/Plan for Cape May County

Specifications may be obtained from the SJEDD website at [www.SJEDD.com](http://www.SJEDD.com), or they may be mailed on telephone request (856) 794-1941.

Proposals shall be enclosed in sealed envelopes bearing the legend, **“Proposal for the Economic Recovery Report and Resiliency Planning Services”** on the outside. The proposals shall be returned to the SJEDD by **August 10, 2021 at 2:00 PM**, prevailing time, when they will be opened and read in public. Late proposals will not be considered.

Bidders are required to comply with the requirements of P.L. 1975, C. 127 (N.J.A.C. 17:27) Affirmative Action and P.L. 1977, C. 33 (N.J.S.A. 52-25-24.2) Corporate Disclosure.

By order of the Board of the SJEDD

# Request for Proposals

## Economic Development Recovery Report and Resiliency Plan

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### I. Professional Service

#### Position and Term

The SJEDD of requests proposals from professional firms interested in providing services as outlined herein for development of specific reports, plans, and strategies and related to the COVID-19 pandemic and Cape May County's economy.

#### Minimum Requirements

- Must have at least one (1) available professional with extensive economic, demographic and historical knowledge of the SJEDD region and its member counties and must be in good standing with the SJEDD and county agencies.
- Minimum ten (10) years of economic development planning experience.
- Proposers must be familiar with the State, Federal and other local jurisdiction abilities to implement economic plans.
- Proposers must be knowledgeable of methodologies including but not limited to United States Economic Development Administration, (USEDA), United States Department of Agriculture (USDA), New Jersey Economic Development Authority (NJEDA), and New Jersey Department of Community Affairs (NJDCA).
- Proposers must be knowledgeable of and abide by all Local, State, Federal and other regulations that apply to these services. Proposers must be familiar with the administration of a public entity.
- Proposers must have experience with economic recovery and resiliency issues in New Jersey. Proposers shall address their ability to provide the services and responsibilities delineated herein.
- Respondent shall submit licenses, certifications, resumes etc., for any of their staff who may be providing services to the District as part of this contract.
- Respondent shall provide the location of their office(s) that would be serving the District. Respondent may describe any value added services that may not have been addressed in this RFP that they feel should be considered by the officials evaluating their proposal submission.

#### Description of Services

##### A. Plan for Cape May County

On behalf of Cape May County, the SJEDD will contract with a qualified firm to provide an Economic Recovery Report and Resiliency Plan for Cape May County as described in **Attachment A** to this RFQ.

#### Compensation

Compensation shall be based on a professional services contract to be negotiated by the SJEDD with the applicant deemed to be most advantageous.

The firm shall be entitled to bill in accordance with its customary rates schedule for municipal and SJEDD clients provided the same is reviewed and approved by the SJEDD or agreed upon sums for specific grant writing services for special projects. Compensation may be on a lump sum amount not to exceed an agreed upon sum.

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#### Fair and Open Process

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4. Applicants who meet with the Minimum Requirements for the position as set forth below and are willing to provide the described services for the disclosed compensation, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

In order to be considered applicants must submit their reply to the Office of the SJEDD at 782 S. Brewster Road, Unit B-6, Vineland, NJ 08361 on or before **2:00 P.M.** prevailing time on August 10, 2021. At that time and place all proposals received shall be publicly opened and announced by the SJEDD.

Proposals will thereafter be received by the SJEDD Board who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the Proposal Requirements and other required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the SJEDD and Cape May County and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the SJEDD; (v) availability to accommodate meeting and interface requirements with the SJEDD and Cape May County Officials for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of the SJEDD and Cape May County; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The SJEDD reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the SJEDD and Cape May County.

The SJEDD's determination of the applicant who is most advantageous to the goals and objectives of the SJEDD shall be final and conclusive.

The award of the contract shall be determined by majority vote of the SJEDD Executive Committee as authorized by Resolution 09-20 and publicly advertised in accordance with applicable purchasing rules.

No applicant shall influence, or attempt to influence or cause to be influenced, any SJEDD Official, Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to cause or influence, any SJEDD Official, Officer or employee to secure unwarranted privileges or advantages.

#### **II. Evaluation Criteria**

In the evaluation of proposals, the District will utilize the below listed Evaluation Rating Criteria to ascertain the costs and benefits of all aspects of the proposal. An evaluation team will review all proposals to determine if they satisfy the Proposal Requirements, determine if a proposal should be rejected and evaluate the proposals based upon the Evaluation Criteria.

Each category is assigned a maximum point value. The highest ranking respondent or respondents in case of separate plan proposals will then be recommended to the SJEDD Board for award of contract based on the following:

Project Understanding/Understanding of the requested work - The proposals will be evaluated for general compliance with the instructions and requests issued in the RFP. Non-compliance with significant instructions shall be grounds for disqualifications of proposals. (20 points)

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Prior Experience and Familiarity/Knowledge and Technical Competence – This includes the ability of the respondent to perform all of the tasks and adequately fulfill the requirements specified herein. (30 points)

Management, Experience and Personnel Qualifications – Expertise of the firm shall be demonstrated by past contract successes providing government agencies with similar services. The respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to that requested in the RFP. In addition to relevant experience, Proposers shall provide personnel qualifications in the proposal. (30 points)

Cost of Services – Based on proposal submitted herein. (20 points)

We encourage each Proposer to be as comprehensive and thorough as possible when responding to this proposal. Proposers may be called upon to attend an oral interview.

Proposals shall be evaluated based on the following criteria: **(Maximum 20 pages)**

a. Professional Qualifications: Proposer shall document Economic Development and Data collection/analysis experience as it relates to work performed for entities such as the District and/or county and municipal government agencies in the State of New Jersey. Licensure as a Professional Planner (P.P.) in the State of New Jersey shall be considered a beneficial, but not mandatory, credential.

b. Summary of past projects should relate to local, State, Federal, and other public entities, regional entities, and/or private foundations.

1. Resumes of professional staff to be involved in the project. Staff experience on similar projects.
2. An organizational chart for this project of the proposed personnel. A detailed description on the management setup for the project and the person ultimately responsible to the District for the project and its day-to-day management.
3. Description of the Proposer's capabilities in providing the requested services.
4. Must demonstrate that sufficient staff is available to perform the work in a timely manner to meet the schedule.
5. The Project Manager must demonstrate experience on similar projects.
6. Provide the physical address of the office where the work is to be performed.
7. Provide a list of similar projects including name and telephone number of three (3) clients and a description of services provided.

c. Prior Experience and Familiarity: Expertise of the individuals at the Firm shall be demonstrated by past contract successes providing government agencies with similar services (emphasis on projects in Atlantic, Cape May, Cumberland and Salem Counties), the State of New Jersey and /or comparable jurisdictions. The Proposer will be evaluated on knowledge, experience, prior collaboration, and successful completion of projects/services similar to that requested in this RFP.

d. Cost Criteria: Price and its component charges, fees, etc. shall be adequately explained and documented.

### **III. Proposal Instructions**

1. General Information: By this RFP, the District is requesting Competitive Contracting Proposals from qualified Proposers for the purpose of Economic Development Recovery Report and Resiliency Plan.

These services shall include but shall not be limited to the following:

Development of economic development recovery report to document and quantify efforts of businesses throughout Cape May County to adapt product and service delivery systems in the post-pandemic era and development of a resiliency plan for Cape May County's economy.

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The District shall award a contract on a competitive contracting basis to the most responsible Proposer who, in the opinion of the District, best meets all of the conditions and specifications outlined in this RFP and best fulfills the needs of providing Economic Development Recovery Report and a Resiliency Plan, cost and other factors considered; i.e., based on evaluations conducted in accordance with N.J.S.A. 40A:11-4.1 et seq. and N.J.A.C. 5:34-4.1 et seq. The contents of the proposal submitted by the successful Proposer and this RFP may become part of the contract for these services. The successful Proposer will be expected to execute said contract with the District. The District may award a contract to more than one proposer based on qualifications and experience. The contract shall be subject to budgetary appropriations by the South Jersey Economic Development District.

#### 2. Submission of Proposals:

a. Sealed Proposals shall be received in accordance with public advertisement as required by law, a copy of said notice being attached hereto and made a part of these specifications. Each Proposal shall be submitted in a sealed envelope and Proposer shall clearly write their name, address and the Proposal description of “Economic Development Recovery Report and Resiliency Plan” on the front of the envelope. The proposer shall submit the qualifications and the economic plan(s) proposals in separate envelopes within the master submission. The District assumes no responsibility for proposals opened in error due to non-use of the proper envelope.

Proposals shall be forwarded to the attention of Louis Joyce, Executive Director, SJEDD, 782 S. Brewster Road, Unit B-6, Vineland, New Jersey 08361.

b. A Proposal cannot be withdrawn after the expiration of the time established for receiving proposals, nor can any changes in price or other details be made by letter, telephone or verbal statement.

c. It is the Proposer’s responsibility to ensure that proposals are presented to the District on the hour and at the place designated herein. Proposals may be hand delivered, mailed or sent by express carrier. The District assumes no responsibility for Proposals forwarded by mail or express carrier. Proposals received after the designated time and date will be returned to the proposer unopened.

d. Proposals must be signed in ink by a duly authorized official and only original signatures will be accepted. Any Proposal showing any erasure/alteration must be initialed in ink by the Proposer.

e. Proposer must furnish all information listed in the Proposal Pages and properly execute these pages. Failure to comply shall be cause for rejection of proposal. Maximum length of proposal is 20 pages.

f. Proposals shall furnish one (1) original Proposal and two (2) copies.

g. The District may select the Proposer or Proposers to be awarded the contract pursuant hereto based solely on the proposals submitted. It is possible that the District may also want to interview the prospective Proposers; if the District feels that an interview is warranted, it will contact the Proposers. Firms selected for interviews shall be prepared to discuss in detail all services they propose to provide as part of this contract. No promise of contract shall be implied by the invitation to an interview.

h. Rejection of Proposals: The District reserves the right to reject any or all proposals covered in this RFP, or any portion(s) thereof, waive informalities, re-advertise and/or take such other actions decreed necessary as permitted by prevailing law, in the best interests of the District.

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**Statement of Authority**

**By submitting and signing this RFP, we certify that we are familiar with all conditions and requirements of this RFP.**

**RFP SUBMITTED FOR:**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Bid Submitted By: \_\_\_\_\_

(Please Print)

Signature: \_\_\_\_\_

(Proposal must be signed to be valid)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email Address \_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_\_

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**Affirmative Action Requirements**

RESPONDENTS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, c. 127 (N.J.S.A. 10:5-31, et seq.). See also N.J.A.C. 17:27 et seq.

**REQUIRED AFFIRMATIVE ACTION EVIDENCE**

- A. **PROCUREMENT & SERVICE CONTRACTS** (which are not subject to a federally approved or sanctioned affirmative action program). All successful vendors must submit within seven (7) calendar days of the notice of intent to award or the signing of the contract, whichever is sooner, one of the following:
  - 1. A PHOTOCOPY OF THEIR FEDERAL LETTER OF AFFIRMATIVE ACTION PLAN APPROVAL
  - 2. A PHOTOCOPY OF THEIR CERTIFICATE OF EMPLOYEE INFORMATION REPORT
  - 3. A COMPLETED AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT AA302
  
- B. **CONSTRUCTION CONTRACTS** ALL SUCCESSFUL CONTRACTORS MUST SUBMIT WITHIN THREE (3) CALENDAR DAYS OF THE SIGNING OF THE CONTRACT AN INITIAL PROJECT MANNING REPORT AA 201 FOR ANY CONTRACT AWARD THAT MEETS OR EXCEEDS THE PUBLIC AGENCY BIDDING THRESHOLD.

COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

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#### **Americans with Disabilities Act**

The Contractor and the SJEDD do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (The "Act") (42 U.S.C. S12.101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made part of this Contract. In providing any aid, benefit, or service on behalf of the SJEDD pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with this Act. In the event that the Contractor, its agents, servants, or employees, or subcontractors violate or are alleged to have violated this Act during the performance of this contract, the Contractor shall defend the SJEDD in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless, the SJEDD, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature, arising out of or claimed to arise out of the alleged violation. The Contractor shall, at his own expense, appear, defend, and pay any and all legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the SJEDD's grievance procedure, the Contractor agrees to abide by any decision of the SJEDD which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the SJEDD or if the SJEDD incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The SJEDD shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the SJEDD or any of its agents, servants, and employees, the SJEDD shall expeditiously forward or have forwarded to the Contractor, every demand, complaint, notice, summons, pleading, or other process received by the SJEDD or its representatives.

It is expressly agreed and understood that any approval by the SJEDD of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the SJEDD pursuant to this paragraph.

It is further agreed and understood that the SJEDD assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of the Agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this Agreement, nor shall they be constructed to relieve the Contractor from any liability, nor preclude the SJEDD from taking other actions available to it under any other provisions of this Agreement or otherwise at law.

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#### **Equal Employment Opportunity Language**

##### **EXHIBIT A (Revised 04/10)**

#### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

#### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted SJEDD employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken

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without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents: Letter of Federal Affirmative Action Plan Approval, Certificate of Employee Information Report or Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.us/treasury/contract\\_compliance](http://www.state.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**I, the undersigned, do hereby agree to the terms as outlined in EXHIBIT A (Revised 04/10) from the New Jersey Public Law 1975, c. 127 (NJAC 17:27) MANDATORY AFFIRMATIVE ACTION LANGUAGE FOR GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS in the State of New Jersey.**

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

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**Corporate Disclosure Statement**

*N.J.S.A. 52:25-24.2 (P.L. 1977 c33)*

Failure of the bidder/respondent to submit the required information is cause for automatic rejection.

**CHECK ONE:**

I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

Partnership             Corporation             Sole Proprietorship

Limited Partnership    Limited Liability Corporation    Limited Liability Partnership

Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Name	Address

Subscribed and sworn before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(Print Name and Title)

My Commission expires: \_\_\_\_\_

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**Non-Collusion Affidavit**

State of \_\_\_\_\_

SJEDD of \_\_\_\_\_ ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
**(Name of Affiant)** **(Name of Municipality)**  
of \_\_\_\_\_ and the State of \_\_\_\_\_, of full age,  
being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm \_\_\_\_\_  
**(Title or Position)** **(Name of Firm)**  
the bidder making the proposal for the above named project, and that I executed the said proposal with full authority so to do; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the SJEDD of Vineland in the State of New Jersey relies upon the truth of the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_ (N.J.S.A. 52:34-15).  
**(Name of Contractor)**

Subscribed and sworn before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Signature of Affiant)

\_\_\_\_\_  
(Print Name of Affiant)

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires: \_\_\_\_\_

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#### Business Registration Compliance

#### **Revised Contract Language for Business Registration Compliance** *Goods and Services Contracts (including purchase orders)*

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1). the contractor shall provide written notice, to its subcontractors to submit proof of Business Registration to the contractor;
- 2). prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;
- 3). during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of Business Registration or provides false Business Registration information shall be liable to a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each Business Registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

#### **SAMPLES BUSINESS REGISTRATION CERTIFICATES**



STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE  
FOR STATE AGENCY AND CASINO SERVICE CONTRACTOR

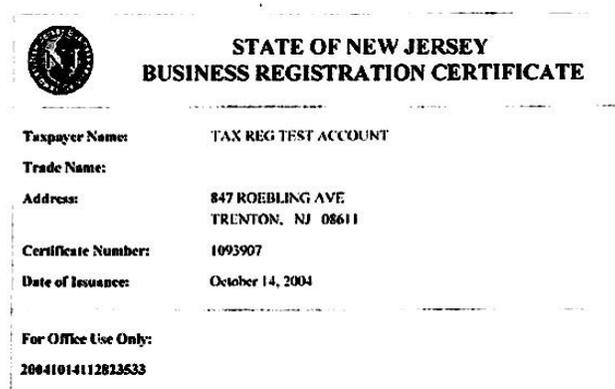
DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
PO BOX 282  
TRENTON, NJ 08646-0282

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT  
TAXPAYER IDENTIFICATION#: 970-087-382/000  
ADDRESS: 847 ROEBLING AVE  
TRENTON NJ 08611  
EFFECTIVE DATE: 01/01/01  
FORM BRC(08-04)

TRADE NAME: CLIENT REGISTRATION  
SEQUENCE NUMBER: 0107330  
ISSUANCE DATE: 07/14/04

Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.



STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT  
Trade Name:  
Address: 847 ROEBLING AVE  
TRENTON, NJ 08611  
Certificate Number: 1093907  
Date of Issuance: October 14, 2004

For Office Use Only:  
20041014112823533

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**Insurance Statement**

The undersigned hereby declares that they have the following types of insurance. If a contract is awarded the undersigned will furnish same with the SJEDD, 782 S. Brewster Road, Unit B6, Vineland NJ 08361 listed as additional insured.

TYPE INSURANCE	COMPANY	COVERAGE LIMITS
_____	_____	_____
_____	_____	_____
_____	_____	_____

(an individual)  
The undersigned is (a partnership) under the laws of  
(a corporation)  
the State of \_\_\_\_\_ having principal offices at  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

SIGNED \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**ATTACHMENT A**

**Preparation of an Economic Recovery Report and Resiliency Plan for Cape May County**

**PURPOSE/INTENT:** The COVID-19 pandemic has caused unprecedented strain on the economy of the County of Cape May, which is heavily reliant on the tourism industry. During the first phase of the pandemic, the local labor market was affected to varying degrees. The economic impact of the crisis was evident as Cape May County businesses were unable to accommodate a normal number of customers throughout the early part of summer 2020 due to pandemic protocols. There were also shortages to the supply chain for some goods and services. This resulted in many businesses increasing layoffs. As restrictions were lessened going into 2021, the availability of workforce was strained for a number of reasons including continued disruption for child care services, and approximately fifty percent decrease in the number of SWT (Summer Work Travel J1 Visa international students), and Federally enhanced worker unemployment benefits that created a financial incentive to not return to work. Faced with this limited workforce, businesses have had to continue to modify operations, including reducing hours, services, or products. Further, they are forced to offer high hourly rates to entice people to return to work, putting additional strain on their finances.

The South Jersey Economic Development District (SJEDD) is soliciting Request for Proposals (RFP) to contract with a Consultant / Consulting Firm to conduct research, identify impacts and analyze data and information relevant to the current Economic Recovery in Cape May County, and to develop a Resiliency Plan for moving forward. The firm must identify and examine current and potential future overall economic impacts of the COVID-19 pandemic to the County. More specifically, the firm shall identify, examine, and analyze the role of the reduction in consumer spending during the height of the pandemic, and the current workforce crisis. For example, we have reason to believe that the pandemic has resulted in certain positive trends with respect to visitation, year-round residents, and real estate values. These issues must be explored, explained, quantified, and projected forward.

The firm shall have the support of the SJEDD and the Cape May County Planning Department in this endeavor.

**SECTION 1: SCOPE OF WORK:** The consultant will direct a coordinated and strategic effort of a range of partners in government, business, and community to create a report that describes and quantifies the impact of the COVID-19 pandemic on the economy of Cape May County

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identifies efforts of businesses in the recovery process. Further, they will develop a plan to guide continued recovery efforts and to make recommendations for strategies to build long-term economic sustainability and resiliency. Inclusion of a public information program, including a minimum of two (2) opportunities for public meetings and/or presentations during public meetings, is required as part of this scope of work. The consultant will be responsible for the development and creation of the Plan, and provision of the document in both electronic and hard copy formats (25 copies) at the end of the process.

**Task 1: Establishing an Advisory Committee:** The County will work with the firm to establish an advisory committee consisting of government entities, economic development and business organizations, and key business industry representation. Throughout the process, the consultant will utilize the expertise of this group to gather information, gain insight, and to hold discussions to vet issues and to identify opportunities for collaboration. Break-out groups can be formed to address targeted industry clusters, community/geographic clusters, or other groupings of entities that contribute to the economic health of the County (i.e. education, workforce development, etc.). The Consultant shall be responsible for convening and administering all aspects of Advisory Committee meetings (including any break-out groups).

*Deliverable: Roster of Advisory Committee Members and their respective representation; group contact list; initial project kick-off meeting; schedule of future meeting dates and objectives*

**Task 2: Economic Development Recovery Report - Quantifying the Impact of COVID on Cape May County Businesses:** The consultant will identify and quantify the pandemic's impact in terms of business closures, bankruptcies, job losses and wealth destruction using the most current information available. They will also evaluate how the current employment crisis will affect the shoulder seasons. The report will indicate if the aspects of the current recovery (e.g. higher wage rates; modified business operations or service deliveries) will impact future business operations

Trends of seasonal and second homeowners occupying their residences in Cape May County on a longer-term basis (greater than the traditional summer months) should be explored, and the resulting economic impact of longer stays evaluated including whether these trends are anticipated to continue into future years.

*Deliverable: Report with relevant statistics, data, and associated graphics. Sources for all data must be provided so that monitoring and evaluation of data can continue in a consistent manner after the conclusion of this project.*

**Task 3: Building Resiliency:** The consultant will develop a Plan that identifies strategies, programs, incentives, and policies that will catalyze the efforts to build resiliency within the County's economy. Identify factors at play that affected the economic impact of COVID-19 on the County's economy (both positive and negative) and identify those elements or areas that

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could be a concern for the future economies. Focus should be on providing ongoing technical support and resources for business owners, organizations, and individuals with an emphasis on building an engaged network of people and resources that will work together to create resiliency. Specifically, the plan must identify and address the opportunities for workforce development as it relates to recovery and building of resiliency through the stabilization, growth, and diversification of the County's economy. Action items which outline clear and achievable goals and milestones for responsible parties (or collaborations) should be established.

**Task 3a: Elements to Identify and Remediate Barriers to Economic Equity:** The plan must identify areas of the region or of the economy that have direct correlation to limiting economic mobility. Clear objectives to achieve better outcomes for communities, businesses, households, and individuals should be presented, identifying those parties or partnerships who are best suited to advance them.

**Task 3b: Create Measurable Metrics for Implementation of Report Recommendations:** Create measurable metrics (Goals/Milestones) for implementation of the Resiliency Plan recommendations. The identified goals, benchmarks and milestones will serve to inform decisions about our approach and actions at operational and strategic levels. As the plan is acted upon and conditions may change over time, the resiliency needs of the businesses community and those served by it may shift. The metrics reported should be able to be adjusted to align with the any changes or revision to the economic condition.

*Deliverable: Deliverable: Cape May County Economic Resiliency Plan*

## SECTION 2: ANTICIPATED PROCESS

The Executive Director of the South Jersey Economic Development District will be the primary contact for the contract. The Cape May County Economic Development Program Manager will be the primary contact for the ongoing project coordination.

The Consultant shall provide (as part of the response to this RFP) an estimate of cost for each task, and for any reimbursables, with a total "Not to Exceed" cost for the project as a whole.

The Consultant shall provide (as part of the response to this RFP) an anticipated timeline for each of the tasks outlined above, with "Week 1" beginning with a project kick-off meeting. Indication of task synergies or sequencing should be clearly identified.

Expenditure reports shall detail percentage complete for each task, with payment being made based on work completed per task. Invoices must be submitted on or about the 30<sup>th</sup> of each month.

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#### **SECTION 3: EVALUATION CRITERIA**

The SJEDD and the County will evaluate the submittals based upon responsiveness and completeness of the written proposal to these instructions with regard to Scope of Services and qualifications of the firm:

- A. Project Understanding
- B. Qualifications of the firm and key personnel to be assigned to the project
- C. Experience in work of a similar nature
- D. Organization, size, structure and technical resources of the firm
- E. Proposed timeline
- F. Proposed fee schedule

#### **SECTION 4: FIRMS RESPONDING – FORMAT**

Each submittal shall be clear, concise, typed or printed on letter size paper. Unnecessarily elaborate responses beyond that sufficient to present a complete review of credentials are neither necessary or desired.

##### **Tab 1: Project Understanding**

- A. Provide a brief overview of your interest in providing these services and your anticipated approach to the project
- B. Provide a brief statement as to how you would plan to approach each of the tasks outlined in Sections 1 and 2

##### **Tab 2: Qualifications of the Firm**

- A. Provide a narrative related to your understanding of the SJEDD's needs, requirements, and objectives as it relates to this RFP.
- B. Describe the firm's experience in researching and writing similar plans. Include a list of relevant plans, as well as three project profiles with references
- C. Describe the technical capabilities of the Firm.

##### **Tab 3: Qualifications of Program Manager and Professional Staff**

- A. List the name, business address, telephone number and e-mail address of the individual that will act as respondent's program manager for the project. Provide a resume of the individual's background and skills in professional planning, including writing similar economic and strategic planning documents. Resume must include information on the individual's credentials specific to: experience with Planning and

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- related work; length of and type of service with firm; list of relevant experience; education and formal training, including certifications and documentation of valid NJ Professional Planning license
- B. List by name the qualifications, education and work experience of all professional staff who will be assigned to the SJEDD's contract, directly or indirectly, and provide a narrative description of the work responsibilities of each individual. Provide resumes for each individual. Provide resumes for each individual with the following information: experience with Planning and related work; length of and type of service with firm; list of relevant experience; education and formal training, including certifications and documentation of valid NJ Professional Planning license (if applicable).
  - C. Provide an organizational chart listing all proposed individuals to work with the County.

#### **Tab 4: Proposed Fee Schedule**

- A. Submit a proposed fee schedule indicating the name, title, and hourly rate for individuals that will be assigned to work on projects under this contract
- B. Provide an estimated cost per task (Tasks 1 – 5 as detailed in Section 1), with an identification of what individuals are to be assigned to each task and their approximate number of hours per task
- C. Provide the total "Not to Exceed" fee for the project.

#### **Tab 5: Other Information**

- A. Provide any information that will provide insight to the SJEDD about the qualification, fitness and abilities of the respondent. This information should be succinct.