



State of New Jersey

AGENCY REQUEST FOR PROPOSAL



VENDOR NAME AND ADDRESS:	RETURN THIS PROPOSAL TO: MARTHA SAPP & ELIZABETH DRAGON MARTHA.SAPP@DEP.NJ.GOV ELIZABETH.DRAGON@DEP.NJ.GOV	DELIVER TO:
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NOTE: This proposal must be returned before 5pm EST on the following date: JULY 19, 2022

AGENCY PERSON TO CONTACT:
MARTHA SAPP@ (609) 960-5070

FISCAL YEAR 2023	ACCOUNT NUMBER TBD	AGENCY REF. NO.: SCORP 2024-2029	COMMODITY CODE NO. : TBD
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IMPORTANT INSTRUCTIONS TO BIDDERS: Read the entire bid proposal, terms and conditions, and specifications. Fill in all Information requested below. All bid prices must be typed or written in ink. Any corrections, erasures or other forms of alterations to unit and/or total prices must be initialed by the bidder. Upon completion, this proposal must be signed and returned to the address shown above. Unsigned proposals will not be considered.

NOTE: THE TERMS AND CONDITIONS ARE ATTACHED.

ITEM NO	QUANTITY	UNIT	DESCRIPTION (ALL ITEMS MUST BE DELIVERED F.O.B. DESTINATION)	UNIT PRICE	AMOUNT
1.	1	TASK	AS PER ATTACHED PROPOSAL		

• PRICES ARE FIRM UNTIL THE FOLLOWING DATE: _____			• TOTAL: \$ _____		
CASH DISCOUNT	DATE OF DELIVERY	VENDOR'S FEDERAL I.D. NUMBER	VENDOR'S TELEPHONE NO.		
VENDOR'S SIGNATURE (Must Be Signed): _____	PRINT OR TYPE NAME BELOW: _____			DATE: _____	

State of New Jersey TERMS AND CONDITIONS

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 10:2-4, 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 is 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. **COMPLAINE-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 officer, 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 of 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 that is rejected for failure to meet the requirements of the contract.
 - a. Sufficient quantities of parts necessary for proper service to equipment will be maintained at distribution points and service headquarters.
 - b. 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 of 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 excised 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 required 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** – Bidders are encouraged to offer cash discounts based on expedited payment by the State. The State will make efforts to take advantage of discounts, but discounts offered will not be considered in determining the lowest bid. Discount periods shall be calculated starting from the next business day after the recipient has accepted the goods and services, and received a properly signed and executed payment voucher form.
 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.

This Solicitation is issued by the New Jersey Department of Environmental Protection. The purpose of this request is to petition quotes for planning assistance, plan development and the public survey and polling necessary to update the 2024-2029 Statewide Comprehensive Outdoor Recreation Plan (SCORP). Formal title will be *“Outside, Together! - A Statewide Comprehensive Outdoor Recreation Plan for New Jersey.”*

The planning services required within this solicitation include:

- Evaluate demographic changes over the last five years as they relate to outdoor recreation and conservation as well as perform outdoor recreation trend analysis;
- Conduct review of state and national outdoor recreation data and reports associated with issues and prevailing trends, challenges, case studies and opportunities surrounding outdoor recreation and open space protection and planning;
- Provide an inventory and assessment of current recreation resources and identify needs and new opportunities for outdoor recreation improvements along with a crosswalk of how those issues overlap with SCORP principles and data;
- Create and execute an outdoor recreation stakeholder/user survey;
- Create and execute targeted polling to reach subgroups of major ethnic /racial groups: Whites, African-American/Black, Latino and Asian-Americans and individuals with Limited English proficiency as identified in the US Census to ensure that their input, needs and opinions are captured in SCORP resource evaluations, planning and goal setting; and
- Prepare draft/preliminary 2024-2029 Statewide Comprehensive Outdoor Recreation Plan.

BACKGROUND

The New Jersey Department of Environmental Protection (NJDEP) is home to numerous programs and units that work to protect, manage, and improve conservation and recreation lands throughout the state. As the lead State agency, NJDEP is also charged with developing and maintaining a framework for open space and recreation planning so it can act as the conduit for the National Park Service’s (NPS) Land and Water Conservation Funds (LWCF). While many NJDEP planning documents address conservation issues, the Statewide Comprehensive Outdoor Recreation Plan (SCORP) also specifically targets outdoor recreation needs and resources. The SCORP guides the development of strategies to ensure long term investments in outdoor recreation and conservation resources, while setting policies and benchmarks to ensure the fair and equitable distribution of funds and resources for outdoor recreation and conservation. Preparing and updating the SCORP every five years is an NPS requirement for the State of New Jersey to remain eligible for federal LWCF grants, and this SCORP can be used by other agencies and stakeholders to justify eligibility for other Federal funds. The SCORP also serves as the State’s vision statement, establishing the priorities and practices that will drive New Jersey’s outdoor recreation and conservation principles. New Jersey’s 2018-2022 SCORP enables New Jersey to maintain its Federal eligibility in LWCF through December of 2023. To remain competitive and compliant, New Jersey must update its SCORP.

In April of 2021, NJDEP applied to NPS for a SCORP planning grant. The matching grant was awarded in September of 2021 and these funds will allow NJDEP to contract with an entity to assist in the data collection and development of a draft SCORP.

New Jersey's past SCORP focused on goals, recommendations and action items covering five primary areas: land preservation, recreation, state resource areas, greenways and trails, and stewardship. Historically the SCORP has justified New Jersey's preservation funding and actions. While much progress has been made, NJDEP is committed to building on its past success and elevating our outdoor recreation and conservation planning efforts. To achieve this, the State of New Jersey requires a more sophisticated SCORP with original data that can serve as both a vision statement and guidance document for outdoor recreation and conservation endeavors.

EXPECTATIONS

NJDEP through the assistance of a consultant and stakeholders will develop a SCORP update that achieves the following:

- Identify opportunities for expanding public access to recreational assets and offerings, improve the user experience at existing recreational assets.
- Educate the public about the importance, needs, benefits and availability of open space and outdoor recreation opportunities Statewide.
- Identify high value open space and recreational needs and opportunities with particular focus on better serving the health and wellness of residents in underserved or overburdened communities.
- Enhance the focus on the economic benefits of preservation, including those associated with climate resilience and sustainability, ecotourism, and biodiversity.
- Identify necessary policy, regulatory and legislative action to advance open space and outdoor recreation principles.
- Fully engage the public and key partners to ensure an informed approach to outdoor recreation.
- Encourage collaborative partnerships and programs to enhance open space and outdoor recreation at multiple levels of government.
- Satisfy the NPS requirements to that new Jersey continues to qualify for Federal LWCF opportunities.

The vision for the 2024-2029 SCORP has been identified with input from the NJDEP Programs such as State Parks & Historic Sites and Forestry, Fish & Wildlife, and Green Acres.

New Jersey has identified the following six principles to address throughout the 2024 SCORP:

- Expanding high-quality open space and recreational opportunities for all New Jerseyans;
- Enhancing climate resilience and sustainability through acquisition and recreational development;
- Empowering communities through investment in ecotourism and outdoor recreation;
- Embracing the role of technology in conservation and outdoor recreation;
- Furthering equity and environmental justice through outdoor recreation; and
- Continuing the commitment to stewardship and the conservation and restoration of biodiversity.

Through an Administrative Order, NJDEP will establish an Advisory Committee (AC), led by the NJDEP Assistant Commissioner for Community Investment and Economic Revitalization, and include representatives of NJDEP: Parks, Forestry & Historic Sites; Fish & Wildlife; and Green Acres programs; and could include representatives of the Department of State; State and County Chambers of Commerce; environmental advocacy and conservation organizations; environmental justice advocates; academia; and county or local park officials. The AC will work in tandem with NJDEP staff and the Consultant to frame

the data collection process and assist with the extensive public participation process through focused conversations and public information and listening sessions which collectively will be the backbone of the stakeholder engagement process. The Consultant will be expected to attend, summarize the stakeholder meetings, and facilitate the work of the AC to ensure all principles are well represented throughout the engagement sessions, AC meetings and the SCORP planning process.

(TENTATIVE) KEY TIMEFRAMES, DATES AND EVENTS

April 25, 2022: Bid RFP contract for planning and survey/polling services.

May 30, 2022: Award and approximate start date for SCORP Planning contract with Consultant. Approx. 18-21-month contract.

June 2022: Consultant to compile demographics, trend analysis and summary of national and state research to inform SCORP principles and objectives. AC meets and set tentative schedule for public engagement.

July-November 2022: NJDEP to update Green Acres GIS maps and update Green Acres open space statistics.

June 30th 2022-August 30th 2022: Consultant implementation of the Outdoor Recreation Stakeholder Survey.

September-November 2022: AC-led stakeholder/public engagement and visioning meetings.

October 15, 2022- November 30, 2022: Consultant conducts targeted polling.

December – January 2023: Consultant develops draft SCORP.

January 2023- February 2023: AC reviews the draft SCORP.

March 2023: Consultant refines according to AC comments and presents preliminary SCORP to NJDEP and Governor's office for review. NJDEP & Governor's office review and provide comments back to Consultant for refining.

April 2023: NJDEP posts preliminary SCORP online for public review and comment. Sends preliminary SCORP to NPS for review.

April 2023: Consultant reaches out to stakeholder survey participants to promote public review and comment on preliminary SCORP.

April 2023- May 2023: Consultant collects and synthesizes online preliminary SCORP feedback. Consultant finalizes the SCORP.

Summer 2023: NJDEP publishes Final SCORP. Post online and send to NPS for final LWCF approval. Set SCORP Adoption Event, cross post on various State/NJDEP websites and issue press release.

SCOPE OF SERVICE - SCORP RESEARCH & PLANNING TASKS

The Consultant shall provide and compile the research and deliverables required to prepare a draft to update the SCORP. This scope of work includes SCORP-specific research and analysis, designing and executing original survey/polling to collect critical data that will drive the SCORP recommendations and outdoor recreation implementation strategies. Consultant shall provide personnel who have social science and planning expertise. The Consultant shall furnish academic resources and have experience with surveys and polls as needed to deliver the scope of work as outlined in this solicitation.

- A. **Demographics and Trends Analysis** - Review and summarize New Jersey census data changes since the last SCORP. Provide a cross walk and summary of demographic changes and statewide and regional trends in outdoor recreation that will impact the demand for outdoor recreation and conservation.

Product: A summary of demographic findings and projections and trend statistics that can be incorporated in whole or in part into the 2024-2029 SCORP.

- B. **Review of National and State Research** – Review and summarize available recent outdoor recreation and conservation data and reports that may be relevant for outdoor recreation planning in New Jersey and the six identified principles (including trends, challenges, opportunities, case studies etc.). Possible sources include the Outdoor Recreation Economy Report, the Outdoor Recreation Participation Topline Report, the Trust for Public Land’s Park Score ratings and data available through National Recreation and Park Association’s Park Metrics. Evaluate relevant New Jersey-based environmental research currently in place and planning updates on plans that are underway, including, but not limited to the NJ 2020 Forest Action Plan; NJ 2018 Wildlife Action Plan; NJ Wetlands Program Plan 2019-2022, NJ Trails Plan 2009 and its 2015 amendment; Fall 2020 Circuit Trail Final Report on Justice, Equity, Diversity and Inclusion; the NJDEP 2020 Climate Change Resilience Strategy; the recently released NJ Coastal Resilience Plan, Conservation Blueprint, Highlands and Pineland Preservation initiatives, Blue Acres Buyout Program impact studies, etc. Discuss the economic impact of open space and outdoor recreation through a review and summary of relevant literature, with the intent to provide implementable planning and action items.

Product: A summary of current research, trends and issues that are relevant to recently published NJDEP initiatives, as well as an overview of Federal policies. A focus will be on identifying strategies and mechanism necessary to meet each of the principles that can inform and influence the ideas that will be incorporated into the new five-year SCORP.

- C. **Inventory, Assessment & Opportunities** – Using publicly available data and data shared by the NJDEP programs, provide an inventory of outdoor recreation and open space available in New Jersey through Geographic Information Systems (GIS). Assess current recreation resources and identify needs and new opportunities for outdoor recreation improvements, i.e. by identifying travel distances to new opportunities and the number of residences that would be within .25miles of new opportunities. Ultimately, recommendations will also likely include measures for improving public access; refining the user experience; guiding DEP’s land acquisition, park development, and trails priorities; expanding nonprofit, local, state, and federal partnerships; and defining New Jersey’s own funding and project prioritization which serves as the foundation for the federal open project selection process. In addition to these policy modifications, recommendations made during this open space planning effort may warrant recommendations for legislative action that could inform funding and prioritization.

Product: An inventory and assessment of current recreation resources which align with or conflict with the State’s open space principles. Determine recommendations and opportunities for outdoor recreation improvements by providing a cross walk of how the issues overlap with the prescribed SCORP principles. Highlight any constraints within the data that may require creative problem solving.

- D. **Survey of New Jersey Residents and Outdoor Recreation Stakeholders** – Develop a brief survey that can be completed by any New Jersey resident to determine their outdoor recreation involvement, as well as their attitudes and opinions on topics relevant to the core themes of providing outdoor recreation opportunities for all in New Jersey, including the principles. All survey questions will be crafted to ensure applicability for the SCORP update and usefulness to various NJDEP programs and partnerships. The Outdoor Recreation Stakeholder Survey should be available in English and Spanish and other regionally significant languages as needed.

The Consultant will work with the AC to generate outreach strategies and connections, and to determine which topics to cover and which questions to use in the final survey. NJDEP hopes to include some open-ended response options where survey respondents can share their opinions, suggestions, and preferences for the future outdoor recreation and conversations in New Jersey. **Product:** An Outdoor Recreation Stakeholders Survey that can be completed through a variety of mediums/means (online and paper copies) and a report outlining the methods and findings that can serve as an appendix to the five-year SCORP. A representative sample of New Jersey residents will be obtained. An executive summary of the survey, results and interpretation of results will be included the SCORP document.

- E. **Targeted Polling of Major Ethnic /Racial Subgroups** - To understand and promote outdoor recreation to under-served and minority residents, the survey phase will include targeted polling from a sampling of four major racial/ethnic groups: Whites, African Americans, Latinos, and Asian Americans and individuals with Limited English proficiency as identified in the US Census. A look at geographic, income, and educational disparities should be considered. NJDEP hopes this targeted polling will gather data from underrepresented outdoor recreation users and nonusers and should also strive to understand attitudes and opinions on measures to advance the principles. The outdoor recreation planning process must be inclusive and collaborative to arrive at equitable and informed decision-making in the 2024-2029 SCORP. The Consultant will work with the AC to generate outreach strategies, targets, and connections. **Product:** Polling data collected through multiple mediums. A representative sample of New Jersey residents will be obtained. All polling work will be done in close collaboration with NJDEP staff and with guidance from NJDEP's Office of Environmental Justice.

DRAFT OF 2024-2029 SCORP

The Consultant will write the first draft of 2024 SCORP consistent with an outline agreed upon by the NJDEP. The draft SCORP will include compilations of summarized research, current GIS mapping, current open space statistics, demographic information by county and region, and open space funding by NJDEP program. The SCORP update will identify emerging trends in outdoor recreation and discuss data highlights from the Stakeholder Survey and polling conducted. The draft SCORP will outline priorities and present recommendations and strategic actions that will drive open space preservation and outdoor recreation between 2024-2029. In addition to its role as a visioning document, the 2024 SCORP update will ensure that New Jersey remains eligible for LWCF and other Federal grant funds that support and expand outdoor recreation and conservation. NJDEP would like to include best management practices for all principles relevant case studies and proposed evaluative metrics to ensure that this is a planning document that serves as both a tool and mission statement. Once AC comments are obtained, the Consultant will create a preliminary SCORP for review by NJDEP and the Governor's office. Once the preliminary SCORP is approved it can be posted for public comment. The final SCORP must reflect the NJDEP and Governor's office approved SCORP and the public comments obtained.

OUTDOOR RECREATION STAKEHOLDER SURVEY

The Consultant shall prepare and conduct a survey of outdoor recreation stakeholders. The development and implementation of the survey will reflect the following expectations:

- A. Recommend and develop creative, research & principally-based survey questions targeted to meet the demographic needs of New Jersey's outdoor recreation and conversation markets and the general public. The AC may request up to three (3) edits to the draft survey to be presented for approval before the execution of the final survey document.

- B. Submit a survey implementation plan, explaining how the target audiences will be reached. The survey implementation plan should provide details regarding the scope of the survey outreach (# survey respondents to be targeted), the approaches to be used for soliciting responses to the survey (some placed-based survey work should be part of the survey implementation plan), a survey preparation and implementation schedule, and an outreach budget, if applicable. The survey implementation plan shall include the following:
 - a. Identification of the target audiences;
 - b. Specific survey format(s) to be used;
 - c. Timing, frequency, penetration, and length of placement;
 - d. A survey advertisement proposal;
 - e. An itemization of survey related cost;
- C. Ensure adequate staff to plan, design, execute, and administer the NJDEP-approved Outdoor Recreation Stakeholder Survey.
- D. Include Spanish and other language translations of survey materials, as requested.
- E. Provide creative outreach based on the target audience and potential target audience profile research and studies, where applicable. AC implementation coordination is expected.
- F. Execute all subcontracts with third parties, including the negotiation of the best possible rates for any associated subcontracts, when required. All such subcontracts shall be entered into as an independent contractor and not as an agent of the State. All cost benefits must be passed to the State. NJDEP shall retain the right to audit to verify that the State is receiving all net prices, discounts and rebates.
- G. Supply photographic services for the survey and photos for the draft SCORP as needed and approved by the AC.
- H. Provide NJDEP with a summary report detailing the outcome, key themes, and results of the Outdoor Recreation Stakeholder Survey.
- I. Participate in conference calls and meetings with NJDEP and the AC as needed during survey and polling phase to review the survey's effectiveness and address programmatic details and issues to ensure timely delivery and successful outcomes of the data collection.

The NJDEP reserves the right to make all determinations regarding the actual content of the Outdoor Recreation Stakeholder Survey and the implementation of the final survey to the public.

PUBLIC POLLING

The Consultant shall provide the following as requested by NJDEP:

- A. Prepare Outdoor Recreation Stakeholder poll. The AC may request edits to the draft poll or the targeted polling plan.
- B. Prepare and execute a targeted polling plan, that should actively engage underrepresented outdoor recreation stakeholders. Poll details and application strategy shall be established and approved by the NJDEP. Any changes or modifications must be approved in writing.

- C. The Consultant will include Spanish and other language translations of polling materials, as appropriate.
- D. The polling plan and strategy should consider placement opportunities and that include minority press outlets, periodicals, and newsletters, as applicable. Recommend, as appropriate, events to launch, roll out, and encourage polling participation from Overburdened Communities and environmental justice stakeholders, ensuring pre-approval from NJDEP and the AC in planning and executing these events and outreach.
- E. Provide the NJDEP with copies of all survey and polling materials that are used and distributed.
- F. Execute all subcontracts with the media and other third parties, including the negotiation of the best possible rates for any contracts, when required.
- G. Participate in conference calls and meetings with NJDEP and the AC as needed during the polling process to review the status of the current project and address programmatic details and issues to ensure timely delivery and successful outcomes of the data.
- H. Provide written polling summary report for inclusion in SCORP.

NO POLLING OR SURVEY ACTIVITIES SHALL BE CONDUCTED, MADE PUBLIC, OR DISSEMINATED WITHOUT THE APPROVAL OF NJDEP.

DESCRIPTION OF SCORP SUPPORT DOCUMENTATION AND DRAFT / PRELIMINARY SCORP PREPARATION

- Provide summaries of national- and state-level research on current outdoor recreation and conservation trends that should be highlighted within the SCORP.
- Provide a summary of state and local conservation issues, initiatives and plans that contribute and enhance efforts to accomplish the objectives, vision, and established SCORP principles.
- Provide an analysis of changes in the demographic trends over the past five years in New Jersey and how they impact or influence the objectives, vision, and established SCORP principles.
- Analyze and describe the original data collected from the stakeholder survey and polling.
- Highlight case studies and best management practices that should be noted in the 2024 SCORP.
- Draft 2024 SCORP in accordance with the agreed upon outline shared with NJDEP and the AC.
- Provide written summary of SCORP public review and comment process.
- Ensure the draft 2024 SCORP includes updated open space and outdoor recreation statistics and NJDEP GIS mapping.
- Summarize SCORP principles.
- Define SCORP implementation strategies.
- Propose performance metrics and suggestions on how to best track future results of SCORP recommendations.

SCOPE OF SERVICE NOTES

If the Consultant will require any work to be sub-contracted or outsourced this must be noted in the proposal submission prior to engagement.

A tentative project timeline has been provided. Any changes or adjustments must be agreed upon prior to engagement and affirmed in writing by all parties.

NJDEP has secured a National Park Service Land and Water Conservation Fund (LWCF) SCORP Planning Grant to offset part of the costs associated with the defined SCORP update work. Categorized cost accounting will be required to ensure compliance with the Federal grant requirements.

THE PROPOSAL MUST BE RECEIVED BEFORE 5 PM EST ON
JULY 19, 2022

LATE PROPOSALS WILL NOT BE ACCEPTED
RETURN YOUR SIGNED PROPOSAL TO:

MARTHA SAPP & ELIZABETH DRAGON
NJDEP/COMMUNITY INVESTMENT & ECONOMIC REVITALIZATION
(CIER)

PO BOX: 402

MAIL CODE: 401-07

TRENTON, NJ 08625

MARTHA.SAPP@DEP.NJ.GOV

ELIZABETH.DRAGON@DEP.NJ.GOV

AGENCY PERSON TO CONTACT: MARTHA SAPP@

(609) 960-5070

QUESTIONS REGARDING THIS PROPOSAL WILL BE ACCEPTED UNTIL
JUNE 27, 2002, VIA THE EMAIL CONTACT ABOVE. ALL RESPONSES WILL
BE POSTED BY JULY 5, 2022.

**NOTE: CONTRACT AWARD WILL BE CONTINGENT UPON THE VENDOR COMPLETING THE
REQUIRED DPA FORMS AVAILABLE ON TREASURY'S WEBSITE:**

<https://www.nj.gov/treasury/purchase/forms/Waiver%20and%20DPA%20Contract%20Checklist.pdf>

**VENDORS MUST ALSO BE REGISTERED WITH THE STATE OF NEW JERSEY, DIVISION OF
REVENUE AND POSSESS A VALID BUSINESS REGISTRATION CERTIFICATE AT TIME OF
CONTRACT WORK. VENDOR MUST ALSO PROVIDE A COPY OF THEIR NEW JERSEY
CERTIFICATE OF EMPLOYEE INFORMATION OR A COPY OF THE FEDERAL LETTER OF
APPROVAL VERIFYING IT IS OPERATING UNDER A FEDERALLY APPROVED OR SANCTIONED
AFFIRMATIVE ACTION PROGRAM. VENDORS MUST ALSO BE REGISTERED ON THE STATE OF
NJ PURCHASING SYSTEM NJSTART. PLEASE SEE BELOW LINKS FOR REGISTERING.**

AFFIRMATIVE ACTION (AA302) AND AFFIRMATIVE ACTION SUPPLEMENTAL FORM

https://www.state.nj.us/treasury/contract_compliance/

http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf

TO CHECK PROOF OF BUSINESS REGISTRATION AND PRINT CERTIFICATE

https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

**VENDORS THAT ARE NOT REGISTERED WITH THE DIVISION OF REVENUE CAN COMPLETE
BUSINESS REGISTRATION APPLICATION, FOUND ONLINE AT:**

<http://www.state.nj.us/treasury/revenue/busregcert.shtml>

**NOTE: ALL VENDORS MUST REGISTER ON NJ START (THIS IS WHERE VENDORS WILL
SUBMIT W-9 INFORMATION).**

<https://www.njstart.gov/bsa>