



REQUEST FOR PROPOSALS

FOR

SERVICES RELATED TO

NJSIAA OFFICIALS

DUE DATE AND TIME

February 29, 2024, AT 4:00 P.M (E.S.T.)

Complete, sign, and submit this document to NJSIAA Chief Operating Officer, Tony Maselli. The document may be emailed to tmaselli@njsiaa.org or delivered to NJSIAA offices through any other method.

Name of Company		
Name of Contact		Title of Contact
Address 1		City
State	Zip Code	Telephone Number
		() -
E-mail address		
Print Name of Firm's Authorized Agent		Signature of Firm's Authorized Agent
Title of Authorized Agent		Date

SECTION A REQUEST FOR PROPOSAL

The New Jersey State Interscholastic Athletic Association (“NJSIAA”) is requesting sealed offers from qualified firms for services provided to the NJSIAA and its registered officials. This includes, but is not limited to, registration of all officials, assignment of all officials, and capability to provide application programming interface (“API”) feeds as needed to any NJSIAA determined platform. The offers may be awarded as an entire package or awarded separately based on the bid results and the needs of the NJSIAA.

This Request for Proposals includes, but is not limited to the following:

1. Provide API feed from officials who have registered on the NJSIAA website to the awarded companies platform.
2. Ability to conduct or outsource background checks when registered officials are moved from the NJSIAA platform to the awarded companies platform.
3. The awarded company must provide an eligibility component which includes but not limited to the following:
 - a. Registered
 - b. Background Checked
 - c. Passed Test
 - d. Concussion Course
 - e. Member in good standing
4. Ability to capture officials test results taken on the NJSIAA platform and feed them into awarded companies platform.
5. Ability to conduct or outsource official’s professional development programs, which must feed into the main NJSIAA platform.
6. Comprehensive and adaptable platform for the assignment of all officials to all NJSIAA events.
7. Offers must include all processing costs associated with the outsourcing of any component not covered by the NJSIAA registration.
8. Provide additional API feeds as needed by the NJSIAA to a determined platform.
9. Provide multiple training sessions for NJSIAA staff and officials for the awarded companies platform

Offers shall be received via email (tmaselli@njsiaa.org) or delivery to NJSIAA offices at 1161 Route 130, Robbinsville, New Jersey 08691 before 4:00PM (EST) on February 29, 2024.

All questions regarding this RFP shall be directed to NJSIAA Chief Operating Officer, Tony Maselli, at tmaselli@njsiaa.org and to no other office or individual at the NJSIAA. NJSIAA may answer informal questions orally. NJSIAA makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to quickly provide minor clarifications. Oral statements or instructions shall not constitute an addendum to this RFP. The offeror shall not be entitled to rely on any verbal response from the NJSIAA. Formal questions regarding any part of this RFP that may result in a material issue, or a formal addendum must be submitted in writing.

SECTION B BACKGROUND INFORMATION

1. NJSIAA BACKGROUND

The New Jersey State Interscholastic Athletic Association, founded in 1918, is a voluntary, non-profit organization made up of approximately 440 accredited public and non-public high schools. The Association sanctions state tournament championships in 33 sports and serves approximately 283,000 student-athletes and over 6,000 officials.

2. PROPOSAL BACKGROUND

2.1. RFP Overview

This RFP is part of a competitive negotiation process intended to allow the NJSIAA to obtain goods and/or services as outlined herein in a manner which is most advantageous to NJSIAA member schools. This RFP provides NJSIAA the flexibility to negotiate with Offerors, if desired, to arrive at a mutually agreeable relationship.

Price may weigh heavily in the evaluation process but will not be the only factor under consideration and may not be the determining factor.

2.2. Term

The term of a resulting Contract shall be three (3) years from date of award. The NJSIAA reserves the right to negotiate and accept a longer Contract term not exceeding a total of five (5) years if it is determined to be in the best interests of NJSIAA.

2.3. Intent

2.3.1. It is NJSIAA's intent to select the Offer(s), which are most favorable in all respects, including scope, availability and quality of services, reputation, and price. If not otherwise stated herein, multiple awards may be made or an award(s) may be made partial, by part, by line item, or by any combination of parts if identified as being in the best interest of the NJSIAA.

2.3.2. The successful Offeror(s) will be expected to work closely with the NJSIAA designated representative(s) to administer an effective and efficient program, including but not limited to member schools and any other Offerors with which NJSIAA has negotiated.

SECTION C INSTRUCTIONS TO OFFERORS

1. Any person, firm, corporation, and/or association submitting an Offer shall be deemed to have read and understood all the terms, conditions, and requirements specified herein.
2. Any information considered to be proprietary by the Offeror shall be placed in a separate envelope and marked "Proprietary Information". To the extent the NJSIAA Chief Operating Officer concurs, this information shall be considered confidential and not public information. The NJSIAA Chief Operating Officer shall be the final authority as to the extent of material, which will be considered confidential. Pricing information shall not be considered confidential.
3. The offer may be withdrawn at any time prior to the time and date set for opening.

4. Offer and accompanying documentation will become the property of NJSIAA at the time the Offer is delivered.
5. NJSIAA reserves the right to cancel this solicitation, reject any or all Offers or any part thereof, or to accept any Offer or any part thereof and to waive or decline to waive irregularities in any Offer when it determines that it is in its best interest to do so.
6. The offeror shall acquire and maintain all necessary permits and licenses and shall adhere strictly to all Federal, State, County, or municipal laws, codes, regulations, and ordinances as applicable.

SECTION D OFFER FORMAT

To facilitate direct comparison, submit an offer using this format, listed in order, and index tabbed to match. Failure to follow instructions regarding format may result in rejection of Offer. Include the following with Offer:

1. A detailed technical Offer setting out anticipated services and performance
2. Pricing Proposal
3. Client References