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STATE OF NEW JERSEY TECHNOLOGY CIRCULAR Review and Approval of Agency Request For Proposal Policy	**POLICY NO:** 11-05-NJOIT	
	SUPERSEDES: 01-2003	**EFFECTIVE DATE:** 04-23-2003
	VERSION: 9.0	**LAST REVIEWED:** 07-16-2018

1 PURPOSE

The purpose of this policy is to establish the process for coordinating the review and approval of Requests for Proposals (RFPs) by the New Jersey Office of Information Technology (OIT).

2 AUTHORITY

This procedure is established under the authority of the State of New Jersey, P.L.2007.c.56. This order defines the New Jersey Office of Information Technology's role with regard to technology within the community of the Executive Branch of State Government. This procedure is also established under the Joint Circular of the State of New Jersey, Department of the Treasury No. 14-07-DPP/OMB/OIT.

The Office of Information Technology (OIT) reserves the right to change or amend this circular to comply with changes in OIT or other agency policies.

3 SCOPE

This policy applies to all State agencies.

4 POLICY

4.1.1 Before an agency can release an IT-related Request for Proposal (RFP), it must obtain approval from NJOIT. NJOIT reviews each RFP to ensure compliance with the State's technology regulations, rules, standards and policies. Additionally, the review is designed to ensure that the goals of the project are achieved.

4.1.2 When an agency is first considering developing an RFP that includes an IT component, it should submit a Technology Initiation Proposal form (TIP). The TIP form is available at: https://www.nj.gov/it/services/governance.shtml. The TIP form requires the agency to describe the business need addressed in the RFP. For information about the TIP process or to determine the necessity, contact SAR@tech.nj.gov.

4.1.2.1 If the RFP is a rebid of an existing contract, please email the SAR Team at SAR@tech.nj.gov and cc OIT.Core@tech.nj.gov to determine if a new TIP is needed before submission of RFP.

4.1.3 After a Technology Initiation Proposal review process is conducted, the agency may submit the RFP. A RFP template is available for application development projects and is located on the NJOIT website at: http://www.nj.gov/it/dobusiness/index.shtml along with the Project Management appendix that can be utilized with the template. The completed RFP template, date of the TIP meeting, TIP review markup document, and TIP meeting notes should be sent to OIT.Core@tech.nj.gov.

4.1.4 Financial Management coordinates the RFP review. The RFP Coordinator is responsible for managing the final review and approval of the RFP by OIT, including the Chief Technology Officer's (CTO's) approval.

4.1.5 RFPs generated by NJOIT for systems or services that will impact other operational areas within OIT shall also be coordinated by the Financial Management.

5 PROCEDURES

5.1.1 The agency submits a TIP form to provide OIT with an understanding of the project and the business needs of the project.

5.1.2 The TIP review meeting is held.

5.1.3 After the TIP review is completed, the TIP markup document, and meeting notes are produced.

5.1.4 The agency completes the draft RFP.

5.1.5 Once a "final draft" RFP document is ready for review, the agency forwards the draft RFP, the TIP markup document, and meeting notes to Financial Management in either a MS-Office or portable document format (PDF). These documents should be emailed to OIT.Core@tech.nj.gov.

5.1.6 The RFP Coordinator acts as the Role Manager for the portal and controls who has access (read/write) to the *MyNewJersey's* Library channel role "OIT RFP Review." For access to *MyNewJersey's* Library channel role "OIT RFP Review" contact the RFP Coordinator.

5.1.7 For each new RFP, the RFP Coordinator will create a new subfolder on *MyNewJersey's* Library channel role "OIT RFP Review." The RFP and associated attachments submitted by the agency will be kept in this subfolder.

5.1.8 The RFP Coordinator will complete Part I of the RFP Technology Review Form, which includes a brief summary of the initiative and the required return date.

5.1.9 The RFP Technology Review Form and instructions on how to access the RFP are then forwarded by email to the following Director/Deputy Chief Technology Officer and/or designee for review of the RFP and completion of Part II of the RFP Technology Review Form:

5.1.9.1 Policy Division

5.1.9.2 OHSP Security

5.1.9.3 Application Development Division

5.1.9.4 Enterprise Services Division

5.1.9.5 Office of Emergency Telecommunication Services

5.1.10 If applicable, the following units will also receive the RFP for review and comment:

5.1.10.1 Office of Facilities

5.1.10.2 IT Services Management Directorate

5.1.10.3 OIT's Information Security Officer

5.1.10.4 Communications

5.1.10.5 Financial Management

5.1.10.6 Network Operations Division

5.1.10.7 Other Units as required

5.1.11 Parts II and III of the RFP Technology Review Form is for the use of each reviewing area to provide feedback and recommendations.

5.1.12 Comments should be returned to the RFP Coordinator using the RFP Technology Review Form via email. The coordinator will update the RFP Review Log with the date that the comments were received. A follow up will be sent to each Director one day prior to the due date if comments were not received. Processing timeline is located in Section 6 of this policy.

5.1.13 After ALL comments are received; the RFP Coordinator will compile the comments into one OIT Consolidated Comments Form and send them to the agency.

5.1.14 The Agency will return the updated RFP along with the updated Consolidated Comments Form to the RFP Coordinator. The RFP Coordinator will review both and document the resolution to the comments. For those comments that have not been resolved, the RFP Coordinator will forward the revised RFP and the updated Consolidated Comments Form to the appropriate OIT Directors/Unit Managers (or designee) as identified in Steps –5.1.9 – 5.1.10. If deemed necessary, the RFP Coordinator will coordinate and facilitate a meeting with the reviewers and agency representatives to discuss the comments and address any significant issues identified during the review.

5.1.15 Once all comments have been appropriately addressed, the RFP Coordinator will send a hard copy of the final RFP to the CTO for final disposition, along with a brief memo stating that the Directors/Deputy Chief Technology Officers have reviewed and approved the document. If a Director/Deputy Chief Technology Officer does not recommend approval of

the document, or did not provide any comments, this will be noted, along with the stated reason in the memo to the CTO. The CTO RFP Approval Letter must be attached to the RFP when it is sent to the CTO for final approval and signature.

5.1.16 Once the CTO has approved the document, a copy of the letter will be sent electronically to the agency.

5.1.17 The RFP Coordinator will maintain all versions of the RFP for 1 (one) year after the final version is approved by OIT. After 1 (one) year, only the final version will be maintained.

6 PROCESSING TIME FOR RFPS BY OIT

Receipt and Review Team Notification	Review and Comment	Collaboration on Issues with Agency	Final Approval
1 – 3 days	15 – 20 days	3 – 7 days	3 – 5 days
Total Estimated Time for Technical Reviews: 19 – 30 days			
Total Estimated Time for RFP Review and Approval: 22 – 35 days			

The time factors are expressed in minimum and maximum workdays. This variation can be attributed to many factors:

6.1.1 Peak workload periods;

6.1.2 Holiday and vacation periods;

6.1.3 Availability of Agency and OIT staff to collaborate on the RFP issues;

6.1.4 Complexity of RFP.

7 TIME FRAMES

These timeframes are intended as a guide for agency staff to submit RFPs to OIT for review and approval. It is also assumed that the process began with a Technology Initiation Proposal, which would have afforded OIT the opportunity to be involved with the RFP from its inception. If OIT has not participated in the initial planning and development of the RFP, the time needed for processing may be increased. If the RFP is returned to OIT after requesting further information, the processing time starts from the beginning.

8 EXCEPTIONS AND NON-COMPLIANCE

Any exceptions to this policy must be approved by the CTO (or designee). Non-compliance may result in an extended review timeframe.

Signature on File — *7/16/2018*

Christopher J. REIN — **DATE**

Chief Technology Officer, Office of Information Technology

9 DOCUMENT HISTORY

Version	Published Date	CTO	Sections Modified	Description of Modifications
1.0	01/23/2003		0.0.0	Original Published Date
2.0	05/16/2005		None	Update of Format
3.0	03/22/2006		0.0.0	Revised Review Process
4.0	12/05/2006			Change based on new Executive Order and reorganization
5.0	02/07/2007			Updated Shared IT Architecture link
6.0	01/22/2010			Revised Review Process
7.0	08/05/2011			Revised Review Process
7.0	09/25/2013			Updated hyperlinks.
8.0	06/20/2018	C. REIN		Revised Review Process
9.0	07/16/2018	C. REIN		Revised Review Process