

**LAKEWOOD DEVELOPMENT CORPORATION REQUEST FOR PROPOSAL
FOR SPECIAL TRAINING EVENT SERVICES UNDER THE N.J. LOCAL UNIT
COMPETITIVE CONTRACTING**

LAKEWOOD DEVELOPMENT CORPORATION

PLEASE TAKE NOTICE that the Lakewood Development Corporation (LDC) hereby solicits proposals for the below listed services.

Sealed proposals must be submitted to the Lakewood Development Corporation's Executive Director on **Friday February 28, 2020 on or before 10:00 AM**. Proposals may be submitted in person at the 231 Third Street, Lakewood Municipal Building, Room 12, or mailed to the Attention of the Executive Director, Lakewood Development Corporation, 231 Third Street, Lakewood, NJ 08701. All proposals must be contained in a sealed envelope with the name and address of the party submitting the proposal and marked "**sealed proposal**" and the position sought. Please provide two (2) copies of proposals.

Any person having questions or to obtain further information should contact David Klein, Executive Director, via e-mail dklein@lakewoodnj.gov, or phone (732) 364-2500 x 5976, or mail to 231 Third Street, Lakewood, New Jersey.

Proposals for the below listed services are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq. The following criteria are being utilized as the basis for the award of services:

- A. Experience and reputation in the field
- B. Knowledge of non-profit corporations, the Township of Lakewood and the subject matter to be addressed under the contract.
- C. Availability to accommodate any required meetings of the Corporation.
- D. Such other factors demonstrated to be in the best interest of the Corporation, as contained in the detailed specifications for each position listed below.

In addition, the Lakewood Development Corporation reserves the right to consider the following other factors:

- A. Past performance;
- B. Whether the Applicant's proposal demonstrated a clear understanding of the scope of work and related objectives;
- C. Whether the Applicant's proposal is complete and responsive to the public notice and specifications;
- D. Whether the Applicant's past performance of the same or similar services has been documented;
- E. History and experience of the Applicant in performing the work, including whether the Applicant is able to document a record of reliability;
- F. Whether the Applicant has a record of honesty and moral integrity;

- G. Availability of the Applicant's personnel, facilities and other resources, including proximity to Lakewood;
- H. The qualifications and experience of the Applicant's staff;
- I. Whether the Applicant provides a full explanation of its billing for goods and services, including a breakdown of specific tasks;
- J. The Applicant's financial stability and strength.
- K. Fee Schedule/Method of Billing

The following are specifications sought:

BASIC BUSINESS TOOLS SPECIAL TRAINING EVENTS

It is expected that applicants responding to this request for proposal will have facilities and expertise in these types of services to satisfactorily carry out the required services to properly provide comprehensive training in the use of staple computer programs such as Microsoft Suite of Products, Book Keeping Software Products, Adobe Suite of Products and other Graphics Products to the business community compliant with the UEZ act § 52:27H-88. Enterprise Zone Assistance Fund.

Applicants should have a minimum of the most recent two (2) years of current experience facilitating the training of the aforementioned products.

So as to not unnecessarily place an unreasonable travel burden on Lakewood UEZ businesses, their staff and Lakewood UEZ residents, Applicants' training facilities shall be within a five (5) mile radius of Lakewood Township.

Applicant shall provide to the Lakewood UEZ statistical data representing the number of courses, classes, students, graduation rates, and all other material statistical data.

Applicant shall provide to Lakewood UEZ samples of all course materials, testing and training materials, advertisements and marketing collateral.