

NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSALS
FOR
REGIONAL OFFSHORE WIND TECHNICAL ASSISTANCE PROGRAM

(Reference 2024-RFP-203)

ADDENDUM #1

August 30, 2024

The following constitutes an Addendum, which can be a Clarification and/or Modification to the above-referenced solicitation. This Addendum is divided as follows:

- Part 1: Answers to Questions Submitted
- Part 2: Additions, Deletions, Clarifications and Modifications to the RFP

Part 1: Answers to Questions Submitted		
No.	Question	Answer
1.	Will NJEDA be compiling an interested subcontractor list?	No. The NJEDA will not be compiling an interested subcontractor list.
2.	Can you give me more details on what you would need appraisal services for?	At this time, appraisal services are not contemplated for any work specified within this RFP.
3.	The Wind Institute has invested a lot in creating an OSW network and evaluated OSW industry needs. Will the Institute share contacts and data with the contractor? (general question, no RFP page reference)	The Wind Institute is not formally involved in the Offshore Wind Technical Assistance Program (OSW TAP). The department within NJEDA that will manage this program works closely with the Wind Institute and has access to the same data and resources, which will be shared with the Contractor as appropriate.

<p>4.</p>	<p>We kindly ask to specify the expectations for the SWOT / GAP analysis. The understanding is that the RFP asks for the gap between supplier capabilities and developer / tier 1 suppliers.</p> <p>How does EDA / SERDA expect the contractor to evaluate the needs of developers / Tier 1 supplier knowing that there are multiple entities using varying technology from project to project.</p> <p>In addition, will EDA / SERDA deliver a requirement / needs catalog of developers / Tier 1 suppliers? The evaluation of all developers / Tier 1 suppliers can be hardly done within the given timeframe as well as budget provided for 2 states. (3.1 – p20)</p>	<p>The SWOT/GAP analysis should be based on the type of business being assessed (e.g., secondary steel manufacturer, environmental consulting, vessel operator, etc.) and the minimum requirements for such business to supply clients in the offshore wind industry.</p> <p>NJEDA/NYSERDA expect the Contractor to have an expert understanding of the minimum requirements across the offshore wind industry and have the ability to determine specific requirements and capabilities as they relate to Participating Businesses in the OSW TAP.</p>
<p>5.</p>	<p>Will EDA / SERDA provide funding for the 50 participating companies to invest in closing gaps. Keeping in mind that these gaps can be skills based, knowledge based, lack of machinery, lack of technology, lack of material, lack of workforce, lack of capacity, etc. Depending on the gap, investments will vary significantly. (3.1 B2 – p20)</p> <p>A) If companies invest in closing identified gaps, will there be a guarantee that developers / Tier 1 suppliers award projects to them preferably based on the evaluation, gap analysis, investments, etc. the company went through.</p>	<p>To clarify, we anticipate that there will be approximately fifty inquiries related to the OSW TAP program and application that the Contractor will need to respond to. The actual number of Participating Companies accepted into OSW TAP should be less than fifty.</p> <p>Though we are exploring the potential to provide funding in the future for Participating Companies to invest in closing gaps, we do not have plans to do so at this time.</p> <p>There is no guarantee that Participating Companies that have completed OSW TAP will receive contracts with developers/Tier 1 suppliers.</p>
<p>6.</p>	<p>The [SPECIFIC VENDOR] education material is excellent and also very comprehensive.</p> <p>Will the Wind Institute sponsor access to the training for up to 50 companies accepted in the program? (3.1 K2 – p21)</p>	<p>The Wind Institute is not formally involved in the Offshore Wind Technical Assistance Program (OSW TAP).</p> <p>In response to your question, no, the Collaboration will not separately sponsor access to training for companies accepted into the program. A Proposer may include this as part of their Technical Assistance Services, if they choose to do so.</p> <p>The Collaboration may, on its own, work with a vendor to provide training outside of the RFP requirements.</p>

7.	<p>What kind of criteria will EDA / SERDA utilize to approve the marketing plan? (3.2 – p22)</p>	<p>The criteria that the vendor should use to create the plan is outlined in RFP Section 3.2. As indicated in this section, NJEDA and NYSERDA will work with the vendor to finalize the outreach and marketing plan.</p>
8.	<p>What kind of criteria will EDA / SERDA utilize to accept companies into the program?</p> <p>Will the Wind Institute interview companies regarding the data provided in the first assessment.? (3.2 E – p22)</p>	<p>As part of the program design, the Contractor is expected to outline the appropriate criteria and process for selection of Participating Companies, including any necessitated interviews Please refer to RFP Section 3.1 B, C, F.</p> <p>The Wind Institute is not formally involved in the Offshore Wind Technical Assistance Program (OSW TAP).</p>
9.	<p>Given the invoice turn-around time, is it possible to do an initial advance to The Contractor to offset the significant negative cash flow impact incurred which would be detrimental for many potential contractors?</p> <p>Otherwise, many quality small diverse contractors with unique capabilities will not submit a proposal since they would not have the financial wherewithal to execute the contract which is contrary to the overall spirit of the project.</p> <p>Proposed advanced payment of \$50,000 (2 months of Planning Phase) to cover for the initial 60+ day turnaround time before The Contractor's initial invoice is paid. Repayment would be made in increments of \$5,000 deducted on future invoices until the advance payment is recovered.</p>	<p>Advance payments are not permitted. However, per RFP Section 3.6, the Contractor shall provide a schedule of deliverables and related payments for Program Design Services and Outreach and Marketing Services at the Initial Organizational Meeting. This schedule of deliverables and related payments shall be subject to negotiation, as necessary.</p> <p>For example, an initial deliverable could include submission of draft plan, as described in RFP Section 4.2.1.II.C.</p>

10.	<p>The total value of TAP is \$1 million over the course of 2 years?</p>	<p>Correct, the total value of TAP is \$1 million over the course of two (2) years.</p>
11.	<p>How will shifts in funding between program design, outreach, and technical assistance services be communicated and approved?</p> <p>What is the process for adjusting the budget if necessary?</p>	<p>Shifts in funding would only occur between program design (task 1) and outreach and marketing (task 2) as these are both flat fee percentages of overall project cost. Task 1 and task 2 will comprise 30% of the overall budget. Any shift in funding would occur in consultation between NJEDA/NYSERDA and the Contractor if the current 20/10 split between task 1 and task 2 are deemed insufficient.</p>
12.	<p>Program Focus: Can you provide more detail on the specific business capabilities that should be prioritized when assisting companies in entering the offshore wind supply chain?</p> <p>For example, should the focus be more on manufacturing processes, sustainability, or health and safety?</p>	<p>Per RFP Section 3.1 A, , NJEDA and NYSERDA envision a program that has significant focus on the general business capabilities required to sell into the offshore wind supply chain, such as quality management, health and safety and/or other internal management standards that could serve as basic requirements for a business to enter the industry. Additionally, businesses need to understand the margins, bonding and security requirements and other supplier contractual terms and conditions that could be required to participate in an awarded contract. It is anticipated that a majority of the technical assistance will be provided to companies with a low level of expertise in offshore wind. In this instance, the technical assistance may look like a SWOT analysis and corresponding road map or action plan, along with a set number of hours to assist in implementation of the action plan. Ideally, the OSW TAP should be able to assist businesses across the supply chain, e.g., manufacturers, construction firms, marine services, software service providers, PPE suppliers, etc.</p>

<p>13.</p>	<p>Target Audience: How should we balance our efforts between businesses with no prior offshore wind experience and those with some expertise?</p> <p>Are there any specific industries or business types within New York and New Jersey that are considered higher priority?</p> <p>Are there other related industries and/or businesses that are considered highly transferable due to similar required skill sets required?</p>	<p>It is anticipated that a majority of the technical assistance will be provided to companies with a low level of expertise in offshore wind. However, we expect to prioritize companies that have a high likelihood of success given their existing competency and prior demonstration of interest in supplying the industry.</p> <p>Please see RFP Section 3.1 B3 and F.</p>
<p>14.</p>	<p>Action Plans: Is there a preferred structure or example of an Action Plan that meets the expectations of NJEDA and NYSERDA?</p> <p>How detailed should these plans be in terms of financial projections and technical steps?</p>	<p>NJEDA and NYSERDA do not have a preferred structure for the Action Plan and are looking for the Contractor to propose an approach that will help a variety of businesses clearly understand the financial, resource, and time commitments required to become a qualified supplier to the offshore wind industry.</p>
<p>15.</p>	<p>Educational Materials: What format or type of educational materials are preferred?</p> <p>Should these materials be designed for digital platforms, in-person workshops, or both?</p>	<p>The format and type of educational materials is up to the discretion of the Contractor. Materials designed for both digital and in-person usage are encouraged.</p>

<p>16.</p>	<p>Applicant Selection: Could you provide more detail on the criteria for evaluating and selecting participating businesses?</p> <p>What weight will be given to each criterion, and how much flexibility do we have in recommending participants?</p>	<p>As part of the program design, the Contractor is expected to outline the appropriate criteria for selection of Participating Businesses. Please refer to RFP Sections 3.0 A2 and 3.1 B, C, F.</p>
<p>17.</p>	<p>Certification Guidance: Are there any specific certifications that should be prioritized in the technical assistance program?</p> <p>How much of the program's focus should be on attaining these certifications versus other technical assistance services related to operations & development?</p>	<p>The technical assistance should identify any certifications that are required for an individual Participating Business, provide recommendations for attaining the certifications (including identifying programs and resources that can help offset costs), and provide a general estimate of the cost and time required to achieve certification.</p> <p>Please reference RFP Section 3.1.K.</p>
<p>18.</p>	<p>Is it your intention to bring outreach and marketing efforts to the entire state of NY; or do you have specific regions, counties, etc., for focus?</p>	<p>Yes, the intention is for the entire state of NY.</p>
<p>19.</p>	<p>NJEDA & NYSERDA expect approximately 50 inquiries. Are those 50 inquiries in total?</p> <p>Can you elaborate on that number?</p> <p>And how many businesses can participate in the program at once?</p>	<p>The fifty inquiries are an estimate of the volume of questions that could be received from the public once the OSW TAP application launches, similar to the Q and A period of an RFP.</p> <p>We do not expect that many businesses to participate in OSW TAP at one time; however, the number of businesses able to participate will be based on the Contractor's maximum cost per business for technical assistance services and the services provided as noted in RFP Section 3.0 A.</p> <p>Additionally, as per RFP Section 3.3, "Technical assistance services for each individual company are expected to range from four (4) to eighteen (18) months depending on the service needs of the participants and proposed program design."</p>

20.	<p>Advisory Services: In providing advisory services, are there any specific methodologies or best practices you recommend we follow when developing and delivering Action Plans?</p>	<p>We expect the Contractor to propose the best methodologies and practices to efficiently deliver advisory services to a variety of businesses.</p>
21.	<p>Success Metrics: What are the key success metrics for the technical assistance program?</p> <p>How will NJEDA and NYSERDA evaluate whether a business has successfully completed the program?</p>	<p>The overall objective of the program is to provide assistance to local companies to expand into the OSW market. Recognizing that this is a process that takes time and will likely extend beyond the life of the OSW TAP, we have requested that the Contractor design a simple report that can be completed by Participating Businesses annually for three years following conclusion of technical assistance services. These reports will allow NJEDA and NYSERDA to track the progress of TAP participants and evaluate efficacy of the program. While not a requirement, we would welcome Contractors to include potential success metrics in their proposal and/or as part of the report described above.</p> <p>A business will have successfully completed the program upon completion of the technical assistance plan developed by the Contractor.</p>
22.	<p>All-Inclusive Hourly Rate: Can you elaborate on what is expected to be covered under the "All-Inclusive Hourly Rate"?</p> <p>Does this include all administrative overhead, travel, and materials?</p>	<p>Per RFP Section 2.1, Collaboration-Specific Definitions, our definition of All-Inclusive Hourly Rate is defined as below:</p> <p>All-Inclusive Hourly Rate – An hourly rate comprised of all direct and indirect costs including, but not limited to: overhead, fee or profit, clerical support, travel expenses, per diem, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof.</p> <p>It is not anticipated that the Contractor will need to visit the Participating Businesses.</p>

23.	Is there a preferred number of companies for each state (NJ - NJEDA and NY - NYSERDA) for the supply chain mapping process?	<p>Supply chain mapping is not a required service with the RFP, but a proposer could include it if they see value.</p> <p>The number of businesses able to participate in OSW TAP will be based on the Contractor's maximum cost per business for technical assistance services and the services provided as noted in RFP Section 3.0 A and RFP Section 3.3. The program should serve an even mix of New Jersey-based and New York-based businesses, as referenced in RFP Section 3.1 A.</p> <p>Additionally, as per RFP Section 3.3, "Technical assistance services for each individual company are expected to range from four (4) to eighteen (18) months depending on the service needs of the participants and proposed program design."</p>
24.	From project award is the expectation to complete the total project within 18 months?	See revised RFP Section 3.3 "NOTE", under 3.3.F. The total contract term is 24 months. The expectation is to complete the total project (Program Design Services, Outreach and Marketing, and Technical Assistance Services) within 22 months of Initial Organizational Meeting.
25.	Is there a preferred number or range of companies for the program design services, technical assistance program? (Section 3.1)	<p>The number of businesses able to participate in the technical assistance will be based on the Contractor's maximum cost per business for technical assistance services and the services provided as noted in RFP Section 3.0 A and RFP Section 3.3.</p> <p>Additionally, as per RFP Section 3.3, "Technical assistance services for each individual company are expected to range from four (4) to eighteen (18) months depending on the service needs of the participants and proposed program design."</p>
26.	Does the implementation of the technical assistance program take into consideration the phases of the OSW project? (Section 3.1)	The technical assistance program should be designed to assist companies that work in any phase of an offshore wind project (e.g. pre-construction, manufacturing, installation, operations and maintenance, etc.).

27.	Do we need a fast-track process for businesses to provide goods, products, and services to projects currently underway? (not in document but relevant)	At this time, a fast-track process will not be necessary.
28.	Are there project branding and co-branding mandates and restrictions in terms in the aesthetic of the communication/marketing and outreach plan? (Section 3.3)	We expect that all marketing materials will, at a minimum, include NJEDA's and NYSERDA's logos. All marketing materials will also need to be approved by NJEDA and NYSERDA before distribution. Instructions and restrictions on the use of logos will be provided to the selected Contractor.
29.	Should the proposed timeline activities, delivery and approach be detailed separately for NJEDA and NYSERDA? (Section 3.4)	No.
30.	What are the key indicators of success for the program to be considered for contract renewal?	The OSW TAP is a two-year program with three optional extensions of up to one year each, if deemed necessary by NJEDA and NYSERDA. Contract renewal is not envisioned for OSW TAP.

31.	Do you have any goals for how many businesses from each state will participate?	<p>The number of businesses able to participate in OSW TAP will be based on the Contractor's maximum cost per business for technical assistance services and the services provided as noted in RFP Section 3.0 A and RFP Section 3.3. The program should serve an even mix of New Jersey-based and New York-based businesses, as referenced in RFP Section 3.1 A.</p> <p>Additionally, as per RFP Section 3.3, "Technical assistance services for each individual company are expected to range from four (4) to eighteen (18) months depending on the service needs of the participants and proposed program design."</p>
32.	Are there any MWBE participation requirements for bidders?	There are no MWBE participation requirements for bidders into this RFP. However, MWBE participation is highly encouraged.
33.	Do all 3 volumes of the proposal response need to be in one PDF when uploaded into the submission folder?	The three (3) volumes can be submitted as one (1) combined PDF file, or they can be submitted in multiple PDF files. Either way, please make sure files are clearly labeled.
34.	For the reference's requirement, are the 3 references for the firm as a whole or 3 references per each key personnel submitted?	Three (3) references for the firm. Please see revised RFP Section 4.2.1.VI

<p>36.</p>	<p>1.1 PURPOSE AND INTENT, pg 5 - Has there been an incumbent for this type of project?</p> <p>If so, how long have they been engaged with NJEDA and/or NYSERDA?</p>	<p>There is no incumbent for this project.</p>
<p>37.</p>	<p>1.1 PURPOSE AND INTENT, pg 5 - What kinds of industries would the Offshore Wind Technical Assistance Program be intended to target businesses in, or would the OSW TAP target businesses in all industries?</p>	<p>The OSW TAP should target all industries relevant to offshore wind in each state.</p>
<p>38.</p>	<p>6.0 PROPOSAL EVALUATION, pg 35-38 When would you project, after the due date of submissions of proposals, vendor candidates will be selected to clarify their proposals or give oral presentations, and the number of those will be narrowed down to give Best and Final Offers?</p> <p>Then when would you project the contract will be awarded to the winning vendor?</p>	<p>The Authority is unable to provide this information. There is no specific timeframe for when any clarification might be needed, if an oral presentation, if any, would be requested, or if Best and Final Offers will be requested. Bidders will be contacted at the appropriate time if any of these requests are needed.</p>
<p>39.</p>	<p>Should I double/triple check that I have signed all required documents and check that I have uploaded the correct documents we before the Proposal Due Date?</p>	<p>Yes. It is strongly suggested to thoroughly review the RFP, NJEDA Proposer's Checklist, as well as NYSERDA documentation, to ensure all required documents are included and properly signed prior to submitting/uploading. The RFP, NJEDA Proposer's Checklist, and NYSERDA documentation clearly indicate which documents MUST be submitted/uploaded prior to the Proposal opening date and which ones would be required prior to any award.</p> <p>However, it is highly encouraged to properly complete and submit/upload all documents with your firm's Proposal.</p>

40.	Would the Authority consider an extension of the current proposal due date of September 13, 2024?	No, the Authority will not consider an extension at this time.
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Part 2: Additions, Deletions, Clarifications & Modifications to the RFP

No.	Description	Clarification/Modification
1.	Modification to Note under Section 3.2	Revision stating upon contract award, NJEDA and NYSERDA will coordinate with the Contractor to finalize the outreach and marketing plan.
2.	Modification to Note under Section 3.3.F	Revision stating the OSW TAP should be completed within 18 months of selection of Participating Businesses instead of 14 months from contract award.
3.	Modification to Sections 3.3.D and 3.3.F	Revision stating it is not anticipated the Contractor will need to visit Participating Businesses.