

Professional Services – Subrecipient monitoring

The Department of Law and Public Safety, Division of Administration (DOA), is seeking a professional services vendor to create a new program to perform subrecipient monitoring services in support of the Department's grant and contract management efforts. The Department is comprised of more than twenty Divisions and Offices, which collectively issue numerous grant opportunities in partnership with DOA. The current grant opportunities offered by the Department can be found on the Department's website at the following URL: [Grant Opportunities - New Jersey Office of Attorney General \(njoag.gov\)](https://njoag.gov). There are approximately 400 active sub-grants based on New Jersey, not all will be included in this scope of work.

This scope of work (SOW) seeks professional services to perform subrecipient monitoring on behalf of the Department. The primary focus is to ensure compliance with grant terms, assess risk, and support effective program implementation. For purposes of this SOW, a subrecipient is an entity that received a grant award from the Department, either as a direct recipient of a Departmental award or via a pass-through award in support of a Federal award made primarily to the Department.

The vendor will execute the following activities as part of this SOW:

1. Risk Assessment and Standardization Two or Three-tier assessment structure
 - a. Prepare a risk matrix for DOA approval outlining criteria for tiered compliance monitoring, and outlining the compliance monitoring tasks recommended for each tier
 - b. Develop risk assessment templates for use at application evaluation stage of the grant lifecycle
 - c. Develop risk assessment templates for use during the grant performance period taking grant performance indicators into account to support periodic risk reassessment evaluations
 - d. Develop standard subrecipient monitoring plans for each risk tier, outlining the general components and schedules of monitoring activities (e.g. on site visits, documentation schedules, program spend triggers)
 - e. Develop corrective action plan templates based on recurring, common areas of noncompliance.
 - f. Evaluate subrecipients based on risk factors approved by DOA (e.g., financial stability, compliance history, program risk).
 - g. Prioritize subrecipient monitoring efforts based program and/or subrecipient risk levels.
2. Subrecipient Monitoring
 - a. Review subrecipient grants, contracts, and award documents
 - b. When triggered by the risk assessment criteria, develop a subrecipient-specific monitoring plan.
 - c. When triggered based on the tiered compliance matrix:
 - i. conduct physical visits to subrecipient locations
 - ii. Observe operations, interview staff, and review records to assess compliance with grant requirements.
 - iii. Perform documentary review including examining financial records, program reports, and policies.
 - iv. Verify adherence to award terms.
 - v. Document findings.

3. Communication and Technical Assistance
 - a. Engage with Subrecipients to clarify expectations.
 - b. Provide guidance, documentation, and training on compliance and best practices to DOA staff.
 - c. Provide guidance, documentation, and training on compliance and best practices to subrecipient community.
4. Reporting and Follow-Up
 - a. Prepare monitoring reports for DOA and audit and compliance teams.
 - b. Identify areas of non-compliance, both in program areas and with specific subrecipients.
 - c. Develop corrective action plans and track progress.

While the core structure of the Deliverables in the form of risk assessment reports, site visit reports, compliance documentation and corrective action plans may remain consistent, updates will be necessary to reflect revised program goals, updated program requirements, or revised Departmental standards.

In performing all the required activities listed, the vendor will collaborate closely with the DOA in-house grants team and compliance team as well as stakeholder Division staff, where appropriate. The Deliverables created under this SOW will be submitted to DOA Grants staff for review and approval.

Interested bidders shall include a description performing work of a similar size, scope, and complexity envisioned by this scope of work. Where named personnel are proposed by bidders, resumes for the named personnel shall be included with the proposal. Experience with State and Federal grants should be highlighted, along with experience in complying with 200 CFR requirements, especially but not limited to: subrecipient determination analysis and award; flow-down requirements; and reporting and documentation. Interested bidders shall also include a short narrative outlining the vendor's approach to delivering Subrecipient monitoring services. Bidders should include a description of how vendor personnel will report to DOA on task assignment progress. With the exception of on-site visits, services may be performed remotely.

DOA envisions retaining a vendor to perform the professional services described in this SOW through the end of the calendar year. DOA anticipates a volume of application workload to support approximately two resources each working approximately 25 hours per week through June 30, 2025. However, bidders may propose the level of staffing deemed necessary and appropriate to meet DOA's needs outlined in this SOW.

The vendor's pricing proposal shall be structured by title and hourly rate. DOA will issue a purchase order to the selected vendor reflecting a not-to-exceed ceiling amount. The vendor will invoice monthly in arrears based on hours worked, as documented by bi-weekly timesheet submissions to DOA. Invoices (or timesheet documentation, as agreed between the vendor and DOA) will include the following data: the date; assigned resource name; resource title; a brief description of the matter worked; the number of hours worked. DOA may request additional timesheet documentation from the vendor upon request.

Quotes can be submitted to Procurement@njoag.gov no later than **Wednesday, October 9, 2024 by 2:00 p.m. Eastern Time.**