Questions Posed to the Highlands Council  
by Potential Respondents to the Request for Proposals to  
Develop a Regional Interactive  
Environmental Resource Inventory (“ERI”)  
February 22, 2019

Question #1:  
Is a NJ university eligible to submit to this RFP?  In the RFP Appendix D, it states  
“III.A. CONTRACTOR’S STATUS: The Contractor’s status shall be that of an independent  
contractor and not that of an employee of the State.”  I see in the Q&A document that Rutgers has  
conducted projects with the Highlands Council in the past so we are hoping that its allowable for  
our faculty to submit for this proposal.  Please clarify.

Response #1:  
State universities are welcome to submit proposals in response to this RFP and will be considered  
according to the same criteria established for other types of consultants.

Question #2:  
The proposed responder has experience developing interactive environmental mapping very similar  
to what is requested in this RFP for a number of years.  We generally develop our mapping projects  
using a team of our faculty, professional staff and student interns.  The student internship model  
allows a cost-effective way for our mapping projects to be developed and maintained and  
updated.  Would the Highlands Council allow development of this project following a student  
internship model that is organized somewhat differently than the typical consulting firm model  
described in the RFP?  The deliverables would be exactly the same but the budgeting would reflect a  
different structure.

Response #2:  
The Highlands Council will consider a proposal that includes a student internship model.  The  
faculty and professional staff directing the work of the student interns needs to be identified in the  
proposal.
Question #3:

Does this project allow for indirect costs or have any limits to the amount of indirect costs that can be charged by a university?

Response #3:

The Highlands Council will not consider a proposal in which the Highlands Council will be billed for indirect costs. All costs, including any indirect costs, need to be included in the overall lump sum budget per task included in the consultant’s cost proposal.

Complete RFP can be found at the link below: