STATE OF NEW JERSEY

DEPARTMENT OF HUMAN SERVICES

DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES

Request for Letters of Interest

**Start-Up Funding for Behavioral Health Homes in**

**Atlantic, Cape May and Monmouth Counties**

October 5, 2015

Valerie Mielke, Assistant Commissioner

Division of Mental Health and Addiction Services

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# **Purpose and Intent**

This Request for Letters of Interest (RLI) is issued by the New Jersey Department of Human Services (DHS), Division of Mental Health and Addiction Services (DMHAS) for start-up funds to be awarded to certified or provisionally certified Behavioral Health Homes (BHH) in Atlantic, Cape May and Monmouth Counties.

The following summarizes the application schedule:

10/5/15 Notice of Availability of Funds

10/21/15 Technical Assistance Telephone Call

11/12/15 Deadline for Receipt of Proposals

12/9/15 Preliminary Award Announcement

12/16/15 Appeal Deadline

12/23/15 Award Notification

It is anticipated that $250,000 will be available to provide start-up funding for BHH, with each award not to exceed a **maximum** of $50,000. DMHAS may make as many as 10 awards, of varying size, depending on the number of eligible requests and amounts requested. Funds are subject to availability and satisfactory performance, as well as compliance and completion of all required/requested reports.

Start-up funds will be allocated for costs associated with an applicant’s preparation to deliver BHH services including, but not limited to: purchasing or leasing of equipment; purchasing or making necessary changes to existing Electronic Health Records (EHR); participating in a Health Information Exchange (HIE); costs to recruit, orient and train staff; and the cost of renovations or refurbishing of existing buildings to co-locate or partially co-locate primary medical care services. Funds **will not** be available for the purchase or lease of vehicles.

# **Background and Population to be Served**

The Patient Protection and Affordable Care Act (PPACA or ACA), better known as “Health Care Reform”, was signed into law by President Obama in March 2010. The ACA includes Section 2703 entitled, “State Option to Provide Health Homes for Enrollees with Chronic Conditions.” Through this provision, States can elect to include Health Homes as part of their Medicaid State Plan thereby receiving additional Federal funds for Health Home services.

The Health Home is an ambulatory service that is designed to fully address the medical, behavioral health, social support and other service needs of individuals with chronic health conditions. Health Home services are focused on wellness, disease management, prevention, and care coordination. The services are designed to avoid fragmented care that leads to unnecessary use of costly acute care services (emergency room visits and inpatient hospital stays) and are expected to improve consumer outcomes, improve consumer satisfaction and decrease overall costs. Information sharing within a Health Home team enables the providers to address all physical and behavioral health needs of the individual through integrated and coordinated behavioral health and medical care.

Health Homes serving those with Serious Mental Illness (SMI) are commonly referred to as Behavioral Health Homes (BHH). In NJ, BHH services will be delivered by licensed mental health treatment provider agencies as a new service added to the existing continuum and targeted to those consumers who are high utilizers, or at risk of becoming high utilizers, of healthcare services.

New Jersey requires provider agencies to become certified by DMHAS to begin providing BHH services. NJ-certified BHH agencies must also become accredited by a nationally recognized and state approved accrediting body within two years of receiving certification from DMHAS. Failure to become and maintain certification and accreditation will result in termination of DMHAS’ BHH designation. Those agencies not designated by the DMHAS as a BHH will be unable to bill Medicaid for services.

The BHH service is an innovative method for integrating care for those with complex needs. Implementing the service requires a vision of mental health care that is broader and more holistic than that required for many of the services currently delivered in the public system. Therefore, the DMHAS recognizes that agencies may need support and assistance as they work to include the BHH into their existing service array. In May 2015, DMHAS instituted a BHH Learning Collaborative (BHH-LC), facilitated by the National Council for Behavioral Healthcare. Members of the BHH–LC were chosen through an RLI procedure that was open to eligible licensed mental health providers from Atlantic, Cape May, and Monmouth Counties. That RLI was issued with the goal of assisting agencies to develop an individualized work plan for becoming a BHH in New Jersey. DMHAS has procured training for BHH Care Managers designed to assist BHH providers to train and prepare the necessary BHH staff. The availability of start-up funds through this RLI is another effort of DMHAS’ commitment to enable the current service delivery system to provide this integrated service.

# **Who Can Apply**

To be eligible for consideration for this RFP, the bidder must satisfy the following requirements:

1. Applicants must be licensed by DHS to provide mental health treatment and/or support services;
2. Applicants must be a current member of or have “graduated” from the NJ BHH-LC and currently provide services in Atlantic, Cape May, or Monmouth County;
3. Applicants must be certified or provisionally certified as a BHH by DMHAS, or have applied for certification;
4. In the event that funds from this contract are necessary to achieve BHH provisional certification, the applicant must attest to use the funds to bring it’s organization into compliance for certification;
5. Applicants must have a New Jersey address and be able to conduct business from a facility located in New Jersey. Non-public applicants must demonstrate that they are incorporated through the New Jersey Department of State, and provide documentation of their current non-profit status under Federal IRS 501(c) (3) regulations, as applicable;
6. Pursuant to N.J.S.A. 52:32-44, a for-profit bidder and each proposed subcontractor must have a valid Business Registration Certificate on file with the New Jersey Division of Revenue. This statutory requirement does not apply to non-profit organizations, private colleges and universities, or state and municipal agencies; and
7. The bidder must not appear on the State of New Jersey Consolidated Debarment Report at <http://www.state.nj.us/treasury/debarred/debarsearch.htm> or be suspended or debarred by any other State or Federal entity from receiving funds.

# **IV. Contract Scope of Work**

Applicants will attest to their intention to use these startup funds to build capacity as described in this RLI and to provide BHH services to eligible consumers. Applicants will also attest to their intention to meet all DMHAS certification requirements as well as all accreditation requirements of a nationally recognized, state approved accrediting body.

Failure to meet the above requirements may result in termination of the contract.

If an awardee’s certification as a BHH or delivery of services is delayed, through no fault of the service provider, funding continuation will be considered on a case-by-case basis based upon the circumstances creating the delay.

Should BHH certification not be achieved, and consequently, BHH services not be rendered, the BHH startup funds provided pursuant to this agreement shall be returned at the Division’s request.

The payment schedule will be based on accomplishment of performance benchmarks to be finalized upon approval of the award. These benchmarks will be based upon the scope of the proposed project. At minimum, 25% of contract funds will be retained and payment will be issued upon successful certification or provisional certification as a BHH.

DMHAS may provide post contract support to awardees through technical assistance.

DMHAS staff will conduct site visits to monitor the awardee’s progress in accomplishing responsibilities and implementation of corrective actions for overcoming any problems in meeting the BHH certification. An awardee’s failure to comply with reporting requirements may result in the suspension or termination of the contract in accordance with DHS contract policies and procedures. Awardees will receive a written report of the site visit findings and will be expected to submit a plan of correction for any deficiencies identified.

# **V. General Contracting Information**

Bidders must currently meet or be able to meet the terms and conditions of the Department of Human Services (DHS) contract policies and procedures as set forth in the Standard Language Document (SLD), the Contract Reimbursement Manual (CRM), and the Contract Policy and Information Manual (CPIM). These documents are available on the DHS website at: http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/index.html.

Bidders are required to comply with the Affirmative Action Requirements of Public Law 1975, c. 124 (N.J.A.C. 17:27) and the requirements of the Americans with Disabilities Act of 1991 (P.L. 101-336).

Budgets should be reasonable and reflect the scope of responsibilities in order to accomplish the goals of this project.

All bidders will be notified in writing of the State’s intent to award a contract. All proposals are considered public information and will be made available for a defined period after announcement of the contract award and prior to final award, as well as through the State Open Public Records Act procedures at the conclusion of the RFP process.

Funds may only be used to support services that are specific to this award; hence, this funding may not be used to supplant or duplicate existing funding streams. Actual funding levels will depend on the availability of funds and satisfactory performance, as well as compliance and completion of all required tasks and submission of requested reports.

The contracts to be awarded under this RLI are subject to negotiation based upon the bidder’s representations made in response to the RLI. The bidder’s failure to deliver commitments may result in termination of the contract in accordance with DHS contract policies and procedures.

The Department reserves the right to reject any and all requests when circumstances indicate that it is in its best interest to do so. The Department’s best interests in this context include, but are not limited to, State loss of funding for the contract, insufficient infrastructure to support a BHH of the awardee, inability of the applicant to provide adequate services, misrepresentation of information and/or non-compliance with any existing Department contracts and procedures or State and/or Federal laws and regulations.

**VI. Technical Assistance Telephone Call**

An applicant intending to submit a proposal in response to this RLI must participate in a Technical Assistance Telephone Call (TATC). It is the responsibility of the applicant to call-in at the beginning of the TATC and announce themselves to confirm attendance. A proposal submitted by an applicant not on the TATC will not be considered. The Technical Assistance Telephone Call will be held as follows:

Date: October 21, 2015

Time: 10:00 a.m.

Call-in #: See below

The TATC will provide the applicant with an opportunity to ask questions about the RLI requirements, the award process, and to clarify technical aspects of the RLI. This ensures that all potential applicants have equal access to information. Questions regarding intent or allowable responses to the RLI, outside the call, are not permitted. Specific individual guidance will not be provided to individual bidders at any time.

Potential respondents to this RLI need to register for the TATC via the registration link available at: <https://njsams.rutgers.edu/training/BHHACMMC/register.aspx> by close of business on Monday, October 19, 2015. Only those registered entities will be provided with the call-in number to participate in the TATC.

**VII. Required Proposal Content**

**Funding Proposal Cover Sheet (RLI Attachment A)**

Applicants must provide a written description of the proposed need and how it is relevant and consistent with the work plan developed through the BHH-LC and/or technical assistance received from DMHAS staff.

**Applicant’s Organization, History and Experience (40 Points)**

Provide a brief and concise summary of the bidder’s background and experience in implementing this or related types of services and explain how the bidder is qualified to fulfill the obligations of the RLI. The written narrative should:

1. Describe the agency’s history, mission, purpose, current licenses and modalities, and record of accomplishments. Explain the work with the target population and the number of years’ experience working with the target population.
2. Describe the bidder’s background and experience in implementing this or related types of services.
3. Summarize the bidder’s administrative and organizational capacity to establish and implement sound administrative practices.
4. Describe the bidder's current status and history relative to debarment by any State, Federal or local government agency. If there is debarment activity, it must be explained with supporting documentation as an appendix to the bidder's proposal.
5. Provide a description of all active litigation in which the bidder is involved, including pending litigation of which the bidder has received notice.
6. Include a description of the bidder’s ability to provide culturally competent services.
7. Document that the bidder’s submissions are up-to-date in New Jersey Substance Abuse Management System (NJSAMS), Unified Service Transaction Form (USTF), Quarterly Contract Monitoring Report (QCMR) and Bed Enrollment Data System (BEDS).
8. Describe the bidder’s current status and compliance with contract commitments in regard to programmatic performance and level of service, if applicable.
9. Include the BHH work plan as developed through the BHH-LC. Include areas left to be accomplished with target dates, as well as those goals that have been achieved. This should be Attachment 1 of the narrative and will not count toward the page number restriction.
10. Describe the agency’s Information Technology (IT) infrastructure. If requesting start-up funds for IT, please provide details of the proposed IT purchases and how they will be integrated into the current system. Identify how it will be used in the service of the BHH. Identify how IT systems will be sustained when start-up funds have been fully expended.

**Project Description (40 points)**

In this section, the bidder is to provide an overview of how BHH services will be implemented and the timeframes involved, specifically describing the following:

1. The BHH program currently being delivered, plans to enhance that current service delivery, plans for accreditation, co-location or partial co-location, and how the requested funds will be used to support these plans.
2. The current BHH clinical model and any proposed growth or enhancements. Describe if/how the startup funds will be used to support these efforts.
3. How these funds will strengthen the agency’s integrated care capacity.
4. Plans for achieving full certification by DMHAS and achieving accreditation as a BHH by a nationally recognized accrediting body (e.g. NCQA, CARF, TJC). Include a timeline. Describe if/how start-up funds will be used to support these efforts.
5. The current method of providing consumers with access to primary medical care. If not currently co-located or partially co-located, describe plans to be co-located or partially co-located within three years. Describe if/how startup funds will support these efforts.
6. The applicant’s ability to collect outcomes and perform quality improvement.
7. Details of how/if startup funds will be used to support the quality improvement efforts (e.g. use of funds to purchase software, a quality assurance consultant, etc.).
8. How the identified need will be sustained once the startup funds have been expended.

##### **Budget Requirements (20 Points)**

The bidder should detail its overall budget, the facilities where it’s normal business operations will be performed and identify equipment and other logistical issues, including at a minimum:

1. A detailed budget in an Excel format. A DMHAS budget template is not required.
	1. Provide budget details for each category of proposed startup costs, such as personnel, consultants, material, supplies, etc. Use budget notes to provide justification for each item listed.
	2. Include details on the number of proposed staff, position titles, number of proposed hours and educational experience.

1. If applicable, include bids or estimates for requested start-up materials and equipment.
2. Include budget and proposed expenditures from other funding sources used to fund any BHH start-up activities.
3. Include name and addresses of any organization providing support as a subcontractor.
4. For personnel line items, staff names should not be included, but the staff position titles and hours per workweek are required.
5. Provide the number of hours associated with each line proposed clinical consultant so that cost per hour may be considered by the evaluators.
6. Staff fringe benefit expenses may be presented as a percentage factor of total salary costs, and should be consistent with your organization’s current Fringe Benefits percentage.
7. Provide details of proposed indirect costs, as applicable.

# **Appendices**

The following items must be included as appendices with the bidder's proposal, limiting appendices to a total of 50 pages:

1. Bidder mission statement;
2. Organizational chart;
3. Job descriptions of key personnel;
4. Resumes of proposed personnel if on staff, limited to two (2) pages each;
5. Agency’s policies and procedures regarding consumer’s rights; specifically include policies regarding consumer choice and how it is implemented for the BHH service;
6. A description of all pending and in-process audits identifying the requestor, the firm’s name and telephone number, and the type and scope of the audit;
7. List of the board of directors, officers and terms;
8. Original and/or copies of letters of commitment and/or support;
9. Department of Human Services Statement of Assurances (Attachment C);
10. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (Attachment D);
11. Disclosure of Investment in Iran ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)) (Attachment E); and
12. Statement of Bidder/Vendor Ownership Disclosure ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)).

The documents listed below are also required with the proposal,unless the bidder has a current contract with DMHAS and these documents are current and on file with DMHAS.

* 1. Most recent single audit report (A133) or certified statements (submit only two [2] copies); and
	2. Any other audits performed in the last two (2) years (submit only two [2] copies).

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# **VIII. Submission of Proposal Requirements**

DMHAS assumes no responsibility and bears no liability for costs incurred by the applicant in the preparation and submittal of a proposal in response to this RLI. The narrative portion of the proposal should not exceed 7 pages, be single-spaced with one (1”) inch margins, and be no smaller than twelve (12) point Arial, Courier, or Times New Roman font. DMHAS will not consider any information submitted beyond the page limit for RLI evaluation purposes.

The budget, budget notes and required attachments and appendix items do not count towards the narrative page limit. Proposals must be submitted no later than 4:00 p.m. Eastern Standard Time on November 12, 2015. All applicants are required to submit one (1) original and five (5) copies of the proposal narrative, budget and appendices (six [6] total proposal packages) to the following address:

For U.S. Postal Service delivery:

Alicia Meyer

Division of Mental Health and Addiction Services

PO Box 700

Trenton, NJ 08625-0700

OR

For private delivery vendor such as UPS or FedEx:

Alicia Meyer

Division of Mental Health and Addiction Services

222 South Warren Street, 3rd Floor

Trenton, NJ 08608

The applicant may mail or hand-deliver its proposal, however, DMHAS is not responsible for items mailed but not received by the due date. Note that U.S. Postal Service two-day priority mail delivery to the post office box listed above may result in the applicant’s proposal not arriving timely and, therefore, being deemed ineligible for RLI evaluation. The applicant will not be notified that its proposal has been received. The State will not accept facsimile transmission of proposals.

**In addition to the required hard copies**, the applicant must also submit its proposal (including budget, budget notes, and required attachments and appendices) electronically by the deadline using a file transfer protocol site. Username and password are case sensitive and must be typed exactly as shown below. Once logged in, the upload button is on the upper left side. Upload the proposal and budget files separately, including the bidder’s name in both file names. Click on the green check mark in order to submit the files. Once the upload is complete, click the red logout button at the top right of the screen.

Go to: <https://ftpw.dhs.state.nj.us>

Username - xbpupload

Password - Network1!

Directory - /ftp-dmhas/xbpupload

## **IX.** **Review of Proposals**

There will be a review process for all timely submitted proposals. DMHAS will convene a review committee of public employees to conduct a review of each proposal accepted for review. The applicant must obtain a minimum score of 70 points out of 100 points for the proposal narrative and budget sections in order to be considered eligible for funding.

DMHAS will award up to 20 points for fiscal viability, using a standardized scoring rubric based on the audit, which will be added to the average score given to the proposal from the review committee. Thus, the maximum points any proposal can receive is 120 points, which includes the combined score from the proposal narrative and budget as well as fiscal viability.

In addition, if an applicant is determined, in DMHAS’ sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, DMHAS will deem the proposal ineligible for contract award.

Contract award recommendations will be based on such factors as the proposal scope, quality and appropriateness, applicant history and experience, as well as budget reasonableness. The review committee will look for evidence of cultural competence in each section of the narrative. The review committee may choose to visit an applicant’s existing program(s), invite an applicant for interview, and/or review any programmatic or fiscal documents in the possession of DMHAS. The applicant is advised that the contract award may be conditional upon final contract and budget negotiation.

DMHAS reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. DMHAS' best interests in this context include, but are not limited to, loss of funding, inability of the bidder(s) to meet and maintain the eligibility requirements noted in the RLI, an indication of misrepresentation of information and/or non-compliance with State and federal laws and regulations, existing DHS contracts, and/or procedures set forth in DHS Policy Circular P1.04 (<http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/index.html>).

**X. Appeal of Award Decisions**

An appeal of any award decision may be made only by a respondent to this RLI. All appeals must be made in writing and be received by DMHAS at the address below no later than 4:00 p.m. Eastern Standard Time on December 16, 2015. The written appeal must clearly set forth the basis for the appeal.

Appeal correspondence should be addressed to:

Valerie Mielke, Assistant Commissioner

Division of Mental Health and Addiction Services

222 South Warren Street, 3rd Floor

PO Box 700

Trenton, NJ 08625

Please note that all costs incurred in connection with any appeals of DMHAS decisions are considered unallowable costs for purposes of DMHAScontract funding.

The DMHAS will review any appeals and render final decisions by December 23, 2015*.* Contract award(s) will not be considered final until all timely filed appeals have been reviewed and final decisions rendered.

**XI. Post Award Required Documentation**

Upon final contract award announcement, the successful bidder(s) must be prepared to submit (if not already on file), one (1) original signed document for those requiring a signature or copy of the following documentation (unless noted otherwise) in order to process the contract in a timely manner, as well as any other contract documents required by DHS/DMHAS.

1. Most recent IRS Form 990 or IRS Form 1120, and Pension Form 5500 (if applicable) (submit two [2] copies);
2. Copy of documentation for bidder’s charitable registration status and a copy of the Annual Report - Charitable Organization (for information visit: <http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml>);
3. A list of all current contracts and grants as well as those for which the bidder has applied for from any Federal, state, local government or private agency during the contract term proposed herein, including awarding agency name, amount, period of performance, and purpose of the contract/grant, as well as a contact name for each award and the phone number;
4. Proof of insurance naming the State of New Jersey, Department of Human Services, Division of Mental Health and Addiction Services, PO Box 700, Trenton, NJ 08625-0700 as an additional insured;
5. Board Resolution identifying the authorized staff and signatories for contract actions on behalf of the bidder;
6. Current Agency By-laws;
7. Current Personnel Manual or Employee Handbook;
8. Copy of Lease or Mortgage;
9. Certificate of Incorporation;
10. Co-occurring policies and procedures;
11. Policies regarding the use of medications, if applicable;
12. Policies regarding Recovery Support, specifically peer support services;
13. Conflict of Interest Policy;
14. Affirmative Action Policy;
15. Affirmative Action Certificate of Employee Information Report, newly completed AA 302 form, or a copy of Federal Letter of Approval verifying operation under a federally approved or sanctioned Affirmative Action program. (AA Certificate must be submitted within 60 days of submitting completed AA302 form to Office of Contract Compliance);
16. A copy of all applicable licenses;
17. Local Certificates of Occupancy;
18. Procurement Policy;
19. Current equipment inventory of items purchased with DHS funds (Note: the inventory shall include: a description of the item [make, model], a State identifying number or code, original date of purchase, purchase price, date of receipt, location at the Provider Agency, person(s) assigned to the equipment, etc.);
20. All subcontracts or consultant agreements, related to the DHS contract, signed and dated by both parties;
21. Business Associate Agreement (BAA) for Health Insurance Portability Accountability Act of 1996 compliance, if applicable, signed and dated;
22. Updated single audit report (A133) or certified statements, if a more current version is issued subsequent to the version submitted with the proposal;
23. NJ Business Registration (online inquiry to obtain copy at <https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp>; for an entity doing business with the State for the first time, it may register at <http://www.nj.gov/treasury/revenue>);
24. Source Disclosure (EO129) ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)); and
25. Chapter 51 Pay-to-Play Certification ([www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)).

**XII. Attachments**

## **Attachment A**

**STATE OF NEW JERSEY**

**DEPARTMENT OF HUMAN SERVICES**

**Division of Mental Health and Addiction Services (DMHAS)**

**Cover Sheet**

Name of RLI: Start-up Funding for Behavioral Health Homes in Atlantic, Cape May and Monmouth Counties

Incorporated Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type: Public \_\_\_\_\_ Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ Hospital-Based \_\_\_\_\_\_\_

Federal ID Number: \_\_\_\_\_\_\_\_\_\_\_\_ Charities Reg. Number (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total dollar amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fiscal Year End: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding Period: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County in which BHH services are provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of services by program name and level of service to be provided\*: Not Applicable

DHS License \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NJ BHH-LC Member\_\_\_\_\_\_\_ Graduate\_\_\_\_\_\_\_\_\_

BHH Certified\_\_\_\_\_\_\_ Provisional Certified\_\_\_\_\_ Applied for Certification\_\_\_\_\_\_\_

Authorization: Chief Executive Officer (printed name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*NOTE: If funding request is more than one service, complete a separate description for each service. Identify the number of units to be provided for each service as well as the unit description (hours, days, etc.) If the contract will be based on a rate, please describe how the rate was established.

## **Attachment B**

**STATE OF NEW JERSEY**

**DEPARTMENT OF HUMAN SERVICES**

**ADDENDUM TO REQUEST FOR PROPOSAL**

**FOR SOCIAL SERVICE AND TRAINING CONTRACTS**

Executive Order No. 189 establishes the expected standard of responsibility for all parties that enter into a contract with the State of New Jersey. All such parties must meet a standard of responsibility that assures the State and its citizens that such parties will compete and perform honestly in their dealings with the State and avoid conflicts of interest.

As used in this document, "provider agency" or "provider" means any person, firm, corporation, or other entity or representative or employee thereof that offers or proposes to provide goods or services to or performs any contract for the Department of Human Services.

In compliance with Paragraph 3 of Executive Order No. 189, no provider agency shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b and e, in the Department of the Treasury or any other agency with which such provider agency transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i, of any such officer or employee, or any partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13g.

The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any provider agency shall be reported in writing forthwith by the provider agency to the Attorney General and the Executive Commission on Ethical Standards.

No provider agency may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such provider agency to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52:13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.

No provider agency shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

**Attachment B – cont’d.**

**ADDENDUM TO REQUEST FOR PROPOSAL**

**FOR SOCIAL SERVICE AND TRAINING CONTRACTS**

No provider agency shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the provider agency or any other person.

The provisions cited above shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with provider agencies under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate.

## **Attachment C**

**Department of Human Services**

**Statement of Assurances**

As the duly authorized Chief Executive Officer/Administrator, I am aware that submission to the Department of Human Services of the accompanying application constitutes the creation of a public document that may be made available upon request at the completion of the RFP process. This may include the application, budget, and list of applicants (bidder’s list). In addition, I certify that the applicant:

1. Has legal authority to apply for the funds made available under the requirements of the RFP, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non-Federal/State share of project costs, as appropriate) to ensure proper planning, management and completion of the project described in this application.
2. Will give the New Jersey Department of Human Services, or its authorized representatives, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP). Will give proper notice to the independent auditor that DHS will rely upon the fiscal year end audit report to demonstrate compliance with the terms of the contract.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. This means that the applicant did not have any involvement in the preparation of the RLI, including development of specifications, requirements, statement of works, or the evaluation of the RLI applications/bids.
4. Will comply with all federal and State statutes and regulations relating to non-discrimination. These include but are not limited to: 1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352;34 CFR Part 100) which prohibits discrimination based on race, color or national origin; 2) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination based on handicaps and the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.; 3) Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.; 45 CFR part 90), which prohibits discrimination on the basis of age; 4) P.L. 2975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et. seq.) and associated executive orders pertaining to affirmative action and non-discrimination on public contracts; 5) federal Equal Employment Opportunities Act; and 6) Affirmative Action Requirements of PL 1975 c. 127 (NJAC 17:27).
5. Will comply with all applicable federal and State laws and regulations.

**Attachment C – cont’d.**

**Department of Human Services**

**Statement of Assurances**

1. Will comply with the Davis-Bacon Act, 40 U.S.C. 276a-276a-5 (29 CFR 5.5) and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.27 et seq. and all regulations pertaining thereto.
2. Is in compliance, for all contracts in excess of $100,000, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier subcontracts as well.
3. Has included a statement of explanation regarding any and all involvement in any litigation, criminal or civil.
4. Has signed the certification in compliance with federal Executive Orders 12549 and 12689 and State Executive Order 34 and is not presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded. The applicant will have signed certifications on file for all subcontracted funds.
5. Understands that this provider agency is an independent, private employer with all the rights and obligations of such, and is not a political subdivision of the Department of Human Services.
6. Understands that unresolved monies owed the Department and/or the State of New Jersey may preclude the receipt of this award.

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature: Chief Executive Officer or Applicant Organization Equivalent

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Typed Name and Title

6/97

## **Attachment D**

READ THE ATTACHED INSTRUCTIONS BEFORE SIGNING THIS CERTIFICATION. THE INSTRUCTIONS ARE AN INTEGRAL PART OF THE CERTIFICATION.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

**Lower Tier Covered Transactions**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by an Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature Date

This certification is required by the regulations implementing Executive order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510

**Attachment D Cont.**

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

**Lower Tier Covered Transactions**

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of facts upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## **Attachment E**

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**Applicant / Bidder:**

**PART 1: CERTIFICATION**

**APPLICANT / BIDDER MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list (on the web at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>) created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

🞎 **I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder’s parents, subsidiaries, or affiliates is listed on the NJ Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.**

**OR**

🞎 **I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department’s Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.**

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

**Using attached sheets, provide a detailed, accurate and precise description of the activities of the bidding person/ entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above.**

**Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.**

**Full Name (print):**

**Signature:**

**Title:**

**Date:**