

**STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED**

**153 Halsey Street PO Box 47017
Newark, New Jersey 07101**

**REQUEST FOR PROPOSAL (RFP)
October 2013**

**STATEWIDE ASSISTIVE TECHNOLOGY PROGRAMS FOR
INDIVIDUALS WHO ARE BLIND OR VISUALLY IMPAIRED**

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INTRODUCTION

The New Jersey Commission for the Blind and Visually Impaired (CBVI), Department of Human Services, announces the availability of up to \$780,000 for an assistive technology-training program to be provided to consumers served by CBVI. The contracted provider will provide assistive technology services to vocational rehabilitation clients, education clients and those students that have multiple disabilities. The contract begins January 1, 2014 and ends December 31, 2014. There is no guarantee that the contract will be renewed. Successor contracts are anticipated dependent upon program success, client needs, and availability of funds.

CBVI is seeking to develop a contract with one (1) assistive technology provider including community based organizations, public or private colleges and universities, public agencies including those of county or state, any other institution, association, business or other entity (profit or not-for-profit) that is eligible to provide services in New Jersey, and can demonstrate an ability to provide the required services as outlined in this document to ensure that the goals of this RFP are met. The contracted provider agency chosen will provide services to the Commission on a statewide basis covering twenty-one (21) counties.

BACKGROUND

CBVI is the designated State unit in New Jersey to provide services to individuals who are blind or visually impaired. CBVI is committed to assisting individuals within the state who have visual impairments to achieve their maximum potential. CBVI seeks to promote the full integration of persons who are blind into the mainstream of social and economic life of the community. CBVI recognizes three major thrusts in carrying out this mission which are (1) providing specialized services to persons with vision problems, (2) educating and working in the community to reduce the incidence of vision loss, and (3) to improve attitudes concerning people with vision loss.

CBVI provides Education Services from birth through age 21 to eligible children and their families. These services are designed to allow students who are blind or visually impaired to participate equally with other students in regular classroom activities. CBVI also offers special services to students who have multiple disabilities to help meet their special education needs related to their blindness or visual impairment. This includes students who have difficulty with vision and hearing as well as students who are blind or visually impaired and have additional disabilities. These services include assessing the child's ability, consulting with family members, teaching staff and therapists, and loaning the student adaptive equipment and materials related to their blindness or visual impairment. The equipment is loaned to the student through the George F, Meyer Instructional Resource Center at CBVI.

Vocational Rehabilitation Services assist adults who are blind or visually impaired in the development, acquisition or updating of skills that will enable them to secure and maintain employment including working in the labor force, operating their own business, supportive employment or managing their own home. These individuals include college students who have some knowledge of technology, to those going from visual to non-visual computer use, to individuals in job jeopardy because of their vision impairment.

DEFINITIONS AND ELIGIBILITY FOR CBVI SERVICES:

LEGAL BLINDNESS: Legal Blindness is defined as visual acuity of 20/200 or less with best correction in the better eye or a visual field loss that reduces the field to 20 degrees or less.

VISION IMPAIRMENT: Vision impairment is defined as visual acuity of 20/70 or less in the better eye with best correction but better than 20/200 or a visual field loss between 20 and 40 degrees or other severe visual defect or field impairment.

ELIGIBILITY FOR VOCATIONAL REHABILITATION SERVICES: Individuals whose best corrected vision is 20/70 or less in the better eye; individuals with severe field of vision defects and those individuals whose best corrected vision is better than 20/70 in their better eye but whose vision is deteriorating or there is a substantial impediment to employment because of vision dysfunction.

ELIGIBILITY FOR EDUCATION SERVICES:

The Education of All Handicapped Children Act of 1975, as amended by the Individuals with Disabilities Education Act, 20 U.S.C. §1413(a)(12), is the Federal statute guaranteeing students with disabilities, ages three through 21, a "free appropriate public education emphasizing special education and related services." The IDEA and its implementing regulation apply to all agencies having direct or delegated authority for the education of students with disabilities regardless of whether they receive funds under the Act. In New Jersey, these agencies include the New Jersey Department of Education, local education agency (LEA), State-operated facilities and the New Jersey Commission for the Blind and Visually Impaired.

Regular and Special Education students whose best corrected visual acuity is 20/70 or less in their better eye with correction and children with severe field of vision defects are eligible for educational services. For very young children, or children with significant

multiple disabilities, the determination of visual impairment may be made by a medical doctor. The student must be 21 years of age or younger and have not completed secondary school and meet State of NJ residency requirements.

The majority of students eligible for CBVI services attend school with their sighted peers and receive blindness and visual impairment related services from a New Jersey certified Teacher of the Blind and Visually Impaired employed by CBVI. The teacher visits the school and works with the student and his/her teachers and parents.

CBVI works with students who have multiple disabilities. Included are students who have difficulty with both vision and hearing, as well as those who are blind or visually impaired and have additional disabilities. Many of these students attend specialized schools, medical facilities or are in classrooms with peers who have similar classifications. A CBVI instructor assesses the student's educational/learning needs with regards to their vision. They consult with family members, teachers, therapists and CST members and loan the student adaptive equipment and materials to better meet their educational/learning needs in the classroom and other environments including the home.

FUNDING

Funds will be awarded for the time frames of January 1, 2014 to December 31, 2014.

This RFP is not for a Cost-Related contract but, instead, for an Annex B-2 Non-Cost Related contract as shown in the Department of Human Services Contract Reimbursement Manual (CRM 3.2) where contracted providers will be reimbursed at a fixed price for each eligible unit of service provided on an hourly or service basis.

The fee schedule is attached under Appendix I. **Note:** This fee schedule is for the 2014 contract year only and may be modified or changed based on client need and funding availability.

Rehabilitation Services Administration (RSA) Federal Vocational Rehabilitation Funds pay for adult vocational rehabilitation clients and college students. Funds for provision of services to education and multiply-disabled students are provided through State of New Jersey allocated funds.

This contract will be for one – (1) year only. However, successor contracts are anticipated dependent upon program success, client needs, and availability of funds.

CONTRACTED PROVIDER ELIGIBILITY

Assistive technology providers including community based organizations, public or private colleges and universities, public agencies including those of county or state, any other institution, association, business or other entity (profit or not-for-profit) that are eligible to provide services in New Jersey, must demonstrate a financial and programmatic ability to provide the required services as outlined in this document to

ensure that the goals of this RFP are met and address the assistive technology needs of people who are visually impaired or blind.

The applicant must demonstrate that the organization has:

1. Experience providing assistive technology services to children, adults, and children who have multiple disabilities.
2. Ability to organize and integrate individual and group services for program participants.
3. Ability to interact and work closely with CBVI staff, including referring teachers and counselors as well as staff of George F. Meyer Instructional Resource Center.
4. Ability to work cooperatively with employers, school districts, teachers and others while providing services to referred clients upon request by the Commission.
5. Ability to provide client reports, billing sheets, authorization invoices, and any other data in a digital format to necessary staff at the Commission on a regular, organized and recurring basis but no later than ten – (10) business days from the completion of the authorized contracted service. The vendor will only use the forms provided by the Commission.
 - a. Reports will be sent via email unless otherwise directed with two attachments:
 - i. The first being the report of instruction.
 - ii. The second attachment will be a copy of the signed CBVI Purchase Authorization followed by the contractor's billing invoice for the instruction provided.
 - b. Reports recommending additional instruction must specify areas to be addressed.
6. The following CBVI employees will be copied on all reports
 - a. Primary Case Worker (PCW)
 - b. PCW Supervisor
 - c. Regional Technological Services Specialist (TSS)
 - d. TSS Coordinator
 - e. Contract Administrator
 - f. Regional Manager

7. Ability to provide the proposed services to the target population by demonstrating a satisfactory past history, adequate resources, and qualifications of staff.
 - a. Have current knowledge and user background of all recommended assistive technology.
8. Demonstrate assistive technology qualifications of staff providing the services.
9. Ability to serve non-English speaking clients
10. Access to and familiar with services in the counties to be served.
11. Capable of implementing and managing programs.
12. Able to maintain confidentiality of records and client information per the Health Insurance Portability and Accountability Act (HIPAA), and
13. Able to comply with the terms and conditions of the Department of Human Services' rules and regulations as specified in the Standard Language Document and the DHS Contract Policy and Information Manual (CPIM) and the Contract Reimbursement Manual (CRM). On the DHS website: <http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/>

SERVICE AREAS AND POPULATION

The chosen assistive technology provider will provide services to the three regional offices of the Commission listed below. Numbers shown in 1, 2, and 3 below, reflect the number of referrals for service during the prior year in each region. However, past performance is not a guarantee of future results.

1. Northern Regional Office (NRO) Assistive Technology Program: Serves individuals who live in the following counties: Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Warren. Referrals will originate from the regional office located in Newark.
 - a. NRO Clients receiving all services In FY 2013
 - i. 605 students; 791 adults
 - b. NRO Clients receiving Assistive Technology services in FY 2013
 - i. Education: 51
 - ii. Vocational Rehabilitation: 52
 - iii. Children with multiple disabilities: 17
2. Central Regional Office (CRO) Assistive Technology Program: Serves individuals who live in the following counties: Monmouth, Ocean, Hunterdon,

Mercer, Middlesex, Somerset and Union. Referrals will originate from the regional office located in Freehold.

a. CRO Clients receiving all services In FY 2013:

i. 803 students: 745 adults

b. CRO Clients receiving Assistive Technology services in FY 2013

i. Education: 56

ii. Vocational Rehabilitation: 49

iii. Children with multiple disabilities: 9

3. Southern Regional Office (SRO) Assistive Technology Program: Serves individuals who live in the following counties: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem. Referrals will originate from the regional office located in Cherry Hill

a. SRO Clients receiving all services in FY 2013

i. 488 students: 683 adults

b. SRO Clients receiving Assistive Technology services in FY 2013

i. Education: 49

ii. Vocational Rehabilitation: 26

iii. Children with multiple impairments: 11

CBVI RESOURCES TO BE USED BY CONTRACTED PROVIDERS

The George F. Meyer Instructional Resource Center located in Newark carries AT equipment, hardware/software and other educational aids. The contracted provider MUST work through the Meyer Center to procure equipment for loan to students. A list of AT equipment, hardware/software and other educational aids available for loan to the student through the Meyer Center will be made available to the contracted provider. At no time should equipment or software not available through the Meyer Center be presented to clients or their families or school district staff unless it is first cleared with the PCW and TSS.

PROVIDER AGENCY SERVICE PROVISION

Education

All Students:

1. A CBVI Instructor will refer a student to a CBVI TSS for Assistive Technology Services.

2. A CBVI TSS performs an assessment of the referred student to determine Information Technology/Assistive Technology (IT/AT) skills proficiency and technology needs.
3. An assessment report is completed by the CBVI TSS. In the report, the TSS will determine whether they will provide the necessary training for the student or, instead, refer the student to the CBVI contracted provider agency.
4. The TSS report will include:
 - a. Recommendations for equipment and software to be loaned to the student and obtained from the Meyer Center
 - b. The training/technology that needs to be taught to the student with a recommended number of training hours.
5. Students will be referred directly to the contracted provider by the CBVI Instructor via an interagency referral form.
6. Upon receipt of an initial referral from CBVI, the contract provider's assigned instructor will email CBVI's PCW and TSS providing contact information and a date for a proposed first visit to the client.
7. Training by the contracted provider agency:
 - a. Students will be trained individually or in small groups at school or at other locations (as approved by CBVI) on the use of the equipment and software.
8. Contracted provider must be aware of student schedules, and work within that schedule necessitating evening, after-school and week-end hours as needed.
9. When requested to perform an evaluation for education clients, the evaluation, equipment, and training recommendations should be limited to only the equipment supplied by the Meyer Center. Any exceptional needs must be discussed with the TSS.
10. Cancellation Policy – Education: At the start of AT services from a contract provider, a cancellation policy will be provided to the parent/legal guardian by the PCW, copied to the classroom teacher or designee at the school. The student/parent/school personnel will be informed to cancel a training session at least 24 hours before the scheduled session. The contract provider will also be expected to confirm the appointment 24-48 hours before and document this in their case notes. Cancellations that occur after the time period will require CBVI to pay for one hour of training at the rate of \$120/hour. For students who show a pattern of violating this policy (three cancellations with less than 24 hours' notice), their parent/legal guardian will be sent a written notice by the PCW indicating that they are not adhering to the cancellation policy and that any

additional cancellations will warrant suspension of services. Suspension of service will be determined by the PCW and their immediate supervisor, and the parent/legal guardian will be notified in writing. The parent/legal guardian of a student who has been suspended from training services must contact the Education Supervisor in order to reinitiate services. Any additional cancellations that violate the policy will warrant termination of training services.

Vocational Rehabilitation

Adults and College Students:

1. Assessments will be done by the TSS. The evaluations will be provided by the CBVI tech staff. Included in that report will be recommendations for equipment software, and the type and level of training.
2. Training of adults will be done individually. All training must occur face-to-face at home, school or work environment, or other environments as deemed appropriate by the TSS.
3. Use of the three – (3) CBVI Regional Technology Assistance Centers (RTAC) is permissible upon approval by the TSS.
4. Adults will be referred directly to the contracted provider by the PCW via intra-agency referral form
5. All training must be pre-authorized by the PCW prior to any contact with the referred consumer. All training must be pre-authorized by the PCW, as verified by the receipt of a CBVI Purchase Authorization, prior to any contact or continuation of services to the referred consumer.
6. Cancellation Policy – Vocational Rehabilitation: Consumers will be notified at least 24 hours in advance by the contract provider of a scheduled appointment to provide training by telephone call or e-mail. Consumers can cancel or reschedule an appointment but, in no case, less than 24 hours prior to the scheduled time of the appointment. Cancellations that occur after the requisite time period will require CBVI to pay for one hour of training at the rate of \$120/hour. Consumers who miss a scheduled appointment will be sent a written notice by the PCW in an accessible format that they are not following the cancellation policy of the agency and that any additional cancellations will warrant suspension of services. Consumers who have been suspended from training services must contact the VR Supervisor and request that services be reinstated. The VR Supervisor will review the cancellation policy with consumer and provide a warning that any additional cancellations that violate the policy will warrant termination of training services.

Both Education and Vocational Rehabilitation

1. All training needs, equipment, or software are defined by the evaluation performed by the CBVI TSS.
2. Any changes or additions to training goals must be approved in writing by the TSS. Any concerns about the appropriateness of equipment or training goals should be directed to the TSS prior to being addressed with the client or other interested parties.
3. The provider must not provide installation or technical support unless specifically directed by the TSS. Brief troubleshooting may occur to address an immediate issue, but should not extend beyond one – (1) hour. Any technical issues should immediately be brought to the attention of the PCW and TSS so that the issues can be rectified and training can continue.
4. The Contract is referral driven, with a Fixed Rate of \$120.00 per hour which is the price regardless of the Provider Agency's actual cost of performing the work of the contract. **This is a Fixed Rate all-inclusive Contract, with a rate of \$120.00 per hour for all Direct Client Contact.** Direct Client Contact is defined as face-to-face, client contact/instruction. All other administrative costs (i.e., report writing, travel) are not billable.
 - a. For example, if CBVI approves ten – (10) hours of client instruction, the vendor will provide ten – (10) full hours of face-to-face instruction to the client. Any time spent traveling, writing reports, or any other administrative activities, shall not be charged to CBVI.
5. Any services other than training must be directed to the PCW, such as:
 - a. providing reports to any parties other than CBVI;
 - b. providing consultative or evaluative services to the employer, school, family, or any other third party, and;
 - c. attending IEP/504 meetings or any other educational/employment planning meetings with any other third party.
6. Make their organization and staff available for training and technical assistance.
7. Sign a Business Associates Agreement (BAA) in compliance with HIPAA to assure confidentiality of protected health information (PHI).
8. Additional Training mandated/provided by the Commission to the provider will be paid at half-rate Program Service Fee – \$60.00 per hour (i.e. Fully Accessible Client Tracking System (FACTS) Training).

OBTAINING THE PROPOSAL PACKAGE

To obtain a copy of the Request for Proposal Package contact Kevin Harris at (973) 648-7416 or (973) 648-3333, or via email at kevin.harris@dhs.state.nj.us or the

proposal package can be picked up in person at the New Jersey Commission for the Blind and Visually Impaired, 153 Halsey Street, 6th floor, Newark, NJ 07102. The Request for Proposal (RFP) is available for download via the New Jersey Department of Human Services web site at <http://www.state.nj.us/humanservices/providers/grants>

MANDATORY BIDDER'S/TECHNICAL ASSISTANCE WORKSHOP

The **mandatory** Bidder's/Technical Assistance Workshop will be held on Friday, November 1st, 2013 at the George F. Meyer Resource Center, 375 McCarter Highway, Newark, N.J. at 10:30 a.m. In order to submit an application, your agency representative **MUST** attend. Registration for the workshop must be done in **ADVANCE** by calling (973) 648-7416 or (973) 648-3333. The workshop will give potential applicants an opportunity to learn more about CBVI, the proposed program, tour the Center, RFP requirements and proposal preparation. All Technical Assistance questions must be sent via e-mail to kevin.harris@dhs.state.nj.us by the close-of-business the Friday before the Bidders Workshop. Subsequent to the bidders conference, questions submitted by individual agencies will be answered, however, the questions/answers will be distributed to all interested agencies.

Kevin Harris, consultant for the New Jersey Commission for the Blind and Visually Impaired is the contact person who will provide technical assistance relating to contract preparation. His email address is kevin.harris@dhs.state.nj.us or phone 973 648-7416. Technical assistance will be provided only up to the date of the Bidders Workshop. After the Bidders Workshop, no individual questions can be answered or contact made.

PROPOSAL SUBMISSION INFORMATION

The proposal narrative should be written concisely and in the order indicated below under **PROPOSAL**. The proposal narrative that is submitted should begin with Question 1 "Organization Mission and Goals" and continue through Question 6 "Confidentiality." The proposal narrative should be clearly typed on one side of the page, pages numbered, with no smaller than a 12-point font. The Funding Proposal Cover Sheet (in the proposal package) should be placed on the top of the proposal, then the proposal narrative, followed by the other requested documentation and information in the back of the package. To indicate your cooperation, experience and interaction with your community, you may include letters of support and cooperation, copies of agreements, or other materials.

Please submit one complete, signed original proposal package as detailed. For the selection committee review, **submit five copies of a smaller packet** consisting of the cover sheet, proposal narrative, and, if included, letters of support/cooperation/cooperative agreements. **To accommodate potential reviewers who do not read print, please submit a copy of the proposal on a CD.** The text documents should be in MS Word or Rich Text Format, and any spreadsheet documents need to be in MS Excel format.

You may submit your proposal by mail or in person to the address shown below. The proposal package must reach CBVI by the deadline date and time indicated.

THE PROPOSAL

Proposals must include the following information in a narrative format:

1. **Organization Mission and Goals:** A brief description of agency mission, history, purposes and goals. If a Cooperative/Consortia proposal, provide the information for each participating agency.
2. **Organizational Experience:**
 - a. Identify the experiences of your agency in providing assistive technology services to the target populations: school-aged children and adults who are blind or visually impaired who may have additional disabilities.
 - b. Indicate your agency's knowledge of community needs and range of services throughout the State of New Jersey.
 - c. Indicate how your organization has fulfilled other contracted programs and outline experiences working with the State of New Jersey (if appropriate) or other contracted entity.
 - d. Show how your organization can provide the proposed services to the target population by demonstrating a satisfactory past history, adequate resources, financial stability and qualifications of staff.
3. **Program/Service Design:**
 - a. Provide an overview of your proposed program design, services, activities and staff to achieve the objectives stated under Contracted Provider Services:
 - b. Specifically indicate how you will organize and coordinate the service provisions including assessments.
 - c. Describe how your organization will interact and work closely with CBVI staff and administration including referring teachers, counselors, the TSS, as well as staff of George F. Meyer Instruction Resource Center. Indicate your agency's ability to work cooperatively with employers, school districts, teachers and others while providing services to referred clients. Describe how you plan to provide client reports and data to referring counselors and teachers on a regular, organized and recurring basis.
 - d. Describe the evaluation and training programs that you plan to use for:
 - i. Students;
 - ii. Students who have multiple disabilities;
 - iii. Adults, including college students and employment related situations.

- e. Indicate what type of intake/evaluation, assessment process you use. Include samples of reports and professional best practices that your agency has used in the past.
- f. Describe your ideas about how you would follow-up and determine the need for further training of clients.
- g. Describe the methods to be used to measure and evaluate participant progress toward goals.

4. Time Frames and Project Implementation

- a. Provide an estimated time frame for project implementation in the event that your organization is awarded the contract.
- b. Provide a timeline showing the steps from the grant award to implementing a full program according to CBVI requirements and the referral.
- c. Include outreach, technical assistance, working with CBVI staff, hiring of staff if needed and other steps that may be necessary.

5. Staffing

- a. Criminal History Background Investigations shall be conducted for those employees of agencies under contract with CBVI, working in such contracted programs, who have direct contact with the persons served by the agency. Such employees include, but are not limited to, consultants, interns and seasonal employees (See N.J.S.A 30:6D-63 to 72 and N.J.A.C. 10:48A-2.1).
- b. Demonstrate assistive technology qualifications of staff providing the services.
- c. Explain the capability of your staff to serve culturally and linguistically diverse clients
- d. Provide information regarding which staff will perform each service activity described in # 3 and 4 above.
- e. Provide an organizational chart to include staff names, job titles, and job locations.
- f. Provide job descriptions, qualifications, experience of all staff who will provide the direct client services, and of the supervisory and management personnel of the proposed program.

- g. Include management and supervision methods that will be utilized in the operation and procedures for monitoring staff performance of the service activities.
- h. If additional staff is to be hired, indicate qualifications for the new hire and the orientation/training protocols.

FISCAL STABILITY:

The Provider must submit a copy of their June 30th, 2012 and 2013 audited Financial Report or the most current. The purpose of the Financial Report is to establish the financial stability of the agency. Strong financial stability is required due to the fact the grant award is a referral driven and fixed rate contract. The Provider receives payment after services are rendered.

CONFIDENTIALITY

CBVI is a covered entity pursuant to the Health Insurance Portability and Accountability of 1996, 42 U.S.C.A. §1320d et seq. (HIPAA); 45 CFR Parts 160 and 164. Before a Provider Agency obtains or is permitted to access to create, maintain, or store Protected Health Information (PHI) as part of its responsibility under this contract, the Provider Agency shall first execute a Department of Human Services Business Associate Agreement (BAA). A Provider Agency whose work under this Contract does not involve PHI is not required to execute a BAA. The Department of Human Services shall have the sole discretion to determine when a Provider Agency's work will involve PHI. Protected Health Insurance shall have the same meaning as in 45 CFR 160.103.

REQUIRED DOCUMENTS

1. The application must also include:
 - a. Current organizational chart.
 - b. Most recent organization-wide financial and programmatic audit.
 - c. Applicants code of ethics and/or conflict of interest policy (Executive Order No. 189).
 - d. Copy of affirmative action policy and certification.
 - e. Confidentiality Policy.
 - f. Current list of board of directors, officers and terms of office of each.
 - g. Documentation of charitable registration status and business registration.
 - h. Copy of certification of incorporation.
 - i. Original and/or copies of letters of commitment from the collaborators.

- j. Signed and Dated Debarment Certification Statement (attached).
- k. N.J.S.A. 34-13.2 Source Disclosure Certification Form (replaces Executive Order 129 Form).
- l. IRS Form 990 or 1120.
- m. Signed Business Associate Agreement (BAA).
- n. Statement of Assurances properly signed by the CEO or equivalent (Policy Circular P1.04, Attachment B)

2. RFP Attachments

- a. Funding Proposal Cover Sheet
- b. Annex B-2
- c. Executive Order No. 189
- d. Certificate Regarding Debarment
- e. Statement of Assurances
- f. Department of Human Services Standard Language Document
- g. Required Forms
- h. Meyer Center equipment list

DEADLINES:

Proposals are due by Friday, November 22nd by 3:00 p.m. After this date and time, **no applications will be accepted**. Proposals can be mailed to:

Kevin Harris, Consultant
New Jersey Commission for the Blind & Visually Impaired
153 Halsey Street, PO Box 47017
Newark, NJ 07101

Proposals can be hand delivered to:

New Jersey Commission for the Blind and Visually Impaired
153 Halsey Street, 6th Floor
Newark, New Jersey 07101

No e-mails or facsimiles will be accepted. Proposals will be evaluated and contract announcements will be made by Friday, December 13th, 2013. The program will be implemented by Wednesday, January 1st, 2014

DISCLAIMER:

The Department of Human Services, New Jersey Commission for the Blind and Visually Impaired, “reserves the right to reject any and all proposals 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, loss of funding, inability of the Applicant to provide adequate services, indication of misrepresentation of information and/or non-compliance with State and Federal laws and regulations, any existing Department Contracts, and procedures set forth in this policy circular.” Also, please note, that if awarded a contract, your agency will be required to comply with affirmative action requirements of PL 1975 c.127 (NJAC 17:27).

PROPOSAL REVIEW PROCESS

A review panel of at least five people will assess, rate, and rank proposals to recommend for funding. Panel members will be comprised of state employees. The proposals are evaluated to ensure satisfactory documentation, capability, clarity, reasonableness and consistency with the needs and requirements of the RFP. The panel is broadly representative and culturally diverse and no panel member has any interest, financial or otherwise direct or indirect in the result of the panel’s evaluations. Recommendations of the panel are regarded as confidential until the awards are publicly announced.

PROPOSAL EVALUATION SCORING

The proposals will be evaluated using the 100 point rating scale as indicated

Financial Stability	30
Program Service Design	20
Qualifications of Staff	20
Experience of Organization	20
Program Implementation and Start-up	10

PROTEST PROCESS

An agency seeking to challenge the rejection of their proposal must do so within 7 days of the issuance of the notice of intent to award. The challenge must be in writing and must clearly state the factual basis for the protest. The challenge along with any other relevant information must be sent to the Office of the Executive Director of the New Jersey Commission for the Blind and Visually Impaired, 153 Halsey Street, P O Box 47017, Newark, NJ 07101.

APPENDIX I Fee Schedule

Per Direct Client Contact: Program Service Fee

This is a Fixed Rate all-inclusive Contract, with a rate of \$120.00 per hour for all Direct Client Contact. Direct Client Contact includes face-to-face client contact/instruction for the following:

1. Evaluation/Assessment for Students.
2. Evaluation/Assessment for children who are multiply disabled.
3. Evaluation/Assessment for Adults (when requested).
4. Training, Installation, Integration of equipment for Students, Adults and Children who are multiply disabled.

NOTE: The above fee is all inclusive. All administrative, non-contact hours (i.e., travel, report writing, etc.) are not billable by the contracting agency.

CBVI has established the rate above based upon the information in its possession as the reasonable fee.

- If your agency has (a) a lower established fee as a going rate, (b) a special rate for your most favored customer or a combination of services, indicate which is lower. Then detail the rates and include under the **REQUIRED DOCUMENTS** in the RFP.
- If your agency has a higher established fee but is willing to financially participate in the value of the contract, then detail that fee and include under the **REQUIRED DOCUMENTS** in the RFP.