

**Residential Community Release Programs
Request For Proposals Bid No. PCS-2021-Rev
Content of Bid Proposal Checklist**

Name of Bidder's Organization: _____

Name of Facility: _____

Type of Facility: _____

The following items are critical application elements required for bid proposals. Bidders are required to complete the checklist to ensure bid proposals are materially responsive and include all documentation for review and scoring by evaluators. Bidders shall not include documents other than those requested by the State of New Jersey for this bid proposal. Additional documents will not be considered by evaluators.

REQUIREMENTS		Included	N/A
1	One original proposal in binder, one copy on CD-ROM and one copy on USB		
APPLICATION FOR CONTRACTUAL SERVICES and ASSOCIATED DOCUMENTATION			
2	Signed Application for Contractual Services		
3	Certificate of Incorporation		
4	Annual Report to NJ Department of Treasury, Division of Revenue and Enterprise Services		
5	IRS tax exempt certificate or letter		
6	Annual Charities Registration/Verification Statement to NJ Division of Consumer Affairs (Form CRI-200 or CRI-300R) (if applicable)		
7	Explanation and status of pending litigation (if applicable)		
8	Explanation and status of past due and federal tax payments (if applicable)		
9	Explanation and status of disputes with local or state authorities (if applicable)		
10	Explanation and status of bankruptcy protection (if applicable)		
11	Explanation and status of local or state imposed fines or sanctions (if applicable)		
12	Certificate of Occupancy		
13	Fire inspection report (most recent)		

REQUIREMENTS		Included	N/A
14	Health sanitation inspection report (most recent)		
15	Conditional license for operation as a substance abuse treatment program issued by the NJ Department of Health, Division of Certificate of Need and Licensing (if applicable)		
16	Three (3) letters of support for the program from local organizations or public officials		
17	Proof of mortgage, copy of lease agreement or lease option document		
	PROPOSAL NARRATIVE - TECHNICAL PROPOSAL PARTS 1 AND 2		
18	Part 1 Technical Proposal: Overall General Approach and Detailed Plan for Accomplishing the Statement of Work		
19	Part 2 Technical Proposal: Bidder's Company History		
	BID RESPONSE REQUIREMENTS: PART 3 - NJ DEPARTMENT OF TREASURY BUSINESS FORMS		
20	Disclosure of Activities Investigations and Other Actions Involving Vendor		
21	Subcontractor Utilization Plan (applicable if subcontracting)		
	BID RESPONSE REQUIREMENTS: PART 3 - ADDITIONAL DOCUMENTS		
22	Program narrative abstract		
23	Written implementation plan and timeline, for new bidders or new RCRPs only		
24	Proposed facility site plan		
25	Copy of a certified letter notifying public officials of intended program and their response		
26	Written Outcome Measurement Plan		
27	Quality Control Plan		
28	Pandemic Operational Preparedness, Prevention and Management Written Operating Plan		
29	List and detailed description of all assessments and screening tools		
30	Schedule for implementation of all assessments and screening tools which includes a timetable for the initial assessment and all reassessments		

REQUIREMENTS		Included	N/A
31	Detailed treatment approach and curriculum		
32	Table of Organization		
33	Staffing pattern		
34	Resume, copy of diploma or college transcripts and any professional licenses of Facility Program Director or equivalent title		
35	Resumes for all key decision makers and managers		
36	Resume, copy of college transcripts and any professional licenses of any teacher		
37	Resume, copy of college transcripts and any professional licenses of any social worker or addictions counselor		
38	Annual staff development plan		
39	Written food service plan		
40	Audited financial statement for the most recent calendar year		
	COST PROPOSAL: PER DIEM RATE, PER DIEM RATE CALCULATIONS, AND REQUIRED SOURCE DOCUMENTS		
*	The proposed per diem rate and calculations listed below are provided in a separate sealed envelope (up to three proposed per diem rates/calculations based upon different bed proposal scenarios may be submitted)		
41	Schedule A - Bidder's Proposed Per Diem Rate - Essential Services		
42	Schedule B-1 - Bidder's Proposed Per Diem Rate - Essential Services - Allowable Costs		
43	A separate <u>itemized</u> schedule of operating expenses affixed to "Schedule B-1 Allowable Costs" if proposing additional operating costs beyond those listed on the form		
44	Schedule B-2 - Bidder's Proposed Per Diem Rate - Essential Services - Program Personnel Cost		
45	Form B-3 - Bidder's Proposed Per Diem Rate - Essential Services - Bidder's Staffing Proposal		
46	A profit and loss statement for calendar or fiscal year end for expenditures used in the per diem calculations		
47	Copy of a paid invoice (source document) if facility rent is included in the per diem calculation		
48	Cost allocation plan if other programs are operated at the facility		

REQUIREMENTS DUE PRIOR TO CONTRACT AWARD (May be Submitted with Bid Proposal)		Included	N/A
	NJ DEPARTMENT OF TREASURY BUSINESS FORMS		
49	Disclosure of Investment Activities in Iran Form		
50	Source Disclosure Form		
51	Affirmative Action Employee Information Report AA-302 or Certificate of Employee Information Report approval issued in accordance with N.J.A.C. 17:27-4		

I hereby certify that the information requirements have been provided and have only been omitted if non-applicable to my organization or to the specific program proposed in the bid submission, as indicated above.

Name of Bidder's Organization

Signature of Chief Executive Officer/Executive Director

Date