

New Jersey Department of Human Services
Commission for the Blind and Visually Impaired

REQUEST FOR QUOTATIONS

for

THE FELLOWSHIP PROGRAM 2024

The New Jersey Department of Human Services (DHS), Commission for the Blind and Visually Impaired issues this Request for Quotations (RFQ) to solicit quotes for programming services that meet the program requirements, discussed below.

I. BACKGROUND AND POPULATION SERVED

The New Jersey Commission for the Blind & Visually Impaired (CBVI) provides services for individuals who are visually impaired, blind, and deaf-blind. CBVI's services and related programming are designed to foster independence.

II. THE FELLOWSHIP PROGRAM'S PURPOSE, SCOPE, GOALS, SERVICES SOLICITED, AND MEASUREMENT OF SERVICE OUTCOME OBJECTIVES

A. Purpose

The New Jersey Commission for the Blind and Visually Impaired (CBVI) is proposing a mentorship program to address the needs of individuals with vision loss who reside in New Jersey.

The Fellowship Program (Program) represents a collaborative partnership between two populations of CBVI consumers: Individuals aged 18 - 21, and individuals aged 55+.

The goal of this Program is to create a sense of community and mutual mentorship by building meaningful connections between individuals who are experiencing vision loss, aged 18-21 and aged 55+.

The winning bidder shall facilitate this Program, as discussed below.

B. Scope

CBVI anticipates that approximately 18 to 24 of its consumers will be served by this Program.

CBVI's Counselors will identify and refer appropriate consumers (aged 18 - 21 and aged 55+) into the Program.

Consumers will be visually impaired, blind, or deaf-blind.

C. Goals

The goal of the Program is to foster mutual respect, independence, resilience, and advocacy — by and between the different age groups — through a series of educational and skills-based activities.

Project Objectives:

- The Program will provide older adults, aged 55+, with the opportunity to meet and share knowledge, communication skills, professionalism, and life experiences with younger individuals, aged 18 - 21.
- The Program will provide younger individuals, aged 18 – 21, with the opportunity to meet and share knowledge and interests such as technology (assistive and other) as well as their life experiences with vision loss with older adults, aged 55+.
- The winning bidder shall host virtual meetings (on the Zoom platform) two times each month. The winning bidder shall also host in-person meetings two times each year at a location appropriate to need, as approved by CBVI.
- The meetings will serve up to 20 participants consisting of both large and small group activities, as well as supervised discussions related to living life with vision loss.
- Program evaluations will be completed with each participant. The first, a pre-participation survey, in order to gain baseline information, interests, and goals from participants; and, the second, a post-participation survey, in order to gain feedback from participants on their experiences and progress towards personal goals. The pre-participation survey is to be received within 90 days of the program inception date, and the post-participation survey shall be received within 90 days after the program completion date.
- The Program's activities shall relate to subjects, including but not limited to: Work readiness; self-advocacy; technology; independent travel; activities of daily living; employment; and, independence.
- The Program shall be structured to foster peer mentoring opportunities between the Program and the participants.

Proposed Virtual Activities:

- Meet and Greet of Participants
- Emotional aspects of vision loss
- Accepting your vision loss
- Developing a positive self-image
- Self-advocacy skills training
- Building healthy relationships
- Identifying and developing personal and professional goals
- Managing social anxiety and peer pressure
- Socialization and communication
- Accessing social media
- Resume building and practicing interview skills
- iPhone / iPad accessibility
- Smart technology
- Computer accessibility

Proposed In-person Activities:

- Orientation and Mobility
- Cooking Skills
- Yoga, mindfulness, and meditation
- iPhone / iPad workshop
- Helpful apps for iPhone / iPad
- Program content can be virtual, in-person, or a combination.

D. Services Solicited — Statement of Work (SOW)

CBVI expects the winning bidder to develop, implement, facilitate, administrate, and report to CBVI on any and all content needed to successfully implement the Program’s goals, as described above in Section II, Paragraph (C), and to do so within the time frames set forth above and generally herein.

E. Measurement of Service Outcome Objectives

CBVI will measure service outcome objectives based upon the results of the pre and post-participation surveys conducted pursuant to Section II(C), above.

III. DESCRIPTION OF GRANT FUNDING SOURCE

Vocational Rehabilitation and Independent Living Older Blind Grants.

IV. WHO MAY APPLY?

A. Eligible Entities

To be eligible to submit a Quote, the bidder shall be a community agency or organization.

B. Required Qualifications

To be awarded this contract, the bidder shall show by and through its proposal that it is qualified to implement this Program, as outlined above in Section II(C).

V. RFQ SCHEDULE

| | |
|--|--------------------------------------|
| Issuance of RFQ | April 19, 2024 |
| Questions and answers due on or before | 11:59 a.m. ET, April 26, 2024 |
| Submission of Quote due on or before | 11:59 p.m. ET, May 10, 2024 |
| Award announcement | May 31, 2024 |
| Anticipated implementation date | July 01, 2024 |

****Note: No applications will be accepted after these deadlines.***

VI. RFQ PREPARATION, REQUIRED CONTENTS, AND SUBMISSION

All interested bidders shall submit the information requested in this Section (VI), Paragraphs (A) – (I), in the format required by Paragraph (J), to CBVI at the address specified in Paragraph (K), on or before the Submission of Quote due date, set forth in the RFQ schedule in Section V above.

Note: If the following information is not submitted on or before the Quote due date, CBVI shall deem the Quote as non-conforming and non-responsive to this RFQ and subject to automatic rejection.

- A. Copy of bidder’s organizational chart.**
- B. Copy of organization-wide audit report.**
- C. Copy of bidder’s code of ethics and / or conflict of interest policy.**
- D. List of bidder’s directors and officers, including their terms of service.**
- E. Copy of bidder’s charitable registration status.**
- F. Copy of bidder’s certification of incorporation.**
- G. Copy of letters of commitment from collaborators, if any.**
- H. List of names and addresses of entities providing support and / or money to help fund bidder’s work on Program.**
- I. Responses to evaluation criteria (from NJAC § 10:3-3.6) (below):**

CBVI will evaluate Quotes based upon the following criteria. Each Quote shall contain information in response to the following evaluation criteria.

****Note: When responding to the following criteria in the Quote, please indicate the page number, Section (VI), subsection (I), paragraph (i.e., 1 - 11), and any subparagraph(s) (i.e., a, b, etc.), to which your response applies.***

- 1. Funding proposal cover sheet. Include a cover sheet that includes at minimum:
 - a) Incorporated name of the bidder;
 - b) Agency type (i.e., profit, nonprofit, public, etc.);

- c) Federal ID;
- d) Charities registration number, if applicable;
- e) Address;
- f) Contact person, with the person's name, title, phone number, fax number, and email address; and,
- g) An authorization signature of the chief executive officer of the entity submitting the proposal.

****Note: This cover sheet does not need to be an entire page.***

- 2. A brief statement of the bidder's mission and goals, including the bidder's history, purpose, and objectives;
- 3. A description of the factors that make the bidder the most capable to provide the services set forth in Section II (*above*), including the following:
 - a) Existing services already being provided by bidder;
 - b) Current statistics; and,
 - c) The bidder's ability to provide the services required by Section II (*above*).
- 4. The geographic area to be served;
- 5. An indication of those services that will require a subcontract for provision of the services requested in Section II (*above*), including a list of the bidder's subcontracts, if known;
- 6. A program approach based on the parameters set forth in Section II (*above*), an overview of the total service package, including a description of how the services will be implemented and the time frames involved. The narrative shall address client population and geographic areas served, and for each component of the program package, the following information shall be provided:
 - a) A description of the service activities or methods that staff will employ to achieve the services required by Section II (*above*);

- b) A description of how the bidder will oversee the operation; the procedures utilized for monitoring the performance of the service activities required by Section II (*above*); and, how the bidder will measure and evaluate the quality of service;
 - c) As needed, a definition of each service component to be performed to satisfy the requirements of Section II (*above*), including the purpose and goal of each;
 - d) An indication of the number, skills, and qualifications of the staff that will perform the service activities set forth in Section II (*above*), as well as the use of any volunteers;
 - e) A table of organization for administration and personnel position titles and job descriptions for each position;
 - f) If there are fees, a description of fees for service, sliding fee schedules, and waivers of fees; and,
 - g) A description of client data to be recorded; the use of this data by the bidder; the means of maintaining confidentiality of client records and data; and, the retention schedule of client records and schedule for destruction.
7. Information on accessibility of services, such as:
- a) The hours and days that each service will be available to clients, including how emergencies are handled (e.g., closings, client crisis, after-hours contacts, etc.);
 - b) A list and description of the location(s) where each service will be provided to clients (including in-home provision, if that is an option);
 - c) A description of transportation options for clients in obtaining each service; and,
 - d) A description of handicapped accessibility accommodations.

8. Information on service coordination, specification of ancillary agencies that will be frequently utilized in combination with the service being proposed for funding, including any already existing relationships and agencies which will be referral sources for these services, including how formal coordination and referral agreements will be accomplished. Include as attachments to the proposal copies of any and all commitment letter(s) and / or affiliation agreement(s) with ancillary agencies.
9. Information on programs managed by the bidder at the time of the application and the funding sources of such programs;
10. A completed Department budget proposal and a statement indicating the anticipated startup costs for the services.
11. A signed debarment certification statement that the bidder is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from federally funded contracts. (*See, DHS Appendix D, in Forms Section VIII, below.*)

J. Required formatting for Quote

Quotes shall be limited to five (5) pages; be single-spaced; have one inch (1”) margins; have normal character spacing (not condensed); have typeface no smaller than twelve (12) point Arial, Courier New or Times New Roman font.

CBVI shall deem any quote that exceeds the foregoing formatting or content requirements as non-responsive to this RFQ and subject to automatic rejection.

K. Where to Submit Quote

Please submit completed conforming responsive Quotes to:

Attention: Selina Gooden, Administrative Assistant

Selina.Gooden@DHS.NJ.gov

VII. QUESTIONS AND INQUIRIES: TECHNICAL ASSISTANCE FOR THIS QUOTE

CBVI will accept questions and inquiries that are directly related to this RFQ. Questions shall be asked in consecutive order and each question should begin by referencing the RFQ page number, Section number, paragraph, and subparagraph(s), to which it relates.

*On or before the due date for questions, as set forth in the RFQ schedule above, questions may be emailed to:

Contact: Selina Gooden, Administrative Assistant, CBVI

Email: Selina.Gooden@DHS.NJ.gov

***Note:** CBVI will NOT consider nor answer any question or inquiry made after the due date for questions.

CBVI will distribute answers to questions (that comply with this RFQ's guidelines) to all bidders.

To develop their Quote, bidders should rely upon the information in this RFQ and CBVI's responses to bidders' questions.

VIII. FORMS due no later than June 12, 2024

To finalize the resulting contract, the winning bidder will be asked to submit forms, including but not limited to the following forms:

A. Forms at the following link shall be completed and submitted to CBVI (DPP):

<https://www.state.nj.us/treasury/purchase/forms/Waiver%20and%20DPA%20Contract%20Checklist.pdf>

B. Appendix A (Executive Order 189) (DHS) (attached);

C. Appendix B (Statement of Assurances) (DHS) (attached);

D. Appendix D (Debarments & Suspensions) (DHS) (attached);

E. Confidentiality & Commitment to Defend Form (DPP) (attached); and,

F. Subcontractor Utilization Form (DPP) (attached), if applicable.

IX. SCORING AND EVALUATING QUOTES

A. Scoring Quotes

CBVI will score responsive Quotes, which conform to this RFQ's requirements, based upon the bidder's provision of the documents required by and responses to the evaluation criteria set forth in Section VI (A - I) (*above*).

To score the Quotes, CBVI will consider the following (*from NJAC § 10:3-3.9(a)*):

1. Bidder's ability to comply with all terms and conditions of the standard language document and its associated annexes and attachments;
2. Bidder's prior history in the delivery of the same or similar services;
3. Qualifications of bidder's staff;
4. Adequacy of bidder's facilities;
5. Bidder's ability to manage the fiscal aspects of the contract including a satisfactory past history (a pre-award survey may be necessary prior to the signing of the contract);
6. Accountability of bidder's program and management initiatives to ensure accountability of bidder's staff, for example, supervision and training of staff, planned levels of service, and contingency plans to ensure attainment of objectives;
7. Evidence of bidder's ability (including satisfactory past performance and evaluation) to provide the proposed services to the target population, including, if applicable, limited English proficient and bicultural populations;
8. Evidence of the adequacy of bidder's resources, facilities, and equipment to operate the proposed program;
9. Review of required documents; and,
10. Opinions of references or other agencies that contract with bidder.

B. Evaluating Quotes

CBVI will evaluate quotes pursuant to N.J. Treasury Circular 24-16-DPP.

C. Tie Scores

CBVI will handle tie scores between conforming responsive quotes based upon the criteria set forth in *NJAC § 17:12-2.10* and in New Jersey Treasury's Division of Purchase & Property Circular 24-16-DPP Section IV(D), which can be reviewed at this link: <https://www.nj.gov/infobank/circular/cir24-16-DPP.pdf>.

X. CONTRACT AWARD AND TERM

A. Award

CBVI intends to make a contract award based upon this RFQ with reasonable promptness by written notice to the responsible bidder whose conforming and responsive Quote is the most advantageous to CBVI, based upon the scoring and evaluation provisions set forth, above. CBVI specifically reserves the right to reject any Quote when it determines it is in the best interest of the public to do so.

CBVI intends to award this contract to one responsible bidder that submits a timely conforming responsive Quote, so long as that bidder meets all of the requirements set forth in this RFQ and as established by DHS and the New Jersey Treasury's Division of Purchase and Property (DPP), including but not limited to any and all requirements described in the Standard Terms & Conditions and on the required DPP and DHS forms.

B. Term

The final contract shall have a term from July 1, 2024 through December 31, 2024.

XI. PROTEST PROCESS

Pursuant to New Jersey Treasury's Division of Purchase and Property Circular 24-16-DPP Section IV(I):

In the event of a protest or dispute between an agency and a vendor regarding a DPA vendor selection, the vendor shall be provided due process via review by the agency's Director of Administration or Fiscal Officer. ... If the matter cannot be resolved by the agency, the Assistant Director of CCAU will conduct a review and make a determination in accordance with N.J.A.C. 17:12-3.

XII. REQUIRED DISCLAIMERS: RESERVATION OF RIGHTS

DHS and CBVI reserve the right to reject any and all proposals when circumstances indicate that it is in their best interest to do so. The Department's best interest 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 noncompliance with State or federal laws or regulation; any existing Department contracts; and/or procedures set forth in this subchapter.

XIII. ATTACHMENTS

- A. Executive Order 189;**
- B. Statement of Assurances;**
- C. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions;**
- D. Confidentiality & Commitment to Defend Form;**
- E. Subcontractor Utilization Form; and**
- F. Mandatory Equal Employment Opportunity Language.**

ATTACHMENT A

EXECUTIVE ORDER 189

APPENDIX A

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES

ADDENDUM TO RFP 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 which 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 which 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.

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 B

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:

- 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.
- 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.
- 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 RFI, including development of specifications, requirements, statement of works, or the evaluation of the RFI applications/bids.
- 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 C.F.R. 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 C.F.R. 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 C.F.R. 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 (N.J.A.C. 17:27).
- Will comply with all applicable federal and State laws and regulations.

- Will comply with the Davis-Bacon Act, 40 U.S.C. 276a-276a-5 (29 C.F.R. 5.5) and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.27 et seq. and all regulations pertaining thereto.
- 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.
- Has included a statement of explanation regarding any and all involvement in any litigation, criminal or civil.
- 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.
- 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.
- Understands that unresolved monies owed the Department and/or the State of New Jersey may preclude the receipt of this award.

Applicant Organization

Signature: CEO or equivalent

Date

Typed Name and Title

ATTACHMENT C

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

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 are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a 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 C.F.R. Part 98, Section 98.510.

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 whom 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 C.F.R. 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 C.F.R. 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 C.F.R. 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 D

**STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES**

CONFIDENTIALITY & COMMITMENT TO DEFEND

I, _____, on behalf of _____ (“Company”) agree that the Company will defend, and cooperate in the defense of, any action against the State of New Jersey (“State”) or the New Jersey Department of Human Services (“DHS”) arising from, or related to, the non-disclosure, due to the Company’s request, of documents submitted to the State of New Jersey and DHS, and relating to the Request for Quotations for the Fellowship Program 2024 (“RFQ”), which may become the subject of a request for government records under the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq. (“OPRA”). The Company agrees to indemnify and hold harmless the State and DHS against any judgments, costs, or attorney’s fees assessed against the State of New Jersey or DHS in connection with any action arising from, or related to, the non-disclosure, due to the Company’s request, of documents submitted to the State and DHS, and relating to the RFP, which may become the subject of a request for government records under OPRA. The Company makes the foregoing agreement with the understanding that the State and DHS may immediately disclose any documents withheld without further notice if the Company ceases to cooperate in the defense of any action against the State arising from or related to the above-described non-disclosure due to the Company’s request. I further certify that I am legally authorized to make this commitment and thus commit the Company to said defense.

(Signature)

(Print Name)

Title

Entity Represented

Date

ATTACHMENT E
SUBCONTRACTOR UTILIZATION PLAN

ATTACHMENT F

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, up-grading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division through the Division's website at: http://www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.