

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF DISABILITY SERVICES

REQUEST FOR PROPOSALS

**THE PERSONAL ASSISTANCE SERVICES PROGRAM (PASP):
Burlington, Cape May, Monmouth, and Passaic Counties**

July 20, 2020

Peri L. Nearon, MPA, Executive Director
Division of Disability Services

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I. Purpose and Intent

This Request for Proposals (this RFP) is issued by the New Jersey Department of Human Services (DHS), Division of Disability Services (DDS) to secure contracts with county-based agencies to serve as local administration for the Personal Assistance Services Program (PASP) in Burlington, Cape May, Monmouth, and Passaic Counties from October 1, 2020 to December 31, 2020. With funding and oversight provided by DDS, county Coordinators serve as the first level of support and point of contact for PASP within their county and administer the program in compliance with all laws, regulations, and guidelines pursuant to N.J.A.C. 10:140.

PASP is a personal care assistance program that provides up to 40 hours per week of routine, non-medical personal care assistance to adults with permanent physical disabilities between the ages 18-70 who are employed, preparing for employment, attending school or involved in community volunteer work and who are able to self-direct their own services. PASP offers participants choice, flexibility, control and the opportunity to self-direct their personal care services through the use of a monthly budget. Through the development of a Cash Management Plan (CMP), participants determine how their monthly budget will be used to support their needs. Budgets can be used to hire private employees or purchase services through an agency; and to purchase home or vehicle modifications, supplies, and/or equipment to enhance independence.

Local agencies will administer PASP in conjunction with a third party assessment agency, a third party fiscal intermediary service organization and a third party training agency. The third party assessment agency conducts initial and annual assessments to determine the number of hours' participants will be awarded. Hours are then converted to a monthly budget. The third party fiscal intermediary service organization administers the budget as in accordance with the participants' CMP and assists participants with duties related to establishing themselves as an employer. The third party training agency provides training for individuals entering PASP. The training, which is presented via webinar, includes a program overview, identifies all involved parties and their roles in PASP, outlines consumer responsibilities as an employer, and explains the process of completing a CMP.

Funding for PASP is divided into direct service and administrative allocations. Direct service allocations comprise the money used to fund the costs of the personal care assistance services provided to participants. Direct service allocations are calculated based on a county's annual trends in direct service spending and anticipated growth of the program statewide. The third party fiscal intermediary agency holds and manages direct service allocations for all counties.

Administrative funds are allocated to the county-based agency administering PASP and are calculated based on the sum of the following fixed rates:

- \$93 per participant per month, based on enrollment on September 30, 2019.
- \$81 per hour, based on an anticipated 1.5 hours per participant, per month
- \$150 per initial enrollment of new participants, based on an estimated three new participants, for a total of \$450

Administrative funds are disbursed to the county-based agency on a monthly basis for participants who are enrolled for at least one day per month. Enrollment will be reconciled

twice during the contract term and payments will be adjusted accordingly. A final reconciliation will occur at year's end to determine any necessary payments or refunds due.

PASP participants per county for calendar year 2020 are as follows:

- Burlington County: 33 participants
- Cape May County: 7 participants
- Monmouth County: 34 participants
- Passaic County: 21 participants

If necessary, awards will be prorated to account for an October 1, 2020 start date.

Bidders are invited to apply for more than one county, but separate proposals are required. Grants may be renewed annually at DDS' sole discretion and with the agreement of the awardee.

The following summarizes the RFP schedule:

July 20, 2020	Notice of Funding Availability
July 27, 2020	Deadline for submission of questions
August 3, 2020	Deadline for intent to apply
August 17, 2020	Deadline for receipt of proposals - no later than 4:00 p.m.
September 17, 2020	Preliminary award announcement
September 24, 2020	Appeal deadline
September 28, 2020	Final award announcement
October 1, 2020	Anticipated contract start date

II. Background and Population to be Served

PASP is a personal care assistance program designed to serve adults with permanent physical disabilities who: require assistance with activities of daily living; are between the ages 18-70; are employed, preparing for employment, attending school or involved in community volunteer work; and who are able to self-direct their own services. The goal of PASP is to support individuals with physical disabilities so that they can remain active in their communities and live as independently as possible. Personal assistants help with personal care tasks including, but not limited to: bathing, dressing, ambulating, eating, daily hygiene/grooming, preparing meals, shopping, light housekeeping, driving or using public transportation. Eligibility for PASP is not income-based, but there is a cost share based on income. To be eligible for PASP, participants must:

- reside in New Jersey
- have a permanent physical disability and require assistance with activities of daily living
- be between the ages 18 and 70
- live in the community

- be capable of directing and supervising their own services
- be employed, preparing for employment through a vocational training program, in school, or actively volunteering in the community for a minimum of 20 hours per month

III. Who Can Apply?

To be eligible for consideration to be awarded a contract, the bidder must satisfy the following requirements:

- The bidder must be a non-profit, a for-profit, or a governmental entity;
- The bidder must be in good standing with DDS if there is an existing contract in place. The bidder must have all outstanding Plans of Correction (PoC) for deficiencies submitted to DDS for approval prior to submission;
- The bidder must be fiscally viable based upon an assessment of the bidder's audited financial statements. If a bidder is determined, in DDS' sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, DDS will deem the proposal ineligible for contract award;
- The bidder must not appear on the State of New Jersey Consolidated Debarment Report at <http://www.state.nj.us/treasury/revenue/debar-ment/debarsearch.shtml> or be suspended or debarred by any other State or Federal entity from receiving funds;
- The bidder shall not employ a member of the Board of Directors in a consultant capacity; and
- 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 Division of Revenue. (This statutory requirement does not apply to non-profit organizations, private colleges and universities, or state and municipal agencies).

IV. Contract Scope of Work

Awardees will administer PASP within the county(s) identified in compliance with all laws, regulations, and guidelines including, but not limited to, N.J.A.C. 10:140 and as specified by the Division of Disability Services.

Program Operation/Management/Administration:

Bidders must identify staff to serve as PASP County Coordinator. County Coordinators serve as the first level of support and point of contact for PASP. In this role, PASP County Coordinators are responsible for managing and coordinating all components of PASP. County Coordinators will be available during regular business hours via phone and email and will perform the following functions:

- serve as the point of access for inquiries and application to the PASP;
- screen for eligibility and process applications;
- maintain organized and up-to-date inquiry and participant files, including progress notes summarizing all conversations and actions;
- provide face-to-face initial and annual visits;

- coordinate training for interested candidates and new participants through the training agency;
- coordinate with the assessment agency to schedule assessments (initial, annual, re-assessment for cause) to determine the award of hours;
- coordinate with the third party fiscal intermediary service organization to ensure participants and all employees are enrolled and funds are allocated in accordance with authorized CMPs;
- provide technical assistance and support to participants using the self-directed model philosophy; with the goal of helping them determine the most effective use of their monthly budgets;
- initiate, oversee, and assist participants in the development and subsequent revisions of their CMP and plans of service (POS), in order to implement and maintain services; ensure both documents are updated regularly;
- submit CMPs to the Division of Disability Services for approval and implementation within required timeframes;
- conduct an annual redetermination of eligibility for each participant;
- calculate initial cost share obligations and revisions, no less than annually, in accordance with changes to the cost share table based on Federal Poverty Limits and changes in income and/or household size;
- monitor all monthly financial reports sent by the third party fiscal intermediary agency and initiate follow-up with participants to ensure budgets are being utilized in full, enforce timely payment of cost share, and to make changes in monthly budgets based on usage patterns;
- initiate actions and written notifications regarding program status (eligible, ineligible, suspensions, terminations, etc.) as required by State regulation;
- attend quarterly program meetings and any additional meetings/conference calls as scheduled by the Division of Disability Services;
- submit monthly caseload reports and quarterly expenditure reports to the Division of Disability Services;
- submit quarterly usage reports, per participant, to the Division of Disability Services, using the financial reports sent by third party fiscal intermediary agency and a review of timesheets submitted

For all staff identified, bidders must indicate if the designated staff will be full or part time, a new hire or an existing employee, and provide the number of hours' staff will contribute to PASP per week, in addition to providing a timeline for hiring, onboarding and training.

Bidders must provide a summary of their relevant experience in administering self-directed personal care assistance programs or other similar programs aimed at supporting independence for individuals with disabilities in areas of employment, education, and/or community integration.

Outreach

Bidders must submit a plan describing their intended outreach efforts. The plan should outline specific strategies for getting information to potentially eligible individuals, with a

strong emphasis on outreach efforts to individuals with disabilities who are employed or in educational or vocational training programs. Outreach efforts should be conducted regularly, on a county-wide basis. Bidders should also describe how PASP will be incorporated into their existing inventory of programs and services. Please include examples of existing networks, resources, and relationships that bidder can develop to grow PASP among individuals that meet the eligibility criteria.

Counseling, Information and Assistance:

County Coordinators should assist in identifying participant's strengths, needs, preferences and resources in order to collaboratively develop a plan that is unique to the individual. County Coordinators are responsible for helping participants to ensure an understanding of the responsibilities and options involved in using a self-directed program. County Coordinators should assist participants in identifying unmet needs and referring/transitioning them to other available assistance services as appropriate. To ensure County Coordinators have the necessary skills and abilities to complete these tasks, bidders must submit a plan for the continual education and training of County Coordinators. The plan should include regular training on other services and resources, both locally and statewide, of which the bidder is aware and a strategy for ensuring those services are routinely explored.

Customer Service:

County Coordinators must provide effective customer service. This includes, but is not limited to the following:

- capacity to deliver information and service in accessible formats;
- knowledgeable of disability-related matters and disability etiquette;
- current on local and statewide services/supports for individuals with disabilities;
- responsive to all forms of contact in a timely, courteous and professional manner.

V. General Contracting Information

Bidders must meet the terms and conditions of the DHS contracting rules and regulations 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.nj.gov/humanservices/olra/ocpm/resources/manuals/>.

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 accurately reflect the scope of responsibilities in order to accomplish the goals of this program.

All bidders will be notified in writing of DHS' 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 awards and prior to final award, as well as through the

State Open Public Records Act process at the conclusion of the RFP process.

The contract awarded as a result of this RFP may be renewable, on an annual basis at DDS' sole discretion and with the agreement of the awardee. 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 upon the availability of funds and satisfactory performance.

In accordance with DHS Policy P1.12 available on the web at: <http://www.nj.gov/humanservices/olra/ocpm/resources/manuals/>, funds awarded pursuant to this RFP will be kept separate from existing programs in place between the bidder and DDS until DDS determines, in its sole discretion, that the program is stable in terms of service provision, expenditures, and applicable revenue generation.

Should service provision be delayed through no fault of the successful bidder, funding continuation will be considered on a case-by-case basis. Under no circumstances shall DDS continue funding when service commitments are not met, and in no case shall funding be provided for a period of non-service provision in excess of three (3) months. In the event that the timeframe will be longer than three (3) months, DDS must be notified so the circumstances resulting in the anticipated delay may be reviewed and addressed. Should services not be rendered, any funds which have been provided pursuant to this agreement shall be returned to DDS.

VI. Written Intent to Apply and Contact for Further Information

Bidders are requested to email DHSCO.DDS-Pasp@dhs.nj.gov by August 3, 2020 indicating their intent to submit a proposal and for which county/counties. Submitting a notice of intent to apply does not obligate an agency to apply.

Any questions regarding this RFP should be directed electronically to DHSCO.DDS-Pasp@dhs.nj.gov no later than July 27, 2020. All questions and responses will be compiled and communicated to all who submitted a notice of intent to apply. Bidders are guided to rely upon the information in this RFP and the responses to questions that were submitted by email in order to develop their proposals. Specific guidance will not be provided to individual applicants.

VII. Required Proposal Content

All bidders must submit a written narrative proposal that addresses the following topics, adheres to all instructions, and includes supporting documentation as noted below:

Funding Proposal Cover Sheet (RFP Attachment A)

Bidder's Organization, History and Experience (20 Points)

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

- describe the bidder's history, mission, purpose, current licenses and

- modalities, and record of accomplishments. Include experience working with the target population;
- describe the bidder's background and experience in implementing this or related types of programs. Include how the bidder is best qualified to implement this program in the target service area;
 - summarize the bidder's organizational capacity to successfully administer PASP;
 - describe the bidder's current status and history relative to debarment by any state, federal or local government agency. If there is debarment activity, include details and supporting documentation as an appendix to the proposal;
 - provide a description of all active litigation in which the bidder is involved, including pending litigation of which the bidder has received notice. Failure to disclose active or pending litigation may result in the disqualification of the bidder for contract award in DDS' sole discretion;
 - demonstrate the bidder's commitment to cultural competency and diversity (Law against Discrimination, N.J.S.A. 10:5-1et seq.);
 - describe the bidder's current status and compliance with contract commitments with regard to programmatic performance and level of service, if applicable.

Project Description (25 points)

Provide a detailed summary of how bidder intends to implement the services as outlined in the scope of work. This section should include a detailed schedule of the bidder's projected timeline for implementation.

Outreach Plan (10 points)

Submit a plan describing bidder's intended outreach and recruitment efforts. The plan should:

- outline specific strategies for identifying potentially eligible individuals of all ages, from ethnically diverse populations;
- describe how PASP will be incorporated into bidder's existing inventory of programs at all available opportunities, through all available modalities;
- include examples of existing networks, resources, and relationships bidder can leverage to get information to eligible populations, particularly individuals with disabilities who are employed or in work training programs and are unaware of PASP.
- Include information on strategies to conduct outreach according to the cultural and linguistic needs of that particular county as needed.

Outcome(s) and Evaluation (10 points)

Describe any/all training and proposed quality assurance measures bidder intends to implement, as well as any other assurances or methods of evaluating bidder's performance and making adjustments as necessary to ensure the program is successfully administered.

Staffing (10 points)

Bidders must determine staff structure to satisfy the contract requirements. Bidders should describe the proposed staffing structure and identify how many staff will be hired to meet the needs of the program.

Describe your proposed staffing plan, including:

- the number of full and part time staff who will work on the program and how many hours per week will be dedicated to the program;
- staff qualifications, including credentials and related experience;
- copies of job descriptions or resumes as an appendix – limited to two (2) pages each – for all proposed staff;
- initial and on-going training to ensure staff can provide effective counseling/information and assistance services;
- a description of the organizational structure, including an organizational chart as an appendix;
- a description of bidder's hiring practices, including background and credential checks, and how prior criminal convictions are addressed;
- the plan for supervision of program staff, including an organizational chart as an attachment;
- a list of board members and their current terms, including each member's professional licensure and organizational affiliation(s). Identify any board member who is also an employee or an affiliate of the bidder. Indicate if the Board of Directors votes on contract-related matters;
- a list of consultants the bidder intends to utilize to carry out this program, if applicable, including each consultant's professional licensure and organizational affiliation(s). Identify if a consultant is a board member and indicate if they are a voting member. Identify any reimbursement the consultant received as a board member over the last twelve (12) months;

Facilities, Logistics, Equipment (5 points)

Describe the facility where normal business operations will be performed and identify equipment and other logistical issues. Include descriptions of:

- the specific location where PASP will be administered. Please provide information about accessibility, safety, access to public transportation, etc.
- the manner in which necessary equipment, i.e. computers, phones, any other special equipment etc., will be acquired and allocated;
- your agency's compliance with the Americans with Disabilities Act (ADA) within its facilities and/or offices;

Budget (20 points)

DDS will consider appropriateness of the proposed budget as it relates to the scope of work. Therefore, bidders must clearly indicate how this funding will be used to administer the program. Please provide budget notes.

The budget should be realistic and reflect the scope of responsibilities required to administer PASP. All associated costs must be outlined within the budget notes and should clearly articulate budget items including a description of expenses and associated costs.

Please note, the budget submitted with this proposal should only reflect the “administrative allocation” as noted on page 4 of this RFP. There are no budget requirements for the “direct service allocation”.

A detailed budget using the Annex B Excel template is required. The Excel budget template will be emailed to those who submit an intent to apply and must be submitted as required in section VIII of this RFP. Failure to submit the budget as an Excel file will result in a deduction of points. The standard budget categories for expenses include: A. Personnel, B. Consultants and Professionals, C. Materials and Supplies, D. Facility Costs, E. Specific Assistance to Clients, and F. Other. Supporting schedules for Revenue and General and Administrative Cost Allocation are also required. The budget must include two (2) separate, clearly labeled sections:

- Section 1 – Full annualized operating costs to satisfy the scope of work detailed in this RFP and revenues excluding one-time costs;
- Section 2 - Proposed one-time costs, if any, which will be included in the Total Gross Costs;

Budget Notes that detail and explain the proposed budget methodology, estimates and assumptions made for expenses, and the calculations/computations to support the proposed budget are required. Failure to provide adequate information will result in lower ranking of the proposal. Budget Notes, to the extent possible, should be displayed on the Excel template itself and should:

- include the name and address of each organization providing support and/or money to help fund the program for which the proposal is being submitted;
- identify all staff including titles, names, and total hours per week for all proposed personnel;
- identify the number of hours per clinical consultant (if applicable);
- ensure that staff fringe benefit expenses are presented in both a percentage of total salary costs and a dollar amount, and are consistent with the bidder's current fringe benefit package;
- include General & Administrative (G&A) expenses, otherwise known as indirect or overhead costs, if attributable and allocable to the proposed program. Since administrative costs for existing DDS programs reallocated to a new program do not require new DDS resources, a bidder that currently contracts with DDS should limit its G&A expense projection to “new” G&A only, by showing the full amount of G&A as an expense and the off-set savings from other programs’ G&A in the revenue section (excluding fee for service data).

Appendices

The following items must be included as appendices with the bidder's proposal. Appendices are limited to a total of 50 pages. Please note that if items 8-11 are

not submitted, the proposal will not be considered.

1. Bidder's 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. 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;
6. List of the board of directors, officers and terms;
7. Copy of documentation of the bidder's charitable registration status;
8. Department of Human Services Statement of Assurances (RFP Attachment C);
9. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (RFP Attachment D);
10. Disclosure of Investment in Iran
(www.nj.gov/treasury/purchase/forms.shtml);
11. Statement of Bidder/Vendor Ownership Disclosure
(www.nj.gov/treasury/purchase/forms.shtml);
12. Three (3) original and/or copies of letters of commitment/support

Additional attachments that are requested in the written narrative section and not listed in the items above under Appendices do not count towards the 50-page limit for appendices. Appendix information exceeding 50 pages will not be reviewed. **The documents listed below are also required with the proposal, unless the bidder has a current contract with DDS and these documents are current and on file with DDS. Audits do not count towards appendices 50-page limit.**

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

VIII. Submission of Proposal Requirements

DDS assumes no responsibility and bears no liability for costs incurred by the bidder in the preparation and submittal of a proposal in response to this RFP. The narrative portion of the proposal should not exceed 15 pages, be single-spaced with one inch margins (1"), and no smaller than twelve (12) point Arial, Courier New or Times New Roman font. For example, if the bidder's narrative starts on page 3 and ends on page 18 it is 16 pages long, not 15 pages. DDS will not consider any information submitted beyond the page limit for RFP evaluation purposes. The budget notes and appendix items do not count towards the narrative page limit. Proposals must be submitted no later than 4:00 p.m. on August 17, 2020. All bidders are required to electronically submit the proposal narrative, budget and appendices to the following address:

DHSCO.DDS-Pasp@dhs.nj.gov

Please identify your proposal by using the term "PASP RFP Submission" in the subject line.

IX. Review of Proposals

DDS will convene a review committee of public employees to review each accepted proposal.

The bidder must obtain a minimum score of 70 points out of 100 for the proposal narrative and budget sections in order to be considered eligible for funding. An additional 20 points is available for fiscal viability, which DDS will determine using a standardized scoring rubric based on the audit. Therefore, the maximum score 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 a bidder is determined, in DDS' sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, DDS will deem the proposal ineligible for contract award.

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

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

DDS will notify all bidders of contract awards, contingent upon the satisfactory final negotiation of a contract, by September 17, 2020

X. Appeal of Award Decisions

An appeal of any award decision may be made only by a respondent to this RFP. All appeals must be made in writing and be received by DDS at the address below no later than 4:00 p.m. on September 24, 2020. The written appeal must clearly set forth the basis for appeal.

Appeals should be addressed to:

Peri L. Nearon, MPA
Executive Director
Department of Human Services
Division of Disability Services
PO Box 705
11A Quaker Bridge Plaza
Trenton, NJ 08625-0705

Please note that all costs incurred in connection with appeals of DDS decisions are considered unallowable cost for the purpose of DDS contract funding.

DDS will review all appeals and render a final decision by September 28, 2020. 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 award announcement, the successful bidder(s) must be prepared to submit one (1) original signed copy of the documents below (if not already on file), as well as any other required contract documents. Copies, rather than original signed documents, may be submitted only where indicated below:

1. Most recent IRS Form 990/IRS Form 1120, and Pension Form 5500 (if applicable) (submit two [2] copies);
2. 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 Disability Services, Trenton, NJ 08625-0362 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. Conflict of Interest Policy;
12. Affirmative Action Policy;
13. 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);

14. A copy of all applicable licenses;
15. Local Certificates of Occupancy;
16. Current State of New Jersey Business Registration;
17. Procurement Policy;
18. 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 successful bidder, person(s) assigned to the equipment, etc.);
19. All subcontracts or consultant agreements related to the DHS contract signed and dated by both parties;
20. Business Associate Agreement (BAA) for Health Insurance Portability Accountability Act of 1996 compliance, if applicable, signed and dated;
21. Updated single audit report (A133) or certified statements, if differs from one submitted with proposal;
22. 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>);
23. Source Disclosure (EO129) (www.nj.gov/treasury/purchase/forms.shtml); and
24. Chapter 51 Pay-to-Play Certification (www.nj.gov/treasury/purchase/forms.shtml).

XII. Attachments: (See following pages)

Attachment A – Proposal Cover Sheet

_____ Date Received

**STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES**
Division of Disability Services Proposal Cover Sheet

Name of RFP: **Personal Assistance Services Program**

Incorporated Name of Bidder: _____

Type: Public _____ Profit _____ Non-Profit _____ Hospital-Based _____

Federal ID Number: _____ Charities Reg. Number (if applicable) _____

DUNS Number: _____

Address of Bidder: _____

Chief Executive Officer Name and Title: _____

Phone No.: _____ Email Address: _____

Contact Person Name and Title: _____

Phone No.: _____ Email Address: _____

Total dollar amount requested: _____ Fiscal Year End: _____

Funding Period: From _____ to _____

Total number of unduplicated participants to be served: _____

County in which services are to be provided: _____

Brief description of services by program name and level of service to be provided:

Authorization: Chief Executive Officer (printed name): _____

Signature: _____ Date: _____

Attachment B – Addendum to RFP for Social Service and Training Contracts

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, "successful bidder" or "successful bidder" 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 successful bidder 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 successful bidder 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 successful bidder shall be reported in writing forthwith by the provider agency to the Attorney General and the Executive Commission on Ethical Standards.

No successful bidder 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 successful bidder 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 successful bidder 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 successful bidder 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 successful bidder 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 successful bidders 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 – Statement of Assurances

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 RFP, including development of specifications, requirements, statement of works, or the evaluation of the RFP 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 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).
- 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 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.
- 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 successful bidder 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

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Attachment D - 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 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.

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 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.