1. Can you clarify how the administrative costs are applied using the fixed rates provided? Will there be assistance available to agencies for budget development? The administrative costs are calculated as detailed in the NOFA. Parameters include number of participants, two fixed rates per participant per month, and some additional funding for the intake of new participants. Assistance is not available for a bidder’s response to this RFP, however, the winning bidder will have access to DDS personnel who will be able to assist with budget development.

2. The RFP covers periods of October 1, 2020 – December 31, 2020. Is this the prorated period and then does the RFP for a full 12 months for January 1, 2021 – December 31, 2021? Please advise. If so, the proposal should include costs for the pro-rated periods? Please confirm. 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. Actual funding levels will depend upon the availability of funds and satisfactory performance. The budget included with your proposal should report anticipated annual (calendar year) spending, pro-rated to an October 1 start date. The contract awarded through this RFP has an expiration date of 12/31/20. Should DDS and the winning bidder agree to a renewal, a new contract covering the period of 1/1/20 – 12/31/20 will be executed.

3. Is there a BID # associated to this RFP? No, there is no BID# associated with this RFP

4. There is an email address to send the electronic submission of the RFP. Do we still need to provide a hard copy? Please advise. A hard copy is not required, but is recommended. If sending a hard copy, please send to:

   Michael Korman
   Department of Human Services
   Division of Disability Services
   PO Box 705
   11A Quaker Bridge Plaza
   Trenton, NJ 08625 – 0705
5. Is there a specialized database needed for tracking the client enrolled with the County Coordinator? If so, what is the cost associated with this database? No, there is no database you have to purchase or use. You are expected to maintain a confidential system of complete and accurate participant files. Files are available in hardcopy. We maintain a central database with program information but coordinators do not have access to it at this time. You will provide us with regular reports, as outlined in the annex A once contracted, and we will use that information to update the database. You will also receive a monthly report from the fiscal intermediary outlining all transactions for each person on your caseload for the month.

6. Is there a limit to the number of participants that can be on the County Coordinators caseload? Can we “grow” the program in the counties we are monitoring? There is no limit to the number of participants that can been enrolled in any one county. Counties can enroll as their budget allows. If your budget is fully extended, the regulation outlines procedures for establishing a waiting list. Also, you can request additional funds, funding permitting, should your caseload grow beyond your current budget.

7. Will the agency contracted with the PASP client be paid through the 3rd party intermediary? Yes, the fiscal intermediary is responsible for paying all employees, agency and direct hire, based on timesheets submitted.

8. The link on page 7 does not appear to be working. Can you tell us if there is a set rate for aid services? Participant/employers have flexibility in setting the rate they wish to pay their worker with an $11 minimum (legal minimum wage in NJ). Participant/employers may pay as much as they want. However, the higher the rate, the fewer hours their budget will afford.

9. Regarding rates, what unit will you use to calculate rates? See answer to the previous question above. An assessment agency conducts initial and annual assessments to determine the number of hours a participant will be awarded. Hours are then converted to a monthly budget at the rate of $15/hour. Participants/employers have the flexibility to negotiate rates with their employees, with $11/hour being the current minimum wage.

10. Can you tell us how much of an overall budget is available for each county? It is anticipated that the resulting contract(s) will contain the following funding amounts. Please note, amounts below will be prorated for an October 1, 2020 start date.

   - Burlington County Total Allocation: $654,672
- Cape May County Total Allocation: $212,232
- Monmouth County Total Allocation: $791,334
- Passaic County Total Allocation: $430,260

11. On page 10, regarding the information on our Board members, can you define what is meant by “affiliate of the bidder”? An affiliate of the bidder is another organization under which the bidder is able to control or influence substantially the actions of. Such relationships include, but are not limited to those between: (1) divisions of an organization; (2) organizations under common control through common officers, directors, or members; and (3) an organization and a director, trustee, officer, or key employee of the organization of his/her immediate family, either directly or through corporations, trusts, or similar arrangements in which they hold a controlling interest.

12. On page 12, item 12, you ask for 3 copies of letters of commitment/support. Please define what this means. Please have three organizations or individuals with whom you are currently working or have worked with in the past provide letters in support of your ability to fulfill the obligations associated with this program.

13. May we send our audit under separate cover/email? Yes, but it must be received by the application deadline.