



**REQUEST FOR QUALIFICATIONS
FOR
INDIVIDUAL SUPPORT SERVICES**

Mandatory Bidders Conference: February 12, 2015

Time: 10:00 AM

Place: The Professional Center at DCF

30 Van Dyke Avenue, Auditorium #1

New Brunswick, NJ 08901

Bids due: February 25, 2015

Allison Blake, PhD., L.S.W.

Commissioner

January 20, 2015

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Funding Agency

State of New Jersey
Department of Children and Families
50 East State Street,
Trenton, New Jersey 08625

Special Notice: *Potential Bidders must attend a mandatory Bidder's Conference on February 12, 2015 at 10:00AM in New Brunswick, NJ. Questions will be accepted in advance of the Bidder's Conference until February 11, 2015 by 12 PM via email to DCFASKRFP@dcf.state.nj.us.*

Section I – General Information

A. Purpose:

The New Jersey Department of Children and Families' (DCF) Children's System of Care (CSOC) is announcing the opportunity for applicants statewide to become qualified to provide in-home community-based habilitative Individual Support Services for eligible children, youth, and young adults under age 21 with challenging behaviors and developmental disability eligibility in accordance with N.J.A.C. 10:196. It is the purpose of this service to transfer skills necessary to achieve and/or maintain the outcomes of increased independence, productivity, enhanced family functioning, and inclusion in the community. Individual Support Services shall foster and increase the ability of the family/caregiver to provide the youth with needed support to remain home and in the community with their natural supports requiring minimal, if any outside intervention whenever possible.

Note: Qualification to provide services is contingent upon continuous proven ability to provide services in compliance with this RFQ and by any subsequent amendments issued. Services may be suspended at any time at the discretion of DCF/CSOC. Upon suspension of services your agency shall no longer be eligible to bid on future DCF Requests for Proposal until reinstated and corrective action is complete in DCF's sole discretion.

B. Background:

The Department is charged with serving and safeguarding the most vulnerable children and families in the State and ensuring that service delivery is directed towards their safety, protection, permanency and well-being. On June 28, 2012, the Governor of the State of New Jersey signed P.L. 2012, c. 16, into law. The provisions of that law took effect immediately and transferred responsibility for providing services for persons with developmental disabilities under age 21 from the

Division of Developmental Disabilities (DDD) within the Department of Human Services (DHS) to the Division of Children's System of Care (CSOC) within the Department of Children and Families (DCF). CSOC is committed to providing these services based on the needs of the child and family in a family-centered, strength-based, culturally competent, and community-based environment. CSOC believes that the family or caregiver plays a central role in the health and well-being of children and involves families throughout the planning and treatment process in order to create successful life experiences for their children. Our vision is to ensure a better today and even a greater tomorrow for every individual we serve.

CSOC is based on the principles of family-focused, accessible, need based, clinically appropriate, and outcome-driven individualized care for children, youth, adolescents and young adults. All system partners of CSOC, through quality assurance measures, are expected to work toward ensuring that youth remain at home, in school, and out of trouble.

Individual Support Services assist the youth with acquiring, retaining, improving and generalizing the behavioral, self-help socialization and adaptive skills necessary to function successfully in the home and community. Tasks are performed and/or supervised face-to-face by a service provider in the individuals' family home, the home of a relative or in the community. Services are authorized to youth who reside with an uncompensated caregiver.

Individual Support Services (ISS) are geared to augment those services already being provided in the school and other settings; they do not supplant existing services. All other benefits for which the youth may be eligible (such as SSI and private insurance) must be accessed before accessing (ISS) resources. Services are not a guarantee and are based on the youth's and family's need and availability of resources.

Prior to receiving Individual Support Services the youth must have a documented Individualized Service Plan (ISP) developed by an approved credentialed practitioner individually crafted to address identified behavior(s) and systemic barriers that impact on the youth's ability to function at home, school or in the community. The ISP shall identify the services to be delivered by provider agencies and incorporate generally accepted professional interventions. The ISP must be authorized by the CSA prior to its implementation and must be subject to prior authorization by the CSA.

Individual Supports are a need based service driven by the Children's Adaptive Behavior Summary (CABS) a CSOC approved assessment tool; and other relevant assessments and clinical information as outlined in the ISP. The CABS is intended to gather information about youth's typical functioning within the last 6 months and reflect, to the extent possible, how the youth acts and reacts in common daily routines at home, in school, and in the community. It gives a broader picture of the impact of the youth's disability on daily life for both the youth and the caregiver.

Individual Support Services are family centered and intended to develop a safe structured home environment while increasing the ability of the family/caregiver to provide the youth with needed support to remain home with their natural supports. Services are not office-based, and work to improve the youth's functioning in his/her natural environment.

C. Services to be Funded:

DCF is seeking to approve applicants whose qualifications are overall conforming to this RFQ and are to deliver in-home community-based Individual Support Services for eligible children, youth and young adults (hereinafter youth) under age 21 with challenging behaviors and developmental disability eligibility in accordance with N.J.A.C. 10:196. Applicants who can demonstrate the capacity to provide services to non-verbal and/or bi-lingual individuals are welcome.

Applicants are needed that can provide in home community based Individual Support Services for youth with moderate self-care and habilitation skill needs and challenging maladaptive behaviors related to their developmental disability diagnosis that interfere with acquiring, retaining, improving and generalizing self-help, socialization and adaptive skills. Individual Support Services will be designed to address the needs for each eligible youth. Any proposed Individual Support Service must foster independence, integration, individualization, self-determination, and productivity within the community for each youth while honoring the individual's cultural background. Applicants must be willing to work cooperatively with other providers that are also supporting the individual.

Individual Support Services shall not be provided in an office setting nor shall the provider require the youth and his or her family to meet at a site decided by the provider to receive the services. These services shall not be provided in a hospital or residential treatment center. They shall also not supplant existing services.

Individual Support Services include:

Applicants are required to assist youth who exhibit behavior challenges when performing Activities of Daily Living (ADLs), some of which are described below. ADLs are defined as needed skills related to daily self-care activities within an individual's place of residence, in outdoor environments, or both.

- Basic ADLs (BADLs) skill building: BADLs consist of self-care tasks, including but not limited to:
 - Bathing and showering
 - Dressing
 - Eating

- Personal hygiene and grooming (including washing hair and brushing teeth)
- Toilet hygiene
- Instrumental ADLs skill building: Instrumental activities of daily living (IADLs) are not necessary for fundamental functioning, but they enable an individual to live independently in a community and include but are not limited to:
 - Housework
 - Taking medications as prescribed
 - Managing money
 - Shopping for groceries or clothing
 - Use of telephone or other form of communication
 - Using technology (as applicable)
 - Transportation within the community

Individual Support Plan:

The Individual Support Plan is a requested component of the youth's approved Individualized Service Plan (ISP). Individual Support Services as described in the Individual Support Plan must be directly related to the goals and objectives established in the youth's ISP.

The Individual Support Plan assists the youth with acquiring, retaining, improving and generalizing the behavioral, self-help, socialization and adaptive skills necessary to function successfully in the home and community. Family/caregiver involvement is extremely important and, unless contraindicated, should occur from the beginning of treatment and continue throughout the service delivery.

The Individual Support Plan as a component of the ISP includes multicomponent intervention(s) based on the principles of **Positive Behavior Support** with target dates for accomplishment of goals that focus on changing the many facets of a youth's living context that are problematic and interfere with a youth acquiring, retaining, improving and generalizing skills needed to remain in the home and participate in the community. It combines assessment and strategies of Positive Behavior Supports with the principle and ideal of normalization/inclusion and person-centered values.

Specifically, the Individual Support Plan will be driven by the Children's Adaptive Behavior Summary (CABS). The CABS is intended to gather information about the typical functioning within the last 6 months and reflect, to the extent possible, how the youth acts and reacts in common daily routines at home, in school, and in the community. Other critical information necessary in the development of the Individual Support Plan may also include collateral information and other assessments such as the: Vineland, Occupational, Physical, or Speech assessments if available.

Staffing:

Individual Support Services are provided by Individual Support Technicians who may assess, develop, and/or implement the interventions specified in the Individual Support Plan. Individual Support Technicians will provide services directly to the youth through evidence-based and data driven methodologies.

Individual Support Plan Development, Assessment, and Supervision

- **Individual Support Technician 1**- Bachelor's degree in psychology, special education, guidance and counseling, social work or a related field and at least one year of supervised experience in **developing and implementing** positive behavior support and ADL/Instrumental skill plans for individuals who have intellectual/developmental disabilities.

Responsibilities include but are not limited to:

- Assessment including the completion of the CABS, and related assessments, e.g., task analysis, preference assessments, reinforcer assessments
- Individual Support Plan development- Objectives must be Observable, Measurable, Attainable, and Time-Limited
- Supervision of Individual Support Technicians II & III
- Data analysis
- Modifications to the Individual Support Plan as needed
- Progress Notes

Individual Support Plan Implementation

- **Individual Support Technician II**- Bachelor's degree in psychology, special education, guidance and counseling, social work or a related field and at least one year of supervised experience in **implementing** positive behavior support plans and **teaching** ADL/Instrumental skills for individuals who have intellectual/developmental disabilities, or;
- **Individual Support Technician III**- High School Diploma or GED and at least three years of supervised experience in **implementing** positive behavior support plans and **teaching** ADL/Instrumental skills for individuals who have intellectual/developmental disabilities.

Responsibilities include but are not limited to:

- Implement interventions in Individual Support Plan
- Teach skills to the youth
- Train parent/guardian in implementation of Individual Support Plan
- Data collection
- Progress Notes

Staff Training shall include but is not limited to:

- Positive Behavior Supports;
- Developmental milestones, identifying developmental needs, strengths;
- Crisis management: Prevention, Recognition and Intervention;
- HIPAA;
- Confidentiality and Ethics;
- Basic First Aid and CPR;
- Understanding the utilization of Functional Adaptive assessment tools as well as the implementation of proactive intervention plans;
- Danielle's Law (In compliance with P.L.2003, c.191 [C.30:6D-5.1-5.6]);
- Identifying and reporting abuse and neglect.
 - Any incident that includes an allegation of child abuse and/or neglect must be immediately reported to the Division of Child Protection and Permanency (DCP&P) at 1-800-NJ ABUSE, in compliance with N.J.S.A. 9:6-8.10.
 - Any incident that includes an allegation of abuse, neglect, or exploitation of a vulnerable adult age 18 and over must be immediately reported to the Division of Aging Services, Adult Protective Services (APS) in compliance with N.J.S.A. 52:27D-406 to 426.

The Contracted System Administrator:

The Contracted System Administrator (CSA) is the CSOC's single point of entry. The CSA facilitates service access, linkages, referral coordination, and monitoring of CSOC services. CSOC will initiate referrals for Individual Support Services through the Contracted Systems Administrator. The applicant will be required to demonstrate the ability to conform with and provide services under all protocols including documentation and timeframes, established by CSOC and managed by the CSA. The CSA will send notification to both the family and the provider of the services authorized. Services will be authorized for 90 days.

To extend Individual Support Services beyond the approved number of hours or authorization period, the provider must submit a detailed request. The request must include the rationale and the number of additional hours desired. If approved, the CSA will modify the authorization and notify the families and the Individual Support Services providers of the approved extension and the number of hours.

Agencies are required to submit their invoices (claims) within 30 days of the date of service delivery. If services have not been provided within 30 days, the provider must inform the CSA of the reason for delay.

Standard Requirements:

All services provided by Individual Support Technicians must conform to certain requirements. Agencies shall ensure that each Individual Support Technician providing service must pass a criminal background check and Tuberculin Skin Test (TB) and provide supporting documentation.

A statement is required from the Executive Director certifying that s/he and all employees rendering services will have state and federal background checks with fingerprinting completed now and every two years thereafter. Each agency employee providing services must complete and submit the employee certification form that is provided as part of this RFQ. Form is attached.

The cost of the fingerprinting criminal history background check to become a qualified Individual Support Service provider will be paid for by the Department of Children and Families. Please call 609-888-7200 to obtain the fingerprinting form.

In addition, provider agencies must comply with N.J.S.A. 30:6D-73 et seq. Central Registry of Offenders Against Individuals with Developmental Disabilities. Agencies must assure that the names of all agency employees, volunteers, consultants, and self-directed respite providers that provide services to children with intellectual/developmental disabilities should be checked against those names in the central registry. Additional information can be found at:

http://www.state.nj.us/humanservices/staff/opia/central_registry.html

If you are not registered to access the registry, information to do so can be found at this website.

Agencies must also comply with Danielle's Law at:

<http://www.state.nj.us/humanservices/ddd/resources/info/danielleslawtrnee.html>

Agencies must describe how the proposed program will meet the needs of various and diverse cultures within the target community in compliance with the Law Against Discrimination (N.J.S.A. 10:51 et seq.).

Agencies will implement the New Jersey Department of Children and Families Prevent Child Abuse; New Jersey's (PCA-NJ) Safe-Child Standards, endorsed in August 2013 (The "Standards"). The Standards are a preventative tool for implementing policies and procedures for organizations working with youth and children and through their implementation, an organization can minimize the risks of the occurrence of child sexual abuse. The Standards are available at:

<http://www.state.nj.us/dcf/SafeChildStandards.pdf>

D. Funding Information:

Each applicant that meets the qualifications and requirements set forth in the RFQ shall receive the published rate for providers of this service as follows:

Discipline	Rate	Unit
Individual Support Technician 1- Assessment, Plan Development, Supervision- BA/BS with 1 year relevant experience	\$18.75	Per 15 Minutes
Individual Support Technician 2- BA/BS with 1 year relevant experience	\$11.25	Per 15 Minutes
Individual Support Technician 3- HS Diploma/GED with 3 years relevant experience	\$6.25	Per 15 Minutes

Individual Support Services are reimbursed on a fee-for-service basis. Units of service are defined as 15 continuous minutes of direct contact service provided to, or on behalf of, the child, youth, adolescent or young adult.

Services may be provided at any level by a practitioner whose credentials meet and/or exceed the minimum requirements for that service level; however, increased reimbursement shall not be provided.

If the published rate shall change the amount received by the provider shall change. Upon request by DCF, and in order to provide the State with the ability to judge the applicant's financial capacity and capabilities to undertake and successfully meet its obligations upon referral, applicants shall have available two years of certified financial statements, including a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the applicant's most recent fiscal year. If certified financial statements are not available, the applicant shall provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statements, together with a certification from the Chief Executive Officer and the Chief Financial Officer, that the financial statements and other information included in the documents fairly present in all material respects, the financial condition, results of operations and cash flows of the applicant as of, and for the time periods presented in the statements. Note: When a provider functions as part of a professional group, conducting an evaluation as a "team," DCF will reimburse the group, as a single entity, the rate for the service provided.

DCF makes no representation regarding the volume of activity that a provider may expect as a consequence of becoming qualified to provide services under this RFQ. There is no guarantee that the services will be accessed.

Continuation of funding is contingent upon the availability of funds in future fiscal years. Continuation of services is not guaranteed.

DCF intends to fund services offered by providers that meet the qualifications and agree to all the terms and conditions provided by the DCF and as a Medicaid approved provider.

Providers unable to satisfy the minimum requirements will be required to notify the NJ FamilyCare office within 10 business days and shall be disenrolled from the NJ FamilyCare program until such time as CSOC notifies the NJ FamilyCare program that the provider is once again approved.

CSOC reserves the right to terminate a provider's qualifying status at any time without notice.

Matching funds are not required. Operational start-up costs are not permitted. Proposals that demonstrate the leveraging of other financial resources are encouraged. Funds awarded under this program may not be used to supplant or duplicate existing funding.

E. Quality Assurance:

Quality assurance program and practices include:

(a) As part of its continuous quality improvement program, CSOC conducts reviews of enrolled providers. These reviews may be record reviews or site reviews and may be announced or unannounced. As a condition of enrollment and participation in CSOC programs, providers are required to submit to such reviews.

(b) Where CSOC determines that a provider entity is not in compliance with the requirements, the provider entity shall be required to submit a plan of correction. CSOC may take additional appropriate actions against the provider, including, but not limited to, suspension of referrals to the provider, transfer of the provider's current caseload, and referral of the provider to other certifying or licensing agencies or organizations for their review, including, but not limited to, applicable licensing boards, the NJ FamilyCare program, the State treasurer, or any other governmental entity that may be impacted by the inability or failure of the Individual Support Services provider to substantially meet the Division's policies and procedures related to services.

All providers shall meet all management information systems specifications as provided by CSOC or its designated agent.

Providers of services shall maintain the following data in support of all claims:

1. The name and address of the youth being provided services;
2. The name and credentials of the person(s) providing the service;
3. The exact date(s), location(s) and time(s) of service;
4. The type of the service(s) provided; and
5. The length of face-to-face contact, excluding travel time to or from the location of the contact with the youth receiving services.

The provider shall maintain an individual service record for each youth, which shall contain, at a minimum, the following information:

1. The dates of service and number of care hours, per level of service, received;
2. The diagnosis provided with the initial referral;
3. The reason for initial referral and involvement;
4. The service plan, including any amendments;
5. Documentation of any and all crisis or emergency situations that occur during the provision of the services, including a summary of corrective action taken and resolution of the situation; and
6. For each discrete contact with the child/family, progress notes that address the defined goals stipulated in the youth's service plan must be completed.

F. Applicant Eligibility Requirements:

1. Approved NJ Medicaid providers or entities willing to become Medicaid providers of Individual Support Services are required. Any changes in provider information shall be communicated to CSOC and the DMAHS Office of Provider Enrollment. Any changes in personnel providing or supervising services shall be subject to prior approval by CSOC.
2. Applicants must be for profit or not for profit corporations that are duly registered to conduct business within the State of New Jersey.
3. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
4. Applicants may not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
5. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
6. Where appropriate, all applicants must hold current State licenses.
7. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
8. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
9. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at www.dnb.com
10. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFQ, may respond to be qualified.

G. RFQ Schedule:

January 20, 2015	Notice of Availability of Funds/RFQ publication
February 11, 2015 12:00PM	Deadline for Email Questions sent to DCFASKRFP@dcf.state.nj.us
February 12, 2015	Mandatory Bidders Conference 10:00 AM
February 25, 2015	Deadline for Receipt of Proposals by 12:00PM

All proposals must be received by 12:00 PM on or before February 25, 2015. Proposals received after 12:00 PM on February 25, 2015 will **not** be considered. Applicants should submit **one (1) signed original** and **one CD ROM**.

Proposals must be delivered either:

1) In person to:

Catherine Schafer, Director of Grants Management, Auditing and Records
Department of Children and Families
50 East State Street, 3rd floor
Trenton, New Jersey 08625-0717

Please allow time for the elevator and access through the security guard. Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents.

2) Commercial Carrier (hand delivery, federal express or UPS) to:

Catherine Schafer, Director of Grants Management, Auditing and Records
Department of Children and Families
50 East State Street, 3rd floor
Trenton, New Jersey 08625-0717

Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents.

3) Online- <https://ftpw.dcf.state.nj.us>

DCF offers the alternative for our bidders to submit proposals electronically to the web address above. Online training is available at the bidder's conference and on our website at: www.nj.gov/dcf/providers/notices/

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission. Registration forms are available on our website. Registered AOR forms must be received 5 business days prior to the date the bid is due. You need to register only if you are submitting a proposal online.

H. Administration:

1. Screening for Eligibility, Conformity and Completeness

DCF will screen proposals for eligibility and conformity with the specifications set forth in this RFQ. A preliminary review will be conducted to determine whether the application is eligible for evaluation or immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary screening process:

- a. The application was received prior to the stated deadline
- b. The application is signed and authorized by the applicant's Chief Executive Officer or equivalent
- c. The application is complete in its entirety, including all required attachments and appendices
- d. The application conforms to the specifications set forth in the RFQ

Upon completion of the initial screening, proposals meeting the requirements of the RFQ will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application. Subsequent to approval by the Proposal Evaluation Committee the provider will receive an application approval letter and a Medicaid provider application with further instructions.

2. Proposal Review Process

Applicants whose qualifications are approved will be eligible to provide services. Applicants shall provide information that demonstrates their ability to meet the specified requirements listed in this RFQ

The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The Department's best interests in this context include, but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication,

including solely an allegation, of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

All applicants will be notified in writing of the Department's intent to award a contract.

3. Special Requirements

The successful Applicant shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy. A copy is attached as **Exhibit A.**

Applicants must comply with laws relating to Anti- Discrimination as attached as **Exhibit B.**

I. Appeals:

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Applicants may appeal by submitting a written request to

Office of Legal Affairs
Contract Appeals
50 East State Street 4th Floor
Trenton NJ 08625

no later than five (5) calendar days following receipt of the notification or by the deadline posted in this announcement.

J. Post Award Requirements:

Selected applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review these items via the Internet at www.nj.gov/dcf/providers/contracting/manuals

Selected applicants will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding.

Upon receipt of the award announcement, and where appropriate, selected applicants will be minimally required to submit one (1) copy of the following documents:

- Proof of Insurance naming the Department of Children and Families as an additional insured
- Board Resolution Validation
- DCF Standard Language Document and Signature Pages
- Current agency by-laws
- Copy of lease or mortgage (if applicable)
- Certificate of Incorporation
- Affirmative Action policy and certificate
- A copy of all applicable professional licenses
- Copy of the agency's annual report to the Secretary of State

Section II - Application Instructions

A. Review Criteria:

Applicants are required to check all applicable boxes within the Checklist of Qualification Requirements for the Provision of Individual Support Services for Families of Children with Intellectual/Developmental Disabilities and provide supporting appendices. Do not exceed the allotted amount of space within the checklist by affixing additional pages because these additional page(s) will not be considered.

B. Requests for Information and Clarification:

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Answers will be posted on the website at: <http://www.state.nj.us/dcf/providers/notices/>

Applicants shall not contact the Department directly, in person, or by telephone, concerning this RFQ. Applicants may request information and/or assistance from DCFASKRFP@dcf.state.nj.us until the Bidders Conference. Inquiries will not be accepted after the closing date of the Bidders Conference. Questions may be emailed in advance of the Bidders Conference to DCFASKRFP@dcf.state.nj.us.

All inquiries submitted to this email address must identify, in the Subject heading, the specific RFQ for which the question/clarification is being sought.

Written questions must be directly tied to the RFQ. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFQ. Each question should begin by referencing the RFQ page number and section number to which it relates.

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures at the technical assistance meeting indicated below. All prospective applicants must attend a Bidders Conference and participate in an onsite registration process in order to have their applications reviewed. Failure to attend the Bidders Conference will disqualify individuals, agencies, or organizations from the RFP process.

Inclement weather will not result in the cancellation of the Bidders Conference unless it is of a severity sufficient to cause the official closing or delayed opening of State offices on the above date.

In the event of the closure or delayed opening of State offices, the Bidders Conference will be cancelled and then held on an alternate date.

C. Qualification Documents

Paper documents submitted must be separated by dividers that include the name(s) of each document(s). All applications submitted in response to this RFQ, whether in paper or electronic form, shall be organized in the following order:

Part I: Supporting Documents

- Application cover sheet- Use the standard form available at: www.nj.gov/dcf/providers/notices/ Forms for RFPs found directly under the Notices section.
- Table of Contents- Each submitted document must be labeled and indexed in this table.
- Check List of Qualification Requirements- This completed checklist is confirmation that you are able to meet the requisite credentials and able to provide services consistent with the scope of services delineated in the RFQ. (Appendix D).

Part II: Appendices

1. Statement indicating that provider is willing to become an approved Medicaid provider for this service
2. Job descriptions of key personnel, resumes if available for key personnel
3. Proposed agency organizational charts

4. Current/dated list of agency Board of Directors/Terms of Office
5. Statement of Assurances*
6. Certification regarding Debarment*
7. DCF Annex B Budget Forms*
8. Chapter 51 Certification Regarding Political Contributions** (Required by for profit entities)
9. Source Disclosure Certification**
10. Ownership Disclosure-Certification and Disclosure Forms
Note: non-profit entities are required to file the Certification-Disclosure of Investigations starting at Page 3 through 5**
11. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
12. Copies of all applicable licenses/organization's licensure status (if appropriate)
13. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at <http://www.dnb.com>
14. Applicable Consulting Contracts, Affiliation Agreements/Memoranda of Understanding, Letters of Commitment and other supporting documents.
15. Signed DCF Standard Language Document
16. Safe-Child Standards Description of your agency's implementation of the standards (no more than 2 pages)
17. Two written professional letters of support on behalf of the applying individual/agency specific to the provision of services under this RFQ (references from New Jersey State employees are prohibited): One should come from an individual or organization whose mission is serving people with intellectual/developmental disabilities. Please include telephone numbers and e-mail for all references so they may be contacted directly.
18. Community Agency Head and Employee Certification, Permission for Background Check and Release of Information (Appendix C)
19. Supporting documentation for criminal background check
20. Supporting documentation for TB Skin Test
21. Statement certifying that all employees will have state and federal background checks with fingerprinting completed now and every two year thereafter.

* Standard forms for RFP's are available at: www.nj.gov/dcf/providers/notices/
Forms for RFP's are directly under the Notices section.
Standard DCF Annex B (budget) forms are available at:
<http://www.state.nj.us/dcf/providers/contracting/forms/>

** Treasury required forms are available on the Department of the Treasury website at <http://www.state.nj.us/treasury/purchase/forms.shtml>
Click on Vendor Information and then on Forms.

Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review these items via the Internet at www.nj.gov/dcf/providers/contracting/manuals

EXHIBIT A
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, upgrading, 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

Employee Information Report Form AA302 (electronically available at www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Department of Children and Families, 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 Department of Children and Families, the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

EXHIBIT B
TITLE 10. CIVIL RIGHTS
CHAPTER 2. DISCRIMINATION IN EMPLOYMENT ON PUBLIC WORKS

N.J. Stat. § 10:2-1 (2012)

§ 10:2-1. Antidiscrimination provisions

Antidiscrimination provisions. Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$ 50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (*C.18A:18A-51 et seq.*).

EXHIBIT C

**COMMUNITY AGENCY HEAD AND EMPLOYEE CERTIFICATION, PERMISSION
FOR BACKGROUND CHECK AND RELEASE OF INFORMATION**

I hereby authorize the Department of Children and Families to conduct a criminal history background check and I agree to be fingerprinted in order to complete the State and Federal background check process. I further authorize the release of all information regarding the results of my background check to the Department of Children and Families. Check one of the options listed below.

Option 1 - I hereby certify under penalties of perjury, that I have not been convicted of any of the offenses listed below and no such record exists in the State Bureau of Identification in the Division of State Police or in the Federal Bureau of Investigation, Identification Division.

Option 2 - I hereby affirm that I have been convicted of the following offense listed below

on _____. (date)

If I have checked Option 2 or the criminal history background check reveals any conviction(s) for the offenses listed below, I understand that I may be subject to termination from employment.

FOR PROVISIONAL EMPLOYEES ONLY: As a provisional employee, I further understand that I may be employed by the agency for a period not to exceed six months during which time a background check will be completed. I understand that I will work under the supervision of a superior where possible.

Offenses covered under P.L. 1999, c.358:

In New Jersey, any crime or disorderly person offense:

--involving danger to the person as set forth in N.J.S.A. 2C:11-1 et seq. through 2C:15-1 et seq. including the following:

- i. Murder
- ii. Manslaughter
- iii. Death by auto
- iv. Simple assault
- v. Aggravated assault
- vi. Recklessly endangering another person
- vii. Terroristic threats
- viii. Kidnapping
- ix. Interference with custody of children

x. Sexual assault

xi. Criminal sexual contact

xii. Lewdness

xiii. Robbery

--against the children or incompetents as set forth in N.J.S.A. 2C:24-1 et seq. including the following:

i. Endangering the welfare of a child

ii. Endangering the welfare of an incompetent person

--a crime or offense involving the manufacture, transportation, sale, possession or habitual use of a controlled dangerous substance as defined in N.J.S.A. 2C:24-1 et seq.

--in any other state or jurisdiction, conduct which, if committed in New Jersey, would constitute any of the crimes or disorderly persons offenses described above.

FOR COMMUNITY AGENCY HEAD: I understand the results of this background check will be reported to the President of the Board of my agency.

PLEASE LIST THE NAME AND HOME OR BUSINESS ADDRESS OF THE BOARD PRESIDENT.

Employee Name (please print)

Employee (Signature Date)

Witnessed by (please print)

Witness (Signature Date)

EXHIBIT D

Agency: _____

Applicant Eligibility Requirements Check List for Individual Supports and Services for Youth with Intellectual/Developmental Disabilities

Applicants are required to check all applicable boxes. This completed check list is confirmation that you are able to meet the requisite credentials and able to provide services consistent with the scope of services delineated in the RFQ.

Education and Experience: (supported by resumes for each staff person)

Individual Support Technician (IST) I is responsible for the completion of the Adaptive Behavior Summary, development of the Individual Support Plan, and supervision of Individual Support Technician II & III. H/She must have a Bachelor's degree in psychology, special education, guidance and counseling, social work or a related field and at least one year of supervised experience in **developing and implementing** positive behavior support and ADL/Instrumental skill plans for individuals who have intellectual/developmental disabilities.

Individual Support Technician (IST) II is responsible for the implementation of the Individual Support Plan and must have Bachelor's degree in psychology, special education, guidance and counseling, social work or a related field and at least one year of supervised experience in **implementing** positive behavior support plans and **teaching** ADL/Instrumental skills for individuals who have intellectual/developmental disabilities. The IST II must be supervised.

Individual Support Technician (IST) III is responsible for the implementation of the Individual Support Plan and must have a High School Diploma or GED and at least three years of supervised experience in **implementing** positive behavior support plans and **teaching** ADL/Instrumental skills for individuals who have intellectual/developmental disabilities. The IST III must be supervised.

AND

All Applicants: (provide supporting documentation)

Pass criminal background check;

↑
 Pass TB test.

Trainings shall include but are not limited to:

↑
 Positive Behavior Supports;

- Developmental milestones, identifying developmental needs, strengths;
- Crisis management: Prevention, Recognition and Intervention;
- Understanding the utilization of Functional Adaptive assessment tools as well as the implementation of proactive intervention plans;
- HIPAA;
- Confidentiality and Ethics;
- Basic First Aid and CPR;
- Danielle’s Law (In compliance with P.L.2003, c.191 [C.30:6D-5.1-5.6]);
- Identifying and reporting abuse and neglect;
 - Any incident that includes an allegation of child abuse and/or neglect must be immediately reported to the Division of Child Protection and Permanency (DCP&P) at 1-800-NJ ABUSE, in compliance with N.J.S.A. 9:6-8.10.
 - Any incident that includes an allegation of abuse, neglect, or exploitation of a vulnerable adult age 18 and over must be immediately reported to the Division of Aging Services, Adult Protective Services (APS) in compliance with N.J.S.A. 52:27D-406 to 426.

Assessment:

- Children’s Adaptive Behavior Summary
- Task Analysis
- Preference Assessments
- Reinforcer Assessments
- Other (Specify below)

Interventions should include but are not limited to:

- ↑ Completion of the Children’s Adaptive Behavior Summary and other related assessments as needed;
- ↑ Development of the Individual Support Plan;

- Data Collection;
- Supervision of Individual Support Technician II and III;
- Documentation, e.g. progress notes
- Appropriate functional communication training, e.g. visual schedules, contingency maps, PECS, wait signal training, etc.;
- Adaptive Skill Development;
- Basic ADLs (BADLs) consisting of self-care tasks;
- Implementation of Individual Support Plan;
- Positive Behavior Supports;
- Support and training of Parent/guardian to successfully implement Individual Support Plan, use of Assistive Technology, and other support services as needed, gradually diminishing the need for outside intervention;
- Modifying individual support plans based on frequent, systematic evaluation of direct observational data;
- Instrumental ADLs: Instrumental activities of daily living (IADLs) are not necessary for fundamental functioning, but they enable an individual to live independently in a community;
- Collaborating effectively with professionals from other disciplines that are also supporting the youth, including but not limited to: education, clinicians, physicians, etc.; and;
- The Children's Adaptive Behavior Summary and development of the Individual Support Plan shall be an integral part of the treatment planning process for those identified youth.

Does your agency have:

- Behavior Management Committee;
- Human Rights Committee.

All respondents are required to describe their policy and protocol for crisis situations and submit their plan. The continuum of crisis planning includes prevention, recognition, intervention, and debriefing. Please describe your agency's proactive approach to crisis planning, beginning with the development

of a crisis plan for all youth. All crisis plans must be in compliance with “Danielle’s Law,” C.30:6D.

Accessibility of Services:

Do you offer bilingual services?

- Yes (specify languages spoken);
 No
-

Counties Served

- | | | | |
|------------|--------------------------|-----------|--------------------------|
| Atlantic | <input type="checkbox"/> | Middlesex | <input type="checkbox"/> |
| Bergen | <input type="checkbox"/> | Monmouth | <input type="checkbox"/> |
| Burlington | <input type="checkbox"/> | Morris | <input type="checkbox"/> |
| Camden | <input type="checkbox"/> | Ocean | <input type="checkbox"/> |
| Cape May | <input type="checkbox"/> | Passaic | <input type="checkbox"/> |
| Cumberland | <input type="checkbox"/> | Salem | <input type="checkbox"/> |
| Essex | <input type="checkbox"/> | Somerset | <input type="checkbox"/> |
| Gloucester | <input type="checkbox"/> | Sussex | <input type="checkbox"/> |
| Hudson | <input type="checkbox"/> | Union | <input type="checkbox"/> |
| Hunterdon | <input type="checkbox"/> | Warren | <input type="checkbox"/> |
| Mercer | <input type="checkbox"/> | | |

What are the ages of the children you will serve?

- | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 0-1 yr. old | <input type="checkbox"/> 8 yrs. old | <input type="checkbox"/> 15 yrs. old |
| <input type="checkbox"/> 2 yrs. old | <input type="checkbox"/> 9 yrs. old | <input type="checkbox"/> 16 yrs. old |
| <input type="checkbox"/> 3 yrs. old | <input type="checkbox"/> 10 yrs. old | <input type="checkbox"/> 17 yrs. old |
| <input type="checkbox"/> 4 yrs. old | <input type="checkbox"/> 11 yrs. old | <input type="checkbox"/> 18 yrs. old |
| <input type="checkbox"/> 5 yrs. old | <input type="checkbox"/> 12 yrs. old | <input type="checkbox"/> 19 yrs. old |
| <input type="checkbox"/> 6 yrs. old | <input type="checkbox"/> 13 yrs. old | <input type="checkbox"/> 20 yrs. old |
| <input type="checkbox"/> 7 yrs. old | <input type="checkbox"/> 14 yrs. old | |

Name
CEO or Equivalent

Signature

Date