

**Community Living Education RFP**  
**Questions and Answers**  
**9/13/2013**

1. Question: *Would an agency providing services through the Supports Program be eligible for this RFP?*

Answer: Section VII of the RFP, Provider Qualifications, describes the ten (10) standards that must be met in order for an agency to be eligible to apply for this RFP. They are below:

1. An organization may or may not be qualified through the Individualized Community Supports and Services (ICSS) process to be eligible for this RFP. For organizations which are qualified through ICSS, please note that the successful bidder will not be eligible to develop new residential or day service proposals for individuals in either the DDD Olmstead or RHNJ initiatives for the duration of this contract. Applicants may continue to provide supports for individuals they are already serving who have come from Olmstead and RHNJ initiatives.

2. The applicant must be a fiscally viable for-profit or non-profit organization and document demonstrable experience and knowledge of the residential, habilitative and social needs of people with developmental disabilities.

3. The applicant must be able to demonstrate the ability to provide, or have experience and success in providing, advocacy and educational services as described in this RFP.

4. The applicant must be willing to provide services to those consumers identified by the DDD.

5. The applicant must currently meet, or be able to meet, the terms and conditions of the DHS contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual (CRM), and the Contract Policy and Information Manual (CPIM).

6. Non-public applicants must demonstrate that they are incorporated through the New Jersey Department of State and provide documentation of their current non-profit status under Federal 501 (c) (3) regulations, as applicable.

7. The applicant must be duly registered to conduct business in the State of New Jersey.

8. The applicant should include information relating to its organization, personnel, and experience, including, but not limited to, references, together with contact names and telephone numbers, evidencing the applicant's qualifications, and capabilities to perform the services required by this RFP.

9. Detailed resumes should be submitted for all management, supervisory and key personnel to be assigned to the contract. Resumes should emphasize relevant qualifications and

experience of these individuals in successfully completing contracts of a similar size and scope to those required by this RFP. Resumes should include the following:

- a. The individual's previous experience in completing each similar contract.
- b. Beginning and ending dates for each similar contract.
- c. A description of the contract demonstrating how the individual's work on the completed contract relates to the individual's ability to contribute to successfully providing the services required by this RFP.
- d. With respect to each similar contract, the name and address of each reference together with a person to contact for a reference check and a telephone number.

10. The applicant should provide detailed resumes for each subcontractor's management, supervisory and other key personnel that demonstrate knowledge, ability and experience relevant to that part of the work which the subcontractor is designated to perform. When an applicant submits resumes pursuant to this paragraph, the applicant shall redact the social security numbers, home addresses, personal telephone numbers and any other personally identifying information other than the individual's name from the resume.

Support Coordination Agencies are eligible to apply for this RFP so long as these standards and met.

2. Question: *How long is the Contract Term?*

Answer: The Division currently only enters into one (1) year contracts. Extensions to the contract can occur at the discretion of the Division.

3. Question: *Is more than one (1) contract to be awarded to more than one (1) provider applicant?*

Answer: This RFP will be awarded to only one (1) bidder.

4. Question: *Page 14 of the RFP contains instructions for submission. However, the Application Cover Sheet/Background Information references eight (8) questions and the actual application document only lists four (4). Can this discrepancy be explained?*

Answer: The language on page 14, Application Cover Sheet/Background Information is incorrect as it should only reference four (4) questions. The correct language for this section should read:

1. Application Cover Sheet/Background Information
  - a) All lines in sections 1-4 must be answered completely.
  - b) No lines are left blank in sections 1-4.

All other information in this section is correct.

5. Question: *Page 12, number eight (8) of the RFP mentions the inclusion of references. How many references should be provided?*

Answer: While no minimum or maximum number of references is indicated, it is suggested that a bidder submit between one (1) and three (3).

6. Question: *Page 13 of the RFP describes one (1) PDF file for submission. However, it seems that one narrative submission should be submitted in PDF to Erica Johnson and a separate email to Ann Hutchinson for the budget. Would DDD clarify if the email submissions comprise of one (1) PDF of the narrative proposal and then one excel sheet of the budget separately?*

Answer: In addition to the hard copies outlined in the RFP, one (1) PDF of the narrative should be emailed to Erica Johnson and one (1) excel sheet of the budget should be emailed to Ann Hutchinson. The timelines for submission as outlined in the RFP must be met.

7. Question: *Is there a timeframe for Return Home New Jersey (RHNJ) in relation to when it starts and the expected time which people must return to New Jersey?*

Answer: The successful bidder will be working primarily with the segment of the RHNJ population who is undecided and/or resistant on committing to a move back to New Jersey. The bidder should focus on what timeframe they feel will be needed to perform initial outreach, analyze data from that outreach and then calculate what the next logical step(s) should be. Final decisions based on timeframes will be a collaborative effort between relevant Division staff and the successful bidder.

8. Question: *When will the awarded contract go into effect?*

Answer: As per section IX of the RFP, operating expenses will be awarded no earlier than three months prior to the commencement of service provision. If the successful bidder has an existing contract, the award will run concurrent with that contract, prorated for the first fiscal year. If the successful bidder does not have an existing contract, the contract term would be established based on that agencies existing fiscal year, prorated for the first fiscal year.

9. Question: *How will the initial contact be made between developmental center (DC) staff, residents, families and the contractor? Will there be a referral process?*

Answer: Contact between the aforementioned stakeholders will occur as follows:

- DC Staff – The contractor will make contact with a point person (Name to be provided by the Division) at the specific DC they will be offering a staff training session. The contractor will describe the training module and arrange the date and times of the training. The DC point person will then ensure that appropriate DC staff attends the training.
- Residents – The contractor will make contact with a point person (Name to be provided by the Division) at the specific DC they will be offering a support to residents at. The contractor will describe the training module and arrange the

date and times of the training. The DC point person will then ensure that DC residents are aware of the training so that they can attend. Through interaction at the training and with the DC point person, specific referrals may be generated to support individuals.

- Families – At the beginning of the contract term, a listing of the contact information for the families and guardians of DC residents will be provided to the contractor. That listing will be used by the contractor to inform those parties of news, updates, upcoming training, etc. Specific referrals to a family or guardian will be generated through interaction with the DC point person, Division Central Office staff and communication initiated by the family or guardian with the vendor.

10. Question: *It appears that there is an emphasis on group home development through this process. Is there a target number of group homes to be developed?*

Answer: The Division's goal is to provide services and supports in community settings for any DC resident whose inter-disciplinary team (IDT) states the person can be served in the community and whose guardian agrees to a community placement. Each fiscal year (FY), the Division works with provider agencies to assist them in the procurement of housing. However, that number can fluctuate from FY to FY based on the availability of funding in a specific town or county where the individual, or group of individuals, leaving a DC chooses to live.

11. Question: *For individuals who choose to self-direct, will they be able to choose this option and receive financial assistance toward their housing?*

Answer: Self-direction is an option open to any individual who has the capacity to exercise it. It has not been an option utilized by many individuals leaving DCs due to factors such as the level of medical/behavioral involvement of the individual, lack of an unpaid person in the individual's life able and willing to assist in self-direction, etc. Housing costs are not Medicaid waiver services and thus, they are not reimbursable under the Community Care Waiver. In the meantime, any requests for assistance related to housing costs (rent, etc.) will be considered on a case-by-case basis.

12. Question: *Many of the functions/services described in the RFP are similar, if not identical, to the currently funded waiver services of Supports Brokering. Can Supports Brokering be proposed for the RFP? Do we want to ask this question openly or do we want to consider it for inclusion in the proposal and subsequent budget? Or, are we avoiding it altogether?*

Answer: While some services may appear similar to Supports Brokering, that is not the service being sought through this RFP. This RFP is to offer education to the targeted groups on community placement in an effort to increase the number of DC residents and RHNJ participants eligible/in favor of community placement. If an individual's IDT and guardian

agree to community placement, the Division has access to Transitional Case Management or Support Coordination to assist in that effort.

13. Question: *Is the future of Support Coordination in the RHNJ process impacted by this RFP?*

Answer: This RFP is to provide education to individuals, families, guardians and staff in an effort to increase the number of people in the Olmstead and RHNJ populations who are seeking community placement in New Jersey. The process of implementing placement is separate and distinct from this RFP.

14. Question: *How do people who want to self-direct and education of self-direction addressed in this RFP? Self-direction appears to be only briefly noted in the RFP. Was this an oversight?*

Answer: Self-direction is an option for any Olmstead or RHNJ participant and should be something individuals, families and guardians are aware of. However, the contractor's focus should be on educating the individual, family, guardian and staff on what is available in the community in an effort to increase the number of program participants rather than the method in which they choose to implement placement.

15. Question: *How does this RFP impact existing contractor(s)? Will existing contractor(s) continue their work or are they required to apply for this RFP in order to continue providing this type of service?*

Answer: Existing contractor(s) will need to apply for and be awarded this RFP to continue to provide services. Any current vendor of this service currently under contract with the Division is eligible to apply for this RFP.

16. Question: *Please expand upon the Provider Qualification requirement #1:*

*An organization may or may not be qualified through the Individualized Community Supports and Services (ICSS) process to be eligible for this RFP. For organizations which are qualified through ICSS, please note that the successful bidder will not be eligible to develop new residential or day service proposals for individuals in either the DDD Olmstead or RHNJ initiatives for the duration of this contract. Applicants may continue to provide supports for individuals they are already serving who have come from Olmstead and RHNJ initiatives.*

*Specifically, if a provider participates in this project as a "tour site" or in any way actively presents its programs so as to show that community living is a viable, quality, alternative to a DC, or to an out of state program, will they be precluded from further development of resources for supporting additional residents of DCs who may want to leave? The provider will not be the principal contractor. It would seem that the principal contractor would need to be able to either subcontract or otherwise engage providers who would be good examples of effective, quality living programs so as to accomplish the objectives of the contract. It would seem counter intuitive that the same provider who is used as an example of quality community living would then be precluded from developing needed supports. It would be appreciated if DDD could comment on this.*

Answer: The successful contractor will need to develop un-paid relationships with current agencies providing residential and day supports to facilitate tours for individuals, families and guardians. No sub-contracts for this purpose will be permitted. An un-paid agency allowing tours to take place is not barred from providing residential and day supports to the Olmstead/RHNJ population.

17. Question: *How should organizational/project partners be reflected in the budget? In what budget line specifically should they be included? Are Memorandum's of Agreement or Letters of Intent to Subcontract to be included? If so, where should they be included in the application? As an attachment?*

Answer: Organizational/project partners and all consultants/subcontractors should be reflected in the budget on the consultant page if they are paid or on Schedule 4 Related Organizations if they are not paid.

MOAs and LOIs of intent to subcontract should be included as attachments to the budget.

Please note that DOT Executive Order 129 requires when submitting a Request for Proposals and/or contract, the Provider Agency shall submit as part of their proposal and/or contract Certification listing where their contracted services will be performed and if the contracted services, or a portion thereof, will be subcontracted and where any subcontracted services will be performed.

DHS Policy P2.01 states that the Provider Agency may not subcontract any of the services that it has committed to perform or provide pursuant to this Contract without the prior written approval of the Department.

18. Question: *How should staff resumes be included? Are these included in the page count? As an attachment?*

Answer: Resumes can be included within the submission and would not count toward the total page count. They should be at the end of the submitted PDF document.