

PUBLIC NOTICE

HUMAN SERVICES DIVISION OF FAMILY DEVELOPMENT NOTICE OF AVAILABLE GRANT FUNDS 2012 DISASTER CASE MANAGEMENT

Take notice that, in compliance with N.J.S.A. 52:14-34.4 and 34.6, the New Jersey Department of Human Services (DHS), Division of Family Development (DFD), hereby announces this Request for Proposals (RFP) to provide statewide disaster case management services.

A. Name of program:

2012 Disaster Case Management (DCM) Services

B. Purpose:

The purpose of this grant is to provide a time limited disaster case management process that involves a partnership between a case manager and a disaster survivor (also known as a "client") to develop and achieve the goals identified in a Disaster Recovery Plan. The Disaster Recovery Plan is a goal oriented plan that will assess the client's unmet needs, including basic needs such as food, shelter, first aid as well as financial, physical, emotional, or spiritual that were either caused or exacerbated by Hurricane Irene. The RFP is limited to agencies that would qualify as having both the FEMA recognized training and experience in disaster case management. The State of New Jersey intends to implement DCM services through a Managing Agency (MA) with services concentrated in the most impacted areas of the State.

C. Amount of available funding:

Funding up to the amount of \$5,568,955 is being made available through the New Jersey DHS/DFD, for this RFP, serving all of New Jersey commensurate with the identified and documented caseload need. This contract is funded exclusively with federal funds. Therefore, the successful vendor must comply with any and all applicable grant requirements.

D. Contract period:

The contract period will be from July 2, 2012 through August 31, 2013.

E. Organizations that may apply for funding under this program:

Eligible applicants are New-Jersey based not-for-profit agencies and limited to providers experienced and trained in DCM that can deliver and administer the required statewide disaster case management services outlined in the RFP.

F. Qualifications needed by an applicant to be considered for funding:

Each Applicant must be able to:

- Describe its recent experience within the last five years in providing DCM;
- Demonstrate its ability to coordinate and provide training;
- Demonstrate its ability to provide DCM and deploy DCM staff statewide;
- Demonstrate its capacity to manage the administration of DCM from a supervision perspective;
- Demonstrate its capacity to manage the administration of DCM from a fiscal perspective;
- Demonstrate its capacity to manage the administration of DCM from a personnel perspective;
- Demonstrate its ability to recruit and hire subcontractors or demonstrate its ability to implement vendor agreements to hire up to 30 FTE case managers and associated supervisory and support staff;
- Describe its ability to purchase, or arrange for the purchase of, or access to, office supplies (i.e., laptop computers/docking stations, and associated application software, mobile devices for all field staff, general office supplies, and portable printers/scanners/copiers/fax machines);
- Describe its capacity to execute vendor agreements/subcontracts or fee-for service arrangements for DCM training;
- Describe its site location(no-cost or low cost) to be funded, specifying all costs associated with it;
- Describe its ability to gather, analyze and report statistical, programmatic, and fiscal data;

- Demonstrate a familiarity with the CAN (Coordinated Assistance Network case tracking system) which will enable collaboration on a shared platform with data standards and pre-built client take-in forms for tracking and reporting for DCM purposes;
- Demonstrate its ability to work with provider agencies in identifying these cases and address needs through the case management process, documentation, and periodic reporting;
- Demonstrate its ability to conduct a post-grant evaluation;
- Comply with State and Department rules and regulations governing the purchase of services contract process, the Department's Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual, in addition to the terms and conditions set forth in this RFP. Grant Recipients 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). Applicants must also sign the Statement of Assurances (**Attachment A**) and the Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion (**Attachment B**). Applicants may review the Department of Human Services' contracting rules and regulations, as defined in the "Contract Reimbursement Manual", and the "Contract Policy and Information Manual". Copies of these manuals are available at the following link:

<http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/index.html>

G. Procedure for eligible applicants to apply:

Eligible applicants interested in applying for these funds may obtain a copy of the RFP document by contacting the Office of Grants Management, Division of Family Development, PO Box 716, Trenton, NJ 08625, (609) 588-2290, Fax (609) 588-7240. The RFP document will be available on **May 14, 2012**, from the Office of Grants Management, on the DHS web page <http://www.state.nj.us/humanservices>, and at the **Mandatory** Technical Assistance Conference.

The Technical Assistance Conference is scheduled as follows:

Place: New Jersey Division of Family Development
Quakerbridge Plaza
Building 3, Room A (check-in at Bldg. 6)
Quakerbridge Plaza Road
Mercerville, NJ 08619

Date: May 22, 2012

Time: 10:00 a.m. – 1 p.m.

Directions to the Technical Assistance Conference site are provided in the RFP package.

The Technical Assistance Conference will provide potential Applicants an opportunity to ask any and all pertinent questions regarding the RFP and receive technical information regarding the RFP from DHS/DFD representatives. Attendance at the conference is MANDATORY. Applicants are asked to pre-register for the Technical Assistance conference no later than **May 21, 2012** by calling the Office of Grants Management at 609-588-2290, or by fax at 609-588-7240. Each applicant will be limited to two representatives at the conference.

H. Proposal submission:

Eligible agencies, organizations, and consortiums interested in applying for these funds must submit **one (1) signed original and 5 (five) exact copies** of the completed application document and all support materials to be received by DFD **no later than 4:00 p.m.** on **June 7, 2012**. Applications may be **emailed, mailed or hand delivered.** If an application is emailed, it must also be simultaneously mailed or hand delivered. All emailed applications must be in either Word 97 version or higher or Adobe pdf. The type set (font size) must be at least 12 point Times Roman or Arial and the margins set to one inch on all sides. The application (not including attachments) is not to exceed 20 pages.

Email/US Mail Delivery:

Candice Covington-Thomas, JD, LCSW
Office of Policy Development, Research & Reporting
Grants Management Unit
Department of Human Services
PO Box 716
Trenton, New Jersey 08625
candice.covington-thomas@dhs.state.nj.us

Hand Delivery or Commercial Courier/Mail Service:

Candice Covington-Thomas, JD, LCSW
Office of Policy Development, Research & Reporting
Grants Management Unit
NJ Division of Family Development
Quakerbridge Plaza, Building 3
Quakerbridge Road
Mercerville, New Jersey 08619

I. Proposal submittal deadline:

Whether emailed, mailed or hand-delivered, all proposals and related information must be received by DFD, Office of Grants Management, **no later than 4:00 p.m.** on **June 7, 2012**.

J. Award notification:

Applicants will be notified of the award on or after **June 14, 2012**. The award will be contingent upon contract negotiations.

Jennifer Velez, Commissioner
Department of Human Services

Date