

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES

REQUEST FOR PROPOSALS TO PROVIDE COMMUNITY LIVING EDUCATION

August 23, 2013

Dawn Apgar, Deputy Commissioner
Department of Human Services

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REQUEST FOR PROPOSALS
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I. Introduction

The Division of Developmental Disabilities is issuing this Request for Proposal (RFP) to solicit the formation of a comprehensive information, education and mentoring service for individuals, families/guardians and relevant targeted staff (State and private) regarding:

- Types of alternative residential placement options in a community setting;
- Successful transition from a developmental center (DC) and/or out-of-state setting to the community; and
- Types of supports that can be provided in a community residence.

The selected applicant will work within timeframes established for DC closure and outlined in the Olmstead Settlement Agreement, a copy of which is available on the web at <http://www.state.nj.us/humanservices/ddd/documents/Documents%20for%20Web/DRNJ%20v%20%20Velez%20II%20-%20Settlement%20Agreement.pdf>. The contractor will be required to:

- Meet with individuals whose Interdisciplinary Teams (IDTs) and guardians have agreed to community placement. The purpose of these meetings will be to share experiences of other individuals who have moved from DCs/Out-of-State settings and mentor individuals through the transition process.
- Provide information and education to families/guardians who are unsure about community living as to what types of homes are available and what care and supports can be expected. This will be essential in assisting families/guardians in making informed decisions about community placement and better recommendations for needed supports if community placement is chosen.
- Provide information and education to targeted staff (State and private) who are unsure about community living as to what types of homes are available and what care and supports can be expected. This will be essential in assisting IDT members, in making informed decisions about community placement and better recommendations for needed supports if community placement is chosen.
- Schedule and accompany individuals, families and guardians to visit and tour existing community homes and residential settings for people with developmental disabilities, to provide support and explanations of what they are seeing and experiencing.
- Provide multimedia materials about community living, including success stories of individuals who have moved from DCs to the community or returned home to New

Jersey. These materials should include the experiences of their respective family members/guardians.

- Use family members of individuals who are living in community settings to perform the work outlined above wherever possible.

The State requires proposals that provide individuals and families/guardians with education and mentoring, and education for targeted staff (State and private) as well.

The intent of this RFP is to award a contract to that responsible applicant whose proposal, conforming to this RFP is most advantageous to the State, price and other factors considered. The State, however, reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the Director to be in the State's best interest.

The State of NJ Standard Terms and Conditions will apply to all contracts or purchase agreements made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

II. Background

As of May 31, 2013, DDD provides supports and services to 2,223 people in DCs and 490 individuals out of State. This represents approximately 9.5% of the 28,434 individuals receiving services through DDD. The other 90.5% reside in various community settings across New Jersey. The largest group, approximately 54%, reside in their own home, most with their families. The next largest group represents approximately 29% who reside in community residences in-state (i.e., group homes, supervised apartments, community care residences).

New Jersey's seven (7) DCs are:

- **Green Brook Regional Center**, opened in 1981 in the former Raritan Valley Hospital in Green Brook, Somerset County.
- **Hunterdon Developmental Center**, opened in 1969, located in Clinton Township, Hunterdon County.
- **New Lisbon Developmental Center**, opened in 1914, located in New Lisbon, Burlington County.
- **North Jersey Developmental Center**, opened in 1928, located in Totowa, Passaic County.
- **Vineland Developmental Center** (women only), opened in 1888, located in Vineland, Cumberland County.

- **Woodbine Developmental Center** (men only), opened in 1921, located in Woodbine, Cape May County.
- **Woodbridge Developmental Center**, opened in 1965, located in Woodbridge, Middlesex County.

In 2013, the State of New Jersey settled a lawsuit with Disability Rights New Jersey related to the movement of individuals from DCs to the community in accordance with the Olmstead decision. That settlement mandates the movement of at least 600 individuals from DCs to community residences by June 30, 2017.

Prior to moving people out of DCs, it is necessary for DDD to prepare community supports and services (as bulleted below). Building the level of services and supports available in community settings is viewed as critical to rebalance New Jersey's developmental disabilities system from institutional to community-based care.

DDD is enhancing the community infrastructure through a separate and distinct open and competitive process for Individualized Community Support and Services (described at <http://www.state.nj.us/humanservices/ddd/providers/icss.html>), in which DDD provides opportunities for businesses or individuals to become qualified to develop individualized community supports and services. DDD currently qualifies providers for the following supports and services:

- Housing/development;
- Provider managed and/or self-directed residential supports (individual supports);
- Employment/day (habilitation);
- Medical supports; and
- Behavioral supports.

DDD utilizes a fee-for-service/rate-based contracting system to allow individuals the ability to purchase these customized supports and services. In all instances, funding should be aligned with the person, not the program.

In order to plan for individualized service and support needs, DDD recognized the need to gather information and determine the needs of people in a consistent, statistically reliable manner. DDD selected the Developmental Disabilities Resource Tool (DDRT) to identify abilities in areas of cognition, communication, self-care and mobility and the presence of medical and behavioral conditions that need to be considered to enable individuals to successfully live as independently as possible.

The DDRT identifies:

- 4 levels of self-care support needs;
- 6 levels of needed medical supports; and

- 4 levels of needed behavioral supports.

A funding matrix is then utilized to determine the annual maximum budget for each individual to receive services through a qualified community provider.

III. Purpose of Request

The contract resulting from this RFP includes supporting individuals who live in DCs and their families/guardians who are in agreement to seek community placement, as well as those individuals who are returning to New Jersey from out-of-state residences through Return Home New Jersey (RHNJ), and their families/guardians. The scope of work includes educational services and mentoring for targeted individuals, families/guardians and targeted staff (State and private).

Services must be provided for all seven (7) DCs, with a concentration of service delivery for those DCs identified for closure and for those individuals returning to New Jersey through RHNJ. Mentoring meetings with individuals must be held throughout the State, at the DCs or other locations. Information sessions with families/guardians and targeted staff (State and private) must be also be held throughout the State, at the DCs and/or other locations.

This RFP will provide information to individuals, families/guardians and targeted staff (State and private) to assist them in the decision making process related to moving to the community. This will serve as a key resource as DDD works to meet the mandates of the Olmstead settlement agreement with Disability Rights New Jersey.

This RFP will also include individuals, families/guardians and targeted staff (State and private) who are not in agreement with community placement in NJ or unsure about community placement because they lack sufficient information to make an informed decision.

Contractor services must include:

- Development of a volunteer or compensated peer network of individuals who have successfully transitioned from DCs to community homes. Individuals will be provided mentoring and emotional support by the peer network. Additionally, individuals will receive information from the peer network and/or the contractor on home life, recreational activities and employment/vocational services available in the community.
- Development of a family network consisting of families of individuals who have successfully transitioned from a DC into the community. Families interested in community living will be provided emotional support by the family network. Additionally, families will receive information from the family network and/or the contractor on home life, recreational activities, employment/vocational services, case management, quality assurance and safety measures available in the community.
- Development of a program for targeted staff (State and private) that includes information on home life, recreational activities, employment/vocational services, case management, quality assurance and safety measures available in the

community. Information sessions may be conducted at a DC for those staff, or for the staff of RHNJ people via media/technology.

- Visits to community homes for targeted groups with community provider agencies in locations close to where development for the individual is expected to occur. The contractor shall accompany the targeted people on these visits.
- Creation of multimedia educational tools such as letters, brochures, booklets, DVDs, websites, etc., for individuals, families and targeted staff (State and private).
- Quarterly reports to DDD administration.

IV. Target Population

Populations targeted for this RFP come from the Olmstead and RHNJ initiatives. Of the Olmstead individuals living in the DCs, there are approximately 600 individuals whose guardians and Interdisciplinary Teams (IDTs) are in agreement with community placement. These people are included in a 2013 Settlement Agreement between the New Jersey Department of Human Services (DHS) and Disability Rights New Jersey (DRNJ), referenced above in Section II. The Settlement Agreement outlines a time line spanning from FY 2013 – FY 2017 for all 600 people to be moved to community residences. These individuals, families/guardians are in need of information to assist them in making informed choices as proposals are received.

Others eligible through the Olmstead Initiative are individuals who are living in DCs whose guardians or IDT are not in agreement with community placement. They are in need of information to better understand the range of services that are available within community settings and reduce their fears.

Approximately 490 individuals are receiving residential services and supports outside the State of NJ. Many of these individuals and families/guardians are pleased with the services they are receiving in the out-of-state locations. They need information that will assist them in making informed choices about available options for them in NJ.

Staff employed by the State of NJ and those employed by private out-of-state providers are often in need of the same education so they can better understand the resources available in NJ community based residences. That knowledge will allow staff to participate as IDT members in identifying the best options for meeting the individual's needs in the available NJ resources.

Successful proposals will describe clear and effective strategies to address identified support needs in a community setting as well as the fears, concerns, and reluctance individuals, families/guardians and IDTs may have regarding community based services in NJ.

V. Service Model

- A. The contractor will be expected to provide services at all seven (7) of the DCs throughout the State of NJ; however, the main focus will be at the DCs identified for closure. Additionally services will be arranged for individuals returning from out of state (RHNJ).

- B. The contractor shall arrange with peer mentors to hold mentoring sessions with individuals who are ready for community placement. The mentoring sessions shall occur either at a DC or via media/technology for those returning home to New Jersey. These sessions may be combined with information sessions. (Reference Section VI.A (1) below.)
- C. The contractor shall hold information sessions for individuals, families/guardians and targeted staff (State and private) that include:
 - (1) An overview of community-based residential options, including group homes, supervised apartments and community care residences;
 - (2) An overview of supports and services available in community settings;
 - (3) An overview of differences in the delivery of services at DCs and at community homes with provider agencies; and
 - (4) Stories of transitions of people with different support needs who have moved from DCs to community-based residential placements and those who have returned home to New Jersey.
- D. The contractor shall include presentations from family members, individuals and community provider agencies with experience in the transition process.
- E. The contractor shall comply with the number of sessions outlined below in RFP Section VI.A.(1)-(3).
- F. The contractor shall consult with collateral informants (when applicable and appropriate), such as DDD Central Office, case managers and family members.
- G. The contractor shall arrange its own transportation, as well as that for peer/family networks, to conduct information sessions, mentoring sessions and visits/tours of community residences. Travel expenses must be part of the all-inclusive rate and will not be reimbursed separately by the State.
- H. The contractor shall be responsible for development of all informational materials and publications. The cost of material development and production must be part of the firm, fixed price and will not be reimbursed separately by the State.
- I. The contractor shall be responsible to provide evaluation/feedback forms to all attendees at the end of each session to determine their level of satisfaction with the information provided as well as the method of delivery. The contractor shall make adjustments as necessary to assure customer satisfaction. This information will be included in quarterly reports as specified below in RFP Section VI.G.(1) and(2).

VI. Service Outcome Requirements

The contractor shall:

- A. Develop and present a mentoring/informational curriculum for the three (3) target groups (individuals, families/guardians and targeted staff [State and private]). The contractor shall be responsible for making arrangements with each DC, or other site managers throughout the State to assure the room can accommodate the expected number of people as well as any video, electronic and/or audio devices that will be utilized. The contractor shall also be

responsible for creation and copying of any handouts. Additional parameters of this deliverable include:

- (1) At least twenty (20) mentoring/information sessions annually for individuals who are ready to move to the community in New Jersey.
 - i. A minimum of ten (10) individuals will be invited to attend each session.
 - ii. Sessions will be scheduled for one (1) hour, but would be extended as needed based on the individual.
- (2) At least eight (8) training/mentoring sessions annually for families and guardians.
 - i. Invitations will be sent to all families and guardians. Rooms reserved for presentations should be able to accommodate the projected number of attendees.
 - ii. Sessions will be scheduled for two (2) hours, but would be extended as needed based on the needs of the audience.
 - iii. Presenters will be expected to remain for up to ½ hour after a session ends if attendees wish to discuss specific details of their family member or make arrangements for visits to provider homes.
- (3) At least eight (8) training/mentoring sessions annually for targeted staff (State and private).
 - i. A minimum of twenty (20) targeted staff (State and private) will be expected to attend each session.
 - ii. Sessions will be scheduled for two (2) hours.

B. Communicate information, including the following:

- (1) Announcements of mentoring/information sessions shall be distributed via website, email, U.S. Postal Service and other available modes of information exchange;
- (2) A variety of communication tools should be utilized to announce meetings and events; provide information about community living and the transition process; share success stories of transitions; and network, including:
 - i. Brochures;
 - ii. Magazines;
 - iii. Booklets;
 - iv. DVDs;
 - v. Website; and
 - vi. Social Media.

Note: Since information will be presented to individuals with a variety of intellectual and physical disabilities, multi-sensory materials must be developed and presented in a way that is helpful and meaningful for the individual to understand concepts, e.g., pictures/photos, large print, symbols, sign language, games, etc.

C. Provide outreach/community visits:

- (1) Upon referral from DDD, reach out to families/guardians, to provide support as they begin to explore community placement options.
 - i. Make introductory phone calls to families/guardians to explain the contractor's background, its relation to DDD, its role and offer support and assistance.
 - ii. Meet with families/guardians at locations convenient to the families/guardians. This may include family homes, DCs or public meeting sites throughout the State.

- iii. Arrange for and accompany families/guardians to tour community homes and day service sites.
 - (a) The number of visits to community homes will be based on demand. Multiple tours can be scheduled on the same date, with tour sites being in close proximity to each other. Based on previous experience, it can be expected that that approximately 120 community homes will be toured in a 12 month period.

D. Provide mentoring to individuals:

- (1) Arrange for volunteers or hire individuals who have transitioned from DCs to community homes and are trained in peer advocacy skills to share their experiences. A facilitator is required to schedule and make arrangements with the DCs and assist/facilitate mentoring sessions at the frequency described above in RFP Section VI.A(1)-(3).
 - i. Develop a curriculum/guide of topics to be covered, as well as materials that will be used;
 - ii. Meet with individuals at the DCs; and
 - iii. Present information in a format and at a level that individuals can best understand.

E. Maintain ongoing working relationships with community providers:

- (1) Establish and maintain relationships with residential and day service providers throughout the State.
- (2) Support/mentor families/guardians when they interface with providers by suggesting questions and topics that others have found helpful to ask about/discuss.

F. Establish a network of families whose relatives have successfully transitioned from DCs to the community, as well as families with relatives who've returned home to New Jersey

- (1) Develop a curriculum/guide of topics to be covered at information sessions by family mentors.
- (2) Include family members as a part of information sessions at DCs or via media technology for out-of-State families.

G. Provide quarterly and annual statistical reports:

- (1) Provide quarterly reports to DDD administration due fifteen (15) calendar days after the close of the calendar year quarter, that include:
 - i. Number and type of mentoring/information sessions held each month, as well as locations:
 - (a) Total number of individuals, family members/guardians and targeted staff (State and private) in attendance by initiative:
 - 1. Data for Olmstead and RHNJ will be presented distinctly, clearly showing the number of people served from each DC and/or current out-of-state provider.
 - (b) Satisfaction survey results on the extent to which sessions increased knowledge of:
 - 1. The types of supports that are available in the community;
 - 2. How supports can be obtained in the community;
 - 3. What challenges face individuals transitioning to the community; and

4. Preparation needed for community placements.
 - ii. Number of residential providers who participated in home tours, including which region of the State, with a breakdown of the number of tours per provider.
 - iii. Number of day service providers who participated in day program tours, including which region of the State, with a breakdown of the number of tours per provider.
 - iv. Total number of family members/guardians who participated in tours, with a breakdown of number of tours per person.
 - v. Satisfaction surveys of tours answering the following:
 - (a) Was the information obtained during the tour helpful to the individual, family/guardian in making decisions about community placement?
 - (b) Did the visit/tour make the family member/guardian more comfortable that appropriate supports will be available for their family member?
- (2) Provide annual reports summarizing information from quarterly reports.

H. Liaison with DDD

- (1) Meet with DDD administrators quarterly to:
 - i. Identify priorities for target groups;
 - ii. Review quarterly report findings;
 - iii. Alert administrators of any concerns or anticipated problems; and
 - iv. Receive feedback of current process and direction for needed changes.
- (2) Attend quarterly Olmstead meetings at DDD Central Office in Hamilton, NJ to:
 - i. Report on findings from the last quarter; and
 - ii. Report on planned events and meetings for the upcoming quarter, including any changes in content/target groups based on evaluation results or DDD priorities.

VII. Provider Qualifications

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.

VIII. Funding Availability

Up to \$400,000, subject to State appropriation, is expected to be available annually to serve the targeted populations

IX. Clustering and Fiscal Consequences Related to Performance

Programs awarded pursuant to this RFP will be separately clustered until such time as the DDD determines, at its sole discretion, that the program is stable in terms of service provision, expenditures, and, as applicable, revenue generation.

Contract commitments will be negotiated based upon representations made in response to this RFP. Failure to deliver contract commitments may result in a reduction of compensation.

Operating expenses for Community Living Education services will be awarded to commence no earlier than three months prior to commencement of service provision (including consumer engagement activities). Should services be delayed, through no fault of the successful applicant, funding continuation will be considered on a case-by-case basis based upon the circumstances creating the delay. In no case shall the Division be required to continue funding when service commencement commitments are not met.

X. Requirements for Submission

Time frames for the Community Living Education RFP process are as follows:

Monday, August 23, 2013	Notice of Availability of Funds published on the DDD Website http://www.state.nj.us/humanservices/providers/grants/nofa/
On or about Friday, August 23, 2013	RFP will be available on DDD website http://www.state.nj.us/humanservices/providers/grants/rfprfi/
Friday, September 6, 2013 by close of business 5:00 pm.	Deadline to electronically ask questions pertaining to RFP.
On or about Friday, September 13, 2013	Response to questions (final Q&A document) will be posted on the DDD website: http://www.state.nj.us/humanservices/ddd/index.html
Friday, October 4, 2013 by close of business 5:00 pm.	Application submission deadline
Friday, October 4, 2013 by close of business 5:00 pm.	Submission of mandatory documents
On or about Friday, November 1, 2013	Award(s) notification
Written Notice of Intent to Appeal	Received by DDD within 7 days of receipt of Proposal status notification

Proposals must address the following:

1. Application Cover Sheet/Background Information
 - a) All lines in sections 1- 8 must be answered completely.
 - b) No lines are left blank in sections 1 – 4.
 - c) Check all that apply in sections 5 - 8.

2. Operational Section: Questions: 1-7 (20 Points)
 - a) Describe your organization’s history, mission and goals. Provide clear examples of how your organization advocates for community based living and integration of people with developmental disabilities.
 - b) Include information about community networks and resources that are available to your organization in supporting your education efforts; how you have utilized these resources in the past and how you will utilize them in the future.
 - c) Include information about strategies your organization has incorporated to develop meaningful curriculums and assure educators and mentors are deemed credible to each of the target populations.
 - d) Provide a complete description of your organization’s quality assurance process, how it will be implemented to improve services and how this information will be shared with DDD.

3. Advocacy and Education for Individuals: Questions 8 – 13 (40 Points)
 - a) Indicate what topics will be presented, how they will be presented and by whom. Include materials and equipment that will be utilized.
 - b) Provide specific details of how education and advocacy services will be presented and/or adapted to assure materials presented will be appropriate for individuals with various levels of cognitive ability and sensory challenges.
 - c) Include information about what resources or supports will be offered to individuals in addition to the group presentations, to enhance or reinforce what has been presented.
 - d) Explain how your organization will assure individuals understand the information, feel well informed and if necessary, feel less apprehensive about community living.
 - e) Describe how your organization will either connect with existing advocacy groups or create an advocacy group; how they will train advocates and how they will include them in the services provided.

4. Advocacy and Education for Families, Guardians and Staff: Questions 14 – 20 (40 Points)
 - a) Describe various presentation formats and mediums your organization will utilize to present the transition process and illustrate the successes of people who have moved to community based homes.
 - b) Describe the process your organization will employ to “make a connection” with families/guardians. Include strategies to provide information and lessen fears or misconceptions they may have about community living as well as

- methods that will be utilized to maintain ongoing communication with families/guardians.
- c) Describe how your organization will address sensitive topics with families and staff who believe the care their loved one has been receiving at a developmental center or out-of-state location was/is the best possible option. Explain how you will address these topics without offending guardians for decisions they have made, or diminishing the care families and staff are still providing.
 - d) Describe in detail how your organization will coordinate services to visit community homes and what follow up steps will be taken to assure all supports have been offered.

XI. Budget and Fiscal Requirements

A program budget with the following characteristics must be submitted: Questions 21 – 26 (40 Points):

- a) Provide a detailed budget using the Annex B categories for all program and administrative expenses, utilizing the Annex B budget template located at <http://www.state.nj.us/humanservices/ddd/providers/contractingwithddd.html>
The budget must be presented to show the full annualized operating costs excluding one-time costs. No start up or equipment costs will be allowed
- b) If applicable, General & Administrative (G & A) expenses, otherwise known as indirect or overhead costs, should be included if attributable and allocable to the proposed program.
- c) All budget data, if approved and included in signed contracts, will be subject to the provisions of the DHS Contract Policy & Information Manual, and the DHS Contract Reimbursement Manual. These manuals can be accessed from the Office of Contract Policy and Management (OCPM) webpage at:
<http://www.state.nj.us/humanservices/ddd/providers/contractingwithddd.html>
- d) Applicant must be a fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DHS Contract Policy and Information Manual.
- e) Applicant must provide evidence of financial capability of the entity submitting the response to this RFP including most recent financial statements (audited financial statements preferred) and written policies and procedures and internal controls documented for receiving and maintaining program funding.
- f) Applicant must disclose any filings for bankruptcy, fines levied by governmental agencies, or legal proceeding against any participating organization, employees, corporate officer, or entity that might have a material effect on the proposer's ability to implement the proposed program

Please note that funds awarded under this program shall not be used to supplant or duplicate existing funding. Any expenses incurred prior to the effective date of the contract will not be reimbursed by DDD.

XII. Deadline to Ask Questions Regarding this RFP

While there will be no formal bidders' conference, the opportunity to ask questions regarding this RFP will be available. Please email your questions to DDDRFP@dhs.state.nj.us by close of business 5:00 P.M. Friday, September 6, 2013 using the subject heading "Community Living Education RFP Question". No questions will be accepted after that date and time.

DDD will post the questions and answers to the DDD website (<http://www.state.nj.us/humanservices/ddd/index.html>) or about September 13, 2013.

XIII. Submission of Proposals

Submit your proposal in a single file PDF format via email to Erica Johnson, Division of Developmental Disabilities at Erica.Johnson@dhs.state.nj.us. Multiple PDF attachments and emails will not be accepted. Your email "subject" should include your agency name, and the proposal name and date. Proposals should be limited to 25 pages, with the exception of the budget and supporting documents – in a font size no smaller than 12. In addition, five hard copies and one original with signature page, of the proposal narrative and budget must be submitted to the attention of Erica Johnson no later than 5:00 pm, October 4, 2013, at the following address:

For regular U.S. mail:

Division of Developmental Disabilities
PO BOX 726
Trenton, NJ 08625-0726
Attention: Erica Johnson

For hand delivery:

Division of Developmental Disabilities
5 Commerce Way
Hamilton, New Jersey 08691
Attention: Erica Johnson

RFP responses must be received at the above addresses by 5:00 PM on October 4, 2013, to be considered eligible. You may mail or deliver your response, however, the DDD is not responsible for items mailed but not received by the Division by the due date. Facsimile submissions will not be accepted.

Respondents must submit a copy of the proposal with the completed budget template attached as an excel file to Ann Hutchinson, Administrative Analyst I, DDD, at Ann.Hutchinson@dhs.state.nj.us by 5:00 PM on October 4, 2013, to be considered eligible.

Please note that no format other than the PDF, five hard copies and one original signed hardcopy will be accepted for this RFP. Proposals submitted after this time will not be accepted.

XIV. Review of Proposals and Notification of Preliminary Award

There will be a review process for all timely submitted proposals which meet all the requirements outlined in this RFP.

A committee comprised of DDD Olmstead, Central Office and Contracts staff will review the proposals.

Applications must receive a Minimum Total Score of 80% (128 points) to be considered for final review. The following scoring will be utilized:

A) Operations – Maximum Score = 40; 80% = 32; 70% = 28

B) Advocacy – Maximum Score = 40; 80% = 32; 70% = 28

C) Education – Maximum Score = 40; 80% = 32; 70% = 28

D) Budget – Maximum Score = 40; 80% = 32; 70% = 28

The Maximum Total Score that can be awarded is 160. The Minimum Total Score required for an 80% passing rate is 128. An applicant may receive a score above the 80% level in some sections and below the 80% level in other sections and still receive a passing score of 128; however no sections may score below the 70%. If a score of less than 70% is received in any 1 of the 4 sections, the application will not be considered, regardless of scores in the other 3 sections.

The DDD reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The Division's best interests in this context include, but are not limited to, loss of funding, inability of the Applicant(s) to provide adequate services, and indication of misrepresentation of information and/or non-compliance with State and federal laws and regulations, existing Department Contracts, and procedures set forth in DHS CPIM Policy Circular P1.04.

The DDD will notify all applicants of preliminary award decisions on or about November 1, 2013.

XV. Appeal of Award Decisions

Appeals of any award determinations may be made only by the respondents to this proposal. All appeals must be made in writing and must be received by the DDD at the address below no later than 5:00 pm on November 8, 2013. The written request must clearly set forth the basis for the appeal.

Appeal correspondence should be addressed to:

Dawn Apgar, Deputy Commissioner
Division of Developmental Disabilities
222 S. Warren Street, P. O. Box 700
Trenton, NJ 08625-0700

Please note that all costs incurred in connection with any appeals of DDD decisions are considered unallowable costs for purposes of DDD contract funding.

The DDD will review any appeals and render final decisions by November 15, 2013. Awards will not be considered final until all timely appeals have been reviewed and final decisions rendered.

Attachment A

Date Received

**STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DDD
Cover Sheet**

Name of RFP _____

Incorporated Name of Applicant: _____

Type: _____

Public _____ Profit _____ Non-Profit _____

Federal ID Number: _____ Charities Reg. Number _____

Address of Applicant: _____

Contact Person: _____ Phone No.: _____

Total dollar amount requested: _____ Fiscal Year End: _____

Funding Period: From _____ to _____

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

Authorization: Chief Executive Officer: _____
(Please print)

Signature: _____ Date: _____

*NOTE: If funding request is more than one service, complete a separate description for each service. Identify the number of units to be provided for each service as well as the unit description (hours, days, etc.) If the contract will be based on a rate, please describe how the rate was established.

Attachment B

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

No provider agency 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 provider agency 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 provider agency 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 provider agency 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 provider agency 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 provider agencies 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

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 (applicant'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 RFI, including development of specifications, requirements, statement of works, or the evaluation of the RFI 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 provider agency 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: Chief Executive Officer or Equivalent

Date

Typed Name and Title

6/97

Attachment D

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.