

DEPARTMENT OF HUMAN SERVICES

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

REQUEST FOR PROPOSALS

TO PROVIDE CAREER SERVICES: SUPPORTED EMPLOYMENT FOR  
CONSUMERS OF MENTAL HEALTH SERVICES

August 4, 2014

Lynn A. Kovich, Assistant Commissioner  
Division of Mental Health and Addiction Services

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## **I. Introduction**

The New Jersey Division of Mental Health and Addiction Services (DMHAS), in partnership with consumers, family members, providers and other stakeholders, promotes wellness and recovery for individuals managing a mental illness, substance use disorder or co-occurring disorder through a continuum of prevention, early intervention, treatment and recovery services delivered by a culturally competent and well-trained workforce. One of the operating principles of the DMHAS is to insure that services are delivered by means of a comprehensive system of care that emphasizes provision of care in the least restrictive clinically appropriate settings and promotes the highest level of functioning for all service users.

Moreover, the DMHAS believes that people with a mental illness can achieve wellness and recovery. This belief is grounded in a growing body of research and knowledge in the recovery field, as well as first-hand accounts from people recovering from mental illness. DMHAS recognizes that consumers of mental health services are able to identify and articulate their service and support needs. Consequently, service and treatment delivery must be individualized, person centered and family driven. These services will provide meaningful choices to consumers with regard to treatment options.

The DMHAS aligns itself with the goals of the President's New Freedom Commission Report of 2003. Germane to this Request for Proposals (RFP), these goals include: 1) Americans will understand that mental health is essential to overall health; 2) mental health care must be consumer and family driven; 3) disparities in mental health service should be eliminated; and 4) early mental health screening, assessment and referral to services are common practice. The New Freedom Commission Report also underscores a vision for a service delivery system that: provides consumers with real and meaningful choices concerning treatment options and providers; understands the cultural and linguistic needs of the consumer and family; offers services that focus on "facilitating recovery and building resilience," rather than merely managing symptoms; integrates the principles of trauma informed care in workforce development and all levels of care; maximizes opportunities for consumers to receive treatment in community based settings; and reduces the use of seclusion and restraints.

The current RFP is announcing the availability of funds to increase DMHAS funding in career Supported Employment (SE) in 13 counties in NJ and consolidates SE resources in one county (Mercer). Specifically, the RFP applies to the following counties: Atlantic; Burlington; Camden; Cape May; Cumberland; Gloucester; Hunterdon; Mercer; Ocean; Passaic; Salem; Sussex; and Warren. Although career services does include post-secondary educational opportunities, the focus of this RFP is on integrated employment.

Supported Employment (SE) is an important psychiatric rehabilitation service that supports an individual's recovery. Research has demonstrated that contrary to generally held beliefs, consumers do not experience negative consequences such as increased symptoms, hospitalization, homelessness, suicide, treatment drop out, or reduced self-esteem by participating in SE, working in competitive jobs, or leaving day treatment settings; rather the research has demonstrated that being competitively

employed can improve one's recovery outcomes (Bond, Becker, Drake, et al, 2001). However, some individuals may require direct assistance in obtaining employment in a setting that is integrated (whereby individuals have the opportunity to interact with individuals who do not have a disability). Some of these same individuals may require emotional, intellectual or physical support either on or off the job site in order to achieve the task demands of the job and/or fit into the employment culture to be successful. SE makes this direct assistance available.

## **II. Background**

Assisting consumers to form an attachment to the workforce through employment and educational opportunities is a critical component in their recovery, full inclusion in their community, and, ultimately, becoming economically independent. Surveys completed by consumers indicate that employment and education are near the top of their priorities, decent affordable housing being number one. According to recent New Jersey mental health planning estimates, there are between 124,500 and 154,200 adults with serious mental illness (SMI). The research on competitive employment for consumers indicates that their unemployment hovers between 85% and 90% which means between 112,000 and 139,000 consumers of working age are unemployed in at any given point in time New Jersey, often on entitlements such as Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI). Most of these individuals have talents, assets and skills which can facilitate their entry into the workforce with the right match, guidance and support. The career service of SE has been found to be a highly successful strategy in promoting integrated employment outcomes for consumer with mental illness or co-occurring disorders (COD). As a career service, SE has been identified as an evidence based practice (Bond, and Lynde, 2004) and is being strongly encouraged by the Substance Abuse and Mental Health Services Administration (SAMHSA). DMHAS has been providing SE as a contracted service for past 26 years in collaboration with the Department of Labor and Workforce Development, Division of Vocational Rehabilitation Services (DVRS). At present, there is at least one DMHAS-contracted SE provider in each county of the State.

## **III. Purpose of Request**

DMHAS is announcing the availability of funds to provide recovery-oriented career services, specifically SE for persons with SMI and/or COD. Applicants will propose strategies that promote and actively support recovery, independent living, economic self-sufficiency, personal growth and fulfillment through employment.

The overall intention of this RFP is to continue the DMHAS service delivery system's capacity to promote integrated employment opportunities through the following goals:

1. Maximize the number of individuals with SMI/COD who secure and retain competitive employment in integrated settings with support;
2. Ensure that employment and career development are integral to the agency's recovery mission and service system in core functions such as

- planning, systems development, monitoring, evaluation and human resource development;
3. Make available a flexible array of services and supports that assist individuals to obtain and retain part or full-time integrated competitive employment and/or career-related education/training based on informed choice and the person's strengths and preferences; and
  4. Build intra-agency, local and regional inter-agency/resource partnerships with such entities as psychiatric rehabilitation, clinical and housing providers, as well as business and industry to maximize resources, support and insure the continuity of service delivery.

Bond and Lynde (2004) stressed that "competitive employment is inextricably linked to the recovery process for many people in recovery" and that the "establishment of meaningful roles and purpose beyond the limitations of a mental health diagnosis or disability, the opportunity to take a risk and fail, and the development of one's own life in the community" are imperative to an individual's recovery.

SE is a process which involves the individual in a series of employment-related activities leading up to entry into integrated employment and then in providing or arranging for support both on and off the job site. Integrated employment is defined as part-time or full-time work in business and industry that is open to anyone, with wages and benefits equivalent to those paid for the same work performed by individuals who do not have SMI/COD. Jobs are to be integrated into the general workforce and not segregated in a manner where individuals are only working with other individuals with identified disabilities. Individuals' work performance must be comparable to that of their non-disabled co-workers in the general labor market. SE activities include helping individuals confirm their preferred occupational alternative, identify job preferences and characteristics, clarify preferred critical employment supports and reasonable accommodations including treatment, provide individualized job development and deliver ongoing mental health and related supports with the goal of maintaining integrated employment.

In their narrative, successful applicants will demonstrate concrete and specific examples of how these components have been embraced and will be integral in the design of their proposed SE career service. They should demonstrate how the proposed services will advance and promote the systems change efforts of the Division towards wellness and recovery, articulating a guiding vision and measurable goals and objectives that frame employment and education as key clinical and psychiatric rehabilitative services in the consumer's recovery process.

#### **IV. Program Description**

Consistent with the DMHAS' commitment to the principles of wellness and recovery, the proposed SE service is to be implemented in a manner that reflects recovery as an overarching value, as well as an operational principle. SE promotes a Psychiatric Rehabilitation Readiness Determination (PRRD) which assesses the individual's readiness to change, intervene to increase readiness if needed, and increases the skills

and supports each person needs to enjoy life to its fullest. The primary focus is on improving performance competencies in specific settings while simultaneously focusing on personal choices, satisfaction, and self-determination. A PRRD assessment is not time limited; rather it is ongoing and incorporates active skill building and environmental support development designed to assist in forming and achieving mutually agreed goals in living, learning, working and/or social environments.

The outcome of PRRD services is the consumer's obtainment and maintenance of valued roles as a result of a systematic approach of rehabilitation diagnosis, goal setting, personal skill development, resource development, and follow-up service. Consumers will be encouraged and supported in determining their own goals and the priority of rehabilitation services.

DMHAS believes that a strong, responsive SE service must have an individualized career profile and be consumer-driven and a collaborative partnership that encourages growth toward independence by recognizing consumer strengths and resources and addressing consumer individualized needs and priorities. A career profile is a process by which consumers' wants, needs and desires in relation to work, as well as their skills, credentials, experiences and challenges, are explored and articulated. It provides the employment specialist basis to assist the consumer in finding jobs that match his/her preferences, strengths, experiences, and unique challenges rather than jobs that are simply available in a pool. This type of match or congruence between the individual and the job critically affects satisfaction, tenure, and success. Individual preference is paramount.

SAMHSA has identified 10 fundamental components of recovery as part of the national consensus statement on mental health recovery. The components are:

1. Self-direction;
2. Individualized and Person Centered;
3. Empowerment;
4. Holistic;
5. Non-Linear;
6. Strengths-based;
7. Peer Support;
8. Respect;
9. Responsibility; and
10. Hope.

DMHAS intends to fund an individualized placement approach to SE, through which the consumer identifies a quality integrated employment opportunity. The following are SE principles identified in the SAMHSA SE Toolkit.

### **Practice Principles of Supported Employment**

1. Every person with SMI and/or COD who wants to work is eligible for supported employment.

2. Employment services are integrated with the consumer's mental health treatment services. While not a requirement to participate in SE, accessing and collaborating with the consumer's treatment provider enhances employment outcomes.
3. Competitive employment is the expected outcome.
4. Personalized benefits counseling is provided.
5. The job search starts soon after an interest to work is expressed.
6. Employment specialists systematically develop relationships with employers based upon consumers' work preferences.
7. Job supports are continuous.
8. Consumers preferences are honored.

## **V. Functions of Supported Employment**

SE is designed to assist consumers with SMI and/or COD who are unemployed or sporadically employed, with or without entitlements such as SSI or SSDI. Successful applicants should be able to outline their proposed SE services by answering the following:

1. Describe the process that incorporates receiving referrals directly from those seeking SE services, as well as referrals from mental health and/or substance use providers and family members. Please describe how the applicant will disseminate these processes county wide;
2. Discuss how the applicant will ensure that SE services are integrated with comprehensive mental health treatment whether within the host agency or outside of the host agency's treatment/service continuum;
3. Articulate admission criteria (inclusionary, and exclusionary, if applicable) which illustrates SE principles, with the consumer's stated desire to work as an overarching criteria. Indicate how referral sources will be informed of criteria;
4. Describe an intake process which captures the consumer's desire to work including wants, needs, interests, and skills, as well as information about entitlements, previous work history and clinical information. Explain how the applicant will conduct a PRRD (see Programs Description page 6) and how the results of the PRRD will be used;
5. Describe the applicant's career profile process, including what and how the information is used to assist the consumer to secure a desired job within a chosen field. Explain how the applicant will work with individuals who identify jobs that they are interested in, but do not possess the skills or credentials needed for the job;

6. Discuss how the applicant will determine occupations and projections for employment opportunities available from local business and industry needs, local wages, and placement;
7. Demonstrate the applicant's existing relationships with local community businesses, Chambers of Commerce or other trade groups. Describe the development of a marketing plan targeted toward assisting in the procurement of chosen jobs within the business community;
8. Illustrate the applicant's individualized job development and placement processes;
9. Discuss in detail how benefits planning with participants will be accomplished and what information and/or records might be required to accomplish such planning. Discuss how the applicant will provide or procure the personalized benefits counseling for participants on entitlements to reduce fear and concern from participants, families and providers;
10. Explain what employment-related supports, including natural supports will be provided, who might provide them and where. Additionally, outline how those supports will be documented;
11. Describe the number of consumers who are expected to be placed into competitive employment as a result of this initiative and how the applicant arrived at the figure. Indicate the applicant's willingness to accept consumers referred by DMHAS staff, including State Psychiatric Hospitals and any foreseen barriers in this process. Provide an explanation as to how the applicant intends to serve individuals who have been, or are involved in, the criminal justice system; and
12. Discuss how the applicant will provide services in a fashion that retains the anonymity of the participant who wishes not to disclose their illness to an employer.

## **VI. Population to be Served**

The population to be served includes individuals with a serious and persistent mental illness and/or COD who are unemployed, underemployed or employed sporadically and have difficulty securing and maintaining employment. The population includes consumers who are presently in DMHAS State Psychiatric Hospitals but are preparing for an imminent discharge. The SE program that will engage with the consumer in the hospital will be from the county that the individual will move to upon discharge.

## **VII. Staff**

In order to enhance SE fidelity and provide to the Evidenced Based Practice (EBP) as described by SAMHSA, qualified staff is crucial.



SE services are being rebid in the 13 counties. Current SE providers, as well as providers who do not currently provide SE services and meet with the eligibility requirements identified in Section III of this RFP, are eligible to respond to the current RFP. Consequently, it is possible that there will be an awardee who is not currently the SE provider in a particular county. Since SE is available in every county, individuals currently employed in SE may be impacted through this solicitation. Each applicant must provide an attestation that they will consider hiring individuals impacted by this solicitation should the awardee not be the SE provider currently operating in the county. Additionally, the new applicant, if appropriate, must articulate a timeline and transition plan from the currently funded SE agency.

The minimum staffing for a SE program shall be at least two qualified full-time equivalents (FTE) employment specialists. One of the staff must be in the role of a Team Leader or Coordinator who has a Master's degree in Human Services or the psychiatric rehabilitation field and who has experience delivering employment services. The staff must be familiar with the target population. The Team Leader or Coordinator is required to attend mandatory quarterly providers meetings convened by the DMHAS.

1. Provide the proposed staffing level with the number of FTEs by position.
2. Submit a proposed organizational chart; identify current vacancies.
3. Provide information about your strategies for recruitment, retention and support of qualified staff.
4. Describe your organization's efforts to employ Peer Support Professionals and the support offered to these individuals to become appropriately credentialed.
5. List and describe any contractual relationships that you anticipate necessary to carry out the SE services.
6. Describe the applicant's personnel develop including an individualized learning plan.
7. For any existing, or positions that are to be recruited, provide a job description of each position.
8. Provide an attestation that the awardee will consider hiring any staff member potentially displaced through this solicitation.
9. Provide a timeline and transition plan, if appropriate.

### **VIII. Quality Improvement**

The applicant's organization has procedures promoting and ensuring consumer rights.

The applicant's organization's has an evaluation process which describes how consumer input is included in the program.

The applicant has the ability to monitor individual job satisfaction and support consumers to pursue career development and advancement opportunities.

Attach a sample of consumer employment outcome data for the most recent two years that is relevant to the services that your organization provides.

Describe how the agency will comply with SAMSHA SE requirement and ensure that SE fidelity is conducted and measured independently.

## **IX. Provider Qualification**

In order to be eligible for consideration for this RFP:

1. The applicant must be a fiscally viable for-profit or non-profit organization and be able to document the extent of their experience in successfully providing career services to individuals with mental illness or with a co-occurring mental illness and substance use disorder;
2. The applicant must be able to clearly demonstrate the ability to provide, or have had experience and success in providing career services; integrated employment and to a lesser extent educational services and support for adults consumers with mental illness and/or COD described in this RFP;
3. The applicant must demonstrate the ability to comply with all rules and regulations for any DMHAS program element of service proposed by the applicant;
4. Non-public applicants must demonstrate that they are incorporated through New Jersey Department of State and provide documentation of their current non-profit status;
5. The applicant must be a government entity or a corporation duly registered to conduct business in the State of New Jersey. If the applicant is a for-profit entity, the applicant must obtain a business registration certificate from the New Jersey Department of the Treasury prior to the time the contract is awarded. For-profits may obtain this certificate at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>; and
6. The applicant must comply with the terms and conditions of the Department of Human Services' 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). A copy of this manual can be accessed from the webpage of the Office of Contract Policy and Management at:

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

Applicants may contact the DMHAS Contract Unit at 609-777-0628 with any general questions about requirements in these manuals.

## **X. Mandatory Bidders' Conference**

All applicants intending to submit a proposal in response to this RFP must attend a mandatory Bidders' Conference. Proposals submitted by an applicant not in attendance will not be considered. The Bidders' Conference will be held at the following time and place:

**Date: August 11, 2014**

**Time: 10 a.m.-11:30 a.m.**  
**Location: 1<sup>st</sup> floor Conference Room**  
**222 S. Warren Street, Trenton, NJ, 08625**

The meeting room and facility is accessible to individuals with physical disabilities. In addition, anyone who may require other special accommodations should notify Alicia Meyer at [Alicia.Meyer@dhs.state.nj.us](mailto:Alicia.Meyer@dhs.state.nj.us) or call (609) 777-0069 when registering. For sign language interpretation, please notify Alicia Meyer by Wednesday, August 6, 2014. Once reserved, a minimum of 48 hours is necessary to cancel this service, or else the cost will be billed to the requestor. Potential respondents to this RFP are requested to register for the bidder's conference via the attached link: <http://njsams.rutgers.edu/training/ppcs/register.aspx>.

Additionally, if you require assistance with this link, please contact Alicia Meyer, Office of Treatment and Recovery Support, at (609) 777-0069, no later than two days prior to the Bidders Conference.

#### **XI. Funding Availability**

SE services are being rebid in the 13 counties listed below. Annualized funding up to the amount listed below is available through this announcement to provide SE opportunities in the following counties: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Hunterdon, Mercer, Ocean, Passaic, Salem, Sussex, and Warren.

County	DMHAS SE Resources
Atlantic	\$150,000
Burlington	\$150,000
Camden	\$150,000
Cape May	\$150,000
Cumberland	\$150,000
Gloucester	\$150,000
Hunterdon	\$150,000
Mercer	\$150,000
Ocean	\$150,000
Passaic	\$150,000
Salem	\$150,000
Sussex	\$150,000
Warren	\$150,000

DMHAS expects applicants to deliver 2,586 units of service at \$58 per unit for the \$150,000.

One-time funds will be available to support necessary equipment and other related start-up costs. Successful awardees may be required, at DMHAS' discretion, to accept used, but serviceable equipment in lieu of funds for new equipment.

## **XII. Clustering, Incentives, and Fiscal Consequences Related to Performance**

Agencies awarded pursuant to this RFP will be separately clustered until the DMHAS determines, in its sole discretion, that the program is stable in terms of service provision, expenditures, and applicable revenue generation.

Contract commitment will be negotiated based upon representations made in response to the RFP. Failure to deliver commitments may result in termination of the contract.

Operating expenses for SE services will be awarded with sufficient time to implement service provision on or about December 8, 2014. Should service provision be delayed, through no fault of the provider, 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 and in no case shall funding be provided for a period of non-service provision in excess of three months. Should services not be rendered, funds provided pursuant to this agreement shall be returned to the Division.

## **XIII. Proposal Criteria**

Articulate that the agency understands wellness and recovery principles, trauma informed care and cultural competence, as it relates specifically to SE.

Demonstrate the applicant's history of providing high quality SE, employment or career services to individuals with SMI and/or COD by discussing recent and current program specific quality improvement efforts.

Describe the applicant's knowledge of evidence-based and best practices in SE and employment services.

Provide a specified timeframe for phase-in and full implementation of all components of SE operations based on an October 27, 2014 award date. Please note that services are required to be fully operational no later than January 1, 2015 unless the applicant is the current SE provider in which case SE services are expected to continue without interruption.

Existing SE services for Atlantic, Cape May, Salem, Cumberland, Gloucester, Camden, Burlington, Mercer, Hunterdon, Warren, Sussex, Ocean and Passaic Counties are being re bid through this RFP. These services are currently provided by existing agencies and as such, there are staff under their employ that may be displaced by the applicant awarded this service as a result of this RFP. Applicants are expected to consider

prospectively displaced employees for hire in their SE services proposal. Consequently, applicants must identify employee recruitment and retention strategies and include a statement in their proposal that indicates the applicant's willingness to consider for employment those employees who will be displaced as a result of this RFP.

If the successful applicant is not the current provider, describe how SE services for current active participants will be continued without interruption.

Clearly state the projected number of adults the applicant proposes to serve annually in SE, while not exceeding the maximum amount of State funds available for this SE award. Such numbers should be based upon best practices. Applicants must submit proposed DMHAS Annex A contract commitments with the units of service based upon a unit cost of \$58 for a total of 2,586. The applicant will explain how and why they will distribute those total units of service between the different Annex A categories. Those documents are available at:

<http://www.state.nj.us/humanservices/dmhs/info/csc/qcmr/index.html>.

Describe a referral process for consumers from mental health providers, substance use providers, and family members, including self-referral.

Specify, in detail, how SE services will be delivered county wide. Include a description of how an SE service marketing plan will be developed and monitored on an ongoing basis.

Outline an admission criteria (inclusionary and exclusionary, if applicable) which illustrates SE principles, with the consumer's stated desire to work as an overarching criteria.

Describe how the applicant will educate referral sources regarding such admission criteria and what constitutes a quality referral.

Clarify an intake process which focuses on the consumer's desire to work, including their wants, needs, interests and skills. Please describe the components of the proposed intake process.

Detail applicant's knowledge of the PRRD profile. Explain how this information will be used.

Describe a career profile process with the consumer which builds on intake information and identifies skills, abilities, credentials and experience relevant for the desired job, occupation or field. Determine whether additional credential and/or experience is required for the chosen job, occupation or field and assist the consumer to select the next best steps which may include further education or work experience.

Discuss how the applicant will research demand occupations and establish projections for employment opportunities available from local business as well as industry needs and local wages.

Highlight how relationships with local community businesses, Chambers of Commerce or other trade groups will be established and maintained and how a marketing plan targeted toward assisting in the procurement of chosen jobs within the business community will be developed.

Describe the applicant's active individualized job development and placement process as the primary method of assisting consumers to become employed. Describe other methods, such as a consumer self-directed job search only if jointly agreed upon by the consumer and the provider as a preferred strategy for employment procurement.

Articulate how benefits planning with participants will occur in order to minimize the impact of work on entitlements such as SSDI or SSI. Such planning should inform the participant as to potential changes in cash or health benefits and what reporting requirements are necessary.

Describe how employment and employment-related supports on or off the job-site are arranged or provided. Such supports will be identified with the participant and a support plan will be developed in order for those supports to be available to the consumer. Describe how relationships with mental health and/or substance use providers that might deliver these supports will be initiated and/or maintained.

State the number of consumers who are expected to be placed into competitive employment annually as a result of this initiative.

State assurances of a willingness to accept consumers referred by DMHAS staff, including State Psychiatric Hospitals, and identify potential barriers for such referrals.

Describe strategies to serve individuals who have a criminal record or are currently involved in the criminal justice system.

#### **XIV. Proposal Requirements**

- A. Applicant must address all program items listed in Sections V, VII, VIII, and XIII .
- B. The documents listed below are required upon submission of the application, unless the applicant has a contract with DMHAS and these documents are already on file.
  - 1. A copy of the applicant's code of ethics and/or conflict of interest policy.
  - 2. A copy of the applicant's most recent organization-wide audited financial statements.
  - 3. A copy of the applicant's certification of incorporation.  
A copy of the applicant's charitable registration status (if applicable).

4. A list of the board of directors, officers and their terms of office.
  5. A list of the name(s) and address of those entities providing support and/or money to help fund the proposed program.
  6. A statement of assurance that all Federal and State laws and regulations are being followed (Attachment C).
  7. The Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (Attachment D).
  8. N.J.S.A. 53:34-13.2 Source Disclosure Certification (formerly Executive Order 129) (signed and dated).
  9. Public Law 2005, Chapters 51 and 271 Compliance forms (formerly Executive Order 134) and Executive Order 117 (signed and dated) only for for-profit organizations.
  10. Organization mission, history, goals and objectives and future goals.
  11. Documentation that agency meets qualifying requirements for DHS program contract (See Section IX).
  12. Current Agency Licensure/Accreditation Status.
- C. Application program narratives must be no more than 20 pages in length, excluding budget detail, affiliation agreements, staff schedule, table of organization, letters of support, agency forms and completed Department of Human Services RFP Cover Sheet (Attachment A). Pages must be clearly numbered. An additional 5 pages are allowed if a response is required regarding Section XIV, item B.
- D. Applicants applying for more than one county must submit separate proposals for each county for which they are applying.

## **XV. Budget Requirements**

The applicant must demonstrate their ability to provide mental health services in a cost effective manner within the available resources. A program budget with the following characteristic must be submitted:

- A. Provide a detailed budget information employing the Annex B categories for expenses and revenues, utilizing commonly used software such as Microsoft Excel. The budget must be presented in two clearly labeled separate sections:
  1. One to show the full annualized operating costs and revenues in line item detail excluding one-time costs; and
  2. One to show only the one-time costs.
- B. Annualized budgets must show and project all expected revenues and explain assumptions of the methodology used to determine projections.

Budget Notes are often useful to help explain costs and assumptions made regarding certain non-salary expenses and the calculations behind various revenue estimates. Please note that reviewers will need to fully understand the budget

projections from the information presented, and failure to provide adequate information could result in lower ranking of the proposal. Please provide budget notes if you believe such notes would assist the reviewers. Enter notes, to the maximum extent possible, on the budget template file itself.

1. Include name and addresses of any organization providing support other than third party payers.
2. For personnel line items, staff names should not be included, but the staff position titles and hours per workweek are needed.
3. Provide the number of hours associated with each line of any clinical consultant so that cost/hour may be considered by the evaluators.
4. Staff fringe benefit expenses may be presented as a percentage factor of total salary costs, and should be consistent with your organization's current fringe benefit percentage.
  - i. 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. Since administrative costs for existing DMHAS programs reallocated to a new program do not require new DMHAS resources, applicants that currently contract with DMHAS should limit your G & A expense projection to "new" G & A only.

Please note that SE is currently not reimbursable under Medicaid guidelines. Should such reimbursement become available in the future, awarded programs will be required to enroll in the Medicaid program, bill for all covered services for all covered individuals, and apply such revenue to their SE program. DMHAS support will then be commensurately reduced.

- C. Provide written assurances that if your organization receives an award pursuant to this RFP:
  1. The program will seek Medicaid reimbursement when such reimbursement becomes available; and
  2. Maintenance of effort statement certifying that the proposed service, if awarded, will increase the level of service currently provided by the organization and the award will not fund or replace existing services.
- D. Please note that successful awardees may be required, at DMHAS' discretion, to accept used, but serviceable, equipment in lieu of funds for new equipment.
- E. Send an email with completed budget template excel file attachment to [RFP.submissions@dhs.state.nj.us](mailto:RFP.submissions@dhs.state.nj.us). This budget is due at the same time as the rest of the proposal.
- F. All budget data, if approved and included in signed contracts, will be subjected to the provisions of the DHS Contract Policy & Information Manual, and the DHS Contract Reimbursement Manual. A copy of this manual can be accessed from the



webpage of the Office of Contract Policy and Management at <http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/>.

## **XVI. Submission of Proposal**

Submit your proposal in a single file PDF format via email to Sandra Opoku, Program Specialist for SE, DMHAS, Office of Treatment and Recovery Support at [RFP.submissions@dhs.state.nj.us](mailto:RFP.submissions@dhs.state.nj.us). Multiple PDF attachments and emails are preferred. Your email "subject" should include your agency name, and the proposal name and date. Proposals should be limited to 20 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 Sandra Opoku no later than 4:00 pm on September 8, 2014, at the following address:

Sandra Opoku, Program Specialist for SE  
Division of Mental Health and Addiction Services  
Capital Place One, Third Floor  
222 South Warren Street  
PO BOX 700  
Trenton, NJ 08625-0700

Please note that no format other than the PDF, five hard copies and one original signed hard copy will be accepted for this RFP. RFP responses must be received at the above addresses by 4:00 pm on September 8, 2014 to be considered eligible. Proposals submitted after this time will not be accepted. You may mail or deliver your response, however, the DMHAS is not responsible for items mailed but not received by the Division by the due date. Facsimile submissions will not be accepted.

Additionally, respondents must submit a copy of the proposal with the budget attached as a Microsoft Excel document to the following email address: [RFP.submissions@dhs.state.nj.us](mailto:RFP.submissions@dhs.state.nj.us).

Four hard copies and an electronic version of proposal shall also be submitted to the County Mental Health Administrator(s) for the county(ies) in which you are proposing to develop SE services. Please refer to the following web link regarding contact information for respective Mental Health Administrators: <http://www.state.nj.us/humanservices/dmhs/services/admin>.

## **XVII. Review of Proposals and Notification of Preliminary Award**

There will be a review of all timely submitted proposals which meet all the requirements outlined in this RFP. DMHAS will convene a review committee to review and score proposals submitted in response to this RFP. This review committee will consist of State employees, including staff from the DMHAS Regional and Central Offices.

Recommendations from the County Mental Health Boards should be submitted by no later than September 30, 2014, to ensure they are an integral part of the proposal evaluation process. Recommendations are to be submitted to Sandra Opoku at the email or mailing address listed above.

DMHAS recognizes the invaluable perspectives and knowledge that consumers and family members possess regarding psychiatric emergency services. Input from consumers and family members are an integral component of a system that holds Wellness and Recovery principles at its core. Consequently, the Division will convene an advisory group consisting of consumers and family. The consumer and family advisory group will meet with members of the RFP review committee, providing their input regarding each of the proposals submitted.

The Division reserves the right to reject 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 Division will notify all applicants of awards, contingent upon the satisfactory final negotiation of a contract, by October 13, 2014.

## **XVIII. Scoring of Proposals**

**Proposals will be scored based on the following criterion:**

Integration of the principles of wellness and recovery, trauma informed care, cultural competence and linguistic competence as evidenced by specific programmatic strategies in a SE program.

Detail for integrating the proposed service within the broader system of care, including mental health services (inpatient and community-based), and social services within the applicable county.

The applicant's history of providing quality SE or employment services to persons with SMI/COD, as evidenced by applicable program data, including the range of employment opportunities, job tenure and quality improvement efforts related to service.

Knowledge of evidence-based best practice approaches in SE and how this knowledge is/will be integrated in the proposed service.

Specificity of phase-in plan.

Staffing, along with a description of staff qualifications.

Describe a referral process for consumers from mental health providers, substance use providers, and family members, including self-referral.

The applicant's detailed description of how SE services will be delivered county wide. Include a description of how an SE service marketing plan will be developed and monitored on an ongoing basis.

Outline an admission criteria (inclusionary, and exclusionary if applicable) which illustrates SE principles, with the consumer's stated desire to work as an overarching criteria. In addition, how the applicant will educate referral sources about admission criteria and what constitutes an appropriate referral.

Clarify an intake process which focuses on the consumer's desire to work including his/her wants, needs, interests and skills. Describe the components of the proposed intake process.

Describe knowledge of the PRRD profile and how this information will be used.

Utilize a career profile process with the consumer which builds on intake information and identifies skills, abilities, credential and experience relevant for the desired job, occupation or field. Determine whether additional credentials and/or experience are required for the chosen job, occupation or field and assist the consumer to select the next best steps which may include further education or work experience.

Research demand occupations and establish projections for employment opportunities available from local business and industry needs and, local wages. Establish and maintain existing relationships with local community businesses, Chambers of Commerce or other trade groups and develop a marketing plan targeted toward assisting in the procurement of chosen jobs within the business community.

Perform an active individualized job development and placement process as the primary method of assisting consumers to become employed. (May also use other methods such as a consumer self-directed job search only if jointly agreed upon by the consumer and the provider as a preferred strategy for employment procurement.)

Deliver benefits planning with participants in order to minimize the impact of work on entitlements such as SSDI or SSI. Such planning should inform the participant as to potential changes in cash or health benefits and what reporting requirements are necessary.

Arrange or provide employment and employment-related supports on or off the job-site. Such supports will be identified with the participant and a support plan will be developed in order for those supports to be available to the consumer. Initiate or maintain relationships with mental health and/or substance abuse providers who might deliver these supports.

Indicate the number of consumers to be served within the year and the number of consumers to be placement into competitive employment within a year.

Indicate a willingness to accept consumers referred by DMHAS staff, including those from State hospitals, and identify potential barriers for such referrals.

Describe employment strategies to serve individuals who have a criminal record or are currently involved in the criminal justice system and assist in their employment.

Provide outcome measures for the applicant's competitive employment rate. The outcome measures should include how many on the agency SE program active caseload are full-time and how many are part-time; job tenure as the mode length on a job of consumers who are, or have worked, and the annual number of new placements out of the total active caseload. Summarize the most recent SE or employment service consumer satisfaction survey.

Indicate, if a new SE provider, that it will offer an opportunity to existing SE staff to apply for positions with the organization and that a plan is in place to ensure a seamless transition.

Budget Requirements (see Section XV).

### **XIX. Appeal of Award Decision**

Appeals of any determinations may be made only by the respondents of this proposal. All appeals must be made in writing and must be received by the DMHAS at the address below no later than October 20, 2014. The written request must clearly set forth the basis for the appeal.

Appeal correspondence should be addressed to:

Lynn A. Kovich, Assistant Commissioner  
Division of Mental Health & Addiction Services  
Capital Place One, 3<sup>rd</sup> Floor  
222 South Warren Street  
PO BOX 700  
Trenton, NJ 08625-0700

Please note that all cost incurred in connection with appeals of DMHAS decision are considered unallowable cost for the purpose of DMHAS contract funding.

The DMHAS will review any appeals and render final finding decision by October 27, 2014. Award will not be considered final until all timely appeals have been reviewed and final decisions rendered.

## **XX. References**

*Bond, G. R., Becker, D. R., Drake, R. E., et al (2001) Implementing supported employment as evidence-based practice. Psychiatric Services.*

*Bond, G. (2004) Supported employment: evidence for an evidence-based practice. Psychiatric Rehabilitation Journal.*

<http://store.samhsa.gov/product/Supported-Employment-Evidence-Based-Practices-EBP-KIT/SMA08-4365>.

<http://store.samhsa.gov/shin/content//SMA08-4365/TheEvidence-SE.pdf>.

**XXI. Attachments**

**Attachment A**

\_\_\_\_\_  
Date Received:

*Proposal Cover Sheet*

**(Must Precede Narrative Proposal)**

**STATE OF NEW JERSEY  
DEPARTMENT OF HUMAN SERVICES**

Name of RFP \_\_\_\_\_

Incorporated Name of Applicant:

\_\_\_\_\_  
Type: Public \_\_\_\_\_ Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ Hospital-Based \_\_\_\_\_

Federal ID Number: \_\_\_\_\_ Charities Reg. Number: \_\_\_\_\_

Address of Applicant:

\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email address: \_\_\_\_\_ Fax number: \_\_\_\_\_

Total dollar amount requested: \_\_\_\_\_ Fiscal Year End: \_\_\_\_\_

Funding Period from \_\_\_\_\_ to \_\_\_\_\_

Total number of unduplicated individuals to be served: \_\_\_\_\_

County in which services are to be provided: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorization: Chief Executive Officer: \_\_\_\_\_

(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Attachment B**

### **STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES**

#### **Addendum to Request for Proposal For Social 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 which 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 which 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 and as such may be made available upon request at the completion of the RFP process. This may include the application, budget, and list of applicants (bidder'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 RFP, including development of specifications, requirements, statement of works, or the evaluation of the RFP 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 on the basis of 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 on the basis of 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. Will have on file signed certifications 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.

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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 Nonprocurement 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.

# Attachment E

## DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Applicant / Bidder: \_\_\_\_\_

### PART 1: CERTIFICATION

#### APPLICANT / BIDDER MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

#### FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list (on the web at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>) created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the NJ Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

### PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

Using attached sheets, provide a detailed, accurate and precise description of the activities of the bidding person/ entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above.

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_