

NEW JERSEY DEPARTMENT OF HUMAN SERVICES



Division of Developmental Disabilities

and

Division of Mental Health and Addiction Services

REQUEST FOR PROPOSALS

for

CHAPLAINCY SERVICES

September 2014

TABLE OF CONTENTS

1.0	PURPOSE, INTENT AND PROGRAMMATIC BACKGROUND	1
2.0	DEFINITIONS	1
3.0	SCOPE OF WORK.....	3
4.0	PROPOSAL SUBMISSION	6
5.0	GENERAL CONTRACTING INFORMATION	9
6.0	PROPOSAL REVIEW AND EVALUATION	9

1.0 PURPOSE, INTENT AND PROGRAMMATIC BACKGROUND

This Request for Proposal (RFP) is issued by the Department of Human Services (DHS) on behalf of its Division of Developmental Disabilities (DDD) and its Division of Mental Health and Addiction Services (DMHAS). The purpose of this RFP is to solicit proposals for chaplaincy services, which include assessment of the individual's spiritual and religious needs. The services are targeted to address the social, emotional and spiritual restoration of individuals currently receiving services from DDD for those that are developmentally disabled and residing in a developmental center, and from DMHAS for individuals in need of psychiatric services through a State psychiatric hospital.

DHS provides individuals in DDD's developmental centers and DMHAS' psychiatric hospitals with the opportunity to have their spiritual and religious needs via the provision of chaplaincy services. Spirituality encompasses meaningfulness, purpose, relationship and hope, and is deemed essential to wellbeing and/or recovery. Chaplaincy services are that part of health care which addresses the emotional, social and spiritual needs of the individual – a holistic approach to care – as these needs contribute to and are a part of the individual's health and wellbeing.

The goals of chaplaincy services are as follows:

- To provide clinical chaplaincy services to each individual who indicates their desire, or whose family or guardian indicates a desire in the case of some developmentally disabled persons, that the chaplaincy dimension be included in the services provided by DHS while in residence at a developmental center or a psychiatric hospital, and to plan for the inclusion of this dimension in the individual's service plan.
- To ensure DHS' mission of protecting an individual's right to practice or refrain from religious practice is protected.
- To enhance an individual's care through attention to the spiritual and religious dimensions as a contributor to overall wellbeing, which includes social, emotional and spiritual factors.

The intent of this RFP is to prequalify service providers whose proposal is most advantageous to the State based upon price and other factors. Prequalified providers of chaplaincy services will then be available to both DDD and DMHAS as those agencies' have need for such services. This RFP will not directly result in a contract; rather, it will result in a list of prequalified service providers, from whom DDD and DMHAS may then purchase chaplaincy services on an as-needed basis.

2.0 DEFINITIONS

All-Inclusive Hourly Rate – An hourly rate comprised of all direct and indirect costs including, but not limited to: overhead, fee or profit, clerical support, travel expenses, per diem, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. This rate also includes portal-to-portal expenses as well as per diem expenses such as food.

Business Hours – The hours of 8:00 AM through 5:00 PM Eastern Time, Monday through Friday, and State holidays as defined herein.

Chaplaincy Services – Direct ministry of presence, worship, prayer and chaplaincy counseling to individuals in the care of the NJ Department of Human Services' developmental centers and/or psychiatric hospitals, the family members of, significant others to and guardians for those individuals.

Clergy Confidentiality – As stated in N.J.S.A. 2A:84A-23, cleric-penitent privilege is (a) any communication made in confidence to a cleric in the cleric's professional character, or as a spiritual advisor in the course of the discipline or practice of the religious body to which the cleric belongs or of the religion the cleric professes, shall be privileged. (b) Privileged communications shall include confessions and other communications made in confidence between and among the cleric and individuals, couples, families or groups in the exercise of the cleric's professional or spiritual counseling role. The privilege accorded to communications under this statute belong to both the cleric and the person or persons making the communication, and are subject to waiver only under two (2) circumstances: both the person or persons making the communication and the cleric consent to the waiver of the privilege; or the privileged communication pertains to a future criminal act, in which case the cleric alone may, but is not required to, waive the privilege.

Cleric – A priest, rabbi, minister or other person or practitioner authorized to perform similar functions of any religion.

Joint Commission – An independent, not-for-profit organization, the Joint Commission accredits and certifies more than 20,500 health care organizations and programs in the United States. Joint Commission accreditation and certification are recognized nationwide as a symbol of quality that reflects an organization's commitment to meeting certain performance standards. Its mission is to continuously improve health care for the public, in collaboration with other stakeholders, by evaluating health care organizations and inspiring excellence.

Non-Business Hours – Time for services exclusive of business hours as defined herein.

On-call – The 24-hour availability and response of a contracted service provider to provide chaplaincy ministrations.

Patient Visitations – Scheduled visits to patients and family members in accordance with treatment plan purview.

Religion – A system of human thought that usually includes a set of narratives, symbols, beliefs and practices that give meaning to the person's experiences of life through reference to a higher power, deity or deities, or ultimate truth. Religion is commonly identified by the practitioner's prayer, ritual, meditation, music and art, among other things, but more generally is interwoven with society and politics. It may focus on specific supernatural, metaphysical and moral claims about reality (the cosmos and human nature), which may yield a set of religious laws, ethics, and a particular lifestyle. Religion also encompasses ancestral or cultural traditions, writings, history and mythology, as well as personal faith and religious experience.

Religious Care/Ministrations – Comprehensive and in-depth ministry provided for patients, families and guardians within the framework of their religious faith, to include religious counseling and professional consultation, as well as responding to mass casualties/emergencies/alerts within a standard of healthy religious functioning, as agreed upon patient rights and treatment team approval.

Spirituality – The belief in an ultimate or an alleged immaterial reality; an inner path enabling a person to discover the essence of his/her being; or the deepest values and meanings by which people live. Spiritual practices, including meditation, prayer and contemplation, are intended to develop an individual's inner life. Spiritual experiences may include being connected to a larger reality, yielding a more comprehensive self; joining with other individuals or the human community, with nature or the cosmos, or with the divine realm. Spirituality is often experienced as a source of inspiration or orientation in life. It may encompass belief in immaterial realities or experiences of the immanent or transcendent nature of the world.

State Holidays – The list of State holiday is provided below.

New Year's Day, January 1st *
Martin Luther King's Birthday, 3rd Monday in January
President's Day, 3rd Monday in February
Good Friday
Memorial Day, Last Monday in May
Independence Day, July 4th *
Labor Day, 1st Monday in September
Columbus Day, 2nd Monday in October
Veteran's Day, November 11th *
Thanksgiving Day, 4th Thursday in November
Christmas Day, December 25th *

* Holiday falling on a Saturday will be observed on the preceding Friday. Holiday falling on a Sunday will be observed on the following Monday.

3.0 SCOPE OF WORK

3.1 Chaplaincy Care Services

The chaplaincy services provider ("provider") will be engaged by the State psychiatric hospital¹ and/or developmental center² (hereinafter collectively referred to as "facilities") to provide religious, spiritual, moral, and ethical services to those individuals receiving services from and through DHS, and not just those of the faith group to which the provider is aligned or represents.

¹ DMHAS has psychiatric hospitals in the following New Jersey locations: Ancora, Ewing, Greystone Park, and Trenton.

² DDD has developmental centers in the following New Jersey locations: Green Brook, Hunterdon, Vineland, Woodbine, and New Lisbon. The Woodbridge Developmental Center is scheduled to close 1/1/2015.

- a. In all instances the Provider must respect the individual's beliefs, while helping the individual negotiate a faith practice. The provider's presence and function must ensure that each individual's basic human right to practice their religion of choice or to refrain from participating in religion is respected.
- b. The provider shall collaboratively work and interact with State personnel on interdisciplinary treatment teams and with State chaplaincy groups that may be associated with and/or assigned to a State facility. At the facility's request the provider shall function as a member of the treatment team through an individual's assessment and direct care.
- c. The provider shall plan, coordinate, and provide religious care/ministrations to include weekly patient visitation and religious care, as required and requested. The Provider must ensure that all visitations are appropriately charted in the treatment plan, chart or file for the client.
- d. The provider shall plan, coordinate and provide ministrations, as required herein and requested by the State facility.
- e. The provider shall be available on a 24-hour basis to provide on-call religious ministrations. The provider must respond to all on-call requests that take place during both business and non-business hours.
- f. The provider must not accept fees for performing ministrations and services performed and remunerated under the contract resulting from this RFP. Gifts and honorariums must not be accepted, and to do so will result in termination of the provider's business relationship with DHS.
- g. The provider shall make available chaplaincy care services to individuals, their families and/or significant others as characterized by duties that include but are not limited to:
 - (1) Gather and evaluate data pertinent to the individual's situation and/or bio-psycho-social-spiritual/religious health;
 - (2) Develop and implement a plan of care to promote the individual's wellbeing and continuity of care;
 - (3) Enter information into the individual's record/file that is relevant to the their medical, psycho-social and spiritual/religious goals;
 - (4) Collaborate with the facility's interdisciplinary care team;
 - (5) Adhere to the Common Code of Ethics (attached hereto as Exhibit A), which guides decision making and professional behavior;
 - (6) Respect the confidentiality of information from all sources, including the individual, the individual's files/records, other team members and family members in accordance with Federal and state laws, regulations and rules; and,
 - (7) Model and collaborate with the facility and its State personnel in respecting and providing culturally competent individual-centric care. Proselytizing is not permitted and a proven attempt to proselytize will result in termination of the provider's business relationship with DHS.

3.2 Facility-Dependent Services

The provider must deliver the services listed below, which depend upon the model of chaplaincy service delivery at the specific facility, and which may include but are not limited to:

- a. Participate as a member of the individual's treatment team;
- b. Attend treatment team meetings;
- c. Utilize any meditation or chaplaincy space with the express understanding that the space left both organized, clean and neat (Since the facilities are State structures, there are no defined denominational or religiously designated areas for worship. The facility, however, may have a space designated for worship, meditation or chaplaincy.);
- d. Meet with the individual's family or significant other at the request of the individual, the family, the significant other or as part of a treatment plan; and,
- e. Obtain documented permission to meet with the individual's family or significant other.

3.3 Physical Security

The provider shall be responsible for safeguarding all government equipment, information and property provided for provider use. At the close of each work period, government facilities, equipment, and materials must be secured.

3.4 Personnel Standards

The provider shall make available chaplaincy service personnel that are fully accredited and endorsed as a minister, priest, or rabbi, or other religious professional in an established religious faith, and an endorsement for chaplaincy where required by the ordaining or endorsing body or be in process of endorsement to perform chaplaincy services as delineated herein. The State reserves the right to give final approval of all chaplaincy service providers proposed for prequalification resulting from this RFP based on qualifications set forth in RFP Section 3.1.

3.5 State Responsibilities

The State facility will ensure the provider has an appropriate identification card or visitor's card for each visit.

The State facility will ensure that parking is available for each provider visit.

Select DHS facilities may require New Employee Orientation (NEO) be attended by the provider, which may include up to (ten) 10 full days of training. In such an instance, the provider shall charge the applicable rate(s) for time spent in NEO.

4.0 PROPOSAL SUBMISSION

4.1 Experience

- a. An applicant submitting a response to this RFP ("applicant") must meet or exceed requirements of the Joint Commission. The Contractor may possess 2 units of verifiable Clinical Pastoral Education (CPE) as defined by the Association for Pastoral Education (ACPE) or The College of Pastoral Care and Psychotherapy (CPSP) or its equivalent as determined by the State.
- b. The applicant must have experience documented in its proposal evidencing the provision of chaplaincy care in a hospital, clinical and/or institutional environment to patients, staff, and family members.
- c. The applicant must possess, or provide personnel with, the education, knowledge, skills and aptitudes listed below, and document same in its proposal to DHS.
 - (1) a Master's Degree in the field of religion, theology, divinity or related fields of study, or five (5) years of professional experience within chaplaincy-related work;
 - (2) at least (two) 2 units of CPE in a hospital, clinical or institutional setting;
 - (3) have at least one (1) year of experience in a hospital, clinical or institutional setting;
 - (4) show competency in spiritual assessment tools;
 - (5) show competency in spirituality group leadership;
 - (6) show competency in interdisciplinary health care and/or social services collaboration;
 - (7) show competency in ethics associated with religion and health or social services;
 - (8) show competency in working in an inter-faith setting and multi-faith chaplaincy environment; and,
 - (9) show competency in working with a racially diverse, age diverse, gender mixed, sexual orientation diverse, and socio-economically varied population of individuals.

4.2 Qualifications

In order to be eligible for consideration for prequalification to provide chaplaincy services as a result of this RFP, the applicant must meet the following qualifications:

- a. able to satisfy all of "Scope of Work" elements identified herein;
- b. provided chaplaincy services pricing by quoting a business hour price and a non-business hour price;
- c. is registered, or has applied for registration, to conduct business in the State of New Jersey; and,
- d. currently meets, or is able to meet, the terms and conditions of the Department of Human Services' contracting terms and conditions as set forth in the Standard Language Document

(on the web at http://www.state.nj.us/humanservices/ocpm/documents/Copy%20of%20P2_01.doc).

4.3 Submission Parameters

- a. Inquiries concerning this RFP must be emailed to Mary Lou Goho at marylou.goho@dhs.state.nj.us. All **inquiries must be received via email by 4:00 PM Eastern Time on 12/8/2014**. The response to each vendor inquiry will be sent to all participating vendors without identifying the inquiring party, which will be made possible by each potentially interested vendor sending an email indicating its interest in this RFP. While this is not a requirement, this email from the vendor will permit all vendors to receive responses to questions that may be posed to the State about the RFP.
- b. In response to this RFP, the applicant shall respond with the following:
 - (1) A proposal, including an all-inclusive hourly rate for a business hour and an all-inclusive hourly rate for a non-business hour, to perform this RFP's Scope of Work that is uniform across all facilities in the State discussed herein and for which DHS is issuing this RFP, i.e., an applicant submitting pricing that differs among DHS' facilities will be immediately deemed non-responsive, as will a proposal that contains any costs other than all-inclusive hourly rates;
 - (2) A detailed resume for the applicant, or for the each chaplaincy services provider the applicant has on staff, inclusive of dates for each prior engagement and responds to the experience requirements of this RFP.
 - (3) Two (2) client references complete with contact information for two (2) individuals for each reference.
 - (4) The applicant must identify any instances of being debarred by any State, Federal or local government agency. If applicable, the applicant must also explain and include documentation as an appendix to the proposal. The applicant must also describe any active litigation in which it is involved, as well as any pending litigation for which notification has been received. The "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions" document accompanying this RFP must be completed by the applicant and submitted as part of its proposal.
 - (5) The documents/certifications listed below are required as part of the applicant's proposal, i.e., a proposal will be deemed non-responsive if these items are not included:
 - Ownership Disclosure Form (available on the web at <http://www.nj.gov/treasury/purchase/forms.shtml> and labeled as "Standard RFP Forms");
 - MacBride Principles (available on the web at <http://www.nj.gov/treasury/purchase/forms.shtml>);

- Disclosure of Investment Activities in Iran (available on the web at <http://www.nj.gov/treasury/purchase/forms.shtml> and labeled as "Standard RFP Forms"); and,
 - Statement of Assurances (included with the RFP).
- c. The signed proposal, saved in Adobe portable document format (PDF), must be emailed to marylou.goho@dhs.state.nj.us.

Upon receipt of the emailed prequalification proposal, the applicant will be sent an email to evidence successful proposal transmission to and receipt by the State.

- d. The applicant's **proposal must be received by the State by 4:00 PM Eastern Time on 12/22/2014**. Any proposal received after this deadline will be automatically rejected by the State.
- e. An applicant's proposal may be released to the public under the New Jersey Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., or the common law right to know. Any proprietary and/or confidential information in a proposal will be redacted by the State. A vendor may designate specific information as not subject to disclosure pursuant to the exceptions to OPRA found at N.J.S.A. 47:1A-1.1, when the vendor has a good faith legal and or factual basis for such assertion. The State reserves the right to make the determination as to what is proprietary or confidential and will advise the vendor accordingly. The location in the proposal of any such designation should be clearly stated in a cover letter. **The State will not honor any attempt by a vendor to designate its entire proposal as proprietary, confidential and/or to claim copyright protection for its entire proposal.** In the event of any challenges to the vendor's assertion of confidentiality with which the State does not concur, the vendor shall be solely responsible for defending its designation.
- f. The term of the prequalification list resulting from this RFP shall be two (2) years, with the option for DHS to extend its use of the list in response to business requirements within DDD and DMHAS.
- g. The documents/certifications listed below are required in order for the applicant to be formally placed on the prequalification list but ***are not required to be submitted with the applicant's proposal***:
- Current NJ Affirmative Action Certificate, or evidence of application for a certificate, or a Federal Affirmative Action Approval Letter;
 - Notice of State Set-Off Tax;
 - Business Registration Certificate, or evidence of application for a certificate;
 - Source Disclosure Certification (formerly Executive Order 129);
 - Chapter 51 Compliance form;
 - Chapter 271 Compliance form;
 - Standard Language Document; and,
 - Evidence of insurance coverage(s) as required by the Standard Language Document.

- h. The prequalification list resulting from this RFP may be terminated by DHS without case upon thirty (30) calendar days written notice to the providers contained thereon.
- i. A chaplaincy services provider may remove itself from the prequalification list resulting from this RFP upon thirty (30) calendar days written notice to DHS.
- j. An entity or individual may not apply to be a DHS prequalified chaplaincy services provider after the proposal due date identified herein. Similarly, an entity or individual that did not participate in the RFP submission and supporting review and evaluation process documented herein may not be added to DHS' prequalification list.

5.0 GENERAL CONTRACTING INFORMATION

- 5.1 There is no mandatory pre-proposal meeting or technical conference planned during the conduct of this RFP.
- 5.2 DHS will not be responsible for any expenses incurred by the applicant in the preparation of its response to this RFP.
- 5.3 DHS reserves the right to reject any and all proposals when circumstances indicate that it is in DHS' best interest to do so. DHS' best interests in this context include, but are not limited to, State loss of funding for the services described herein, or indication of misrepresentation of information and/or non-compliance with any existing DHS procedures or State and/or Federal laws and regulations.
- 5.4 All applicants will be notified in writing of the State's decision to prequalify one or more applicants. All responses to this RFP are considered public information and as such will be made available upon request after the completion of the RFP process.

6.0 PROPOSAL REVIEW AND EVALUATION

- 6.1 A panel comprised of DHS staff from both DDD and DMHAS will review and score all proposals.
- 6.2 DHS reserves the right to reject any and all proposals when circumstances indicate that it is in DHS' best interests to do so. DHS' best interests in this context include, but are not limited to, loss of funding, inability of the applicant to provide adequate services, indication of misrepresentation of information and/or non-compliance with State and Federal laws and regulations.
- 6.3 DHS will review and evaluate applicants' proposals based upon the following criteria:
 - a. response to the RFP Scope of Work;
 - b. education and experience as represented on resume(s);
 - c. references; and,

d. pricing.

6.4 DHS will notify all applicants of its prequalification decisions no later than 1/12/2015.

6.5 An appeal of DHS' prequalification decisions may be made only by the respondents to this RFP. All appeals must be made in writing and received by DHS via email at marylou.goho@dhs.state.nj.us no later than seven (7) calendar days from the date DHS announced its prequalification decisions. The appeal period is not an opportunity for an applicant to receive feedback regarding strengths and limitations of its proposal from DHS personnel tasked with review and evaluation responsibilities. Applicant disagreement with the review and evaluation team's exercise of its proper discretion or professional judgment in the evaluation process is not a permissible basis for appeal.

An unsuccessful applicant may appeal its prequalification denial if one or more of the following procedural or substantive elements are part of DHS' review and evaluation team's RFP decision process:

- material misinterpretation or misunderstanding of a critical element of the applicant's proposal;
- failure by the review and evaluation team to consider material facts in the applicant's proposal;
- influence by an improper motive on the part of a review and evaluation team member, i.e., motivation other than the exercise of professional judgment; or,
- representations made by the applicant in its proposal alleged by a reviewer/evaluator to be untrue.

The written request must prominently set forth which basis for appeal is being utilized by the applicant and provide available evidence to sustain the appeal. The appeal will be considered based solely on the written documentation submitted by the applicant.

An appeal received by DHS will be reviewed by DHS, potentially with input from the review and evaluation team and/or legal counsel.

DHS will document its final agency decision in writing to the applicant no later than fifteen (15) calendar days from the date DHS announced its prequalification decisions.

Any costs incurred by an applicant in connection with an appeal must be borne by the applicant.

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 Lower Tier Participant (Provider Agency/subcontractor) certifies, by submission of the attached contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any Federal department or agency.
2. Where the Lower Tier Participant (Provider Agency/subcontractor) is unable to certify to any of the statements in this certification, such Lower Tier Participant (Provider Agency/subcontractor) shall attach an explanation to this certification.

Name and Title of Agency Director

Signature

Date

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 76, Section 76.510.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Provider Agency/Subcontractor Contracts**

Instructions for Certification

1. By signing and submitting the attached Contract, the Lower Tier Participant (Provider Agency/subcontractor) 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 (Contract) was entered into. If it is later determined that the Lower Tier Participant (Provider Agency/subcontractor) knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Departmental Component with which this Transaction (Contract) originated may pursue available remedies, including suspension and/or debarment.
3. The Lower Tier Participant (Provider Agency/subcontractor) shall provide immediate written notice to the Departmental Component to which this Contract is submitted if at any time the Lower Tier Participant (Provider Agency/subcontractor) learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms used in this certification are consistent with those set out in the Definitions and Coverage sections of rules implementing Federal Executive Order 12549. You may contact the Departmental Component to which this Contract is submitted for assistance in obtaining a copy of those regulations.
5. The Lower Tier Participant (Provider Agency/subcontractor) agrees by submitting this Contract that, should the Contract be entered into, it shall not knowingly enter into any subcontract with a subcontractor who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this Contract, unless authorized by the Federal department or agency with which this Contract funding originated.
6. The Lower Tier Participant (Provider Agency/subcontractor) further agrees by submitting this Contract that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Transactions", without modification, in all Lower Tier Covered Transactions (subcontracts) and in all solicitations for Lower Tier Covered Transactions (subcontracts).
7. A Lower Tier Participant (Provider Agency/subcontractor) may rely upon a certification of a subcontractor 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 Lower Tier Participant (Provider Agency/ subcontractor) 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 required 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 Lower Tier Participant (Provider Agency/subcontractor) is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for contracts authorized under paragraph 5 of these instructions, if a Provider Agency knowingly enters into a Lower Tier Covered Transaction with a subcontractor who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this Contract, in addition to other remedies available to the Federal Government, the Departmental Component with which this Contract originated may pursue available remedies, including suspension and /or debarment.

**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