



NEW JERSEY DEPARTMENT OF HUMAN SERVICES

DIVISION OF DISABILITY SERVICES

REQUEST FOR PROPOSAL (RFP)

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NEW JERSEY DEPARTMENT OF HUMAN SERVICES DIVISION OF DISABILITY SERVICES

REQUEST FOR PROPOSALS (RFP)

1.0 PURPOSE AND INTENT

The State of New Jersey (the State), Department of Human Services (DHS), Division of Disability Services (DDS) seeks to acquire vendor services specializing in home modifications in accordance with the Americans with Disabilities Act of 1990 regulations.

Based on responses to this RFP, the DDS will award a contract to those responsible vendors whose proposal conforms to this RFP and is most advantageous to the State, price and other factors considered. The utilization of subcontractors is not permissible under this RFP.

The services, deliverables and timeframe described herein are non-negotiable. A vendor qualified as a result of this RFP and subsequently failing to meet the contractual requirements will have its contract with DDS terminated.

The NJ Standard Terms and Conditions, accompanying this RFP, shall apply to the contract and all purchase agreements made between the State and the vendor. The NJ Standard Terms and Conditions take precedence unless this RFP states otherwise.

2.0 PROGRAMMATIC BACKGROUND

The contract resulting from this RFP will engage vendors to perform two (2) separate functions: (a) evaluate a New Jersey resident's need for an accessible ramp, and (b) construct, rebuild, or modify an accessible ramp to provide access to the client's home. Relief funding received by the State in response to Superstorm Sandy will be used to fund this program. The funding is available through the Federal Social Services Block Grant (SSBG), and the vendors selected as a result of this RFP will be required to comply with all SSBG requirements. The objective of the program is to provide New Jersey residents with disabilities and who were adversely affected by Superstorm Sandy, with safe access to enter and exit their homes, and enhance their ability to live independently. The scope of the program applies to a resident's primary home only, and to those residents denied funding through other recovery avenues.

The Modular Ramp Program is intended to provide modular ramps to individuals who require improved and easier access to their homes. Modularly designed ramps will be more easily constructed, and subsequently removed, if needed, with less expense, and the materials reused in another design. In the event of a change of residence or demise of the client, the ramp is removed with no structural damage to the home or property. This approach makes it feasible to install a ramp in rental properties because there are no permanent footings.

As of the date of this RFP's release, it is estimated that there are 165 candidates for ramps.

Attachments - if any - provided with this RFP are considered to be confidential documents of DHS/DDS and must not be distributed by the vendor beyond the teams responsible for responding to and developing the vendor's proposal to the State, and those persons intended for the vendor's team should it be awarded a contract resulting from this RFP.

3.0 TIMELINE

The contract resulting from this RFP will include the following milestones:

- a. qualified vendors notified of contract award;
- b. qualified vendors have fourteen (14) calendar days for mobilization (reference RFP Section 4.5);
- c. DDS identifies resident eligible to participate in the Modular Ramp Program;
- d. Qualified Evaluator undertakes inspection and evaluation of resident's home;
- e. Qualified Evaluator presents to DDS a report with recommendation(s) for the resident's home;
- f. DDS approves construction/repair of ramp at resident's home;
- g. DDS conducts "mini-bid" among geographically proximate Qualified Builders;
- h. DDS-identified Qualified Builder is notified of selection for specific ramp job;
- i. Qualified Builder has five (5) business days – inclement weather notwithstanding – to complete the ramp build/repair job;
- j. completed ramp build/repair job is inspected by a Qualified Evaluator;
- k. approval and sign-off by the resident will be sought; and
- l. resident takes ownership of the ramp and becomes responsible for its maintenance.

Tasks 'd' through 'l' will be repeated for each resident deemed eligible to participate in the Modular Ramp Program.

4.0 SCOPE OF WORK

A vendor eligible for contract award must satisfy all of the requirements identified in this RFP.

4.1 General Requirements

A vendor responding to this RFP may submit a proposal to be qualified as an evaluator, a builder, or both. If a vendor is qualified as both an evaluator and a builder, that qualified vendor will not be permitted by the State to perform both the evaluation and building functions for a client's home.

The vendor shall have experience with the American with Disabilities Act (ADA) construction regulations, as well as familiarity with modular ramp design. The Americans with Disabilities Act Architectural Guidelines (ADAAG) will be used by the State as the definitive tool with which to mediate all disputes.

The vendor must be in good standing with the New Jersey Division of Consumer Affairs.

4.2 Ramp Requirements

DDS' Modular Ramp Program is utilizing the ramp guidelines contained in the ADA. While the ADA applies specifically to governmental and public accommodation, the State of New Jersey via this RFP requires the ADA ramp guidelines listed below be utilized for all ramps provided via the Modular Ramp Program. Specifically, the ADA ramp guidelines include and the contract(s) resulting from this RFP require:

- a. 1:12 slope ratio, i.e., one foot of wheelchair ramp for each inch of rise. Example: a 20 inch rise requires a 20 foot wheelchair ramp;
- b. minimum 5' x 5' Flat area at the top and bottom of the ramp;
- c. minimum 36 inches of clear space across the wheelchair ramp;
- d. maximum of 30 feet in a single run of wheelchair ramp prior to a rest or turn platform; and
- e. handrails on both sides of the wheelchair ramp.

Further information on ADA ramp guidelines may be obtained online at <http://www.ada.gov/index.html>.

Additionally, the ramps must be modular in design, i.e., without permanent footings, and able to be removed in the event of a resident's relocation or demise. The ramps must be made of wood, aluminum or steel.

4.3 Qualified Evaluators

In order to be considered for contract award as a Qualified Evaluator, the vendor must be registered with NJCART (*The New Jersey Coalition for the Advancement of Rehabilitation*

Technology) and certified by RESNA (*Rehabilitation Engineering and Assistive Technology Society of North America*), and provide proof of same in its proposal responding to this RFP.

DHS intends to make multiple awards of Qualified Evaluators. The pool of Qualified Evaluators will be a determination of best value based on cost and other factors, including: detailed response to the scope of work, prior experience, references and cost.

Once the contract is awarded and work must commence, DHS will determine the Qualified Evaluator based on both cost and availability in those cases where a residence is situated in proximity to more than one Qualified Evaluator. DDS will notify the Qualified Evaluator telephonically and by e-mail to identify an eligible resident in need of services.

Upon receipt of information from DDS about a resident deemed eligible to participate in the Modular Ramp Program, the Qualified Evaluator shall have two (2) business days to contact the resident to schedule a home visit for evaluation and design purposes.

The Qualified Evaluator must utilize a professional and courteous manner in all dealings with the resident.

The Qualified Evaluator shall conduct an accessibility evaluation to determine the feasibility of ramp repair, or ramp design and installation.

Each accessibility evaluation shall be documented for submission to DDS and include the following elements:

- digital pictures of the entryway for which a ramp is needed;
- narrative identifying date of the Qualified Evaluator's visit to the resident, the resident's full name, address, county, township, description of entryway necessitating a ramp, overall viability – or lack thereof – for a ramp, description of the recommended ramp, and description of the alternative ramp(s) proposed (if applicable);
- drawn schematic with all entryway dimensions noted;
- second drawn schematic with the recommended ramp depicted and including the ramp's dimensions;
- identification of any special issues presented with this resident's request, i.e., zoning, easement, drainage, other obstruction or impediment, etc.;
- Qualified Evaluator's printed name;
- Qualified Evaluator's signature; and
- date Qualified Evaluator signed the accessibility evaluation report.

The accessibility evaluation report must be submitted to DDS within three (3) business days of the home visit. The accessibility evaluation report must be submitted electronically in PDF format to DDS.

When a ramp construction or repair is complete, DDS will notify the Qualified Evaluator so that a final inspection can be made. Again, the Qualified Evaluator shall have two (2) business days to contact the resident to schedule a home visit for ramp inspection purposes.

The Qualified Evaluator shall visit the resident's home and ensure the ramp meets the specifications as originally documented and subsequently approved by DDS. The Qualified Evaluator shall append to the original accessibility evaluation report the following items:

- a narrative that explains whether the ramp meets the specifications as detailed in the original accessibility evaluation report, or requires correction or modification. If correction/modification is required, details must be provided by the Qualified Evaluator;
- picture(s) of the newly built or repaired ramp; and
- a signed and dated statement from the resident acknowledging final acceptance of the ramp.

The Qualified Evaluator must forward the post-build accessibility evaluation report to DDS in PDF format. DDS will utilize this report to trigger payment to the Qualified Builder, or require the Qualified Builder to make the necessary correction or modification.

In cases where post-build correction/modification is necessary, the Qualified Evaluator must schedule and make a second post-build inspection of the ramp at the residence to ascertain that the ramp has been corrected and/or modified to satisfy the specifications. In this situation the Qualified Evaluator must develop another amended accessibility evaluation report and electronically submit it to DDS.

4.4 Qualified Builders

In order to be considered for contract award as a Qualified Builder, the vendor must:

- a. be registered with the New Jersey Division of Consumer Affairs (<http://www.njconsumeraffairs.gov/HIC>) as a Home Improvement Contractor, with the registration in active status¹;
- b. be registered with NJCART (*The New Jersey Coalition for the Advancement of Rehabilitation Technology*); and
- c. provide proof of both registrations in its proposal responding to this RFP.

DHS intends to make multiple awards of Qualified Builders. The pool of Qualified Builders will be a determination based upon response to the scope of work, prior experience and references.

¹ A "pending" application with the New Jersey Division of Consumer Affairs for registration as a Home Improvement Contractor will not suffice for purposes of this RFP.

Once the contract is awarded and work must commence, an accessibility evaluation report, consisting of both narrative and schematic drawings, will be "regionally-bid" by DDS with up to three (3) geographically proximate Qualified Builders for each resident in DDS' Modular Ramp Program.

The Qualified Builder must respond in writing via e-mail within three (3) business days to DDS with its price quotation to build or repair the subject ramp described by and based upon the accessibility evaluation report. If the Qualified Builder fails to respond within three (3) business days, DDS reserves the right to seek an alternative Qualified Builder's price quotation for the subject job.

The Qualified Builder's price quote must be an all-inclusive price to build or repair the resident's ramp. The all-inclusive price is comprised of all direct and indirect costs including, but not limited to time, materials, supplies, equipment, overhead, fee or profit, clerical support, travel expenses, per diem, managerial support and all documents, forms, and reproductions thereof.

The Qualified Builder offering the best value in terms of both cost and other factors will be selected by DDS to build or repair the resident's ramp. 'Value' in this instance is a composite of cost and proximity, availability, and other current ramp program workload.

DDS will notify the Qualified Builders telephonically and by e-mail of the Qualified Builder selected for this resident's ramp build or repair.

The selected Qualified Builder must have the personnel and materials to build or repair a ramp (weather permitting) within five (5) business days of having received DDS' approval for the specific residence. The five (5) business day requirement will be ascertained by visual inspection of a DHS staff member, or a telephone call will be placed to the resident on the fifth business day to ensure the ramp build has begun. In addition, the construction of the ramp must commence within the same five (5) business day timeframe.

If the ramp build or repair is not approved by either the Qualified Evaluator or the resident, the Qualified Builder must revisit the resident's home to make the necessary modification(s) and/or repair(s).

The Qualified Builder and Evaluator must utilize a professional and courteous manner in all dealings with the resident.

The Qualified Builder must clear the resident's home of all debris, tools, unused materials, supplies, and equipment at the conclusion of each work day and at the conclusion of the job. Modular ramps are determined to be temporary structures since they do not have permanent footings or foundations, and as such construction permits are not required.

Like with all home modifications on a rental property, the landlord must give written permission for the modification prior to work beginning. Under the Fair Housing Act of 1988, there is a HUD form that can be used for this purpose. In the alternative DHS will accept a signed letter from the landlord/property owner giving permission for the property to be

modified. The letter must make specific reference to the plan and schematic representing the planned ramp in order to avoid miscommunication about the modification, e.g., "I have reviewed version 2 of the plan with accompanying diagram to add a ramp to 123 Smith Drive and grant my permission to allow the project to proceed."

4.5 Mobilization Period

It is essential that the State move forward quickly to have the contract in place and begin providing services to residents. Therefore, the vendor must include as part of its proposal a mobilization plan, beginning with the date of notification of contract award and extending for fourteen (14) calendar days. The vendor's mobilization plan should include the following elements:

- a. A detailed timetable for the mobilization period of fourteen (14) calendar days, designed to demonstrate how the vendor will have the contract up and operational from the date of notification of award;
- b. The vendor's plan for recruitment of staff – if necessary – required to provide the services required by this RFP beginning on the 15st day after notification of contract award; and
- c. The vendor's plan for the purchase (if necessary) and distribution of equipment, inventory, supplies, materials, etc., that will be required to fulfill the contract requirements.

The qualified vendor will have fourteen (14) calendar days from the date of notification of qualification to mobilize the necessary resources. At the conclusion of the 14-day mobilization period, the qualified vendor must be available and ready to provide contract services and deliverables.

5.0 CONTRACTUAL REQUIREMENTS

5.1 Contract Term

The contract resulting from this RFP will be in effect through 9/30/2015, which is the Federal SSBG deadline. An extension will be contemplated by the State only if the Federal SSBG deadline is extended, at which time the State will consider New Jersey's need for an extension coterminous with the Federal SSBG deadline. By mutual written agreement between the State and the vendor, the contract resulting from this RFP may be extended for two (2) six-month periods.

5.2 Non-Collusion

By submitting a proposal and during the conduct of "regional-bids" during the contract resulting from this RFP, the vendor certifies as follows:

- a. The price(s) and amount of its proposal have been arrived at independently and without consultation, communication or agreement with any other vendor.
- b. Neither the price(s) nor the amount of the proposal have been disclosed to any other firm or person who is a vendor or potential vendor, and they will not be disclosed before proposal submission.
- c. No attempt has been made or will be made to induce any firm or person to refrain from responding to this RFP, to submit a proposal higher in cost than a competing proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- d. The proposal of the firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- e. The vendor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

5.3 Non-Access to Residences

The Qualified Evaluators and Qualified Builders receiving ramp assignments based on the contract resulting from this RFP shall not seek entry to a resident's home for any purpose outside the scope of this RFP and the services and deliverables contemplated herein. The vendor and its staff must not request the homeowner to provide respite, food, beverages, or lavatory access.

5.4 Vendor Property

The State, DHS, DDS and the resident shall have no liability for tools, unused materials, supplies, and/or tools left or stored at residence at the conclusion of each work day and at the conclusion of the job. The vendor maintains sole responsibility for all items brought to the resident's home during the particular ramp assignment.

5.5 Access to State Records

A vendor'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.

5.6 Record Retention

In the event the vendor is selected for contract award, this RFP, all exhibits, attachments, appendices and addenda thereto, plus the vendor's response comprise the contract between the State of New Jersey, Department of Human Services.

The awarded vendor shall maintain all documentation related to products, transactions or services under this contract for a period of seven (7) years from the date of contract expiration. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

5.7 Proposal Preparation Cost(s)

The State, DHS or DDS will not be responsible for any expenses incurred by the vendor in the preparation of its proposal.

5.8 Termination of Agreement

The contract resulting from this RFP may be terminated by either party with thirty (30) calendar days written notice.

RFP PROCESS AND PROPOSAL CONTENT

6.1. Mandatory Bidders' Conference

The division will host a mandatory Bidders' Conference on September 27, 2013 at 10:00 am at 11A Quakerbridge Plaza, Trenton, NJ 08625.

6.1.2 Question and Answer Period

Inquiries concerning this RFP must be emailed to Harry Pizutelli at harry.pizutelli@dhs.state.nj.us. All inquiries must be received via email by 4:00 PM Eastern Time on October 2, 2013. The response to each vendor inquiry will be sent to all participating vendors without identifying the inquiring party. Telephone inquiries will not be accepted.

6.2 Proposal Format and Submission

The signed proposal, saved in Adobe portable document format (PDF), must be emailed to Harry Pizutelli at harry.pizutelli@dhs.state.nj.us.

Upon receipt of the emailed vendor proposal, the vendor will be sent an email to evidence successful proposal transmission and receipt by DDS.

6.3 Proposal Due Date and Time

The vendor's **proposal must be received by the State by 4:00 PM Eastern Time on October 4, 2013**. Any proposal received after this deadline will be automatically rejected by the State.

6.4 Proposal Content

The vendor's proposal must include the elements identified below.

- a. An Executive Summary – not to exceed three (3) pages – identifying and substantiating why the vendor is qualified to provide the required services. The Executive Summary must clearly establish whether the vendor is responding as a qualified evaluator, qualified builder, or for both qualified capacities.
- b. The vendor's detailed response and its approach to the RFP scope of work.
- c. Complete contact information for the vendor, including a point of contact for the proposal's technical content as well as for administrative content, i.e., required forms and certifications necessary to the conduct of business with the State of New Jersey.
- d. An organizational chart of all resources proposed by the vendor for the contract resulting from this RFP, including identification of the individual that will be the primary contact with the State for the resultant contract.
- e. A description of the vendor's prior experience in providing services as described by this RFP, including references – complete with pictures featuring a ramp that comports with ADA ramp guidelines.
- f. For a Qualified Evaluator, the proposal must include a cost quotation that utilizes an all-inclusive rate for the evaluation. An all-inclusive cost is comprised of all direct and indirect costs including, but not limited to time, materials, supplies, equipment, overhead, fee or profit, clerical support, travel expenses, per diem, managerial support and all documents, forms, and reproductions thereof.

For a Qualified Builder, the proposal need not include cost information as it will be sought by DDS during each "regional-bid".

- g. For a Qualified Evaluator, the proposal must include a copy of the vendor's NJCART registration and RESNA certification.

For a Qualified Builder, the proposal must include a copy of the vendor's Home Improvement Contractor registration with the New Jersey Division of Consumer Affairs and NJCART registration.

h. The forms and certifications listed below must be provided as part of the vendor's proposal submitted to the State.

- New Jersey Standard Terms and Conditions (included with this RFP), executed by the vendor
- ACORD Certificate of Insurance evidencing coverage for liability, Workers' Compensation and automobile, as well as identifying the NJ Department of Human Services as the Certificate Holder
- Ownership Disclosure Form for vendor and all owners with 10% or great interest (<http://www.nj.gov/treasury/purchase/forms/StandardRFPForms.pdf>)
- Disclosure of Investigations and Other Actions Involving Bidder (<http://www.nj.gov/treasury/purchase/forms/StandardRFPForms.pdf>)
- Business Registration Certificate (<http://www.nj.gov/treasury/revenue>)
- Affirmative Action Certificate (or Affirmative Action Employee Information Report plus \$150), or a copy of a Federal Letter of Approval verifying the vendor is operating under a federally approved or sanctioned Affirmative Action program. (http://www.nj.gov/treasury/purchase/forms/AA_Supplement-ExhibitA.pdf, http://www.nj.gov/treasury/purchase/forms/AA_%20Supplement.pdf
<http://www.nj.gov/treasury/purchase/forms/EmployeeInformationReportInstructions-aa302ins.pdf>)
- MacBride Principles form (<http://www.nj.gov/treasury/purchase/forms/MacBride.pdf>)
- Chapter 51 (political contributions) (http://www.nj.gov/treasury/purchase/forms/eo134/c51_eo117_cd_02_10_09.pdf
http://www.nj.gov/treasury/purchase/forms/eo134/c51_eo117_cd_instr%2002_2009.pdf)
- Source Disclosure Certification Form (<http://www.nj.gov/treasury/purchase/forms/sdcert.pdf>)
- Disclosure of Investment Activities in Iran (<http://www.nj.gov/treasury/purchase/forms/StandardRFPForms.pdf>)

i. The State reserves the right to negotiate final price with a vendor qualified to provide evaluation and/or building services described herein.