



NEW JERSEY DEPARTMENT OF HUMAN SERVICES SUPPLEMENTAL SOCIAL SERVICES BLOCK GRANT COMPLIANCE SERVICES

ENGAGEMENT QUERY: REQUEST FOR QUOTE

1.0 PURPOSE AND INTENT

The State of New Jersey (the State), Department of Human Services (DHS) seeks to acquire consulting services of a vendor specializing in monitoring and compliance assurance services for federally-funded disaster recovery and survivor assistance programs. This Engagement Query: Request for Quote (Engagement Query) is issued pursuant to State term contract T2939, Auditing and Other Related Services for Disaster Recovery, and specifically for vendors awarded in contract Pool 1, Program and Process Management Auditing within that State contract. The intent of this Engagement Query is to award a contract to that contractor whose quote, conforming to this Engagement Query, is most advantageous to the State, price and other factors considered. The vendor identified as a result of this Engagement Query and the services rendered by the vendor are not subject to the reporting requirements of P.L. 2013, Chapter 37 [N.J.S.A. 52:15D-1 et seq.].

A vendor must propose to provide all services described by this Engagement Query in order for its proposal to be evaluated and deemed eligible for engagement award consideration. The services and deliverables described herein are required to commence immediately upon contract award. Therefore, the responding vendor must have the requisite resources available at the time of proposal submission to the State inasmuch as there will be no ramp-up or mobilization period for the contracted engagement.

2.0 PROGRAMMATIC BACKGROUND

On October 27, 2012, Governor Chris Christie signed Executive Order 104 declaring a State of Emergency in New Jersey related to the impact of Hurricane Sandy, which caused massive property damage and loss of life. On October 30, 2012, President Obama declared a major disaster for New Jersey (DR-4086¹), thereby qualifying New Jersey for Federal disaster

¹ Preliminary Damage Assessment Report for New Jersey. Report mandated by Congress on Preliminary Damage Assessment (PDA) information on FEMA-4086-DR-NJ for Hurricane Sandy and available on the web at <http://www.fema.gov/media-library/assets/documents/29924?id=6724>.

assistance funds. DHS is the recipient of a supplemental Social Services Block Grant ("SSBG"), awarded by the U.S. Department of Health and Human Services pursuant to the Disaster Relief Appropriations Act of 2013, Public Law 113-2 and other applicable federal law.

The SSBG supplemental funds are available for services directly related to Hurricane Sandy in one or more of five social services goals:

- Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency;
- Achieving or maintaining self-sufficiency, including reduction or prevention of dependency;
- Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating, or reuniting families;
- Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care; and,
- Securing referral or admission for institutional care when other forms of care are not appropriate or providing services to individuals in institutions.

The Disaster Relief Appropriations Act, 2013 [Public Law (P.L.) 113-2] further provides that, "in addition to other uses permitted by Title XX of the Social Security Act, funds appropriated in this paragraph for the Social Services Block Grant may be used for health services (including mental health services)". Funds may be used for educational transportation services under certain conditions, e.g., to transport for educational purposes those children who are temporarily displaced by the disaster and who are unable to access regularly available school transportation services. It is also permissible for SSBG funds to be used for temporary child care facilities or to support the rebuilding of child care facilities, to provide assistance to families in accessing available child care, and to provide mental health services to caregivers and young children in child care settings.

DHS is the lead agency for the State's social services response and recovery to Hurricane Sandy. This funding is critical to rebuilding and preserving the social service safety net in the areas most impacted by Hurricane Sandy. In the months and years to come, these services will be essential to facilitating the State's full recovery. The SSBG supplemental funding is allocated to DHS and will be distributed among other State agencies for eligible expenditures. DHS will focus on providing statewide clinical behavioral health services, child care vouchers to families whose services were disrupted, repair to child care provider centers damaged by Sandy, accessibility repairs for older adults and people with disabilities, legal assistance, repair grants for seniors, and housing location assistance to residents displaced and in search of alternate rental options. Other State agencies receiving SSBG funds are the Department of Health (DOH) and the Department of Children and Families (DCF), both of which are part of the scope of work described by this Engagement Query.

It is DHS' intent to ensure that all work performed pursuant to this Engagement Query is eligible for SSBG funding and performed in accordance with all rules, regulations, policies and guidance.

3.0 SCOPE OF WORK

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

- 3.1 The vendor shall begin the engagement by attending a kick-off meeting with a representative from each of the Governor's Office of Recovery and Rebuilding, DHS, DOH and DCF within three (3) business days of the date of engagement. The kick-off meeting is intended to confirm the timeline initially presented in the vendor's response to this Engagement Query, identify the State Contract Manager for each of DHS, DOH and DCF, allow the vendor to confirm and explain as necessary the approach and steps it will use for the engagement and as was presented in its response to this Engagement Query, and permit each of the departments to turn over to the vendor documents, files, diagrams, and a list of program-level contact(s). The vendor is responsible for documenting the kick-off meeting and providing minutes of the meeting to each of the Governor's Office of Recovery and Rebuilding, DHS, DOH and DCF.

Deliverable: Documentation of and minutes for the kick-off meeting.

- 3.2 The vendor shall analyze three (3) State agencies (DHS, DOH and DCF), the result of which will be a Supplemental SSBG State Agency Risk Assessment document. The Supplemental SSBG State Agency Risk Assessment deliverable must document an analysis of each State agency's business processes supporting the Supplemental SSBG program, the associated workflow, internal controls in evidence, reports that will be generated, and a risk assessment to identify weaknesses from an agency perspective in its current and planned administration of Supplemental SSBG-funded programs, including missing controls and areas that could be potentially vulnerable to fraud, waste and/or abuse.

The vendor's analysis and assessment must take into account that in some instances the State agency is the conduit to counties that, in turn, will solicit providers for the program. Alternately, some programs will be directly administered by a State agency via modification to an existing third-party contract with a provider or by means of creating a new third-party contract with a provider.

The vendor must identify in the Supplemental SSBG State Agency Risk Assessment document a minimum of four (4) counties from among the nine (9) most-impacted counties (Atlantic, Bergen, Cape May, Essex, Hudson, Middlesex, Monmouth, Ocean and Union) as subjects to be included in county-level risk assessments, including justification for the four (4) counties identified by the vendor. Should the vendor recommend more than four (4) counties be analyzed, then the vendor must include rationale supporting its recommendation(s), including a justification for the additional county(ies). The timeframe for the engagement described by this Engagement Query will not be extended to accommodate additional counties as the subject county-level risk assessments. The State in its sole discretion will approve the counties for county-level examination.

Deliverable: Supplemental SSBG State Agency Risk Assessment document

3.3 The vendor shall next undertake a high-level county-level risk assessment in the State-approved counties identified as a result of the Supplemental SSBG State Agency Risk Assessment document. These counties will be the subject of high-level analysis and subsequent development of a Supplemental SSBG County-Level Risk Assessment deliverable. The Supplemental SSBG County-Level Risk Assessment document shall assess the State’s interactions/work-flow processes with the County from award of Supplemental SSBG funds by the State through to determination of distribution to service providers. The Supplemental SSBG County-Level Risk Assessment deliverable must include a risk assessment to identify weaknesses in the specific program, missing controls, and areas that could potentially be vulnerable to fraud, waste and/or abuse.

Deliverable: Supplemental SSBG County-Level Risk Assessment document

3.4 Building on the Supplemental SSBG State Agency Risk Assessment (Section 3.3) and County-Level Risk Assessment (Section 3.4) documents, the vendor shall analyze each State SSBG program identified below, the result of which will be a Supplemental SSBG Program-Level Risk Assessment document.

AGENCY	DIVISION	APPROVED AMOUNT
Department of Human Services		
Housing Assistance		
Mental Health Vouchers / Wrap Around Support Services	DMHAS	\$28,184,000
Mental Health Supportive Employment/Education	DMHAS	\$3,100,000
Sandy Homeowner/Rental Assistance Program (SHRAP)	DFD	\$62,257,000
Housing Navigation Assistance to DFD/DMHAS	DFD	\$3,000,000
Assistance to Homeless Residents	DFD	\$2,000,000
Repair grants for Seniors & <i>Housing Advocacy</i>	DoAS	\$8,707,000
Accessibility Repairs for Disabled	DDS	\$2,750,000
Housing Assistance Subtotal		\$110,048,000
Behavioral Health Services		
Recovery and Rebuilding Initiative for Substance Use Disorder Treatment Services	DMHAS	\$7,000,000
University Behavior Health Care (UBHC) Outpatient Services	DMHAS	\$5,000,000
Early Intervention Support Services (EISS)	DMHAS	\$4,000,000
Create a Mental Health Public Awareness Campaign	DMHAS	
Mental Health Helpline	DMHAS	\$1,500,000
Public Relations Campaign	DMHAS	\$500,000
Behavioral Health Services Subtotal		\$18,000,000
Child Care		
Direct Child Care Services Financial Assistance	DFD	\$500,000
Child Care Providers – mini supplies and equipment grants	DFD	\$1,000,000

AGENCY	DIVISION	APPROVED AMOUNT
Child Care Provider renovation grants	DFD	\$1,000,000
Disaster and Recovery Professional Development	DFD	\$250,000
Child Care Subtotal		\$2,750,000
Services for Older Adults and People with Disabilities		
Education and Training on Protecting Adults from Financial Exploitation	DoAS	\$300,000
Senior Nutrition Programs	DoAS	\$117,692
Services for Older Adults and People with Disabilities Subtotal		\$417,692
Legal Assistance		
Legal Services to Sandy-Impacted Individuals	DHS	\$6,500,000
Legal Assistance Subtotal		\$6,500,000
Department of Human Services Administration		\$5,542,764
Department of Human Services Total		\$143,258,456
Department of Children and Families		
Strengthening Families and Preventing Child Abuse		
Ready Workforce of Child Protection Workers	DCF	\$4,500,000
Camps for Recovering Children	DCF	\$600,000
Support to Impacted Foster Families	DCF	\$100,000
UMDNJ Nursing team support	DCF	\$3,230,000
Respite Services	DCF	\$1,151,600
Support Child Safety and Wellbeing	DCF	\$420,000
Outpatient Substance Abuse to Parents of Child Protection Services	DCF	\$1,200,000
Strengthening Families and Preventing Child Abuse Subtotal		\$11,201,600
Preventing Violence and Exploitation		
Expand Emergency Domestic Violence Shelters	DCF	\$709,000
Community-Based Domestic Violence Agency Staff	DCF	\$3,285,000
Preventing Violence and Exploitation Subtotal	DCF	\$3,994,000
Strengthening Families and Communities		
Bayshore Family Success Center	DCF	\$900,000
Enhance Existing Family Success Center	DCF	\$2,040,000
Expansion of Visitation/Maternal Health Programs in Impacted Counties	DCF	\$2,160,000
Expand Displaced Homemaker Centers in Impacted Counties	DCF	\$480,000

AGENCY	DIVISION	APPROVED AMOUNT
Strengthening Families and Communities Subtotal		\$5,580,000
Primary Health Care Support and Education	DCF	\$2,647,500
Sexual Violence and Human Trafficking		
Expand Sexual Assault Prevention Programming	DCF	\$2,646,000
Homeless Youth Outreach	DCF	\$900,000
Homeless Street Outreach	DCF	\$900,000
Sexual Violence and Human Trafficking Subtotal		\$4,446,000
Building Resiliency and Supporting Recovery		
Substance Abuse Treatment Services for Children of Impacted Counties	DCF	\$9,100,000
Substance Abuse Prevention	DCF	\$270,000
Training for Mental Health Professionals	DCF	\$180,000
Building Resiliency and Supporting Recovery Subtotal		\$9,550,000
Building Resiliency and Supporting Recovery through Supports for Schools and Students		
Child Trauma and Disaster Consultants	DCF	\$91,000
School and Community-Based Psychosocial Interventions	DCF	\$5,424,000
Community-Based Psychosocial Interventions Summer Programming	DCF	\$288,000
Building Resiliency and Supporting Recovery through Support for Schools and Students Subtotal		\$5,803,000
Early Childhood	DCF	\$720,000
DCF Administration		\$1,529,000
Department of Children and Families Total		\$45,471,100
Department of Health		
Support Local Health		
County Health Improvement	PHILEP	\$3,000,000
New Jersey Poison Information & Education System (NJPIES)	PHILEP	\$200,000
New Jersey Poison Information & Education System (NJPIES) Special Educators	PHILEP	\$200,000
Support Local Health Subtotal		\$3,400,000
Environmental Health		
Environmental Activities Assistance (demolition-associated focus)	EEOH	\$1,754,000

AGENCY	DIVISION	APPROVED AMOUNT
Consumer, Environmental and Occupational Health Service Recovery Effort	EEOH	\$258,000
Environmental Activities Assistance	EEOH	\$439,000
Mold Remediation Enhancement	EEOH	\$293,000
Environmental Health Subtotal		\$2,744,000
Community Resiliency/Healthy Homes		
Special Child Health Services Case Management	DFHS	\$3,462,724
Parent Resource Specialists/SPAN	DFHS	\$1,568,135
DOH Staff Special Child Health Services Case Management	DFHS	\$736,726
Community Resiliency/Healthy Homes Subtotal		\$5,767,585
Healthy Homes Initiative (Lead testing/individuals/soil and case management in Sandy Impacted counties)		
Public Education	DFHS	\$1,112,200
Competent Health, Social Services & Housing Professional Workforce (Healthy Home Training)	DFHS	\$390,000
Blood level screening	DFHS	\$11,714,700
Data System Enhancements for Vectorborne Disease and Lead	EEOH	\$300,000
Healthy Homes Initiative Subtotal		\$13,516,900
Women's Health		
Targeted Outreach (18 Community Health & Women's Health Centers)	DFHS	\$1,471,875
Training for Primary Care Professionals	DFHS	\$1,528,125
Women's Health Subtotal		\$3,000,000
National Center for Disaster Preparedness' Hurricane Sandy Child and Family Health Study	DFHS	\$1,190,000
Information and Referral		
Syndromic Surveillance Enhancement	EEOH	\$665,000
Data System Enhancements for Vectorborne Disease and	PHS	\$600,000
Data Sharing Project	PHILEP	\$500,000
Communications System	HFEL	\$118,000
Information Dissemination	PIO	\$239,000
West Nile Virus Public Education Campaign	PIO	\$122,000
Public Education/Information and Referral to residents of Sandy Impacted Counties	EEOH	\$100,000
Information and Referral Subtotal		\$2,344,000

AGENCY	DIVISION	APPROVED AMOUNT
DOH Administration		\$2,000,000
Department of Health Total		\$33,962,485
Grand Total		\$222,692,041

DMHAS = Division of Mental Health and Addiction Services
 DFD = Division of Family Development
 DHS = Department of Human Services Central Office
 DoAS= Division of Aging Services
 DDS = Division of Disability Services
 DCF = Department of Children and Families
 DOH = Department of Health
 PHS = Public Health Services
 PIO = Office of Communications (Public Information Office)
 HFEL = Division of Health Facilities Evaluation and Licensing
 EEOH = Division of Epidemiology, Environmental and Occupational Health
 DFHS = Division of Family Health Services
 PHILEP = Division of Public Health Infrastructure, Laboratories, and Emergency Preparedness

The intent of the program-level risk assessments is to identify potential vulnerabilities for both compliance and transparency purposes. The program-level services must include an assessment of the degree to which the county or the State agency, as the case may be, is comporting with the rules, regulations, policies, mandates, etc., germane to the Supplemental SSBG program. In addition, the program-level risk assessment shall include, but not be limited to, an inventory of program services being provided or planned for provision, clients being served or targeted for service, service delivery mechanisms, documentation, recordkeeping, reporting, and funding flow. The Supplemental SSBG Program-Level Risk Assessment deliverable must document for the subject program the actual workflow, the planned workflow for those programs that have yet to be approved, internal controls, and a risk assessment to identify weaknesses in the current or planned program implementation, missing controls, and areas that could potentially be vulnerable to any instances of fraud, waste and/or abuse.

There are three (3) pools of programs that must be studied: (1) programs with Supplemental SSBG funds less than \$2 million; (2) programs with Supplemental SSBG funds of \$2 million up to \$10 million; and, (3) programs with Supplemental SSBG funds equal to or greater than \$10 million. The depth of the program review will be determined by the pool the program falls in. The specific elements that must be included in the three (3) pools of programs to be studied by the vendor are provided below.

	Program Pool 1 (< \$2M)	Program Pool 2 (\$2m up to \$10M)	Program Pool 3 (\$10M and above)
Risk assessment, internal controls and identify loss prevention strategies	X	X	X
Promotion of best practices	X	X	X
Fraud and misconduct prevention	X	X	X
Identification of appropriate compliance systems and controls as required by State and Federal governing guidelines, regulations and law		X	X
Development of policies and procedures to ensure program requirements are met, including prevention of benefits duplication, and measures to detect and prevent fraud, waste, abuse and mismanagement of funds; compliance with Federal and State laws, and regulations as applicable			X
Disseminate information regarding the anti-fraud hotline maintained by the NJ Office of the State Comptroller	X	X	X

Deliverable: Supplemental SSBG Program-Level Risk Assessment document

- 3.5 The contractor must provide a **debriefing session** for a representative from each of the Governor's Office of Recovery and Rebuilding, DHS, DOH and DCF. The debriefing must include the vendor's concluding observations and recommendations. The debriefing session may be provided via teleconference or other remote technology.
- 3.6 The contractor must provide timely resolution of any issues or concerns raised during the contract engagement resulting from this Engagement Query and participate in status update meetings/conference calls on a bi-weekly basis throughout the engagement. The bi-weekly status update shall include the State Contract Manager for each of DHS, DCF and DOH.
- 3.7 Where a documented, i.e., tangible, deliverable must be provided to the State, four (4) complete physical copies must be provided to DHS, as well as an exact and complete PDF version of each documented deliverable.

4.0 PROPOSAL SUBMISSION

- 4.1 The vendor must have documented experience in the design and compliance assurance of federally-funded block grant programs. Preference will be given to experience in the social services realm. The vendor must have experience with Federal disaster recovery requirements as they pertain to needed support systems, internal controls and reports.

- 4.2 The signed proposal, saved in Adobe portable document format (PDF), must be emailed to Mary Lou Goho at marylou.goho@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 the State.
- 4.3 The vendor's **proposal must be received by the State by 4:00 PM Eastern Time on 11/4/2013**. Any proposal received after this deadline will be automatically rejected by the State.
- 4.4 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.
- 4.5 Inquiries concerning this Engagement Query 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 10/30/2013**. The response to each vendor inquiry will be sent to all participating vendors without identifying the inquiring party.
- 4.6 In response to this Engagement Query, if the vendor has not declined participation in the Engagement Query and does not have a conflict of interest or scheduling, the vendor shall respond ~~within five (5) business days~~ with the following:
- A detailed proposal, including a detailed budget, to perform the scope of work reflecting the requirements of this Engagement Query;
 - A contract schedule that shall identify the performance milestones and associated deliverable items to be submitted as evidence of completion of each task and provision of each deliverable such that the engagement is completed within six (6) weeks of the engagement start, unless extended by DHS;
 - Person-hour and/or labor category mix: A comprehensive chart showing the person-hours proposed to meet the requirements of the request for competitive quotes. The chart shall be designed to reflect the tasks, sub-tasks, or other work elements required by the request for competitive quote. The chart shall set forth, for each task, sub-task or other work element, the total number of person-hours, by labor category, proposed to complete the contract. The hourly rates used for

each labor category shall be the hourly rates, or lower than the hourly rates, specified in the contract; and

- A detailed list of all engagements, contracts or task orders in which the firm is currently providing services for any type of disaster recovery assistance. The list must include the name of the contracting entity, a detailed list of the scope of services and the contract term.
- A detailed resume, inclusive of dates for each prior engagement, for vendor personnel proposed for the engagement described here, including experience related to the SSBG program or other similar federally funded social services program.
- Two (2) client references complete with contact information for two (2) individuals for each reference.

5.0 ENGAGEMENT REQUIREMENTS

5.1 Engagement Term

The engagement resulting from this Engagement Query is anticipated to be completed within six (6) weeks of the engagement start, but may be extended at DHS' discretion for up to three (3) four-week periods.

5.4 Response Preparation Cost(s)

DHS will not be responsible for any expenses incurred by the vendor in the preparation of its response to this Engagement Query.

6.0 EVALUATION

The evaluation will be based on the following criterion (*not* necessarily listed in order of importance):

- The vendor's proposal wherein it portrays and describes a robust and complete response to the State's scope of work as described herein;
- The vendor's experience in the design and compliance assurance of federally-funded block grant programs, experience in the social services realm, and experience with Federal disaster recovery requirements as they pertain to needed support systems, internal controls and reports; and,
- The feedback obtained by the State upon contacting and speaking with both references.

7.0 CONFLICT FOR FUTURE ENGAGEMENTS

The vendor selected as a result of this Engagement Query shall be considered to have a conflict of interest such that it will not be eligible to provide integrity oversight monitoring services (Pool 3 of T2939) for any contract whereby the vendor is assessing risk and recommending necessary services under this engagement.

8.0 TERMINATION

This engagement has been deemed critical to the State's delivery of SSBG services and the overall effort by the State to ensure that all resources dedicated to the recovery from Super Storm Sandy be applied in an efficient manner and subject to controls targeted at preventing waste, fraud and abuse. Therefore, time being of the essence, DHS requires that the services contemplated by this engagement commence within five (5) business days of engagement award. If the vendor is unable to commence services as of such date, notwithstanding anything to the contrary in the State of New Jersey Standard Terms and Conditions, DHS reserves the right to terminate the vendor's services upon written notice.

In the event of termination, DHS may award the engagement to the next ranked vendor whose response has been ranked according to the criteria in this Engagement Query.

9.0 LIQUIDATED DAMAGES

To the extent that actions of the contractor result in failure to meet the aforementioned deliverables, the State may suffer damages that could be difficult or impossible to quantify.

Given the significance and scope of the services and programs being implemented throughout New Jersey, the necessity that all resources dedicated to the recovery from Super Storm Sandy be applied in an efficient manner, and the need to take all necessary precautions to prevent, detect, and remediate waste, fraud, and abuse, the State and the Contractor agree to the specified liquidated damage amounts for late delivery of the following deliverables.

The methodology utilized to calculate liquidated damages pertaining to development and implementation of a work plan, and reporting requirements are based on the assumption that failure to have these key elements in place may directly result in a loss of SSBG funding.

Failure to provide reports could prevent the State from taking action to rectify issues and may also cause harm to the public in the form of waste by the government and inefficiency in executing the myriad of new and expanded programs and service delivery.

Task	Deliverable	Due Date	Liquidated Damages
3.1	Documentation of minutes for the Kick-Off Meeting	Completed within 3 business days after Kick-Off Meeting	\$500 a day for each business day past due date

3.2	Supplemental SSBG State Agency Risk Assessment document	Completed within 10 business days after completion of Task 3.2	\$1,000 a day for each business day past due date
3.3	Supplemental SSBG County-Level Risk Assessment document	Completed within 10 business days after completion of Task 3.3	\$1,000 a day for each business day past due date
3.4	Supplemental SSBG Program-Level Risk Assessment document	Completed within 10 business days after completion of Task 3.4	\$1,000 a day for each business day past due date