

Request for Proposals
Infection Preventionist (IP) Placement for the NJ Long-term Care Facilities

The Department of Health (“Department” or “DOH”) is looking to engage one (1) or more Contractor(s) to provide a total of ten (10) full-time on-site Infection Preventionist (IP) placement, education services, and improvement initiatives at New Jersey long-term care facilities (facilities). The Department is acting to build infection prevention capacity and confidence at long-term care facilities to better combat the spread of COVID-19. All nursing homes in NJ and all assisted living residences in NJ are eligible to participate. Participation is voluntary and at the request of the facility. Local health departments in conjunction with DOH will select facilities for participation in this program and assign IPs accordingly. Length of assignment would be variable based on the need of the facility and the need of the program. Parameters would be created by DOH.

The Contractor(s) will immediately provide a rolling roster of ten (10) Infection Preventionists (at an all-inclusive per person rate) for placement at long-term care facilities for one month (approximately 30 days) at a time to build capacity and competency for infection prevention and control. If multiple contractors are engaged, the State will only utilize a maximum of 10 IPs at a time.

Simultaneously, the Contractor should be able to provide virtual consulting services such as:

- Consulting services
- Access to on-demand infection control and prevention subject matter experts
- Pre-packaged online training and education
- Infection prevention policies and procedures templates

Proposals Due: Friday, May 20, 2022, by 3PM EST

Question & Answer Period: Wednesday, May 04, 2022, by 3 PM EST

All Bidders must submit Proposals to centralprocurement@doh.nj.gov by the Proposal due date and specified time.

Contract term: Award Date (TBD) through June 30, 2024, OR 12 months after the national public health emergency is declared over, whichever comes first. This timeline may be subject to change.

1.0 Scope of Work:

The Contractor shall complete the following actions, tasks, obligations, and responsibilities between the contract award date and the sooner of June 30, 2024, OR 12 months after the national publichealth emergency is declared over, whichever comes first.

1.1 Contractor Responsibilities:

The Contractor(s) shall:

- Provide a statewide rolling network of at least 10 (ten) qualified Infection Preventionists (IPs) to be on-site at a facility for a maximum of one month (approximately 30 days) at a time for day-to-day leadership and oversight of infection prevention practices, education of staff, auditing staff, and creation or revision of policies and procedures
- Ensure that IPs are certified in infection prevention and control from the *Certification Board of Infection Control (CBIC)*
- Supervise the time for both on-site and remote infection prevention staff, with remote work not to exceed 20% of weekly time
- Work in conjunction with DOH staff to plan and assign IPs to facilities
- Regularly communicate with DOH leadership and local health department where the facility is located
- Report progress to both the local health department and NJ Communicable Disease Service
- Participate in meetings or conference calls, as requested by DOH leadership to monitor progress and recommendations for improvement.
- Oversee and distribute facility auditing and IP assessments to DOH leadership
- Provide infection prevention educational materials to long-term care facility sites
- Provide remote training and education series to all long-term care facilities
- Ensure IPs stay up to date with current COVID-19 guidance from CDC and DOH
- Ensure host site facilities have infection prevention policies and procedures as well as an outbreak response plan
- Communicate all pertinent information to IPs in the field including changes in site or hours
- Upon communication with DOH leadership, coordinate all logistics for IP placement

1.2 Deliverables:

- Provide weekly reports to update DOH on status of IPs
- Provide copy of final report to DOH leadership at the end of each IP placement
- Track and report all trainings given to long term care facilities including total number of facilities and participants
- Collect and report long-term care facility frequently asked questions for IPs in the field

2.0 Experience:

Contractor shall have the capacity to provide necessary staffing to ensure project goals are met. Contractor shall have the capacity and relevant experience to provide remote assistance to facilities as well as education and training pertaining to infection prevention and control of COVID-19.

Contractors shall have the experience of providing on-site assistance to healthcare facilities,

specifically long-term care facilities. Contractors shall be knowledgeable in COVID-19 guidance from CDC as well as any state specific COVID-19 laws and regulation pertaining to infection prevention and control in long-term care facilities. Preference shall be given to Contractors with experience providing services with governmental public health entities.

3.0 Pricing:

Contractor shall submit all-inclusive price based on a per person rate to cover the placement of the Infection Preventionist (FTEs for 40 hours per week for a 52 week period).

Pricing shall be firm fixed pricing. **Firm Fixed Price** means a price that is all-inclusive of direct cost and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction, and any other costs. For billing purposes, please base pricing on an all-inclusive hourly rate per FTE.

4.0 Technical Proposal Requirements

Bidder shall submit a Technical Proposal, which describes its approach and plans for accomplishing the work outlined in the Scope of Work section, Contractor Responsibilities, Deliverables, Experience, and Pricing, i.e., Sections 1.0 - 3.0. The Bidder must set forth its understanding of the requirements of this RFP and its approach to successfully complete the contract. The Bidder should include the level of detail it determines necessary to assist the evaluation committee in its review of the Bidder's Proposal.

As part of its Technical Proposal, a Bidder shall provide a list of IPs contracted to work with long-term care facilities including their education, credentials, and background.

4.1 Evaluation:

Each criterion will be scored, and each score multiplied by a predetermined weight to develop the Technical Evaluation Score.

Personnel: The qualifications and experience of the Contractor's management, and field personnel pool assigned to the contract for required specialty positions.

Experience of firm: The Contractor's documented experience in successfully completing contracts of a similar size and scope in relation to the work required by this RFP; and direct experience providing services with governmental public health entities. Contractor's capacity and relevant experience to provide remote assistance to facilities as well as education and training pertaining to infection prevention and control of COVID-19. Contractors shall have the experience of providing on-site assistance to healthcare facilities, specifically long-term care facilities.

Ability of firm to complete the Scope of Work based on its Technical Proposal: The Contractor's demonstration in the Proposal that the Contractor understands the requirements of the Scope of Work and presents an approach that would permit successful performance of the technical requirements of the RFP.

The intent of this RFP is to award a contract(s) to that responsible Bidder(s) whose Proposal(s), conforming to this RFP is most advantageous to the State, price and other factors considered. Should the Department decide to award to multiple Bidders, it reserves the right to select the number of IPs it will accept from each Bidder.

5.0 Required forms:

5.1 FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED WITH PROPOSAL

All required forms are found at the following link:
<https://www.state.nj.us/treasury/purchase/forms.shtml>

All bid submissions must include completed mandatory compliance forms, which include:

- Ownership Disclosure
- Disclosure of Investigations and Other Actions Involving Contractor
- Disclosure of Investment Activities in Iran
- Chapter 51 Compliance, where applicable
- Chapter 271 form, where applicable
- MacBride Principles
- Source Disclosure
- E.O. 271 Statement or Certification
- Business Registration Certificate
- Affirmative Action Compliance
- Evidence of Insurance
- State of New Jersey Standard Terms and Conditions
- Waivered Contracts Supplement to the State of New Jersey Standard Terms and Conditions

Contractors are under a continuing obligation to report updates to the information contained in itsrequired forms.

Unless otherwise specified, forms must contain an original, physical signature, or electronic signature.

Winning Bidder(s) must register with NJSTART as a Contractor for the State of NJ.
www.njstart.gov

5.2 MACBRIDE PRINCIPLES CERTIFICATION

Pursuant to N.J.S.A. 52:34-12.2, a Bidder is required to certify that it either has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein or that it will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.5 and in conformance with the United

Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles.

5.3 OWNERSHIP DISCLOSURE FORM

Pursuant to N.J.S.A. 52:25-24.2, in the event the Bidder is a corporation, partnership, or limited liability company, the Bidder must disclose all 10% or greater owners by (a) completing and submitting the Ownership Disclosure Form with the Proposal; (b) if the Bidder has submitted a signed and accurate Ownership Disclosure Form dated and received no more than six (6) months prior to the Proposal submission deadline for this procurement, the State may rely upon that form; however, if there has been a change in ownership within the last six (6) months, a new Ownership Disclosure Form must be completed, signed and submitted with the Proposal; or, (c) a Bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest. N.J.S.A. 52:25-24.2.

5.4 DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

The Bidder should submit Disclosure of Investment Activities in Iran form to certify that, pursuant to N.J.S.A. 52:32-58, neither the Bidder, nor one (1) of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither the Bidder, nor one (1) of its parents, subsidiaries, and/or affiliates, is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the Bidder is unable to so certify, the Bidder shall provide a detailed and precise description of such activities as directed on the form. If a Bidder does not submit the form with the Quote, the Bidder must comply within seven (7) business days of the State's request or the State may deem the Quote non-responsive.

5.5 BUSINESS REGISTRATION

In accordance with N.J.S.A. 52:32-44(b), a Bidder and its named Subcontractors must have a valid Business Registration Certificate ("BRC") issued by the Department of the Treasury, Division of Revenue and Enterprise Services prior to the award of a contract. To facilitate the Proposal evaluation and contract award process, the Bidder should submit a copy of its valid BRC and those of any named Subcontractors with its Proposal. See Section 2.1 of the State Standard Terms and Conditions.

Any Bidder, inclusive of any named Subcontractors, not having a valid business registration at the time of the Proposal opening, or whose BRC was revoked prior to the submission of the Proposal, should proceed immediately to register its business or seek reinstatement of a revoked BRC.

The Bidder is cautioned that it may require a significant amount of time to secure the

reinstatement of a revoked BRC. The process can require actions by both the Division of Revenue and Enterprise Services and the Division of Taxation. For this reason, a Bidder's early attention to this requirement is highly recommended. The Bidder and its named Subcontractors may register with the Division of Revenue and Enterprise Services, obtain a copy of an existing BRC or obtain information necessary to seek re-instatement of a revoked BRC online at https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp.

A Bidder otherwise identified by the DOH as a responsive and responsible Bidder, inclusive of any named Subcontractors, but that was not business registered at the time of submission of its Proposal must be so registered and in possession of a valid BRC by a deadline to be specified in writing by the DOH. A Bidder failing to comply with this requirement by the deadline specified by the Division will be deemed ineligible for contract award. Under any circumstance, the Division will rely upon information available from computerized systems maintained by the State as a basis to verify independently compliance with the requirement for business registration.

5.6 DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING BIDDER FORM

The Bidder should submit the Disclosure of Investigations and Other Actions Involving Bidder Form, with its Proposal, to provide a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five (5) years, including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition. If a Bidder does not submit the form with the Proposal, the Bidder must comply within seven (7) business days of the State's request, or the State may deem the Proposal non-responsive.

5.7 SOURCE DISCLOSURE

Pursuant to N.J.S.A. 52:34-13.2, prior to an award of a contract, the Bidder is required to submit a completed Source Disclosure Form. The Bidder's inclusion of the completed Source Disclosure Form with the Proposal is requested and advised.

5.8 AFFIRMATIVE ACTION

The intended Contractor must submit a copy of a New Jersey Certificate of Employee Information Report, or a copy of Federal Letter of Approval verifying it is operating under a federally approved or sanctioned Affirmative Action program. Awarded Contractors not in possession of either a New Jersey Certificate of Employee Information Report or a Federal Letter of Approval must complete the Affirmative Action Employee Information Report (AA-302) located on the web at <https://www.state.nj.us/treasury/purchase/forms.shtml>.

Bidders should verify its Affirmative Action Compliance status on the "Maintain Terms and Categories" Tab within its profile in NJSTART. In the event of an issue with a Contractor's Affirmative Action Compliance status, NJSTART provides a link to take corrective action.

5.9 INSURANCE CERTIFICATES

The Contractor shall provide the State with current certificates of insurance for all coverages required by the terms of this contract naming the State as an Additional Insured. See Section 4.2 of the State Standard Terms and Conditions accompanying this Request for Proposal. The Bidder should verify its Insurance Certification Compliance status on the “Maintain Terms and Categories” Tab within its profile in NJSTART.

5.10 COVID-19 VACCINE CERTIFICATION

Please be advised that on October 20, 2021, Governor Murphy signed Executive Order No. 271 which went into effect on that day. In accordance with EO 271, a covered contractor must certify that it has a policy in place:

- (1) that requires all covered workers to provide adequate proof, in accordance with EO 271, to the covered contractor that the covered worker has been fully vaccinated; or
- (2) that requires that unvaccinated covered workers submit to COVID-19 screening testing at minimum one to two times weekly until such time as the covered worker is fully vaccinated; and
- (3) that the covered contractor has a policy for tracking COVID-19 screening test results as required by EO 271 and must report the results to local public health departments.

The requirements of EO 271 apply to all covered contractors and subcontractors, at any tier, providing services, construction, demolition, remediation, removal of hazardous substances, alteration, custom fabrication, repair work, or maintenance work, or a leasehold interest in real property through which covered workers have access to State property. Please review and complete the EO 271 certification and submit it with your Proposal.

6.0 Executive Order 166 Requirements for Posting of Winning Proposal and Contract Documents

Pursuant to Executive Order No. 166, signed by Governor Murphy on July 17, 2020, the Office of the State Comptroller (“OSC”) is required to make all approved State contracts for the allocation and expenditure of COVID-19 Recovery Funds available to the public by posting such contracts on an appropriate State website. Such contracts will be posted on the New Jersey transparency website developed by the Governor’s Disaster Recovery Office (GDRO Transparency Website).

The contract resulting from this [RFP/RFQ] is subject to the requirements of Executive Order No. 166. Accordingly, the OSC will post a copy of the contract, including the [RFP/RFQ], the winning bidder’s proposal and other related contract documents for the above contract on the GDRO Transparency website.

In submitting its proposal, a bidder/proposer may designate specific information as not subject to disclosure. However, such bidder must have a good faith legal or factual basis to assert that such designated portions of its proposal: (i) are proprietary and confidential financial or commercial information or trade secrets; or (ii) must not be disclosed to protect the personal privacy of an identified individual. The location in the proposal of any such designation should be clearly stated in a cover letter, and a redacted copy of the proposal should be provided. A Bidder’s/Proposer’s

failure to designate such information as confidential in submitting a bid/proposal shall result in waiver of such claim.

The State reserves the right to make the determination regarding what is proprietary or confidential and will advise the winning bidder/proposer accordingly. The State will not honor any attempt by a winning bidder/proposer to designate its entire proposal as proprietary or confidential and will not honor a claim of copyright protection for an entire proposal. In the event of any challenge to the winning bidder's/proposer's assertion of confidentiality with which the State does not concur, the bidder /proposer shall be solely responsible for defending its designation.