



DETENTION AND DEPORTATION DEFENSE INITIATIVE FISCAL YEAR 2027

Request for Proposal:
Prospective Bidders Presentation
August 26, 2026

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INTRODUCTIONS

Jackie Zapata

Programs Coordinator

Office of New Americans

NJ Department of Human Services

Daniel Rosario

Data and Policy Analyst

Office of New Americans

NJ Department of Human Services

HOUSEKEEPING

- This presentation is intended to provide an overview of the RFP and is for informational purposes only. Live transcript and the recording will be posted after this webinar.
- We are unable to answer questions on today's conference. All prospective bidders can **submit questions in writing** as outlined in the RFP by email no later than **11:59 ET on September 3, 2026** to DHS-CO.rfp@dhs.nj.gov
- Chat a host or panelist directly only for technical issues.
- Any additional information about the RFP, including dates that are currently TBD and answers to submitted questions, will be posted on [DHS' Request for Proposals/Information Webpage](#).

PROCUREMENT TIMELINE

Activity	Date
Notice of Funding Availability	August 20, 2026
Prospective Bidder Presentation	August 26, 2026 11:00AM
Prospective Bidder Questions on RFP	September 3, 2026 by 11:59pm
Deadline for receipt of proposals	September 24, 2026 by 4:00PM
Preliminary award announcement	TBD
Appeal deadline	TBD – 10 days after the preliminary award announcement
Final award announcement	TBD

DDDI– RFP SUMMARY

This Request for Proposals is issued by the New Jersey Department of Human Services (DHS), Office of New Americans (ONA), to provide legal representation and related support services to New Jersey residents facing immigration detention, deportation, and removal proceedings.

In 2026, Governor Mikie Sherrill announced an expansion of the Detention and Deportation Defense Initiative (DDDI), reaffirming New Jersey's commitment to increasing access to counsel and strengthening the state's detention and deportation defense network.

The statewide DDDI promotes due process, family unity, and access to justice by providing legal representation to low-income New Jersey residents.

DDDI– RFP SUMMARY

ONA anticipates making awards totaling up to **\$12 million under three funding options.**

Options A and B support direct legal representation.

Option C supports one organization as the statewide DDDI Coordinating Entity.

The Coordinating Entity will handle statewide referral coordination, provider communication, technical assistance, training, programmatic reporting, quality assurance, and other coordination activities.

Applicants may apply for A, B, or C; A + C; or B + C, if qualified for each option.

BACKGROUND

In 2018, the State of New Jersey allocated supplemental funding to provide legal representation for residents facing immigration detention and removal proceedings.

Since the launch of DDDI, New Jersey has annually reaffirmed its commitment to ensuring access to legal representation for vulnerable immigrant communities through ongoing budget appropriations.

DDDI is grounded in the principle that access to legal representation promotes due process, strengthens families and communities, and improves the fairness and efficiency of immigration proceedings.

The initiative also seeks to build a robust statewide infrastructure of legal service providers capable of responding to evolving immigration enforcement priorities and the growing need for representation.

POPULATIONS TO BE SERVED

Within the limits of available resources and subject to access granted by relevant institutions, legal services shall be provided to financially and otherwise eligible unrepresented New Jersey residents who:

- Are detained under Immigration and Customs Enforcement (ICE) custody in New Jersey or elsewhere;
- Are detained by another federal agency as a result of their immigration status;
- Are in immigration removal proceedings through the Institutional Hearing Program (IHP) while in custody at a New Jersey correctional facility; or
- Face a significant risk of detention, deportation, or removal and require legal services to preserve or pursue immigration relief, subject to provider capacity.

WHO CAN APPLY?

To be eligible for consideration under this RFP, the bidder must satisfy the requirements of the funding option for which they are applying. Applicants shall identify their funding option(s) of proposal. Current DDDI provider agencies are eligible to apply for additional funding through this funding opportunity.

WHO CAN APPLY?

To be eligible for consideration for this RFP, all bidders, regardless of funding option, must satisfy the following requirements:

- The bidder can be a nonprofit or governmental, or private entity.
- The bidder, or subgrantee, must have licensed attorneys with immigration law expertise on staff who will directly provide or supervise the services described in this RFP.
- The bidder must demonstrate that all professionals (including attorneys, DOJ-accredited representatives, social workers, and other staff providing services under this contract) possess the appropriate credentials, licenses, and certifications and are in good standing.
- The bidder must demonstrate the capacity and commitment to participate in statewide coordination efforts, including required meetings, referral management, reporting, and other activities established by ONA and the DDDI Coordinating Entity.

WHO CAN APPLY?

To be eligible for consideration for this RFP, all bidders, regardless of funding option, must satisfy the following requirements:

- The bidder must collaborate with the DDDI Coordinating Entity, ONA, EOIR, detention facilities, community-based organizations, and other legal service providers, as appropriate, to maximize statewide representation capacity.
- Commit to a universal model of representation, meaning that representation will be provided to a client regardless of the perceived merits of his or her case (ONLY OPTIONS A and B).
- Applicants proposing partnerships, subcontractors, or subgrantees shall describe the role of each partner and how the proposed arrangement will enhance service delivery and representation capacity. The use of subgrants or subcontractors is permitted but not required (ONLY OPTIONS A and B).

WHO CAN APPLY?

To be eligible for consideration for this RFP, all bidders, regardless of funding option, must satisfy the following requirements:

- The bidder must be fiscally viable based upon an assessment of the bidder's audited financial statements. If a bidder is determined, in ONA's sole discretion, to be insolvent or likely to become insolvent within twelve (12) months of proposal submission, ONA may deem the proposal ineligible for award.
- The bidder must not appear on the State of New Jersey Consolidated Debarment Report or be suspended or debarred by any State or Federal entity from receiving public funds.
- Pursuant to DHS Contract Policy and Information Manual Policy Circular 8.05, the bidder shall not have a conflict, or the appearance of a conflict, between the private interests and the official responsibilities of a person in a position of trust. Persons in a position of trust include provider agency staff, officers, and governing board members. The bidder must maintain written Conflict of Interest policies and procedures that comply with Policy Circular 8.05.

WHO CAN APPLY?

Option A – Experienced Removal Defense Providers- Up to \$5,000,000 per award

Option A is intended for organizations with demonstrated experience representing individuals in immigration detention and removal proceedings and the organizational capacity to provide direct legal representation under the DDDI. Applicants for Option A must demonstrate:

- On-staff immigration attorneys with at least three years of experience providing legal representation in immigration detention and/or removal proceedings.
- Experience representing clients before immigration judges or the Board of Immigration Appeals, especially in removal proceedings.
- The organizational capacity to manage removal defense caseloads and accept referrals through the DDDI Coordinating Entity.
- Experience providing high-quality legal representation in complex immigration matters.
- May apply independently, as part of a consortium, or through partnerships with other organizations.
- May apply under one or more funding options, demonstrating the required qualifications and organizational capacity necessary to fulfill each Option.

WHO CAN APPLY?

Option B – Capacity Expansion Providers- Up to \$1,000,000 per award

Option B is intended for organizations with experience providing immigration legal services that seek to develop or expand their capacity to represent individuals in immigration detention and removal proceedings. Applicants for Option B must demonstrate:

- On-staff immigration attorneys with at least two years of experience providing immigration legal services or legal representation.
- Ability to represent clients before immigration judges or the Board of Immigration Appeals.
- A commitment to expanding removal defense capacity and participating in required coordination, training, and technical assistance activities established by ONA and the DDDI Coordinating Entity.
- The ability to accept referrals appropriate to their organizational expertise and capacity.
- May apply independently, as part of a consortium, or through partnerships with other organizations.
- May apply under one or more funding options, demonstrating the required qualifications and organizational capacity necessary to fulfill each Option.

WHO CAN APPLY?

Option C – DDDI Coordinating Entity- One award of up to \$1,000,000.

Option C is intended for one organization to serve as the statewide DDDI Coordinating Entity and support the implementation of the DDDI through statewide coordination, referral management, provider support, and program administration. Applicants may apply for Option C independently or in combination with Option A or Option B. Applicants for Option C must demonstrate:

- Experience coordinating statewide or multi-provider legal service programs, collaborative initiatives, or similar networks.
- Experience administering referral systems, technical assistance, data collection, reporting, and program oversight.
- The organizational capacity to coordinate participating providers, monitor program performance, facilitate collaboration, and support statewide implementation of the DDDI.
- If applying for Option C in combination with Option A or Option B, describe the policies, procedures, staffing structure, and internal controls that will ensure impartial administration of referrals and avoid actual or perceived conflicts of interest.
- Applicants must apply independently, subgranting is not permitted for Option C.

RFP SCOPE OF WORK

The Scope of Work varies by funding Option. Applicants shall address only the Scope of Work applicable to the funding Option(s) for which they are applying. ONA reserves the right to modify program priorities, populations served, referral protocols, and service delivery requirements during the contract period based on changes in federal policy, operational needs, or other factors identified by ONA.

Options A and B – Legal Service Providers

The successful bidder shall, **in coordination with ONA and the DDDI Coordinating Entity:**

- Provide high-quality legal representation to financially eligible New Jersey residents facing immigration detention, deportation, and removal proceedings, consistent with the goals of the DDDI.
- Up to the limit of available resources, provide the level of legal representation—advice, limited representation, full representation through initial adjudication, and appeals—necessary and appropriate for each case.
- Facilitate access to supportive services that are reasonably necessary to support clients' legal representation, including referrals to community-based resources, as appropriate.
- Maintain full autonomy over all legal work performed, including legal strategy, representation, and advice in individual cases.

RFP SCOPE OF WORK

Options A and B – Legal Service Providers

The successful bidder shall, **in coordination with ONA and the DDDI Coordinating Entity:**

- Collaborate with ONA on strategic planning of advocacy efforts that may impact the DDDI program.
- Coordinate with ONA on public outreach and communications related to the DDDI in accordance with ONA guidance and program priorities.
- Collaborate with the DDDI Coordinating Entity and other participating legal service providers, as appropriate, to maximize statewide representation capacity and ensure the effective delivery of legal services. Collaboration may include, but is not limited to, referrals, consultations, co-counseling, mentoring, limited-scope representation, bond representation, merits representation, habeas or other federal litigation support, appellate representation, sharing specialized legal expertise, and other coordinated efforts to leverage available resources and meet client needs.

RFP SCOPE OF WORK

Options A and B – Legal Service Providers

The successful bidder shall, **in coordination with ONA and the DDDI Coordinating Entity:**

- Ensure all data reported are accurate, complete, and timely.
- Collect and analyze programmatic and outcome data to assess program performance, identify service gaps, and improve service delivery.
- Provide language access through qualified interpretation and translation services.
- Provide culturally and linguistically appropriate services to reach diverse populations.
- Providers shall accept referrals consistent with their approved scope of services, expertise, staffing, and organizational capacity.
- Option B ONLY: Participate in required technical assistance (TA) hours and workshops as directed by ONA and provided by ONA's designated technical assistance provider

RFP SCOPE OF WORK

Option C – DDDI Coordinating Entity

The successful bidder shall:

- Coordinate the implementation of DDDI services in partnership with ONA.
- Establish and manage a centralized public facing detention and deportation legal services referral hotline and intake system in collaboration with the ONA.
- Develop and administer referral protocols and coordinate referrals among participating legal service providers based on organizational expertise, service capacity, and client needs.
- Maintain regular communication with participating providers regarding staffing, service availability, caseload capacity, and referral status.
 - Develop and maintain reporting database, tools, forms, templates, and guidance for participating providers, subject to ONA approval.

RFP SCOPE OF WORK

Option C – DDDI Coordinating Entity

The successful bidder shall:

- Collect, maintain, analyze, and report aggregate programmatic and performance data to ONA.
- Convene regular meetings and facilitate collaboration among participating providers.
- Monitor provider performance and compliance with programmatic requirements and provide recommendations to ONA regarding technical assistance and quality improvement.
- Coordinate with ONA, participating providers, courts, detention facilities, and other stakeholders to support implementation of the DDDI.
- Identify service gaps, emerging needs, and opportunities to strengthen New Jersey's statewide detention and deportation defense network.
- Perform other coordination activities as directed by ONA.

RFP SCOPE OF WORK

Caseload Expectations

For purposes of this RFP, a distinct legal matter is defined as a distinct legal representation or legal proceeding. A single client may have more than one matter during the contract period. Selected bidders under Options A and B shall track and report both the total number of matters and the total number of unique clients served in accordance with reporting requirements established by ONA and the DDDI Coordinating Entity.

Applicants shall propose an anticipated annual caseload that is reasonable and supported by the proposed budget, staffing, and organizational capacity. As a general guideline, each distinct legal matter should cost between \$2,000 to \$3,500.

RFP SCOPE OF WORK

Caseload Expectations

Applicants proposing caseloads outside of these ranges should provide a justification demonstrating how the proposed level of service will be achieved.

Examples of distinct legal matters include, but are not limited to, bond proceedings, removal proceedings, appeals, motions to reopen, habeas corpus petitions, and other separate forms of immigration relief or related litigation. Multiple activities performed as part of the same legal representation shall not be counted as separate matters solely because they involve multiple hearings, filings, or court appearances.

RFP SCOPE OF WORK

Coordination and Capacity-Building Requirements

As a condition of funding, successful bidders under Options A and B shall actively participate in statewide coordination and capacity-building activities led by the DDDI Coordinating Entity designated by ONA. Participation in these activities is required to support consistent service delivery, effective referral management, statewide capacity building, and program oversight.

Funded providers shall, based on ONA program priorities and guidance:

- Participate in trainings, mentorship opportunities, communities of practice, and other capacity-building activities organized by ONA and the DDDI Coordinating Entity
- Attend meetings convened by ONA and/or the DDDI Coordinating Entity.
- Maintain regular communication with the DDDI Coordinating Entity regarding organizational capacity, staffing levels, intake availability, case acceptance criteria, waitlists, and other factors that may affect referrals.

RFP SCOPE OF WORK

Coordination and Capacity-Building Requirements

Funded providers shall, based on ONA program priorities and guidance:

- Respond to referral inquiries and placement requests from the DDDI Coordinating Entity in a timely manner.
- Provide timely updates regarding referral outcomes, case acceptance decisions, representation status, and service availability.
- Cooperate with statewide intake, referral, case tracking, data collection, and reporting processes established by ONA or the DDDI Coordinating Entity.
- Comply with referral management, programmatic reporting, data collection, quality assurance, and performance monitoring requirements established by ONA and/or the DDDI Coordinating Entity.
- Participate in efforts to identify service gaps, improve referral pathways, strengthen statewide representation capacity, and promote best practices in detention and deportation defense.

RFP SCOPE OF WORK

- ONA reserves the right to prioritize and adjust Program activities based on need, capacity, community needs and other factors. Failure to comply with coordination, training, reporting, referral management, and capacity programmatic priorities and reporting requirements may be considered in ONA's assessment of contract performance and future funding decisions.
- Applicants may provide services directly, through a consortium model, or through subgrants or subcontracting arrangements.
- The use of subgrantees is permitted but not required for Options A and B. Applicants proposing partnerships shall describe how program oversight, quality assurance, fiscal monitoring, data collection, reporting responsibilities, and training activities will be managed.
- ONA reserves the right to approve all subgrantees, subcontractors, and material changes to partnership structures following award.

RFP SCOPE OF WORK

Partnerships, Subgrants, and Subcontracts

Applicants may propose partnerships, subgrants, or subcontracting arrangements to support service delivery under this RFP for Options A and B. The use of subgrants or subcontractors is permitted but not required. Subgrants and subcontractors is not permitted for Option C.

- Identify proposed partner organizations and describe their anticipated role in service delivery.
- Describe how the proposed arrangement will enhance service capacity, geographic coverage, language access, specialized expertise, or other program goals.
- Ensure that all subgrantees or subcontractors comply with applicable programmatic, fiscal, reporting, and performance requirements.
- Maintain responsibility for oversight, performance monitoring, fiscal management, and reporting for all participating organizations.
- Ensure that all participating organizations comply referral management, coordination, reporting, quality assurance, and other requirements established by ONA and the DDDI Coordinating Entity.

All proposed subgrantees and subcontractors are subject to ONA's approval.

RFP SCOPE OF WORK

Public Outreach and Communications

- The selected bidder must coordinate with ONA on public outreach, communications, and messaging related to the DDDI. Public-facing materials, announcements, educational materials, media engagement, and other communications regarding the DDDI or activities funded through this award shall be developed in coordination with ONA and consistent with ONA guidance and program priorities.
- Nothing in this RFP is intended to limit an applicant's independent legal representation, advocacy, or public education activities that are unrelated to the DDDI or funded activities under this award.
- Note: The bidder must describe any actual or potential conflicts of interest, organizational relationships, or contractual obligations that could reasonably be expected to affect your ability to fulfill the requirements of this RFP. Include any measures your organization will take to mitigate identified conflicts.

RFP SCOPE OF WORK

Program Deliverables and Reporting Requirements: Data and Fiscal Reporting

Selected bidders shall:

- Submit quarterly financial reports, including actual expenditures, to ONA no later than thirty (30) days following the close of each fiscal quarter using financial reporting templates designated by ONA.
- Collect, maintain, and report programmatic and aggregate, non-identifying client data in accordance with reporting requirements established by the DDDI Coordinating Entity.
- Comply with all referral management, data collection, reporting, quality assurance, and performance monitoring requirements established by the DDDI Coordinating Entity.

RFP SCOPE OF WORK

Program Deliverables and Reporting Requirements: Data and Fiscal Reporting

Selected bidders shall:

- Participate in program monitoring, evaluation, and other required coordination activities conducted by ONA and/or the DDDI Coordinating Entity.
- Use the reporting tools, forms, templates, spreadsheets, secure data submission methods, and other reporting mechanisms designated by ONA or the DDDI Coordinating Entity. Submission of required financial and programmatic reports in the designated formats is mandatory and may be a condition of payment.
- ONA and/or the DDDI Coordinating Entity may update reporting tools, forms, templates, reporting requirements, and related procedures during the contract period. Selected bidder(s) shall implement such updates and participate in any required training related to reporting requirements and designated reporting mechanisms.

RFP SCOPE OF WORK

Budget

- Applicants shall propose an anticipated annual caseload that is reasonable and supported by the proposed budget, staffing, and organizational capacity. Budgets should range from **\$350,000 to \$5,000,000.**
 - **Option A- Up to \$5,000,000 per award**
 - **Option B- Up to \$1,000,000 per award**
 - **Option C- One award of up to \$1,000,000**
- For purposes of this RFP, a matter is defined as a distinct legal representation or legal proceeding. A single client may have more than one matter during the contract period.
- ONA will evaluate proposals based on the reasonableness of the proposed budget in relation to the anticipated number of matters to be served, organizational capacity, and the overall quality of the proposed services. Cost effectiveness will be considered as part of the evaluation. Based on a review of comparable publicly funded immigration legal representation programs, ONA anticipates that the average cost of representation will generally approximate \$2,000 to \$3,500 per matter.

RFP BUDGET: ALLOWABLE COSTS

Allowable Costs

Administrative, staffing, direct service, and programmatic costs necessary to carry out the activities outlined in the Scope of Work are allowable under this funding opportunity.

- Applicants may utilize partnerships, subgrants, or subcontracting arrangements to support service delivery under this RFP for Options A and B only. The use of subgrants or subcontractors is permitted but not required.
- Any proposed subgrantees or subcontractors and their associated budgets shall be subject to ONA's approval.
- The selected bidder shall remain responsible for fiscal oversight, program performance, and compliance with all requirements of this RFP, including the activities of any approved subgrantees or subcontractors.

Allowable costs include reasonable expenses directly related to the provision of legal representation, including litigation support services, interpretation and translation, expert witnesses or consultants, document procurement, evaluations, and other case-related expenses approved by ONA.

Grant funds may not be used for direct assistance to clients unless expressly authorized by ONA.

Unallowable Costs

No funds from DDDI may be used for lobbying activities as defined in accordance with guidance issued by the New Jersey Election Law Enforcement Commission at:

https://www.elec.nj.gov/forcandidates/gaa_forms.htm.

RFP COMPONENTS AND REQUIREMENTS

Responses should include the following components and will be evaluated based on the criteria provided in the RFP:

Evaluation Criteria	Weighting
Legal Services Expertise	25
Organizational Capacity	25
Program Infrastructure	25
Costs	25
TOTAL	100

LEGAL SERVICES PROGRAM EXPERTISE – 25%

Options A and B

1. Describe your organization's experience providing immigration legal services:

- Option A: Experienced Removal Defense Providers

Describe your organization's experience representing individuals in removal proceedings and detention, or other complex immigration matters, as applicable, within at least the past three years.

- Option B: Capacity Expansion Providers

Describe your immigration legal services experience, within at least the past two years, and your plan to expand removal defense capacity.

LEGAL SERVICES PROGRAM EXPERTISE – 25%

Options A and B

2. Describe your organization's expertise in immigration law, including the types of cases handled, legal strategies employed, and experience serving the proposed target population. This includes experience representing clients before immigration judges or the Board of Immigration Appeals, especially in removal proceedings.
3. Describe the qualifications, experience, and supervision structure for attorneys and other legal professionals who will provide services under this contract. If applicable, describe your organization's experience training and mentoring practitioners in removal defense. Describe your use of attorneys on-staff.

LEGAL SERVICES PROGRAM EXPERTISE – 25%

Options A and B

4. Describe your proposed service delivery model, including how eligible clients will be served, your anticipated representation capacity, projected number of clients to be served annually, estimated case costs, performance metrics, and expected outcomes.

5. Describe any existing relationships with detention facilities, courts, community organizations, or other stakeholders that will support implementation of the proposed program.

LEGAL SERVICES PROGRAM EXPERTISE – 25%

Option C – DDDI Coordinating Entity

Describe your organization's experience coordinating multi-partner initiatives, legal service networks, or other statewide or regional programs. Include your experience managing referrals, facilitating collaboration among providers, providing technical assistance or training, collecting and reporting programmatic data, and administering programs involving multiple stakeholders.

ORGANIZATIONAL CAPACITY– 25%

Options A and B

1. Describe your organization's capacity to administer this award, including fiscal management, staffing, contract administration, and project oversight.
2. If proposing partnerships, subgrants, or subcontracting arrangements, describe your experience managing collaborative projects and overseeing partner organizations
3. Describe the number and roles of full-time, part-time, and contracted staff who will support this project. Specifically detailed the number of immigration attorneys who will support the project.
4. Describe your plans to recruit, hire, retain, or repurpose qualified attorneys and/or DOJ-accredited representatives to provide services under this project.

ORGANIZATIONAL CAPACITY– 25%

Options A and B

5. Describe your plan for complying with financial reporting requirements established by ONA and programmatic reporting requirements established by the DDDI Coordinating Entity.
6. Describe your experience collaborating with DHS, EOIR, detention facilities, community-based organizations, and other stakeholders to facilitate legal representation.
7. Describe your organization's ability to participate in the statewide referral network, including communication regarding service capacity, referrals, and participation in required meetings and coordination activities.

ORGANIZATIONAL CAPACITY– 25%

Option C

1. Describe your organization's administrative, fiscal, and operational capacity to successfully serve as the DDDI Coordinating Entity.
2. Outline the number and roles of staff who will support statewide coordination, provider engagement, technical assistance, data collection and reporting, referral coordination, and program administration.
3. Describe your organization's plan for complying with financial and programmatic reporting requirements established by ONA.
4. Describe your experience collaborating with government agencies, legal service providers, community-based organizations, and other stakeholders to coordinate multi-partner initiatives.
5. Describe your organization's ability to coordinate the statewide DDDI network, including managing referrals, communicating with providers, convening meetings and trainings, monitoring provider capacity, and supporting statewide collaboration.

PROGRAM INFRASTRUCTURE– 25%

Option A and B

1. Describe your proposed approach to implementing the program, including any partnerships, subcontractors, or subgrantees. If applicable, describe each partner's role and relevant experience.
2. Describe how your organization will provide or coordinate referrals to supportive services that facilitate legal representation and successful case outcomes.
3. Describe your organization's client intake, case management, and referral processes, including how you will coordinate with the DDDI Coordinating Entity.
4. Describe how your organization will manage caseloads, communicate service capacity, and respond to referrals received through the DDDI Coordinating Entity.
5. Describe how your organization will provide culturally and linguistically appropriate legal services to New Jersey's diverse immigrant communities.

PROGRAM INFRASTRUCTURE– 25%

Option C

1. Describe your proposed approach to serving as the DDDI Coordinating Entity, including referral coordination, provider communication, and statewide collaboration.
2. Describe your approach to communicating with participating providers, monitoring provider capacity, and supporting collaboration across the statewide DDDI network.
3. Describe your plan for collecting programmatic data, monitoring performance, and supporting quality assurance.
4. Describe your plan for providing support to strengthen provider capacity and ensure consistent implementation of the DDDI statewide.
5. Describe how your organization will ensure culturally and linguistically appropriate communication with participating providers, community partners, referral sources, and individuals seeking legal services.

COSTS – 25%

Using the budget template provided, submit a proposed budget that clearly identifies budget options and allocates funds in a manner consistent with the proposed Scope of Work, staffing plan, and anticipated level of services.

Budget narratives shall clearly describe each budget item, including personnel, fringe benefits, contractual services, travel, equipment and supplies, litigation-related expenses, administrative costs, and any other proposed expenditures.

Applicants proposing partnerships, subgrants, or subcontracting arrangements shall identify the associated costs and describe how funds will be allocated among participating organizations.

The proposed budget shall reflect the total anticipated cost of delivering services under this contract. Payments under this contract will be based on quarterly reimbursement of actual allowable expenditures.

Please use the budget template provided for the budget proposal.

PROPOSAL REQUIREMENTS

All bidders must submit a written response that addresses the required topics, follows all instructions, and includes supporting documentation.

1. Introduction and Context: 1–2 paragraphs.
2. Legal Services Program Expertise: 2–3 pages.
3. Organizational Capacity: 1–2 pages.
4. Program Infrastructure: 2–4 pages.
5. Costs: required budget template and budget narrative.
6. Required attachments and appendices must be included

1 – PROPOSAL COVER SHEET

The bidder should use Attachment A in the RFP as the application form template.

Attachment A – Proposal Cover Sheet

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
Office of New Americans
Proposal Cover Sheet

Name of RFP: **Detention and Deportation Defense Initiative**

Incorporated Name of Bidder: _____

Eligibility Type (check to confirm eligibility):

____ Non-profit bidder with IRS approved 501(c)(3) status that can coordinate and implement detention and deportation legal services.

Options (Select One)

☐ Option A – Current Removal Defense Provider

Organizations with demonstrated experience representing individuals in immigration detention and removal proceedings.

2 - COMPLETED MATERIALS FROM THE LIST OF APPENDICES AND ATTACHMENTS

Required Attachments

1. Department of Human Services Statement of Assurances (RFP Attachment C);
2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (RFP Attachment D);
3. Disclosure of Investment in Iran;
4. Certificate of Non-Involvement in Prohibited Activities in Russia and Belarus;
5. Statement of Bidder/Vendor Ownership Disclosure;
6. Disclosure of Investigations and Other Actions Involving Bidder;
7. Pursuant to Policy Circular P 1.11, a description of all pending and in-process audits identifying the requestor, the firm's name and telephone number, and the type and scope of the audit;
8. Audited financial statements and Single Audits (A133), prepared for the two (2) most recent fiscal years;
9. All interim financial statements prepared since the end of the bidder's most recent fiscal year. If interim financial statements have not already been prepared, provide interim

3 - COMPLETED MATERIALS FROM THE LIST OF APPENDICES AND ATTACHMENTS

Required Appendices:

Copy of documentation of the bidder's charitable registration status;

Bidder mission statement;

Organizational chart;

Job descriptions of key personnel;

Resumes of proposed personnel if on staff, limited to two (2) pages each;

List of the board of directors, officers and terms;

Original and/or copies of letters of commitment/support;

Cultural Competency Plan; and

Include additional attachments that were requested in the written narrative section.

3 - COMPLETED BUDGET TEMPLATE

The Budget Template should be in Microsoft Excel format as a separate document attached to the application transmittal email. The RFP Attachment E includes detailed instructions for how to use the budget template.

Cost	Total*	Explanation
Direct Costs		
Personnel/Salaries	\$	List all proposed individuals who are expected to work on the grant if awarded
Personnel/Fringe Benefits	\$	This will apply an all-inclusive rate to the total salaries as calculated in section A
Consultants, Subcontracts, Professional Fees	\$	Payments issued to external consultants, subawards and professional fees should be reported in this section
Indirect Costs		
Materials and Supplies	\$	Consumable supplies which are will be used directly on this grant should be reported
Facility Costs	\$	Costs associated with usage and maintenance of buildings and equipment towards this grant
Other Indirect Costs	\$	Costs incurred by your agency that cannot be directly attributed to the grant Total indirect costs should be applied as /a percentage of total direct costs
TOTAL	\$	

QUESTIONS AND SUBMISSION OF PROPOSALS

- Any questions regarding this RFP should be directed via email to DHS-CO.rfp@dhs.nj.gov no later than **11:59 p.m. ET on September 3, 2026**.
 - All questions and responses will be posted on the DHS website
 - Bidders are guided to rely upon the information in this RFP and the responses to questions submitted by email to develop their proposals. Specific guidance, however, will not be provided to individual bidders at any time.
- Proposals must be submitted no later than **4:00 p.m. ET on September 24, 2026**. The bidder must submit its proposal (including proposal narrative, budget, budget notes, and appendices) electronically combined as a single PDF document to DHS CO.rfp@dhs.nj.gov.



THANK YOU

THE OFFICE OF NEW AMERICANS WAS CREATED TO BETTER SERVE THE DIVERSE IMMIGRANT COMMUNITIES THAT CALL NEW JERSEY HOME. FOR MORE INFORMATION ON OUR PROGRAMS AND INITIATIVES PLEASE VISIT OUR WEBSITE - [NEWAMERICANS.NJ.GOV](https://newamericans.nj.gov).