

NOTICE OF FUNDING AVAILABILITY

STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED

Employment, Development, Guidance & Engagement Program

TAKE NOTICE that, in compliance with N.J.S.A. 52:14-34.4, 34.5 and 34.6, the Commission for the Blind and Visually Impaired (CBVI) hereby announces the availability of the grant program funds described herein.

Program Name: Employment, Development, Guidance & Engagement (EDGE)

Purpose: This Request for Proposals (RFP) is issued by the New Jersey Department of Human Services (DHS), CBVI for the development and implementation of a curriculum of activities which promote independence and self-awareness for transition-aged high school students (ages 14-21) and college undergraduate students in preparation for employment and transition to adulthood.

Available Funding Amount: Total annualized funding is up to \$1.2M subject to State appropriations. CBVI anticipates making one award.

Who Can Apply/Bidder Qualifications: To be eligible for consideration for this RFP, the bidder must satisfy the following requirements:

- Organized as (a / an):
 - Community-based organization;
 - Public or private college or university;
 - Public agency of local or State government; or
 - Institution, association, business, or other entity (either for-profit or not-for-profit).
- Eligible to provide services in New Jersey.
- The bidder must be able to demonstrate and describe prior experience in successfully providing services to the target population.
- Have experience providing vocational and independent living services to adults and youth, aged 14 - 21 years, who have multiple disabilities;
- The bidder must be willing to accept into service all individuals identified by CBVI.
- The bidder must have all outstanding Plans of Correction for deficiencies submitted to CBVI for review.
- The bidder must be able to comply with the scope of services, program requirements and skilled staff to provide the services outlined in this request for proposal.
- Demonstrate financial and programmatic ability to deliver services required by this RFP.
- Ability to coordinate services Statewide, covering all twenty-one (21) counties in New Jersey and have access to and be familiar with services in all counties.

- Adequately address career development and adjustment needs of transitioning high school students who are visually impaired, blind, and deaf-blind.
- Ability to organize and integrate individual and group activities for program participants.
- Ability to interact and work closely with CBVI staff, including Transition Counselors, Teachers of the Blind and Visually Impaired, and Administrative staff.
- Ability to work cooperatively with employers, school districts, teachers, and others while providing services to referred students upon request by CBVI.
- Ability to provide required reports and any other data in a digital format to CBVI.
- Has current knowledge and experience with implementation of all required services to be rendered.
- Demonstrates suitable qualifications of staff proposed to administer the program.
- Ability to serve non-English speaking students, including individuals who are deaf-blind and use American Sign Language as their primary mode of communication.
- Capacity to implement and manage the required programs to the target population.
- Ability to maintain confidentiality of records and client information per the Health Insurance Portability and Accountability Act.
- Ability to comply with the terms and conditions of DHS' rules and regulations as specified in the Standard Language Document and the DHS Contract Policy and Information Manual and the Contract Reimbursement Manual on the DHS website at:

<https://www.state.nj.us/humanservices/olra/contracting/policy/>

- The bidder shall comply with CBVI's monitoring and evaluation procedures.
- The bidder shall *not* discriminate in providing services to consumers based upon age, race, creed, national origin, sex, disability, or financial policy.
- The bidder shall have an approved policy and procedure manual.
- The bidder shall be in compliance with all applicable DHS and CBVI Circulars, policies, and procedures.
- The bidder shall be fiscally viable based upon CBVI's assessment of its audited financial statements.

Note: If, in CBVI's sole discretion, a bidder is determined to be insolvent or to present insolvency within the twelve (12) months after bid submission, CBVI will deem the proposal ineligible for contract award.

- The bidder shall not appear on the State of New Jersey Consolidated Debarment Report at <https://www.state.nj.us/treasury/revenue/debarment/debarsearch.shtml> or be suspended or debarred by any other State or federal entity from receiving funds.
- The bidder shall not employ a member of its Board of Directors in a consultant capacity.
- Pursuant to *New Jersey Statutes Annotated (N.J.S.A.) § 52:32-44*, a for-profit

bidder and each proposed subcontractor shall have a valid Business Registration Certificate on file with the Division of Revenue before the contract can be awarded. The Business Registration Certificate may be obtained on the Division of Revenue's website located at:

<http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

This requirement does not apply to non-profit organizations, private colleges and universities, or to State or local agencies.

- The non-public bidder shall demonstrate that it is incorporated through the New Jersey Department of State, and shall provide documentation of its current non-profit status.
- The bidder must have a governing body that provides oversight as is legally permitted. No member of the Board of Directors may be employed as a consultant for the successful bidder.
- The bidder has the option to attend the Bidders Conference.

Proposal Procedure: Effective October 5, 2022, the RFP is available at www.state.nj.us/humanservices/providers/grants/rfprfi/index.html and <https://www.state.nj.us/humanservices/cbvi/news/>

A proposal must be submitted that comports with the RFP requirements and instructions.

Proposal Receiving Office: Dr. Michelle Whitmore
Commission for the Blind and Visually Impaired
Department of Human Services
153 Halsey Street, 6th Floor
Newark, NJ 07102

OR Via Email at:

cbvi-rfp submissions@dhs.nj.gov

Submission Deadline: Proposals must be received by 4:00 p.m. on October 31, 2022.

Notification Date: Bidders will be notified on or before November 15, 2022.

October 4, 2022

Sarah Adelman, Commissioner

Date