

## NOTICE OF FUNDING AVAILABILITY

### STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES DIVISION OF DEVELOPMENTAL DISABILITIES

#### TO DELIVER FINANCIAL MANAGEMENT SERVICES THAT ENABLE INDIVIDUALS WITH INTELLECTUAL AND DEVELOPMENTAL DISABILITIES TO SELF-DIRECT SOME OR ALL OF THEIR SERVICES

**TAKE NOTICE** that, in compliance with N.J.S.A. 52:14-34.4, 34.5 and 34.6, the Department of Human Services, Division of Developmental Disabilities (Division or DDD) hereby announces the availability of program funds described herein.

**Program Name:** Vendor Fiscal / Employer Agent (VF/EA) and Financial Management Services

**Purpose:** This Request for Proposals (RFP) is issued by the Division to solicit quotes for a contractor to act as a Vendor Fiscal/Employer Agent and provide Financial Management Services (FMS) for individuals who are enrolled in Division programs that allow participants to hire Self-Directed Employees and use individualized budgets to purchase goods and services from a variety of sole proprietors and businesses.

**Available Funding Amount:** The amount paid to the awarded bidder over the contract term will depend on the per-member, per-month rate submitted in the price schedule and the number of beneficiaries choosing to enroll in the service.

#### **Who Can Apply/Bidder Qualifications:**

To be eligible for consideration, the bidder must satisfy the following requirements at the time of application:

- The bidder may be a non-profit or for-profit entity or governmental entity;
- The bidder must be in good standing with DHS if it has an existing grant or contract in place.
- If applicable, the bidder must have all outstanding Plans of Correction for deficiencies submitted to DHS for approval prior to submission.
- The bidder must be fiscally viable based upon an assessment of the bidder's audited financial statements. If a contractor is determined, in DHS' sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, DHS will deem the proposal ineligible for award.
- The bidder must not appear on the State of New Jersey Consolidated Debarment Report at <http://www.state.nj.us/treasury/revenue/debarment/debarsearch.shtml> or be suspended or debarred by any other State or Federal entity from receiving funds; and

- The bidder shall not employ a member of its Board of Directors in a consultant capacity.

**Proposal Procedure:** Effective August 14, 2023 the RFP is available at <https://www.state.nj.us/humanservices/providers/grants/rfprfi/index.html>. A proposal must be submitted that comports with the RFP requirements and instructions.

**Proposal Receiving Office:** Greg Motchnik, Director  
Department of Human Services  
Division of Developmental Disabilities  
PO Box 726  
Trenton, NJ 08625-0726

**Submission Deadline:** Proposals must be received by 5:00pm ET on September 25, 2023. No extensions will be permitted.

**Notification Date:** Bidders will be notified on or before October 18, 2023.

August 2, 2023

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Sarah Adelman, Commissioner

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Date