

## **NOTICE OF FUNDING AVAILABILITY**

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

#### **Online Training Management System for DDD Provider Agencies**

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

**Program Name:** Online Training Management System for DDD Provider Agencies

**Purpose:** DDD is pleased to release this Request for Proposals (RFP) to solicit proposals from qualified business entities that have the capacity and experience to develop, manage, and maintain a standardized on-line training system. The training system is intended to provide a standardized method for the educational and professional development of community provider agency direct support staff. The on-line training system will provide the availability of a better trained, more stable workforce which will thereby support a federal commitment to assure the health and safety of individuals with developmental disabilities residing in the community. DDD anticipates awarding one contract with a three (3) year term with up to two (2) one (1) year extensions.

**Available Funding Amount:**

Total annual funding of \$500,000 is available subject to State appropriations.

**Who Can Apply/Bidder Qualifications:**

To be eligible for consideration for this RFP, the bidder must satisfy the following requirements:

- The bidder must be a non-profit, for-profit entity or governmental entity;
- For a bidder that has a contract with DDD in place when this RFP is issued, that bidder must have all outstanding Plans of Correction (PoC) for deficiencies submitted to DDD for approval prior to submission;
- The bidder must be fiscally viable based upon an assessment of the bidder's audited financial statements. If a bidder is determined, in DDD's sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, DDD will deem the proposal ineligible for contract 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;

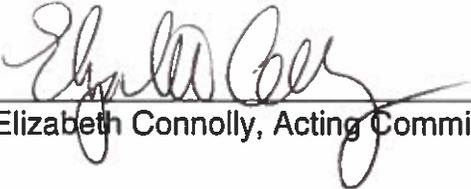
- The bidder shall not employ a member of the Board of Directors in a consultant capacity;
- Pursuant to N.J.S.A. 52:32-44, a for-profit bidder and each proposed subcontractor must have a valid Business Registration Certificate on file with the Division of Revenue, This statutory requirement does not apply to non-profit organizations, private colleges and universities, or state and municipal agencies.

**Proposal Procedure:** Effective February 1, 2016 the RFP is available at [www.state.nj.us/humanservices/providers/grants/rfpri/index.html](http://www.state.nj.us/humanservices/providers/grants/rfpri/index.html). A proposal must be submitted that comports with the RFP requirements and instructions.

**Proposal Receiving Office:** Kerry Filor  
Division of Developmental Disabilities  
195 Gateway Center  
5 Commerce Way, Suite 100  
Trenton, NJ 08625-0726

**Submission Deadline:** Proposals must be received by 4:00 p.m. Eastern Standard Time on March 1, 2016.

**Notification Date:** Bidders will be notified on or before March 24, 2016.

  
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Elizabeth Connolly, Acting Commissioner

1/19/2016  
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Date