

2016 CHILD CARE WORKFORCE REGISTRY SYSTEM REQUEST FOR PROPOSALS

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2016 CHILD CARE WORKFORCE REGISTRY SYSTEM REQUEST FOR PROPOSALS

I. PURPOSE OF FUNDING

The New Jersey Department of Human Services (DHS), Division of Family Development (DFD), the lead agency for the Child Care Development Fund (CCDF), administered through United States Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Child Care (OCC), is charged with improving families' access to high quality child care services, as well as ensuring the health and safety of children receiving a subsidy. The accessibility of high quality services also means supporting the child care workforce by providing a system of progressive professional development training, education, and scholarships.

Furthermore, with the implementation of Grow NJ Kids, New Jersey's Quality Rating and Improvement System (QRIS), and award of a federal grant called Race to the Top; New Jersey is broadening awareness of the components of quality and is helping to benchmark quality for consumers. New Jersey is also providing additional incentives and resources to programs and creating a stronger infrastructure to support and sustain the quality of programs, regardless of their setting.

DHS/DFD is issuing this Request for Proposals (RFP) for the purpose of making an award to one contractor to provide and manage a high-quality innovative comprehensive Workforce Registry System and related technical assistance services. The system and services will meet and support the unique needs of early childhood, school-age, family child care providers and administrators. This RFP also seeks a contractor with the capacity to manage the enrollment, data collection verification process, as well as manage and monitor the provision of scholarships and grants. The successful bidder will provide:

- A. A registry that includes, but is not limited to:
 - 1. A central repository of education, training and work experience (credential and degree information);
 - 2. A career lattice – career information and resources; and
 - 3. An instructor and technical assistance approval process.
- B. A professional development registry and system management
- C. Scholarship, incentives and grant management

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II. PROJECT GOAL

- A. The overall goals of the RFP are to (1) implement a statewide comprehensive workforce professional development system to support professional development for early childhood, school-age, and family child care providers, as well as administrators; (2) create a mechanism and online presence concerning the early childhood workforce that allows the user to obtain and access information that will inform program support, system-level professional development planning, policy, and delivery of resources; and (3) create a system that works jointly with Grow NJ Kids, the Department of Children and Families, Office of Licensing and other key partners.

- B. The comprehensive system will serve as the foundation for professional development offerings, continuous and progressive professional development and capture early childhood data, trends, and quality improvement activities across program sectors and providers. This will allow a user to evaluate the development of the early childhood workforce and the impact of that development on early childhood practices involving parents, providers, communities, and children.

III. BACKGROUND

Historically, DHS/DFD has contracted for the management of a web-based workforce registry and for management of certain scholarships and grants for the workforce. The current registry provides core services and maintains high quality standards in compliance with national best practices that are in alignment with the National Registry Alliance standards (<http://www.registryalliance.org/>). The services provided by the current registry include, but are not limited to, the following:

- A. A child care and school age professionals and DHS/DFD quality initiatives database;
- B. A mechanism for instructor approval;
- C. A career lattice;
- D. Scholarship, grants and stipends management for quality improvement-related activities, including obtaining credentials, coursework, degrees, and trainings;
- E. A platform for the education, experience and professional development trainings required for Instructors and Directors in licensed child care centers that includes:
 - 1. Online enrollment;
 - 2. Course completion review and verification;
 - 3. Data management, maintenance and storage;
 - 4. Appropriate levels of confidentiality protection;
 - 5. Standardized and pre-installed reports; and
 - 6. A Professional Development Training system.

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IV. FUNDING

A. Amount and Source of Funding

1. The comprehensive system will be a statewide system. There is up to \$1,000,000.00 in funding available for this contract through DHS/DFD.
2. No funding match is required; however, applicants will need to identify any other sources of funding that will be used, including in-kind and monetary funds. Agencies may not fund any costs incurred for the planning or preparing of a proposal in response to this RFP or from current DHS/DFD contracts.
3. Continued funding for the contracts resulting from this RFP are subject to the availability of state funding.
4. Contract awards are subject to change at the time of the award, at contract renewal or during the contract period based on prior expenditure trends and other factors. It is anticipated that these funds will be subject to the RFP process again in five (5) years.

B. Allowable Use of Funds

1. For fiscal reporting purposes, the grantee will be required to maintain state and federal grant funding in an individual account and all expenditures must be reported separately.
2. Funds may be used for:
 - a. System development, testing and maintenance;
 - b. Compensation costs (salaries and benefits);
 - c. Space and utility costs;
 - d. Insurance;
 - e. Legal and accounting service fees;
 - f. Program operating costs (office equipment leasing and/or maintenance contracts, supplies, and travel);
 - g. Professional development expenses for staff (conferences, publications, books and videos);
 - h. Informational materials for the program (pamphlets, brochures, and etc.);
 - i. Expenses related to the implementation of the project as identified on the application. (The proposal must indicate items that are not start-up, one-time only costs and show how these funds will be used in subsequent years.);
 - j. Webpage; and
 - k. Other costs that may be approved by DHS/DFD.

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3. Funds **may not** be used for:
 - a. Construction of buildings or major renovations to an existing building;
 - b. Any expenses incurred before the start of the contract period; and
 - c. Costs involved in the preparation of this proposal.

C. Contract Period

1. The initial contract period is April 1, 2017 through November 30, 2017 with the ability to extend annually for up to four (4) additional one-year periods. The actual contract beginning and end dates are contingent upon the contract being fully executed and signed by all appropriate parties (DHS/DFD and the Grant Recipient).
2. The Department reserves the right not to issue a contract for a second year under certain circumstances, such as, but not limited to: the unsatisfactory work of the selected vendor, failure to meet agreed upon minimum standards, or the failure to submit required documentation within requested timeframes.

V. APPLICANTS

A. Eligible Applicant

1. Eligible applicants must be fiscally viable for-profit or non-profit organizations or a public governmental entity that can demonstrate the ability to administer and deliver the services required under this RFP. Applicants must be able to demonstrate a history of providing effective and outcome proven workforce and data system delivery to early care and education programs, experience in building effective data systems for evaluation and continuous quality improvement.
2. Applicants from private, non-public entities must demonstrate that they are incorporated through the New Jersey Department of State and provide documentation of their current non-profit status under Federal 501(c) (3) regulations, as applicable.
3. If the applicant is a for-profit entity, the applicant must have a business registration certificate from the New Jersey Department of the Treasury prior to the time the contract is awarded. For profit organizations can get this certificate at the following webpage:

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

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4. Applicants must currently meet or be able to meet the terms and conditions of the DHS/DFD contracting rules and regulations as set forth in the Standard Language Document (SLD), the Contract Reimbursement Manual (CRM), and the Contract Policy and Information Manual (CPIM). Contract recipients are required to comply with the Affirmative Action Requirements of Public Law 1975, c. 124 and related regulations found at N.J.A.C. 17:27, the requirements of the Americans with Disabilities Act of 1991 (P.L. 101-336) and all other applicable federal and state law or regulations. Applicants may review and download the DHS contract rules and regulations including the CRM and CPIM at the following: <http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/index.html>.
5. Through a written proposal, the Applicant must demonstrate the capacity to coordinate, develop and carry out the administrative, fiscal and service delivery elements of the specific data system and services detailed in this RFP. An Applicant may initiate subcontracts for specific responsibilities. The selected Applicant shall be responsible to DHS/DFD for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors and for the acts and omissions of persons directly employed by the selected Applicant submitting the proposal.

B. Applicant Qualifications

1. Each Applicant must:
 - a. Be able to use a structured project approach and methodology in its Workforce Registry System projects;
 - b. Be able to design technologies that conform to New Jersey's needs regarding the career lattice and other desired features of the system;
 - c. Be able to customize its approach to meet and anticipate the needs of the targeted population;
 - d. Be able to demonstrate proven results through its organizational history, experience and goals related to achieving the duties and responsibilities outlined in this RFP;
 - e. Be able to successfully coordinate and collaborate with other agencies that will be integral in assisting with the implementation of related programs;
 - f. Comply with State and Department rules and regulations governing the purchase of services contract process, the Department's SLD, the CRM and the CPIM, in addition to the terms and conditions set forth in this RFP. Grant Recipients are required to comply with the Affirmative Action Requirements of Public Law 1975, c. 124 and related regulations found at N.J.A.C. 17:27, the requirements of the Americans with Disabilities Act of 1991 (P.L. 101-336) and any other relevant federal and state law or regulations. Applicants must also sign the Statement of Assurances (Attachment D) and the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Attachment E). Applicants may review the Department of Human Services' contracting rules and regulations, as defined in the CRM and the CPIM; and

- g. Demonstrate an ability to assess child care professional development activities, and an ability to meet Core Knowledge Competencies (CKCs). CKCs are a uniform set of expectations that identify the basic knowledge, skills and abilities needed for early childhood professionals across sectors of early childhood care including, early care and education, early intervention, mental health, physical health and social services/child welfare professionals. New Jersey's approved document discussing the CKCs can be found at the following website:

http://www.state.nj.us/education/ece/njcyc/committees/workforce/minutes/14/091214Agenda_R1.pdf

VI. SCOPE OF WORK

DHS/DFD desires a comprehensive user-friendly Workforce Registry System. Data privacy and security are a major consideration of this system and should follow national accreditation standards. The following components and services must be provided by the selected vendor:

A. Early Childhood and School-age Web-based Workforce Registry System

1. The Workforce Registry System will allow early childhood, school-age and family care providers and administrators to easily register and enroll in the registry. The system will keep a record of the enrollees' experience, education, professional development and credentials in a central repository.
2. The Workforce Registry System must include innovative IT solutions that:
 - a. maximize staff efficiency by supporting data collection and work flow processes through automation;
 - b. contain pre-populated and installed forms;
 - c. allow DHS/DFD staff or designee to run ad hoc queries and design structured reports;
 - d. are capable of easily uploading data; and
 - e. deliver a product in an iterative manner using best practices.
3. The Workforce Registry System must meet the same high quality standards as and be in alignment with the National Registry Alliance standards (<http://www.registryalliance.org/our-work/publications-and-resources>) and other best practices utilized nationwide. In addition to early childhood and school age professionals, the Workforce Registry System must capture the professional

development data for all childhood and afterschool practitioners and professionals in a variety of roles and settings, such as, but not limited to:

- a. Child care center staff, including teachers, teacher's assistants/aides, and administrators;
- b. Head Start teachers, assistants and administrators;
- c. Afterschool program staff;
- d. Registered family child care providers;
- e. Kindergarten and primary school teachers, principals and assistants;
- f. College and university faculty in education, family development and other related fields;
- g. Social workers, family workers, early intervention specialists and nurses;
- h. Child Care Resource and Referral Agency staff/ Technical Assistance Center staff;
- i. Early care and education trainers and Child Development Associate (CDA) advisors;
- j. Consultants, educators and policy makers in early care and education; and
- k. Individuals working in early care and education, primary education, or an afterschool program or services.

B. Workforce Registry System Core Services and Components

New Jersey has a very diverse group of approximately 4000 licensed child care programs and 2000 registered family child care providers. As an example, a large number of family child care providers speak Spanish, while center-based programs are more evenly dispersed throughout the State and speak English. Therefore, the core services must be delivered to address the unique needs of each sector and support programs and individuals through the following components.

1. Central Data Repository System

- a. The contractor must work with DHS/DFD's team to ensure that all requirements of the Workforce Registry System are met.
- b. The contractor will be responsible for entering relevant information about the workforce such as credentials, trainings, experience and hours; and capturing answers to DHS/DFD's policy questions. The data shall be reliable, accurate and entered timely. The IT solution must allow easy registration for enrollment and possess the ability to upload documents and record experiences, education, trainings, professional development and credentials. To achieve this task, the contractor must have a plan for automating and verifying data collection.

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- c. The Workforce Registry System must be flexible, such that it is able to respond to data request changes and needs from DHS/DFD in a timely manner.
- d. The Workforce Registry System must also meet the same existing high quality standards as the National Registry Alliance.

2. Career Lattice Services

The Workforce Registry System must clearly outline the progress that a member can make through education and professional development as identified by a Career Lattice. The Career Lattice shall be a tool provided within the system that details the possible pathways of education, professional development and work experience that early childhood professionals might follow for setting professional development goals and documenting progress in career development. It should reflect the progress that can be made by an entry-level person or a more experienced person.

3. Instructor and Technical Assistance Approval and Requirements

One component of the Workforce Registry System will be a collection of courses that providers can complete in an effort to advance their careers in child care. The courses and the instructors who teach them must be reviewed and approved before the course can be a viable career step recognized in the Workforce Registry System. The successful bidder must meet the following requirements for the instructor and course approval process:

- a. The instructor/course approval process should ensure a wide array of professional development opportunities that increase and enhance the knowledge and skills of instructors and practitioners in order to provide the most effective teachers who will be vital assets in early childhood education.
- b. The instructor/course approval process should involve a thorough review of credentials, knowledge and experience necessary to ensure high quality professional development experiences and improve early childhood education for entry through advanced level members of the workforce.
- c. The instructor approval process must be consistent and fair.
- d. The instructor approval process must reflect a set of professional standards for instructors, trainers and technical assistance providers that are in alignment with national standards and also in alignment with best practices that meet the National Association for the Education of Young Children, Professional Preparation Standards.

- e. The approval process should ensure that training content used by approved individuals and entities reflects current research, aligns with program standards and/or NJ's workforce core knowledge and competencies framework and is delivered in a way that reflects adult learning principles.

4. Comprehensive Professional Development Training and Standards Services

- a. DHS/DFD's professional development system must be integrated in a web-based Workforce Registry System that provides the workforce access to a variety of professional development resources and opportunities.
- b. The selected vendor must offer a system that allows early childhood and school-age professionals to register for professional development opportunities through various training entities, such as the Child Care Resource & Referral Agencies (CCR&Rs) in each county or approved instructors and trainers through one interface.
- c. The comprehensive system must include the ability for all training entities to schedule, enroll, and record training offerings and attendance in one system.
- d. Trainings and standards must follow national trends for professional development in the field of early care education and effectively align with DHS/DFD's professional health and safety training requirements and standards found in regulations and policy instructions.

5. Professional Development Training and Tracking Services

- a. The Workforce Registry System should track the professional development of registrants.
- b. The Workforce Registry System must collect proof of attendance and track providers' completion of professional development trainings. The relevant trainings include, but are not limited to, trainings that show providers how to maintain a healthy and safe environment for the children and trainings that show providers how to deliver the highest quality learning experience.

6. Cyber Portal

- a. The selected applicant must provide a web portal that can serve as a gateway to professional development for a member of the workforce who wishes to engage in professional development activities online.
- b. The portal will allow individuals or organizations to register themselves or their staff for courses, allow them to actually complete courses in the portal, allow tracking of completed courses, certifications obtained, credits or hours completed and be capable of various other professional development functions through a user friendly and secure interface.

7. The Department of Children and Families (DCF), Office of Licensing (OOL) and DHS/DFD Health and Safety Professional Development Requirements Review and Tracking System

- a. The vendor must provide a system that takes into account the DCF/OOL's and DHS/DFD's health and safety training requirements for the child care workforce. The data system shall have the mechanisms and functionality to track and identify a child care provider's compliance with the specific mandatory health and safety trainings required by federal law and OOL Regulations. The system will also generate reports that provide details of, among other things, training completion statistics, the frequency that training topics are selected and details of which locations of the trainings are most often utilized
- b. The system offered by the vendor must be amenable to quick and cost effective modifications in order to keep up with changes to child care and early childhood programs.

8. Administrative and Staffing Requirements and Standards

- a. The successful applicant must be able to assemble a team with a broad scope of expertise to support the programmatic and technological needs of the core services outlined in this RFP.
- b. The successful applicant will be required to have a mix of the expertise necessary to successfully undertake the range of content in the areas outlined. This will allow the applicant to collaboratively promote and support the implementation of the system. The experience should be clearly outlined in the application.

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- c. Staff expertise and knowledge should support and meet the requirements outlined for implementation of the system.

9. Collaboration activities with other agencies and stakeholders

The successful Applicant will be required to work collaboratively with other agencies/organizations and partners of DHS/DFD in order to leverage resources that will assist in the implementation of the comprehensive system. There will be a need to work with the following entities, among others:

a. Department of Children and Families (DCF)

The New Jersey Department of Children and Families (DCF) is the State's comprehensive agency dedicated to ensuring the safety, well-being and success of children, youth, families and communities. The following collaborative activities must occur between the selected agency and DCF:

Verifying with the DCF, Office of Licensing (OOL), the license or registration status of programs that have requested to be enrolled in the Workforce Registry System

b. Department of Education (DOE)

The New Jersey Department of Education (DOE) is the State's education agency and lead agency for the Race to the Top Early Learning Challenge Grant. It is also the home of the state funded preschool program, preschool special education and teacher credentialing and licensing functions. The following collaboration activities must occur between the selected agency and the DOE:

- i. Verifying the credentials for principals, administrators and teachers as they enroll in the Workforce Registry System to ensure a seamless enrollment process; and
- ii. Providing regular data downloads to DOE for the New Jersey Enterprise Analysis for Early Learning (NJ EASEL) project, which is the State's comprehensive repository of data for early care and education programs.

c. Child Care Resource and Referral Agencies (CCR&Rs)

The CCR&Rs are the entities that contract with DHS/DFD to administer the child care subsidy program in each county. The following collaborative activities must occur between the selected applicant and the CCR&Rs:

- i. Discussing and planning training schedules with the CCR&Rs in order to promote awareness of the professional development trainings; and

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- ii. Partnering with the CCR&Rs to conduct outreach to programs on the benefits of enrolling in the Workforce Registry System.

d. Rutgers University, School of Social Work, Institute for Families

Rutgers University, School of Social Work, Institute for Families is the training arm for Grow NJ Kids, NJ's Quality Rating and Improvement System. The Institute was created through funding from Race to the Top. The Institute offers training opportunities that reflect the various quality criteria of Grow NJ Kids. The following collaboration activities must occur:

- i. Staying abreast of the child care quality improvement training opportunities; and
- ii. Utilizing the Institute for Families to address the training needs of the Technical Assistance Specialists (TSAs) and the providers. The TSAs are State contracted specialists who work to help providers as the providers attempt to receive higher ratings under GNJK.

e. Department of Children and Families, School Based Youth Services

The Department of Children and Families, Division of Family and Community Partnerships (DCF/DFCP), Office of School-Linked Services, contracts with a number of private, non-profit organizations and/or school districts to provide a variety of prevention and support services for youth in New Jersey's public schools. The School Based Youth Services Program (SBYSP) mission is to help young people navigate their adolescent years, finish their education, obtain skills leading to employment or continuing education and graduate healthy and drug free. The following collaboration activities must occur between the selected agency and SBYSP:

- i. Providing technical assistance and support to school based staff as they enroll in the Workforce Registry System; and
- ii. Conducting outreach to school based programs on the benefits of enrolling in the Workforce Registry System.

f. New Jersey School-Age Care Coalition

The New Jersey School-Age Care Coalition (NJSACC) provides a multitude of professional development experiences designed to meet the needs of New Jersey's Afterschool Communities. The following collaboration activities must occur between the selected agency and NJSACC:

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- i. Facilitating enrollment and participation with NJSACC services and events such as the annual statewide conference on the east coast as well as centralized trainings; and
- ii. Facilitating enrollment and participation in on-site trainings and Webinars offered by NJSACC help in order to help provide programs with easy access to these professional development opportunities.

g. County Councils for Young Children (CCYC)

The New Jersey Council for Young Children was created by Executive Order in 2010 to serve as the Governor's state advisory council for early care and education as authorized in the Improving Head Start for School Readiness Act of 2007. All 21 counties have established a CCYC to strengthen collaboration between parents, families, and local community stakeholders with health, early care and education, family support, and other service providers. The following collaboration activities must occur between the selected provider and the CCYCs:

- i. Attending CCYC events to stay abreast of child care issues, and
- ii. Participating in CCYC initiatives in order to stay aware of new resources, technology and funding opportunities that may arise.

11. Technical Assistance

Additionally, the core services must include technical assistance which must align with DHS/DFD's principles, including but not limited to:

- a. Strength-based approaches;
- b. Process oriented and targeted on outcomes;
- c. Individualized assistance at various levels; and
- d. Assistance that is collaborative in nature.

VII. REPORTING

The purpose of the reports will be so that DHS/DFD can review the quality of work and evaluate performance in meeting projected targets. In addition, reports will be management tools that inform the need for program performance reviews and technical

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assistance. Below is the list of the minimum required reports and performance outcome measures. Additional reports will be requested by DHS/DFD as needed.

A. Quarterly Program Reports

Quarterly Program reports will include information on:

1. Enrollments;
2. Level of service;
3. Site visit completion;
4. Common needs;
5. Trends;
6. Best practices;
7. Latest research;
8. Any topics pertinent to programs participating in Grow NJ Kids;
9. Other reports as requested by DHS/ DFD.

B. Bi-annual Program Reports

Bi-annual performance reports of outcome measures will incorporate and expand on the measures assessed in the quarterly reports and any other reports requested by DHS/DFD.

C. Annual Program Reports

1. The Applicant will conduct a satisfaction survey of Workforce Registry System participants. The results and plan for improvement will be provided to DHS/DFD as part of the applicant's Continuous Quality Improvement Plan (CQI).
2. Other reports as requested by DHS/DFD.

D. Performance Outcomes

The agency shall provide a written description of the process that will be used to measure the effectiveness of the project. A few of the projected outcomes that shall be measured and reported at the end of each fiscal year or periodically as requested, include but are not limited to the following:

1. The number of staff that had their information captured in the database;
2. The number of individuals who have contacted the system;
3. The number of individuals who call and receive a professional development consultation;

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4. The number of individuals that obtain additional education or training as a result of the consultation received;
5. The number of staff in DHS/DFD licensed child care facilities and the number of operators of and caregivers in registered family child care homes that have had the Provider review;
6. The number of individuals utilizing the cyber portal;
7. The increase in the number of credentialed/degreed professionals; and
8. Other reports as requested by DHS/DFD.

The measures of success or targets will be established and documented in subsequent contract documents.

E. Evaluation Activities for Workforce Registry System

1. The DHS/DFD will own all program information, forms, reports, records, data, data bases, data code, data systems, computer programs, computer software, publications, presentations and/or other reports or work products as defined by DHS/DFD.
2. All DHS/DFD funded programs must obtain prior written approval before engaging in any research or evaluation projects that affect the Workforce Registry System, programs or existing research. All research projects are subject to DHS/DFD review, policies and procedures regarding research evaluation and reports.

VIII. PROPOSAL CONTENT & SELECTION/EVALUATION CRITERIA

A. Proposal Selection

1. A review team will review and evaluate each proposal. The review team will consist of staff members of the DFD/DHS and may include representatives of other state/local agencies and organizations.
2. Proposals will be rated based on the narrative information provided as outlined in the Program Narrative Requirements section of this RFP. Applicants are eligible to receive a maximum point score of 100 points for proposal content. Proposals receiving an average numerical rating of .65 or less will not be considered for funding.

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3. After the review is complete, a list of recommended proposals will be submitted to the Director of the Division of Family Development and/or the Commissioner of the Department of Human Services for final approval. During the selection process, additional information may be requested.
4. Proposal selection criteria include:
 - a. Ability to meet the service requirements and performance specifications as indicated in this RFP;
 - b. Experience of the Applicant in providing professional development, support or evaluations of providers;
 - c. Experience of the Applicant in developing collaborative relationships;
 - d. Effectiveness of the total program design;
 - e. Realistic and attainable program goals and objectives;
 - f. Compliance with the criteria and intent contained in the RFP;
 - g. Practicality and soundness of the proposed budget as it relates to the total program design and the goals described in the Applicant's proposal;
 - h. System development and maintenance experience;
 - i. Subcontracting experience; and
 - j. Project management experience.

B. Proposal Narrative Submission Requirements

1. Applicant Organization

Provide a brief and concise summary of the applicant's background and experience in implementing this or related types of services and qualifications to act as the lead for this program. The written summary should, at a minimum:

- a. Describe the agency's history, mission and record of accomplishments in working in collaboration with the Department of Human Services and/or related Departments, i.e., Children and Families, Health, or Education;
- b. Summarize the agency's administrative and organizational capacity to establish and implement sound administrative practices and successfully carry out the proposed program;
- c. Demonstrate the organization's commitment to cultural competency and diversity (Law against Discrimination, N.J.S.A. 10:5-1et seq.);
- d. Describe why the applicant is the most appropriate and best qualified to implement this program in the target service areas;
- e. Attach a one-page copy of the agency's organizational chart for the central location of the proposed project and for any smaller sub-set that will work directly on the project; and

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- f. If the agency operates other or similar databases, registries, data systems, applications, or platforms, demonstrate the effectiveness of these by indicating current capacity, current percent of capacity or any other pertinent data that demonstrates effectiveness.

C. Current Commitment to Cultural Competency and Diversity

1. Describe the organization's demonstrated commitment to cultural competency and diversity.
2. Identify accessible culturally responsive services and supports. Also, describe how the organization will be able to respond to the needs of a diverse workforce.
3. Staff must be culturally competent and responsive and have the training and experience necessary to manage the complex needs of the workforce across systems.
4. Explain how the applicant is currently working toward a cultural competency plan that describes actions your agency will take to ensure that policies, materials, the environment, recruitment, hiring, promotion, training and Board membership reflect the community or the intended recipients of the services you provide and promote the cultural competency of the organization.

D. Delivery of Services

In this section, the Applicant is to provide an overview of how the services will be implemented and the timeframes involved.

1. Staffing

- a. Based on the requirements outlined, the contractor must have a staff that is knowledgeable in the field and in the areas outlined in this RFP. The RFP intends to leave room for innovative approaches to staffing but requires an Executive Director, Data Manager/Expert and Technical Assistance/Trainer.
- b. In addition, describe how you will recruit staff. How do you assure staff is appropriately trained and qualified? How do you assure they will conduct themselves in a professional and respectful manner in a wide variety of early care and education settings?

2. Retention

- a. Describe your agency's strategy for maintaining program/provider involvement and a high level of workforce.

- b. What will be the agency's approach to conducting a needs assessment and ensuring that all entities participating in the system (Head Start, child care, school district and etc. will be involved?
- c. For each aspect of the project, describe your agency's plan to undertake a comprehensive approach to providing the services listed therein.

E. Collaboration and Communication Activities

- 1. Explain your agency's plan to partner with the agencies described above in Section (VI)(B)(10) for assisting in the implementation of the Workforce Registry System.
- 2. Describe your plan to collaborate with the existing Workforce Registry System in the event of a necessary transition from the existing registry and related Professional Development Activities.
- 3. Describe your communication plan that takes into account the most appropriate and effective strategies to communicate with key partners and the child care community to best achieve visibility.

F. Data Collection and Management

- 1. Describe the IT solution and/or data system that meets the requirements outlined in the RFP, which shall include strategies and mechanisms to maximize staff efficiency by supporting workflow processes.
- 2. Describe records management measures, data security measures, database back-up measures, data retention policies, and all other pertinent aspects of data collection, management, retention and destruction.
- 3. Identify and describe any unique capabilities of your agency in delivering this service.

G. Timeline

In table format, outline the action steps and timeline for program implementation. Include all administrative and core program planning activities that will be initiated and implemented from the time the grant is awarded through the end of the grant period, e.g., hiring, orientation, training, recruitment, onset of services, etc.

2016 CHILD CARE WORKFORCE REGISTRY SYSTEM REQUEST FOR PROPOSALS PAGE 19

H. Budget Narrative

1. The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services. Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. In addition to the required budget forms (Attachment I), provide a budget narrative for the total annual costs of the proposed project.
2. The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget should reflect the 12-month contract and program operating schedule.
3. All costs associated with the completion of the project must be delineated and the budget narrative must clearly articulate budget items including a description of miscellaneous expenses and other costs. Charges for General and Administrative expenses may not exceed 10 percent of the total direct service costs of the project. Start-up costs may be available for new agencies.

I. Additional Proposal Content Requirements

1. Physical Appearance

- a. Applicants must submit one (1) signed original and nine (9) copies of the completed proposal package. Failure to submit a signed original and the required number of copies will result in the proposal being disqualified and not considered for funding.

Note: It is suggested that a blue ink pen be used for all required signatures.

- b. All proposals submitted for consideration must be fastened securely, but not bound, and include all of the following items in the order indicated:
 - i. Proposal/authorization cover sheet (Attachment A)
 - ii. Check list (Attachment B)
 - iii. Narrative
 - iv. Other attachments
- c. All narrative information must not exceed 100 pages, be one-sided and be single-spaced. The narrative must include all information described in the proposal narrative requirement section. The font size for the written narrative must not be lower than 12 point and in Times New Roman font.

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2. Required Documents – Form Attachments

ATTACHMENT A	Proposal/Authorization Cover Sheet
ATTACHMENT B	Request for Proposals Checklist
ATTACHMENT C	Statement of Assurances
ATTACHMENT D	Certification Regarding Debarment, Suspension Ineligibility and Voluntary Exclusion
ATTACHMENT E	EO-189 Addendum to Request for Proposal for Social Service and Training Contacts – Conflict of Interest
ATTACHMENT F	Executive Order 129 Certification Source Disclosure Form
ATTACHMENT G	PL 2005, C51 Pay-to-Play Certification and Disclosure Instructions Form
ATTACHMENT H	Disclosure of Investment Activities in Iran
ATTACHMENT I	Budget Information Summary
ATTACHMENT N	Ownership Disclosure Form

3. Other required documents

- a. Copy of the Applicant's organization chart;
- b. Copy of the most recent organization-wide audit report or financial statement;
- c. Copy of the Applicant's Code of Ethics/Conflict of Interest Policy;
- d. List of the Board of Directors, Officers and their terms **(as applicable)**;
- e. Resumes and or/job descriptions of key figures;
- f. NJ Business Registration;
- g. Charitable registration status **(non-profits only)**;
- h. Applicant's Certificate of Incorporation; and
- i. Collaboration agreements as appropriate.
- j. Other documents as requested by DHS/DFD

J. Application Submission

1. Eligible agencies, organizations and consortiums interested in applying for these funds must submit the required number of copies of its application and all support materials to the Division, no later than 4:00 p.m. on December 13, 2016. Applications may be mailed or hand delivered as follows:

US Mail Delivery:

State of New Jersey
Department of Human Services
Division of Family Development
Office of Policy and Standards Development
PO Box 716
Trenton, New Jersey 08625

2016 CHILD CARE WORKFORCE REGISTRY SYSTEM REQUEST FOR PROPOSALS PAGE 21

Hand Delivery or Commercial Courier/Mail Service:

Office of Policy and Standards Development
State of New Jersey
Department of Human Services
Division of Family Development
6 Quakerbridge Plaza, 1st floor
Mercerville, New Jersey 08619

Directions to 6 Quakerbridge Plaza for proposal hand deliveries are contained in Attachment J.

2. When submitting a proposal package, it is critical that the Applicant note the following:

- a. Faxed documents/information will not be accepted at any time.
- b. Applicants are responsible for mailing and delivering proposals well in advance to ensure that the proposals are received on or before the deadline.
- c. Postmarks and other similar documents do not establish receipt of a proposal.
- d. Proposals that do not meet the criteria stated in the RFP or not received by the time and date specified in the RFP, will be deemed late and will not be evaluated.
- e. Any documents that arrive under separate cover will not be included as part of the proposal package.

IX. TIMELINE AND POST SUBMISSION

A. RFP Timetable

Timeframes for completion of the RFP process are as follows:

November 7, 2016	Public Notice of Availability of funds published on the DHS website
November 18, 2016	Deadline Date for Pre-Registration for the Mandatory Technical Assistance Conference
November 22, 2016	MANDATORY Technical Assistance Conference
December 13, 2016	<u>Deadline for Receipt of Grant Proposals</u> (No later than 4:00 PM)
On or Before January 31, 2017	Notification of Grant Award (Subject to Funding Availability)
April 1, 2017	Contract Begins (Subject to Funding Availability)

B. Technical assistance

1. The Division of Family Development will conduct a Technical Assistance Conference that will provide clarifying information about the 2016 Child Care Workforce Registry System RFP and related proposal procedures.
2. Attendance at the conference is mandatory for applicants. A representative of your agency must attend and sign-in at the conference. Proposals submitted by any agency or organization not officially represented at the conference will be considered disqualified for funding consideration. At the conference, persons attending who are representing more than one agency/organization must sign-in separately for each agency/organization.
3. The Technical Assistance Conference will provide potential Applicants an opportunity to ask any and all pertinent questions regarding this RFP and receive technical information regarding this RFP from Department representatives.
 - a. No further technical assistance on the programmatic aspects of this RFP will be provided after the Technical Assistance Conference is held.
 - b. Applicants are asked to pre-register for the technical assistance conference no later than **November 18, 2016** by calling the office of grants management at 609-588-2289, by faxing 609-588-7240 or by e-mailing dfd.opsd@dhs.state.nj.us.
4. Each applicant will be limited to no more than three (3) representatives at the conference.
5. If pre-registering by phone, please leave a message on our voicemail that includes your name, agency affiliation, address, telephone number and the number of attendees (maximum of 3 persons). In addition, please advise if special accommodations for someone with a physical disability will be required.
6. The Technical Assistance Conference is scheduled as follows:

Place:	New Jersey Division of Family Development 7 Quakerbridge Plaza, Room 200 A, B, and C Mercerville, NJ 08619
Date:	November 22, 2016

2016 CHILD CARE WORKFORCE REGISTRY SYSTEM REQUEST FOR PROPOSALS PAGE 23

Time: 11:00 a.m.

Directions to the Technical Assistance Conference site are provided with this RFP package in Attachment K.

NOTE: In the event of a closure or delayed opening of State Offices, the Technical Assistance Conference will be rescheduled. Announcements concerning the closure or delayed opening of state offices are broadcast on radio stations throughout the state.

C. Notification of Acceptance or Rejection of Award

1. Applicants will be notified of the decision on or after **January 31, 2017**. The award will be contingent upon contract negotiations. Any and all proposals may be rejected when it is in the best interest of the Department to do so.
2. The Department's best interests may involve, but are not limited to: loss of funding, inability of the Applicant to provide adequate services, an indication of misrepresentation of information, and/or non-compliance or a perceived inability to comply with state and federal laws and regulations.
3. The Department also reserves the right to conduct a facility inspection and/or pre-award survey with any individual, agency or organization that submits a proposal in response to this RFP.
4. All proposals are considered public information and as such will be made available upon request after the completion of the RFP process.

D. Contract Negotiations

1. Upon award notification, the DHS/DFD will negotiate a contract with the selected applicant and proceed with the process of preparing and finalizing a formal contract with the selected Applicant, as appropriate.
2. Funding and issuance of this proposed contract is contingent upon the availability of sufficient resources in the 2017 and 2018 State Fiscal Years, Division of Family Development budgets. No legal responsibility for payment on the part of DHS/DFD shall arise, unless and until funds are made available to DHS/DFD from the Legislature and incorporated in the DHS/DFD budget for this purpose.
3. The Department assumes no responsibility or liability for the costs incurred by an Applicant for the planning or preparing of a proposal in response to this RFP.

2016 CHILD CARE WORKFORCE REGISTRY SYSTEM REQUEST FOR PROPOSALS PAGE 24

4. All proposals are considered public information and as such will be made available, upon request, after the completion of this RFP process.

E. Appeal Process

1. An appeal will **not** be heard based on a challenge to the evaluation of a proposal.
2. An appeal of the selection process will be heard only if it is alleged that DHS/DFD has violated a provision of its contracting manual in the awarding of a grant. Applicants requesting an appeal based on a statutory or regulatory violation can submit a written request stating the nature of the alleged violation to the **Department of Human Services, Division of Family Development, Office of the Director, PO Box 716, Trenton, New Jersey 08625-0716, no later than 10 calendar days** following the date of a non-award notification.

X. CONFLICT OF INTEREST

1. A contract will not be awarded to an Applicant that owns and/or operates a child care facility that is registered or licensed by the NJ Department of Children and Families (DCF), Office of Licensing (OOL).
2. A member of an Applicant's Board of Directors, an Officer, staff member or any other person in a position of trust, shall not use his or her position, or knowledge gained from that position of trust, in such a manner that a conflict arises between his or her personal, familial or financial interests and the interests of DHS/DFD or its contracted Provider Agency. No contracted Applicant shall own, operate or have an interest in any supplier of goods or services to the Applicant, or any organization that is engaged in doing business with or serving the Applicant.
3. No Applicant Board Member, Officer, staff member, or any other person in a position of trust nor any member of his or her immediate family shall have any personal, familial or financial interest in, or substantial obligation to, any supplier of goods or services, or any other organization that is engaged in doing business with or serving the Applicant unless it has been determined by the Board of Directors and approved by DHS/DFD, based on the full disclosure of facts and circumstances, that such interest does not give rise to a direct conflict of interest or the substantial appearance of a conflict of interest. A position of trust may include Applicant staff members, Officers, Governing Board Members, legal advisors, agents, consultants or benefactors. See DHS' Contract Reimbursement Manual, Glossary of Terms, for definition of Conflict of Interest at: <http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/index.html>.
4. Any Board Member aware of a potential conflict of interest with respect to any matter coming before the Board of Directors shall disclose such potential conflict to the Board. If it is determined that a conflict exists, the Board Member shall

2016 CHILD CARE WORKFORCE REGISTRY SYSTEM REQUEST FOR PROPOSALS PAGE 25

recuse him or herself from any discussion or vote in connection with the matter involving a conflict.

5. Other apparent conflicts of interest not stated herein may exist and will similarly bar an award to an applicant. Each application will be evaluated for conflicts of interest upon receipt.

2016 CHILD CARE WORKFORCE REGISTRY SYSTEM REQUEST FOR PROPOSALS

LIST OF ATTACHMENTS

ATTACHMENT A	Proposal/Authorization Cover Sheet
ATTACHMENT B	Request for Proposals Checklist
ATTACHMENT C	Statement of Assurances
ATTACHMENT D	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
ATTACHMENT E	EO-189 Addendum to Request for Proposal for Social Service and Training Contacts – Conflict of Interest
ATTACHMENT F	Executive Order 129 Certification Source Disclosure Form
ATTACHMENT G	PL2005, C51 Pay-to-Play Certification and Disclosure Instructions Form
ATTACHMENT H	Disclosure of Investment Activities in Iran
ATTACHMENT I	Program Budget
ATTACHMENT J	Directions to Division of Family Development, Office of Grants Management at Quakerbridge Plaza (Proposal Delivery Site for Hand Delivery or Commercial Courier/Mail Service)
ATTACHMENT K	Directions to Mandatory Technical Assistance Conference Site
ATTACHMENT L	Technical Assistance Conference Pre Registration Form
ATTACHMENT M	List of Acronyms
ATTACHMENT N	Ownership Disclosure Form

DFD USE ONLY

Proposal # _____

**STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES**

**2016 CHILD CARE WORKFORCE REGISTRY SYSTEM
REQUEST FOR PROPOSALS**

PROPOSAL/AUTHORIZATION COVER SHEET

PROPOSAL SUMMARY INFORMATION

Incorporated Name of Applicant: _____

Type: Profit Non-Profit _____ CWA _____

Federal ID Number: _____ Charities Reg. Number: _____

Address of Applicant: _____

Address of Service(s): _____
(Attach list if necessary.)

County: _____

Service Regions (Counties): _____

Name of Proposal Preparer: _____

Contact person: _____ Phone No.: _____

Total dollar amount requested: \$ _____

Agency Fiscal Year End: _____

Total number of cases to be served: _____

Brief description of services to be provided:

AUTHORIZATION:

Chief Executive Officer (Print): _____

Title: _____

Signature _____ Date _____

ATTACHMENT B

REQUEST FOR PROPOSALS CHECKLIST

THE FOLLOWING ITEMS MUST BE INCLUDED IN THE PROPOSAL PACKAGE, AS INDICATED. Failure to submit any documents, as required, may render your proposal ineligible for funding consideration.

Please complete this checklist by entering a **check mark (✓)** next to each document included in the proposal or **(N/A)** if the document is not required for the agency.

One (1) signed original and nine (9) **copies** of the proposal which includes the following:

- Proposal/Authorization Cover Sheet (See ATTACHMENT A) **SIGNATURE REQUIRED**
- Completed Check-Off List (See ATTACHMENT B)
- Program Narrative (Not to exceed 100 single-spaced, one-sided pages)
- Statement of Assurances (See ATTACHMENT C) **SIGNATURE REQUIRED**
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (See ATTACHMENT D) **SIGNATURE REQUIRED**
- EO 189 – Addendum to Request for Proposal for Social Services and Training Contracts – Conflict of Interest (Attachment E)
- EO 129 Certification – Source Disclosure Form (Attachment F)
- PL 2005, C 51 Pay to Play Certification and Disclosure Instructions Form (Attachment G)
- Disclosure of Activities in Iran (Attachment H) **SIGNATURE REQUIRED**
- Budget Forms (See ATTACHMENT I)
- Ownership Disclosure/Disclosure of Investment Activities in Iran (Attachment N) **SIGNATURE REQUIRED**
- Copy of the Applicant's organizational chart
- Copy of the most recent organization-wide audit report or current financial statement **(original proposal only)**
- Agency's Code of Ethics/Conflict of Interest Policy
- List of the Board of Directors, Officers and their terms **(non-profits only)**
- **Copies of resumes and/or Job Descriptions for proposed staff**
- **NJ Business Registration Certificate**
- Charitable registration status **(non-profits only)**
- Applicant's Certificate of Incorporation
- Collaboration agreements/letters of support as appropriate

ATTACHMENT C

STATEMENT OF ASSURANCES

As the duly authorized Chief Executive Officer/Administrator, I am aware that submission to the Department of Human Services of the accompanying application constitutes the creation of a public document and as such may be made available upon request at the completion of the RFP process. This may include the application, budget, and list of applicants (bidder's list). In addition, I certify that the applicant:

- Has legal authority to apply for the funds made available under the requirements of the RFP, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non-Federal/State share of project costs, as appropriate) to ensure proper planning, management and completion of the project described in this application.
- Will give the New Jersey Department of Human Services, or its authorized representatives, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP). Will give proper notice to the independent auditor that DHS will rely upon the fiscal year end audit report to demonstrate compliance with the terms of the contract.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. This means that the applicant did not have any involvement in the preparation of the RFP, including development of specifications, requirements, statements of work, or the evaluation of the RFP applications/bids.
- Will comply with all Federal and State statutes and regulations relating to non-discrimination. These include but are not limited to: 1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination on the basis of race, color or national origin; 2) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et. seq.; 3) Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.; 45 CFR part 90), which prohibits discrimination on the basis of age; 4) P.L. 2975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et. seq.) and associated executive orders pertaining to affirmative action and non-discrimination on public contracts; 5) Federal Equal Employment Opportunities Act; and 6) Affirmative Action Requirements of PL 1975c. 127 (NJAC 17:27).
- Will comply with all applicable Federal and State laws and regulations.
- Will comply with the Davis-Bacon Act, 40 U.S.C. 276a-276a-5 (29 CFR 5.5) and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.27 et. seq. and all regulations pertaining thereto.
- Will comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), PL 104-191 and the regulations adopted thereunder by the Secretary of United States Department of Health and Human Service (45 CFR, Parts 160, 162 and 164).
- Is in compliance, for all contracts in excess of \$100,000, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier subcontracts as well.

- Has included a statement of explanation regarding any and all involvement in any litigation, criminal or civil.
- Has signed the certification in compliance with Federal Executive Orders 12549 and 12689 and State Executive Order 66 and is not presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded. Will have on file signed certifications for all subcontracted funds.
- Understands that this provider agency is an independent, private employer with all the rights and obligations of such, and is not a political subdivision of the Department of Human Services.
- Understands that unresolved monies owed the Department and/or the State of New Jersey may preclude the receipt of this award.

Applicant Organization

Signature: Chief Executive Officer or Equivalent

Date

Typed Name and Title

ATTACHMENT D

READ THE ATTACHED INSTRUCTIONS BEFORE SIGNING THIS CERTIFICATION.
THE INSTRUCTIONS ARE AN INTEGRAL PART OF THE CERTIFICATION.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by an Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

This certification is required by the regulations implementing Executive order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of facts upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES**

**ADDENDUM TO REQUEST FOR PROPOSAL
FOR SOCIAL SERVICE AND TRAINING CONTRACTS – CONFLICT OF INTEREST**

Executive Order No. 189 establishes the expected standard of responsibility for all parties that enter into a contract with the State of New Jersey. All such parties must meet a standard of responsibility which assures the State and its citizens that such parties will compete and perform honestly in their dealings with the State and avoid conflicts of interest.

As used in this document "provider agency" or "provider" means any person, firm, corporation, or other entity or representative or employee thereof which offers or proposes to provide goods or services to or performs any contract for the Department of Human Services.

In compliance with Paragraph 3 of Executive Order No. 189, no provider agency shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b and e, in the Department of the Treasury or any other agency with which such provider agency transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i, of any such officer or employee, or any partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13g.

The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any provider agency shall be reported in writing forthwith by the provider agency to the Attorney General and the Executive Commission on Ethical Standards.

No provider agency may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such provider agency to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52:13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.

No provider agency shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

No provider agency shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the provider agency or any other person.

The provisions cited above shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with provider agencies under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate.

EXECUTIVE ORDER 129 CERTIFICATION

SOURCE DISCLOSURE CERTIFICATION FORM

Bidder: ___ Solicitation Number _____

I hereby certify and say:

I have personal knowledge of the facts set forth herein and am authorized to make this Certification on behalf of the Bidder.

The Bidder submits this Certification as part of a bid proposal in response to the referenced solicitation issued by the Division of Purchase and Property, Department of the Treasury, State of New Jersey (the "Division"), in accordance with the requirements of Executive Order 129, issued by Governor James E. McGreevey on September 9, 2004 (hereinafter "E.O. No. 129").

The following is a list of every location where services will be performed by the bidder and all subcontractors.

Bidder or Subcontractor	Description of Services	Performance Location(s) by County
-------------------------	-------------------------	-----------------------------------

Any changes to the information set forth in this Certification during the term of any contract awarded under the referenced solicitation or extension thereof will be immediately reported by the Vendor to the Director, Division of Purchase and Property (the "Director").

I understand that, after award of a contract to the Bidder, it is determined that the Bidder has shifted services declared above to be provided within the United States to sources outside the United States, prior to a written determination by the Director that extraordinary circumstances require the shift of services or that the failure to shift the services would result in economic hardship to the State of New Jersey, the Bidder shall be deemed in breach of contract, which contract will be subject to termination for cause pursuant to Section 3.5b.1 of the Standard Terms and Conditions.

I further understand that this Certification is submitted on behalf of the Bidder in order to induce the Division to accept a bid proposal, with knowledge that the Division is relying upon the truth of the statements contained herein.

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Bidder: _____
[Name of Organization or Entity]

By: _____ Title: _____

Print Name: _____ Date: _____

ATTACHMENT G

Pub.L. 2005, Chapter 51, (Formerly Executive Order 134), Executive Order

117 Requirements for Eligible Applicants

Pay-to-Play Certification and Disclosure Instructions and Form

The page below includes a snapshot of the .pdf form, State of New Jersey, Pub.L. 2005, Chapter 51 (Formerly Executive Order 134) "Pay to Play" Certification and Disclosure Form, and Executive Order 117 Certification of Compliance forms, DPP c51 - C&D, Rev. 11-17-2008.

(This .pdf form can be located online by using the following link:

http://www.nj.gov/treasury/purchase/forms/eo134/c51_eo117_cd_02_10_09.pdf

In order to be considered eligible for funding consideration, all Applicants must submit one completed original and one copy of the "Certification and Disclosure" form along with their proposals.

The form is not to be included as part of the Applicant's proposal package, but as **a separate and distinct document** that must be submitted together with the Applicant's proposal.

ATTACHMENT H

Disclosure of Investment Activities in Iran State of New Jersey- Division of Purchase and Property

The page below includes a snapshot of the .pdf form, **State of New Jersey-Division of Purchase and Property, Disclosure of Investment Activities in Iran**. This form must be signed, completed, and submitted by all applicants in addition to the submission of proposals and other required documents specified in the RFP.

(This .pdf form can be located online by using the following link:
<http://www.state.nj.us/treasury/purchase/forms.shtml#wavierforms>)

ATTACHMENT H1

STATE OF NEW JERSEY – DIVISION OF PURCHASE AND PROPERTY DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN									
Quote Number: _____	Bidder/Offeror: _____								
PART 1: CERTIFICATION BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX. FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.									
<p>Pursuant to Public Law 2012, c. 25 any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity nor any of its parents, subsidiaries, or affiliates is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.</p>									
<p>PLEASE CHECK THE APPROPRIATE BOX:</p> <p><input type="checkbox"/> I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.</p>									
PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN You must provide a detailed, accurate and precise description of the activities of the bidding person/entity or one of its parents, subsidiaries or affiliates engaging in the investment activities in Iran outlined above by completing the boxes below.									
EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Name _____</td> <td style="width: 50%; padding: 5px;">Relationship to Bidder/Offeror _____</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Description of Activities _____</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Duration of Engagement _____ Anticipated Cessation Date _____</td> </tr> <tr> <td style="padding: 5px;">Bidder/Offeror Contact Name _____</td> <td style="padding: 5px;">Contact Phone Number _____</td> </tr> </table>		Name _____	Relationship to Bidder/Offeror _____	Description of Activities _____		Duration of Engagement _____ Anticipated Cessation Date _____		Bidder/Offeror Contact Name _____	Contact Phone Number _____
Name _____	Relationship to Bidder/Offeror _____								
Description of Activities _____									
Duration of Engagement _____ Anticipated Cessation Date _____									
Bidder/Offeror Contact Name _____	Contact Phone Number _____								
<input type="button" value="ADD AN ADDITIONAL ACTIVITIES ENTRY"/>									
<p><small>Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.</small></p>									
Full Name (Print): _____	Signature: _____								
Title _____	Date _____								

BUDGET PROPOSAL FOR ATTACHMENT I

Budget

The applicant is required to complete the DHS budget utilizing the excel template – Annex B. This will provide details of the proposed budget for the program, including direct and indirect costs and the allocation method proposed for all indirect costs.

The Annex B is available on the website at:

<http://www.state.nj.us/humanservices/dfd/info/standard/index.html>

The DHS Contract Manuals, also available on this website, include detailed discussion, direction and guidance on completing the Annex B.

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services. Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. In addition to the required Annex B – Budget, provide a budget narrative for the total annual costs of the proposed project.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget should reflect the eleven (11) month contract and program operating schedule. Column 1 of the Annex B should be the annual costs of the budget category; column 2 should reflect the proposed program costs for the twelve (12) month period of contract performance. The difference between the annual costs and the program costs (i.e. the 1 month not funded under the contract) should be reflected as unallowable.

All costs associated with the completion of the project must be delineated and the budget narrative must clearly articulate budget items including a description of miscellaneous expenses and other costs.

Note: Charges for G &A expense may not exceed 10% of the total direct service costs of the project. Start-up costs may be available for new agencies.

All requested information must be provided in its entirety - information not completed may negatively impact the review of the proposal and result in overall score

If you have questions regarding the completion of the budget forms, contact the person listed in the RFP for technical assistance.

ATTACHMENT J

New Jersey Department of Human Services
Division of Family Development
Office of Policy and Standards Development
6 Quakerbridge Plaza, 1st floor, Quakerbridge Road
Mercerville, New Jersey 08619
(609) 588-2290

DIRECTIONS FOR DELIVERY OF PROPOSALS

FROM NORTH

1. Take the New Jersey Turnpike South to Exit 7A (to I-195);
2. Take I-195 West to exit for I-295 North (Exit is on the right);
3. Stay on I-295 North to Exit 65A (Sloan Ave. East);
4. Exit I-295 onto Sloan Ave. East and proceed to second traffic light (Quakerbridge Road);
5. Turn left onto Quakerbridge Road and proceed to the first traffic light and turn left into Quakerbridge Plaza complex. Make the first left and proceed to the stop sign. Turn right and the first three-story building on your right is Building 6. You must sign in with the security guard on duty in Building 6 and obtain a pass prior to proceeding to the Office of Policy and Standards Development which is located on the first floor.

FROM SOUTH

1. Take Route 206 North to I-295 North;
2. Get on I-295 North and follow directions 3 – 5 above.

OR

3. Take the New Jersey Turnpike North to Exit 7A (to I-195);
4. Exit Turnpike and follow directions 2 – 5 above.

**DIRECTIONS TO THE
2016 CHILD CARE WORKFORCE REGISTRY SYSTEM
REQUEST FOR PROPOSALS
TECHNICAL ASSISTANCE
CONFERENCE SITE**

**DIVISION OF FAMILY DEVELOPMENT
Quakerbridge Plaza
Building 7, 2nd Floor, Room 200 A-C
Mercerville, NJ 08619
(609) 588-2290**

FROM NORTH

1. Take the New Jersey Turnpike South to Exit 7A (to I-195);
2. Take I-195 West to Exit for I-295 North (Exit is on the right);
3. Stay on I-295 North to Exit 65A (Sloan Ave. **East**);
4. Exit I-295 onto Sloan Ave. East and proceed to second traffic light (Quakerbridge Road);
5. Turn left onto Quakerbridge Road and proceed to first traffic light and turn left into Quakerbridge Plaza complex. Make the first left and proceed to the stop sign. Turn right and the first three-story building on your right is Building 6. . You must sign in with the police officer on duty in Building 6 and obtain a pass prior to proceeding to the meeting room which is located in Building 7, 2nd floor Conference Rooms A-C.

FROM SOUTH

1. Take Route 206 North to I-295 North;
2. Get on I-295 North and follow directions 3 – 5 above.

OR

3. Take the New Jersey Turnpike North to Exit 7A (to I-195);
4. Exit Turnpike and follow directions 2 – 5 above.

2016 CHILD CARE WORKFORCE REGISTRY SYSTEM REQUEST FOR PROPOSALS
TECHNICAL ASSISTANCE CONFERENCE
PRE-REGISTRATION FORM

[] Number of people attending (maximum of 3 persons)

Name: _____

Agency: _____

Address: _____

Telephone No. _____

Fax No. _____

Please provide the following information if any person attending the Conference will require special accommodations due to a disability.

Special Accommodation? _____ Yes _____ No

Accommodation Required: _____

ACRONYMS

CARI	Child Abuse Record Information
CARES	Child Care Automated Resources & Eligibility System
CASS	Consolidated Assistance Support System
CBSS	County Board of Social Services
CCAP	Child Care Assistance Program
CCDF	Child Care Development Fund
CCR&R	Child Care Resources and Referral
CCQS	Community Care Quality Slots
CCWU	Child Care Workers Union
CDA	Child Development Associate
CPR	Cardiopulmonary Resuscitation
CPS	Child Protective Services
CSEFEL	Center on the Social and Emotional Foundations for Early Learning-
CWA	County Welfare Agency
DCF	Department of Children & Families
DGP&P	Division of Child Protection & Permanency
DFCP	Division of Family & Community Partnerships
DFD	Division of Family Development
DFDI	Division of Family Development Instructions
DHS	Department of Human Services
DIMS	Document Imaging System
DOE	Department of Education
ECC	E Child Care
ECERS-R	Early Childhood Environmental Rating Scale-Revised
ECPA	Early Childhood Program Aid
ELLI	Early Launch to Learning Initiative
FCC	Family Child Care
FFN	Family, Friends, and Neighbors
FPL	Federal Poverty Level
ITERS-R	Infant Toddler Environmental Rating Scale-Revised
IVR	Interactive Voice Response
LWD	(Department of) Labor and Workforce Development
NJCK	New Jersey Cares for Kids
OIS	Office of Information Systems
OMEGA	Online Management of Economic Goal Achievement System
OOL	Office Of Licensing
PACC	Post Adoption Child Care
PINJ	Professional Impact of New Jersey
POS	Point of Service
QIS	Quality Improvement Specialist
RFP	Request For Proposal
SFI	Strengthening Families Initiative
SIDS	Sudden Infant Death Syndrome
SIP	Special Initiatives Programs
SME	Subject Matter Experts
TANF	Temporary Assistance for Needy Families
TAS	Technical Assistance Specialist
TCC	Transitional Child Care
TPOT	Teaching Pyramid Observation Tool
TPITOS	The Pyramid Infant Toddler Observation Scale
WFNJ	Work First New Jersey

ATTACHMENT N

Ownership Disclosure Form

State of New Jersey- Division of Purchase and Property

The page below includes a snapshot of the .pdf form, **State of New Jersey- Division of Purchase and Property, Ownership Disclosure Form**. This form must be signed, completed, and submitted by all applicants in addition to the submission of proposals and other required documents specified in the RFP.

This .pdf form can be located online by using the following link:

<http://www.state.nj.us/treasury/purchase/forms/StandardRFPForms.pdf>

**STATE OF NEW JERSEY – DIVISION OF PURCHASE AND PROPERTY
OWNERSHIP DISCLOSURE FORM**

Solicitation Number: _____ Bidder/Offeror: _____

PART 1: PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR "NO" BOX.
ALL PARTIES ENTERED INTO A CONTRACT WITH THE STATE ARE REQUIRED TO COMPLETE THIS FORM PURSUANT TO N.J.S.A. 17:29-34.3
PLEASE NOTE: IF THE BIDDER/OFFEROR IS A NON-PROFIT, THIS FORM IS NOT REQUIRED. PLEASE COMPLETE THE SEPARATE DISCLOSURE OF INVESTIGATIONS FORM.

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Are there any individuals, corporations or partnerships owning a 10% or greater interest in the bidder/offeror? | <input type="checkbox"/> | <input type="checkbox"/> |
| IF THE ANSWER TO QUESTION 1 IS <u>NO</u> , PLEASE SIGN AND DATE THE FORM. YOU DO NOT HAVE TO COMPLETE ANY MORE QUESTIONS ON THIS FORM. IF THE ANSWER TO QUESTION 1 IS <u>YES</u> , PLEASE ANSWER QUESTIONS 2-4 BELOW. | | |
| 2. Of those parties owning a 10% or greater interest in the bidder/offeror, are any of those parties individuals? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Of those parties owning a 10% or greater interest in the bidder/offeror, are any of those parties corporations or partnerships? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. If your answer to Question 3 is "YES", are there any parties owning a 10% or greater interest in the corporation or partnership referenced in Question 3? | <input type="checkbox"/> | <input type="checkbox"/> |

IF ANY OF THE ANSWERS TO QUESTIONS 2-4 ARE YES, PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO QUESTIONS 2-4 ANSWERED AS "YES".
 For Questions 2-4 answered "YES", you must disclose identifying information related to the individuals, partnerships and/or corporations owning a 10% or greater interest in the bidder/offeror. Further, if one or more of these entities is itself a corporation or partnership, you must also disclose all parties that own a 10% or greater interest in that corporation or partnership. This information is required by statute.

TO COMPLETE PART 2, PLEASE PROVIDE THE REQUESTED INFORMATION PERTAINING TO EITHER INDIVIDUALS OR PARTNERSHIPS/CORPORATIONS HAVING A 10% OR GREATER INTEREST IN THE BIDDER/OFFEROR. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ENTRY" BUTTON IN THE APPROPRIATE ENTITY TYPE.

Individuals	
Name: _____	Date of Birth: _____
Office Held: _____	Ownership Interest: _____ %
Home Address: _____	
City: _____	State: _____ Zip Code: _____
Are there additional entities holding 10% or greater ownership interest in the bidder/offeror and its parent corporation/partnership?	
<input type="checkbox"/> Yes or <input type="checkbox"/> No	
<input type="button" value="Add An Additional Individuals Entry"/>	
<input type="button" value="Delete Entry"/>	

Partnerships/Corporations

Entity Name: _____	
Partner Name: _____	Ownership Interest: _____ %
Business Address: _____	Delete Entry
City: _____ State: _____ Zip Code: _____	
Are there additional entities holding 10% or greater ownership interest in the bidder/offeror and its parent corporation/partnership?	
<input type="checkbox"/> Yes or <input type="checkbox"/> No	

Add An Additional Partnerships/Corporations Entry

ONCE YOU HAVE IDENTIFIED ALL PARTIES HAVING A 10% OR GREATER OWNERSHIP INTEREST IN THE BIDDER/OFFEROR AND ITS PARENT CORPORATION/PARTNERSHIPS, PLEASE SIGN AND DATE BELOW AND PROCEED TO THE DISCLOSURE OF INVESTIGATIONS FORM.

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the contents of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ **Signature:** _____

Title: _____ **Date:** _____

FEIN/SSN: _____

ALL BIDDER/OFFERORS SHOULD COMPLETE THE DISCLOSURE OF INVESTIGATIONS FORM

**STATE OF NEW JERSEY – DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING BIDDER FORM**

Solicitation Number: _____ Bidder/Offeror: _____

PART 1: PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR "NO" BOX. PLEASE REFER TO THE PERSONS AND/OR ENTITIES LISTED ON YOUR OWNERSHIP DISCLOSURE FORM WHEN ANSWERING THE QUESTIONS BELOW.
NON-PROFIT ENTITIES: PLEASE LIST ALL OFFICERS/DIRECTORS IN PART 2 OF THIS FORM. YOU WILL BE REQUIRED TO ANSWER THE QUESTIONS BELOW WITH RESPECT TO THESE INDIVIDUALS.

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Has any person or entity listed on this form or its attachments ever been arrested, charged, indicted, or convicted in a criminal or disciplinary persons matter by the State of New Jersey (or political subdivision thereof), any other state or the U.S. Government? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has any person or entity listed on this form or its attachments ever been suspended, debarred or otherwise declared ineligible by any government agency from bidding or contracting to provide services, labor, materials or supplies? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are there currently any pending criminal matters or debarment proceedings in which the firm and/or its officers and/or managers are involved? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has any person or entity listed on this form or its attachments been denied any license, permit or similar authorization required to engage in the work applied for herein, or has any such license, permit or similar authorization been revoked by any agency of federal, state or local government? | <input type="checkbox"/> | <input type="checkbox"/> |

IF ANY OF THE ANSWERS TO QUESTIONS 1-4 ARE YES, PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW.
 IF ALL OF THE ANSWERS TO QUESTIONS 1-4 ARE NO, PLEASE READ AND SIGN THE FORM BELOW. NO FURTHER ACTION IS NEEDED.
 IF YOU ARE A NON-PROFIT, YOU MUST DISCLOSE ALL OFFICERS/DIRECTORS IN PART 2 BELOW.

PART 2: PROVIDING ADDITIONAL INFORMATION

For Questions 1-4 answered "YES", you must provide a detailed description of any investigation or litigation, including but not limited to administrative complaints or other administrative proceedings, involving public sector clients during the past 5 years. This description must include 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. Please provide this information in the box labeled "Additional Information" below. The box will prompt you to provide the information referenced above. Please provide thorough answers to each question. Click on the "Add Additional Information" button below the box if you need to make additional entries.

Non-profit bidders/offers must disclose the individuals serving as officers or directors for purposes of this form. Please indicate all individuals acting in either capacity by providing the information located in the "Officers/Directors" box. If additional entries are needed, click the "Add an Officer/Director Entry" button.

Once all required information has been disclosed, complete the certification beneath the "Additional Information" section below. Failure to complete this form may render your proposal non-responsive.

Additional Information

Person or Entity _____ Date of Inception: _____

Current status _____

Brief Description _____

Caption of Action (if applicable) _____ Disposition of Action (if applicable) _____

Bladder/Officer Contact Name _____

Contact Phone Number _____

Delete Entry

Add Additional Information

Officers/Directors

Name: _____

Title _____ DOB _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ E-Mail _____

Delete Entry

Add An Additional Officer/Director Entry

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: _____

Bidder/Officer: _____

PART 1: CERTIFICATION

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below in effect, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/contracts/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, she shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will ship Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such information will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding parent/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____	Relationship to Bidder/Officer _____
Description of Activities _____	
Duration of Engagement _____ Anticipated Completion Date _____	
Bidder/Officer Contact Name _____	Contact Phone Number _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

Confirmation: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-mentioned person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledges that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any change to the accuracy of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

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