

NEW JERSEY DEPARTMENT OF HUMAN SERVICES

Division of Aging Services

Request for Proposals

Age-Friendly Grants Program

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August 1, 2024

Table of Contents

I. Purpose and Intent	3
II. Background and Population to be Served	4
III. Who Can Apply?.....	5
IV. Contract Scope of Work.....	6
V. General Contracting Information	8
VI. Required Proposal Content	9
VII. Submission of Proposal Instructions	11
VIII. Review of Proposals	12
IX. Appeal of Award Decisions.....	13
X. Post Award Required documents.....	13
XI. Attachments.....	14
ATTACHMENT A	15
ATTACHMENT B	17
ATTACHMENT C	27
ATTACHMENT D	28
ATTACHMENT E	30
ATTACHMENT F	32
ATTACHMENT G.....	35
ATTACHMENT H.....	36

I. Purpose and Intent

The Age-Friendly Grants Program aims to strengthen the capacity of New Jersey communities by providing funding opportunities to local government and nonprofit organizations to assess, plan, and develop local age-friendly initiatives that support the health and wellbeing of older adults. The program is designed to advance efforts that result in tangible and sustainable transformation of policies, systems, and environmental conditions.

This Request for Proposals (RFP) is issued by the New Jersey Department of Human Services (DHS), Division of Aging Services (DoAS) and seeks bidders to provide the services described in this RFP beginning December 31, 2024 and ending on June 30, 2026. Contingent upon available appropriations, and with funding and oversight provided by DoAS and its contracted partners, grantees will undertake initiatives through one of two possible grant options: Age-Friendly Communities or Age-Friendly Projects. Both grant options will promote public, private and cross-sector partnerships, as well as public policies that improve the health, wellbeing, satisfaction, and quality of life for all residents by addressing the eight age-friendly domains of livability:

- Outdoor spaces and buildings
- Transportation
- Housing
- Social participation
- Respect and social inclusion
- Civic participation and employment
- Communication and information
- Community support and health services

A total of four million, nine hundred and ninety thousand dollars (\$4,990,000) is available through this RFP. DoAS will provide up to fifty-seven (57) Age-Friendly Community Grants in the amount of seventy thousand dollars (\$70,000) for a total of three million, nine hundred and ninety thousand dollars (\$3,990,000) and up to ten (10) Age-Friendly Project Grants in the amount of up to one hundred thousand dollars (\$100,000) for a total of one million dollars (\$1,000,000). All grants are contingent upon funding availability.

The fifty-seven (57) Age-Friendly Community Grants will be distributed based on regions as follows:

Northern- Sussex, Passaic, Bergen, Warren, Morris, Essex, Hudson (19 grants)

Central- Monmouth, Mercer, Middlesex, Hunterdon, Somerset, Union, Ocean (19 grants)

Southern- Burlington, Camden, Gloucester, Salem, Cumberland, Atlantic, Cape May (19 grants)

In the event DoAS does not receive enough acceptable proposals for a region, then DoAS reserves the right in its reasonable discretion to make additional grants in the remaining region(s), but the total will not to exceed fifty-seven (57) grants.

Grant determinations will be made by DoAS and awarded grants will be provided directly to successful bidders by DoAS. A bidder may apply for either the Age-Friendly Communities Grant or the Age-Friendly Projects Grant. Bidders may not apply for, nor be awarded, more than one

grant. Bidders who apply for both the Communities Grant and the Projects Grant will have both proposals rejected.

The following summarizes the anticipated RFP schedule:

August 1, 2024	Notice of Funding Availability
August 15, 2024	Deadline for submission of questions (3:00 pm ET)
September 12, 2024	Deadline for receipt of proposals (3:00 pm ET)
TBD	Preliminary grant award announcement
TBD	Deadline for submission of appeals (3:00 pm ET)

Any prospective bidder may submit questions to DoAS.Agefriendlynj@dhs.nj.gov. No questions will be directly answered. Rather, all questions submitted prior to the deadline of August 15, 2024 at 3:00 pm ET will be compiled into a single Q&A document which will then posted on the DHS website prior to the deadline to submit proposals.

Bidders are responsible for monitoring the DHS website for updates to the RFP schedule. <https://www.nj.gov/humanservices/providers/grants/rfprfi/>.

II. Background and Population to be Served

The Age-Friendly Grants Program is designed to build capacity for local age-friendly planning and advancement efforts that will result in tangible and sustainable transformations of policies, systems, and environmental conditions related to the eight age-friendly domains of livability to ensure that people of all ages equally benefit from efforts to build age-friendly communities.

A community is defined as a municipality or county; as such, bidders for the Age-Friendly Communities Grant must be designated as or be associated with a municipal or county government entity. A non-governmental bidder is considered to be associated with a municipality or county if its application includes a Letter of Commitment or a Resolution or Proclamation from the community’s elected official(s). Bidders for the Age-Friendly Projects grant may be a non-profit or governmental entity.

“Age-friendly” describes a movement to make communities more welcoming and livable for people of all ages. Age-friendly efforts create places where people can grow up and grow older in a thriving environment together. Aging is a lifelong process, and an age-friendly community is one that is friendly for people of all ages who live, work, study, and participate in activities in their communities.

The age-friendly movement was launched by the World Health Organization in 2005, with the mission of developing local strategies to respond to the global challenges and opportunities of our aging population. This resulted in the development of a Global Network of Age-Friendly Cities and Communities to promote public policies that improve the health, well-being, satisfaction, and quality of life for all residents by focusing on eight key domains of community life that impact

active aging.

What does “age-friendly” mean for New Jersey?

An age-friendly New Jersey is a state where people of all ages can thrive and where residents can grow older in their current communities. Making New Jersey friendly for people of all ages involves addressing affordability, equity, access, and inclusion. To achieve this, Governor Murphy issued [Executive Order 227](#) to establish a New Jersey Age-Friendly Advisory Council, and the New Jersey Department of Human Services released the New Jersey Age-Friendly Blueprint, which provides strategies and best practices to improve New Jersey’s communities for older adults and enable people to remain in their homes and communities as they age. The blueprint focuses on:

- Positioning New Jersey as an innovator in aging
- Expanding the number of age friendly municipalities
- Viewing aging as an asset
- Embedding aging in all policies
- Reimagining and integrating the continuum of long-term care services
- Helping residents have the resources to live a meaningful life in the community they choose
- Giving people of all ages access to health and social supports and reducing disparities

New Jersey Age-Friendly Blueprint:

https://www.nj.gov/humanservices/news/reports/AF%20Blueprint_v5.pdf

III. Who Can Apply?

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

- For the Age-Friendly Communities Grant, the bidder must be a municipal or county governmental entity or a nonprofit that is partnering with a municipality or county.
 - If the primary bidder is a nonprofit entity, a Letter of Commitment or a Resolution or Proclamation from the elected official(s) of the community they will be working with is required.
 - If the primary bidder is a governmental entity, a Letter of Commitment or a Resolution or Proclamation from the community’s elected official(s) is required
- For the Age-Friendly Projects Grant, the bidder must be a nonprofit or governmental entity;
- Funds may be used to support collaborations or consortia between multiple organizations. Each proposal should identify the primary bidder and any partners that will be funded by this grant, if awarded;
- The bidder must be in good standing with DHS if it has an existing grant or contract in place. If applicable, the bidder must have all outstanding Plans of Correction (PoC) for deficiencies submitted to DHS for approval prior to submission;
- The bidder must be fiscally viable based upon an assessment of the bidder’s audited financial statements. If a bidder is determined, in DHS’ sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, DHS will deem the

- proposal ineligible for grant award;
- The bidder must not appear on the State of New Jersey Consolidated Debarment Report at <https://www.nj.gov/treasury/revenue/debarment/> or be suspended or debarred by any other State or federal entity from receiving funds; and
- Pursuant to DHS Contract Policy and Information Manual Policy Circular 8.05, the bidder shall not have a conflict, or the appearance of a conflict, between the private interests and the official responsibilities of a person in a position of trust. Persons in a position of trust include Provider Agency staff members, officers and Governing Board Members. A bidder must have written Conflict of Interest policies and procedures that satisfy the requirements of P8.05, thereby ensuring that paid Board members do not participate in transactions except as expressly provided in the P8.05 Circular.

IV. Contract Scope of Work

Two separate and distinct grants are available to bidders. A bidder and their associated community may only apply for one Community Grant **or** one Project Grant.

- **Age-Friendly Community Grants:** Community Grants are available for municipal government entities, county government entities, as well as nonprofits or a consortium of nonprofits who are partnered with a municipal or county governmental entity, who is willing enroll their community in the AARP Network of Age-Friendly States and Communities. These one-time grants are intended to enhance and catalyze initial efforts of the bidder to build community partnerships, enroll in the AARP network, execute a community needs assessment survey, and create an action and evaluation plan to address any gaps or deficits identified in the survey. DoAS anticipates that these grants will provide successful bidders with the knowledge, data, analysis, and skills to advance collaborative partnership building — especially through the engagement of older adults — that leads to cohesive, strategic, and lasting policy, systems, and environmental change.
 - Age-Friendly Community Grants may not exceed \$70,000.
- **Age-Friendly Project Grants:** Project Grants are available for governmental or nonprofit entities to implement a project that addresses one or more recommendations from the New Jersey Age-Friendly Blueprint in an innovative way. These one-time grants are intended to enhance efforts that result in tangible and sustainable transformation of policies, systems, and environmental conditions related to the age-friendly domains of livability as outlined in the blueprint.
 - Age-Friendly Project Grants may not exceed \$100,000.

Allowable Costs:

The following costs are considered allowable under the Community Grants Program:

- Salaries and fringe benefits
- Strategic planning consultation services and data collection
- Stakeholder engagement consultation services
- Training and facilitation
- In-state travel

- Business meeting costs
- Translation services
- Services, supplies, and survey incentives (including compensation)
- Community planning

The following costs are considered allowable under the Project Grants Program:

- Salaries and fringe benefits
- Strategic planning consultation services and data collection
- Stakeholder engagement consultation services
- Training and facilitation
- Provision of direct services
- In-state travel
- Business meeting costs
- Translation services
- Services and supplies
- Community planning and capital investment design
- Equipment purchase
- Capital improvements that are in direct service to the proposed program or activity.
Allowable capital improvements include those that are permanent installations on property that increase the capital value or useful life of the property.

No funds from either grant program shall be used for lobbying activities as defined in accordance with guidance issued by the NJ election law enforcement commission at:

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

Bidders are strongly encouraged to reflect costs in their proposed budgets that account for meaningful inclusion of older adults.

Indirect costs may not exceed 10% of the total amount requested for either grant program. Indirect costs are sometimes referred to as an overhead rate, burden costs or administrative costs. Indirect costs are calculated as a percentage of overhead associated with, and allocable to, activities associated with either grant. Indirect costs are actual expenses that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular sponsored initiative. The bidder may include a separate line item in the budget for costs that bidder can identify as being specifically tied to grant funded activities, such as supplies, provided that such costs are not also included in the indirect cost category.

All grant funds must be fully expended or contractually allocated by the end of the grant period of June 30, 2026. Successful bidders are required to provide an accounting of all funds as part of their grant fiscal reporting.

Upon award, all successful bidders shall:

- Submit monthly financial reports and written quarterly finance and programmatic reports as required by DoAS and Rutgers;
- Participate in all program-management meetings and outreach efforts by the

Division and its partner, Rutgers University-Bloustein School of Planning and Public Policy, over the grant period. This includes, but is not limited to, two half-day in-person meetings for the purpose of training, community-building, and networking; quarterly progress meetings; additional progress, training, and community-building meetings as required; two surveys to be provided by Rutgers; and regular social media and communications endeavors.

- Use standard language and the DoAS logo, both of which will be provided, to acknowledge DoAS as the source of grant funding.
- Successful bidders will be paid \$10,000 by DoAS upon full execution of this grant award. After the initial advance, DoAS will disburse subsequent funds quarterly to the grantee upon receipt of a funding request and verification of invoice from the grantee. The request shall include the required documentation as determined by DoAS. All successful bidders must provide a final progress report and final fiscal report within **30 days** of the completion of the grant period.
- All successful bidders who are not governmental entities are required to register with NJSTART, the State of New Jersey's eProcurement system, which enables organizations to be paid. To register, go to www.njstart.gov.
- Successful bidders for the Community Grants Program shall enroll in the AARP Network of Age-Friendly States and Communities <https://www.aarp.org/livable-communities/network-age-friendly-communities/>.

Matching funds are not required, but leveraged support, in the form of in-kind services, are encouraged;

As part of their proposal for funding, bidders may request funding only for expenses not currently funded or supported by any federal or State grants. Grant awards may not be used to fund activities, items or expenses funded by another grant program. Additionally, awards made under this grant program may not supplant any existing funding. For bidders with existing federal or State funding, the activities proposed for this grant program must be a separate project from any existing projects funded.

Proposal Expectations

Both grant programs are intended to advance efforts that result in tangible and sustainable transformations of policies, systems, and environmental conditions related to the eight age-friendly domains of livability to ensure that residents of all ages equally benefit from efforts to build age-friendly communities. The following should be included as part of every proposal:

(Both Community and Project Grants)

Plans to establish a leadership team for your community.

- This team should include a cross-section of community members, including, but not limited to, older residents. This may be by developing an advisory committee that oversees the age-friendly planning and reports to the local government.

Plans to involve a wide variety of stakeholders.

- Stakeholders can be residents, local businesses, community-based organizations, local government agencies, or other community leaders who may be affected by or have an effect upon the livability in the community. Stakeholders who are interested in adding an age-friendly component to all aspects of community and economic development are useful for creating a broad plan, but stakeholders with expertise or interest in just one or two domains can also be of value by adding depth to their respective specialty areas. Consider including intergenerational voices, the interfaith community, cultural institutions, and others that share your interest in making the community a better place to live for all people.

Plans to establish a process to continuously engage community members and older adults to inform ongoing age-friendly efforts.

(Community Grants Only)

Plans to conduct a community needs assessment.

- This should include a description of community assets, known demographic information, and a listening session or focus group with stakeholders as well as community members. This will help inform the leadership team about what residents want and need to thrive as they age. Review existing age-friendly models within New Jersey and the United States and review existing relevant data. Plan, coordinate, and conduct an accessible, culturally responsive, and linguistically appropriate community needs assessment survey. Sample assessment surveys include the [AARP Community Survey](#) and the [SCAN Foundation local master plans for aging](#).
 - Develop a community outreach plan to reach diverse community groups, aiming to obtain a representative sample of the community and population for surveys and other outreach.
 - Community assessments should reflect the diversity of the community and input and feedback from key population groups and organizations, including but not limited to people ages 60+, LGBTQIA+, individuals with disabilities, racial and ethnic-specific groups, individuals with lower incomes, veterans, individuals with varying health statuses, professional and family caregivers, as well as service professionals and organizations.
 - Analyze, summarize, report, and make publicly available the findings from the survey as well as findings from community outreach and listening sessions or focus groups.

Utilize the survey and other assessments to create an Action and Evaluation Plan to be submitted to AARP as required by the [AARP Network of Age-Friendly States and Communities](#).

(Project Grants only)

Engage municipalities

- Commitment and involvement of local government officials is critical to ensuring the project will be sustainable and has the potential to influence future local plans, such as housing strategies, transportation and transit master plans, urban design guidelines, and street designs. Implementing a project that requires multiple policy changes, such as improving access to transit or increasing the number of recreational programs available in the community, may involve more than one municipal department as well as service providers and community organizations. Involving such stakeholders in developing the project will build their commitment and ensure the project is feasible.

Incorporate Age-Friendly Initiatives

- Establish how the proposed project corresponds to one or more NJ Age-Friendly Blueprint recommendations.

Work Plan Table

All bidders will use the table format featured as Attachment C to present a Work Plan for the anticipated grant period.

Bidders shall provide measurable goals and objectives for the projects.

Bidders should develop their Work Plan to focus on the goals and desired outcome of the grant for which they are applying.

Bidders shall provide the names and titles of staff that will be working directly on the grant and what their tasks will include. If staff will be hired for any tasks, that should be explained.

Bidders shall describe how they will achieve the Work Plan goals and the measurements that will be used to ensure goals are being accomplished and milestones are being met.

Bidders shall describe how the bidder will track and collect the data required for monthly reporting to DoAS.

V. General Contracting Information

All bidders will be notified in writing of the DHS's intent to award a contract.

All successful bidders will be required to comply with the Affirmative Action requirements of N.J.S.A. 10:5- 32 et seq.; N.J.A.C. 17:27; P.L. 2005, c.51 and 271 (N.J.S.A. 19:44A-20.13 et seq. and N.J.S.A. 40A:11-51); Executive Order 117 of 2008; and N.J.S.A. 52:34-13.2, Source Disclosure

Certification (replaces Executive Order 129). Source Disclosure Form and Ch. 51 Pay-to-Play Certification must be provided upon final award.

Bidders must currently meet the terms and conditions of the DHS contracting policies and procedures as set forth in Standard Language Document, the Contract Reimbursement Manual, and the Contract Policy and Information Manual. These documents are available at <https://www.state.nj.us/humanservices/olra/contracting/policy/>.

Contract(s) awards as a result of this RFP will terminate June 30, 2026. Funds may only be used to support services that are specific to this award; hence, this funding may not be used to supplant or duplicate existing funding streams. These resources may not replace existing DoAS funding allocation.

Successful bidders shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the State upon request.

In accordance with DHS Policy P1.12 available on the web at: <https://www.state.nj.us/humanservices/olra/assets/documents/CPIManual.pdf> , funds awarded pursuant to this RFP will be kept separate from existing programs in place between the bidder and DoAS until DoAS determines, in its sole discretion, that the program is stable in terms of service provision, expenditures, and applicable revenue generation.

Should service provision be delayed through no fault of the successful bidder, funding continuation will be considered on a case-by-case basis. Should services not be rendered, any funds which have been provided pursuant to this agreement shall be returned to DoAS.

VI. Required Proposal Content

1. Funding Proposal Cover Sheet- **Attachment A**
2. Written Narrative and Budget Outline-All bidders should follow the written narrative outline in **Attachment B**
3. Work Plan- **Attachment C**
4. Budget- Bidders must utilize the budget template provided- **Annex A**
5. Audit- Most recent single audit report (A133) or certified statements and any other audits performed in the last two (2) years.
6. **For Community Grants-** A Letter of Commitment or a Resolution or Proclamation from the community's elected official(s).

Required Attachments:

The following items must be included as appendices with the bidder's proposal. Please note that if items 8-15 are not submitted, the proposal will not be considered.

1. Bidder's mission statement;
2. Organizational chart;
3. Job descriptions of key personnel;
4. Outline of staff that will be dedicated for this program if already on staff;
5. A description of all pending and in-process audits identifying the requestor, the firm's name

- and telephone number, and the type and scope of the audit, if applicable;
6. List of the board of directors, officers and terms;
 7. Copy of documentation of the bidder's charitable registration status;
 8. Disclosure of Investment in Iran¹;
 9. [Certificate of Non-Involvement in Prohibited Activities in Russia and Belarus²](#);
 10. Disclosure of Investigations and Other Actions Involving Bidder³;
 11. Current State of New Jersey Business Registration. Bidders can obtain a copy at https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp; for an entity doing business with the State for the first time, it may register at <http://www.nj.gov/treasury/revenue>;
 12. Department of Human Services Statement of Assurances (RFP Attachment E);
 13. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (RFP Attachment F);
 14. Statement of Bidder/Vendor Ownership Disclosure⁴;
 15. Most recent single audit report (A133) or certified statements (submit two [2] copies).
 16. Department of Human Services Commitment to Defend and Indemnify Form (Attachment G);
 17. Any other audits performed in the last two (2) years (submit two [2] copies); and
 18. Three (3) references from other agencies or organizations who have worked with you or know firsthand about your work. DHS will notify bidder prior to contacting references.

The completed proposal package containing the Proposal Cover Sheet (Attachment A), the Written Narrative (Attachment B), the work plan table (Attachment C), the Budget Summary Template (Annex A), the Appendices outlined in Section VI, and supporting budget-related justification documents must be combined into a single PDF document. Bidders should email the combined, single PDF, document to DoAS.Agefriendlynj@dhs.nj.gov no later than 3:00 P.M. ET on September 12, 2024.

CONFIDENTIALITY/COMMITMENT TO DEFEND

Pursuant to the New Jersey Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., or the common law right to know, proposals can be released to the public in accordance with N.J.A.C. 17:12-1.2(b) and (c).

Bidder should submit a completed and signed Confidentiality/Commitment to Defend Form with the proposal. In the event that Bidder does not submit the confidentiality form with the proposal, DHS reserves the right to request that the Bidder submit the form after proposal submission.

After the opening of the proposals, all information submitted by a Bidder in response to a Bid Solicitation is considered public information notwithstanding any disclaimers to the contrary

¹ www.nj.gov/treasury/purchase/forms.shtml

² www.nj.gov/treasury/purchase/forms.shtml

³ www.nj.gov/treasury/purchase/forms.shtml

⁴ www.nj.gov/treasury/purchase/forms.shtml

submitted by a Bidder. Proprietary, financial, security and confidential information may be exempt from public disclosure by OPRA and/or the common law when the Bidder has a good faith, legal/factual basis for such assertion.

As part of its proposal, a Bidder may request that portions of the proposal be exempt from public disclosure under OPRA and/or the common law. Bidder must provide a detailed statement clearly identifying those sections of the proposal that it claims are exempt from production, and the legal and factual basis that supports said exemption(s) as a matter of law. DHS will not honor any attempts by a Bidder to designate its price sheet, price list/catalog, and/or the entire proposal as proprietary and/or confidential, and/or to claim copyright protection for its entire proposal. If DHS does not agree with a Bidder's designation of proprietary and/or confidential information, DHS will use commercially reasonable efforts to advise the Bidder. Copyright law does not prohibit access to a record which is otherwise available under OPRA.

DHS reserves the right to make the determination as to what to disclose in response to an OPRA request. Any information that DHS determines to be exempt from disclosure under OPRA will be redacted.

In the event of any challenge to the Bidder's assertion of confidentiality that is contrary to the DHS' determination of confidentiality, the Bidder shall be solely responsible for defending its designation, but in doing so, all costs and expenses associated therewith shall be the responsibility of the Bidder. DHS assumes no such responsibility or liability.

In order not to delay consideration of the proposal or DHS' response to a request for documents, DHS requires that Bidder respond to any request regarding confidentiality markings within the timeframe designated in DHS' correspondence regarding confidentiality. If no response is received by the designated date and time, DHS will be permitted to release a copy of the proposal with DHS making the determination regarding what may be proprietary or confidential.

VIII. Review Criteria

Administratively complete proposals shall be reviewed in accordance with the following criteria:

Age-Friendly Community Grants:

- 1) Community Needs Assessment Description (50 Points)
 - Proposal demonstrates the goals of the community needs assessment as well as the bidder's ability to assess and monitor the ongoing challenges facing older adults in the community.
 - Proposal demonstrates why the chosen survey methodology is best suited for their community.

- Proposal demonstrates how the survey methodology will engage traditionally underserved populations of older adults and will result in a diverse sample reflective of their community.
 - Proposal demonstrates the bidder's capacity to utilize the survey results to create an action and implementation plan.
 - Proposal demonstrates bidder's capacity to execute the proposed survey and develop an action and evaluation plan within the grant timeline.
- 2) Organizational Capacity, Partnerships, and Sustainability (20 Points)
- Proposal demonstrates bidder's ability, willingness, and readiness to work with community partners to develop an action and evaluation plan and advance age-friendly initiatives, including a high level of support from local government officials and the meaningful participation of older adults.
 - Proposal demonstrates bidder's experience engaging with older adults as well as community partners in their area as well as a commitment to diversity, equity, inclusion, and accessibility principles and practices.
 - Proposal describes challenges and risks (internal and external) that may be encountered and how the bidder will manage and address these risks and challenges.
 - Proposal demonstrates the bidder's willingness to continue to work towards becoming more age-friendly after they implement their developed action and evaluation plan and the grant period has ended.
- 3) Outreach and Communications (10 Points)
- Proposal includes a plan for outreaching, publicly communicating, and promoting the outcomes and outputs of age-friendly plans and initiatives to both the community and other communities in New Jersey.
 - Proposal includes a plan for promotion and external communication via traditional forms of media as well as social media.
- 4) Budget (20)
- The proposal budget clearly describes budget categories and fund allocation is consistent with the organizational capacity.
 - The proposal budget and fund allocation is appropriate for the proposed scope of work.
 - The proposal budget includes appropriate administrative, supplies, and staffing costs. Please include any costs that will be allocated to partner organizations, as appropriate.
 - Please use the Proposal template (Attachment B) and Budget Summary Template (Annex A) provided for the budget proposal.
- 5) Letter of Commitment or a Resolution or Proclamation from the community's elected official(s).
- All community grant bidders must include either a Letter of Commitment or a Resolution or Proclamation from the municipality/county government of the community to be served. If one is not included, the bid will be deemed incomplete and DoAS will disqualify the proposal.

Age-Friendly Project Grants:

- 1) Project Focus and Scope (20 points)
 - Proposal demonstrates bidder's capacity to deliver the project within the grant timeline.
 - Proposal stems from specific recommendation and/or model program found in the New Jersey Age-Friendly Blueprint while also demonstrating innovation and ingenuity.
 - Proposal addresses a clearly defined need(s) or challenge(s) within the bidder's geographical area.
 - Proposal demonstrates a strong awareness and ability to address the challenges and gaps in the bidder's geographical area.

- 2) Project Execution (20 points)
 - Proposal includes a work plan with specific outcomes that are realistic given available resources and demonstrated capacity.
 - Proposal impacts a wide range of populations in the bidder's geographical area, including underserved communities.
 - Proposal demonstrates how the project will address a given need and will overcome barriers to accelerate, grow and/or sustain efforts to become more age-friendly within the bidder's geographical area.
 - Proposal includes measurable indicators of progress for 6, 12 and 18-month timeframes.

- 3) Organizational Capacity, Partnerships, and Sustainability (20 points)
 - Proposal demonstrates bidder's prior experience with efforts that help older adults, including explicitly "age-friendly" work.
 - Proposal demonstrates bidder's ability and willingness to gather multiple and diverse stakeholders and community partners, including older adults, to collaborate on the project, as well as collaborate with relevant municipal and regulatory bodies as applicable to complete the project.
 - Proposal provides for meaningful participation of older adults, and demonstrates a commitment to diversity, equity, inclusion, and accessibility principles and practices.
 - Proposal demonstrates the bidder's willingness to continue to work towards becoming more age-friendly after project completion and the grant period has ended.

- 4) Communications (20 points)
 - Proposal includes a detailed communication plan outlining the effort for both community and external consumption, involving traditional forms of publicity as well as social media.
 - Proposal includes a plan for connecting the project to the New Jersey Age-Friendly Blueprint by publicly communicating and promoting initiative outcomes and outputs to others.
 - Proposal demonstrates bidder's willingness and ability to provide guidance to other communities who wish to implement a similar project.
 - Proposal demonstrates bidder's willingness and ability to engage and support fellow grantees through meaningful communications as part of Rutgers grant management.

5) Budget (20 points)

- The proposal budget clearly describes budget categories and fund allocation is consistent with the organizational capacity.
- The proposal budget and fund allocation is appropriate for the proposed scope of work.
- The proposal budget includes appropriate administrative costs, equipment and supplies, staffing, community outreach and support and service provision costs associated with this program. Please include any costs that will be allocated to partner organizations, as appropriate.
 - Please use the Proposal template (Attachment B) and Budget Summary Template (Annex A) provided for the budget proposal.

IX. Review of Proposals

There will be a review process for responsive proposals. DoAS will convene a review committee of public employees to conduct a review of each responsive proposal. No bidder shall be awarded a grant unless it achieves a minimum total score of 60. In the event no bidder obtains the required minimum scores, DoAS shall have discretion to award the contract to the highest scoring bidder(s).

The bidder is advised that the contract award will be conditional upon final contract and budget negotiation as well as funding availability.

Additionally, if a bidder is determined, in DoAS' sole discretion, to be insolvent or to present insolvency for this project, DoAS will deem the proposal ineligible for grant award.

DoAS reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. DoAS' best interests in this context include, but are not limited to, loss of funding, inability of the bidder(s) to achieve performance, an indication of misrepresentation of information and/or non-compliance with State and federal laws and regulations, existing DHS contracts, and procedures set forth in DHS Policy Circular P1.04 (<http://www.nj.gov/humanservices/olra/ocpm/resources/manuals/>).

DoAS will notify all bidders of grant awards, contingent upon the satisfactory final negotiation of awards.

X. Appeal of Award Decisions

Appeals of any award determinations may be made only by the respondents to this RFP. All appeals must be made in writing and must be received by the DoAS at the address below no later than the date and time set on the DHS Website <https://www.nj.gov/humanservices/providers/grants/rfpfi/>.

The written request must set forth the basis for the appeal. Appeals must be emailed to DoAS.Agefriendlynj@dhs.nj.gov for consideration by Louise Rush, Assistant Commissioner.

Please note that all costs incurred in connection with any appeals of DoAS decisions are considered unallowable costs for purposes of DoAS contract funding. DoAS will review appeals and render final funding decisions. Awards will not be considered final until all timely appeals have been reviewed and final decisions rendered.

XI. Post Award Required Documentation

Upon final award announcement, the successful bidder(s) must be prepared to submit one (1) original signed copy of each of the documents below (if not already on file), as well as any other required documents. Copies, rather than original signed documents, may be submitted only where indicated below:

1. Most recent IRS Form 990/IRS Form 1120, and Pension Form 5500 (if applicable) (submit two [2] copies);
2. Copy of the Annual Report-Charitable Organization (for information visit: <https://www.njportal.com/DOR/annualreports/>);
3. A list of all current contracts and grants as well as those for which the bidder has applied for from any Federal, State, local government or private agency during the grant term proposed herein, including awarding agency name, amount, period of performance, and purpose of the contract/grant, as well as a contact name for each award and the phone number;
4. Proof of insurance naming the State of New Jersey, Department of Human Services, Trenton, NJ 08625-0362 as an additional insured;
5. Board Resolution identifying the authorized staff and signatories for grant actions on behalf of the bidder, if applicable;
6. Current Agency By-laws, if applicable;
7. Current Personnel Manual or Employee Handbook, if applicable;
8. Copy of Lease or Mortgage, if applicable;
9. Certificate of Incorporation, if applicable;
10. Co-occurring policies and procedures, if applicable;
11. Conflict of Interest Policy;
12. Affirmative Action Policy;
13. Affirmative Action Certificate of Employee Information Report, newly completed AA 302 form, or a copy of Federal Letter of Approval verifying operation under a federally approved or sanctioned Affirmative Action program. (AA Certificate must be submitted within 60 days of submitting completed AA302 form to Office of Contract Compliance);
14. A copy of all applicable licenses;
15. Local Certificates of Occupancy;
16. Procurement Policy;
17. Current equipment inventory of items purchased with DHS funds (Note: the inventory shall include: a description of the item [make, model], a State identifying number or

code, original date of purchase, purchase price, date of receipt, location at the successful bidder, person(s) assigned to the equipment, etc.);

18. All subcontracts or consultant agreements related to the DHS contract signed and dated by both parties;
19. Business Associate Agreement (BAA) for Health Insurance Portability Accountability Act of 1996 compliance, if applicable, signed and dated;
20. Updated single audit report (A133) or certified statements, if differs from one submitted with proposal;
21. Source Disclosure (EO129) (www.nj.gov/treasury/purchase/forms.shtml); and
22. Chapter 51 Pay-to-Play Certification (www.nj.gov/treasury/purchase/forms.shtml).

ATTACHMENT A: Funding Proposal Cover Sheet

STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES
Division of Aging Services

Project Title: _____

Grant Type: _____ Age-Friendly Community Grant _____ Age-Friendly Program Grant

Incorporated Name of Bidder: _____

Eligibility Type (check to confirm eligibility):

_____ Nonprofit bidder

_____ Municipal governmental entity

_____ County governmental entity

Federal ID Number:

Charities Reg. Number (if applicable)

DUNS Number:

Address of Bidder:

Website of Bidder:

Bidder Organization Profile - State mission and briefly describe areas of expertise and focus:

Chief Executive Officer Name and Title:

Phone #:

E-mail Address:

Primary Contact Person Name and Title:

Phone #:

E-mail Address:

ATTACHMENT A continued

Total NJ DHS-DoAS Grant Funds Requested: _____

Geographical area served:

Brief description of organizational capacity and interest in becoming age-friendly:

Application partners, if applicable: (include additional sheets as necessary)

Organization Name:

Address:

Website:

Project Contact (name, e-mail address, phone #):

Authorization of the Chief Executive Officer:

(print name)

Signature: _____ **Date:** _____

ATTACHMENT B: Written Narrative and Budget Outline

STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES

Written Narrative and Budget Outline

All bidders must submit a written response that addresses the following topics, adheres to all instructions, and includes supporting documentation as noted below:

INTRODUCTION AND CONTEXT

1. Please provide a brief summary description of the proposed initiative. Include a problem statement and overview of the proposed solution addressing how the proposed initiative will effect change. (1-2 paragraphs)
 - **Community Grant** bidders should explain the goals of their community needs assessment and how the information gained from it can lead to their community becoming more age friendly.
 - **Project Grant** bidders should describe their project idea, what need it is intended to fill, and how it relates to a specific recommendation or model program in the New Jersey Age-Friendly Blueprint.
2. Please provide a brief profile of demographics in the targeted geographic region. (1-2 pages). Bidders are encouraged to include the following types of information in their profile:
 - Background information on older adult demographics within the municipality for the proposed initiative. This background does not need to be a highly complex analysis. Rather, a simple summary of current status of older adults in the target geography and their current needs.
 - Partner organizations/strategic collaborators/community champions to potentially integrate into the proposed initiative, as well as their relationship to the initiative.
 - How becoming more age-friendly aligns with community goals or needs as evidenced in municipal plans, community planning, or other documented local priorities; and
 - A brief discussion of the municipality or county's age-friendly status, and how it is likely to change through the proposed effort.

PROPOSAL NARRATIVE (up to 5 pages) Address the following questions:

For Age-Friendly Community Grants-

1. Briefly describe your existing community policies, programs and services that are targeted toward supporting older people. Please identify how your community plans to become more age-friendly.
2. How will older adults be involved in the community's efforts to become more-age friendly?
3. How will the efforts to become more age-friendly increase collaboration and coordination among relevant community agencies and departments?
4. What motivated your community to become more age-friendly? In what ways will this grant

allow your community to continue to become more age-friendly after the grant period ends?

5. How will you complete a community needs assessment? Please explain the survey methodology you will be utilizing as well as what information you hope to obtain from the survey, how it intends to engage traditionally underserved populations of older adults, and how it will be applied in the creation of an action and evaluation plan.
6. Please describe a communications plan for publicly promoting the outcomes of your community's age-friendly initiative both within the community and to other communities in New Jersey.

For Project Grants-

1. What need(s) or challenge(s) does your project seek to address? Please explain how the issues were identified and how the project will result a positive change.
2. How will the project result in a more age-friendly community for a time extending beyond the grant period?
3. What is your experience working with the older adult community?
4. How does the project build on existing services/resources and capacities of project partners, municipal or governmental bodies, and others?
5. How will the project be developed and implemented? What range of populations will be affected by its implementation and how does it correspond to the NJ Age-Friendly Blueprint and the eight age-friendly domains of livability?
6. Please describe a communications plan for publicly promoting the outcomes of your community's age-friendly initiative both within the community and to other communities in New Jersey.

STAFFING PLAN (2-3 paragraphs)

1. Briefly describe staffing capacity and plan to meet the needs of this grant program.
2. Please provide list of key members and the tasks they will be undertaking.
3. Note any projections for additional permanent or temporary staff for this project.

BUDGET NARRATIVE (1 page or less)

INSTRUCTIONS FOR BUDGET SUMMARY TEMPLATE (Annex A):

The Excel template, posted with the RFP, contains a template spreadsheet. Please use the following guidance.

1. In the Budget Summary tab, you will enter the proposed costs for this RFP. This should include the total from budget categories A-H.
2. In the Cost Breakdown tab, you will enter the individual information for each budget categories A-H.

3. Please use the **Narrative Justification** column to help support anything that you feel needs to be explained in written word for evaluators to understand your intent regarding any cost/volume data populated in your template submission. Please provide notes, as well as, calculations that support the data entered. If you double up expenses on one budget line, please provide the individual expense details in the budget notes.
4. You may add or expand rows to give more room in any section should you need it.

SAVE ALL YOUR WORK, REVIEW AND PREPARE TO SEND IN *PDF* FORMAT

ATTACHMENT C: Work Plan Table

Add as many rows to the Work Plan Table as needed.

Agency Name: _____ Service Area: _____ WORK PLAN - January 1, 2025-June 30, 2026			
Date of Completion	Goal/Milestone	Community Impact	Staff Responsible
List the anticipated date of completion for each Goal/Milestone.	Specify the goal/milestone leading to the completed project.	Describe how Bidder will measure success.	List name and title for staff directly working on each goal. If Bidder plans to hire staff, please list the position title(s) and the expected date(s) of hire.

ATTACHMENT D: Addendum to RFP for Social Service and Training Contracts

STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES ADDENDUM TO REQUEST FOR PROPOSAL FOR SOCIAL SERVICE AND TRAINING CONTRACTS

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 that 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, "successful bidder" means any person, firm, corporation, or other entity or representative or employee thereof that 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 successful bidder 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 successful bidder 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 successful bidder shall be reported in writing forthwith by the provider agency to the Attorney General and the Executive Commission on Ethical Standards.

No successful bidder 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 successful bidder 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 successful bidder 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

ATTACHMENT D continued

manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

No successful bidder 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 successful bidder 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 successful bidders 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.

ATTACHMENT E: Statement of Assurances

NJ Department of Human Services 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 that 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, statement of works, 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 based on 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 based on 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 1975 c. 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.

ATTACHMENT E continued

- 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 34 and is not presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded. The applicant will have signed certifications on file for all subcontracted funds.
- Understands that this successful bidder 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: CEO or Equivalent

Date

Typed: Name and Title

ATTACHMENT F

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

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 a 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.

ATTACHMENT F continued

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 whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was 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 Non-Procurement Programs.

ATTACHMENT F continued

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.

Attachment G – Commitment to Defend and Indemnify Form

Department of Human Services Commitment to Defend and Indemnify Form

I, _____, on behalf of _____ (“Company”) agree that the Company will defend, and cooperate in the defense of, any action against the State of New Jersey (“State”) or the New Jersey Department of Human Services (“DHS”) arising from, or related to, the non-disclosure, due to the Company’s request, of documents submitted to the State of New Jersey and DHS, and relating to the Request for Proposals for the Age-Friendly Grants Program (“RFP”), which may become the subject of a request for government records under the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq. (“OPRA”). The Company agrees to indemnify and hold harmless the State and DHS against any judgments, costs, or attorney’s fees assessed against the State of New Jersey or DHS in connection with any action arising from, or related to, the non-disclosure, due to the Company’s request, of documents submitted to the State and DHS, and relating to the RFP, which may become the subject of a request for government records under OPRA.

The Company makes the foregoing agreement with the understanding that the State and DHS may immediately disclose any documents withheld without further notice if the Company ceases to cooperate in the defense of any action against the State arising from or related to the above-described non-disclosure due to the Company’s request.

I further certify that I am legally authorized to make this commitment and thus commit the Company to said defense.

(Signature)

(Print Name)

Title

Entity Represented

Date

Attachment H - Mandatory Equal Employment Opportunity Language

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affection-al or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, up-grading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprentice-ship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, col-or, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division through the Division's website at: http://www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.