

NEW JERSEY DEPARTMENT OF HUMAN SERVICES

Division of Aging Services

Request for Proposals

**Medicare Improvements for Patients and Providers Act:
2023 Medicare Special Benefits
Outreach and Enrollment Assistance**

**Louise Rush
Assistant Commissioner**

September 15, 2023

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**State of New Jersey
Department of Human Services
Division of Aging Services
Request for Proposals
Medicare Improvements for Patients and Providers Act:
2023 Medicare Special Benefits Outreach and Enrollment Assistance**

I. Purpose and Intent

The Department of Human Services (DHS), Division of Aging Services (DoAS), is publishing this Request for Proposals (RFP) to increase the number of low-income Medicare beneficiaries in New Jersey who know about and apply for Medicare Part D, the Medicare Part D Low Income Subsidy (LIS), and/or a Medicare Savings Program (MSP), and to increase beneficiaries' awareness and use of free and reduced-cost preventive benefits covered by Medicare Part B.

The purpose of these grants is to increase the number of low-income Medicare beneficiaries who know about and apply for the Medicare Part D LIS and/or a MSP, and to increase the awareness and use of free and reduced-cost preventive benefits covered by Medicare Part B. Statewide, we intend to generate 3,600 new applications for LIS and/or MSP in Federal Fiscal Year 2024.

It is anticipated that up to 10 awards of \$40,000 each will be available for Area Agencies on Aging/Aging and Disability Resource Connections (AAA/ADRCs) and State Health Insurance Assistance Program (SHIP) lead agencies. Agencies may apply for only one (1) grant, and no more than one (1) grant will be awarded to any one (1) county. The grant period is December 1, 2023 through August 31, 2024.

The following summarizes the **anticipated** RFP schedule:

September 15, 2023	Notice of Funding Availability
September 27, 2023	Deadline for submission of Letter of Interest (3:00 pm)
October 10, 2023	Deadline for submission of questions (3:00 pm)
November 3, 2023	Deadline for receipt of proposals (3:00 pm)
November 13, 2023	Preliminary grant award announcement
November 27, 2023	Appeal deadline (3:00 pm)
November 30, 2023	Final grant award announcement
December 1, 2023	Anticipated grant start date

II. Background and Population to be Served

Millions of low-income older Americans struggle to pay their prescription, health care, food, and energy costs. The Medicare Improvements for Patients and Providers Act (MIPPA) of 2008 has been instrumental in helping these disadvantaged seniors to regain their economic footing and live healthy, independent lives.

Under MIPPA, New Jersey received grant funding in 2009, 2010, 2013 thru 2022 from the U.S. Administration on Aging and the U.S. Centers for Medicare and Medicaid Services to help Medicare beneficiaries apply for Medicare Part D, LIS, and MSPs. Since 2010, funding may be used to support efforts to educate beneficiaries of new, free and reduced-cost preventive benefits covered by Medicare Part B.

In 2020, an estimated 214,000 seniors in New Jersey (15.2% of all State seniors) had incomes of less than 150% of the federal poverty level (\$19,140 for individuals; \$25,860 for couples). Over 46,000 Medicare beneficiaries in New Jersey are eligible for, but not receiving, the Medicare prescription drug LIS and/or help from a MSP. Since 2017, there are more seniors than school-age children living in New Jersey.

MIPPA grant recipients have worked to identify low-income older adults throughout New Jersey who may be missing out on these programs, and assist them with applying for the programs. More than 36,000 applications were generated through previous MIPPA grants. The application utilized was the NJSave online or paper application. This one application enrolls and/or screens individuals for a variety of State and federal assistance programs, including MSP and LIS.

For someone with very low income, the savings offered by public benefits can mean not having to make tough choices between paying for food or medicine, health care or utilities. The Social Security Administration (SSA) estimates the value of the LIS at \$5,400 per year. MSPs save enrolled individuals, at a minimum, \$1,900 per year.

III. Who Can Apply?

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

1. The applicant must be one of New Jersey's 21 AAA/ADRCs and/or the lead coordinating SHIPs in one of the 21 counties in the State. Any other agency interested in this grant must partner with a AAA/ADRC or lead SHIP on its proposal.
2. The applicant must be a fiscally viable organization or governmental entity based upon an assessment of the applicant's audited financial statements. If an applicant is determined, in DoAS' sole discretion, to be insolvent or to present insolvency within the 12 months after bid submission, DoAS will deem the proposal ineligible for grant award.
3. The applicant must not appear on the State of New Jersey Consolidated Debarment Report available at <http://www.state.nj.us/treasury/revenue/debarment/debarsearch.shtml> or be suspended or debarred by any other state or federal entity from receiving funds.
4. Applicant must have demonstrable experience in successfully operating grant programs.
5. The applicant must be duly registered to conduct business in the State of New Jersey. Applicant must be able to provide proof of registration upon request.
6. Non-profit applicants must demonstrate that they are incorporated through the New Jersey Department of State and provide documentation of their current non-profit status under Federal IRS 501(c)(3) regulations, as applicable.

7. 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

1. Successful applicants and their partners (see number 13 below if applicable) will participate in training on how to help clients: complete the NJSave applications, through which individuals can be enrolled in LIS and MSP; and apply directly for LIS using on-line applications available on the SSA or National Council on Aging websites.
2. Successful applicants will use data provided by DoAS to contact and attempt to enroll potentially-eligible individuals as identified by the SSA.
3. Successful applicants will conduct a minimum of 20 in-person and/or virtual community presentations/enrollment events (including four (4) in rural areas of their counties) and three (3) in-service trainings for staff members at community-based health and/or social service agencies serving the target population.
4. MSP, LIS, and preventive benefits information will be part of each presentation and event.
5. Successful applicants will provide training and technical assistance to a minimum of two (2) staff members from two (2) separate partner agencies on how to help Medicare beneficiaries complete the NJSave on-line and paper applications.
6. Successful applicants will develop and distribute: brochures, fact sheets, flyers, and/or other materials. Successful applicants will also utilize: press releases, media events, direct mail, paid print and/or broadcast advertising, promotional materials and other methods to promote benefits to targeted populations.
7. In addition to developing their own materials, successful applicants will also distribute grant-related materials produced by DoAS.
8. Successful applicants will work one-on-one with beneficiaries to complete applications for MSP and/or LIS. Each successful applicant will meet or surpass a goal of generating 300 applications annually from individuals likely to qualify for assistance.
9. Successful applicants will conduct follow-up activities (telephone calls, emails, mail and/or home or office visits) on each NJSave paper application distributed to individuals at one-on-one counseling sessions, presentations and/or enrollment events within one (1) month to offer guidance with completing and submitting the applications. They will also follow-up on NJSave online application referrals within one (1) month.
10. Successful applicants will serve on a Statewide project consortium and attend monthly conference calls and/or in-person meetings in the Trenton area.
11. Successful applicants will report monthly on all programmatic grant activity using SHIP's Tracking and Reporting System (STARS) and/or using the STARS forms available in the DoAS-approved client tracking system software (currently Social Assistance Management System, or SAMS).
12. Successful applicants will submit financial reports quarterly via the State's System for Administering Grants Electronically (SAGE).
13. Successful applicants will be responsible for the outlined scope of work, including reporting requirements, but may conduct the activities themselves or contract with a community-

based organization or other non-profit social service agency for some or all project activities.

14. Successful applicants must dedicate a minimum of 25 percent of their grant allocation for promotional (i.e., non-administrative) purposes.

V. General Contracting Information

DHS reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. DHS's best interests in this context include, but are not limited to, State loss of funding for the contract, insufficient infrastructure agency wide, inability of the applicant to provide adequate services, indication of misrepresentation of information and/or non-compliance with any existing DHS contracts and procedures or State and/or federal laws and regulations.

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

All successful applicants 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.

Applicants 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/>.

Budgets should be reasonable and reflect the scope of responsibilities in order to accomplish the goals of the project. The successful applicants will be required to negotiate contracts with DoAS upon award, and may also be subject to a pre-award audit survey.

Contract(s) awards as a result of this RFP will be for 9 months. 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.

Awards under this RFP will be clustered separately from other existing components for contract application and reporting. Funding will depend on the availability of funds. All application and expenditure data pertaining to these contract funds must be presented independently of any other DoAS or non-DoAS funded program of the applicant/contractor.

VI. Written Intent to Apply and Contact for Further Information

Applicants must submit a letter of interest by 3:00 pm on September 27, 2023. The letter of interest must include the name of the agency, the address of the agency (including municipality and zip code), the agency's telephone number, the agency's tax ID number, the name and email address of the person who will be entering the grant application on-line, and a statement indicating whether the agency is registered on the SAGE. The letter must be emailed to andrew.biederman@dhs.nj.gov.

Any questions regarding this RFP should be directed via email to andrew.biederman@dhs.nj.gov no later than 3:00 pm on October 10, 2023. All questions and responses will be compiled and posted on the DHS website at www.state.nj.us/humanservices/providers/grants/rfpri with the RFP. Bidders are guided to rely upon the information in this RFP and the responses to questions that were submitted by email to develop their proposals. Specific guidance, however, will not be provided to individual bidders at any time.

All proposals for funding must be submitted through the SAGE online system. Paper submissions will not be considered. Applicants may begin completing their proposals online beginning September 28, 2023.

VII. Required Proposal Content

Proposals must be submitted through SAGE by 3:00 pm on November 3, 2023.

Grant Application Forms:

The information/sections listed below will appear in SAGE under Forms as Grant Application Forms. Open each section and fill in the required information. If not required, then N/A appears and no action is needed.

1. Standard Language Document for Social Service and Training Contracts;
2. DHS Organization Information Review Page;
3. Application Summary;
4. Project Location;
5. Statement of Local Government Public Health Partnership;
6. Needs and Objectives:
 - a. Assessment of Need(s) – List the need(s) which illustrate the reason for the project.
 - b. Objective(s) – Objective(s) must include the scope of service in Section IV.
 - c. Cost of Project - \$40,000;
7. Methods and Evaluation of Project;
8. Schedule A – Full Time Personnel Costs;
9. Schedule A – Part Time Personnel Costs;
10. Schedule B – Consultant Services Cost;
11. Schedule C – Other Cost Categories;

12. Funds and Program Income from Other Sources related to this Application (if applicable);
13. Cost Summary – SAGE will populate this summary based on information entered on Schedule C;
14. Schedule D – Officer and Directors List;
15. Schedule G – Certification Regarding Debarment and Suspension;
16. Schedule H – Certification Regarding Lobbying;
17. Schedule I – Certification Sheet;
18. Schedule J – Agency Minority Profile;
19. Schedule K – Certification Regarding Environmental Tobacco Smoke;
20. Schedule L – Statement of Assurance;
21. Schedule M – Certificate Regarding Disclosure of Investment Activities in Iran;
22. Required Attachments – Detailed below; and
23. Miscellaneous Attachments – Detail below.

Required Attachments:

The information/sections listed below will appear in SAGE under Forms as Grant Application Forms. Open each section and fill in the required information. If not required, then N/A appears and no action is needed.

1. Organizational Chart;
2. NJ Charities Registration (if applicable);
3. Proof of Non-Profit Status (if applicable);
4. Certificate of Incorporation;
5. Certificate of Employee Information Report (AA302) see www.state.nj.us/treasury/purchase/forms.shtml;
6. DHS Standardized Board Resolution Form see [https://www.state.nj.us/humanservices/dmhas/provider/contracting/contracting_info/CRM%20P1.06%20\(2009.07.20\).pdf](https://www.state.nj.us/humanservices/dmhas/provider/contracting/contracting_info/CRM%20P1.06%20(2009.07.20).pdf)
7. Business Associate Agreement (BAA) - Located in SAGE under “Grant Manual and Policies”; must be printed, signed, scanned, and uploaded. This is required even if the agency is a covered entity and has previously signed a BAA;

8. Copy of an Interest Bearing Bank Account Statement – N/A;
9. Proof of Indirect Rate – N/A;
10. Program Income Statement (if applicable);
11. Audit Engagement Letter;
12. Staff Resumes – N/A;
13. Salary Ranges – N/A;
14. Salary Policy – N/A;
15. Travel Policy – N/A;
16. Telephone Policy – N/A;
17. Maintenance Agreements – N/A;
18. Lease or Mortgage Document – N/A;
19. Insurance Policy - Current Liability Insurance Declaration page;
20. Cost Allocation Plan – N/A;
21. Estimate for Equipment – N/A;
22. Computer Security Policy – N/A;
23. Consultant Agreements (if applicable);
24. Statement of Gross Revenue (if applicable) or Annual Audit Report; and
25. Tax Clearance Certificate – N/A.

Miscellaneous Attachments:

The following items are required, unless otherwise noted, and must be uploaded as Miscellaneous Attachments:

1. Plan for Sustainability – Upload one (1) page (12-point font, double-spaced, one (1) inch margins) to address the applicant’s plan for sustainability beyond the grant period;
2. A copy of the applicant’s Code of Ethics and/or Conflict of Interest Policy;
3. Contributions/Compliance forms required by N.J.S.A. 19:44A-20.13 et seq. and N.J.S.A. 40A:11-51 (formerly Executive Order 134) and Executive Order 117 (Signed and dated) only for for-profit organizations (see www.state.nj.us/treasury/purchase/forms.shtml);

4. Cover Sheet – Print, complete, and upload (Attachment C from RFP Package);
5. Annex B Schedule 4 – Print, complete, and upload if applicable. (Attachment D from RFP Package); and
6. Commitment to Defend and Indemnify Form (Attachment F from RFP Package).

Scoring Criteria:

Needs and Objectives – 30 Points

- Needs – 15 Points – Packet indicates an applicant that has identified the barriers and challenges facing the target population and established the need for grant activities.
- Objectives – 15 Points – Packet indicates an applicant that has identified what they intend to accomplish if funded.

Targeting, Methods and Evaluation - 40 Points

- Targeting – 10 Points – Packet indicates an applicant that has successfully worked with targeted population in the past and could effectively outreach, educate and enroll individuals in programs that are the subject of this grant (i.e., MSP, LIS and Medicare health promotion and disease prevention services).
- Methods – 20 Points – Packet indicates an applicant that, using the identified methods, is capable of accomplishing the objectives.
- Evaluation – 10 Points – Packet indicates an applicant that will monitor its success in meeting the objectives and adjust plans accordingly.

Budget - 10 Points

- Packet indicates an applicant that will use grant funding efficiently to effectively accomplish objectives.

Sustainability - 20 Points

- Packet indicates an applicant that is committed to continuing to help eligible individuals access MSP, LIS and Medicare health promotion and disease prevention services after the grant period ends.
- If you are a current MIPPA grant recipient, explain why you need additional funding and how your proposed project differs from your current grant.

Extra Scoring for Past Successful Applicants (*for tie-breaking purposes only*) - 5 Points

- Evaluation factors to include, but not be limited to, meeting previous grant goals (i.e., applications, presentations, trainings, etc.), attendance at monthly calls, using budgets as required, etc.

VIII. Submission of Proposal Instructions

Applicants must submit a letter of interest by 3:00 pm on September 27, 2023. The letter of interest must include the name of the agency, the address of the agency (including municipality and zip code), the agency's telephone number, the agency's tax ID number, the name and email address of the person who will be entering the grant application on-line, and a statement indicating whether the agency is registered on the SAGE. The letter must be emailed to andrew.biederman@dhs.nj.gov

Any questions regarding this RFP should be directed via email to andrew.biederman@dhs.nj.gov no later than 3:00pm on October 10, 2023. All questions and responses will be compiled and posted on the DHS website at www.state.nj.us/humanservices/providers/grants/rfprfi with the RFP. Bidders are guided to rely upon the information in this RFP and the responses to questions that were submitted by email to develop their proposals. Specific guidance, however, will not be provided to individual bidders at any time.

Proposals must be submitted through SAGE by 3:00 pm on November 3, 2023. Late submissions and paper submissions will not be accepted.

1. Upon approval of the Letter of Interest submitted by applicant, an account will be created for the organization. Then on September 28, 2023, applicants will be granted access to the MIPPA 2023 proposal on SAGE.
2. Log in to SAGE at <https://njsage.intelligrants.com> with username and password specified at the time of SAGE registration.
3. Once logged-in and on the HOME page, see "View Available Opportunities" and click View Opportunities.
 - a. On the list look for **MIPPA Outreach and Enrollment 2023**.
 - b. Click on Apply Now.
4. **Agreement** form will appear. When asked "Are you sure you want to create a MIPPA 2023 application", click "I Agree".
5. On "**Applications/Grants**" tab you will find the forms necessary to complete the application by hovering over, or clicking on, the **FORMS MENU**. The following forms are listed:
 - a. Standard Language Document for Social Service and Training Contracts;
 - b. DHS Organization Information Review Sheet;
 - c. Application Summary;
 - d. Project Location;
 - e. Needs and Objectives of Project;

- f. Methods and Evaluation of Project;
 - g. Schedules A – M;
 - h. Required Attachments; and
 - i. Miscellaneous Attachments.
6. Click on Standard Language Document for Social Service and Training Contracts. This page will have a link to the contract agreement for the Department of Human Services containing the terms and conditions of the grant. Once the agreement is read, the certification box must be checked, and the certifying official's name and title inserted and saved on the page. **NOTE:** The certifying official on this document must be the same individual named on the DHS Standardized Board Resolution Form.
 7. Click on **DHS Organization Information Review Sheet**. Questions are self-explanatory. Check the "Certification Box" and Click "save" when completed. **NOTE:** The certifying official on this document must be the same individual named on the DHS Standardized Board Resolution Form.
 8. Click on **Application Summary**:
 - a. Select Payment Plan as "**Cost Reimbursement**";
 - b. Certificate of Need is "**not required**";
 - c. Name of NJDHS Program Manager: **Andrew Biederman**;
 - d. Type of Request: select **New**;
 - e. Project Period: **12/1/2023 to 8/31/2024**; **Budget Period: 12/1/2023 to 8/31/2024**
 - f. Funds requested: Enter **\$40,000**; and
 - g. Funds from Other Sources: **none required**.

IMPORTANT: Click "Save" after completing each form, then click "Next". Your application will now show under your "My Tasks" as "Application in Process". You can log off SAGE and return to edit application at any time while application is in this status.

9. Click on **Project Location**: only list the county and municipalities where the MIPPA 2023 outreach and enrollment activities will be offered by your organization. Click "Save" when completed and click "Next".
10. Click on **Needs and Objectives**:
 - a. **Assessment of Need**: Up to two (2) additional pages (double-spaced, 12-point font, one (1) inch margins) may be included as an attachment under "Miscellaneous Attachments" (excess pages will not be considered);
 - b. **Objectives of the Project**: Objectives must match the scope of service included in this RFP;
 - c. **Cost of Project**: Cost must match the budgeted amount of \$40,000; and
 - d. Click "Save" when page completed and then click "Next".
11. Click on **Methods and Evaluation of Project**:

- a. Up to two (2) additional pages (double-spaced, 12-point font, one (1) inch margins) may be included as an attachment under “Miscellaneous Attachments” (excess pages will not be considered);
 - b. If a current MIPPA grant recipient, explain why additional funding is needed and how the proposed project differs from the current grant; and
 - c. Click “Save” when the page is completed and then click “Next”.
12. Click on Schedules A – M (See page 7 in this RFP).
 13. Required Attachments (See page 8 in this RFP).
 14. Miscellaneous Attachments (See page 10 in this RFP).

IMPORTANT NOTE:

The person listed on the Standard Language Document for Social Service and Training Contracts form must be the same person saving the page in SAGE. This person must also be listed on the DHS Standardized Board Resolution as “Authorized Person for Contract documents”.

The same person must also certify Schedules G, H, I, K, L & M, and must sign the BAA.

1. After completing and saving all forms, return to main menu, hover over “Status Changes” and where it says “Application Submitted”, click “Apply Status”. Then click, “I Agree”.
2. If any forms are incomplete, an error message detailing the missing information will appear on the screen.
3. A pdf copy of the application can be viewed and printed by hovering over “Management Tools” and clicking on “Create Full Print Version”.
4. The SAGE system will not email a confirmation of submission. To verify submission, click the Application Menu. The status will be “Sent to DHS”.

IMPORTANT REMINDER:

All MIPPA Outreach and Enrollment 2023 proposals must be submitted on SAGE before 3:00 pm, November 3, 2023.

For questions contact:

Andrew Biederman
Division of Aging Services,
NJ Department of Human Services
Email: andrew.biederman@dhs.nj.gov

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).

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

After the opening of the proposals, all information submitted by an Applicant in response to a Bid Solicitation is considered public information notwithstanding any disclaimers to the contrary submitted by an Applicant. Proprietary, financial, security and confidential information may be exempt from public disclosure by OPRA and/or the common law when the Applicant has a good faith, legal/factual basis for such assertion.

As part of its proposal, an Applicant may request that portions of the proposal be exempt from public disclosure under OPRA and/or the common law. Applicant 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 an Applicant 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 an Applicant's designation of proprietary and/or confidential information, DHS will use commercially reasonable efforts to advise the Applicant. 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 Applicant's assertion of confidentiality that is contrary to the DHS's determination of confidentiality, the Applicant shall be solely responsible for defending its designation, but in doing so, all costs and expenses associated therewith shall be the responsibility of the Applicant. DHS assumes no such responsibility or liability.

In order not to delay consideration of the proposal or DHS's response to a request for documents, DHS requires that Bidder respond to any request regarding confidentiality markings within the timeframe designated in DHS's 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.

IX. Review of Proposals

A panel comprised primarily of DoAS staff will review and score all proposals. Proposals will be rated on factors such as the scope, clarity, and quality of the proposal as well as the appropriateness and reasonableness of the budget (see Attachment E).

DoAS reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so.

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 3:00 pm on November 27, 2023. The written request must set forth the basis for the appeal. Appeals must be emailed to doas@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. Attachments

Attachment A – Addendum to RFP for Social Service and Training Contracts
Attachment B – Instructions for Adding a new Agency/Organizations into SAGE
Attachment C – Cover Sheet
Attachment D – Annex B Schedule 4
Attachment E - Mandatory Equal Employment Opportunity Language
Attachment F – Commitment to Defend and Indemnify Form

ATTACHMENT A

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 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.

NOTE: A separate signature is not required for this form. By submitting an application, the applicant is agreeing to the above.

ATTACHMENT B

New Jersey Department of Human Services (DHS)

Instructions for Adding a new Agency/Organizations into SAGE

APPLICANT

First time applicants, whose organization has never registered in SAGE, need to complete this form and submit it to DHS. DHS staff will verify certain information to ensure you satisfy DHS requirements. When DHS requirements are met, your organization will be validated in SAGE.

NOTE: This does not give you access to an application. Contact the granting agency to be made eligible for the program.

Instructions:

1. Complete Form For Adding Agency Organizations Into SAGE.
2. Identify your Authorized Official. If you have none, have the Authorized Official register as a new user before this form is submitted. The new Authorized Official will be validated and assigned to the organization when the organization is validated.
4. Sign a hard copy of the Form For Adding Agency Organizations Into SAGE and submit it via an email attachment to Andrew Biederman at andrew.biederman@dhs.nj.gov.

Form For Adding Agency Organizations Into SAGE

Name (Exact Legal Name)*	
Federal Tax I.D. Number*	
NJ Vendor ID Number (Treasury ID Number)*	
DUNS Number*	
Address*	
City*	
State*	
Zip code*	
County*	
Phone Number*	
FAX Number	
Email*	
Website	
Authorized Official* (see note 1)	

* required information.

To be approved by DHS, your organization must have a (please verify below):
 ___ W-9 Vendor Identification Number in the State Treasury System

The signature below certifies that the Authorized Official is duly authorized by the governing body of the applicant to submit any and all grants on behalf of this agency; and that, to the best of your knowledge, all information provided is true and accurate.

SIGNATURE _____ DATE _____

PRINT NAME: _____

Note 1. Identify your validated Authorized Official, or if none, identify Authorized Official and have them register as a new user before submitting. A newly registered Authorized Official will be validated when the organization is validated.

ATTACHMENT C

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

Name of RFP: **Medicare Improvements for Patients and Providers Act (MIPPA):**

2023 Medicare Special Benefits Outreach and Enrollment Assistance

County of Grant Award: _____

Incorporated Name of Applicant:

Type: Public _____ Profit _____ Non-Profit _____ Hospital-Based _____

Federal ID Number: _____

Charities Reg. Number (if applicable): _____

Address of Applicant:

Contact Person: _____ Title: _____

Phone: _____ Fax: _____

Email: _____

Total dollar amount requested: _____ Fiscal Year End: _____

Funding Period: From _____ to _____

Authorization: Chief Executive Officer (printed name):

Signature: _____ Date: _____

ATTACHMENT D

Annex B Schedule 4

The purpose of the Annex B: Contract Information Form is to provide general information about the provider agency, the contracts it has with the Department and other organizations and agencies, and the services it provides.

Report on Schedule 4 any budgeted or actual purchases from related organizations. A related organization is one under which one party is able to control or influence substantially the actions of the other. Such relationships include but are not limited to those between (1) divisions of an organization; (2) organizations under common control through common officers, directors, or members; and (3) an organization and a director, trustee, officer, or key employee or his/her immediate family, either directly or through corporations, trusts, or similar arrangements in which they hold a controlling interest.

Costs of services, facilities, and supplies furnished by organizations related to the provider agency must not exceed the competitive price of comparable services, facilities, or supplies purchased elsewhere.

Additional explanation and all forms related to the Annex B are located at <http://www.state.nj.us/humanservices/olra/ocpm/resources/manuals/index.html> under SECTION 5- Standard Contract Fiscal Annexes.

NOTE: Submit a completed Schedule 4 only if applicable.

Attachment E - 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, affectional 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, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. 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, color, 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

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**

Attachment F – 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 Medicare Improvements for Patients and Providers Act: 2023 Medicare Special Benefits Outreach and Enrollment Assistance (“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