

New Jersey Department of Human Services

Division of Developmental Disabilities

**REQUEST FOR LETTERS OF INTEREST TO BE ADDED TO A PROVIDER READY DIRECTORY**

**QUESTIONS & ANSWERS**

1. *Are letters of interest being accepted for support coordination agencies?*
  - a. Letters of interest are being accepted for residential and/or day service agencies only.
  
2. *Will all providers have an opportunity to see the questions and answers once they are distributed or will they only be available to providers who have specific questions? While the RFP seems straightforward and I do not have any questions at this time, I would like to ensure I am on the distribution list for the Q&A as \*\*\* does intend to submit an RLI.*
  - a. Yes. All questions and answers will be publicly posted at <https://www.state.nj.us/humanservices/providers/grants/rfprfi/index.html>
  
3. *In answer to the "written assurance of a non-discrimination policy", should we attach a separate attestation statement?*
  - a. While a provider may choose to provide a separate attestation statement, completion of Attachment B, "Statement of Assurances and Certifications" will suffice as written assurance of a non-discrimination policy.
  
4. *Question #1 – if you do not provide licensed provider-managed residential services at this time, can you still respond to the RLI?*
  - a. Yes. A provider may be included in the directory so long as they are eligible and able to meet the standards for licensure at the time services are requested.

***Section IV, a.*** first bullet – *“assume service delivery for residential and day program opportunities”*

*Question #2 – can this be changed to “assume service delivery for agency approved Supports and Community Care Program services?” Or just “day program opportunities?”*

- a. This request for letters of interest is to assume service delivery for residential and day program opportunities.

*Question #3 – are the last four bullets of this section supposed to be on the Board resolution or in the separate letter of interest?*

- a. The last four bullets of **Section IV, a.** should be included in the Board letter and/or CEO letter of support.

**Section IV, c.**

*Question #4 – does the 10 pages include the Board resolution and Attachment A & B?*

- a. The full submission, including the Board Resolution and Attachments A&B should not exceed 10 pages.

*Question #5 - can the submission be a PDF or Word document?*

- a. The submission may be either a PDF or Word document.

5. *In regards to the Request for Letters of Interest to be Added to Provider Ready Directory, we have a question: Can we designate separate counties for our interest in Residential vs. Day Program?*
  - a. As this is a combined application for day and residential, an interested agency should indicate the counties they would provide one or more services in. At the time the service is needed, the provider will be contacted and will have the opportunity to decide whether they are interested in proceeding at that time.
6. *Is this specifically for providers who provide services in DDD Residential and Day facilities only?*
  - a. This directory is being established to identify DDD/Medicaid providers who are readily available to assume service delivery for residential and/or day agencies. All applicants that meet the eligibility criteria described in Section III are encouraged to apply.
7. *On page 8 of the directory the last bullet states “Describe plan to provide support services throughout the transition” Does this pertain to administrative staff supporting the transition or SDP’s who will be directly providing the supports to the individuals as well as client specific training?*
  - a. This question asks about the plan to provide support services throughout the transition. This may include administrative oversight, staff training, and the overall plans of how the new provider will support the individuals and families through the change of residential and/or day providers.
8. *The RLI dated December 18 includes a January 15 deadline for receipt of letters. One of the requirements is a full written Board of Directors signed resolution. I believe that there should be a recognition that boards will likely not be meeting before then. For instance, our Board meets next on February 16. Perhaps there could be an opportunity for not-for-providers to submit the board resolution within 90 days. This would provide ample time to recognize boards’ schedules and deliberate, especially at this challenging time.*

- a. The deadline to submit for the initial directory is January 15, 2021. In order to be eligible for consideration, all Letters of Interest must include the items listed in the RLI including a signed resolution from the full Board of Directors.
9. *The RLI document states that providers should have the ability to assume services within 30 days. Does the 30 days begin once the provider commits to take over the operation and key information is provided by the Division? Does this assume that transfer of property and requirements for staff background checks and hiring to fill vacancies may require additional time?*
- a. Each circumstance will likely have different factors, but the underlying objective is to ensure the health and safety of the individuals served. Providers must have the ability to assume service delivery within 30 days or less of contact by the Division to meet those health and safety needs. Every effort will be made to allow for more than 30 days, but providers must be prepared for circumstances that will not allow that.
10. *\*\*\* is seriously considering applying to become a member of DDD's Provider Ready Directory. However, in completing our due diligence, and fully advising our Board of Directors of this opportunity, we have the following questions:*

*Will interested Providers have the opportunity to specify the size of operations they are willing to take on?*

- a. Yes. This can be stated in the Letter of Interest.

*You have referenced required involvement in negotiations around the acquisition, capital issues, possible bankruptcies, and/or receiverships. However, personnel liabilities, damage liabilities, and other civil litigation matters have not been referenced. What is the position of the State regarding a Provider's refusal to entertain acceptance of any such liabilities? Furthermore, will the State enforce full disclosure of any such matters to Providers considering an operational takeover?*

- a. Personnel liabilities, damage liabilities and other civil litigation matters should also be included in the negotiations related to the transfer of operations. The Division will disclose all known information. It is expected that the terms of each transfer will be negotiated through the providers and legal matters reviewed through their individual counsel.
11. *How many signatures are required on the Board Resolution? With the next \*\*\* Board meeting not scheduled until the 18th, the holidays upon us, and the board working from remote locations, I am concerned I may run into some difficulty.*
- a. The board resolution must be signed by the full Board of Directors and include all of the information listed in Section IV(a) of the RLI.
12. *The deadline for receipt of letters is January 15th, 2021. If we don't submit our letters by this date due to any unspecific reason will we ever be able to submit an application in the future? Or is this the only time for the foreseeable future where applications of this kind will be accepted?*

- a. The deadline for the receipt of Letters of Interest for the initial Provider Ready Directory is January 15, 2021. Thereafter, Letters of interest will be accepted on a rolling basis for other potential opportunities to be added to the Provider Ready Directory.

13. *RE: IV a., the first bullet point. Is a full written Board of Directors signed resolution indicating support required of For Profit organizations or simply follow the instructions under the second point under IV a.?*

- a. A For-Profit provider may follow the instructions indicated in bullet #2 of **Section IV, a.**

14. *RE: Attachment B (page 17 of solicitation) statement of explanation regarding any and all involvement in litigation, criminal or civil – Is the time frame for what is current, in the last year, or other? Also, is this specific to New Jersey operations?*

- a. The statement of explanation regarding any and all involvement in litigation shall include all involvement, current and past and for all operations delivered through the organization, regardless of location.

15. *As directed in the Request for Letters of Interest for DDD Provider Ready Directory, we respectfully submit the following questions:*

*Per page 3, paragraph 1, “develop a directory of DDD/Medicaid providers who are readily available to assume service delivery... in the event that a provider is no longer viable,... no longer engag[ing] in service provision, or loses its ability to be an ... authorized vendor of services and is [not] able to secure a successor independently,” please clarify if individuals to be served will come from the Developmental Centers or only from other providers.*

- a. This directory shall be used to secure service provision for residential and day community programs, not state operated developmental centers.

*Per page 7, Section III: Please verify that only a statement of compliance; that **proof** of licensing, good standing certification, and business registration (i.e., copies of documents) are not required.*

- a. A statement of compliance is required. At such time that an agency is contacted to assume service delivery, they will need to be in compliance with all licensing requirements, including business registration, etc.

*Per Page 8, Section IV, a.: If vendor is a for-profit entity, please clarify if the first bulleted item, “full written Board of Directors signed resolution,” is **required in addition to** the letter from the President, as required in the second bullet.*

- a. A For-Profit provider may follow the instructions indicated in bullet #2 of **Section IV, a.**

*Per page 9, item c.: Please clarify if respondents can use a font size smaller than 12 point for charts, graphs, captions, and tables.*

- a. A font size smaller than 12 point is acceptable for charts, graphs, captions, and tables. The body of the letter of interest should be in "Times New Roman" or "Georgia" font size 12.

*Please clarify if reimbursement is available in supplemental rates we received now.*

- a. There are no funds associated with this letter of interest. Payment for services rendered will be through Medicaid fee for service claims and based on the established payment rates at the time of service delivery.

*Please clarify if requests for service include a no eject/no reject policy for individuals or assets.*

It is expected that a successor agency would serve all individuals with a no eject/no reject policy. Assets will be reviewed between the existing and new provider. If the asset is secured through a capital agreement with the NJ Department of Human Services, the new provider will be required to enter into a capital agreement to said asset.

*Please clarify parameters of expectations of receiving vendor. What options exist to recoup expenses if assets have physical plant deficiencies?*

- a. This RLI infers no funds associated with this transfer.

*16. If the applicant agency does not have three years' experience with the NJ Office of Licensing, can an extensive history and good standing with licensing in adjoining States be substituted so long as the agency agrees to comply with all NJ Standards for Community Residences?*

- a. Yes.

*17. Is the Signed Full Board Resolution considered a **separate attachment to a full submission** (i.e. 10-page Signed letter of interest, Signed Full Board Resolution, Provider Ready Application, Statement of Assurance & Certification), or is it **one of the 10-pages of the letter of interest** (i.e. 10-page Signed letter of interest that includes a signed Full Board Resolution, Provider Ready Application, Statement of Assurance & Certification)?*

- a. The signed board resolution, provider ready application, and statement of assurances are to be included within the 10 page submission.