

NEW JERSEY DEPARTMENT OF HUMAN SERVICES

Division of Aging Services

Request for Proposals

Senior Wellness Pilot Program Grant

**Louise Rush
Assistant Commissioner**

December 2, 2025

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I. Purpose and Intent

The Senior Wellness Pilot Program grant seeks to enhance social connections and support for older adults and people with disabilities at risk for social isolation to their communities. Social participation and inclusion are vital components of an age-friendly New Jersey and can mutually benefit the health and wellbeing of both socially isolated older adults and the people who interact with them. The program is designed to advance efforts that enable sustained social connections among this at-risk population, resulting in measurable improvement in wellbeing.

This Request for Proposals (RFP) is issued by the Department of Human Services' (DHS) Division of Aging Services (DoAS) and seeks bidders to provide the services described in this RFP beginning March 1, 2026 and ending on February 28, 2027. Contingent upon available appropriations, and with funding and oversight provided by DoAS, grantees will undertake wellness initiatives. This grant 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 social isolation older adults, other homebound individuals, and residents of institutional settings.

A total of four million dollars (\$4,000,000) is available through this RFP. All grants are contingent upon funding availability.

Grants may be awarded up to \$250,000 per grantee for a total of \$4,000,000. There is not a fixed number of grants that will be awarded. Funding will be allocated to applicants with the highest scores.

Grant determinations will be made by DoAS and awarded grants will be provided directly to successful bidders by DoAS. Bidders may not apply for, nor be awarded, more than one grant. Bidders who apply for multiple grants will have each proposal rejected.

The following summarizes the anticipated RFP schedule:

December 2, 2025	Notice of Funding Availability
December 16, 2025	Deadline for submission of questions (3:00 pm)
January 13, 2026	Deadline for receipt of proposals (3:00 pm)
TBD	Preliminary grant award announcement

Any prospective bidder may submit questions to Doas.Grants@dhs.nj.gov. No questions will be directly answered. Rather, all questions submitted prior to the deadline of December 16, 2025 at 3:00 pm 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/rfpri/>.

II. Background and Population to Be Served

The Senior Wellness Pilot Program Grant is designed to build capacity for community initiatives that will improve socialization and support the health and wellbeing of older adults, individuals with disabilities who are homebound, and residents of institutional settings in New Jersey.

Social isolation is often conceptualized as a deficiency in the quality and quantity of interpersonal relationships and has been shown to have a negative impact on various health indicators and contributes to increased mortality rates.

The New Jersey DHS Social Isolation Study, published in April 2023, found that an estimated 44% of New Jersey's older adult population is socially isolated. Social isolation in older adults, which has been found to be more common in people with lower income and who lack transportation, among other factors, has been found to lead to adverse physical and mental health outcomes. In 2024, DHS published the [New Jersey Age-Friendly Blueprint](#) that provides a framework to make communities in the state more inclusive and improve the lives of older adults. Social participation is among the top six areas highlighted in this framework, because it fosters continued integration of older adults into society at large and helps them stay engaged with and informed about the world around them. Helping older adults socialize with other age groups and cultures in their communities is a mutually enriching endeavor.

Social opportunities for older adults and people with disabilities should be tailored for those at most at risk for social isolation including but not limited to those who are homebound and individuals living in long-term care facilities. Individuals who are homebound can benefit from personalized visit programs and integrating new programming into existing supports such as caregiver visits and meal-delivery services. In addition to its social benefits, volunteering can strengthen communities by building resilience in disasters or emergencies. According to ACL, older adults nationwide volunteer almost two billion hours each year, providing over \$56 billion in economic value. Collaborations with institutions of higher education can also establish mutually beneficial social and learning programs for older adults and younger students, fostering intergenerational connections and enhancing community ties.

Some older adults and people with disabilities face significant challenges in identifying, managing, and maintaining social connections and leisure activities, especially as they age or acquire new functional limitations. These individuals benefit greatly from skilled evaluations and professional intervention to learn how to adapt their environments and activities, develop new skills, and/or receive support to initiate and access new activities. This support can enable new and sustained participation in desired activities and events both at home and in the community.

Additional information can be found in the [DHS Social Isolation Report](#) as well as the [Age-Friendly Blueprint](#).

III. Who Can Apply?

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

- The bidder must be a nonprofit or governmental entity;

- The bidder may be a current recipient of DHS grant funding, including the Age Friendly Community Grants, but must demonstrate that their proposed grant activities do not overlap in any way with their existing DHS-funded projects;
- 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

- **Senior Wellness Pilot Program Grant:** Grants are available for governmental or nonprofit entities to implement an initiative that improves socialization and support the health and wellbeing of older adults, individuals with disabilities who are homebound, and residents of institutional settings. Bidders should align their programs with findings in the Department of Human Services' [Age-Friendly Blueprint](#) and [Social Isolation Report](#). These grants are intended to incubate or enhance efforts that both tangibly decrease social isolation among participants and provides data that influences grantees' work in the future.
 - Wellness Grants may not exceed \$250,000.

Allowable Costs:

The following costs are considered allowable under Senior Wellness Pilot Program Grant 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
- Equipment purchase

Capital improvements and vehicle purchase or modification, including, but not limited to, those that are in direct service to the proposed program or activity, are prohibited.

No funds from the 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_file_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 the 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 February 28, 2027. 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;
- 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.

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 funds and 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 initiative from any existing programs funded.

Proposal Expectations

The Senior Wellness Pilot Program Grants are intended to advance efforts that result in tangible and sustainable transformations of policies, systems, and environmental conditions to address social isolation among older adults. The following should be included as part of every proposal:

1) Plans to facilitate social interaction

- This should include an overview of how you aim to identify socially isolated individuals in your service area, the outreach you intend to perform to these individuals, and how your proposal will facilitate social interaction with the goal of improving health and wellness. Any familiarity with local populations of socially isolated individuals, as well as a history of successful implementation of social isolation prevention programs, should be included if possible. If you are requesting funding for a social isolation prevention program that is currently offered by your organization, describe your participation levels over the past twelve months as well as any plans your organization may have to increase enrollment.
- Plans should also describe how these efforts will specifically target socially isolated individuals who are homebound or are underserved by current efforts, including (but not limited to) non-English-speaking residents. If the model you propose requires communication or collaboration with participants' healthcare providers, family members, or other community members, please describe how this can be accomplished while preserving confidentiality if necessary.
- Describe any elements of your plan that involve the promotion of intergenerational relationships.

2) Plans to continuously engage participants

- Decreasing social isolation in a way that leads to improved health and wellness outcomes is best accomplished through the consistent connection of socially isolated individuals to others. Your plan should describe how you intend to retain participants session to session, whether it be through program structure, one-on-one partnerships, or other methods. If prior initiatives have given you insight into how this could be performed, please include that information.
- 3) Plans to perform outreach to socially isolated and homebound individuals
- Successful plans will not limit activities by homebound individuals to participation in virtual activities.
 - Employ strategies to increase participation from older adults who do not regularly participate in health promotion or other social engagement activities, including, but not limited to, those who do not have access to health promotion or other social engagement activities in their immediate neighborhood or whose language and culture may present a challenge to participation.
- 4) Plans for communication and outreach
- In addition to performing outreach to socially isolated individuals, including homebound and underserved populations, please describe how you plan to spread information about this program across your service area for the purpose of enabling partnerships, recruiting volunteers, and encouraging participation, among other reasons.
- 5) Plans to measure participant progress
- Outline how you will measure initial levels of social isolation among participants, track changes across the program length, and report the resulting impact. If these measures are evidenced based or built from prior experience, please indicate this in the written narrative. Please describe both the specific performance measures you will use, including questions you intend to ask, and the methods used to record and gauge these measures, including who will be administering the evaluation. Also describe the data security measures you will use to store and protect personally-identifying information to ensure individual participant information is kept secure and confidential.
 - Describe how you plan to incorporate these findings into your future activities.
 - i. Successful applicants will be required to share program outcome results prescribed by their social isolation prevention model, and the results of any additional outcome assessments implemented by the organization. Please describe the format in which outcomes will be reported to the Division.

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 Wellness program.

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 February 28, 2027. 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.

Required Attachments:

The following items must be included as appendices with the bidder's proposal. Please note that if items 8-19 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 Iran (www.nj.gov/treasury/purchase/forms.shtml);
9. Current State of New Jersey Business Registration. Bidders can obtain a copy at https://www1.state.nj.us/TYTR_BRC/jsp/BRCLLoginJsp.jsp; for an entity doing business with the State for the first time, it may register at <http://www.nj.gov/treasury/revenue>;
10. Department of Human Services Statement of Assurances (RFP Attachment E);
11. Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (RFP Attachment F);
12. Statement of Bidder/Vendor Ownership Disclosure (www.nj.gov/treasury/purchase/forms.shtml);
13. Certificate of Non-Involvement in Prohibited Activities in Russia and Belarus (<https://www.nj.gov/treasury/purchase/forms.shtml>);
14. Disclosure of Investigations and Other Actions Involving Bidder (<https://www.nj.gov/treasury/purchase/forms.shtml>);
15. Pursuant to Policy Circular P 1.11, 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;
16. All interim financial statements prepared since the end of the bidder's most recent fiscal year. If interim financial statements have not already been prepared, provide interim financial statements (balance sheet, income statement and cash flows) for the current fiscal year through the most recent quarter ended prior to submission of the bid;
17. Most recent single audit report (A133) or certified statements (submit two [2] copies).
18. Department of Human Services Commitment to Defend and Indemnify Form (Attachment G);
19. Any other audits performed in the last two (2) years (submit two [2] copies); and
20. 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.Grants@dhs.nj.gov no later than 3:00 P.M. ET on January 13, 2026.

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 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.

VII. Review Criteria

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

- 1) Project Focus and Scope (25 points)
 - Proposal demonstrates how the project will facilitate social interaction among older adults who are socially isolated and people who are homebound. (10 pts)
 - Proposal demonstrates knowledge of social isolation patterns and socially isolated residents in service area based on prior experience. (5 pts)
 - Proposal demonstrates methods for identifying older adults and homebound individuals in the service area (5 pts)
 - Proposal includes elements that promote intergenerational interaction and relationships. (5 pts)
- 2) Project Execution (25 points)
 - Proposal includes measurable indicators of progress for 3, 6, and 9-month timeframes (5 pts).
 - Proposal includes a work plan with specific outcomes that correspond to organization's available resources and demonstrated capacity. (5 pts)
 - Proposal demonstrates how to decrease social isolation among underserved populations in service area, including, but not limited to, non-English-speaking residents. (5 pts)
 - Proposal demonstrates effective ways to support homebound individuals, especially through methods that extend beyond virtual or remote participation in activities. Proposals providing no in-person activities will receive no more than 1 point in this category. (5 pts)
 - Proposal illustrates strategies to continuously engage participants in efforts once identified and incorporated into program. (5 pts)
- 3) Organizational Capacity, Partnerships, and Sustainability (20 points)
 - Proposal demonstrates bidder's prior experience with efforts to decrease social isolation and outlines relationship with social isolated population, including the qualifications or credentials of staff or volunteers leading the initiative and providing services/intervention. (5 pts)
 - Proposal demonstrates bidder's capacity to deliver the project within the grant timeline. (5 pts)
 - Proposal includes a description of efforts to survey social isolation among participants,

including what elements of social isolation will be measured and how participants will be surveyed. (5 pts)

- Proposal describes how the above survey results will be integrated into future activity and/or procedure. (5 pts)

4) Outreach (10 points)

- Proposal outlines a communications plan that will raise awareness of the effort in a sustained manner across the service area. (5 pts)
- Proposal describes how bidder will perform outreach to homebound and underserved populations in service area and incorporate them into program activities. (5 pts)

5) Budget (20 points)

- The proposal budget clearly describes budget categories and fund allocation is consistent with the organizational capacity. (10 pts)
- The proposal budget and fund allocation is appropriate for the proposed scope of work. (5 pts)
- 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. (5 pts)
 - Please use the Proposal template (Attachment B) and Budget Summary Template (Annex A) provided for the budget proposal.

VIII. 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 eligible to be awarded a grant unless it achieves a minimum total score of 60.

In the event of a tie, DoAS may give preference to applications that contribute to a more equitable geographic distribution of funds, especially targeting underserved or high-need areas; applicants who have not previously received funding; applications that present the most innovative solutions or approaches, particularly those that can be scaled or replicated for broader impact; and applications that shows stronger capacity for project sustainability and/or demonstrates greater cost-effectiveness.

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 (<https://www.nj.gov/humanservices/olra/contracting/policy/>).

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

IX. 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/rfpri/>.

The written request must set forth the basis for the appeal. Appeals must be emailed to Doas.Grants@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.

X. 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: _____

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:

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)
2. Bidders should describe their project idea, the evidence or past experience that informs it, and measurable outcomes of its progress. Please provide a brief profile of social isolation among older adults in your service area. (1-2 pages).

Bidders are encouraged to include the following types of information in their profile:

- Background information on socially isolated older adult demographics within the service area for the proposed initiative. This background does not need to be a highly complex analysis but should be based on your experience working in your service area.

If applicable, the other organizations you have partnered with in the past to paint a more complete picture of social isolation in your service area, as well as a summary of the information gained from these relationships.

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

1. What are your most recent or current efforts to decrease social isolation among older adults in your services, including the specific populations or demographics you are currently assisting? Please also describe how your proposal seeks to improve upon these efforts.
2. How will you perform outreach to homebound or underserved populations? Please describe how you will identify these populations, communicate with them, and engage them in your program.
3. What sort of communications plan will you undergo to publicly promote your initiative to the general population of your service area?
4. How do you plan to retain participants in your proposed initiative over the extent of your project period? Please describe your ideas pertaining to the retention of both the socially isolated individuals helped and the volunteers or staff engaging in the program.
5. How do you plan to measure improvements to the health and wellbeing of the socially isolated individuals helped by your initiatives? How do you plan on using this information to inform future efforts beyond the grant period? Please describe what data points you intend to measure, your data safety procedures, and any other information that may be relevant.

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 – March 1, 2026 - February 28, 2027			
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 Senior Wellness Pilot 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 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; 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.