

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED

REQUEST FOR PROPOSALS

The “EDGE” Program

Employment, Development, Guidance & Engagement

For Transition-Aged Students who are Blind, Visually Impaired & Deaf Blind

October 5, 2022

Dr. Bernice Davis, Executive Director
New Jersey Commission for the Blind & Visually Impaired

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I. Purpose and Intent

This initiative is funded through the federal Vocational Rehabilitation grant awarded to the New Jersey Department of Human Services (DHS), Commission for the Blind and Visually Impaired (“CBVI” or the “Commission”). CBVI is pleased to release this Request for Proposal (RFP) for the development and implementation of a curriculum of activities which promote independence and self-awareness, for transition aged high school students, (14-21), and college undergraduate students in preparation for employment and transition to adulthood. These two programs called EDGE 1.0 and EDGE 2.0 are described more fully in the Contract Scope of Work section, below. The total funding availability is up to \$1.2M per year, subject to State appropriations. A total of one (1) award will be made to provide services statewide.

This contract awarded for this initiative will be for two years.

This funding will be through a fee-for-service model. Contract renewal is possible, dependent upon program success, client needs, and availability of funding.

No funding match is required; however, bidders will need to identify any other sources of funding, both in-kind and monetary, that will be used. Chosen bidder(s) may not fund any costs incurred for the planning or preparing a proposal in response to this RFP from current DHS/CBVI contracts.

The following summarizes the RFP schedule:

October 5, 2022	Notice of Funding Availability
October 12, 2022	Bidder’s Conference
October 19, 2022	Questions on RFP Due - no later than 4:00 p.m. ET
October 31, 2022	RFP due to CBVI by 4:00 p.m.
November 7, 2022	Preliminary award announcement
November 10, 2022	Appeal deadline
November 15, 2022	Final award announcement
January 2, 2023	Anticipated contract start date

II. Background and Population to be Served

Background

CBVI is the Designated State Unit in New Jersey responsible for providing a full range of services to individuals who are blind, visually impaired, and deaf-blind to facilitate their integration into the mainstream of social and economic life. The agency’s mission is to promote and provide services in the areas of education, employment, independence and eye health through informed choice and partnership with persons who are blind or visually impaired, their families and the community. The Commission also assists blind, visually impaired, and deaf-blind citizens to realize their full potential by developing skills of independence and securing employment. It also seeks to assure them treatment as

individuals with dignity and worth who are fully integrated into their community.

CBVI recognizes three (3) major thrusts in carrying out this mission:

- (1) Providing specialized services to the blind, visually impaired, and deaf-blind;
- (2) Educating and working in the community to reduce the incidence of vision loss; and,
- (3) Improving attitudes of the general public toward and concerning this population.

The services and programs that CBVI offers are: Project BEST – Eye Health Services, Assistive Technology, Independent Living, Joseph Kohn Training Center, Business Enterprise New Jersey and for the purpose of this RFP, Education and Vocational Rehabilitation Services.

Educational Services: CBVI provides Education Services from birth through high school years to eligible children and their families. These services are designed to enable students who are blind, visually impaired, and deaf-blind to integrate and participate with their sighted peers in regular classroom activities. CBVI also offers special services to students with complex disabilities, as well as students with vision and hearing loss, to address their special education needs related to blindness or vision-impairment. Services include assessing a student's abilities, consulting with family members, offering guidance to staff and therapists, and providing adaptive equipment and materials through the CBVI George F. Meyer Instructional Resource Center to accommodate the student's needs in the classroom.

Vocational Rehabilitation Services: CBVI provides Vocational Rehabilitation services to adults who are blind, visually impaired, and deaf-blind with the goal to develop, acquire or update skills that will help them secure and maintain suitable employment. This may include obtaining jobs in a wide array of competitive career fields like law, education, business, technology, as well as self-employment and other occupations. Services also include training about the operation of a business, provision of supportive employment services, and/or management of their own homes. Services are also provided to young adults transitioning from high school to work or college, students attending college, those adjusting to vision loss, unemployed workers, and individuals in job jeopardy due to vision loss.

CBVI is looking to collaborate with a provider to create capacity of certain services for students who are visually impaired, blind, and deaf-blind. The service population to be served in this contract shall include:

A. Service Population

1. A maximum of one hundred and twenty (120) transition-aged, high school and college students under CBVI sponsorship ages fourteen (14) to twenty-one (21) who are eligible or potentially eligible for vocational rehabilitation services;
 - a. EDGE 1.0 will serve a maximum of 85
 - b. EDGE 2.0 will serve a maximum of 35
2. Students with the desire, and demonstrating the potential, to improve skills of independence, and access employment as a goal; and,
3. Individuals with diverse disabilities, co-existing with blindness, vision impairment, or deaf-blindness, e.g., those with mobility devices such as wheelchairs, complex medical needs, and intellectual/developmental disabilities.

III. Who Can Apply?

To be eligible for consideration for this RFP, bidders must meet or agree to the following requirements:

- Organized as (a / an):
 - Community-based organization;
 - Public or private college or university;
 - Public agency of local or State government; or,
 - Institution, association, business, or other entity (either for-profit or not-for-profit).
- Eligible to provide services in New Jersey.
- The bidder must be able to demonstrate and describe prior experience in successfully providing services to the target population.
- Have experience providing vocational and independent living services to adults and youth, aged 14 - 21 years, who have multiple disabilities;
- The bidder must be willing to accept into service all individuals identified by CBVI.
- The bidder must have all outstanding Plans of Correction for deficiencies submitted to CBVI for review.
- The bidder must be able to comply with the scope of services, program requirements and skilled staff to provide the services outlined in this request for proposal.
- Demonstrate financial and programmatic ability to deliver services required by this RFP.
- Ability to coordinate services Statewide, covering all twenty-one (21) counties in New Jersey and have access to and familiar with services in all counties;
- Adequately address career development and adjustment needs of transitioning high school students who are visually impaired, blind, and deaf-blind.
- Ability to organize and integrate individual and group activities for program

participants;

- Ability to interact and work closely with CBVI staff, including Transition Counselors, teachers of the Blind and Visually Impaired, and administrative staff;
- Ability to work cooperatively with employers, school districts, teachers, and others while providing services to referred students upon request by CBVI;
- Ability to provide required reports and any other data in a digital format to CBVI;
- Has current knowledge and experience with implementation of all required services to be rendered;
- Demonstrates suitable qualifications of staff proposed to administer the program;
- Ability to serve non-English speaking students, including individuals who are deaf-blind and use American Sign Language as their primary mode of communication;
- Capacity to implement and manage the required programs to the target population;
- Ability to maintain confidentiality of records and client information per the Health Insurance Portability and Accountability Act (HIPAA);
- Ability to comply with the terms and conditions of the Department of Human Services' rules and regulations as specified in the Standard Language Document and the DHS Contract Policy and Information Manual and the Contract Reimbursement Manual on the DHS website at:

<https://www.state.nj.us/humanservices/olra/contracting/policy/>

- The bidder shall comply with CBVI's monitoring and evaluation procedures.
- The bidder shall *not* discriminate in providing services to consumers based upon age, race, creed, national origin, sex, disability, or financial policy.
- The bidder shall have an approved policy and procedure manual.
- The bidder shall be in compliance with all applicable DHS and CBVI Circulars, policies, and procedures.
- The bidder shall be fiscally viable based upon CBVI's assessment of its audited financial statements.

Note: If, in CBVI's sole discretion, a bidder is determined to be insolvent or to present insolvency within the twelve (12) months after bid submission, CBVI will deem the proposal ineligible for contract award.

- The bidder shall not appear on the State of New Jersey Consolidated Debarment Report at <https://www.state.nj.us/treasury/revenue/debarment/debarch.shtml> or be suspended or debarred by any other State or federal entity from receiving funds.
- The bidder shall not employ a member of its Board of Directors in a consultant capacity.
- Pursuant to *New Jersey Statutes Annotated (NJSA) § 52: 32-44*, a for-profit bidder and each proposed subcontractor shall have a valid Business Registration Certificate on file with the Division of Revenue before the contract can be awarded. The Business Registration Certificate may be obtained on the Division of

Revenue's website located at:

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

This requirement does not apply to non-profit organizations, private colleges and universities, or to State or local agencies.

- The non-public bidder shall demonstrate that it is incorporated through the New Jersey Department of State, and shall provide documentation of its current non-profit status.
- The bidder must have a governing body that provides oversight as is legally permitted. No member of the Board of Directors may be employed as a consultant for the successful bidder.
- The bidder has the option to attend the Bidders Conference.

IV. Contract Scope of Work

Note: The awardee must not espouse an opinion or lobby of at any time during the contract term in violation of state policy.

A. General Description of EDGE Program

EDGE: Employment, Development, Guidance, & Engagement

Employment

The emphasis of the program is to introduce students to employment and the workplace, and allow them, with proper supports, guidance, and mentoring, to be successful in this area of their life. A range of work-based learning experiences, up to and including community-based, competitive, integrated work experiences, shall be facilitated to prepare students for successful employment outcomes while still in high school. Early work experiences have been shown to develop a number of valuable skills that can be used in adulthood to further career opportunities.

Development

Focus in this facet of the program will be on the acquisition and use of skills of independence to promote confident living in community, academic, and work environments. Students, who can effectively manage their age-appropriate personal affairs and home environments, travel comfortably in their communities, and access information and assistive technologies, are more likely to be ready for post-secondary education and employment outcomes.

Guidance

Mentoring by peers and employed blind adults plays a critical role in providing invaluable insights and supports for students to learn how to function within academic, community, and employment settings as blind, deaf-blind, or vision-impaired individuals. One-on-one and group mentoring needs to be developed, monitored, and nurtured to ensure supportive environments that

encourage personal growth.

Engagement

The EDGE program must create an environment that requires its participants to be fully engaged in an attitude of life-long learning and personal development. Goal attainment and personal achievement is possible when one is emotionally invested and committed to whatever one hopes to accomplish. Attitudinal barriers and misperceptions about blindness must be confronted through thoughtful dialogue among program peers and administrators and via challenging group activities to build confidence and encourage students to reach their potential.

The EDGE program will be a year-round program serving consumers who are receiving Pre-Employment Transition Services (Pre-ETS) from CBVI. The provider shall ensure participants develop and use skills of independence (i.e., travel, personal management, technology, interpersonal communication, problem solving, advocacy, and self-awareness) through engaging in community-based activities to develop career awareness in preparation for employment.

Further, the provider shall engage participants in community work experiences to practice and further develop skills of independence, and to acquire general work skills.

1. Levels of work-related opportunities organized and developed by the provider shall include, but not be limited to:

- Job shadowing (no stipend);
 - Job coaching;
 - Volunteer in a community setting (travel stipend);
 - Development of work experience opportunities;
 - Work experience - will be paid a stipend equivalent to minimum wage. (job sampling / internship);
 - Summer paid work experience (travel stipend + award recognition); and,
 - Part-time / year round employment (travel stipend + award recognition).
- The CBVI Counselors shall include travel stipends in students' IPEs if appropriate and eligible. The CBVI Counselor shall also arrange for job coaching if required by a student to participate in the work experience. Thus, the two aforementioned responsibilities will not fall on the scope of this contract.

2. Service Areas

The chosen provider shall provide services to CBVI consumers who are:

- Current statewide students in high school and college or other post-secondary educational programs; and,

3. Program Referral Protocols

- a. CBVI Transition Counselors shall recommend appropriate students to participate in the Program.
- b. CBVI shall mail/email information and interest letters to parents of perspective participants, inclusive of a release of information.
- c. Interest letters returned shall be reviewed and recorded by the CBVI Statewide Transition Supervisor.
- d. Students shall then be referred directly to the contracted provider via an interagency referral form.
- e. Upon receipt of an initial referral from CBVI, the contract provider shall email the CBVI Transition Counselor and Program Coordinator and a date for a proposed first contact with the student.
- f. The contract provider shall engage parents and the students to conduct intake and begin participation in the Program.

4. Contract Provider Agency Terms of Services

- a. Students shall be assigned to a Regional Coordinator, who shall arrange for students to engage in program activities individually or in small groups, which promote the objectives of the EDGE program.
- b. The contracted provider shall work within student schedules, necessitating evening, after-school, and weekend hours as needed.
- c. If the student's parent/guardian or other designated individual is unable to transport the student to the EDGE program, then the contracted provider shall bear the responsibility to provide transportation.
- d. Any additional services requested outside of the terms of the contract shall be directed to the CBVI Statewide Transition Supervisor, such as:
 - Providing reports to any parties other than CBVI;
 - Providing consultative or evaluative services to the employer, school,

family, or any other third party; and,

- Attending Individualized Education Plan (IEP) / 504 meetings or any other educational / employment planning meetings with any other third party.
- e. The contract provider shall sign a Business Associates Agreement in compliance with HIPAA to assure confidentiality of Protected Health Information.
- f. The contract provider shall be required to insure the following programmatic safeguards are implemented, and produce documentation upon request by the CBVI's EDGE Program Coordinator:
 - Criminal History Background Investigations shall be conducted for those employees of provider who have direct contact with the persons served by the provider. Such employees include, but are not limited to, consultants, interns, and seasonal employees.
 - All individuals who transport participants shall provide proof of driver's license and insurance coverage on an annual basis; and,
 - Provider staff and volunteers shall adhere to the rule of at least two (2) adults accompanying students at all times in transport vehicles, trips, meetings, group activities, etc.

5. Program Activities

The bidder shall describe in detail how they will develop a curriculum and implement into their program the following main goals of this contract.

- a. Self-awareness, which promotes the participant's self-awareness about disabilities and fosters positive attitudes toward blindness, including assertiveness techniques to facilitate self-advocacy and to communicate effectively to others about alternative methods used on a daily basis and solution-based methods for interacting in the workplace.
- b. Skills of independence that enable participants to learn about and improve their skills in the following areas:
 - Safe, independent travel;
 - Personal management;
 - Information / access technology; (assuring the information and technology is accessible for individuals who are blind, visually impaired

- or deaf-blind); and,
 - Literacy skills, i.e. use of Braille, large print, or other media as appropriate.
- c. Career and college exploration activities, which enable participants to increase their awareness of a wide range of fields of employment, labor market information, college and vocational training, employment protocols, develop soft skills, and job seeking skills.
 - d. Peer-to-peer supports (community based social activities, which are age-appropriate, and also facilitates the practicing of independence and self-advocacy skills).
 - e. Mentoring, with the opportunity to interact with adults with vision loss who are successfully employed in a variety of occupations. These interactions shall include group discussions on strategies for managing everyday tasks and negotiating the work environment. Successes, challenges, and methods for overcoming obstacles shall be highlighted to provide problem solving strategies. Mentors shall also engage students in activities to develop self-esteem, independence, and employability skills. Two (2) adults shall be present at all times during mentoring activities. The contract provider shall design mentoring protocols and provide training for individuals who are selected to serve as mentors.

The successful awardee shall work collaboratively with the Commission to ensure the activities and curriculum is in compliance with the Workforce Innovation and Opportunity Act (WIOA)

and federal regulations.

6. Parent Engagement / Training

- a. The contract provider shall describe in detail how they will develop a training curriculum to engage parents of program participants to learn about activities that promote independence. This may include, but is not limited to, development of a checklist of activities for parents to perform at home with students to facilitate their independence including: household chores; clothing management; meal preparation; and, negotiating public transportation.
- b. The contract provider shall describe in detail how they will encourage parents to volunteer to support the program, their child's skills development, and learn skills to carry over to the home environment.

The successful awardee shall work collaboratively with the Commission to ensure the activities and curriculum is in compliance with WIOA and federal regulations.

7. Benchmarks for Measuring Success

Milestone / outcome measurements will be applied to monitor the achievement of benchmarks for the program. A pre-test / post-test model will be applied to provide evidence-based measures of efficacy as a gauge of program success.

8. Program Milestone Measurements

The vendor shall describe how it will develop and implement methods for assessing student learning and success based upon program activities and curriculum and students' individualized goals and abilities. Assessments shall be done on an annual and continuous basis,

9. CBVI / Contract Provider Collaboration

- a. The contract provider shall describe how it will develop a regular schedule of structured / focused communication with CBVI administration and the Contract Administrator to insure proper oversight of implementation of program activities and meeting the terms of the contract at a minimum quarterly and annually.
- b. The contract provider shall provide CBVI Transition Counselors with progress updates and work collaboratively to address student concerns and student program compliance.
- c. The following CBVI staff members must be copied on all reports:
 1. Coordinator of Vocational Rehabilitation Services; Statewide Supervisor of Transition and Deaf-Blind Services; and, Contract Administrator.
- d. Quarterly reports shall be submitted in a digital format to the Program and Contract Administrator must provide a detailed account of specific program activities for all participants. Activities listed must be consistent with the core components of the program:

Employment and Higher Education; Independent Living and Community Engagement; independent travel skills; and, Self-Advocacy and Mentoring. Documentation of each activity must include total number of hours, total number of participants, and identify each participant by name. Reports must reference:

1. Participant's level of skill development toward the achievement of program milestone outcomes; and,
2. All participants' potential to engage in CBVI-sponsored Transition and VR services.

e. The provider must use reporting forms approved by CBVI and these forms will be sent via email unless other arrangements are agreed upon between the parties.

10. EDGE 1.0 Program

EDGE 1.0 will assist blind, visually impaired, and deaf-blind high school students in the five (5) required Pre-ETS areas:

- Work readiness / independent living skills;
- Self-advocacy;
- Job exploration counseling;
- Work-based learning experiences; and,
- Post-secondary and transition counseling.

EDGE 1.0 will achieve the following:

- 20 Competitive placements;
- 40 Stipend / volunteer experiences; and,
- 40 Work exploration experiences.

Workshop Curriculum:

Student Workshops:

The bidder shall describe how it will develop, and build workshops with progressive curricula that are in alignment with the learning goals and five required pre-employment transition services.

- Job exploration counseling;
- Work-based learning experiences, which may include in-school, after school, or community-based opportunities;
- Counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at Institutes of Higher Education;
- Workplace readiness training to develop social skills and independent living; and
- Instruction in self-advocacy, including peer mentoring.

Parent Workshops:

The bidder shall describe how it will develop, and build parent workshops that will reinforce student learning activities and encourage the development of independence

The Role of Community-Based Activities:

The bidder will describe how they will integrate community based activities in their curriculum to reinforce and provide hands on application experience.

Each event will have a connection to the theme of employment and independent living skills.

Examples of EDGE 1.0 Activities:

Self-Advocacy and Mentoring

- Accepting your blindness
- Blindness philosophy
- Introductions & meetings with blindness relevant organizations & vendors
- Emergency preparedness
- Requesting accommodations
- Effective communication
- Asserting independence
- Asking for assistance
- Accessible voting
- Social anxiety
- Bullying and Healthy relationships
- Getting clear & meaningful direction to a destination
- Adulting 101
- Peer Mentoring

Higher Education Counseling

- Panel of current college students and recent graduates
- Tips for social engagement and developing a campus network
- Disability support professionals Q&A
- Interacting with professors
- Disability Service Office & accommodations process
- Tour campus
- Financial aid and scholarships
- Applying to College/Admissions process
- Back to school stressors
- Online classes versus in-person

Job Exploration

- Career Interest and Values exploration

Counseling

- Labor Market Information
- Discussion of apprenticeships and other options for employment in skilled trades
- Workplace accommodations and the ADA
- Exploring careers with blindness professionals

Workplace Readiness Skills, including skills of independence

- Financial literacy, including money identification and management, budgeting, etc.
- Understanding workplace culture and etiquette
- Appropriate communication (verbal & written)
- Workplace behavior & conduct
- Workplace conflict resolution
- Work relationships & sexual harassment
- Foundations of healthy relationships and boundaries
- Intro to networking
- Social media etiquette/Internet safety
- Fashion, appropriate attire, & appearance
- Clothing care (laundry / ironing)
- Guide dogs
- Public Transit, Para Transit, and Rideshare options for travel
- Navigating unknown environments, including public and retail locations
- Resume and Cover Letter building
- Mock interviews and interview tips
- Time management & prioritization
- Using applications and technology
- Health, Nutrition, Fitness, and Wellness
- Cooking & food preparation
- Cleaning
- Shopping

Work-based Learning Experiences

- Informational Interview
- Job Shadowing
- Job Sampling
- Volunteer experience
- Competitive, integrated employment
- Paid/Unpaid internships

11. EDGE 2.0 Program

EDGE 2.0 Program Philosophy:

EDGE 2.0 considers every aspect of college life to be a building block in the establishment of a substantial foundation from which to launch a successful career of choice.

EDGE 2.0 will:

- i. Assist and serve blind, visually impaired, and deaf-blind college students;
- ii. Who have been accepted to a Delaware, New Jersey, New York, or Pennsylvania college or university;
- iii. To learn and apply the skills necessary to address the below five (5) indicators, which research has shown to be vital to successful college completion, for those who are blind, visually impaired, or deaf-blind:
 1. Connecting with the Disability Services Office;
 2. Communicating with professors;
 3. Utilizing information and assistive technology;
 4. Creating social connections; and,
 5. Learning effectively.
- iv. To overcome potential barriers; assimilate into campus life; achieve a respectable cumulative average; and, engage in experiences and relationships on and off campus, which will contribute to future career goals; and,
- v. Assist students in obtaining work-based learning experiences, such as internships, volunteer positions, or competitive placement, which are consistent with their future career goals.
- vi. The vendor shall describe how it will implement activities and curriculum around each of the pre-employment transition areas: Job exploration counseling; post-secondary education counseling; work-based learning experiences; instruction in self-advocacy; and, development of work readiness skills.

Intake & Assessment:

An intake and pre-assessment will be done with each college-bound high school graduate to establish a baseline to compare the post-assessment in order to provide quality measures.

Mentor Engagement:

Students will be assigned a mentor to provide guidance on academics, accessibility, job availability, transitioning into work, etc. via monthly interactions through phone, email, or texting.

EDGE 2.0 mentors will meet with their assigned students at least once a month via phone and in-person during orientation, winter and spring workshops. They will also meet as needed to discuss progress and strategize approaches to issues and opportunities. The vendor will describe in detail how it will implement a mentoring program, allowing students to associate with mentors in the area of their study who are who are blind, visually impaired, or deaf-blind.

Workshops:

Group meetings will convene three times a year: Prior to the start of the fall semester; during winter break; and, after the spring semester. These meetings will focus on employment, networking, college life, academics, and social skills. Workshops should be individualized and include topics such as student's vocational interests, career pathways, and local labor market information.

An orientation will also be provided during the summer for all new EDGE 2.0 students and will cover the program's goals, requirements, and participation.

Undergraduate Assessment and Planning:

The bidder will describe how they will implement the below assessment and planning criteria.

1. EDGE 2.0 career advisor will meet undergraduates at least 2 - 3 times per semester to review progress and be available virtually or by phone for additional support as needed.
2. Campus assessments will be developed to take into account more detailed information concerning campus layout, activities, population, and potential barriers.

Career plans will be developed with students to maintain a career-centered focus during college, track academic progress, and to set short

and long-term goals.

Action plans will be implemented for students who are academically at risk of losing funding or scholarships; or, those students at risk of being removed from an academic program, social organization, or college.

Employment Planning:

The bidder will describe how they will implement the below assessment and planning criteria

Undergraduates will receive instruction and guidance in: Networking; development of job materials (resumes, cover letters, and portfolios, etc.); advocacy and accessibility; and, on-the-job strategies and job coaching.

Undergraduates will be assisted in finding a work-based learning experience, such as an internship, volunteer position or part-time competitive integrated employment, when they are ready and interested.

Undergraduates will be provided with assistance in whatever placement is achieved.

EDGE 2.0 will achieve the following:

- 40 Competitive placements;
- 40 Stipend / volunteer experiences; and,
- 32 Work exploration experiences.

The Role of Local Education Authorities:

The EDGE 2.0 staff shall engage with the college and university disability services offices and teaching staff as necessary to solicit cooperation with any accommodations and assistance necessary, and to ensure EDGE 2.0 compliance with college and university policy.

The Role of the CBVI Transition / College VR Counselors:

CBVI transition and college counselors will refer eligible (up to age 21) graduating high school seniors and rising college sophomores and juniors to participate in the EDGE 2.0 Program.

CBVI college counselors will be available for consultation and to work collaboratively with EDGE 2.0 staff, students, and college to enhance student success.

12. Terms:

- a. Awardees are expected to adhere to all applicable State and federal cost principles. Budgets should be reasonable and reflect the scope of responsibilities in order to accomplish the goals of this project.
- b. All proposal and expenditure data pertaining to these contract funds must be independent of any other CBVI or non-CBVI funded program of the bidder / awardee.

V. General Contracting Information

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

Bidders are required to comply with the Affirmative Action Requirements of Public Law 1975, c. 124 (N.J.A.C. 17:27) and the requirements of the Americans with Disabilities Act of 1991 (P.L. 101-336).

Budgets should be reasonable and reflect the scope of responsibilities in order to accomplish the goals of this project. Bidders may also be subject to a pre-award audit survey.

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

The contract awarded as a result of this RFP may be renewable for one (1) year at CBVI's sole discretion and with the agreement of the chosen bidder. 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. Actual funding levels will depend on the availability of funds and satisfactory performance, as well as compliance and completion of all required/requested reports.

Contract commitment will be negotiated based upon representations made in response to the RFP. Failure to deliver commitments may result in termination of the contract.

Should service provision be delayed through no fault of the provider, funding continuation will be considered on a case-by-case basis based upon the circumstances creating the delay. In no case shall the CBVI continue funding when service commencement commitments are not met, and in no case shall funding be provided for a period of non-service provision. CBVI must be notified so the circumstances resulting in the anticipated delay may be reviewed and addressed. Should services not be rendered, funds provided pursuant to this agreement shall be returned to CBVI.

The bidder must comply with all rules and regulations for any CBVI program element of service proposed by the bidder. Additionally, please take note of the Commission's Organizational Rules, *NJAC § 10:95*, and *NJAC § 10:91*, which apply to all contracted services. These regulations can be accessed at: <http://www.state.nj.us/humanservices/providers/rulefees/regs>

VI. Bidders Conference

A bidder intending to submit a proposal in response to this RFP has the option to attend a Bidders Conference.

The Bidders Conference will be held as follows:

DATE: October 12th, 2022

TIME: 1:30 p.m. – 3 p.m. (US and Canada)

PLACE: Zoom Meeting –

Join Zoom Meeting

<https://us06web.zoom.us/j/81543443010?pwd=Q2cvdmpRSmRRbFk4aE92TGFwK25lQT09>

Meeting ID: 815 4344 3010

Passcode: 091002

One tap mobile

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+1 564 217 2000 US

+1 669 444 9171 US

+1 719 359 4580 US

Meeting ID: 815 4344 3010

Passcode: 091002

Find your local number: <https://us06web.zoom.us/j/81543443010?pwd=Q2cvdmpRSmRRbFk4aE92TGFwK25lQT09>

The purpose of the optional Bidders Conference is to address procedural questions regarding this RFP and submission of proposals. No substantive questions regarding this RFP will be accepted or answered during the Bidders conference. All questions are to be submitted pursuant to the question and answer process described below.

The meeting room and facility is accessible to individuals with physical disabilities.

When registering, anyone who requires special accommodations should notify:

NAME: Dr. Michelle Whitmore
EMAIL ADDRESS: Michelle.Whitmore@dhs.nj.gov
PHONE NUMBER: 856-482-3757

For sign language interpretation, please notify Helyn Williams by October 7th, 2022. Once reserved, a minimum of 48 hours is necessary to cancel this service, otherwise the cost will be billed to the requestor.

Potential respondents to this RFP are requested to register for the Bidders Conference by emailing:

NAME: Helyn Williams
EMAIL ADDRESS: Helyn.Williams@dhs.nj.gov
PHONE NUMBER: 856-482-3757

Any questions regarding this RFP should be directed via email to Helyn.Williams@dhs.nj.gov no later than 4:00 p.m. ET on October 19th, 2022 no later than 4pm ET. All questions and responses will be compiled and posted on the DHS website. 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 applicants at any time.

VII. Required Proposal Content

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

Funding Proposal Cover Sheet (RFP Attachment A)

Bidder's Organization, History and Experience (5 points)

1. Provide a brief narrative describing the agency's history and mission, its primary purpose, current licenses and modalities. Explain the work with this target population and the number of years of experience working with the target population. Describe the agency's experience in conducting the work sought in this RFP and / or related activities. How does the agency's

experience and success demonstrate its ability to provide the expected services?

2. Describe the bidder's background and experience in implementing this or related types of services. Describe why the bidder is the most appropriate and best qualified to implement this program in the target service area.
3. If currently funded by CBVI, another DHS Division, NJ Department of Health or NJ Department of Children and Family Services, has the agency been required to submit a plan of corrections related to any licensing or contracting concerns in the past five years? If so, please explain and include documentation as an Appendix.
4. Summarize the bidder's administrative and organizational capacity to establish and implement sound administrative practices and successfully carry out the proposed program.
5. Describe the bidder's current status and history relative to debarment by any State, federal or local government agency. If there is debarment activity, it must be explained with supporting documentation as an appendix to the bidder's proposal.
6. Provide a description of all active litigation in which the bidder is involved, including pending litigation of which the bidder has received notice.
7. Include a description of the bidder's ability to provide culturally competent services.
8. Describe the bidder's plan to bring the initiative to a conclusion at the end of the contract.
9. Describe the bidder's current status and compliance with contract commitments in regard to programmatic performance and level of service, if applicable.

Service Coordination (5 points)

In this section, the bidder shall provide information on the coordination of services, which will be utilized to provide the services required by this RFP, including but not limited to providing the following information:

1. Identify ancillary agencies, which will be frequently utilized in combination with the services being proposed for funding;
2. Identify any already existing relationships and agencies, which will be referral sources for these services; and,
3. Describe how formal coordination and referral agreements will be accomplished.

If applicable, the bidder shall also provide for review, copies of any and all commitment letters, affiliation agreements, memoranda of agreement, memoranda of understanding, and / or contracts with any and all ancillary agencies.

Staffing (15 Points)

Bidders should describe the proposed staffing structure and identify how many staff will be hired to meet the needs of the program and contract requirements.

1. Describe the composition and skill set of the proposed program team, including job descriptions and staff qualifications.
2. Provide details of the Full Time Equivalent (FTE) staffing required to satisfy the contract scope of work. Describe proposed staff qualifications, including professional licensing and related experience. Details should include currently on-board or to be hired staff, with details of the recruitment effort. Identify bi-lingual staff.
3. Provide copies of resumes of current staff and any anticipated new hire(s) in Appendix. Include job descriptions for key personnel with oversight and involvement in completing the responsibilities of the contract.
4. Identify the number of work hours per week that constitute each FTE in the bidder's proposal. If applicable, define the Part Time Equivalent work hours.
5. Description of the proposed organizational structure, including the submission of an organizational chart as an appendix to the bidder's proposal.
6. Detail your agency's hiring policies, including background and credential checks, as well as handling of prior criminal convictions.
7. A list of the bidder's board members and current term, including each member's professional licensure and organizational affiliation(s). The bidder's proposal must identify each board member who is also an employee of the bidder or an affiliate of the bidder. The proposal shall indicate if the Board of Directors vote on contract-related matters.
8. A list of names of consultants the bidder intends to utilize for the contract resulting from this RFP, including each consultant's professional licensure and organizational affiliation(s). Each consultant must be further described as to whether they are also a board member and, if so, whether they are a voting member. The bidder must identify all reimbursement the consultant received as a board member over the last twelve (12) months.
9. Indicate how the bidder will provide personnel for the project, who are knowledgeable and experienced in his / her respective roles.
 - a. At minimum, an Account Manager shall be identified as the key personnel to act as the main liaison with CBVI and clearly designated as part of this proposal. If this person is to be hired for purposes of this project, the hiring plan should be detailed and the qualifications noted.
 - b. The Account Manager must attend the project implementation meetings and serve to oversee this project for the duration of the contract. The contractor must advise CBVI of any changes to the Account Manager and submit the resume and qualifications of this person prior to assigning or changing the person in the position. The Account Manager shall either be part of the contractor's management team or have easy

accessibility to and have the authority to address concerns or issues with any day-to-day operations or performance of the project.

Facilities Logistics, Equipment (10 points)

1. Describe how tangible assets, such as computers and hardware, phones, and other special service equipment will be acquired or allocated for staff and/or consumers who may require these services.
2. Clearly describe the facility's Americans with Disabilities Act (ADA) accessibility for individuals with disabilities.

Project Description (30 points)

In this section, the bidder shall describe the proposed project in detail.

1. How does it meet the needs and requirements described in this RFP?
2. Describe the outcome oriented interventions that will be developed and / or adopted; the mechanism that will be developed to track, trend and analyze data for the purpose of measuring the effectiveness of the awarded specialized program on the development and implementation of a curriculum of activities which promote independence and self-awareness, in preparation for employment and transition to adulthood. Describe the outcomes that will be reported to CBVI on a monthly, quarterly and annual basis.
 - a. State and explain the project goals and measurable objectives. All goals must be clearly and directly linked to the desired outcomes of the project. All objectives under each goal should also be clear and measurable. Describe how the program activities will achieve the stated goals and objectives. Please also include a description of the following:
 - b. Any anticipated collaboration with other agencies and/or organizations;
 - c. Any anticipated barriers in meeting your goals, and plans to overcome them; and,
 - d. Any other resources needed in order to meet goals.
3. Provide an overview of the total service package, including but not limited to providing the following information (for each component of the program package):
 - Description of how the services will be implemented;
 - Time frames involved;
 - Client population;
 - Geographic areas served;
 - Description of the service activities or methods that staff will employ to achieve the service objective;

- Description of how the agency will oversee the operation;
- A definition of each service component to be provided, including the purpose and goal of each;
- If applicable, an indication of the number, skills and qualifications of the staff that will perform the above service activities, as well as the use of any volunteers;
- A table of organization for administration and personnel position titles and job descriptions for each position;
- A description of consumer data to be recorded;
- A description of the use of consumer data by the applicant;
- A description of the means of maintaining confidentiality of client records and data; and,
- A description of the retention schedule of consumer records and schedule for destruction.

Outcome & Evaluation (10 points)

Please provide the following information related to the projected outcomes associated with the proposal as well any evaluation method that will be utilized to measure successes and/or setbacks associated with this project:

- Describe how the agency will measure consumer satisfaction.
- How will the agency measure the achievement of identified goals and objectives?
- Discuss in detail how the agency will evaluate the project's outcomes.
- Describe any tools that will be used in the evaluation.
- Please note if an outside entity will be used to conduct the evaluation. Provide information regarding the outside entity, i.e. name of entity, contact information, brief description of credentials and experience conducting program evaluation.

Budget (20 points)

CBVI will consider the cost efficiency of the proposed budget as it relates to the scope of work. Therefore, bidders must clearly indicate how this funding will be used to meet the program goals and/or requirements. In addition to the required Budget forms, bidders are asked to provide budget notes.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. All costs associated with the completion of the project must be delineated and the budget notes must clearly articulate the details of all proposed budget items including a description of miscellaneous expenses and other costs.

1. The standard budget categories for expenses include:

- a. Personnel
- b. Consultants and Professionals
- c. Materials & Supplies
- d. Facility Costs
- e. Specific Assistance to Clients
- f. Implementation (“start-up”) costs; and,
- g. Other: Supporting schedules for Revenue and General and Administrative Costs Allocation are also required.

Note: The Excel budget template is available on DHS, Division of Developmental Disabilities’ (DDD) website under the “Contracting with DDD” tab:

<<https://nj.gov/humanservices/ddd/providers/providerinformation/>>

- 2. The budget must include the anticipated start-up costs and three (3) separate, clearly labeled columns:
 - a. Column 1: Full annualized operating costs to satisfy the scope of work detailed in the RFP and revenues excluding one-time costs.
 - b. Column 2: Proposed one-time costs.
 - c. Column 3: Implementation costs.
- 3. Budget Notes that detail and explain the proposed budget methodology and estimates and assumptions made for expenses and the calculations / computations to support the proposed budget. The State's proposal reviewers need to fully understand the bidder's budget projections from the information presented in its proposal. Failure to provide adequate information could result in lower ranking of the proposal. Budget Notes, to the extent possible, should be displayed on the Excel template itself.
- 4. For all proposed personnel, the template should identify the staff position titles and staff names for current staff and total hours per work week.
- 5. Staff fringe benefit expenses, which may be presented as a percentage factor of total salary costs, should be consistent with the bidder's current fringe benefit package.
- 6. If applicable, general & administrative (G&A) expenses, otherwise known as indirect or overhead costs, should be included if attributable and allocable to the proposed program. Since administrative costs for existing

CBVI programs reallocated to a new program do not require new CBVI resources, a bidder that currently contracts with CBVI should limit its G&A expense projection to “new” G&A only by showing the full amount of G&A as an expense and the off-set savings from other programs’ G&A in the revenue section.

7. Do any of the agency’s current and/or former paid employees and/or board members actively participate in lobbying activities? If so, please identify and detail any of the costs allocated to any of the agency’s State contracts? If the agency has any paid registered lobbyists, identify and detail any of the costs allocated to your CBVI budget proposal.
8. Does the agency have a line of credit? If so, what is the amount of the agency’s line of credit? Who is the lender(s) who provides the line of credit? If an amount was borrowed, what was the reason and, list month by month for the last 12 months, credit utilization. Is it expected to continue over the next 12 months? Please explain.
9. Are there any audits, other than the required single audit, pending or in progress? Who requested the audit? What is the firm’s name and telephone number? What type of audit is this?
10. Provide a detailed budget using the Annex B categories for expenses and revenues, utilizing the Excel budget template. The budget must be presented in three clearly labeled separate columns:
 - i. One to show the full annualized operating costs excluding one-time costs;
 - ii. One to show only the one-time costs; and
 - iii. One to show the phase-in amount excluding one-time costs.

The Annex B can be found using the below link:

<https://nj.gov/humanservices/ddd/providers/providerinformation/>>

Go to contracting with DDD – Annex B

11. Phase-in budget figures must be based on the date that the bidder proposes to commence services through the point in time at which services are fully operational. Phase in and annualized budgets must show and project all expected revenues and explain assumptions of the methodology used to determine projections.

12. Budget Notes are often useful to help explain costs and assumptions made regarding certain non-salary expenses and the calculations behind various revenue estimates. Please note that reviewers will need to fully understand the budget projections from the information presented, and failure to provide adequate information could result in lower ranking of the proposal. Please provide Budget Notes if you believe such notes would assist the reviewers. Enter notes, to the maximum extent possible, on the budget template file itself.
13. Bidders shall submit a written assurance that if the bidder receives an award pursuant to this RFP, it will pursue all available sources of revenue and support upon award and in future contracts.

Additional Justifications (20 points)

A. Need Justification

In this section, the bidder shall provide the following information: Describe the basis for your conclusion that each of the proposed services, described in this RFP, is needed in the community and the factors that make your organization the most capable to provide the services, including but not limited to providing the following information:

1. The nature of the problem;
2. Existing services;
3. Current statistics;
4. Current studies that have been conducted, either within the community or Statewide, which are relevant to the services being requested in the proposal;
5. Your capability to provide the same or similar services as those existing in the community and / or your capability to provide a new type of service not currently available in the community; and,
6. The target population and characteristics.

B. Geographic Area Served

In this section, the bidder shall explain the geographic areas it is capable of serving for the services described in this RFP.

C. Limited English and / or Bi-Cultural Services (If applicable)

If the student population to be served requires limited English speaking and / or bi-cultural services, then describe how access to the program, the program itself, outreach, and referral are culturally relevant and linguistically appropriate for the population to be served, including the student and the student's family.

D. Accessibility

In this section, the bidder shall explain the accessibility of its services, including but not limited to the following information:

1. Description of the hours and days, which each service will be available to students, including how emergencies are handled. E.g., closings; student crisis; and, after-hours contacts;
2. Provide a list and description of the location(s) where each service will be provided to students (including in-home provision, if that is an option);
3. Description of transportation options for students in obtaining each service; and,
4. Description of handicapped accessibility accommodations.
5. Description of virtual platform accommodations (when needed, only with prior approval from CBVI). Assurance that any virtual platforms used will be accessible for individuals who are blind, visually impaired, or deaf-blind.

E. Eligibility & Referral

In this section, the bidder shall explain its eligibility and referral processes, including but not limited to providing the following information:

1. Description of the priorities for accepting students into the program and the procedures to be followed to ensure that all students accepted meet the eligibility requirements for admission;
2. Explanation of intake procedures;
3. Explanation of referral mechanisms and processes (formal and informal) and community outreach procedures, including a description of the accommodations made for non-English speaking individuals; and,
4. As appropriate, termination procedures, including a list of the various reasons for termination, a description of the termination procedures (student and program-initiated), the appeals process, and follow-up services, as well as how non-English speaking persons are accommodated in this process.

F. Anticipated Levels of Service

In this section, the bidder shall describe the anticipated levels of service, throughout the contract period, for the programs required by this RFP, including but not limited to the following information:

1. Number of students to be served;
2. Number of meals to be served;
3. Round trips for transportation; and,
4. Hours.

G. Other Programs & Funding Sources

In this section, the bidder shall identify any and all other programs, and the funding sources of those other programs, which the bidder manages at the time of submitting its response to this RFP.

H. Adequacy of Facilities

In this section, the bidder shall explain how its facilities are adequate to provide the services required by this RFP.

I. Past History

In this section, the bidder shall provide documentation, which demonstrates its ability to manage the fiscal aspects of the contract, including a showing of a satisfactory past history.

Note: CBVI may require the bidder to submit to a pre-award survey to verify this requirement.

J. Accountability, Training, and Supervision of Staff

In this section, the bidder shall explain how, if awarded this RFP, it will maintain program accountability and management initiatives relating to the following issues:

1. Ensure accountability of staff;
2. Supervision of staff;
3. Training of staff;
4. Planned levels of service; and,
5. Contingency plans to ensure attainment of objectives.

K. References from Other Agencies

In this section, the bidder may choose to provide copies of opinions of references or other agencies, which contract with the bidder, to verify the bidder's ability to perform the work required by this RFP.

L. Project Description

In this section, the bidder is to provide an overview of how the services detailed in the scope of work will be implemented and the timeframes involved, specifically addressing the following:

1. Contract Implementation (Phase-In) Period:

Describe how the bidder will:

- a. Meet the 60-day contract implementation period commencing on the contract's award date; and,
- b. Identify a timeline for becoming completely operational, and fully assuming all of the tasks in the entire Scope of Work by January 2, 2023.

2. Orientation & Training:

Indicate how the bidder will provide orientation and training to its employees.

- a. Provides specific course content regarding the operations and procedures of the EDGE program.
- b. Provides specific course content regarding preventing abuse/neglect exploitation of individuals with disabilities, diversity, communicating with individuals with disabilities.

3. Reporting Requirements:

The following CBVI staff members must be copied on all reports:

- CBVI Coordinator of Vocational Rehabilitation Services;
- EDGE Program Coordinator; and,
- CBVI Contract Administrator.

Ability to provide required reports and any other data in a digital format to CBVI staff on a regular, organized, and recurring basis, but no later than five (5) business days from the scheduled due date. The provider must use reporting forms provided by CBVI and these forms will be sent via email unless other arrangements are agreed upon between the parties.

4. Technical Support:

Describe how the bidder will provide at a minimum the following technical support:

- Telephone support and helpdesk support for students if there are any identified programmatic platforms

5. Demonstration of Work:

The bidder shall give an overview of any programmatic systems that are intended to be used.

6. Implementation Schedule:

Outline the implementation schedule for the contract, including a detailed monthly timeline of activities, commencing with the date of award, through service initiation, to timely contract closure.

Appendices

The following items must be included as appendices with the bidder's proposal, limiting appendices to a total of 40 pages. Please note that if items #8 through #11 are not submitted and complete, the proposal will not be considered:

1. Bidder mission statement;
2. Organizational chart;
3. Job descriptions of key personnel;
4. Resumes of proposed personnel if on staff, limited to two (2) pages each;
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;
6. List of the board of directors, officers, and terms;
7. Copy of documentation of the bidder's charitable registration status;
8. Department of Human Services Statement of Assurances (RFP Attachment C);
9. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions (RFP Attachment D);
10. Disclosure of Investment in Iran;
www.nj.gov/treasury/purchase/forms.shtml;
11. Statement of Bidder / Vendor Ownership Disclosure
www.nj.gov/treasury/purchase/forms.shtml; and;
12. Most recent single audit report (A1330 or certified statements);
13. Any other audits performed in the last two (2) years;
14. Original and/or copies of letters of commitment / support;
15. Documentation of agency's prior disciplinary action, if any;
16. Affirmative Action Certificate of Employee Information Report and / or newly completed AA 302 form;

Additional attachments that are requested in the written narrative section such as the Cultural Competency Plan and not listed in items #1-14 under Appendices do not count towards the 40-page limit for appendices. Appendix information exceeding 40 pages will not be reviewed.

VIII. Submission of Proposals Requirements

CBVI assumes no responsibility and bears no liability for costs incurred by the bidder in the preparation and submittal of a proposal in response to this RFP. The narrative portion of the proposal should: Not exceed 20 pages; be single-spaced with one-inch (1") margins; and, be no smaller than twelve (12) point Arial, Courier or Times New Roman font.

The budget notes and appendix items do not count towards the narrative page limit.

Proposals must be submitted no later than 4:00 p.m. Eastern Standard Time on **October 31, 2022**.

All bidders are required to submit one (1) original and five (5) copies of the proposal narrative, budget and appendices (six (6) total proposal packages) to the following address:

For U.S. Postal Service delivery

Dr. Michelle Whitmore
Acting Assistant Division Director
New Jersey Commission for the Blind & Visually Impaired
153 Halsey Street, 6th Floor
Newark, NJ 07102

OR Via Email at:

cbvi-rfp submissions@dhs.nj.gov

For private delivery vendor such as UPS or FedEx

Dr. Michelle Whitmore
Acting Assistant Division Director
New Jersey Commission for the Blind & Visually Impaired
153 Halsey Street, 6th Floor
Newark, NJ 07102

The bidder may mail or hand deliver its proposal, however, CBVI is not responsible for items mailed but not received by the due date. Note that U.S. Postal Service two-day priority mail delivery to the post office box listed above may result in the bidder's proposal not arriving timely and, therefore, being deemed ineligible for RFP evaluation. The bidder will not be notified that its proposal has been received. The State will not accept facsimile transmission of proposals.

In addition to the required hard copies, the bidder must also submit its proposal (including budget, budget notes, and appendices) in a PDF formatted file via email to cbvi-rfpsubmissions@dhs.nj.gov. The email "subject" should include the bidder's name and the proposal name. The bidder must also submit the completed budget template file as an excel attachment to cbvi-rfpsubmissions@dhs.nj.gov.

IX. Review of Proposals

There will be a review process for all timely submitted proposals. CBVI will convene a review committee of public employees to conduct a review of each proposal accepted for review. The bidder must obtain a minimum score of 90 points out of 130 points for the proposal narrative and budget sections in order to be considered eligible for funding.

CBVI will award up to 20 points for fiscal viability, using a standardized scoring rubric based on the audit, which will be added to the average score given to the proposal from the review committee. Thus, the maximum points any proposal can receive is 150 points, which includes the combined score from the proposal narrative and budget as well as fiscal viability.

In addition, if a bidder is determined, in CBVI's sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, CBVI will deem the proposal ineligible for contract award.

Contract award recommendations will be based on such factors as the proposal scope, quality and appropriateness, bidder history and experience, as well as budget reasonableness. The review committee will look for evidence of cultural competence in each section of the narrative. The review committee may choose to visit a bidder's existing program(s), invite a bidder for interview, and/or review any programmatic or fiscal documents in the possession of CBVI. The bidder is advised that the contract award may be conditional upon final contract and budget negotiation.

X. Appeal of Award Decisions

An appeal of any award decision may be made only by a respondent to this RFP. All appeals must be made in writing and be received by CBVI at the address below no later than 4:00 p.m. Eastern Time on **November 10th, 2022**. The written appeal must clearly set forth the basis for the appeal.

Appeal correspondence should be addressed to:

Dr. Bernice Davis
Executive Director
New Jersey Commission for the Blind & Visually Impaired
153 Halsey Street. 6th Floor

Newark, NJ 07102

Please note that all costs incurred in connection with appeals of CBVI decisions are considered unallowable cost for the purpose of CBVI contract funding.

CBVI will review all appeals and render a final decision by **November 15th, 2022**.

Contract award(s) will not be considered final until all timely filed appeals have been reviewed and final decisions rendered.

XI. Post Award Required Documentation

a. Post Award Required Documentation

Upon final contract award announcement, the successful awardee must be prepared to submit (if not already on file), one (1) original signed document for those requiring a signature or copy of the following documentation (unless noted otherwise) in order to process the contract in a timely manner, as well as any other contract documents required by DHS / CBVI.

1. Most recent IRS Form 990 or IRS Form 1120, and Pension Form 5500 (if applicable) (submit two (2) copies);
2. Copy of the Annual Report - Charitable Organization (for information visit: http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml);
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 contract 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, Commission for the Blind & Visually Impaired, 153 Halsey St. 6th Floor, Newark NJ 07102, as an additional insured;
5. Board resolution identifying the authorized staff and signatories for contract actions on behalf of the bidder;
6. Current agency by-laws;
7. Current personnel manual or employee handbook;
8. Copy of lease or mortgage;
9. Certificate of incorporation;
10. Co-occurring policies and procedures;
11. Policies regarding the use of medications, if applicable;
12. Policies regarding recovery support, specifically peer support services;
13. Conflict of interest policy;
14. Affirmative action policy;
15. Affirmative action certificate of employee information report, newly completed AA302 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);
16. A copy of all applicable licenses;
 17. Local certificates of occupancy;
 18. Current State of New Jersey business registration;
 19. Procurement policy;
 20. Current equipment inventory of items purchased with DHS funds

The inventory shall include:

- a) A description of the item (make and model);
 - b) A State identifying number or code;
 - c) Original date of purchase;
 - d) Purchase price;
 - e) Date of receipt;
 - f) Location at the provider agency; and,
 - g) Person(s) assigned to the equipment, etc.
21. All subcontracts or consultant agreements, related to the DHS contract, signed and dated by both parties;
 22. Business Associate Agreement for *Health Insurance Portability Accountability Act of 1996* compliance, if applicable, signed and dated;
 23. Updated single audit report (A133) or certified statements, if differs from one submitted with proposal;
 24. Business Registration:
For online inquiries and to obtain copy:
https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp;

 - For an entity doing business with the State for the first time, register at:
<http://www.nj.gov/treasury/revenue>;
 25. Source Disclosure (EO129) (www.nj.gov/treasury/purchase/forms.shtml);
and,
 26. Chapter 51 Pay-to-Play Certification
(www.nj.gov/treasury/purchase/forms.shtml).

XII. Attachments

Attachment A – Proposal Cover Sheet

Date Received

**STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES**
Division of Mental Health and Addiction Services
Proposal Cover Sheet

Name of RFP _____

Incorporated Name of Bidder: _____

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

Federal ID Number: _____ Charities Reg. Number (if applicable) _____

Address of Bidder: _____

Contact Person Name and Title: _____

Phone No.: _____ Email Address: _____

Total dollar amount requested: _____ Fiscal Year End: _____

Funding Period: From _____ to _____

Total number of unduplicated consumers to be served: _____

County in which services are to be provided: _____

Brief description of services by program name and level of service to be provided*:

Authorization: Chief Executive Officer (printed name): _____

Signature: _____ Date: _____

*NOTE: If funding request is more than one service, complete a separate description for each service. Identify the number of units to be provided for each service as well as the unit description (hours, days, etc.) If the contract will be based on a rate, please describe how the rate was established.

Attachment B - ADDENDUM TO REQUEST FOR PROPOSAL FOR SOCIAL SERVICE AND TRAINING CONTRACTS

STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES

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, "provider agency" or "provider" 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 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.

Attachment C

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 RLI, including development of specifications, requirements, statement of works, or the evaluation of the RLI 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 C.F.R. 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 C.F.R. Part 104), which prohibits discrimination based on handicaps and the ADA, 42 U.S.C. 12101 et seq.; 3) Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.; 45 C.F.R. 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 P.L. 1975, c. 127 (N.J.A.C. 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 C.F.R. 5.5) and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.27 et seq. and all regulations pertaining thereto.
- 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 provider agency is an independent, private employer with all the rights and obligations of such, and is not a political subdivision of the Department of Human Services.
- Understands that unresolved monies owed the Department and/or the State of New Jersey may preclude the receipt of this award.

Applicant Organization

Signature: Chief Executive Officer or Equivalent

Date

Typed Name and Title

6/97

Attachment D - 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 an Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

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

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

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of facts upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to 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.

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 E – Mandatory Equal Employment Opportunity Language

EXHIBIT A

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**