



STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES

**REQUEST FOR PROPOSALS**  
**FOR**  
**Educational Related Services**  
**(Occupational, Physical and/or Speech/Language**  
**Therapy)**

***Special Notice:*** *Potential Bidders must provide all questions to [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us) on or before October 9, 2012. There will not be a bidder's conference for this RFP. Bids are due October 18, 2012*

**Funding up to \$690,115 Available**

Allison Blake, PhD., L.S.W.

Commissioner

Date October 2, 2012

## **TABLE OF CONTENTS**

### Section I - General Information

A. Purpose	Page 2
B. Background	Page 3
C. Services to be Funded	Page 4
D. Funding Information	Page 7
E. Applicant Eligibility Requirements	Page 8
F. Related Documents and Forms	Page 8
G. RFP Schedule	Page 9
H. Administration	Page 10
I. Appeals	Page 12
J. Post Award Review	Page 12
K. Post Award Requirements	Page 13

### Section II - Application Instructions

A. Proposal Requirements and Review Criteria	Page 14
B. Supporting Documents	Page 16
C. Requests for Information and Clarification	Page 18

Appendix 1	Page 19
Appendix 2( attached separately)	

**Funding Agency**

State of New Jersey  
Department of Children and Families  
50 East State Street, 5<sup>th</sup> Floor  
Trenton, New Jersey 08625-0717

**Special Notice:** *Potential Bidders must provide all questions to [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us) on or before October 9, 2012. There will not be a bidder's conference for this RFP. Bids are due October 18, 2012.*

**Section I – General Information**

**A. Purpose:**

The New Jersey Department of Children and Families' (DCF) Office of Education announces the availability of up to \$690,115 in State and Federal Funds for the purpose of providing grant funding for educational related services (occupational, physical and/or speech/language therapy) to students, as legally mandated by their Individualized Education Program (IEP). The hourly rate shall be \$85.00 per hour. The schedule for services needed is on the last page of this RFP. Proposals may be received for individual services or a combination of services.

The Department is seeking proposals from both private and public non-profit entities and for profit organizations, agencies, hospitals, clinics and other interested entities duly registered to conduct business within the State of New Jersey. Those students who will receive educational related services attend DCF Regional Schools located throughout New Jersey and range in age from 3 – 21 years.

The DCF Regional Schools in need of Educational Related Services are listed below:

DCF Regional School, Bergen Campus  
374 East Ridgewood Avenue  
Paramus, New Jersey 07652

DCF Regional School, Cherry Hill Campus  
210 Evesham Road  
Cherry Hill, New Jersey 08003

DCF Regional School, Cumberland Campus  
928 West Sherman Avenue  
Vineland, New Jersey 08360

DCF Regional School, Essex Campus  
395-97 North Fifth Street  
Newark, New Jersey 07017

DCF Regional School, Hudson Campus  
40 Millridge Road  
Secaucus, New Jersey 07094

DCF Regional School, Mercer Campus  
1600 Stuyvesant Avenue  
Trenton, New Jersey 08618

DCF Regional School, Ocean Campus  
1141 Old Freehold Road  
Toms River, New Jersey 08753

DCF Regional School, Passaic Campus  
160 Minnisink Road  
Totowa, New Jersey 07512

DCF Regional School, Union Campus  
1524 Terrill Road  
Scotch Plains, New Jersey 07076

## **B. Background:**

The Department is charged with serving and safeguarding the most vulnerable children and families in the State and ensuring that service delivery is directed towards their safety, protection, permanency and well-being.

The State Facilities Education Act (Chapter 207, P.L. 1979) provides funds for special education programs for students with disabilities in state operated facilities. Special education programs provided in State Facilities are operated in accordance with N.J.A.C. 6A:14, Special Education. Those students who will receive educational related services have been determined eligible for special education and related services.

All students with disabilities receive educational related services (occupational, physical and/or speech/language therapy) based on an Individualized Education Program (IEP). Related services are integrated across disciplines and are provided collaboratively within classroom activities engaging all professional service providers (e.g. Teachers, Occupational, Physical and/or Speech Therapists).

## C. Services to be Funded:

The successful applicant is expected to provide, initiate and/or coordinate the delivery of integrated educational related services (i.e., occupational, physical, and/or speech/language therapy) based on an Individualized Education Program (IEP).

Changes in enrollment and/or students' needs as specified in their IEPs or the availability of State employees to deliver the required services between the time that the RFP is issued and the time that the contracts are awarded, may necessitate that modifications may be made to the number of awarded hours.

All applicants are advised that any software purchased in connection with the proposed project must receive prior approval by the New Jersey Office of Information Technology.

Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

### Licensing Requirements

**Physical Therapists** must be licensed by the New Jersey Division of Consumer Affairs and be New Jersey school certified.

**Physical Therapy Assistants (PTA)** must be licensed by the New Jersey Division of Consumer Affairs. A licensed PTA shall work only under the direct supervision of a licensed Physical Therapist.

**Occupational Therapists** must be licensed by the New Jersey Division of Consumer Affairs and be New Jersey school certified.

**Certified Occupational Therapy Assistants (COTAs)** must be licensed by the Division of Consumer Affairs. COTAs must work under the supervision of an occupational therapist on a regularly scheduled basis.

**Speech Language Pathologists** must either be a New Jersey School Certified speech/language specialist with a Master's Degree in Speech Pathology or be licensed, New Jersey school-certified and have the Certificate of Clinical Competence (CCC) – candidates who are in their Clinical Fellowship Year (CFY) may be considered.

Applicants who have experience with students with severe disabilities are preferred.

All contracted staff (substitute therapists included) must undergo both a State and Federal Criminal History record review and a Child Abuse Record Information (CARI) review provided through DCF. An individual

may provide services at a DCF Regional School only when it is verified that no criminal history record information exists on file in the **State Bureau of Investigation** which would disqualify that individual from contracting with the State of New Jersey as cited in N.J.S.A. 30:4-3.6. The State of New Jersey will not permit an individual to provide services whose criminal history record information file in the State Bureau of Investigation and/or the Federal Bureau of Investigation, Identification Division reveals a record of conviction which disqualifies them as cited in N.J.S.A. 30:4-3.6.

All therapists must provide written documentation and assurance that they have malpractice insurance coverage for the duration of the contract term.

The Approval to Provide Services letter that is issued by the Director, Office of Education will be forwarded immediately after a therapist's State fingerprints have cleared and a notarized affidavit and all required credentials are received, reviewed, and approved by the Department of Children and Families/Office of Education. This letter will be forwarded to the Supervisor of Educational Programs and the contracted agency. Throughout the year, the Office of Education will provide technical assistance and will monitor service delivery and adherence to the contractual agreement in accordance with New Jersey special education regulations (N.J.A.C. 6A:14), and the Department of Children and Families Contract Policy and Information Manual and Contract Reimbursement Manual.

#### **SUPERVISION AND ADMINISTRATION RESPONSIBILITIES RELATING TO FOR PROFIT OR NOT FOR PROFIT CORPORATIONS**

Each agency having more than one employee shall provide the Office of Education's Supervisor of Education an opportunity to approve an individual therapist prior to assignment at a Department of Children and Families Regional School. Ideally this should occur on or before December 1, 2012. The agency will assume responsibility for trainings, consultation and performance review of assigned therapists. The agency will develop a mechanism to address such issues as complaint resolution, disciplinary action and contract management. The Office of Education will utilize the established mechanism to resolve issues that arise during the contract terms.

#### **SERVICE DELIVERY**

As part of managing the delivery of related services, the Supervisor of Education will provide the contracted provider with a copy of the

caseload assignment, schedule of service delivery and a copy of the school calendar. A minimum of a week's notice will be given of any upcoming changes in the calendar.

The distribution of therapy hours during the week will be approved by the Supervisor of Education. Therapists will be at the facility between the hours of 8:30 a.m. and 3:30 p.m. No more than six hours per day will be compensated unless otherwise approved by the Director, Office of Education.

Educational programs operate 225 days per year. The allocation of therapy hours shall be delivered in a collaborative manner, in accordance with the student's IEP and the school calendar.

A therapist's responsibilities will be carried out during contracted hours and on program site(s). Providers must give prior notice to the Supervisor of Education of planned absences. All providers must supply approved substitute therapists during an absence (e.g. vacation, sick days, emergency and maternity leaves, etc.). Non-contact/professional development days, holidays, center closings, and transportation cancellation days will not be reimbursed by the Office of Education and cannot be rescheduled. In addition, lunch breaks and mileage to and from sites will not be reimbursed.

Therapy hours which are not provided due to student absence shall not be rescheduled and shall not accrue. In the event of a therapist's absence, therapy hours may be rescheduled with the approval of the Supervisor of Education.

Since there may be changes in enrollment and/or students' therapy needs as specified in their IEPs between the time that the Request for Proposal is issued and the time that the contracts are awarded, modifications in the number of contracted hours may be made. Furthermore, during the term of the contract, if changes occur in enrollment and/or in students' therapy needs specified in their IEPs, modifications in the number of contracted hours may have to be made. Since the level of service is tied to student enrollment and student needs as outlined in the IEP's, there is no guarantee regarding the number of service hours and some fluctuation in service hours is to be expected during the contract period.

## **PROVISION OF SERVICES**

As part of an Interdisciplinary Team all contracted therapists are expected to provide ecologically based functional assessments; participate in collaborative program planning; provide therapeutic

intervention for each area of skill development as it relates to student participation and performance in classroom routines; develop adaptations and/or implement use of equipment to encourage student participation in activities, increase development of functional skills, and provide training and support to staff and parents to implement related services recommendations.

All services delivered by a contracted therapist will adhere to approved curriculum standards and will be provided in an integrated, collaborative manner within the classroom. Established timelines will be followed.

All services delivered by a contracted therapist will be recorded in the individual student record. EasyTrac Related Service Therapy Logs must also be maintained by the contracted therapist for eligible students identified by the Supervisor of Education. Additional time for routine professional documentation is not included in the therapy hours assigned for pupil services. It is the therapists' responsibility to complete Therapy Logs outside of service hours to students.

#### **TRAINING AND SUPERVISION**

Each agency/therapist will maintain documentation of Professional Development activities in accordance with N.J.A.C. 6A:9-15.

Awarding of a contract through the Request for Proposal (RFP) process is expressly conditioned upon a therapist/agency's ability to provide services required under the contract. It is understood by the contractor that such services include the provision of qualified, credentialed therapists. Assuming that the award of a grant or grants occurs in a timely fashion, all therapists must be approved by the Supervisor of Education prior to December 1, 2012. Failure to supply approved therapists by this date will result in default of the contract.

#### **D. Funding Information:**

For the purpose of this initiative, the Department will make available up to \$690,115 in FY 2013 State and Federal funding. Continuation funding is contingent upon the availability of funds in future fiscal years.

The funding period for this program is: from January 1, 2013 to June 30, 2013.

Funds awarded under this program may not be used to supplant or duplicate existing funding.



Any expenses incurred prior to the effective date of the contract will not be reimbursed by DCF.

## **E. Applicant Eligibility Requirements:**

1. Applicants must be individuals, for profit or not for profit corporations that are duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. Applicants may not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
4. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
5. Where appropriate, all applicants must hold current State licenses and applicable educational certifications.
6. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
7. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
8. Applicants must have the ability to achieve full operational service delivery on January 1, 2013.
9. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the Contract Policy and Information Manual (N.J.A.C. 10:3) may apply
10. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at [www.dnb.com](http://www.dnb.com)
11. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may submit an application.

## **F. Related Documents and Forms:**

The following documents may be obtained through the DCF website at [www.nj.gov/dcf/providers/notices](http://www.nj.gov/dcf/providers/notices) or by email request to [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us). The following application documents are either required or contain important information. (Note: All requests

submitted to this email address must identify, in the Subject heading, the specific RFP for which information is being sought)

1. Bidders Frequently Asked Questions
2. Proposal Cover Sheet
3. Capital Funding Application Cover Sheet
4. General and Administrative Costs description
5. DCF Standard Language Document for Education Contracts\*\*\*
6. Standard Language Document Signature Pages\*\*\*
7. Annex B Excel Forms and Tutorial\*
8. Contractor Certification and Disclosure of Political Contributions \*\*
9. Ownership Disclosure Form \*\*
10. Addendum to Individual Provider Contracts (Executive Order 189)
11. Statement of Assurances\*
12. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion\*

\* Standard forms for RFP's are available at [www.nj.gov/dcf/providers/notices/](http://www.nj.gov/dcf/providers/notices/) .Forms for RFP's are directly under the Notices section. Forms for Budget are available at [www.nj.gov/dcf/providers/contracting/forms/](http://www.nj.gov/dcf/providers/contracting/forms/)

\*\* Ownership Disclosure and Chapter 51 forms are available on the Department of the Treasury website at [www.state.nj.us/treasury/purchase/](http://www.state.nj.us/treasury/purchase/) (Note: non-profit entities are exempt from Chapter 51 disclosure requirements.)

\*\*\*Standard Document for Education Contracts are attached as Appendix 2

## G. RFP Schedule:

October 2, 2012	Notice of Availability of Funds/RFP publication
October 1-9, 2012	Question/Answer Period
October 18, 2012	Deadline for Receipt of Proposals at 12:00PM

All proposals must be received by 12:00 PM on or before the deadline. Applicants should submit **one (1) signed original** and **one CD ROM**, including a signed cover letter of transmittal or as indicated below.

Proposals must be delivered either:

**1) In person to:**

Catherine Schafer, Director of Grants Management, Auditing and Records  
Department of Children and Families  
101 South Broad Street, 7<sup>th</sup> Floor  
Trenton, New Jersey 08625

Please allow time for the elevator and access through the security guard. Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

**2) Commercial Carrier (hand delivery, federal express or UPS) to:**

Catherine Schafer, Director of Grants Management, Auditing and Records  
Department of Children and Families  
101 South Broad Street, 7<sup>th</sup> Floor  
Trenton, New Jersey 08625

Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

**3) Online- <https://ftpw.dhs.state.nj.us>**

DCF offers the alternative for our bidders to submit proposals electronically to the web address above. Online training is available on our website at: [www.nj.gov/dcf/providers/notices/](http://www.nj.gov/dcf/providers/notices/)

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission. Registration forms are available on our website. Registered AOR forms must be received 5 business days prior to the date the bid is due. You need to register only if you are submitting a proposal online.

**H. Administration:**

**1. Screening for Eligibility, Conformity and Completeness**

DCF will screen proposals for eligibility and conformity with the specifications set forth in this RFP. A preliminary review will be conducted to determine whether the application is eligible for evaluation or immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary screening process:

- a. The application was received prior to the stated deadline
- b. The application is signed and authorized by the applicant's Chief Executive Officer or equivalent
- c. The applicant attended the Bidders Conference (if required)
- d. The application is complete in its entirety, including all required attachments and appendices
- e. The application conforms to the specifications set forth in the RFP

Upon completion of the initial screening, proposals meeting the requirements of the RFP will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application.

## **2. Proposal Review Process**

DCF will convene a Proposal Evaluation Committee in accordance with existing regulation and policy. The Committee will review each application in accordance with the established criteria outlined in Section II of this document. All reviewers, voting and advisory, will complete a conflict of interest form. Those individuals with conflicts or the appearance of a conflict will be disqualified from participation in the review process. The voting members of the Proposal Evaluation Committee will review proposals, deliberate as a group, and then independently score applications to determine the final funding decisions.

The Department reserves the right to request that applicants present their proposal in person for final scoring. In the event of a tie in the scoring by the Committee, the bidders that are the subject of the tie will provide a presentation of their proposal to the evaluation committee. The evaluation committee will request specific information and/or specific questions to be answered during a presentation by the provider and a brief time-constrained presentation. The presentation will be scored out of 50 possible points, based on the following criteria and the highest score will be recommended for approval as the winning bidder.

Requested information was covered- 10 Points

Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements- 20 Points

Background of organization and staffing explained- 10 Points

Speakers were knowledgeable about topic- 5 Points

Speakers responded well to questions - 5 Points

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

The Department's best interests in this context include, but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication, including solely an allegation, of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

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

## **I. Appeals:**

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Applicants may appeal by submitting a written request to

Office of Legal Affairs  
Contract Appeals  
50 East State Street 4<sup>th</sup> Floor  
Trenton NJ 08625

no later than five (5) calendar days following receipt of the notification or by the deadline posted in this announcement.

## **J. Post Award Review:**

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. All Post Award Reviews will be conducted by appointment.

Applicants may request a Post Award Review by contacting: [dcfaskrfp@dcf.state.nj.us](mailto:dcfaskrfp@dcf.state.nj.us)

Post Award Reviews will not be conducted after February, 2013.

## **K. Post Award Requirements:**

Selected applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations set forth in the Standard Language Document, the Contract Reimbursement Manual, and the Contract Policy and Information Manual. Applicants may review these items via the Internet at [www.nj.gov/dcf/providers/contracting/manuals](http://www.nj.gov/dcf/providers/contracting/manuals)

Selected applicants will also be required to comply with all applicable State and Federal laws and statutes, assurances, certifications and regulations regarding funding.

Upon receipt of the award announcement, and where appropriate, selected applicants will be minimally required to submit one (1) copy of the following documents:

- Proof of Insurance naming the Department of Children and Families as an additional insured
- Board Resolution Validation (if applicable)
- DCF Standard Language Document and Signature Pages
- Current agency by-laws (if applicable)
- Copy of lease or mortgage (if applicable)
- Certificate of Incorporation (if applicable)
- Conflict of Interest policy (if applicable)
- Affirmative Action policy and certificate (if applicable)
- A copy of all applicable professional licenses
- Current single audit report (if applicable)
- Current IRS Form 990
- Current Pension Form 5500 (if applicable)
- Copy of the agency's annual report to the Secretary of State (if applicable)
- Public Law 2005, Chapter 51, Contractor Certification and Disclosure of Political Contributions (not required for non-profit entities)]

The actual award of funds is contingent upon a successful Contract negotiation. If, during the negotiations, it is found that the selected Applicant is incapable of providing the services or has misrepresented any material fact or its ability to manage the program, the notice of intent to award may be rescinded.

## **Section II – Application Instructions**

### **A. Proposal Requirements and Review Criteria:**

All applications will be evaluated and scored in accordance with the following criteria:

The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1½ inches on the left and right. The font may be no smaller than 12 points. There is a 10 page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements. Five (5) points will be deducted for each missing document. If the deductions total more than 20 points the proposal shall be rejected as non-responsive. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Items included in the transmittal cover letter, and attachments do not count towards the narrative page limit.

Proposals may be bound or fastened by a heavy-duty binder clip. Do not submit proposals in loose-leaf binders, plastic sleeves or folders.

Each proposal narrative must contain the following items organized by heading in the same order as presented below:

#### **1) Applicant Organization (20 Points)**

Describe the agency's history, mission and goals, and where appropriate, a record of accomplishments in working in collaboration with the Department of Children and Families and/or relevant projects with other state governmental entities.

Identify all pertinent information regarding the agency's ability and identified therapist's qualifications and experience that would substantiate the bidder's ability to successfully perform the services required.

Include a summary of the agency's past abilities in managing contracts to provide therapy services in educational settings of a similar size and scope.

Identify the bidder's history in providing educational related services to students with severe disabilities in educational settings. Applicants with experience serving this population shall be preferred.

If you as provider failed to deliver services in a prior State of New Jersey contract including but not limited to DCF, explain fully why circumstances have changed so that you or your organization can meet the requirements.

**2) Program Approach (40 Points)**

Describe specific methods which will be used by contracted therapists to implement related services in educational settings.

Discuss the application of evidence based practice and describe specific strategies for:

- Environmentally based functional assessments within the classroom setting (including information regarding assistive technology and/or augmentative communication);
- Collaboration with instructional staff and other disciplines within the planning and implementation of services; and
- Therapeutic intervention for supporting educational goals and objectives (including information regarding assistive technology and/or augmentative communication).
- Therapists must be clinically and culturally competent and responsive, with training and experience necessary to manage complex cases.

**3) Supervision and Training (10 Points)**

Describe the bidder's procedures/mechanisms for the provision of:

- Professional development;
- Contract management and complaint resolution;



- Performance review of contracted therapists; and
- Supervision of Physical Therapy Assistant (PTA) and Certified Occupational Therapy Assistant (COTA).

**4) Staffing (20 Points)**

The Applicant will supply a comprehensive list of all therapists to be assigned for all services as part of the Appendix to the grant application. A detailed resume will be included for each individual emphasizing qualifications and experience.

- Copy of professional license
- Copy of New Jersey School Certification
- Copy of malpractice insurance
- Current Letters of Support (No more than 3 letters to be attached as part of the Appendix and such letters shall be dated no earlier than 2011.)

**5) Budget (10 Points)**

See Budget - Appendix 1. The only requirement for this section is to fill out the form showing your commitment to the hours and the locations specified. Each Applicant may offer to provide services in more than one location and more than one county. –

**B. Supporting Documents:**

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent and a CD ROM containing all the documents in PDF or Word format. Failure to submit any of the required documents requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal.

All supporting documents submitted in response to this RFP must be organized in the following manner:

**Part I: Proposal**

1. Proposal Cover Sheet\*

2. Table of Contents
3. Proposal Narrative (in following order)
  - a. Applicant Organization
  - b. Program Approach
  - c. Supervision of Training
  - d. Staffing
  - e. Budget

## **Part II: Appendices**

1. Job descriptions of key personnel with resumes
2. Statement of Assurances\*
3. Certification regarding Debarment\*
4. Copy of IRS Determination Letter regarding applicant's charitable contribution or non-profit status (if appropriate)
5. All required Certification and Disclosure Forms in accordance with PL 2005, c.51 ("Chapter 51") and Executive Order 117 (2008), if appropriate\*\*
6. Note: non-profit entities are exempt from Chapter 51 disclosure requirements).
7. Copies of all applicable licenses/organization's licensure status (if appropriate) **Physical Therapists** must be licensed by the New Jersey Division of Consumer Affairs and be New Jersey school certified.  
**Physical Therapy Assistants (PTA)** must be licensed by the New Jersey Division of Consumer Affairs. A licensed PTA shall work only under the direct supervision of a licensed Physical Therapist.  
**Occupational Therapists** must be licensed by the New Jersey Division of Consumer Affairs and be New Jersey school certified.  
**Certified Occupational Therapy Assistants (COTAs)** must be licensed by the Division of Consumer Affairs. COTAs must work under the supervision of an occupational therapist on a regularly scheduled basis.  
**Speech Language Pathologists** must either be a New Jersey School Certified speech/language specialist with a Master's Degree in Speech Pathology or be licensed, New Jersey school certified and have the Certificate of Clinical Competence (CCC) – candidates who are in their Clinical Fellowship Year (CFY) may be considered
8. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at <http://www.dnb.com>
9. Applicable Consulting Contracts, Memoranda of Agreement, Letters of Commitment and other supporting documents.

\* Standard forms for RFP's are available at [www.nj.gov/dcf/providers/notices/](http://www.nj.gov/dcf/providers/notices/) Forms for RFP's are directly under the Notices section. Forms for Education Contracts and Individual Provider Agreements are attached as Appendix 2. Forms for Budget are available at <http://www.state.nj.us/dcf/providers/contracting/>

\*\* Chapter 51 forms are available on the Department of the Treasury website at <http://www.state.nj.us/treasury/purchase/> (Note: non-profit entities are exempt from Chapter 51 disclosure requirements.). Click on Vendor Information and then on Forms

### **C. Requests for Information and Clarification**

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Answers will be posted on the website at: <http://www.state.nj.us/dcf/providers/notices/>

Questions must be submitted in writing via email to: [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us). All inquiries submitted to this email address must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought.

Written questions must be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.** Inquiries should only be addressed for technical support through [DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us). Inquiries will not be accepted after the closing date of the Question and Answer Period. Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP.

**APPENDIX 1 – FY 2013**  
**Sites Requiring Educational Related Services**

<b>DCF Campus</b>	<b>Discipline</b>	<b># Hours/Week Offered*</b>	<b># Hours/Week Accepted**</b>	<b>DCF Rate/Hour</b>
Bergen	Occupational	8		\$85.00
	Physical	2		\$85.00
	Speech	13		\$85.00
Cherry Hill	Occupational	8		\$85.00
	Physical	8		\$85.00
	Speech	13		\$85.00
Cumberland	Occupational	8		\$85.00
	Physical	8		\$85.00
	Speech	8		\$85.00
Essex	Occupational	23		\$85.00
	Physical	23		\$85.00
	Speech	23		\$85.00
Hudson	Occupational	9		\$85.00
	Physical	9		\$85.00
	Speech	9		\$85.00
Mercer	Occupational	4		\$85.00
	Physical	4		\$85.00
	Speech	4		\$85.00
Ocean	Occupational	12		\$85.00
	Physical	12		\$85.00
	Speech	12		\$85.00
Passaic	Occupational	30		\$85.00
	Physical	30		\$85.00
	Speech	30		\$85.00
Union	Occupational	22		\$85.00
	Physical	21		\$85.00

*\*This is the number of therapy hours that are needed to be scheduled during the week.*

*\*\*This is the number of therapy hours that the bidder commits to providing during the week.*