**Substance Use Navigator Checklist**

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|  |  **Part I: Proposal:** |
| 1 | [ ]  | **Proposal Cover Sheet** – Use the RFP forms found directly under the Notices section on: Website: [www.nj.gov/dcf/providers/notices/](http://www.nj.gov/dcf/providers/notices/)Form: <http://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc> |
| 2 | [ ]  | **Table of Contents** – Please number and label with page numbers if possible in the order as stated in Part I & Part II Appendices for paper copies, CD and electronic copies. |
| 3 | [ ]  | **Proposal Narrative** (**25 page limit**) in following order: 1. Applicant Organization
2. Program Approach
3. Outcome Evaluation
4. Budget
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|   |  | **Part II: Appendices: As a Condition of receiving an award, the documents below are required to be submitted with your response to the RFP in the order as presented.** |
| 4 | [ ]  | **Job descriptions** that reflect all educational and experiential requirements of this RFP; salary ranges; and, resumes of any existing staff that will provide the proposed services. Please do not provide home addresses or personal phone numbers. |
| 5 | [ ]  | Current Agency Organization Chart |
| 6 | [ ]  | Three (3) written **professional letters of support** on behalf of the applying individual/agency specific to the provisions of services for individuals with intellectual and developmental disabilities under this RFP from agencies within the defined service area. (References from individuals that received services from the program or their family members or New Jersey State employees are prohibited). Please include telephone numbers and e-mail for all references so they may be contacted directly.  |
| 7 | [ ]  | Letters of affiliation and proposed Student-School-Service Provider contracts if graduate students will be involved in the provision of services |
| 8 | [ ]  | A summary of any evaluation tools that will be used to determine the effectiveness of the program services. (limit of 5 pages) |
| 9 | [ ]  | Budget Narrative (See Budget Section) |
| 10 | [ ]  | Copies of any corrective action plan request and response from DCF; also **audits** or reviews completed or in process by DCF or other State entities from 2014 to the present. If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant’s position. If not applicable, include a written statement. |
| 11 | [ ]  | Attach a detailed week by week description of your action steps in preparing to provide this service.Applicants must have the ability to become fully operational within **60 days** of award. |

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| 12 | [ ]  | **Signed Standard Language Document** (SLD) [Version: Rev. June 6, 2014] Form: <http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc> |
| 13 | [ ]  | **Business Associate Agreement/HIPAA**, with signature under Business Associate [Version: Rev. 9-2013] Form: <http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc>  |
| 14 | [ ]  | **Source Disclosure Certification** Form [P.L. 2005, c 92-formerly Executive Order 129] Website: <http://www.state.nj.us/treasury/purchase/forms.shtml>Form: <http://www.state.nj.us/treasury/purchase/forms/SourceDisclosureCertification.pdf> |
| 15 | [ ]  | Dated List of Names, Titles, Addresses & Terms of **Board of Directors** --or-- **Managing Partners**, if an LLC or Partnership |
| 16 | [ ]  | **Disclosure of Investigations & Other Actions Involving Bidder Form** (PDF)  <http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestigations.pdf> |
| 17 | [ ]  | **Disclosure of Investment Activities in Iran** (PDF)  <http://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf> |
| 18 | [ ]  | For Profit: **Statement of Bidder/Vendor Ownership Form** (PDF)  <http://www.state.nj.us/treasury/purchase/forms/OwnershipFinal12-14.pdf>  |
| 19 | [ ]  | **Subcontract/Consultant Agreements** related to this RFP/RFQ - If not applicable, include a written statement |
| 20 | [ ]  | Document showing **Data Universal Numbering System** (**DUNS**) Number [2006 Federal Accountability & Transparency Act (FFATA)]Website: <http://www.dnb.com> Helpline: 1-866-705-5711 |
| 21 | [ ]  | **Certificate of Incorporation**Website: <http://www.nj.gov/treasury/revenue/filecerts.shtml> |
| 22 | [ ]  | For Profit: **NJ Business Registration** Certificate with the Division of Revenue. See instructions for applicability to your organization. If not applicable, include a written statement. Website: <http://www.nj.gov/njbusiness/registration/>  |
| 23 | [ ]  | **Agency By Laws** or **Management Operating Agreement** if an LLC  |
| 24 | [ ]  | **Tax Exempt Certification** Website: <http://www.state.nj.us/treasury/taxation/exemption.shtml> |
| 25 | [ ]  | **Statement of Assurances** -Use the RFP forms found directly under the Notices section onWebsite: [www.nj.gov/dcf/providers/notices/](http://www.nj.gov/dcf/providers/notices/)Form: <http://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc> |
| 26 | [ ]  | **Safe-Child Standards Description** – Submit a brief statement demonstrating ways in which your agency will implement the “Standards” (2 pgs. max. double spaced) Policy: <http://www.state.nj.us/dcf/SafeChildStandards.pdf>  |
| 27 | [ ]  | For Profit: Two-Year **Chapter 51/Executive Order 117** Vendor Certification --and--Disclosure of Political Contributions [Version: Rev 4/17/15] See instructions for applicability to your organization. If not applicable, include a written statement. Website: <http://www.state.nj.us/treasury/purchase/forms.shtml>  |
| 28 | [ ]  | **Chapter 271/Vendor Certification and Political Contribution Disclosure Form** Website: <http://www.state.nj.us/treasury/purchase/forms.shtml>Form: <http://www.state.nj.us/treasury/purchase/forms/CertandDisc2706.pdf> |
| 29 | [ ]  | Proposed **Annex B Budget Form** documenting anticipated budget (Include Signed Cover Sheet)Annex B: <http://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls>Note: Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab. |
| 30 | [ ]  | **System for Award Management** (**SAM**) printout showing "active" status (free of charge)Website: <https://www.sam.gov/portal/public/SAM> Helpline: 1-866-606-8220 |
| 31 | [ ]  | **Tax Forms:** Non Profit **Form 990** Return of Organization Exempt from Income Tax --or-- For Profit **Form 1120** US Corporation Income Tax Return --or--LLC **Applicable Tax Form** and may delete or redact any SSN or personal information   |
| 32 | [ ]  | **Affirmative Action Certificate** --or-- **Renewal Application** [AA302] sent to TreasuryWebsite: <http://www.state.nj.us/treasury/purchase/forms.shtml>Form: <http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf> |
| 33 | [ ]  | **Annual Report to Secretary of State** Website: <http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml> |
| 34 | [ ]  | Certification Regarding **Debarment**Form: <http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf> |
| 35 | [ ]  | **Professional Licenses** related to job responsibilities for this RFP - If not applicable, include a written statement  |
| 36 | [ ]  | Proposed **Organizational Chart** for Services Required by this RFP  |