

QUESTIONS AND ANSWERS

2016 RFP: Intensive Out of Home Treatment Services for Youth with Intellectual/Developmental Disabilities (Intensive-I/DD)

Questions? Email us anytime at dcfaskrfp@dcf.state.nj.us

Phone number and contact

Main Number: 609-888-7730

Contacts: Jessica Lique
Loren LaBadie

Deliver proposal to: 50 East State Street, 3rd Floor
Trenton, NJ

1. May the 3 homes be located in one structure with separate entrances and separated home like living units?

No. They may be located on the same campus/parcel of land but not within the same building. The hub delivery model offers flexibility and support in sharing clinical, medical and other services to ensure that youth with I/DD who present with complex, challenging behaviors have a safe, stable, familiar, consistent, and nurturing experience. Each individual house will have dedicated staff, including a house manager and direct care milieu staff who will interface with the youth on a daily basis. The homes must be within 30 minutes from one another but cannot be a duplex, twin-sides or otherwise attached.

2. We are inquiring to determine our eligibility to participate in this RFP. As per page 32 of your RFP information packet, under Applicant Eligibility Requirements, it states “applicant must be duly registered to conduct business within the State of New Jersey”. Our organization is located in NY, but we are a NJDOE approved school. Would we be considered duly registered to conduct business in the state of New Jersey?

For the purposes of this application, you must register in NJ to do business with DCF, a state entity. See the website at:
<http://www.nj.gov/treasury/revenue/gettingregistered.shtml>

Depending on the type of business you operate, you will need to take one or two steps for your business to be properly documented in New Jersey. OVERVIEW Step 1: If your business is a legal entity such as a corporation, limited partnership, or limited liability company, you must file formation or authorization documents for the public record. General partnerships and sole proprietors are not subject to this first step. Legal entities are subject to annual report filing requirements. Corporations will also be subject to the corporation business tax from the date of formation to the legal date of dissolution. Step 2: All businesses must register for tax purposes. SPECIAL CONSIDERATION: If you only need to withhold payroll taxes for an employee(s) who reside in NJ and you are not conducting business operations in this State, fill out and submit paper form NJ-REG, pages 17-19.

Step 1 - RECORDING NEW BUSINESS ENTITIES

Step 1 applies to all New Jersey (domestic) and out-of-state (foreign) corporations, limited liability companies, limited partnerships and limited liability partnerships. You must file an original formation/authorization certificate with the State of New Jersey. The filing process can be completed online. All profit businesses (domestic and foreign) and foreign non-profits must pay a statutory filing fee of \$125. The statutory filing fee for domestic non-profits is \$75.00.

If you choose not to record your business online, you may download the forms and instructions, which are found in the Business Registration Packet.

SPECIAL CONSIDERATION: Out-of-state businesses that believe they do not have state tax nexus will file a paper form NJ-REG (Step 2) in order to obtain a Business Registration Certificate. Business entities that file form NJ-REG only will be subject to a nexus review, initiated and conducted by the Division of Taxation.

Step 2 - REGISTERING ALL BUSINESSES FOR TAX & EMPLOYER PURPOSES

Step 2 applies to all businesses. You must file Form NJ-REG to be registered for tax and employer purposes (Step 2). Online registration is available.

Filing Form NJ-REG ensures that your business is registered under the correct tax identification number and that you will receive the proper returns and notices. Normally, you will use your federal identification

number (FEIN) as the New Jersey tax identification number. A business with employees must obtain a FEIN. If you do not have a federal identification number for your business, you may apply for one as you fill out the online NJ-REG or you may apply directly to the IRS online.

If you are subject to the entity formation/authorization filing in Step 1 above, you may submit both the business entity and the tax registration filings together. The NJ-REG, however, must be filed within 60 days of filing the new business entity if the registrations are submitted separately.

If you choose not to register online, you may download the paper forms

PROOF OF REGISTRATION

Businesses planning to contract with any public agency in New Jersey, including state agencies, local governments, colleges/universities and local school boards as well as with casino licensees will be required to provide a Business Registration Certificate as proof of registration. To obtain a Business Registration Certificate, you must have filed Form NJ-REG.

- 3. This question refers to RFP page 6; Section I – General Information Section C. "Services to be Funded"; under subheading "Number of Programs/Locations".**

What are the distance requirements that the houses need to be located from each other? For instance, can two houses be located in one county and can a third house be is in another bordering county?

The county is not the issue. It is more of a time factor. Travel time among houses should not be longer than 30 minutes.

- 4. This question refers to RFP page 47; Section II – Application Instructions; Subsections-A. Proposal Requirements and Review Criteria: (4) Budget and Budget Narrative. The RFP states: "It is not a preferred practice of CSOC to offer or provide start-up costs; subsequently, the inclusion of such costs may be a determining factor in the proposal selection process."**

Would you please confirm that points will be deducted by including start-up? If so, would you please elaborate on the extent that this will

be a "determining factor" in the selection process? For instance, how many points will be deducted by including start-up costs?

Points will not be deducted for including start-up costs.

- 5. This question also refers to RFP page 47; Section II – Application Instructions; Subsections-A. Proposal Requirements and Review Criteria: (4) Budget and Budget Narrative.**

Are acquisition costs to purchase the houses allowable start-up costs that will be supported by the grant?

No.

- 6. This question refers to RFP page 50; Part II; Appendices; (5) 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/RFQ.**

How current do our letters of support need to be?

The letters of support should be specific to this task and this Request for Proposal. They should be dated within six months of your response.

- 7. Do homes have to be in place staffed and operational prior to funding?**

Yes, the first admission will be approved once the program is staffed as per requirements.

- 8. Is the Dietician an on-staff position or a consultant as needed?**

That is at the discretion of the agency in terms of how it wants to fund this position. Our interest is that the service be delivered by a competent and consistent person.

- 9. Is awardee responsible for providing required trainings in the listed in RFP or is training already offered through DCF?**

Both. DCF/CSOC offers a number of trainings to support providers.

10. Are the creations of all forms for ISP's left to the discretion of the awardee or are there templates available?

There is standardized method/process in DCF/CSOC's electronic health record (HER), also known as CYBER.

11. Is continued funding contingent on maintaining youth outcomes as outlined in RFP?

Yes.

12. How specific do we need to be on the location of the homes (County, neighborhood, street, zone, etc.)?

Please provide as much information as possible. At a minimum, the Region (Northern or Central) must be identified within the proposal.