



CHRIS CHRISTIE
GOVERNOR

KIM GUADAGNO
LT. GOVERNOR

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES

PO BOX 726
TRENTON, NJ 08625-0726

Visit us on the web at :
www.state.nj.us/humanservices/ddd

Jennifer Velez
COMMISSIONER

Dawn Apgar
Deputy Commissioner

TEL. (609) 631-2200

Request for
Letter of Interest
Transfer of Operations

1. Introduction

The New Jersey Division of Developmental Disabilities (DDD), within the Department of Human Services, is soliciting Letters of Interest from qualified Individualized Community Supports and Services (ICCS) providers wishing to expand an existing contract(s) to assume operations of a community residential program at an existing 4-BR site located in Morris County. This home will serve 4 individuals.

Interested applicants shall indicate the ability to provide all necessary residential and day services and supports as well as any relevant ancillary services 24 hours a day 365 days a year. Ancillary supports include, but are not limited, to behavioral supports, medication administration, recreational activities, and transportation to and from any community services. It is the expectation of DDD and the Office of Licensing (OOL) that any program transitioning to a new provider will be fully licensed before a full transfer can occur and that OOL will provide technical assistance as needed to the new provider.

Individuals to be served in this program will be referred by DDD, in collaboration with the Division of Mental Health and Addiction Services. Interested agencies must be prepared to accept each individual as referred. The individuals to be served in this initiative will be dually diagnosed with a developmental disability and a mental illness who are on CEPP (Conditional Extension Pending Placement) status in State Psychiatric Hospitals, some of whom may also have co-existing medical conditions and co-occurring substance abuse disorders, have experienced periods of extended institutionalization, and/or are reluctant to leave the hospital. Individuals referred for this project will have a high level of need in the area of behavioral intervention. Service requirements will be based on the needs of the residents. Agencies should describe the plan to meet a variety of individuals' needs in the narrative section of the response.

Successful service models must demonstrate the integration of individuals served into ongoing productive activities of daily living, including, but not limited to, employment, supported employment, focused day program activities, volunteer activities, and appropriate use of leisure time. The overall service focus will demonstrate the provision of supports that promote wellness, recovery and resiliency. Services will aim at achieving community integration, illness management, socialization, work readiness and employment, and developing peer support, skills, and opportunities that foster increased personal responsibility for one's life. Preservation of housing is primary and recognized as essential to overall wellness and recovery. The housing setting in this residence provides private bedrooms, comfortable shared living space and adequate kitchen and bathroom facilities.

2. Requirements for All Letters of Interest

All Letters of Interest must include the following:

- a. Service area/component – Letter must clearly state the services that the agency is willing to provide.
- b. Support of Board of Directors – Letter must indicate clear support of the Board of Directors of the agency (the agency selected will be required to submit documentation of Board resolution or a letter documenting the agency's interest in assuming operations of this program).
- c. Agency Qualifications – Letter must clearly outline the qualifications and experience the agency has to provide the services it is proposing to provide. Please describe how the needs of a variety of individuals will be met, with particular attention to the needs of individuals with co-occurring mental illness, substance abuse disorders, medical conditions, and/or need for behavioral interventions.
- d. Personnel – Letter must identify key administrative personnel that will be overseeing the transition of services and providing oversight to the services it is requesting to provide.
- e. Commitment -- An acknowledgement of the agency's plan to assure for minimal disruption of services and the agency's commitment to work cooperatively with DDD to assume operating responsibility at the designated site within a potentially compressed time frame. This commitment will also articulate communication strategies to both guardians and individuals regarding the provision of services.

3. Decision Criteria

In addition to the above assurances, the final decision will take into account:

- a. Licensing history
- b. OPIA Risk Management System history
- c. Agency vacancy assessment
- d. Fiscal stability
- e. Materials submitted in Letter of Interest as described above

4. Budget

Operating costs of the program will be dependent upon the assessed needs of the individuals referred. All budgets must be negotiated with a contract administrator and approved by DDD before considered final.

The Department reserves the right to reject any and all proposals when circumstances indicate it is in the best interest to do so. The Department's best interests in this context include, but are not limited to, loss of funding, inability of the applicant to provide adequate services, indication of misrepresentation of information and/or non-compliance with State and Federal laws and regulations, and/or any existing Department contract and procedures.

5. Deadline to Ask Questions Related to the Letter of Interest

Questions may be submitted by electronic mail to annemarie.hart@dhs.state.nj.us with the subject line **RLI – Question** between Friday, May 17, 2013 and Friday, May 24, 2013 at 5 PM.

6. Submission Instructions

Attach the completed Letter of Interest to an electronic mail message and send to

annemarie.hart@dhs.state.nj.us with the subject line ***Transfer of Operations - RLI*** by June 21, 2013.
Submissions received after this date and time will not be considered.

7. Review of Letters of Interest and Notifications of Decisions

The DDD will conduct a review of all responses and will notify the applicant(s) on or about August 15, 2013.

Department of Human Services
Division of Developmental Disabilities
P.O. Box 726
Trenton, NJ 08625

x