

**Residential Community Reintegration Programs  
Request For Proposals Bid No. PCS-2025  
Content of Bid Proposal Checklist**

**Name of Bidder's Organization:** \_\_\_\_\_

**Name of Facility:** \_\_\_\_\_

**Type of Facility:** \_\_\_\_\_

The following items are critical application elements required for bid proposals. Bidders are required to complete the checklist to ensure bid proposals are materially responsive and include all documentation for review and scoring by evaluators. Bidders shall not include documents other than those requested by the State of New Jersey for this bid proposal. Additional documents will not be considered by evaluators.

<b>REQUIREMENTS</b>		<b>Included</b>	<b>N/A</b>
<b>1</b>	One original proposal in binder and two USB each with a complete and exact copy of the original response proposal		
	<b>APPLICATION FOR CONTRACTUAL SERVICES and ASSOCIATED DOCUMENTATION</b>		
<b>2</b>	Signed Application for Contractual Services		
<b>3</b>	Certificate of Incorporation		
<b>4</b>	Annual Report to NJ Department of Treasury, Division of Revenue and Enterprise Services		
<b>5</b>	IRS tax exempt certificate or letter		
<b>6</b>	Annual Charities Registration/Verification Statement to NJ Division of Consumer Affairs (Form CRI-200 or CRI-300R) (if applicable)		
<b>7</b>	Explanation and status of pending litigation (if applicable)		
<b>8</b>	Explanation and status of past due and federal tax payments (if applicable)		
<b>9</b>	Explanation and status of disputes with local or state authorities (if applicable)		
<b>10</b>	Explanation and status of bankruptcy protection (if applicable)		
<b>11</b>	Explanation and status of local or state imposed fines or sanctions (if applicable)		
<b>12</b>	Certificate of Occupancy		
<b>13</b>	Fire inspection report (most recent)		

<b>REQUIREMENTS</b>		<b>Included</b>	<b>N/A</b>
<b>14</b>	Health sanitation inspection report (most recent)		
<b>15</b>	Conditional license for operation as an Outpatient Substance Abuse Treatment Program issued by the NJ Department of Health, Division of Certificate of Need and Licensing (if applicable)		
<b>16</b>	Proof of mortgage, copy of lease agreement or lease option document		
	<b>PROPOSAL NARRATIVE - TECHNICAL PROPOSAL PARTS 1 AND 2</b>		
<b>17</b>	Part 1 Technical Proposal: Overall General Approach and Detailed Plan for Accomplishing the Statement of Work		
<b>18</b>	Part 2 Technical Proposal: Bidder's Company History		
	<b>BID RESPONSE REQUIREMENTS: PART 3 - NJ DEPARTMENT OF TREASURY BUSINESS FORMS</b>		
<b>19</b>	Disclosure of Activities Investigations and Other Actions Involving Vendor		
<b>20</b>	Subcontractor Utilization Plan (applicable if subcontracting)		
	<b>BID RESPONSE REQUIREMENTS: PART 3 - ADDITIONAL DOCUMENTS</b>		
<b>21</b>	Program narrative abstract		
<b>22</b>	Written implementation plan and timeline, for new bidders or new RCRPs only		
<b>23</b>	Proposed facility site plan		
<b>24</b>	Copy of a certified letter notifying public officials of intended program and their response		
<b>25</b>	Written Outcome Measurement Plan		
<b>26</b>	Quality Control Plan		
<b>27</b>	List and detailed description of all assessments and screening tools		
<b>28</b>	Schedule for implementation of all assessments and screening tools which includes a timetable for the initial assessment and all reassessments		
<b>29</b>	Detailed treatment approach and curriculum		
<b>30</b>	Table of Organization		
<b>31</b>	Staffing pattern		

REQUIREMENTS		Included	N/A
32	Resume, copy of diploma or college transcripts and any professional licenses of Program Director or equivalent title		
33	Resumes for all key decision makers and managers		
34	Resume, copy of college transcripts and any professional licenses of any teacher		
35	Resume, copy of college transcripts and any professional licenses of any social worker or addictions counselor		
36	Annual staff development plan		
37	Written food service plan		
38	Audited financial statement for the most recent calendar year		
	<b>COST PROPOSAL: PER DIEM RATES, PER DIEM RATE CALCULATIONS, AND REQUIRED SOURCE DOCUMENTS</b>		
*	The proposed per diem rates and calculations listed below are provided in a separate sealed envelope (three proposed per diem rates/calculations are required based upon different bed proposal scenarios)		
39	Three (3) Schedule A - Bidder's Proposed Per Diem Rate - Essential Services		
40	Three (3) Schedule B-1 - Bidder's Proposed Per Diem Rate - Essential Services - Allowable Costs		
41	Three (3) separate <u>itemized</u> schedules of operating expenses affixed to "Schedule B-1 Allowable Costs" if proposing additional operating costs beyond those listed on the form		
42	Three (3) Schedule B-2 - Bidder's Proposed Per Diem Rate - Essential Services - Program Personnel Cost		
43	Three (3) Form B-3 - Bidder's Proposed Per Diem Rate - Essential Services - Bidder's Staffing Proposal		
44	Profit and loss statement for calendar or fiscal year end for expenditures used in the per diem calculations		
45	Copy of a paid invoice (source document) if facility rent is included in the per diem calculation		
46	Three (3) Cost allocation plans based upon the different bed proposal scenarios if other programs are operated at the facility		
	<b>NJ DEPARTMENT OF TREASURY BUSINESS FORMS</b>		
47	Disclosure of Investment Activities in Iran Form		

<b>REQUIREMENTS DUE PRIOR TO CONTRACT AWARD (May be Submitted with Bid Proposal)</b>		<b>Included</b>	<b>N/A</b>
<b>48</b>	Source Disclosure Form		
<b>49</b>	Affirmative Action Employee Information Report AA-302 or Certificate of Employee Information Report approval issued in accordance with N.J.A.C. 17:27-4		

I hereby certify that the information requirements have been provided and have only been omitted if non-applicable to my organization or to the specific program proposed in the bid submission, as indicated above.

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**Name of Bidder's Organization**

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**Signature of Chief Executive Officer/Executive Director**

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**Date**