



STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
OFFICE OF NEW AMERICANS

REQUEST FOR PROPOSALS

**LEGAL SERVICES PROGRAM:
DETENTION AND DEPORTATION INITIATIVE**

August 20, 2026

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Office of New Americans

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Purpose and Intent

This Request for Proposals (RFP) is issued by the New Jersey Department of Human Services (DHS), Office of New Americans (ONA), to provide legal representation and related support services to New Jersey residents facing immigration detention, deportation, and removal proceedings.

The statewide Detention and Deportation Defense Initiative (DDDI) promotes due process, family unity, and access to justice by providing legal representation to low-income New Jersey residents. In 2026, Governor Mikie Sherrill announced an expansion of DDDI, reaffirming New Jersey's commitment to increasing access to counsel and strengthening the state's detention and deportation defense network.

ONA anticipates making awards totaling up to \$12 million under three funding options to support a coordinated statewide network of providers. Funding Options A and B will support direct legal representation, while Funding Option C will support one organization to serve as the statewide DDDI Coordination Entity. The DDDI Coordination Entity will be responsible for statewide referral coordination, provider communication, technical assistance, training, programmatic reporting, quality assurance, and other statewide coordination activities.

Applicants may apply for funding options provided they demonstrate the qualifications and organizational capacity necessary to fulfill the requirements of each Funding Option:

- **Option A or Option B or Option C**
- **Option A and C**
- **Option B and C**

Funding Option A – Experienced Removal Defense Providers: Up to **\$5,000,000** per award.

- Intended to support organizations with demonstrated legal removal defense experience and capacity.
- Applicants may apply independently, as part of a consortium, or through partnerships with other organizations.
- The use of subgrants or subcontractors is permitted but not required. Any proposed subgrantees or subcontractors shall be subject to ONA approval.

Funding Option B – Removal Defense Capacity Expansion Providers: Up to **\$1,000,000** per award.

- Intended to support organizations with immigration legal services experience seeking to expand their capacity to represent individuals in removal

proceedings. Applicants may apply independently, as part of a consortium, or through partnerships with other organizations.

- The use of subgrants or subcontractors is permitted but not required. Any proposed subgrantees or subcontractors shall be subject to ONA approval.

Funding Option C – DDDI Coordination Entity: One award of up to **\$1,000,000**.

- Will be awarded to only one organization.

Successful bidders shall provide culturally and linguistically responsive services and ensure programming is accessible and responsive to the needs of the communities served.

No funding match is required; however, bidders shall identify any other sources of funding, both in-kind and monetary, that will support the proposed activities. Bidders may not use funds from existing ONA contracts to support the preparation of proposals submitted in response to this RFP.

The following summarizes the **anticipated** RFP schedule:

August 20, 2026	Notice of Funding Availability
August 26, 2026	Prospective Bidder Presentation
September 3, 2026	Questions on RFP are due no later than 11:59 p.m. ET
September 24, 2026	Deadline for receipt of proposals
TBD	Preliminary Award Announcement
TBD	Appeal Deadline
TBD	Final Award Announcement

Bidders are responsible for monitoring the [DHS website](#) for updates to the RFP schedule.

Background and Population to Be Served

In 2018, the State of New Jersey allocated supplemental funding to provide legal representation for residents facing immigration detention and removal proceedings. Since the launch of DDDI, New Jersey has annually reaffirmed its commitment to ensuring

access to legal representation for vulnerable immigrant communities through ongoing budget appropriations.

DDDI is grounded in the principle that access to legal representation promotes due process, strengthens families and communities, and improves the fairness and efficiency of immigration proceedings. The initiative also seeks to build a robust statewide infrastructure of legal service providers capable of responding to evolving immigration enforcement priorities and the growing need for representation.

Population to Be Served

Within the limits of available resources and subject to access granted by relevant institutions, legal services shall be provided to financially and otherwise eligible unrepresented New Jersey residents who:

- Are detained under Immigration and Customs Enforcement (ICE) custody in New Jersey or elsewhere;
- Are detained by another federal agency as a result of their immigration status;
- Are in immigration removal proceedings through the Institutional Hearing Program (IHP) while in custody at a New Jersey correctional facility; or
- Face a significant risk of detention, deportation, or removal and require legal services to preserve or pursue immigration relief, subject to provider capacity.

ONA and funded providers will work collaboratively to increase awareness of the program and ensure that eligible New Jersey residents have access to information regarding available legal services.

ONA reserves the right to modify program priorities, populations served, referral protocols, and service delivery requirements during the contract period based on changes in federal policy, operational needs, or other factors identified by ONA.

Who Can Apply?

To be eligible for consideration under this RFP, the bidder must satisfy the requirements of the funding option for which they are applying. Applicants shall identify their funding option(s) of proposal. Current DDDI provider agencies are eligible to apply for additional funding through this funding opportunity.

All Applicants

Regardless of funding option, all bidders must satisfy the following requirements:

- The bidder can be a nonprofit or governmental, or private entity.

- The bidder, or subgrantee, must have licensed attorneys with immigration law expertise on staff who will directly provide or supervise the services described in this RFP.
- The bidder must demonstrate that all professionals (including attorneys, DOJ-accredited representatives, social workers, and other staff providing services under this contract) possess the appropriate credentials, licenses, and certifications and are in good standing.
- The bidder must demonstrate the capacity and commitment to participate in statewide coordination efforts, including required meetings, referral management, reporting, and other activities established by ONA and the DDDI Coordinating Entity.
- The bidder must collaborate with the DDDI Coordinating Entity, ONA, EOIR, detention facilities, community-based organizations, and other legal service providers, as appropriate, to maximize statewide representation capacity.
- Commit to a universal model of representation, meaning that representation will be provided to a client regardless of the perceived merits of his or her case (ONLY OPTIONS A and B).
- Applicants proposing partnerships, subcontractors, or subgrantees shall describe the role of each partner and how the proposed arrangement will enhance service delivery and representation capacity. The use of subgrants or subcontractors is permitted but not required (ONLY OPTIONS A and B).
- The bidder must be fiscally viable based upon an assessment of the bidder's audited financial statements. If a bidder is determined, in ONA's sole discretion, to be insolvent or likely to become insolvent within twelve (12) months of proposal submission, ONA may deem the proposal ineligible for award.
- The bidder must not appear on the State of New Jersey Consolidated Debarment Report or be suspended or debarred by any State or Federal entity from receiving public funds.
- Pursuant to DHS Contract Policy and Information Manual Policy Circular 8.05, the bidder shall not have a conflict, or the appearance of a conflict, between the private interests and the official responsibilities of a person in a position of trust. Persons in a position of trust include provider agency staff, officers, and governing board members. The bidder must maintain written Conflict of Interest policies and procedures that comply with Policy Circular 8.05.

Option A – Experienced Removal Defense Providers

Option A is intended for organizations with demonstrated experience representing individuals in immigration detention and removal proceedings and the organizational capacity to provide direct legal representation under the DDDI.

Applicants for Option A must demonstrate:

- On-staff immigration attorneys with at least three years of experience providing legal representation in immigration detention and/or removal proceedings.
- Experience representing clients before immigration judges or the Board of Immigration Appeals, especially in removal proceedings.
- The organizational capacity to manage removal defense caseloads and accept referrals through the DDDI Coordinating Entity.
- Experience providing high-quality legal representation in complex immigration matters.
- May apply independently, as part of a consortium, or through partnerships with other organizations.
- May apply under one or more funding options, demonstrating the required qualifications and organizational capacity necessary to fulfill each Option.

Option B – Capacity Expansion Providers

Option B is intended for organizations with experience providing immigration legal services that seek to develop or expand their capacity to represent individuals in immigration detention and removal proceedings.

Applicants for Option B must demonstrate:

- On-staff immigration attorneys with at least two years of experience providing immigration legal services or legal representation.
- Ability to represent clients before immigration judges or the Board of Immigration Appeals.
- A commitment to expanding removal defense capacity and participating in required coordination, training, and technical assistance activities established by ONA and the DDDI Coordinating Entity.
- The ability to accept referrals appropriate to their organizational expertise and capacity.

- May apply independently, as part of a consortium, or through partnerships with other organizations.
- May apply under one or more funding options, demonstrating the required qualifications and organizational capacity necessary to fulfill each Option.

Option C – DDDI Coordination Entity

Option C is intended for one organization to serve as the statewide DDDI Coordination Entity and support the implementation of the DDDI through statewide coordination, referral management, provider support, and program administration. Applicants may apply for Option C independently or in combination with Option A or Option B.

Applicants for Option C must demonstrate:

- Experience coordinating statewide or multi-provider legal service programs, collaborative initiatives, or similar networks.
- Experience administering referral systems, technical assistance, data collection, reporting, and program oversight.
- The organizational capacity to coordinate participating providers, monitor program performance, facilitate collaboration, and support statewide implementation of the DDDI.
- If applying for Option C in combination with Option A or Option B, describe the policies, procedures, staffing structure, and internal controls that will ensure impartial administration of referrals and avoid actual or perceived conflicts of interest.
- Applicants must apply independently, subgranting is not permitted for Option C.

Contract Scope of Work

The Scope of Work varies by funding Option. Applicants shall address only the Scope of Work applicable to the funding Option(s) for which they are applying. ONA reserves the right to modify program priorities, populations served, referral protocols, and service delivery requirements during the contract period based on changes in federal policy, operational needs, or other factors identified by ONA.

Options A and B – Legal Service Providers

The successful bidder shall, **in coordination with ONA and the DDDI Coordination Entity:**

- Provide high-quality legal representation to financially eligible New Jersey residents facing immigration detention, deportation, and removal proceedings, consistent with the goals of the DDDI.
- Up to the limit of available resources, provide the level of legal representation—advice, limited representation, full representation through initial adjudication, and appeals—necessary and appropriate for each case.

- Facilitate access to supportive services that are reasonably necessary to support clients' legal representation, including referrals to community-based resources, as appropriate.
- Maintain full autonomy over all legal work performed, including legal strategy, representation, and advice in individual cases.
- Collaborate with ONA on strategic planning of advocacy efforts that may impact the DDDI program.
- Coordinate with ONA on public outreach and communications related to the DDDI in accordance with ONA guidance and program priorities.
- Collaborate with the DDDI Coordinating Entity and other participating legal service providers, as appropriate, to maximize statewide representation capacity and ensure the effective delivery of legal services. Collaboration may include, but is not limited to, referrals, consultations, co-counseling, mentoring, limited-scope representation, bond representation, merits representation, habeas or other federal litigation support, appellate representation, sharing specialized legal expertise, and other coordinated efforts to leverage available resources and meet client needs.
- Ensure all data reported are accurate, complete, and timely.
- Collect and analyze programmatic and outcome data to assess program performance, identify service gaps, and improve service delivery.
- Provide language access through qualified interpretation and translation services.
- Provide culturally and linguistically appropriate services to reach diverse populations.
- Providers shall accept referrals consistent with their approved scope of services, expertise, staffing, and organizational capacity.
- Option B ONLY: Participate in required technical assistance (TA) hours and workshops as directed by ONA and provided by ONA's designated technical assistance provider

Option C – DDDI Coordination Entity

The successful bidder shall:

- Coordinate the implementation of DDDI services in partnership with ONA.
- Establish and manage a centralized public facing detention and deportation legal services referral hotline and intake system in collaboration with the ONA.

- Develop and administer referral protocols and coordinate referrals among participating legal service providers based on organizational expertise, service capacity, and client needs.
- Maintain regular communication with participating providers regarding staffing, service availability, caseload capacity, and referral status.
- Develop and maintain reporting database, tools, forms, templates, and guidance for participating providers, subject to ONA approval.
- Collect, maintain, analyze, and report aggregate programmatic and performance data to ONA.
- Convene regular meetings and facilitate collaboration among participating providers.
- Monitor provider performance and compliance with programmatic requirements and provide recommendations to ONA regarding technical assistance and quality improvement.
- Coordinate with ONA, participating providers, courts, detention facilities, and other stakeholders to support implementation of the DDDI.
- Identify service gaps, emerging needs, and opportunities to strengthen New Jersey's statewide detention and deportation defense network.
- Perform other coordination activities as directed by ONA.

Caseload Expectations

For purposes of this RFP, a distinct legal matter is defined as a distinct legal representation or legal proceeding. A single client may have more than one matter during the contract period. Selected bidders under Options A and B shall track and report both the total number of matters and the total number of unique clients served in accordance with reporting requirements established by ONA and the DDDI Coordinating Entity.

Applicants shall propose an anticipated annual caseload that is reasonable and supported by the proposed budget, staffing, and organizational capacity. As a general guideline, each distinct legal matter should cost between \$2,000 to \$3,500.

Applicants proposing caseloads outside of these ranges should provide a justification demonstrating how the proposed level of service will be achieved.

Examples of distinct legal matters include, but are not limited to, bond proceedings, removal proceedings, appeals, motions to reopen, habeas corpus petitions, and other

separate forms of immigration relief or related litigation. Multiple activities performed as part of the same legal representation shall not be counted as separate matters solely because they involve multiple hearings, filings, or court appearances.

Coordination and Capacity-Building Requirements

As a condition of funding, successful bidders under Options A and B shall actively participate in statewide coordination and capacity-building activities led by the DDDI Coordination Entity designated by ONA. Participation in these activities is required to support consistent service delivery, effective referral management, statewide capacity building, and program oversight.

Funded providers shall, based on ONA program priorities and guidance:

- Participate in trainings, mentorship opportunities, communities of practice, and other capacity-building activities organized by ONA and the DDDI Coordinating Entity
- Attend meetings convened by ONA and/or the DDDI Coordinating Entity.
- Maintain regular communication with the DDDI Coordinating Entity regarding organizational capacity, staffing levels, intake availability, case acceptance criteria, waitlists, and other factors that may affect referrals.
- Respond to referral inquiries and placement requests from the DDDI Coordinating Entity in a timely manner.
- Provide timely updates regarding referral outcomes, case acceptance decisions, representation status, and service availability.
- Cooperate with statewide intake, referral, case tracking, data collection, and reporting processes established by ONA or the DDDI Coordinating Entity.
- Comply with referral management, programmatic reporting, data collection, quality assurance, and performance monitoring requirements established by ONA and/or the DDDI Coordination Entity.
- Participate in efforts to identify service gaps, improve referral pathways, strengthen statewide representation capacity, and promote best practices in detention and deportation defense.

ONA reserves the right to prioritize and adjust Program activities based on need, capacity, community needs and other factors. Failure to comply with coordination, training, reporting, referral management, and capacity programmatic priorities and reporting requirements may be considered in ONA's assessment of contract performance and future funding decisions.

Applicants may provide services directly, through a consortium model, or through subgrants or subcontracting arrangements. The use of subgrantees is permitted but not required for Options A and B. Applicants proposing partnerships shall describe how program oversight, quality assurance, fiscal monitoring, data collection, reporting responsibilities, and training activities will be managed. ONA reserves the right to approve all subgrantees, subcontractors, and material changes to partnership structures following award.

Partnerships, Subgrants, and Subcontracts

Applicants may propose partnerships, subgrants, or subcontracting arrangements to support service delivery under this RFP for Options A and B. The use of subgrants or subcontractors is permitted but not required. Subgrants and subcontractors is not permitted for Option C.

- Identify proposed partner organizations and describe their anticipated role in service delivery.
- Describe how the proposed arrangement will enhance service capacity, geographic coverage, language access, specialized expertise, or other program goals.
- Ensure that all subgrantees or subcontractors comply with applicable programmatic, fiscal, reporting, and performance requirements.
- Maintain responsibility for oversight, performance monitoring, fiscal management, and reporting for all participating organizations.
- Ensure that all participating organizations comply referral management, coordination, reporting, quality assurance, and other requirements established by ONA and the DDDI Coordinating Entity.

All proposed subgrantees and subcontractors are subject to ONA's approval.

Public Outreach and Communications

The selected bidder must coordinate with ONA on public outreach, communications, and messaging related to the DDDI. Public-facing materials, announcements, educational materials, media engagement, and other communications regarding the DDDI or activities funded through this award shall be developed in coordination with ONA and consistent with ONA guidance and program priorities.

Nothing in this RFP is intended to limit an applicant's independent legal representation, advocacy, or public education activities that are unrelated to the DDDI or funded activities under this award.

- **Note:** The bidder must describe any actual or potential conflicts of interest, organizational relationships, or contractual obligations that could reasonably be expected to affect your ability to fulfill the requirements of this RFP. Include any measures your organization will take to mitigate identified conflicts.

Program Deliverables and Reporting Requirements

Selected bidders shall adhere to all program deliverables, reporting requirements, and performance expectations established by ONA to ensure the effective administration of the DDDI and the provision of high-quality legal services. All specified timelines shall be adhered to in order to remain in good standing with ONA.

Data and Fiscal Reporting

Selected bidders shall:

- Submit quarterly financial reports, including actual expenditures, to ONA no later than thirty (30) days following the close of each fiscal quarter using financial reporting templates designated by ONA.
- Collect, maintain, and report programmatic and aggregate, non-identifying client data in accordance with reporting requirements established by the DDDI Coordinating Entity.
- Comply with all referral management, data collection, reporting, quality assurance, and performance monitoring requirements established by the DDDI Coordinating Entity.
- Participate in program monitoring, evaluation, and other required coordination activities conducted by ONA and/or the DDDI Coordinating Entity.
- Use the reporting tools, forms, templates, spreadsheets, secure data submission methods, and other reporting mechanisms designated by ONA or the DDDI Coordinating Entity. Submission of required financial and programmatic reports in the designated formats is mandatory and may be a condition of payment.
- ONA and/or the DDDI Coordinating Entity may update reporting tools, forms, templates, reporting requirements, and related procedures during the contract period. Selected bidder(s) shall implement such updates and participate in any required training related to reporting requirements and designated reporting mechanisms.

Budget

Applicants shall propose an anticipated annual caseload that is reasonable and supported by the proposed budget, staffing, and organizational capacity. Budgets should range from \$350,000 to \$5,000,000.

For purposes of this RFP, a matter is defined as a distinct legal representation or legal proceeding. A single client may have more than one matter during the contract period.

ONA will evaluate proposals based on the reasonableness of the proposed budget in relation to the anticipated number of matters to be served, organizational capacity, and the overall quality of the proposed services. Cost effectiveness will be considered as part of the evaluation. Based on a review of comparable publicly funded immigration legal representation programs, ONA anticipates that the average cost of representation will generally approximate \$2,000 to \$3,500 per matter.

Allowable Costs:

- Administrative, staffing, direct service, and programmatic costs necessary to carry out the activities outlined in the Scope of Work are allowable under this funding opportunity.
- Applicants may utilize partnerships, subgrants, or subcontracting arrangements to support service delivery under this RFP for Options A and B only. The use of subgrants or subcontractors is permitted but not required.
- Any proposed subgrantees or subcontractors and their associated budgets shall be subject to ONA's approval.
- The selected bidder shall remain responsible for fiscal oversight, program performance, and compliance with all requirements of this RFP, including the activities of any approved subgrantees or subcontractors.

Allowable costs include reasonable expenses directly related to the provision of legal representation, including litigation support services, interpretation and translation, expert witnesses or consultants, document procurement, evaluations, and other case-related expenses approved by ONA. Grant funds may not be used for direct assistance to clients unless expressly authorized by ONA.

Not Allowable Costs:

No funds from DDDI may be used for lobbying activities as defined in accordance with guidance issued by the New Jersey Election Law Enforcement Commission at:

https://www.elec.nj.gov/forcandidates/gaa_forms.htm.

General Contracting Information

Bidders must meet the terms and conditions of the Department of Human Services (DHS) contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual, and the Contract Policy and Information Manual. These documents are available on the [DHS website](#)¹.

Bidders must comply with the Affirmative Action Requirements of Public Law 1975, c. 124 (N.J.A.C. 17:27) and the requirements of the Americans with Disabilities Act of 1991 (P.L. 101-336).

Budgets should accurately reflect the scope of responsibilities in order to accomplish the goals of this project.

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

The contract awarded as a result of this RFP is anticipated to have an anticipated initial term of one (1) year, and may be renewable for up to four (4) additional one-year terms at ONA's sole discretion with the agreement of the successful bidder. Funds may be used only to support services that are specific to this award; hence, this funding may not be used to supplant or duplicate existing funding streams. Actual funding levels will depend on the availability of funds and satisfactory performance.

In accordance with Policy P1.12 available on the [DHS website](#)², programs awarded a contract pursuant to this RFP will be separately clustered until the ONA determines, in its sole discretion, that the program is stable in terms of service provision, expenditures, and applicable revenue generation.

Should the provision of services be delayed through no fault of the successful bidder, funding continuation will be considered on a case-by-case basis dependent upon the circumstances creating the delay. In no case shall the ONA continue funding when service commencement commitments are not met, and in no case shall funding be provided for a period of non-service provision in excess of three (3) months. In the event that the timeframe will be longer than three (3) months, ONA must be notified so the circumstances resulting in the anticipated delay may be reviewed and addressed. Should services not be rendered, funds provided pursuant to this agreement shall be returned to ONA.

The bidder must comply with all rules and regulations for any ONA program element of service proposed by the bidder.

¹ <https://www.nj.gov/humanservices/olra/contracting/policy/>

² <https://www.nj.gov/humanservices/olra/assets/documents/CPIManual.pdf>

All bidders are advised that the contract award is conditional upon final contract and budget negotiation.

Contact for Further Information

Any questions regarding this RFP should be directed via email to DHS-CO.rfp@dhs.nj.gov no later than 11:59 p.m. ET on September 3, 2026. All questions and responses will be posted on the DHS website. Bidders are guided to rely upon the information in this RFP and the responses to questions submitted by email to develop their proposals. Specific guidance, however, will not be provided to individual bidders at any time.

Required Proposal Content

All bidders must submit a written narrative proposal that addresses the following topics, adheres to all instructions and includes required supporting documentation, noted below:

Funding Proposal Cover Sheet (RFP Attachment A): All bidders must submit a written response that addresses organization's role in this program; overview of organization's legal services capacity, programs, and initiatives; profile of experience with managing subgrantees; and capacity to implement this program in no more than 8-10 pages.

Specific Requirements – note this may be submitted in narrative or outline format.
Legal Services Program Expertise (25 Points)

In this section, the bidder shall describe how the services outlined in the Contract Scope of Work will be implemented, including the proposed timeline.

Options A and B

1. Describe your organization's experience providing immigration legal services,
 - Option A: Experienced Removal Defense Providers
 - Describe your organization's experience representing individuals in removal proceedings and detention, or other complex immigration matters, as applicable, within at least the past three years.
 - Option B: Capacity Expansion Providers
 - Describe your immigration legal services experience, within at least the past two years, and your plan to expand removal defense capacity.
2. Describe your organization's expertise in immigration law, including the types of cases handled, legal strategies employed, and experience serving the proposed

target population. This includes experience representing clients before immigration judges or the Board of Immigration Appeals, especially in removal proceedings.

3. Describe the qualifications, experience, and supervision structure for attorneys and other legal professionals who will provide services under this contract. If applicable, describe your organization's experience training and mentoring practitioners in removal defense. Describe your use of attorneys on-staff.

4. Describe your proposed service delivery model, including how eligible clients will be served, your anticipated representation capacity, projected number of clients to be served annually, estimated case costs, performance metrics, and expected outcomes.

5. Describe any existing relationships with detention facilities, courts, community organizations, or other stakeholders that will support implementation of the proposed program.

- Option C – DDDI Coordination Entity
 - Describe your organization's experience coordinating multi-partner initiatives, legal service networks, or other statewide or regional programs. Include your experience managing referrals, facilitating collaboration among providers, providing technical assistance or training, collecting and reporting programmatic data, and administering programs involving multiple stakeholders.

Organizational Capacity (25 Points)

This section may include the capacity of partner organizations, if applicable.

Options A and B

1. Describe your organization's capacity to administer this award, including fiscal management, staffing, contract administration, and project oversight.

2. If proposing partnerships, subgrants, or subcontracting arrangements, describe your experience managing collaborative projects and overseeing partner organizations

3. Describe the number and roles of full-time, part-time, and contracted staff who will support this project. Specifically detailed the number of immigration attorneys who will support the project.

4. Describe your plans to recruit, hire, retain, or repurpose qualified attorneys and/or DOJ-accredited representatives to provide services under this project.

5. Describe your plan for complying with financial reporting requirements established by ONA and programmatic reporting requirements established by the DDDI Coordinating Entity.
6. Describe your experience collaborating with DHS, EOIR, detention facilities, community-based organizations, and other stakeholders to facilitate legal representation.
7. Describe your organization's ability to participate in the statewide referral network, including communication regarding service capacity, referrals, and participation in required meetings and coordination activities.

Option C

1. Describe your organization's administrative, fiscal, and operational capacity to successfully serve as the DDDI Coordinating Entity.
2. Outline the number and roles of staff who will support statewide coordination, provider engagement, technical assistance, data collection and reporting, referral coordination, and program administration.
3. Describe your organization's plan for complying with financial and programmatic reporting requirements established by ONA.
4. Describe your experience collaborating with government agencies, legal service providers, community-based organizations, and other stakeholders to coordinate multi-partner initiatives.
5. Describe your organization's ability to coordinate the statewide DDDI network, including managing referrals, communicating with providers, convening meetings and trainings, monitoring provider capacity, and supporting statewide collaboration.

Program Infrastructure (25 Points)

Option A and B

1. Describe your proposed approach to implementing the program, including any partnerships, subcontractors, or subgrantees. If applicable, describe each partner's role and relevant experience.
2. Describe how your organization will provide or coordinate referrals to supportive services that facilitate legal representation and successful case outcomes.

3. Describe your organization's client intake, case management, and referral processes, including how you will coordinate with the DDDI Coordinating Entity.
4. Describe how your organization will manage caseloads, communicate service capacity, and respond to referrals received through the DDDI Coordinating Entity.
5. Describe how your organization will provide culturally and linguistically appropriate legal services to New Jersey's diverse immigrant communities.

Option C

1. Describe your proposed approach to serving as the DDDI Coordinating Entity, including referral coordination, provider communication, and statewide collaboration.
2. Describe your approach to communicating with participating providers, monitoring provider capacity, and supporting collaboration across the statewide DDDI network.
3. Describe your plan for collecting programmatic data, monitoring performance, and supporting quality assurance.
4. Describe your plan for providing support to strengthen provider capacity and ensure consistent implementation of the DDDI statewide.
5. Describe how your organization will ensure culturally and linguistically appropriate communication with participating providers, community partners, referral sources, and individuals seeking legal services.

Costs (25 Points)

Using the budget template provided, submit a proposed budget that clearly identifies budget options and allocates funds in a manner consistent with the proposed Scope of Work, staffing plan, and anticipated level of services.

Budget narratives shall clearly describe each budget item, including personnel, fringe benefits, contractual services, travel, equipment and supplies, litigation-related expenses, administrative costs, and any other proposed expenditures.

Applicants proposing partnerships, subgrants, or subcontracting arrangements shall identify the associated costs and describe how funds will be allocated among participating organizations.

The proposed budget shall reflect the total anticipated cost of delivering services under this contract. Payments under this contract will be based on quarterly reimbursement of actual allowable expenditures.

Please use the budget template provided for the budget proposal.

Attachments/Appendices

The enumerated items of Required Attachments #1 through #10 and Appendices #1 through #9 must be included with the bidder's proposal.

Please note that if Required Attachments #1 through #6 are not submitted and complete, the proposal will not be considered. Required Attachments #7 through #9 below are also required with the proposal unless the bidder has a current contract with ONA and these documents are current and on file with ONA.

The collective of Required Attachments #1 through #7 and Appendices #1 through #9 is limited to a total of 50 pages. Audits and interim financial statements (Required Attachments #8 and #9) do not count towards the appendices' 50-page limit. Appendix information exceeding 50 pages will not be reviewed.

Required Attachments

1. Department of Human Services Statement of Assurances (RFP Attachment C);
2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (RFP Attachment D);
3. [Disclosure of Investment in Iran](#)³;
4. Certificate of Non-Involvement in Prohibited Activities in Russia and Belarus⁴;
5. Statement of [Bidder/Vendor Ownership Disclosure](#)⁵;
6. Disclosure of Investigations and Other Actions Involving Bidder⁶;
7. Pursuant to Policy Circular P 1.11, a description of all pending and in-process audits identifying the requestor, the firm's name and telephone number, and the type and scope of the audit;
8. Audited financial statements and Single Audits (A133), prepared for the two (2) most recent fiscal years;
9. All interim financial statements prepared since the end of the bidder's most recent fiscal year. If interim financial statements have not already been prepared, provide interim

³ www.nj.gov/treasury/purchase/forms.shtml

⁴ www.nj.gov/treasury/purchase/forms.shtml

⁵ www.nj.gov/treasury/purchase/forms.shtml

⁶ www.nj.gov/treasury/purchase/forms.shtml

- financial statements (balance sheet, income statement and cash flows) for the current fiscal year through the most recent quarter ended prior to submission of the bid; and
10. Department of Human Services Commitment to Defend and Indemnify Form (Attachment G).

Appendices

1. Copy of documentation of the [bidder's charitable registration status](#)⁷;
2. Bidder mission statement;
3. Organizational chart;
4. Job descriptions of key personnel;
5. Resumes of proposed personnel if on staff, limited to two (2) pages each;
6. List of the board of directors, officers and terms;
7. Original and/or copies of letters of commitment/support;
8. Cultural Competency Plan; and
9. Include additional attachments that were requested in the written narrative section.

Submission of Proposal Requirements

A. Format and Submission Requirements

ONA assumes no responsibility and bears no liability for costs incurred by the bidder in the preparation and submittal of a proposal in response to this RFP. The narrative portion of the proposal should be no more than 10 pages, be single-spaced with one (1") inch margins, normal character spacing that is not condensed, and not be in smaller than twelve (12) point Arial, Courier New or Times New Roman font. For example, if the bidder's narrative starts on page 3 and ends on page 13 it is 11 pages long, not 10 pages. ONA will not consider any information submitted beyond the page limit for RFP evaluation purposes. The budget notes and appendix items do not count towards the narrative page limit.

Proposals must be submitted no later than 4:00 p.m. ET on September 24, 2026. The bidder must submit its proposal (including proposal narrative, budget, budget notes, and appendices) electronically combined as a single PDF document to DHS-CO.rfp@dhs.nj.gov.

B. Confidentiality/Commitment to Defend and Indemnify

⁷ www.njconsumeraffairs.gov/charities

Pursuant to the New Jersey Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., or the common law right to know, proposals can be released to the public in accordance with N.J.A.C. 17:12-1.2(b) and (c).

Bidder should submit a completed and signed Commitment to Defend and Indemnify Form (Attachment G) with the proposal. In the event that bidder does not submit the Commitment to Defend and Indemnify Form with the proposal, DHS reserves the right to request that the bidder submit the form after proposal submission.

After the opening of the proposals, all information submitted by a bidder in response to a Bid Solicitation is considered public information notwithstanding any disclaimers to the contrary submitted by a bidder. Proprietary, financial, security and confidential information may be exempt from public disclosure by OPRA and/or the common law when the bidder has a good faith, legal/factual basis for such assertion.

As part of its proposal, a bidder may request that portions of the proposal be exempt from public disclosure under OPRA and/or the common law. Bidder must provide a detailed statement clearly identifying those sections of the proposal that it claims are exempt from production, and the legal and factual basis that supports said exemption(s) as a matter of law. DHS will not honor any attempts by a bidder to designate its price sheet, price list/catalog, and/or the entire proposal as proprietary and/or confidential, and/or to claim copyright protection for its entire proposal. If DHS does not agree with a bidder's designation of proprietary and/or confidential information, DHS will use commercially reasonable efforts to advise the bidder. Copyright law does not prohibit access to a record which is otherwise available under OPRA.

DHS reserves the right to make the determination as to what to disclose in response to an OPRA request. Any information that DHS determines to be exempt from disclosure under OPRA will be redacted.

In the event of any challenge to the bidder's assertion of confidentiality that is contrary to the DHS' determination of confidentiality, the bidder shall be solely responsible for defending its designation, but in doing so, all costs and expenses associated therewith shall be the responsibility of the bidder. DHS assumes no such responsibility or liability.

In order not to delay consideration of the proposal or DHS' response to a request for documents, DHS requires that the bidder respond to any request regarding confidentiality markings within the timeframe designated in DHS' correspondence regarding confidentiality. If no response is received by the designated date and time, DHS will be permitted to release a copy of the proposal with DHS making the determination regarding what may be proprietary or confidential.

Review of Proposals

There will be a review process for responsive proposals. ONA will convene a review committee of public employees to conduct a review of each responsive proposal.

The bidder must obtain a minimum score of 70 points out of 100 points for the proposal narrative and budget sections in order to be considered eligible for funding. In the event no bidder obtains the required minimum scores, ONA shall have discretion to award the contract to the highest scoring bidder(s).

ONA will award up to 20 points for fiscal viability, using a standardized scoring rubric based on the audit, which will be added to the average score given to the proposal from the review committee. Thus, the maximum points any proposal can receive is 120 points, which includes the review committee's averaged score for the proposal's narrative and budget sections combined with the fiscal viability score.

In addition, if a bidder is determined, in ONA's sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, ONA will deem the proposal ineligible for contract award.

Contract award recommendations will be based on such factors as the proposal scope, quality and appropriateness, bidder history and experience, as well as budget reasonableness. The review committee will look for evidence of cultural competence in each section of the narrative. The review committee may choose to visit all bidder finalists to review existing program(s) and/or invite all bidder finalists for interview. The bidder is advised that the contract award may be conditional upon final contract and budget negotiation.

ONA reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. ONA's best interests in this context include, but are not limited to, loss of funding, inability of the bidder(s) to provide adequate services, an indication of misrepresentation of information and/or non-compliance with State and federal laws and regulations, existing DHS contracts, and procedures set forth in [Policy Circular P1.04](#)⁸.

Appeal of Award Decisions

All appeals must be made in writing by 4:00 p.m. ET **on Date to be Determined** by emailing it to Johanna.Calle@dhs.nj.gov (subject line must include "Appeal and RFP title") and/or mailing or faxing it to:

Johanna Calle Director
Office of New Americans Department of Human Services
P.O. Box 0700

⁸ <https://www.nj.gov/humanservices/olra/contracting/policy/>

222 South Warren Street Trenton, NJ 08625

The written appeal must clearly set forth the basis for the appeal.

Any appeals sent to an email/address/fax number not mentioned above, will not be considered.

Please note that all costs incurred in connection with appeals of ONA decisions are considered unallowable cost for the purpose of ONA contract funding.

ONA will review all appeals and render a final decision. Contract award(s) will not be considered final until all timely filed appeals have been reviewed and final decisions rendered.

Post Award Required Documentation

Upon final contract award announcement, the successful bidder(s) must be prepared to submit (if not already on file), one (1) original signed document for those requiring a signature or copy of the following documentation (unless noted otherwise) in order to process the contract in a timely manner, as well as any other contract documents required by DHS.

1. Most recent IRS Form 990/IRS Form 1120, and Pension Form 5500 (if applicable) (submit two [2] copies);
2. Copy of the [Annual Report-Charitable Organization](https://www.njportal.com/DOR/annualreports/)⁹;
3. A list of all current contracts and grants as well as those for which the bidder has applied from any Federal, state, local government or private agency during the contract term proposed herein, including awarding agency name, amount, period of performance, and purpose of the contract/grant, as well as a contact name for each award and the phone number;
4. Proof of insurance naming the State of New Jersey, Department of Human Services, Division of New Americans, PO Box 700, Trenton, NJ 08625-0700 as an additional insured;
5. Board Resolution identifying the authorized staff and signatories for contract actions on behalf of the bidder;
6. Current Agency By-laws;
7. Current Personnel Manual or Employee Handbook;
8. Copy of Lease or Mortgage;
9. Certificate of Incorporation;
10. Co-occurring policies and procedures;
11. Policies regarding the use of medications, if applicable;

⁹ <https://www.njportal.com/DOR/annualreports/>

12. Policies regarding Recovery Support, specifically peer support services;
13. Conflict of Interest Policy;
14. Affirmative Action Policy;
15. Affirmative Action Certificate of Employee Information Report, newly completed AA 302 form, or a copy of Federal Letter of Approval verifying operation under a federally approved or sanctioned Affirmative Action program. (AA Certificate must be submitted within 60 days of submitting completed AA302 form to Office of Contract Compliance);
16. A copy of all applicable licenses;
17. Local Certificates of Occupancy;
18. Current State of New Jersey Business Registration;
19. Procurement Policy;
20. Current equipment inventory of items purchased with DHS funds (Note: the inventory shall include: a description of the item [make, model], a State identifying number or code, original date of purchase, purchase price, date of receipt, location at the Provider Agency, person(s) assigned to the equipment, etc.);
21. All subcontracts or consultant agreements, related to the DHS contract, signed and dated by both parties;
22. Business Associate Agreement (BAA) for Health Insurance Portability Accountability Act of 1996 compliance, if applicable, signed and dated;
23. Updated single audit report (A133) or certified statements, if differs from one submitted with proposal;
24. Business Registration (online inquiry to obtain copy at [Registration Form](#)¹⁰; for an entity doing business with the State for the first time, it may register at the [NJ Treasury website](#)¹¹;
25. Source Disclosure ([EO129](#))¹²; and
26. Chapter 51 [Pay-to-Play Certification](#)¹³.

Attachments

Attachment A – Proposal Cover Sheet

Attachment B – Addendum to RFP for Social Service and Training Contracts

Attachment C – Statement of Assurances

Attachment D – Certification Regarding Debarment, Suspension, Ineligibility and

¹⁰ https://www1.state.nj.us/TYTR_BRC/jsp/BRCLLoginJsp.jsp

¹¹ <http://www.nj.gov/treasury/revenue>

¹² www.nj.gov/treasury/purchase/forms.shtml

¹³ www.nj.gov/treasury/purchase/forms.shtml

Voluntary Exclusion Lower Tier Covered Transactions
Attachment E – Instructions for Excel Budget Template
Attachment F – Mandatory Equal Employment Opportunity Language
Attachment G – Commitment to Defend and Indemnify Form

Attachment A – Proposal Cover Sheet

**STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
Office of New Americans
Proposal Cover Sheet**

Name of RFP: **Detention and Deportation Defense Initiative**

Incorporated Name of Bidder: _____

Eligibility Type (check to confirm eligibility):

____ Non-profit bidder with IRS approved 501(c)(3) status that can coordinate and implement detention and deportation legal services.

Options (Select One)

☐ Option A – Current Removal Defense Provider

Organizations with demonstrated experience representing individuals in immigration detention and removal proceedings.

☐ Option B – Removal Defense Capacity Expansion Provider

Organizations with experience providing immigration legal services that seek to expand their capacity to represent individuals in immigration detention and removal proceedings.

☐ Option C – DDDI Coordinating Entity

One organization responsible for statewide referral coordination, provider support, technical assistance, programmatic reporting, and overall coordination of the DDDI network.

Proposed Funding Amount: \$ _____

Proposed # of Distinct Legal Matters: _____

Federal ID Number: _____ **Charities Reg. Number (if applicable):** _____

DUNS Number: _____

Address of Bidder:

Website of Bidder: _____

Bidder Organization Profile - State mission and briefly describe areas of expertise and focus:

Chief Executive Officer Name and Title: _____

Phone No.: _____ **Email Address:** _____

Contact Person Name and Title: _____

Phone No.: _____ **Email Address:** _____

Application Subgrantees (include additional sheets as necessary)

Organization Name: _____

Address: _____

Website: _____

Project Contact – name, email, phone: _____

Authorization: Chief Executive Officer (printed name):

Signature: _____ **Date:** _____

STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES

Application Template

All bidders must submit a written response that addresses the following topics, adheres to all instructions, and includes supporting documentation as noted below:

INTRODUCTION AND CONTEXT (1–2 paragraphs)

Provide a brief overview of your organization and its proposed role in the Detention and Deportation Defense Initiative (DDDI). Include a summary of your organization's mission, immigration legal services, and relevant programs or initiatives.

LEGAL SERVICES PROGRAM EXPERTISE (2–3 pages)

Options A and B

1. Describe your organization's experience providing immigration legal services.
 - a. Option A: Describe your experience representing individuals in immigration detention and removal proceedings, within at least the past three years.
 - b. Option B: Describe your immigration legal services experience and, if applicable, any experience in immigration detention or removal proceedings within at least the past two years, as well as your plan to expand your capacity to provide removal defense representation.
2. Describe your organization's expertise in immigration law, including the types of cases handled, legal strategies employed, and experience serving the proposed target population. This includes experience representing clients before immigration judges or the Board of Immigration Appeals, especially in removal proceedings.
3. Describe the qualifications and experience of the attorneys and legal professionals who will provide services under this contract. If applicable, describe your organization's experience supervising or mentoring attorneys or DOJ-accredited representatives.
4. Describe your approach to providing legal representation under this program, including:
 - a. How your organization will accept and manage referrals received through the DDDI Coordinating Entity.
 - b. Your anticipated representation capacity, including staffing, organizational resources, and the types of legal representation your organization will provide.

- c. The estimated number of matters your organization expects to serve annually based on the proposed funding amount.
- d. The estimated cost per matter and how the proposed budget supports the anticipated caseload.
- e. Your proposed performance measures and anticipated outcomes.

Any existing or proposed relationships with detention facilities, immigration courts, community-based organizations, or other legal service providers that will support implementation of the program and collaboration within the statewide DDDI network.

Option C

1. Describe your organization's experience coordinating multi-partner initiatives, legal service networks, or other statewide or regional programs.
2. Describe your experience managing referrals, facilitating collaboration among participating organizations, providing technical assistance or training, collecting and reporting programmatic data, and supporting quality assurance.
3. Describe the qualifications and experience of the staff who will be responsible for statewide coordination, provider engagement, reporting, technical assistance, and program administration.
4. Describe your proposed approach to serving as the DDDI Coordinating Entity, including:
 - a. Referral coordination and communication with participating providers.
 - b. Monitoring provider capacity and supporting equitable referral distribution.
 - c. Programmatic reporting, data collection, and performance monitoring.
 - d. Technical assistance, training, and statewide capacity building (optional).
 - e. Coordination with ONA and participating providers to support implementation of the DDDI.

ORGANIZATIONAL CAPACITY (1–2 pages)

Options A and B

1. Describe your organization's administrative, fiscal, and operational capacity to successfully implement this contract.

2. Outline the number and roles of full-time, part-time, contracted, and volunteer staff who will support this project.
3. Describe your plans to recruit, hire, retain, or repurpose qualified attorneys and/or DOJ-accredited representatives to provide services under this project.
4. Describe your organization's plan for complying with financial reporting requirements established by ONA and programmatic reporting requirements established by the DDDI Coordinating Entity.
5. Describe your experience collaborating with DHS, EOIR, detention facilities, community-based organizations, or other relevant stakeholders.
6. Describe your organization's ability to participate in the statewide DDDI network, including communicating service capacity, accepting referrals, participating in required meetings and trainings, and collaborating with the DDDI Coordinating Entity and other participating providers.

Option C

1. Describe your organization's administrative, fiscal, and operational capacity to successfully serve as the DDDI Coordinating Entity.
2. Outline the number and roles of staff who will support statewide coordination, provider engagement, technical assistance, data collection and reporting, referral coordination, and program administration.
3. Describe your organization's plan for complying with financial and programmatic reporting requirements established by ONA.
4. Describe your experience collaborating with government agencies, legal service providers, community-based organizations, and other stakeholders to coordinate multi-partner initiatives.
5. Describe your organization's ability to coordinate the statewide DDDI network, including managing referrals, communicating with providers, convening meetings and trainings, monitoring provider capacity, and supporting statewide collaboration.

PROGRAM INFRASTRUCTURE (2-4 pages)

Options A and B

1. If applicable, describe any proposed partnerships, subcontractors, or subgrantees, including the role and relevant experience of each participating organization.
2. Describe how your organization will provide or coordinate referrals to supportive services that facilitate legal representation and case outcomes.

3. Describe your organization's client intake, case management, and referral processes, including how you will coordinate with the DDDI Coordinating Entity.
4. Describe how your organization will communicate service capacity, manage caseloads, and respond to referrals received through the DDDI Coordinating Entity.
5. Describe how your organization will provide culturally and linguistically appropriate legal services to New Jersey's diverse immigrant communities.

Option C

1. Describe your proposed approach to serving as the DDDI Coordinating Entity, including referral coordination, provider communication, and statewide collaboration.
2. Describe your approach to communicating with participating providers, monitoring provider capacity, and supporting collaboration across the statewide DDDI network.
3. Describe your plan for collecting programmatic data, monitoring performance, and supporting quality assurance.
4. Describe your plan for providing technical assistance, training, and other support to strengthen provider capacity and ensure consistent implementation of the DDDI statewide.
5. Describe how your organization will ensure culturally and linguistically appropriate communication with participating providers, community partners, referral sources, and individuals seeking legal services.

Attachment B – Addendum to RFP for Social Service and Training Contracts

STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES

ADDENDUM TO REQUEST FOR PROPOSAL FOR SOCIAL SERVICE AND TRAINING CONTRACTS

Executive Order No. 189 establishes the expected standard of responsibility for all parties that enter into a contract with the State of New Jersey. All such parties must meet a standard of responsibility that assures the State and its citizens that such parties will compete and perform honestly in their dealings with the State and avoid conflicts of interest.

As used in this document, "provider agency" or "provider" means any person, firm, corporation, or other entity or representative or employee thereof that offers or proposes to provide goods or services to or performs any contract for the Department of Human Services.

In compliance with Paragraph 3 of Executive Order No. 189, no provider agency shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b and e, in the Department of the Treasury or any other agency with which such provider agency transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i, of any such officer or employee, or any partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13g.

The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any provider agency shall be reported in writing forthwith by the provider agency to the Attorney General and the Executive Commission on Ethical Standards.

No provider agency may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such provider agency to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52:13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.

No provider agency shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

No provider agency shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the provider agency or any other person.

The provisions cited above shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with provider agencies under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate.

Attachment C – Statement of Assurances

Department of Human Services Statement of Assurances

As the duly authorized Chief Executive Officer/Administrator, I am aware that submission to the Department of Human Services of the accompanying application constitutes the creation of a public document that may be made available upon request at the completion of the RFP process. This may include the application, budget, and list of applicants (bidder's list). In addition, I certify that the applicant:

- Has legal authority to apply for the funds made available under the requirements of the RFP, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non-Federal/State share of project costs, as appropriate) to ensure proper planning, management and completion of the project described in this application.
- Will give the New Jersey Department of Human Services, or its authorized representatives, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP). Will give proper notice to the independent auditor that DHS will rely upon the fiscal year end audit report to demonstrate compliance with the terms of the contract.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. This means that the applicant did not have any involvement in the preparation of the RFP, including development of specifications, requirements, statement of works, or the evaluation of the RFP applications/bids.
- Will comply with all federal and State statutes and regulations relating to non-discrimination. These include but are not limited to: 1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination based on race, color or national origin; 2) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination based on handicaps and the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.; 3) Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.; 45 CFR part 90), which prohibits discrimination on the basis of age; 4) P.L. 2975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et. seq.) and associated executive orders pertaining to affirmative action and non-discrimination on public contracts; 5) federal Equal Employment Opportunities Act; and 6) Affirmative Action Requirements of PL 1975 c. 127 (NJAC 17:27).
- Will comply with all applicable federal and State laws and regulations.

- Will comply with the Davis-Bacon Act, 40 U.S.C. 276a-276a-5 (29 CFR 5.5) and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.27 et seq. and all regulations pertaining thereto.
- Is in compliance, for all contracts in excess of \$100,000, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier subcontracts as well.
- Has included a statement of explanation regarding any and all involvement in any litigation, criminal or civil.
- Has signed the certification in compliance with federal Executive Orders 12549 and 12689 and State Executive Order 34 and is not presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded. The applicant will have signed certifications on file for all subcontracted funds.
- Understands that this provider agency is an independent, private employer with all the rights and obligations of such, and is not a political subdivision of the Department of Human Services.
- Understands that unresolved monies owed the Department and/or the State of New Jersey may preclude the receipt of this award.

Applicant Organization

Signature: CEO or equivalent

Date

Typed Name and Title

6/97

Attachment D - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

READ THE ATTACHED INSTRUCTIONS BEFORE SIGNING THIS CERTIFICATION.
THE INSTRUCTIONS ARE AN INTEGRAL PART OF THE CERTIFICATION.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary
Exclusion
Lower Tier Covered Transactions**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by an Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

This certification is required by the regulations implementing Executive order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary
Exclusion
Lower Tier Covered Transactions**

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of facts upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it

determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Attachment E - Instructions for Excel Budget Template

The Excel template, posted with the RFP, contains a template spreadsheet. [Please review Attachment E instructions and budget excel template along with budget section in the Program Deliverables and Reporting Requirements section of this RFP.](#) This will allow for a clear understanding of how to work within the template file.

The budget categories are defined as follows:

Direct Costs

A. Personnel/Salaries

- List all proposed individuals who are expected to work on the grant if awarded
- This list must make note of employees who are “to be hired”
- Note the title of all current and TBH employees
- Report only the portion of total salaries to be paid from the grant
- Add lines if necessary

B. Fringe Benefits

- This will apply an all-inclusive rate to the total salaries as calculated in section A
- Please adjust this rate as needed.

C. Consultants, Subcontracts and Professional Fees

- Payments issued to external consultants, subawards and professional fees should be reported in this section

Indirect Costs

D. Materials and Supplies

- Consumable supplies which are will be used directly on this grant should be reported
- Expenses of greater cost with a durable lifespan will be included in “Equipment”;

E. Facility Costs -

- Costs associated with usage and maintenance of buildings and equipment towards this grant

F. Other Indirect Costs

- Costs incurred by your agency that cannot be directly attributed to the grant Total indirect costs should be applied as a percentage of total direct costs
- This percentage is capped at 10% of total indirect costs

SAVE ALL YOUR WORK, REVIEW AND PREPARE TO SEND IN *EXCEL* FORMAT.

Attachment F - Mandatory Equal Employment Opportunity Language

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affection-al or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, up-grading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act. The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the

basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division through the Division's website at: http://www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

Attachment G – Commitment to Defend and Indemnify Form

**Department of Human Services
Commitment to Defend and Indemnify Form**

I, _____, on behalf of _____ (“Company”) agree that the Company will defend, and cooperate in the defense of, any action against the State of New Jersey (“State”) or the New Jersey Department of Human Services (“DHS”) arising from, or related to, the non-disclosure, due to the Company’s request, of documents submitted to the State of New Jersey and DHS, and relating to the Request for Proposals for the Legal Services Program: Detention and Deportation Initiative (“RFP”), which may become the subject of a request for government records under the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq. (“OPRA”). The Company agrees to indemnify and hold harmless the State and DHS against any judgments, costs, or attorney’s fees assessed against the State of New Jersey or DHS in connection with any action arising from, or related to, the non-disclosure, due to the Company’s request, of documents submitted to the State and DHS, and relating to the RFP, which may become the subject of a request for government records under OPRA.

The Company makes the foregoing agreement with the understanding that the State and DHS may immediately disclose any documents withheld without further notice if the Company ceases to cooperate in the defense of any action against the State arising from or related to the above-described non-disclosure due to the Company’s request.

I further certify that I am legally authorized to make this commitment and thus commit the Company to said defense.

(Signature)

(Print Name)

Title

Entity Represented

Date