NOTICE OF FUNDING AVAILABILITY

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF DISABILITY SERVICES

The Personal Assistance Services Program (PASP): Burlington, Cape May, Monmouth and Passaic Counties

TAKE NOTICE that, in compliance with N.J.S.A. 52:14-34.4, 34.5 and 34.6, the Division of Disability Services (DDS) hereby announces the availability of the grant program funds described herein.

Program Name: The Personal Assistance Services Program (PASP): Burlington, Cape May, Monmouth and Passaic Counties

Purpose: This Request for Proposals (RFP) is issued by the New Jersey Department of Human Services (DHS), Division of Disability Services (DDS) to secure contracts with county-based agencies to serve as local administration for the Personal Assistance Services Program (PASP) in Burlington, Cape May, Monmouth, and Passaic Counties from August 25, 2020 to December 31, 2020.

Available Funding Amount: The total annual amount of funds available through this RFP is $246,330. Funding will be prorated to a August 25, 2020 start date.

DDS will award separate contracts for each county based on enrollment numbers and on the following formula:

- $93 per participant per month
- $81 per hour, based on an anticipated 1.5 hours per participant, per month
- $150 per initial enrollment of new participants, based on an estimated three new participants, for a total of $450

Enrollment levels to be used in conjunction with the above formula are as follows:

- Burlington – 33 participants
- Cape May – 7 participants
- Monmouth – 34 participants
- Passaic – 21 participants

Bidders are invited to apply for more than one county, but separate proposals are required. Funding, as described above, will be awarded to the successful bidder as compensation for administering the program. Additional monies, used to fund the costs of the personal care assistance services provided to consumers, will be held and managed by a fiscal intermediary.

Who Can Apply/Bidder Qualifications: Bidders must meet the following eligibility criteria.

To be eligible for consideration, bidders must satisfy the following requirements:

- be a non-profit, a for-profit, or a governmental entity;
- be in good standing with the DDS if there is an existing contract in place. The bidder must have all outstanding Plans of Correction (PoC) for deficiencies submitted to DDS for approval prior to submission;
- be fiscally viable based upon an assessment of the bidder's audited financial statements. If a bidder is determined, in DDS' sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, DDS will deem the proposal ineligible for contract award;
- not appear on the State of New Jersey Consolidated Debarment Report at http://www.state.nj.us/treasury/revenue/debar-ment/debarsearch.shtml or be suspended or debarred by any other State or Federal entity from receiving funds;
- not employ a member of the Board of Directors in a consultant capacity; and
- pursuant to N.J.S.A. 52:32-44, a for-profit bidder and each proposed subcontractor must have a valid Business Registration Certificate on file with the Division of Revenue. This statutory requirement does not apply to non-profit organizations, private colleges and universities, or state and municipal agencies.

Proposal Procedure: Effective June 23, 2020, the Request for Proposal (RFP) is available at https://www.state.nj.us/humanservices/providers/grants/. A proposal must be submitted that comports with the RFP requirements and instructions.

Proposal Filing Instructions: All bidders are required to electronically submit the proposal narrative, budget and appendices to the following address:

Dhsco.DDS-Pasp@dhs.nj.gov

Please identify your application by using the term PASP RFP Submission in the subject line.

Proposal Receiving Office:

Michael Korman
Department of Human Services
Division of Disability Services
PO Box 705
11A Quaker Bridge Plaza
Trenton, NJ 08625-0705

Submission Deadline: Proposals must be received by 4:00 p.m. on July 21, 2020

Notification Date: Bidders will be notified on or before August 4, 2020.

Carole Johnson, Commissioner

Jun 22, 2020
Date