



STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
NJ COMMISSION OF THE BLIND AND VISUALLY IMPAIRED

REQUEST FOR PROPOSALS

CBVI TRANSITION SUMMER PROGRAMS

January 20th, 2026

Department of Human Services

TABLE OF CONTENTS

I	Purpose and Intent	3
II.	Background and Population to be Served	4
III.	Who Can Apply?.....	5
IV.	Contract Scope of Work	6
V.	General Contracting Information.....	9
VI.	Written Intent to Apply and Contact for Further Information	10
VII.	Required Proposal Content	10
VIII.	Submission of Proposal Requirements.....	16
IX.	Review of Proposals.....	18
X.	Appeal of Award Decisions.....	19
XI.	Post Award Required Documentation.....	19
XII.	Attachments.....	21
	Attachment A – Proposal Cover Sheet	22
	Attachment B – Addendum to RFP for Social Service and Training Contracts.....	24
	Attachment C – Statement of Assurances.....	26
	Attachment D - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	28
	Attachment E - Instructions for Excel Budget Template.....	31
	Attachment F - Mandatory Equal Employment Opportunity Language	32
	Attachment G – Commitment to Defend and Indemnify Form	34

I. Purpose and Intent

The New Jersey Department of Human Services (DHS), Commission for the Blind and Visually Impaired (CBVI), issues this Request for Proposal (RFP) for a new administrative home for the CBVI Summer Transition Programs.

CBVI provides Vocational Rehabilitation (VR) services to individuals who are blind, deaf-blind and visually impaired. CBVI's services foster independence and the achievement of employment goals.

State VR agencies must ensure Pre-Employment Transition Services (Pre-ETS) services are available for applicable students with disabilities in the State, but VR agencies are not required to provide all ["5 required Pre-ETS activities"](#) for each student with a disability. For example, this is true if the activities are determined to not be necessary or have already been provided by a Local Education Agency (LEA). State VR agencies may not duplicate services that are already provided by LEAs through the *Individuals with Disabilities Education Act* (IDEA), so if the LEA has already provided a particular Pre-ETS service, the VR agency cannot provide that same service. As long as the individual is a student with a disability and in need of the service, the Pre-ETS activities may start and end multiple times.

The *Rehabilitation Act of 1973*, as amended by the *Workforce Innovation and Opportunity Act* (WIOA), requires CBVI to develop and expand its Pre-ETS services. As a result, CBVI is looking for a new administrative home for the CBVI Summer Transition Programs.

CBVI's Pre-ETS programs help students identify their career interests, which can be explored more in the VR process (i.e., during Transition or other VR Services). A student receiving Pre-ETS/transition services is assigned to a transition, college, or deaf-blind counselor. The counselor will refer the students to CBVI Summer Transition Programs where they are prepared for life after high school.

The 5 ["required Pre-ETS activities"](#) are:

1. **Job Exploration Counseling.** Includes career counselors helping students explore, assess, and make decisions about their career paths.
2. **Work-Based Learning Experiences.** Includes in- and after-school opportunities and experiences outside a traditional school setting (includes internships), provided in an integrated environment in the community to the maximum extent possible.
3. **Counseling about Opportunities** for enrollment in comprehensive transition or post-secondary educational programs at institutions of higher education.

4. **Workplace Readiness Training.** Develops social and independent living skills.
5. **Instruction in self-advocacy.** Includes instruction in person-centered planning, which may include peer mentoring (including peer mentoring from individuals with disabilities working in *Competitive Integrated Employment*¹ (CIE)).

II. Background and Population to be Served

CBVI Summer Transition Programs will provide supplementary Pre Employment Transition Services (PRE-ETS) to students with disabilities who are blind, deaf-blind (DB) and/or visually impaired (VI), ages 14-21. The Summer Transition Programs will include 3 or more programs, varying in type. The programs are to be developed and implemented by the Summer Programs Coordinator and/or their designee. The Summer Transition Programs must include a yearlong virtual component, an in-person, overnight model occurring during the summer at a university or college, and commuter based option. Each program must integrate the 5 [required Pre-ETS activities,](#) as outlined in WIOA. By participating, every student gets an opportunity to develop and enhance the life skills needed to successfully, obtain Competitive integrated employment (CIE).

The programs must address the following populations and hold the following names:

1. **Blind, deaf-blind and/or visually impaired students who are college bound:**
SUCCESS (Students Understanding College and Career Expectations for Excellence in School and Society) ensures high school juniors or seniors, who are blind and/or visually impaired, are prepared to enter college or university.
 - a. Expected activities include but are not limited to taking part in college related workshops, living on a college campus to experience dorm living, assessments of self-advocacy skills, assessments of independent living skills, networking opportunities, peer mentoring, community integration, and career and college exploration.
2. **Blind, deaf-blind and/or visually impaired students with additional disabilities who are in need of Supported Employment²:**

¹ See, 29 USC § 705(5); and,
34 CFR § 361.5(c)(9).

² See, 29 USC § 705(38);
34 CFR § 361.5(c)(53);
34 CFR Part 363; and,

STEPS (*Successful Transition Experiences Preparing Students*) ensures high school students, who are blind and/or visually impaired, and who also have additional disabilities, understand the world of work and explore employment options based on their abilities, capabilities and interest.

- a) Expected activities include but are not limited to providing opportunities to practice work related academic skills, work-related soft skills, employment skills, and independent living skills.

3. Blind, deaf-blind and/or visually impaired students who are bound for the workforce following the completion of secondary education:

CREATE (*Career Research, Exploration and Awareness for Transition to Employment*) ensures high school students aged 16-21, who are looking to enter the workforce, are able to explore their own strengths, abilities, capabilities and interests, in order to better define their employment goals following high school.

- a) Expected activities include but are not limited to career assessments (interest inventories and Holland code), exposure to employment opportunities through presentations, tours to various businesses, panel discussions with different professionals, job shadowing, independent living skills assessments, and internet research on different businesses.

4. High school students who are eligible for Pre-ETS, as appropriate.

- a) Expected activities include programming addressing the ["5 required Pre-ETS activities"](#) and [9 authorized activities](#).

III. Who Can Apply?

To be eligible for consideration for this RFP, the bidder must satisfy the following requirements:

1. The bidder may be a non-profit or for-profit governmental entity
2. The bidder must ensure all staff have experience or have been trained in working with visually impaired, deaf-blind and blind students.
3. The bidder must submit proof of staff experience and/or training.
4. For a bidder that has a contract with CBVI in place when this RFP is issued, that bidder must have all outstanding Plans of Correction for deficiencies submitted to CBVI for approval prior to proposal submission.
5. The bidder must be fiscally viable based upon an assessment of the bidder's audited financial statements. If a bidder is determined, in CBVI's sole discretion, to be

insolvent or to present insolvency within the twelve (12) months after bid submission, CBVI will deem the proposal ineligible for contract award.

6. The bidder must not appear on the State of New Jersey Consolidated Debarment Report³ or be suspended or debarred by any other State or Federal entity from receiving funds.
7. 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 members, officers and Governing Board Members. A bidder must have written Conflict of Interest policies and procedures that satisfy the requirements of P8.05, thereby ensuring that paid Board members do not participate in transactions except as expressly provided in the P8.05 circular; and
8. 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.

IV. Contract Scope of Work

CBVI anticipates, approximately 35 to 40 of its transition-aged students, will be served by the CBVI Summer Transition Programs annually. This is approximately 10-13 students per program.

Transition and Deaf-blind counselors will identify and refer appropriate students (ages 14 - 21) into the CBVI Summer Transition Programs each summer.

The Summer Programs Coordinator MUST:

1. **Develop and facilitate program variations that allow for programmatic options that best fit the strengths, priorities, needs, interest, capabilities, and abilities of blind, deaf-blind and visually impaired transition students, ages 14-21. The options must include:**
 - A commuter-based day program;
 - An overnight residential option (2 weeks' minimum), preferably held at a college or university;
 - Programmatic options in different parts of the State (i.e., rural, North, South, East, West, etc.); and,
 - A virtual component which provides virtual Pre-ETS services before and after in-person programming, at least 1X per month, throughout the year
 - Additional programming, as needed.

2. Include evaluations, such as:

³ <https://www.nj.gov/humanservices/olra/contracting/policy/>

- Pre- and post-assessments of every referred student;
- Quarterly reports for each student, detailing Pre-ETS provided and progress;
- A comprehensive year's end report per student and per program; and,
- An annual satisfaction survey for students and providers, to share with CBVI.

3. **Provide all necessary staff for the implementation of the programs, including but not limited to the following areas:**
 - Nursing;
 - Orientation & Mobility;
 - Mentors
 - Teachers
 - Drivers
 - Presenters
 - Coordinator of the Summer Programs; and,
 - Accommodation related staff such as ASL Interpreters, Translators etc.
4. **Ensure that all staff will undergo a criminal background check by CBVI approved vendor.**
5. **Ensure summer program administration and staff meet with CBVI project administrators, as needed, to review program progress and discuss any necessary modifications.**
6. **Develop and implement a curriculum that integrates instruction in the 5 "required Pre-ETS activities".**

CBVI will measure service outcome objectives based upon the results of annual satisfaction assessments, needs assessments and student progress reports.

Budget:

CBVI anticipates a Budget of \$800 thousand dollars, paid out quarterly from the Vocational Rehabilitation federal funds. This funding will be through a fee-for-service model.

The fee-for-service model is intended to represent the vendors full cost to deliver all required services to one participant, including personnel, materials, administrative expenses, and any other cost necessary to carry out the program set forth in the RFP.

Funds must cover all cost including: staffing salary, administrative costs, fringe benefits, program housing, transportation, activities, auxiliary staffing, program presenters and all other cost associated with facilitating the program.

Staffing:

➤ Bidder must:

- Provide a table of organization for all staff, including administrative staff and personnel positions
- Provide job descriptions for each position that includes job competencies and duties that will satisfy the requirement of this contract
- All employees must complete and pass a Comprehensive Criminal Background check approved by CBVI prior to employment.
 - Employees shall not be employed if they are convicted of:
 - Any crime or disorderly person offense involving danger to the person as set forth in NJSA 2C:11-1 et seq. through 2C:15-1 et seq.
 - Any crime against children or incompetents as set forth in NJSA 2C:24-1 et seq.
 - A crime or offense involving the manufacture, transportation, sale, possession or habitual use of a controlled dangerous substance as defined in NJSA 24:21-1 et seq.
 - In any other state or jurisdiction, conduct which, if committed in NJ would constitute any of the crimes or disorderly persons offenses described in 1 through 3 above
- All employees must have either experience or training in working with the visually impaired, deaf-blind and blind student population.
- Include evidence of their experience and skills in the provision of services to Transition aged students who are blind, deaf-blind or visually impaired.
- Ensure services meet the language access needs of individuals served by this project (e.g., limited English proficiency, Deaf/ American Sign Language (ASL), Braille, limited reading skills).

Program Start Date

It is expected that services are available to students as soon as July 20th, 2026. (Program proposed dates 7/20/26 - 7/31/26.)

Data Collection/Evaluation:

The successful bidder(s) will be required to comply with CBVI's program evaluations by:

- Attending meeting as needed to discuss programmatic progress and/or improvement
- Provide Quarterly reports for each student
- Provide a report following each program summarizing student progress and needed follow up

V. General Contracting Information

Bidders must currently meet or be able to 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](#).⁴

Bidders are required to 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 initial term of one year. The contract may be renewable for up to two (2) additional one-year terms, at CBVI's sole discretion, with the agreement of the successful bidder(s). 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](#),⁵ programs awarded a contract pursuant to this RFP will be separately clustered until the CBVI 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(s), funding continuation will be considered on a case-by-case basis dependent upon the circumstances creating the delay. In no case shall the CBVI 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, CBVI 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 CBVI.

⁴ <https://www.nj.gov/humanservices/olra/contracting/policy/>

⁵ <https://www.nj.gov/humanservices/olra/documents/CPIManual.pdf>

All construction/renovation awards will be subject to a Capital Agreement at the discretion of CBVI.

VI. Written Intent to Apply and Contact for Further Information

Bidders must email Selina.Gooden@dhs.nj.gov no later than **4:00 p.m. ET January 27, 2026** indicating their agency's intent to submit a proposal for the CBVI Summer Transition Program RFP. The bidder must email their notice of intent to submit a proposal no later than the **January 27, 2026 deadline**. If a bidder's notice to intent to submit a proposal is received after the deadline their agency is not eligible to submit a proposal for consideration. Submitting a notice of intent to apply does not obligate an agency to apply.

Any questions regarding this RFP should be directed via email to Selina.Gooden@dhs.nj.gov no later than **4:00 p.m. ET February 3rd, 2026**. All questions and responses will be compiled and emailed to all those who submit a question or provide a notice of intent to apply. 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.

VII. Required Proposal Content

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

Funding Proposal Cover Sheet (RFP Attachment A)

Funding proposal cover sheet. Include a cover sheet that includes at minimum:

- a) Incorporated name of the bidder;
- b) Agency type (i.e., profit, nonprofit, public, etc.);
- c) Federal ID;
- d) Charities registration number, if applicable;
- e) Address;
- f) Contact person, with the person's name, title, phone number, fax number, and email address; and,
- g) An authorization signature of the chief executive officer of the entity submitting the proposal.

****Note: This cover sheet does not need to be an entire page***

Bidder's Organization, History and Experience (10 points)

Provide a brief and concise **summary of the bidder's mission and goals, including background and experience in implementing this or related types of services** and

explain how the bidder is qualified to fulfill the obligations of the RFP. The written narrative should:

1. Describe the agency's history, mission, purpose, current licenses, modalities, and record of accomplishments. Explain the agency's work with the target population and the number of years' experience working with the target population.
2. Describe the bidder's background and experience in implementing this or related types of services. Describe why the bidder is the most appropriate and best qualified to implement this program. Include:
 - Existing services already being provided by bidder;
 - Current statistics; and,
 - The bidder's ability to provide the services required by Section II (above).
3. A table of organization for administration and personnel position titles and job descriptions for each
4. An indication of the number, skills, and qualification of the staff that will perform the services activities set forth in Section II as well as any volunteers
5. Summarize the bidder's administrative and organizational capacity to establish and implement sound administrative practices and successfully carry out the proposed program.
6. Must provide a signed debarment certification statement that the bidder is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from federally funded contracts.
7. Provide a description of all active litigation in which the bidder is involved, including pending litigation of which the bidder has received notice. Failure to disclose active or pending litigation may result in the agency being ineligible for contract award at DMHAS' sole discretion.
8. Describe the bidder's plan to bring the initiative to a conclusion at the end of the contract.
9. Describe the bidder's current status and compliance with CBVI's contract commitments in regard to programmatic performance and level of service, if applicable.
10. Provide the bidders ownership chart that shows the financial and voting interests, among other attributes. The company ownership chart must identify the types of legal entities and FEIN.
11. A Department Contract is not a Marketable Asset that may be purchased from a Provider Agency by another organization through an Acquisition, Affiliation, Consolidation, Merger, etc. Provide details of recent or pending Acquisition, Affiliation, Consolidation, or Merger of the bidder.

Project Description (40 points)

In this section, **the bidder shall provide an overview of how the services detailed in the scope of work and timeframes shall be implemented**. The narrative should address the population and geographic areas to be served for each component of the program.

1. The bidder's proposed approach to implementation of the Summer program, including the following:
 - a. A definition of each service component that will be performed to satisfy the requirements of the RFP, including the purpose and goal of each
 - b. How the bidder's approach satisfies the requirements of the RFP

- c. The bidder's understanding of the project goals and measurable objectives
- d. All anticipated collaboration with other entities in the course of fulfilling the requirements of the contract resulting from this RFP
- e. All anticipated barriers and potential problems that the bidder foresees encountering in the successful realization of the program
- f. All other resources needed by the bidder to satisfy the requirements of the contract resulting from this RFP

2. Describe how affiliation agreements and service coordination will be obtained with outside entities including:

- a) Specification of 3rd party agencies that will be frequently utilized in combination with the service being proposed for funding
- b) Include any already existing relationships and agencies which will be referral sources for these services
- c) Include as attachments to the proposal, copies of any and all commitment letters and/or affiliation agreements with 3rd party agencies

3. The implementation schedule for the contract, including a detailed monthly timeline of activities, commencing with the date of award, through service initiation, to timely contract closure.

4. Information on accessibility of services such as:

- a) The hours and days that each service will be available to clients, including how emergencies are handled (e.g., closings, client crisis, after-hours contacts, etc.);
- b) A list and description of the location(s) where each service will be provided to clients (including in-home provision, if that is an option and virtual meetings);
- c) A description of transportation options for clients in obtaining each service; and,
- d) A description of handicapped accessibility accommodations.

Outcome(s) and Evaluation (5 points)

Provide the following information related to the projected outcomes associated with the proposal as well any evaluation method that shall be utilized to measure successes and/or setbacks associated with this project:

1. The bidder's approach to measurement of student satisfaction.
2. The bidder's measurement of the achievement of identified goals and objectives.
3. The evaluation of contract outcomes.
4. Description of all tools to be used in the evaluation.
5. Details about any outside entity planned for use to conduct the evaluation, including but not limited to the entity's name, contact information, brief description of credentials and experience conducting program evaluation.
6. Tools and activities the bidder shall implement to ensure fidelity to the evidence-based practice.

7. The assessment, review, implementation, and evaluation of quality assurance and quality improvement recommendations particularly noting any reduction of disparities and barriers in access, quality, and program outcomes.
8. Assurance that the bidder shall cooperate with CBVI regarding communication and provision of documentation as requested.

Staffing (20 points)

Bidders must determine staff structure to satisfy the contract requirements. Bidders are to address staffing as indicated below. Bidders should describe the proposed staffing structure and identify how many staff members shall be hired to meet the needs of the program.

1. Describe the composition and skill set of the proposed program team, including staff qualifications. Provide details of the Full Time Equivalent (FTE) staffing required to satisfy the contract scope of work. Describe proposed staff qualifications, including professional licensing and related experience. Details should include currently on-board or to be hired staff, with details of recruitment efforts. Identify bilingual staff.
2. Describe program efforts to recruit, hire and train staff who are from or have experience working with target population.
3. Describe the management level person responsible for coordinating and leading efforts to reduce disparities in access, quality, and outcomes for the populations served. Information provided should include the individual's title, organizational positioning, education, and relevant experience.
4. Provide copies of job descriptions or resumes as an appendix – limited to two (2) pages each – for all proposed staff.
5. Identify the number of work hours per week that constitute each FTE in the bidder's proposal. If applicable, define the Part Time Equivalent work hours.
6. Description of the proposed organizational structure, including an organizational chart in an appendix to the bidder's proposal.
7. The bidder's hiring policies, including background and credential checks, training/experience working with this target population.
8. The successful bidder(s) shall describe their efforts in the recruiting, hiring, and retention of staff who are from or have had experience working with target population and other identified individuals served in this initiative.
9. Describe the strategy to deliver training on working with the target population and providing language access services.
10. The approach for supervision of staff.
11. A list of the bidder's board members and their current terms, including each member's professional licensure and organizational affiliation(s). The proposal shall indicate if the Board of Directors votes on contract-related matters.
12. A list of consultants the bidder intends to utilize for the contract resulting from this RFP, including each consultant's professional licensure and organizational affiliation(s). Each consultant must be further described as to whether they are also a board member and, if so, whether they are a voting member. The bidder must identify all reimbursement the consultant received as a board member over the last twelve (12) months.

Facilities, Logistics, Equipment (5 points)

The bidder should detail its facilities where normal business operations shall be performed and identify equipment and other logistical issues, including:

1. A description of the manner in which tangible assets, i.e., computers, phones, other special service equipment, etc., shall be acquired and allocated
2. A description of the bidder's Americans with Disabilities Act (ADA) accessibility to its facilities and/or offices for individuals with disabilities
3. A description of the location(s) in which the program shall be held. Please provide information about accessibility, safety, access to public transportation, etc.

Budget (20 points)

CBVI will consider the cost efficiency of the proposed budget as it relates to the scope of work. Therefore, bidders must clearly indicate how this funding shall be used to meet the program goals and/or requirements. In addition to the required Budget forms, bidders are asked to provide budget notes that indicate any anticipated startup costs for the services, a description of fees for services, sliding fee schedules and waivers of fees.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. All costs associated with the completion of the project must be delineated and the budget notes must clearly articulate budget items including a description of miscellaneous expenses and other costs.

1. A detailed budget using the Excel Budget template is required. Bidders must submit pricing using the Excel Budget template accompanying this RFP. Bidders should refer to Instructions for Excel Budget Template (Attachment E) for a clear understanding of how to work within the template file. The Budget template must be uploaded as an Excel file onto the file transfer protocol site as instructed in VIII. Submission of Proposal Requirements. Failure to submit the budget as an Excel file may result in a deduction of points. The standard budget categories for expenses include: A. Personnel, B. Consultants and Professionals, C. Materials and Supplies, D. Facility Costs, E. Specific Assistance to Clients, and F. Other. Supporting schedules for Revenue and General and Administrative Costs Allocation are also required. The budget must include two (2) separate, clearly labeled sections:
 - a. Section 1 – Full annualized operating costs to satisfy the scope of work detailed in the RFP and revenues excluding one-time costs
 - b. Section 2 - Proposed one-time costs, if any, which shall be included in the Total Gross Costs and cannot exceed the annual award amount
2. Budget notes detailing and explaining the proposed budget methodology, estimates and assumptions made for expenses and the calculations/computations to support the proposed budget are required. The State's proposal reviewers need to fully understand the bidder's budget projections from the information presented in its proposal. Failure to provide adequate information could result in lower ranking of the proposal. Budget notes, to the extent possible, should be displayed on the Excel template itself.

3. The name and address of each organization – other than third-party payers – providing support and/or money to help fund the program for which the proposal is being submitted.
4. For all proposed personnel, the template should identify the staff position titles and staff names for current staff and total hours per workweek.
5. Identify the number of hours per employee.
6. Staff fringe benefit expenses, which may be presented as a percentage factor of total salary costs, should be consistent with the bidder's current fringe benefit package.
7. If applicable, General & Administrative (G&A) expenses, otherwise known as indirect or overhead costs, should be included if attributable and allocable to the proposed program. Since administrative costs for existing CBVI programs reallocated to a new program do not require new CBVI resources, a bidder that currently contracts with CBVI should limit its G&A expense projection to "new" G&A only by showing the full amount of G&A as an expense and the off-set savings from other programs' G&A in the revenue section.
8. Written assurance that if the bidder receives an award pursuant to this RFP, it shall pursue all available sources of revenue and support upon award and in future contracts.

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. Furthermore, the failure to provide documents necessary to assess fiscal viability (as identified in Attachments #7 through #9) may result in the disqualification of the bidder's proposal.

The collective of Required Attachments #1 through #6 and Appendices #1 through #9 is limited to a total of 50 pages. Audits and interim financial statements (Required Attachments #7, #8 and #9) do not count towards the appendices' 50-page limit. Attachments/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](#)⁶
4. [Certificate of Non-Involvement in Prohibited Activities in Russia and Belarus](#)⁷
5. Statement of [Bidder/Vendor Ownership Disclosure](#)⁸
6. [Disclosure of Investigations and Other Actions Involving Bidder](#)⁹
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.

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

⁷ <https://www.nj.gov/treasury/administration/pdf/DisclosureofProhibitedActivitesinRussiaBelarus.pdf>

⁸ www.nj.gov/treasury/purchase/forms.shtml

⁹ www.nj.gov/treasury/purchase/forms.shtml

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 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
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](#)¹⁰
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. Provide an ownership chart that shows the financial and voting interests, among other attributes. The company ownership chart must identify the types of legal entities and FEIN, limited to four (4) pages

VIII. Submission of Proposal Requirements

A. Format and Submission Requirements

CBVI 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, have 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.

CBVI 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 should be submitted in the following three file formats.

- 1. Name of Agency/CBVI Summer Transition Program RFP 2026-2027**
Proposal - PDF or Word file of entire proposal consisting of proposal narrative, budget, budget notes, attachments and appendices. Do not include interim and audited financial statements and Single Audits (A133) which should be submitted in a separate PDF file (see #3 below).

¹⁰ www.njconsumeraffairs.gov/charities

2. **Name of Agency/CBVI Summer Transition Program RFP 2026-2027 Budget**
- Excel file of budget using the Annex B Excel budget template
3. **Name of Agency/CBVI Summer Transition Program RFP 2026-2027 Audit** -
PDF file of interim and audited financial statements and Single Audits (A133), prepared for the two (2) most recent fiscal years.

Proposals must be submitted no later than **4:00 p.m. ET on March 4th, 2026**. The bidder must submit its proposal (including proposal narrative, budget, budget notes, and appendices) electronically to:

Contact: Selina Gooden, Administrative Assistant, CBVI

Email: Selina.Gooden@DHS.NJ.gov

Questions and Inquiries

CBVI will accept questions and inquiries that are directly related to this RFQ. Questions shall be asked in consecutive order and each question should begin by referencing the RFQ page number, Section number, paragraph, and subparagraph(s), to which it relates.

*On or before the due date for questions, as set forth in the RFQ schedule above, questions may be emailed to:

Contact: Selina Gooden, Administrative Assistant, CBVI

Email: Selina.Gooden@DHS.NJ.gov

***Note: CBVI will NOT consider nor answer any question or inquiry made after the due date for questions.**

CBVI will distribute answers to questions (that comply with this RFQ's guidelines) to all bidders.

To develop their Quote, bidders should rely upon the information in this RFQ and CBVI's responses to bidders' questions.

B. Confidentiality/Commitment to Defend and Indemnify

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 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.

IX. Review of Proposals

There will be a review process for responsive proposals. CBVI will convene a review committee of CBVI staff 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, CBVI shall have discretion to award the contract to the highest scoring bidder(s).

In addition, if a bidder is determined, in CBVI's sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, CBVI 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 assess for financial viability, ability 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](#).¹¹

CBVI will notify all bidders of contract awards, contingent upon the satisfactory final negotiation of a contract.

X. Appeal of Award Decisions

All appeals must be made in writing by **4:00 p.m. ET on March 17th, 2026**, by emailing it to Selina.Gooden@dhs.nj.gov (subject line must include "Appeal for CBVI Summer Transition Programs and/or mailing or faxing it to:¹²

Department of Human Services
NJ Commission for the Blind and Visually Impaired
Selina Gooden
153 Halsey Street, 6th Floor
Newark NJ 07102
Fax: 973-648-2043

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 CBVI decisions are considered unallowable cost for the purpose of CBVI's contract funding.

CBVI 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.

XI. 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

¹¹ <https://www.nj.gov/humanservices/olra/contracting/policy/>

¹² https://www.nj.gov/humanservices/dmhas/regulations/bulletins/Mental%20Health/9_11.pdf

process the contract in a timely manner, as well as any other contract documents required by DHS/CBVI.

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](#)¹³
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, NJ Commission for the Blind and Visually Impaired – 153 Halsey Street, 6th floor, Newark NJ 07102, 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. Conflict of Interest Policy
12. Affirmative Action Policy
13. 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.)
14. A copy of all applicable licenses
15. Local Certificates of Occupancy
16. Current State of New Jersey Business Registration
17. Procurement Policy
18. 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 of the Provider Agency, person(s) assigned to the equipment, etc.)
19. All subcontracts or consultant agreements, related to the DHS contract, signed and dated by both parties.
20. Business Associate Agreement (BAA) for Health Insurance Portability Accountability Act (HIPAA) of 1996 compliance, if applicable, signed and dated.
21. Updated single audit report (A133) or certified statements, if differs from one submitted with proposal.
22. Business Registration (online inquiry to obtain copy at [Registration Form](#)¹⁴ for an entity doing business with the State for the first time, may register at the [NJ Treasury website](#).¹⁵

¹³ <https://www.njportal.com/DOR/annualreports/>

¹⁴ https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

¹⁵ <http://www.nj.gov/treasury/revenue>

23. Source Disclosure ([EO129](#))¹⁶
24. State of NJ Combined Standard Terms and Conditions form (see footnote 16)
25. Chapter 51 [Pay-to-Play Certification](#)¹⁷
26. Successful bidder's active Unique Entity Identifier ("UEI"), if project funding includes any federal grant resources. The UEI is a 12-character alphanumeric ID assigned to an entity registered at SAM.gov; It replaced the DUNS, and is distinct from the entity's Employer Identification Number (EIN or Employer ID). The UEI provided must match the successful bidder's legal business name and address, and it must be updated annually (or sooner if changes occur) and maintained during the period of subaward.

XII. 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 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

¹⁶ www.nj.gov/treasury/purchase/forms.shtml

¹⁷ www.nj.gov/treasury/purchase/forms.shtml

Attachment A – Proposal Cover Sheet

_____ Date Received

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
Commission for the Blind and Visually Impaired
Proposal Cover Sheet

Name of RFP: Summer Transition Programs

Incorporated Name of Bidder: _____

Type: Public _____ Profit _____ Non-Profit _____ Hospital-
Based _____

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

Unique Entity Identifier (UEI) Number:

Address of Bidder: _____

Chief Executive Officer Name and Title: _____

Phone No.: _____ Email Address: _____

Contact Person Name and Title: _____

Phone No.: _____ Email Address: _____

Total dollar amount requested: _____ Fiscal Year End: _____

Funding Period: From _____ to _____

Total number of unduplicated individuals to be served: _____

Region in which services are to be provided: _____

Brief description of services by program name and level of service to be provided:

NOTE: In order to contract with the State of New Jersey, all providers applying for contracts, or responding to Request for Proposals (RFPs), *MUST* be pre-registered with the online eProcurement system known as NJSTART. You may register your organization by proceeding to the following web site:

<https://www.nj.gov/treasury/purchase/vendor.shtml> or via telephone: (609) 341-3500.

Authorization: Chief Executive Officer (printed name): _____

Signature: _____ Date: _____

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 C.F.R. 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 C.F.R. 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 C.F.R. 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 (N.J.A.C. 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 C.F.R. 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 are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a 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 C.F.R. 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 C.F.R. 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 C.F.R. 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 C.F.R. 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 open the respective template file tab and read the below guidance at the same time.](#) This will allow for a clear understanding of how to work within the template file.

1. In the turquoise section, you will enter the proposed costs for this RFP. This should include all information from budget categories A-F, G/A, as well as **your number of students to serve**. FTEs in Category A are to be broken down between direct care, administration, and support. FTE's will not appear until three cells are completed: hours worked per employee on contract (column C), hours worked per employee per week (column D), and the amount of salary (column H) respectively. Category B is to be broken down between medical/clinical consultants, and non-medical/clinical consultants.
2. There is also a One-Time budget section at the bottom in the turquoise section for your use. One-times are shown separately, but included in Total Gross Costs right after Gross Costs.
3. Please use the **“Explanatory Budget Notes”** column to help support anything that you feel needs to be explained in written word for evaluators to understand your intent regarding any cost/volume data populated in your template submission. Please provide notes, as well as, calculations that support any and all offsetting revenue streams. If you double up expenses on one budget line, please provide the individual expense details in the budget notes. Many cells are protected, but you can expand rows to give more room in the note's column should you need it.
6. General and Administrative Costs should be recorded in the template per the instructions in the RFP. That is, only additional G&A associated with this proposal should be included, not your normal G&A rate.
7. Make sure to remember to place your Agency Name and Region or County in the subject line when you send your template in **Excel** format.

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 apprentice-ship. 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

Employee Information Report Form AA-302 (electronically provided by the Division through the Division's website at:

https://www.nj.gov/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 CBVI Transition Summer Programs (“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