



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

**REQUEST FOR PROPOSALS**

**START SERVICES NJ:  
DEVELOPMENT OF MOBILE CRISIS PREVENTION AND RESPONSE PROGRAM(S) TO SERVE  
PEOPLE WITH AN INTELLECTUAL OR DEVELOPMENTAL DISABILITY AND CO-OCCURRING  
MENTAL HEALTH NEEDS BASED ON THE NATIONAL START MODEL**

**January 31, 2024**

**Jonathan Seifried, Assistant Commissioner  
Division of Developmental Disabilities**

## TABLE OF CONTENTS

I.	Purpose and Intent.....	3
II.	Background and Population to be served .....	5
III.	Who Can Apply? .....	6
IV.	Contract Scope of Work .....	7
V.	General Contracting Information .....	12
VI.	Required Proposal Content .....	12
VII.	Submission of Proposal Requirements.....	18
VIII.	Review of Proposals .....	19
IX.	Appeal of Award Decisions.....	20
X.	Post Award Required Documentation .....	20
	Attachment A – Proposal Cover Sheet.....	22
	Attachment B – Addendum to RFP for Social Service and Training Contracts .....	23
	Attachment C – Statement of Assurances .....	25
	Attachment D – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions.....	27
	Attachment E – Commitment to Defend and Indemnify Form .....	29
	Attachment F – Mandatory Equal Employment Opportunity Language .....	30

## I. Purpose and Intent

The Department of Human Services' (DHS) Division of Developmental Disabilities (DDD) is issuing this Request for Proposal (RFP) to develop up to two [START Model](#) programs, to provide community-based, mobile crisis prevention and intervention services for people with intellectual and developmental disabilities (IDD) and co-occurring mental health needs (MH) who are enrolled with and referred by DDD. The [National Center for START Services™](#), an initiative of the University of New Hampshire Institute on Disability/University Center for Excellence in Disability, will serve as a collaborative partner in the development of these programs.

Implemented in 1988 by Joan B. Beasley, PhD, START (Systemic, Therapeutic, Assessment, Respite and Treatment) is a person-centered, solution-focused service model that employs positive psychology approaches and other evidence-informed practices to provide community-based, mobile crisis prevention and response for people with IDD-MH. The National Center for START Services™, founded in 2009, is a national initiative that works to strengthen efficiencies and service outcomes for people with IDD and mental health needs in the community through development of START programs, professional development, and research. The Center has collaborated with providers to develop and implement START programs in multiple states, and has collected data that reflects an array of benefits, including

- Reduction in use of emergency services and hospital admissions,
- Strengthened linkages with community partners that have led to enhanced support systems and increased resources,
- Increased satisfaction of providers, individuals, and families.

START programs consist of a clinical team and therapeutic coaching team, and use a comprehensive biopsychosocial and ecological assessment to determine individual needs, at the same time evaluating presenting problems within the context of the environment in which the person lives, works, and interacts with others. START program teams provide prevention and intervention services through crisis planning and response, education, consultation, and coaching.

Through the establishment of two regional START programs in New Jersey, DDD seeks to increase community capacity to provide an integrated response to people with IDD-MH at risk of or experiencing a mental/behavioral health crisis, their families, and those who support them, and to foster cross-systems relationships that support the health and wellbeing of each person served. The program goals are to improve diagnosis and treatment, support effective services, create service linkages, promote health and wellness for both the individual with IDD and their caregivers, and decrease the need for emergency services.

Qualified bidders may submit a proposal to develop: (a) one START program to serve the northern region of the state, or (b) one START program to serve the southern region of the state, or (c) two START programs, one to serve the northern region and one to serve the southern region of the state. Each program must obtain START certification within four years of contract award,

provide direct services to people with IDD-MH enrolled with and referred by DDD as they pursue START certification, and maintain those standards going forward.

DDD anticipates making up to two (2) awards, each up to the amount of \$3,200,000 for four (4) year terms. The total annual DDD contract award **per regional START program** for all program operations, contingent on annual State of New Jersey budget appropriations, shall not exceed \$3,200,000 (\$6,400,000 total across both regional START programs). While reimbursement will be through a contract, the successful bidder(s) are required to be or become a DDD/Medicaid-approved provider of (at minimum) Behavioral Supports, Community Based Supports and Individual Supports. (Please note the successful bidder(s) may be required in the future to initiate Medicaid claiming for some aspect of the START services and/or to become DDD/Medicaid-approved for additional services.) In alignment with DDD policies, successful bidder(s) will need to have a process to identify and remediate potential conflicts of interest, including those related to DDD-funded Support Coordination. (For example, a START program employee has a second job as a support coordinator, and a person on their support coordination caseload is referred for START services.)

#### **Required Agency Contract with the National Center for START Services™**

The National Center for START Services™ will work closely with the successful bidder(s) to develop the knowledge, expertise, and skills to implement the START model with fidelity. Successful bidder(s) must enter into an independent contractor relationship with the National Center for START Services™, which will bill them via monthly invoice based on the projected costs outlined in the table below.

#### **Projected START Contract Budget**

<b>START Program</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Total across all 4 years</b>
Northern Region	\$218,531	\$236,052	\$244,691	\$234,578	\$933,853
Southern Region	\$218,531	\$236,052	\$244,691	\$234,578	\$933,853

#### **START Training and Consultation Services**

<b>Consultation and Technical Assistance</b> (remote and in-person)	<p><b>Remote Consultation:</b> conduct consultation and technical assistance meetings via videoconference regularly. These meetings will include a review of the technical assistance and/or training agenda, access to START tools, consultation on specific topics, and meetings with local and other partners.</p> <p><b>On-Site Consultation:</b> conduct on-site consultation and training focused on implementation and training on the START Model. Visits will occur every year of the project and include training and support of the development of the community-based infrastructure including materials, planning, preparation, and implementation of the program. In the event of travel restrictions due to a public health emergency or</p>
--	---

	natural disaster, onsite consultation may be provided virtually. This will include work with local entities and providers as needed.
<b>START Coordinator Training and Certification</b>	Provide START Coordinator training and certification for designated START program staff, which will include START Coordinators, Clinical Team Leaders, Clinical Directors, START Directors, Medical Directors, and Therapeutic Coaches. (Required START competency tools and assessments will vary by role.)
<b>START Information Reporting System (SIRS)</b>	Provide training and implementation of data collection and input into the national HIPAA-compliant START database (SIRS), to collect START services data via a web-based system to facilitate project decisions based on data.
<b>START Program Annual Report Evaluation</b>	For each of the two START programs, START will conduct an analysis of program data, and develop/write and submit an annual report to DDD that discusses the program's successes and challenges (two separate reports for each program or a single report with a separate section for each program will be provided.)
<b>National Online Training Series</b>	The START National Online Training Series is designed to build the capacity of IDD-MH professionals by providing innovative, evidence-based online training to the START Network and their community partners.
<b>Participation in START Practice Groups</b>	<ul style="list-style-type: none"> <li>• START Program Director's Practice Group</li> <li>• Clinical Director's Practice Group</li> <li>• Medical Director's Practice Group</li> <li>• Team leader Practice Group</li> <li>• In-Home Therapeutic Coaching Team Leads Practice Group</li> <li>• Time-limited, Special Topic Practice Groups (when appropriate)</li> </ul>

### Summary of Anticipated RFP Schedule

Date	Action	Notes
January 31, 2024	Notice of Funding Availability	
February 14, 2024	Close of Question-and-Answer Period	Q&As will be posted on the <a href="#">NJ DHS RFP/Information</a> page.
March 20, 2024	Proposal Submission Deadline	Proposals must be submitted to <a href="mailto:DDD.RFP@DHS.NJ.GOV">DDD.RFP@DHS.NJ.GOV</a> no later than 5 p.m. ET.
TBD	Preliminary Award Notification	
TBD	Appeal Deadline	Appeals must be submitted to <a href="mailto:DDD-CO.LAPO@dhs.nj.gov">DDD-CO.LAPO@dhs.nj.gov</a> no later than 5 p.m.
TBD	Final Award Notification	

### II. Background and Population to be served

DDD oversees the coordination and delivery of publicly funded home and community-based services in New Jersey for about 25,500 adults with intellectual and/or developmental

disabilities. Per 2022 [DDD statistics](#), at least [3,266](#) of these individuals have a co-occurring psychiatric diagnosis that, due to historically limited community-based crisis response services for this unique population, can result in the use of emergency services.

Under the leadership of Governor Phil Murphy, New Jersey has taken steps to strengthen community-based services for people with intellectual and/or developmental disabilities and co-occurring mental health needs. This RFP builds on that work and focuses on the development of two community-based, mobile crisis prevention and intervention programs modeled after the nationally recognized START Model. The successful bidder(s) will contract directly and work in partnership with the National Center for START Services™ to develop the programs and achieve START Certification. Program clinical teams will be available to travel to private, family, or provider-managed residences, as well as other community settings, to provide short-term crisis assessment and stabilization services and longer-term cross-systems linkages for individuals with IDD-MH enrolled with and referred by DDD. START services are not intended to replace medically indicated inpatient treatment or hospitalization.

### III. Who Can Apply?

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

- The bidder must be a non-profit, for-profit, or governmental entity.
- For bidders currently licensed by the DHS Office of Licensing (OOL):
  - The bidder must not have had a moratorium on admissions in the last three calendar years
  - The bidder must not have received a one-star *Overall Score* per the [DHS Risk Management System](#) during any single reporting period in the last three calendar years.
  - The bidder must not have had 10% or more provisional licenses during more than one single reporting period per the [DHS Risk Management System](#) in the last three calendar years
- A bidder that has a contract with DDD in place must have all outstanding Plans of Correction for deficiencies submitted for approval to DDD and/or OOL prior to proposal submission.
- The bidder must be fiscally viable based upon an assessment of the bidder's audited financial statements. If a bidder is determined, in DDD's sole discretion, to be insolvent or to present insolvency within the twelve months after bid submission, DDD will deem the proposal ineligible for this RFP.
- The bidder must not appear on the State of New Jersey [Consolidated Debarment Report](#) or be suspended or debarred by any other State or Federal entity from receiving funds.
- The bidder must not employ a member of the Board of Directors in a consultant capacity.
- 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 nonprofit organizations, private colleges and universities, or state and municipal agencies).

- The bidder must demonstrate a history of serving people with IDD, people with mental health needs, or people with IDD and co-occurring mental health needs.

#### IV. Contract Scope of Work

DDD is seeking to increase statewide availability of mobile crisis prevention and response services for people with IDD-MH by supporting the development of two [START Model](#) programs under the statewide title, **START Services NJ** – one program serving the northern region (START Services NJ North) and one program serving the southern region of New Jersey (START Services NJ South). The successful bidder(s) are required to be or become a DDD/Medicaid-approved provider of (at minimum) Behavioral Supports, Community Based Supports and Individual Supports. (Please note the successful bidder(s) may be required in the future to initiate Medicaid claiming for some aspect of the START services and/or to become DDD/Medicaid-approved for additional services.) The regional START Services NJ program(s) they develop must obtain START certification within four years of contract award period, provide direct services to people with IDD-MH enrolled with and referred by DDD as they pursue START certification, maintain those standards going forward, and continue to provide direct services after receiving program certification.

#### **Program Development and Certification**

The successful bidder(s) will demonstrate a strong understanding of the challenges exhibited by the target population, will be able to adapt fully to the START model, and will develop and implement:

1. One START Services NJ program that serves individuals referred by DDD who live in the northern region of the state; OR
2. One START Services NJ program that serves individuals referred by DDD who live in the southern region of the state; OR
3. Two START Services NJ programs: one that serves individuals referred by DDD who live in the northern region of the state, and one that serves individuals referred by DDD who live in the southern region of the state.

For the purpose of this RFP, the New Jersey regions are defined as follows:

The northern region of New Jersey will include Bergen, Essex, Hudson, Hunterdon, Morris, Passaic, Somerset, Sussex, Union, and Warren Counties.

The southern region of New Jersey will include Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Middlesex, Monmouth, Ocean, and Salem Counties.

The START Services NJ programs will enhance relationships and partnerships with IDD-MH, social service, housing, health and other providers, so that people with IDD-MH are able to receive appropriate and timely clinical support to meet their needs in the least restrictive setting possible. The START model requires program adherence and fidelity to the national START model, including its requirements and protocols for training, clinical excellence, and data collection and

analysis. The successful bidder(s) will work directly with the [National Center for START Services™](#), in consultation with DDD, and complete required trainings and consultation to adopt the START model of practice.

Upon contract award, the successful bidder(s) will enter into a contract with the National Center for START Services™ for support to develop and implement the START Services NJ program(s) and achieve program certification within the 4-year contract term. This support includes training, mentoring, technical assistance, consultation on expanding community linkages, access to the START database, coordinator and program certification, quality assurance, and ongoing access to the national network.

Programs begin by gaining an understanding and developing a mastery of START practices (positive psychology, biopsychosocial approach, trauma informed care, systems linkage), data informed practice, document review, supervision, and interdisciplinary collaboration. During years 3-4 of operation, programs typically begin preparing for the program-certification application process, though this may vary depending on needs and development.

Each START Services NJ program is expected to achieve certification no later than the end of the 4-year contract. Program certification is contingent upon meeting an accepted threshold of START coordinator certifications (at least 50%), team productivity (minimum active caseload of 20 per START coordinator), demonstrated outcomes, and data reporting. The National Center for START Services™ will use quality assurance tools that support implementation as well as a program certification review process to determine when each of the two programs meet model standards. The National Center for START Services™ provides ongoing support to help ensure the successful completion of this process and will share expectations and methods related to program certification once the contract(s) with the successful bidder(s) are underway.

### **Referral Process**

During the 4-year contract award period and for as long as the START Services NJ programs are in operation, the programs must accept all individuals referred by DDD (i.e., zero rejections of referred persons), up to the maximum caseload of 30 individuals per START coordinator as defined by the START Model and the National Center for START Services™.

During the 4-year contract award period and for as long as the START programs are in operation, the programs may not accept referrals from a source other than DDD.

### **Staffing Requirements and Team Composition**

Each START Services NJ program is required to assemble a Clinical Team, Therapeutic Coaching Team, and START Advisory Council, and must employ at least one shared or dedicated administrative support person.

START Services NJ program staff must comply with all DDD service provider staff requirements outlined in Section 15 of the Supports Program and Community Care Program [policy manuals](#),

including but not limited to training and development, background checks and exclusions, incident reporting and risk management. If, in the future, it is determined that Medicaid claiming will be used for some services provided through the START programs, it will be incumbent on the sponsoring agency/agencies to also ensure program staff meet all requirements within the applicable service categories found in Section 17 of the Supports Program and/or Community Care Program policy manuals.

START Services NJ program staffing structure must support 24/7/365 availability of clinical team members to respond to emerging and emergent situations and coordinate and/or provide appropriate services. In-person crisis response time by a START Services NJ clinician may be dependent on team locations within the served region, but as a general guideline should occur within 2 hours. START Services NJ clinician follow-up after a crisis event should be within 24 hours or next business day.

### **START Program Clinical Team**

- **Program Director** (Master's Degree): Provides full-time supervision and 24/7 support to the clinical team, and serves as liaison to community providers, coordinates all training activities, develops community linkages, and chairs Advisory Council.
- **Clinical Director** (PhD Psychologist): Provides full-time clinical oversight to clinical team and therapeutic support services, responsible for Clinical Education Team Meetings, and provides consultation to community providers/psychologists.
- **Medical Director** (MD Psychiatrist): Provides part-time consultation and training to clinical team and to DDD START therapeutic supports staff as needed, provides consult/outreach to physicians and prescribers treating individuals supported by DDD START.
- **Clinical Team Leader** (Master's Degree; number dependent on program size): Provides day-to-day administrative support and supervision to START Coordinators, may maintain small caseload and fills in as needed, and provides back-up on-call support and coaching to Coordinators.
- **START Coordinators** (Master's Degree or equivalent, minimum of 4 per program): Carry a minimum active caseload of 20 enrolled individuals (up to a maximum of 30) and provide them with direct, community-based START clinical team services; complete required assessments, evaluations and plans; provide 24-hour on-call crisis support for enrolled individuals; and regularly enter data into SIRS.

### **START Program Therapeutic Coaching Team**

- **Therapeutic Team Leader** (Master's Degree; number of team leaders depends on program size; typically supervises up to 4 coaches): Provides day-to-day administrative

support and supervision to START Coaches, may maintain small caseload and fills in as needed, provides supervision and support to Coaches.

- **Therapeutic Coaches** (Bachelor's Degree; program typically begins with 3-4 coaches): Implements therapeutic interventions, training, and support in community setting to individuals and primary caregivers, in collaboration with Coordinators and other team members.

### **START Program Advisory Council**

With guidance from the National Center for START Services™, each of the two START Services NJ programs – whether a single agency is sponsoring both programs or each program is sponsored by a separate agency – must develop its own program Advisory Council. While it is expected councils will start small and develop over time, each program must hold an initial council meeting within six months of contract award and, at minimum, once per quarter after that.

The START Advisory Council is a key mechanism to develop, guide, and implement the START Network, and to promote cross-systems accountability and shared problem solving. Each Council should consist of 15-20 members representing regional leadership, state leadership, and leadership of interdisciplinary organizations and service providers that frequently interface with the program. In addition, START Services NJ programs should invite leadership of all linkage partners with whom the program has written agreements/memoranda of understanding. Council development should start with each program's immediate network, existing crisis response systems, hospital emergency rooms, and first responder entities. Councils should include advocates and self-advocates, and it is suggested each Council pay for participation for at least one person who has IDD-MH or who is a START Services NJ graduate, and one family member of a person with IDD-MH or of a START Services NJ graduate.

Meetings should be no less than two hours long, with 30 minutes at the beginning for networking and 90 minutes for presentation and discussion; and meetings early in the contract term should include orientation to the elements of the START Services NJ program. Meetings should have an identified focus or topic, with time for progress/issue updates and member feedback. Virtual participation may be offered at times, for some members, but meetings should generally be held in-person. The meeting location should be strategic, accessible, and provided by a network partner when possible. If the service region is large enough to warrant it, meeting sites may be rotated. The START Services NJ programs should provide a light lunch or snack for all meetings.

Successful proposals will discuss the bidding organization's plan and strategy to form an advisory council, with consultation and support from the National Center for START Services™.

### **START Coordinator Certification**

A START Coordinator is a masters-level professional who plays a vital role on the START Clinical Team. A START Coordinator does not replace any one member of an existing system of support.

Rather, they collaborate and facilitate change through the way they understand, interact with, and respond to the individuals and systems they serve.

START Coordinators continuously share knowledge with teams and systems to build capacity. The goal of START Coordination is to help the person and system achieve stability, making START services unnecessary. This goal is accomplished through specialized support, assessment, and intervention that build on the principles and practices of START.

START Coordinator Certification is a rigorous training program intended to provide team members with the knowledge and skills necessary to be effective specialists in the behavioral health aspects of IDD and fully meet the mission of the START model. The purpose of certification is to ensure those certified are equipped with the necessary skills and tools to implement strategies that improve supports and service outcomes for individuals and their families and systems of support. Certification confirms a START Coordinator's successful completion of the 90-hour training curriculum and verifies a thorough understanding of the START model, practices, and principles endorsed and valued by the National Center for START Services™.

All START Services NJ Clinical Team members, except for medical directors, are required to achieve START Coordinator Certification. START Services NJ Therapeutic Coaching Team leaders must also achieve certification. Certification for full-time staff typically takes 12 months. Certification is valid for two years and staff must renew their certification through the National Center for START Services™ prior to expiration.

### **Data Collection and Reporting Requirements**

Data driven decision-making is a key aspect of the START model that enables teams to monitor and evaluate the quality of services provided. The START Information Reporting System (SIRS) provides an ongoing assessment of outcomes that informs START practice. All START Services NJ programs are required to enter data related to demographics, START services, and outcomes into the SIRS database. Both individual and program outcomes are examined, and adherence to the START model is assessed through regular quality assurance reports. The successful bidder(s) will work closely with the National Center for START Services™ to ensure program staff receive SIRS training and have the knowledge and skills to collect necessary data and enter it accurately in the proprietary SIRS database.

### **Communication and Outreach**

Each START Services NJ program must develop a communications plan that identifies various digital and print media and platforms they will use to inform and educate people, families, providers and systems about the program services, including specific information/materials about the referral and enrollment processes.

DDD will add a START Services NJ webpage to its existing public-facing website to provide general information. However, a dedicated, accessible **START Services NJ** website must be developed within the first six months of the contract award – either by a single successful bidder or

collaboratively by two successful bidders. The START Services NJ website must include information about the national START Model; information about the referral and enrollment processes; information about and links to the two regional START programs (START Services NJ North and START Services NJ South); and information about and links to both DDD and the National Center for START Services™. Both DDD and the National Center for START Services™ must review and approve all website content before publication, and the website must be able to accommodate any future START Services NJ programs or services if/when they become available.

#### V. General Contracting Information

Bidders must meet the terms and conditions of DHS contracting rules and regulations as set forth in the [Standard Language Document](#) (SLD), [Contract Reimbursement Manual](#) (CRM), and [Contract Policy and Information Manual](#) (CPIM) found on the [DHS Contracting](#) webpage.

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 be reasonable and 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. All proposals are considered public information and will be made available for a defined period after announcement of the contract award and prior to final award, as well as through the State Open Public Records Act process at the conclusion of the RFP process.

The contract awarded as a result of this RFP is anticipated to have an initial term of four (4) years and may be renewable for an additional one-year term at DDD's sole discretion with the agreement of the successful bidders(s). Funds may only be used 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.

Contract commitments will be negotiated based upon representations made in response to the RFP. Failure to deliver commitments may result in termination of the contract.

In accordance with [DHS Policy P1.12](#) (Cluster Form) found on the [DHS Contracting](#) webpage, programs awarded pursuant to this RFP will be separately clustered until the DDD determines, in its sole discretion, that the program is stable in terms of service provision, expenditures, and applicable revenue generation.

#### VI. Required Proposal Content

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

## **Proposal Cover Sheet (Attachment A)**

### **Bidder's Organization, History and Experience (5 Points)**

Provide a brief and concise summary of the bidder's background and experience in implementing this or related types of services or programs 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 and modalities, and record of accomplishments and experience with people with IDD, people with mental health needs, and/or people with IDD and co-occurring mental health needs.
2. Describe the agency's overall work culture and how you measure success.
3. Describe any active partnerships or collaborations in which the bidder is involved and how they either may enhance or be enhanced by this project. Be clear about potential conflicts of interest.
4. Briefly detail previous contracts with the New Jersey Department of Human Services and/or other government agencies in the last five years and describe how your organization has effectively managed these contracts.
5. Describe the bidder's background and experience in implementing, managing and delivering this or related types of services. Describe why the bidder is the most appropriate and best qualified to implement this program in the target service area. In particular, share your experience and expertise in the following areas:
  - a. Delivering home and community based services to adults with IDD, mental health needs, or both IDD and mental health needs;
  - b. De-escalating crisis situations with individuals with IDD experiencing mental/behavioral health challenges;
  - c. Delivering person-centered, culturally sensitive, trauma-informed services;
  - d. Providing services and maintaining partnerships with other service providers in regions and counties applied for;
  - e. Collecting and analyzing data to measure and assess service outcomes.
6. Provide the bidder's history as a DDD/Medicaid provider, if applicable. If the bidder is not a DDD/Medicaid provider, describe how the agency will meet DDD/Medicaid eligibility requirements within 60 days of final award notification.
7. Summarize the bidder's administrative and organizational capacity to establish and implement sound administrative practices and successfully carry out the proposed program(s).
8. Describe the bidder's status and history relative to debarment by any State, Federal or local government agency. If there is debarment activity, bidder must provide an explanation with supporting documentation, such as an appendix, to the proposal.
9. 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 DDD's sole discretion.

10. Describe the bidder's status and compliance with DDD contract commitments related to programmatic performance and level of service, if applicable.

### **Project Description (40 Points)**

1. Describe how the START model fits in with the agency's vision and mission, and why the agency wants to bring START to New Jersey.
2. Describe the agency's experience related to the specifications of this RFP.
3. Describe the agency's local presence or involvement in the northern and/or southern New Jersey community, as well as experience providing services for people with IDD and/or mental health needs. If the bidder is an out-of-state provider, please demonstrate how it will effectively establish a local presence and linkages.
4. Describe the agency's philosophy in working with the population served by the START model.
5. Discuss the agency's perspective on continual learning and improvement, and explain how the agency applies that perspective on its current service models.
6. At a high level, describe how the agency intends to identify, recruit, and onboard essential staff and the anticipated timelines. Share any considerations related to staffing.
7. Describe agency relationships and familiarity with the state and local systems of emergency response, crisis management, and IDD-MH services, if any.
8. Describe how the agency approaches cultural humility and brings an equity lens to its work.
9. Describe the agency's plan to identify and recruit START advisory council members. How do you envision engaging with them in implementing the START model?

### **Outcomes and Evaluation (15 Points)**

Bidders must provide information related to the projected outcomes associated with the proposal as well as the evaluation methods that will be used to measure success and continuous quality improvement. The following elements should be included:

1. Describe the agency's current methods of data collection and evaluation, and explain how you will incorporate the proprietary START Information Reporting System (SIRS) and any START evaluation tools and methods for the program(s).
2. Describe how the agency will continue to use and engage emerging best practices in the field.
3. Demonstrate how the agency will evaluate administrative structures and quality assurance services on an ongoing basis and revise as needed to ensure effective service delivery.
4. Describe past experiences working with a program evaluation consultant, and explain how the bidder incorporated consultant feedback into its work.
5. Describe the bidder's understanding of a fidelity model and share any experiences or expectations it may have.
6. Describe how, within the context of the agency's established structure and practices, the agency will adhere to START program requirements and deliverables.

7. Describe a time where the bidder provided insight, feedback, or pushback to ensure a service met the needs of its community, if applicable. How did the bidder agency handle this?
8. At a high level, describe the bidder's general documentation, record-keeping and reporting practices. Explain how its systems and processes could accommodate outside systems of evaluation and reporting\*.
9. Describe how the agency will monitor progress towards program certification within the required period.

*\*Please note that the successful bidder(s) will receive instruction and support from the National Center for START Services™ on START model data collection, reporting, and evaluation practice, including the national START Information Reporting System (SIRS) database. Successful proposals must appropriately acknowledge adherence to START model protocols.*

### **Program Staffing (15 Points)**

1. Provide a description of the proposed program structure, including the submission of an organizational chart as an appendix to the bidder's proposal.
2. Provide a detailed staff schedule that reflects the RFP requirement that clinical staff are available to respond and coordinate/provide services 24 hours a day, 7 days a week.
3. Explain the bidder's efforts to ensure workforce diversity and inclusion in the recruiting, hiring, and retention of program staff.
4. Provide the details of the Full Time Equivalent and Part Time Equivalent staffing required to satisfy the scope of work.
5. Provide copies of job descriptions or resumes as an appendix – limited to two pages each – for all proposed staff.
6. Describe hiring policies, including drug testing, background and credential checks, and handling of prior criminal convictions.
7. Describe the bidder's approach to staff training, including the provision of training on Trauma Informed Care (required), Crisis De-Escalation (required), and other specialized trainings.
8. Submit a list of the bidder's board members and current term, including each member's professional licensure and organization affiliation(s). Indicate whether the Board of Directors votes on contract-related matters.

### **Program Facilities and Equipment (5 Points)**

The bidder should provide details about the facilities where the program and program staff will conduct business operations and about equipment and other logistical issues, including but not limited to the following elements:

1. Describe the manner in which tangible assets (computers, phones, vehicles, etc.) will be acquired and allocated.
2. Describe any tools or software the bidder will employ to ensure remote service capabilities, if needed.

3. Describe how the bidder will ensure its facilities and/or offices meet Americans with Disabilities Act (ADA) accessibility requirements.

### **Budget (20 Points)**

The DDD will consider the cost efficiency of the proposed budget as it relates to the scope of work. Therefore, bidders must clearly indicate how they will use funding to meet the program goals and requirements. Budget notes should:

- Provide details of all proposed budget items.
- Explain the proposed budget methodology, the estimates and assumptions made related to expenses, and the calculations/computations to support the proposed budget.
- Provide an operating budget using the budget sheet posted with this RFP. Bidder may include expanded narratives to support the proposed operative budget and budget line items, especially where they must define staffing costs.
  - Cost categories are likely to include staffing, travel (mileage), creative assets (outreach materials), telephonic and telehealth resources and equipment, office supplies, and other resources as identified by the organization. The National Center for START Services™ recommends bidders consider and include portable printers in the equipment budget line.
  - Note the budget is not included in the total number of pages allowed for the narrative.
- Specifically describe any additional resources the bidder will leverage to support or sustain your development and implementation of the START model.

### **Attachments/Appendices**

The enumerated items of Required Attachments #1 through #10 and Appendices #1 through #12 must be included with the bidder's proposal.

**Please note that if Required Attachments #1 through #6 and/or #10 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 DDD and these documents are current and on file with DDD.**

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

### **Required Attachments**

1. Proposal Cover Sheet (Attachment A);
2. DHS Addendum to RFP for Social Service and Training Contracts (Attachment B)

3. Department of Human Services Statement of Assurances (Attachment C);
4. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (Attachment D);
5. Department of Human Services Commitment to Defend and Indemnify Form (Attachment E);
6. Department of Human Services Mandatory Equal Employment Opportunity Language (Attachment F)
7. Pursuant to Policy Circular P.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 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. Budget Sheet.

### **Required Appendices**

1. Copy of documentation of the [bidder's charitable registration status](#)<sup>1</sup>;
2. Bidder mission statement;
3. Organizational chart;
4. Job descriptions of key personnel;
5. Resumes of proposed personnel if currently on staff, limited to two (2) pages each;
6. Proposed program description and staffing grid;
7. 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. List the board of directors, officers, and terms;
9. Copy of documentation of the bidder's charitable registration status;
10. Original and/or copies of letters of commitment/support;
11. [Disclosure of Investment in Iran](#)<sup>2</sup>; and
12. Statement of [Bidder/Vendor Ownership Disclosure](#)<sup>3</sup>.

The documents listed below are also required with the proposal, unless the bidder has a current contract with DDD and these documents are current and on file.

1. Most recent single audit report (A133) or certified statements (submit only two copies)
2. Any other audits performed in the last two years (submit only two copies)

---

<sup>1</sup> [www.njconsumeraffairs.gov/charities](http://www.njconsumeraffairs.gov/charities)

<sup>2</sup> [www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)

<sup>3</sup> [www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml)

## VII. Submission of Proposal Requirements

### **Format and Submission Requirements**

DDD assumes no responsibility and bears no liability for costs incurred by the bidder in the preparation and submission of a proposal in response to this RFP.

The narrative portion of the proposal should be single-spaced, with 1-inch margins and a minimum 12-point size Arial, Calibri or Times New Roman font, and should not exceed 20 pages. The appendix items and budget sheet do not count toward the narrative page limit.

**Question Submission:** Bidders may submit questions to DDD at [DDD.RFP@DHS.NJ.GOV](mailto:DDD.RFP@DHS.NJ.GOV) no later than 5 p.m. on February 14, 2024. Questions and answers will be posted on the [NJDHS RFP/Information](#) webpage.

**Proposal Submission:** Bidders must submit a single PDF inclusive of all required documents, together with the proposal budget sheet, by email to [DDD.RFP@DHS.NJ.GOV](mailto:DDD.RFP@DHS.NJ.GOV) no later than 5 p.m. on March 20, 2024.

**Confirmation of Receipt:** Bidders submitting by the deadline will receive a Confirmation of Receipt of Proposal email from DDD within one business day of their submission. Bidders who submit by the deadline and do not receive email confirmation should reach out immediately to Diane.Fynn@dhs.nj.gov.

### **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).

Bidders should submit a completed and signed Commitment to Defend and Indemnify Form (Attachment F) with the proposal. In the event a 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 that 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 bidders 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.

#### VIII. Review of Proposals

A committee consisting of public employees will review proposals submitted by 5 p.m. ET on the submission deadline date of March 20, 2024.

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

DDD 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 combined score from the proposal narrative and budget as well as fiscal viability.

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

The review committee bases contract award recommendations on such factors as the proposal scope, quality and appropriateness, bidder history and experience, and 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 a bidder's existing program(s), invite a bidder for interview, and/or review any programmatic or fiscal documents in the possession of DDD. The contract award may be conditional upon final contract and budget negotiation.

DDD reserves the right to reject proposals when circumstances indicate that it is in DDD's best interests to do so. DDD'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 DHS Policy Circular P1.04.

DDD will notify all bidders of contract awards, contingent upon the satisfactory final negotiation of a contract, by the final allocation date.

#### IX. Appeal of Award Decisions

Only bidders who submitted a proposal for this RFP may appeal the award decision. Appeals must clearly state the basis for the appeal and be submitted by email to [DDD-CO.LAPO@dhs.nj.gov](mailto:DDD-CO.LAPO@dhs.nj.gov).

Appeals submitted by the deadline will receive a Confirmation of Receipt of Appeal email from DDD within one business day of their submission. Bidders who submit by the deadline and do not receive email confirmation should reach out immediately to Diane.Fynn@dhs.nj.gov.

Please note that all costs connected to an appeal of a DDD decision are unallowable costs with respect to DDD contract funding.

DDD will review all appeals and issue a final decision.

Bidders may file an appeal based on the determination to the DDD Director within seven calendar days following receipt of the notification. DDD shall only consider an appeal of the selection process if it is alleged DDD violated a statutory or regulatory provision in the awarding of the contract. DDD will not consider an appeal based on a challenge to the evaluation of a proposal.

#### X. Post Award Required Documentation

Upon final contract award announcement, the successful bidder(s) must be prepared to submit (if not already on file), one 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/DDD.

1. Most recent IRS Form 990/IRS Form 1120, and Pension Form 5500 (if applicable) (submit two copies)
2. Copy of the [Annual Report-Charitable Organization](#)
3. 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. Board Resolution identifying the authorized staff and signatories for contract actions on behalf of the bidder
5. Current Agency By-laws
6. Current Personnel Manual or Employee Handbook
7. Copy of Lease or Mortgage
8. Certificate of Incorporation
9. Co-occurring policies and procedures
10. Conflict of Interest Policy
11. Affirmative Action Policy
12. 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)
13. A copy of all applicable licenses
14. Local Certificates of Occupancy
15. Master lease agreements, evidence of all State (non-DDD), federal and local housing subsidies and resources
16. Current State of New Jersey Business Registration
17. Procurement Policy
18. All subcontracts or consultant agreements, related to the DHS contract, signed and dated by both parties
19. Business Associate Agreement (BAA) for Health Insurance Portability Accountability Act of 1996 compliance, if applicable, signed and dated
20. Updated single audit report (A133) or certified statements, if different from one submitted with proposal
21. Business Registration Certificate (Agencies that have done business with the State previously can obtain a copy through [Online Business Registration Certificate Service](#); Agencies doing business with the State for the first time it may register through the Division of Revenue and Enterprise Services' [Getting Registered](#) webpage)
22. [Source Disclosure Form](#) (EO129)
23. [Chapter 51 Pay-to-Play Certification](#)

Attachment A – Proposal Cover Sheet

\_\_\_\_\_  
Date Received

Name of RFP \_\_\_\_\_

Incorporated Name of Bidder: \_\_\_\_\_

Type: Public\_Profit\_Non-Profit\_Hospital-Based

Federal ID Number: \_\_\_\_\_ Charities Reg. Number (if applicable) \_\_\_\_\_

Bidder Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Total dollar amount requested: \_\_\_\_\_ Fiscal Year End: \_\_\_\_\_

Funding Period: From: \_\_\_\_\_ To: \_\_\_\_\_

Total number of consumers to be served: \_\_\_\_\_

Counties where services will be provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief description of services by program name and level of service bidder will provide:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorization**

Chief Executive Officer (printed name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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.

**New Jersey 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 for Certification before signing, as they are an integral part of  
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 debarments

**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 START Services NJ: Development of Mobile Crisis Prevention and Response Program(s) to Serve People with an Intellectual or Developmental Disability and Co-Occurring Mental Health Needs Based on the National START Model (“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

**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, col-

or, 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](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.