

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

REQUEST FOR PROPOSALS

Inclusive Healthy Communities (IHC) Grant Program

January 30, 2023

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Division of Disability Services

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I. Purpose and Intent

The Inclusive Healthy Communities (IHC) Grant Program provides funding opportunities to local government and nonprofit organizations in New Jersey to undertake initiatives that support the health and well-being of individuals with disabilities in the communities where they live. The IHC Grant Program is designed to advance efforts that result in tangible and sustainable transformation of policies, systems, and environmental conditions to ensure that people with disabilities benefit from efforts to build healthy communities.

This Request for Proposals (RFP) is issued by the New Jersey Department of Human Services (DHS), Division of Disability Services (DDS). This RFP constitutes the third funding cycle of the IHC grant program which will support 24-month initiatives beginning July 1, 2023, through June 30, 2025. Funding is contingent upon available appropriations and, for all current grantees seeking a second year of support, funding is also contingent upon meeting first-year obligations. With funding and oversight provided by DDS, successful bidders will implement initiatives that address the following three reinforcing, specific objectives with a broad focus on all people with disabilities, regardless of age, race, ethnicity, sexual orientation, immigration status and/or income:

1. Adopt processes that ensure meaningful inclusion of people with disabilities as a part of efforts to plan and create healthy communities and to address social determinants of health; and
2. Plan and implement sustainable strategies that improve the health and well-being of people with disabilities; and
3. Undertake initiatives that result in *policy, systems, and environmental changes*, which is often referred to as **PSE change**. A description of PSE change can be found in section IV.B. of this RFP.

A total of up to \$ 2.8 million dollars of funding is anticipated over two state fiscal years to support the IHC 24-month grant period, with \$ 1.4 million anticipated for year 1 (July 1, 2023-June 30, 2024), and, contingent upon available funding, \$ 1.4 million anticipated in appropriations for year 2 (July 1, 2024 – June 30, 2025). Grant budgets may not exceed \$125,000 in each of the fiscal years, or \$250,000 for the entire grant period. Grant determinations will be made by DDS and awarded grants will be provided directly to successful bidders by DDS.

DDS has engaged the Rutgers University Edward J. Bloustein School of Planning and Public Policy (The Bloustein School) to provide support to the IHC grant program. The Bloustein School has established a website for the IHC grant program which includes a dedicated section on the IHC Round 3 RFP process, including forms and resources.

Prospective bidders are encouraged to become familiar with the website at www.inclusivehealthycommunities.org.

The following summarizes the anticipated RFP schedule:

Date	Milestone
January 30, 2023	Notice of Funding Availability
Thursday, February 9 from 10:00 am – 12:30 pm; and Thursday, February 16 from 10:00 am – 12:30 pm	Two identical virtual workshops for prospective bidders. The two identical workshops will take place on Thursday, February 9 from 10:00 am – 12:30 pm and Thursday, February 16 from 10:00 am – 12:30 pm. Prospective bidders may register for the workshops at the following links: February 9 - https://rutgers.zoom.us/webinar/register/WN_afSea2OIQdmAJL3A7d_CUA February 16 – https://rutgers.zoom.us/webinar/register/WN_HhaKAZKtT9ydN5bq98ZK-Q
Friday, March 3, 2023, 5:00 pm ET	Deadline for bidders to submit a letter of intent to apply (LOI). Letter of intent must be submitted to using the following link: https://rutgers.ca1.qualtrics.com/jfe/form/SV_43dwujFAqSyRS0C Each prospective bidder that submits an LOI will receive an acknowledgement of receipt by the Bloustein School. This acknowledgement will include unique PIN for their proposal, a link to upload their proposal, templates for their proposal and instructions for filing their proposal.

Friday, March 17, 2023, 5:00pm ET	Deadline for prospective bidders to submit questions regarding the RFP process to ihc@ejb.rutgers.edu . All questions and answers will be posted within two business days of their submittal on the IHC website at: https://inclusivehealthycommunities.org/resources/ , along with resources to support IHC proposals.
Friday, March 31, 2023, 5:00 pm ET	Deadline for receipt of proposals. Bidders will upload their IHC proposal following instructions provided in an email they receive acknowledging receipt of their LOI.
Friday May 26, 2023	Preliminary award announcement.
Friday June 2, 2023, 4:00 pm ET	Appeal deadline.
Friday, June 9 2023	Final award announcement.
July 1, 2023	Anticipated contract start date.

Bidder Requirements:

Proposals submitted in response to this RFP must meet the following requirements:

- a. All prospective bidders must submit a Letter of Intent (LOI) no later than 5:00 pm ET on Friday, March 3, 2023, using the following link: https://rutgers.ca1.qualtrics.com/jfe/form/SV_43dwujFAqSyRS0C The purpose of the LOI is to provide the Bloustein School and DDS with a general understanding of the nature and volume of proposals that may be received. Each LOI will receive an acknowledgement by the Bloustein School which will include a unique PIN for their proposal, a link to upload their proposal, templates for their proposal and budget, and instructions for filing their final proposal which must be received by March 31, 2023, 5:00 pm ET.

- b. Any prospective bidder may submit a question regarding the RFP process from January 30, 2023, to March 17, 2023 to ihc@ejb.rutgers.edu. All questions and answers will be posted on the IHC website at <https://inclusivehealthycommunities.org/resources/> within approximately two business days of their submittal. The questions and answers will also be posted on the DHS website at <https://www.state.nj.us/humanservices/providers/grants/rfprfi/index.html>. All prospective bidders are encouraged to view the FAQs frequently as they will be continuously updated as new questions come in.
- c. All prospective bidders are encouraged to attend in a virtual workshop that is designed to provide prospective bidders with an overview of the RFP process.

Two identical workshops will take place on Thursday, February 9 from 10:00 am – 12:30 pm and Thursday, February 16 from 10:00 am – 12:30 pm.

Registration can be accessed at:

https://rutgers.zoom.us/webinar/register/WN_afSea2OIQdmAJL3A7d_CUA for February 9 and

https://rutgers.zoom.us/webinar/register/WN_HhaKAZKtT9ydN5bq98ZK-Q for February 16. Note: the workshops will include American Sign Language interpretation and closed captions.

- d. All prospective bidders' proposals must be received no later than 5:00 pm ET on Friday, March 31, 2023, via the instructions provided in the email they received acknowledging receipt of their LOI. Proposals must adhere to the specifications outlined in Section VII of this RFP and must use the narrative template and budget spreadsheet which will be included in the email acknowledging receipt of a submitted LOI. Proposals that are deemed administratively incomplete or late will not be reviewed for funding consideration.

Bidders must be willing to:

- Participate in an in-person meeting of all IHC successful bidders which will be held at Rutgers University in New Brunswick, NJ on date in June 2023 to be determined. The meeting will be designed to provide IHC successful bidders with opportunities for training, orientation, networking and community-building with key DDS staff and statewide leaders.
- Participate in quarterly meetings with staff from Bloustein during the 24-month grant program. One meeting will take place at the onset of the grant and the second will take approximately halfway through the 24 month grant term. These on-site or virtual meetings are intended to provide the successful bidders with an

opportunity to report on their plans and progress associated with their grant work plan;

- Submit a written quarterly progress report on a survey form provided by Bloustein;
- Promote their IHC initiative by creating and posting at least two blogs on their website and/or partner website(s), (which will also be posted on the IHC website) and to issue a press release or media advisory to announce the receipt of their IHC grant. Successful bidders are also strongly encouraged to post about their IHC initiative on their own social media, the IHC Facebook page, and partners' social media;
- Use standard language and the DDS logo, both of which will be provided, to acknowledge the DDS as the source of IHC grant funding.
- Proposals are required to identify indicators to measure initiative progress at 6 month intervals in addition to a qualitative discussion of anticipated outcomes. Successful bidders are expected to use these measurable indicators of progress as part of progress reporting during the 24 -month grant period.
- Successful bidders will be paid quarterly by DDS based on a schedule of estimated claims included in the initiative budget. All successful bidders must provide a final progress report and final fiscal report within 30 days of the June 30, 2025 completion of the 24-month grant period;
- All successful bidders are required to register with NJSTART, the State of New Jersey's eProcurement system, which enables organizations to be paid. To register, go to www.njstart.gov.

II. Background and Population to Serve

The US Centers for Disease Control and Prevention (CDC) estimates that 21% of New Jersey adults have some type of disability. A disability is defined as: "any condition of the body or the mind that makes it more difficult for the person to do certain activities and interact with the world around them. Disabilities can affect a person's vision, movement, thinking, memory, and recall learning, communicating, hearing, mental health, and social relationships. Disabilities can be related to conditions that are present at birth and may affect functions later in life, including cognition, mobility, vision, hearing, behavior, and other areas. Disability can be associated with developmental conditions that become apparent during childhood, related to an injury, associated with

a longstanding condition and/or progressive.” For more information, visit the CDC’s [Disability and Health Overview](#).

DDS provides a single point-of-entry for people seeking disability related information in New Jersey. DDS serves individuals with all disabilities, statewide. DDS works to streamline access to services and information that promote and enhance independent living for individuals with disabilities by facilitating coordination and cooperation among local, county and state government agencies. The IHC grant program advances DDS’ mission by expanding opportunities for people with disabilities to engage with efforts that support the health and well-being of people with and without disabilities.

Social Determinants of Health and Healthy Communities:

The U.S. Department of Health and Human Services’ Healthy People 2030 initiative defines the social determinants of health as the “conditions in the environments where people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning and quality-of-life outcomes and risks.” It groups social determinants of health into five categories:

- *Economic Stability* – When people cannot afford things like healthy foods, health care, and housing, their health and well-being are negatively impacted.
- *Education Access and Quality* - People with higher levels of education are more likely to be healthier and live longer.
- *Health Care Access and Quality* – Access to quality, affordable, welcoming and supportive healthcare is a critical element for ensuring good health and well-being.
- *Neighborhood and Built Environment* – The neighborhood that one lives in has a major impact on their health, including but not limited to safe, clean and vibrant communities, healthy and affordable housing, and access to recreational amenities.
- *Social and Community* – The social and community context that a person lives in, such as whether they face discrimination, social isolation or exclusion from the processes that result in decisions that affect their lives, can have significant impacts on health and well-being.

Healthy communities are ones in which all residents have access to the five categories of social determinants of health. More than 1 in 5 adults in New Jersey (21%) have some form of disability. According to the CDC, people with disabilities are disproportionately affected by chronic diseases and conditions which are contributed to by a lack of or limited access to the social determinants of health. In New Jersey, adults with disabilities are more likely to face health disparities and are more likely to have depression, be obese, smoke, and have diabetes and heart disease.

<https://www.cdc.gov/ncbddd/disabilityandhealth/impacts/new-jersey.html>

IHC Core Principles and Priorities:

Core Principles

The IHC Grant Program is designed to advance efforts that result in tangible and sustainable transformation of policies, systems, and environmental conditions related to the social determinants of health to ensure that people with disabilities equally benefit from efforts to build healthy communities: The IHC grant program is rooted in three **core principles**:

- ***Health Equity*** – Health equity means that everyone has a fair and just opportunity to be as healthy as possible. This requires removing obstacles to good health such as poverty, discrimination, including favoring people who are “able-bodied” (known as “ableism”); underrepresentation in decision-making and civic processes; lack of access to the conditions that support good health, including jobs with fair pay, quality education, safe and affordable housing, clean and safe environments; and affordable, quality health care.
 - Read about health equity:
 - <https://www.rwjf.org/en/library/research/2017/05/what-is-health-equity-.html>
 - <https://www.rwjf.org/en/library/infographics/visualizing-health-equity.html#/embed>
 - <https://www.cdc.gov/ncbddd/humandevlopment/health-equity.html>

- ***Policy, systems and environmental (PSE) change*** - PSE change involves strategies that go beyond individual behavior and one-time projects to, instead, fundamentally changing the structures and decision-making processes that drive health outcomes and health disparities. PSE change is not limited to government. It can also include changes in healthcare systems, businesses, educational systems, mechanisms that build personal wealth, the natural and built environment and the processes by which those entities make decisions. Inherent in PSE change is the concept of universal design, which is the practice of ensuring that places, products, or services are designed in ways that meet the needs of all people who wish to use them. Universal design ensures that, by considering the diverse needs and abilities of all people, places, products, and services meet all peoples’ needs.
 - Read about PSE change:
 - <http://plan4health.us/%20policy-systems-and-environmental-change-strategies/>
 - https://www.acs4ccc.org/wp-content/uploads/2022/02/PSE-in-CCC-Guide_FINAL.pdf
 - http://healthtrust.org/wp-content/uploads/2013/11/2012-12-28-Policy_Systems_and_Environmental_Change.pdf

- *Inclusion* – Equity, diversity and inclusion go together, but they are not the same. Diversity means that differences are valued, and equity ensures that people, regardless of their differences, have equal access. Inclusion ensures that all people have the ability to meaningfully participate in decision-making, especially people that may have traditionally been excluded from access to conditions that support health and well-being and healthy communities. Inclusion ensures that people with disabilities feel welcome and supported as part of IHC initiatives. Inclusion means that obstacles to full participation are removed regardless of the nature of those obstacles. Inclusion ensures the involvement of people with disabilities in ways that are:
 - Upfront – People with disabilities need to be consulted as part of the decision-making process and not after decisions are made;
 - Fair – People with disabilities should receive compensation or incentives as any consulted expert would;
 - Ongoing – Engagement of people with disabilities should not be a “one and done” but, rather, a continual process;
 - Authentic – The process of inclusion is genuinely intended to drive outcomes and is not just “for show.”
- Read about inclusion:
 - <https://disabilityphilanthropy.org/resource/what-is-disability-justice/#:~:text=Disability%20inclusion%20is%20a%20broad,people%20who%20identify%20as%20LGBTQ%2B>.
 - <https://www.fordfoundation.org/work/challenging-inequality/disability-inclusion/>
 - <https://www.health.state.mn.us/communities/practice/resources/phqitolbox/docs/AuthenticPrinciplesCommEng.pdf>

IHC Priorities:

The IHC Grant Program gives priority funding consideration to proposals that include the following provisions that are strongly encouraged, but not required:

- Focus on healthy community outcomes for people with disabilities who also may experience societal discrimination because of, but not limited to age, race, socioeconomic or immigration status, and/or sexual orientation;
- Serve participants in areas of highest need in terms of disability population, economic burden, and underserved communities;
- Leverage matching funds through direct dollars or in-kind services;
- Employ people with disabilities at a fair wage and in meaningful roles; and
- Seeks to address multiple types of disability and not a single disability.

III. Who Can Apply?

To be eligible for consideration for an IHC grant, the bidder must satisfy the following requirements:

- The bidder must be a (a) county or municipal government entity, including local and county authorities such as a Board of Education, or (b) an organization with approved IRS 501(c)(3) status at the time of its IHC proposal; and
- For a bidder that has a contract with DDS in place when this RFP is issued, that bidder must have all outstanding Plans of Correction for deficiencies submitted to DDS for approval prior to submission;
- The bidder must be fiscally viable based upon an assessment of the bidder's audited financial statements. If a bidder is determined, in DDS' sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, DDS will deem the proposal ineligible for grant award;
- The bidder must not appear on the State of NJ Consolidated debarment report at: <https://www.state.nj.us/treasury/revenue/debarment/debarsearch.shtml> or be suspended or debarred by any other State or Federal entity from receiving funds;
- The bidder shall not employ a member of its Board of Directors in a consultant capacity. The proposal must indicate if the Board of Directors votes on contract-related matters;
- The bidder must be licensed or credentialed to provide the required services as detailed in the Scope of Work; and
- Bidders that were the lead grantee organization in both of the previous two cycles of funding are ineligible to apply as the lead organization in this third IHC RFP; however, they may be a collaborator in a proposal that is led by a different organization. Additionally, organizations that were collaborators or partners in prior IHC-funded grants may apply as the lead organization.

IV. Scope of Work

Successful bidders will undertake initiatives in compliance with all laws, regulations and guidelines as specified by DDS that further the objectives of the IHC Grant Program.

All bidders must specifically address both capacity building activities as well as implementation activities. Note that previous funding offered two types of grants, breaking out capacity building from implementation, with greater funding amounts for implementation. For this grant cycle, bidders are required to address both areas in their work plans, as we integrate these activities into one, two-year grant period.

IHC Grants are designed to build capacity among partners that create the conditions for lasting, sustainable and impactful results. Capacity building is intended to provide bidders and their partners with the knowledge, data, analysis, and skills to advance collaborative partnership building – especially through engagement of people with disabilities - that lead to cohesive, strategic, and lasting policy, systems, and environmental change. Capacity-building includes identifying strategic priorities for action through engagement and inclusion of people with disabilities; creating equitable systems for ongoing engagement; and building a shared vision among partners. Capacity building may include efforts that identify priorities, build partnerships, and/or undertake upfront and meaningful inclusion of people with disabilities. Capacity building is intended to lay the foundation for implementation of strategies that result in lasting policy, systems, and environmental change.

For this reason, the following stipulations apply for this third cycle of IHC grant funding:

- Bidders who previously received an IHC capacity building grant must document in their proposal how their capacity building activities contribute to the design of their proposed work plan. These bidders should reference previous planning efforts that support or reinforce their proposed objectives and describe how people with disabilities were directly engaged in those efforts.
- Bidders who are applying for an IHC Grant for an initiative that did not previously receive an IHC capacity building grant are expected to dedicate at least 25% of their budget and timeline (i.e., 6 months) to activities focused on inclusion and meaningful engagement of people with disabilities in order to guide the overall work plan of the initiative.

Allowable Costs:

The following costs are considered allowable under the IHC Grant Program:

- Salaries and fringe benefits
- Strategic planning consultation services and data collection
- Stakeholder engagement consultation services
- Training and facilitation

- Provision of direct services
- In-state travel
- Business meeting costs
- Translation services, including American Sign Language
- Services and supplies to facilitate engagement of people with disabilities
- Community planning and capital investment design
- Equipment purchase
- Capital improvements that are in direct service to the proposed program or activity. For the IHC grant program, allowable capital improvements include those that are permanent installations on property that increase the capital value or useful life of the property.

No funds from the IHC grant program shall be used for lobbying activities as defined in accordance with guidance issued by the NJ election law enforcement commission at: https://www.elec.nj.gov/forcandidates/gaa_forms.htm

Bidders are strongly encouraged to reflect costs in their proposed budgets that account for meaningful inclusion of people with disabilities as part of their IHC initiatives. This may include, for example, costs associated with American Sign Language interpretation, use of facilities that are fully accessible, purchase of technologies that ensure accessibility, etc.

Indirect costs may not exceed 10% of the total amount requested from the IHC grant program. Indirect costs are sometimes referred to as an overhead rate or burden costs. It is calculated as a percentage of overhead associated with, and allocable to, activities associated with the IHC grant. Indirect costs are actual expenses that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular sponsored initiative. The bidder may include a separate line item in the budget for costs that bidder can identify as being specifically tied to IHC grant funded activities, such as supplies, provided that such costs are not also included in the indirect cost category.

For the IHC program, all grant funds must be fully expended or contractually allocated by the end of the grant period of June 30, 2025. Successful bidders are required to provide an accounting of all funds as part of their grant fiscal reporting.

V. General Contracting Information

Bidders must meet the terms and conditions of the DHS contracting rules and regulations as set forth in the Standard Language Document (SLD), the Contract Reimbursement Manual (CRM), and the Contract Policy and Information Manual (CPIM). These documents are available on the DHS websites at:

<https://www.state.nj.us/humanservices/olra/contracting/policy/>

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 to accomplish the goals of this program.

All bidders will be notified in writing of DHS' intent to award a contract.

In accordance with DHS Policy P1.12 available on the web at:

<https://www.state.nj.us/humanservices/olra/assets/documents/CPIManual.pdf>, funds awarded pursuant to this RFP will be kept separate from existing programs in place between the bidder and DDS until DDS determines, in its sole discretion, that the program is stable in terms of service provision, expenditures, and applicable revenue generation.

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

VI. Written Intent to Apply and Contact for Further Information

All bidders must submit a Letter of Intent no later than 5:00 pm ET on Friday, March 3, 2023 using the following link:

https://rutgers.ca1.qualtrics.com/jfe/form/SV_43dwujFAqSyRS0C. Each prospective bidder that submits an LOI will receive an acknowledgement of receipt by the Bloustein School. This acknowledgement will include a unique PIN for their proposal, a link to upload their proposal, templates for their proposal and budget, and instructions for filing their proposal

This LOI is intended to provide DDS and Rutgers Bloustein with an understanding of the volume of proposals expected in response to this RFP. Bidders will not receive feedback on the content of the LOI. The LOI may be submitted by any partner in a proposal, not necessarily the primary bidder. Submitting a LOI does not obligate a bidder to apply.

Any prospective bidder may submit a question regarding the RFP until Friday, March 17, 2023, 5:00 pm ET, to ihc@ejb.rutgers.edu. All questions and answers will be

posted on the IHC website at: <https://inclusivehealthycommunities.org/resources/> within two business days of their submittal. The questions and answers will also be posted on the DHS website at <https://www.state.nj.us/humanservices/providers/grants/rfprfi/index.html>. All prospective bidders are encouraged to view the FAQs frequently as they will be continuously updated as new questions are submitted.

Resources, Frequently Asked Questions and Contact for Further Information:

The IHC website (www.inclusivehealthycommunities.org) includes a tab that is designed to provide bidders with resources that may be helpful in preparing their IHC proposals. This section of the website includes the following:

- Articles and web-based content on topics relevant to IHC
- Template (in Microsoft Word) that bidders are required to use for the narrative portion of their proposal
- Template (in Microsoft Excel) that bidders are required to use for the budget portion of their proposal
- A web-based interactive tool that provides data with regard to disability at a municipal and county level

VII. Required Proposal Content

An administratively complete proposal to the IHC must include the following 4 items and must be uploaded to the folder through the unique link that each prospective bidder will have received in their acknowledgement of receipt of their LOI:

1. **Written Narrative** - All bidders should use the template on the IHC website to prepare their proposal narrative. A copy of the template in Microsoft Word shall be provided as an attachment to the email each prospective bidder will receive acknowledging receipt of their LOI.
2. **Budget** - All bidders should use the template on the IHC website to prepare their proposal budget. A copy of the budget template in Microsoft Excel shall be provided as an attachment to the email each prospective bidder will receive acknowledging receipt of their LOI.
3. **Audit** – All bidders must include the lead organization’s most recent single audit report (A133), or other certified financial statements and any other audits performed in the last two years. If the bidder currently has a contract with DDS and these documents are current and on file with DDS, the bidder does not have to resubmit them as part of their IHC proposal.
4. **Appendices** - The following 13 items must be combined as a single appendix to accompany the bidder’s proposal. Please note that if items 8-12 are not submitted, the proposal will not be considered administratively complete.
 1. Bidder’s mission statement
 2. Organizational chart
 3. Job description of key personnel
 4. Resumes of proposed personnel if on staff, limited to two (2) pages each
 5. 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. List of the board of directors, officers, and terms
 7. Copy of documentation of the bidder’s charitable registration status
 8. Department of Human Services Statement of Assurance (Attached to this RFP as *Attachment B*)
 9. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion low tier covered transactions (Attached to this RFP as *Attachment C*)
 10. Disclosure of Investment in Iran
(<https://www.nj.gov/treasury/purchase/forms.shtml>)
 11. Disclosure of Prohibited Activities in Russia/Belarus
(<https://www.nj.gov/treasury/purchase/forms.shtml>)
 12. Statement of Bidder/Vendor Ownership disclosure
(<https://www.nj.gov/treasury/purchase/forms.shtml>)
 13. Letters of commitment from stated partners on the proposed IHC proposal.

VIII. Review Criteria

Administratively complete proposals shall be reviewed in accordance with the following criteria:

1. ***Alignment with IHC Core Principles (20 points)***

- The proposal reflects the IHC core principles of health equity, PSE change, and/or inclusion, including but not limited to:
 - Health Equity – The proposal addresses social determinants of health that result in health disparities for people with disabilities.
 - PSE change – The proposal goes beyond individual behavior and one-time projects to, instead, advance lasting change to structures and decision-making processes that result in health disparities. The proposal clearly describes how the efforts undertaken during the grant period will be sustained once the grant period ends.
 - Inclusion – The proposal includes processes by which people with disabilities are included, consulted and engaged in ways that are upfront, fair, ongoing and authentic. The proposal specifically identifies how obstacles to meaningful participation of people with disabilities will be removed.

2. ***Alignment with IHC program priorities (20 points)***

- The extent to which the proposal reflects IHC priorities of:
 - Focusing on people with disabilities who may experience other forms of societal discrimination;
 - Serving participants in geographic areas of greatest need;
 - Leveraging matching funds either through direct dollars or in-kind services;
 - Employing people with disabilities at a fair wage and in meaningful roles;
 - Addressing multiple types of disability, as opposed to a single disability.
- Providing meaningful opportunities for people with disabilities, such as significant roles and fair wage compensation.

3. ***Scope and work plan (20 points)***

- The proposal identifies a specific need, gap, or opportunity that, if addressed, can significantly enhance opportunities for people with disabilities to have access to conditions and systems in the community that promote health and well-being.
- The proposal identifies a need, gap or opportunity that has been identified by people with disabilities.
- The proposal proposes a work plan that offers elements that have the potential to be highly replicable in other communities throughout New Jersey.
- The proposal documents a detailed, clear, and manageable set of tasks that:
 - Align with the work plan's intended outputs and outcomes

- Include a clear 24-month schedule of tasks and milestones that can realistically be completed in the 24-month timeframe
- Result in specific outcomes and outputs that are realistic, given available resources
- Align with qualifications, roles, and responsibilities of the initiative partners
- The proposal is either preceded by a capacity building grant or demonstrates that 25% of the budget and timeline is devoted to capacity building and inclusion of people with disabilities.

4. **Collaboration and Partnerships** (10 points)

- The proposal demonstrates cross-sector collaborative partnerships that seek to advance shared goals.
- The proposal prioritizes collaboration with people with disabilities and organizations that represent them.
- The proposal demonstrates that partnerships developed as a part of the initiative will lead to lasting, substantive collaboration.

5. **Budget** (20 points)

- The proposal includes a clear budget narrative.
- The proposal includes significant leveraged funds and documents the nature of the leveraged funds.
- The proposal demonstrates an efficient use of IHC grant resources.
- The proposal proposes to use IHC grant funds for eligible costs as outlined in the Request for Proposal.
- The proposal includes a statement acknowledging that no funds from this award will be used for lobbying activities.

6. **Communications** (10 points)

- The proposal includes a plan for publicly communicating and promoting outcomes and outputs to other communities in New Jersey.
- The proposal includes a plan for external communication via traditional forms of media as well as social media.

IX. Submission of Proposal Requirements

Each prospective bidder's acknowledgement of receipt of their LOI will include a unique link for a folder on a shared file hosting service where each prospective bidder will be required to upload their proposal no later than **5:00 pm ET on Friday, March 31, 2023**. Each bidder should upload their proposal as 4 documents:

- Narrative (in Microsoft Word) using the template provided in the email acknowledging receipt of the bidder's LOI.
- Budget (in Microsoft Excel) using the template provided in the email acknowledging receipt of the bidder's LOI.

- Complete, single package of 13 appendices as one PDF
- Audit or other certified financial statements

Proposals received after **5:00 pm ET on Friday, March 31, 2023**, shall not be considered. Any proposal that does not include all of the four documents fully prepared shall be deemed administratively incomplete and will not be reviewed.

X. Review of Proposals

There will be a review process for responsive proposals. Any proposal that is deemed to be incomplete will not be further reviewed. DDS will disqualify incomplete proposals and notify bidders.

Proposals deemed administratively complete will be preliminarily reviewed and scored by DDS staff. DDS will convene a review committee to conduct a review of each responsive proposal. Bloustein School IHC grant program consultants will act as technical advisors during the review process. The DDS review committee will make preliminary recommendations based on the review criteria above. DDS is solely responsible for all award decisions. The Executive Director of DDS will review the proposals and the DDS review committee's preliminary recommendations, and make the final decision on awards.

The bidder is advised that the contract award may be conditional upon final contract and budget negotiations. Additionally, if a bidder is determined, in DDS' sole discretion, to be insolvent or to present potential insolvency within the 12 months after bid submission, DDS will deem the proposal ineligible for grant award.

DDS reserves the right to reject all proposals when circumstances indicate that it is in its best interest to do so. DDS' best interests in this context include, but are not limited to, loss of funding, inability of the bidder(s) to achieve performance, an indication of misrepresentation of information and/or noncompliance with State and federal laws and regulations, existing DHS contracts, and procedures set forth in DHS Policy Circular P1.04 (<https://www.state.nj.us/humanservices/olra/contracting/policy/>).

XI. Appeal of Award Decisions

An appeal of any award decision may be made only by a bidder to this RFP. All appeals must be made in writing and be received by DDS at the address below no later than **4:00 pm ET on Friday June 2, 2023**. The written appeal must clearly set forth the basis for appeal. Any bidder intending to submit an appeal is strongly encouraged to do so via email. Email appeals should include "IHC grant appeal" in the subject line and be directed to Nicole.Roldan@dhs.nj.gov

Appeals should be addressed to:

Peri L. Nearon, MPA
Executive Director
Division of Disability Services
NJ Department of Human Services
PO Box 705
Trenton, NJ 08625-0705

Please note: All costs incurred in connection with appeals of DDS decisions are considered unallowable costs for the purpose of DDS funding. DDS will review all appeals and render a final decision by June 9, 2023. Grant award(s) will not be considered final until all timely filed appeals have been reviewed and final decisions rendered.

XII. Post-Award Required Documentation

Upon final award announcement, the successful bidder(s) must be prepared to submit one original signed copy of the documents below (if not already on file), as well as any other required documents. Copies, rather than original signed documents, may be submitted only where indicated below:

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 (for information visit: https://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml)
3. A list of all current contracts and grants as well as those for which the bidder has applied for from any federal, state, local government or private agency during the grant 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 NJ, Department of Human Services, Division of Disability Services, Trenton, NJ 08625-0705 as an additional insured
5. Board Resolution identifying the authorized staff and signatories for grant 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 AA302 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 NJ Business Registration (Online inquiry to obtain copy at: https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp, for an entity doing business with the State for the first time register at: <https://www.nj.gov/treasury/revenue/>)
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 at the successful bidder, 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 of 1996 compliance, if applicable, signed, and dated
21. Updated single audit (A133) or certified statements, if differs from one submitted with proposal
22. Source Disclosure (EO129) (<https://www.nj.gov/treasury/purchase/forms.shtml>)
23. Chapter 51 Pay-to-Play certification (<https://www.nj.gov/treasury/purchase/forms.shtml>)

XIII. Attachments:

(See following pages)

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 B – 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 proposal 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 proposal, budget, and list of bidders (bidder's list). In addition, I certify that the bidder:

- 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 proposal.
- 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 bidder 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 proposals/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 bidder 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.

 Bidder Organization

 Signature: CEO or equivalent

 Date

 Typed Name and Title

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

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

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

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by 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 D - 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, affectional 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, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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

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

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus,

colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**