

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

REQUEST FOR PROPOSALS

**TO INCREASE COMMUNITY CAPACITY OF PROVIDER MANAGED HOUSING FOR
INDIVIDUALS WITH ACUTE BEHAVIORAL AND/OR MEDICAL NEEDS**

October 15, 2019

Jonathan Seifried, Assistant Commissioner
Division of Developmental Disabilities

I. Purpose and Intent

This Request for Proposals (RFP) is issued by the New Jersey Department of Human Services (DHS), Division of Developmental Disabilities (Division) for the provision of capital funds to offset costs incurred in the acquisition, development and renovation of group homes that serve newly placed individuals with acute behavioral and/or medical needs.

The Division has a long history of seeking to develop and expand the network of home and community-based services (HCBS). More recently, efforts have begun to focus on linking physical, behavioral, social and HCBS waiver services to improve overall health outcomes and quality of life for individuals with intellectual and developmental disabilities (IDD).

Existing community-based housing is increasingly in demand for individuals with acute needs. Expanding the State’s capacity to serve this population will enhance our network of providers and increase individual choice, with the ultimate goals of strengthening community infrastructure, reducing reliance on institutions, and ensuring individuals are supported in their homes throughout the life course.

The following summarizes the anticipated RFP schedule:

October 15, 2019	Notice of Funding Availability
October 29, 2019	Close of Question & Answer period
Rolling 45 day award period	Beginning October 2019 through award of all funds, proposals received by 4:00pm on the 1 st of each month will be reviewed and responded to by the 15 th of the following month.
Appeal deadline	Appeals must be received within 15 calendar days of the Division’s response date.
Award lapse date	Funding will lapse for proposals that do not meet the criteria for payment within 12 months of award. Funding is no longer available for these proposals unless a new proposal is submitted and awarded.
November 1, 2020	Pending availability of funds, this is the last day proposals will be accepted.

II. Background and Population to be Served

Under the leadership of Governor Phil Murphy, New Jersey has been taking steps to strengthen community capacity and increase choice in housing options for individuals with acute needs. The community of focus for this RFP are individuals with intellectual and developmental disabilities (IDDs) who have acute behavioral and/or medical needs.

insolvent or to present insolvency within the twelve (12) months after bid submission, the Division will deem the proposal ineligible for this RFP;

- The bidder must not appear on the State of New Jersey Consolidated Debarment Report at <https://www.state.nj.us/treasury/debarred/debarsearch.htm> or be suspended or debarred by any other State or Federal entity from receiving funds.
- The bidder shall not employ a member of the Board of Directors in a consultant capacity; and
- Pursuant to N.J.S.A. 52:32-44, a for-profit bidder and each proposed subcontractor must have a valid Business Registration Certificate on file with the Division of Revenue, i.e., this statutory requirement does not apply to nonprofit organizations, private colleges and universities, or state and municipal agencies.

IV. Contract Scope of Work

The Division is soliciting proposals from housing developers or service providers who are able to leverage capital funding from a variety of sources to quickly build new group homes for the target population. These new settings will enable individuals with high-level behavioral and/or medical needs to choose from a larger array of providers and geographic locations across the state.

Bidders must be able to demonstrate significant experience and capability in developing housing, identifying appropriate individuals through outreach, and providing or linking with high-quality services.

The Division will allocate to the service provider funding in an amount up to \$90,000 per home, subject the following conditions:

- Funding is available to offset costs incurred directly by providers in developing group homes licensed under N.J.A.C. 10:44A, as well as for accelerated principal payment related to the financing of such costs. This funding is in addition to funding for sprinklers and fire suppression, which the Division will also provider.
- Homes are limited to four, single-occupancy bedrooms, at least two of which will be contractually reserved for individuals with medical levels of 5 or 6, or behavioral levels 3 or 4, and/or individuals determined by the Division to have an acute need or a placement disposition challenge. Reimbursement for services associated with target individuals will be reimbursed through the fee-for-service system using the established fee schedule.
- Only new sites shall be considered. A new site is defined as:

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.

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, 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 available on the web at <https://www.state.nj.us/humanservices/olra/ocpm/resources/manuals/>, programs awarded pursuant to this RFP will be separately clustered until the Division 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 Proposal submissions will be evaluated based on the elements indicated below. The proposal must not exceed 20 pages (not inclusive of appendices and required attachments.) All Proposals must include responses that clearly correspond to each category as delineated below.

Funding Proposal Cover Sheet: (See 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 and explain how the bidder is qualified 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. Explain the work with the target population and the number of years' experience working with the target population;
2. Describe the bidder's background and experience in implementing program similar to those described in the project scope;

5. Description of how the proposed service will integrate the following principles into service delivery, as evidenced by specific program considerations:
 - a. Promotion of wellness and recovery;
 - b. Trauma informed care;
 - c. Creation of a safe and healthy, home-like environment; and
 - d. Demonstration of best practices.
6. The provider agency's linkages with appropriate not-for profit agencies or service providers in the community in which the proposed program will be located or readily accessible through public transportation, and who could serve as resources for and/or provide off-site services.

Outcome(s) and Evaluation: (15 points)

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

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

Staffing: (15 points)

Bidders should describe the proposed staffing structure and identify how many staff will be hired to meet the needs of the program.

1. Describe the composition and skill set of the proposed program team including staff qualifications, credentials and professional licensure.
2. Provide details of the Full Time Equivalent (FTE) staffing required to satisfy the contract scope of work. Describe proposed staff qualifications, including professional license and related experience. Details should include currently on-board or to be hired staff, with details of the recruitment effort. Identify bilingual staff.
3. Provide copies of job descriptions or resumes as an appendix – limited to two (2) pages each – for all proposed staff.
4. Identify the number of work hours per week that constitute each FTE. If applicable, define the Part Time Equivalent (PTE) work hours.
5. Description of the proposed organizational structure, including the submission of an organizational chart as an appendix to the bidder's proposal.
6. The bidder's hiring policies, including background and credential checks, as well as handling of prior criminal convictions.

1. Attachment A;
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. 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;
7. List the board of directors, officers, and terms;
8. Copy of documentation of the bidder's charitable registration status;
9. Original and/or copies of letters of commitment/support;
10. Department of Human Services Statement of Assurances (RFP Attachment C);
11. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (RFP Attachment D);
12. Disclosure of Investment in Iran (www.nj.gov/treasury/purchase/forms.shtml); and
13. Statement of Bidder/Vendor Ownership Disclosure (www.nj.gov/treasury/purchase/forms.shtml).

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

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

VII. Submission of Proposal Requirements

The Division assumes no responsibility and bears no liability for costs incurred by the bidder in the preparation and submittal of a proposal in response to this RFP. The narrative portion of the proposal should not exceed 20 pages, be single-spaced with one (1") inch margins, and no smaller than twelve (12) point Arial, Courier or Times New Roman font. For example, if the bidder's narrative starts on page 3 and ends on page 23 it is 21 pages, not 20 pages. The Division will not consider any information submitted beyond the page limit for RFP evaluation purposes.

The budget notes and appendix items do not count towards the narrative page limit. Proposals must be submitted no later than 4:00 p.m. on the submission deadline date noted above. All bidders are required to submit one (1) original and five (5) copies of the proposal narrative, budget and appendices (six [6] total proposal packages) to the following address:

For U.S. Postal Service delivery:

Patrick Boyle, Acting Housing Director
 Department of Human Services
 Division of Developmental Disabilities

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 the Division. The bidder is advised that the contract award may be conditional upon final contract and budget negotiation.

The Division reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The Division'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 <http://www.state.nj.us/humanservices/olra/ocpm/resources/manuals/>

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

IX. Appeal of Award Decisions

An appeal of any award decision may be made only by a respondent to this RFP. All appeals must be made in writing and be received by the Division at the address below no later than 4:00 p.m. on the appeal date noted above. The written appeal must clearly set forth the basis for the appeal.

Appeal correspondence should be addressed to:

Jonathan Seifried, Assistant Commissioner
Department of Human Services
Division of Developmental Disabilities
PO Box 726, Trenton, NJ 08625-0726

Or via email: DDD-CO.LAPO@dhs.state.nj.us

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

The Division will review all appeals and render a final decision by May 30, 2019. Contract award(s) will not be considered final until all timely filed appeals have been reviewed and final decisions rendered.

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 (1) original signed document for those requiring a signature or copy

with proposal;

25. Business Registration (online inquiry to obtain copy at https://www1.state.nj.us/TYTR_BRC/jsp/BRCLLoginJsp.jsp; for an entity doing business with the State for the first time, it may register at <https://www.nj.gov/treasury/revenue>);
26. Source Disclosure (EO129) (www.nj.gov/treasury/purchase/forms.shtml); and
27. Chapter 51 Pay-to-Play Certification (www.nj.gov/treasury/purchase/forms.shtml).

XI. Attachments

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

STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES

ADDENDUM TO REQUEST FOR PROPOSAL FOR SOCIAL SERVICE AND TRAINING CONTRACTS

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

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

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

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

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

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

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

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

- 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