

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
OFFICE OF NEW AMERICANS

REQUEST FOR PROPOSALS

**Healthcare Provider Agencies for the Refugee
Health Program**

April 6, 2023

Johanna Calle, Director, Office of New Americans
Department of Human Services

TABLE OF CONTENTS

I.	Purpose and Intent.....	3
II.	Background and Population to be Served.....	4
III.	Who Can Apply?	5
IV.	Contract Scope of Work	6
V.	General Contracting Information	8
VII.	Required Proposal Content.....	9
VIII.	Submission of Proposal Requirements	12
IX.	Review of Proposals	14
X.	Appeal of Award Decisions	14
XI.	Post Award Required Documentation	15
XII.	Attachments	16
	Attachment A – Proposal Cover Sheet.....	17
	Attachment B – Addendum to RFP for Social Service and Training Contracts...	18
	Attachment C – Statement of Assurances.....	19
	Attachment D - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	21
	Attachment E - Mandatory Equal Employment Opportunity Language.....	23
	Attachment F - Commitment to Defend and Indemnify Form.....	31

I. Purpose and Intent

This Request for Proposals (RFP) is issued by the New Jersey Department of Human Services (DHS), Office of New Americans (ONA) Refugee Resettlement Program to provide health screening services as part of the Health Program offered to eligible refugee populations in the State of New Jersey. The Refugee Health Program administers and provides the required Domestic Medical Screening (DMS) to all eligible new arrivals under the federal Refugee Resettlement Program. DHS, through partnerships with healthcare providers, administers the DMS per CDC guidelines and requirements of the Refugee Health program. The funding will be available to licensed health care centers with strong community presence, able to administer the DMS and participate in the contract partnership with the DHS for the implementation of the State Refugee Health Program, serving vulnerable refugee and other humanitarian newcomer populations (as defined by ORR) through the DMS and Refugee Health, including conducting full health screenings and submitting timely reports of all clients and screenings provided into DHS databases and systems.

DHS-ONA anticipates making multiple awards to ensure statewide coverage with priority given to areas with higher numbers of refugees and other eligible populations including but not limited to the following counties: *Atlantic, Bergen, Burlington, Camden, Essex, Hudson, Mercer, Middlesex, Monmouth, Morris, Ocean, Somerset, and Union*. Awards will be based on each bidder's overall capacity to provide services to a geographical area. Awards may range from \$180,000 to \$555,000.

Funding must be used for costs associated with the administration of the DMS including personnel. All costs will be funded through cost reimbursement through the contract award to provide the full services described in the *Contract Scope of Work* section of this RFP. All funding is subject to Federal and/or State appropriations.

The contract term will be for three years with a contract end date for this initiative of September 30, 2026 pending federal appropriations, and the potential for two one-year extensions, at DHS' sole discretion. At the start of Federal Fiscal Year 2024, October 1, 2023, successful bidders will begin providing comprehensive DMS to all eligible patients according to their capacity. Qualified Healthcare Providers will screen refugees and eligible populations within 30 days, and no later than 90 days, of their arrival in New Jersey, through a Domestic Health Screening tool process outlined by the CDC, including physical exams and laboratory testing.

Providers will submit a maximum capacity and goal for number of clients screened annually. The successful bidder is responsible for serving a minimum of 150 people on an annual basis, depending on the type of provider, as well as geographic need and referrals from partner agencies.

Successful bidders will ensure that their services are provided in an inclusive, equitable, culturally and linguistically competent manner. Successful bidders will have experience

in providing culturally competent health care services to refugee, asylees, and other immigrant and non-English speaking populations. Bidders will be required to provide regular reporting of screenings completed and applicable health data through state and federal database systems and engage in trainings and regular check-ins with State Refugee Program staff. Providers are expected to allocate adequate dedicated clinical and administrative staff to ensure the ability to meet the needs and the compliance of this engagement. Successful bidders will be able to respond to the growing and changing refugee populations in New Jersey.

No funding match is required. Bidders may not fund any costs incurred for the planning or preparation of a proposal in response to this RFP from current DHS contracts.

Allowable costs for the program are solely administrative in nature, including personnel and other resources needed and used to complete the DMS for eligible populations. This includes allocated Full-Time Employee(s)/Part-Time Employee(s) to this program, transportation support to eligible clients, and interpretation/translation services for clients. In New Jersey, ORR eligible populations are also Medicaid eligible and the costs of the health services and any follow-up care outside of the DMS could be covered by NJ FamilyCare. Services already paid for by Medicaid or other sources (including but not limited to lab work, vaccinations, and medications) will not be reimbursed by this grant.

The following summarizes the **anticipated** RFP schedule:

April 6, 2023	Notice of Funding Availability
April 17, 2023	Prospective Bidder Presentation
April 24, 2023	Prospective Bidder Questions on RFP - no later than 11:59 p.m. ET
June 1, 2023	Deadline for receipt of proposals - no later than 11:59 p.m. ET
August 1, 2023	Preliminary award announcement
August 15, 2023	Appeal deadline - no later than 11:59 p.m. ET
August 23, 2023	Final award announcement
October 1, 2023	Anticipated contract start date

II. Background and Population to be Served

Background

The State of New Jersey's Refugee Resettlement Program serves refugees, asylees, Cuban and Haitian entrants, and other eligible humanitarian populations resettling in New Jersey and provides assistance such as health screening, employment services and other social services to refugees. DHS works in partnership with local federally designated Resettlement Agencies (RAs) to ensure access to resources and services for new arrivals.

Refugee resettlement has been growing in recent years and in FY22 the State of New Jersey welcomed upwards of 4,000 vulnerable refugees, asylees, eligible humanitarian parolees from Afghanistan, Ukraine, Cuba, and Haiti, and victims of trafficking, all

populations that fall within the service purview of the Federal Office of Refugee Resettlement. Arrival numbers are determined by a number of factors including the federal annual ceiling of refugee arrivals, family unity, and humanitarian response and efforts.

Health plays a critical role in successful refugee resettlement and health outcomes. DHS implements the State Refugee Health Program and ensures refugee populations have access to health screenings. Eligibility for the Refugee Health Program and DMS is mainly facilitated by the local RAs and when necessary, with the support and guidance from ONA. Referrals may also occur through other channels, including eligible individuals requesting these services directly from the participating healthcare provider.

Population to Be Served

Populations eligible for the Refugee Health program services are:

- **Refugees**
- **Asylees**
- **Cuban and Haitian Entrants**
- **Special Immigrant Visas (SIVs)**
- **Amerasians**
- **Certified Victims of Human Trafficking**
- **Afghan Humanitarian Parolees**
- **Ukrainian Humanitarian Parolees**

Of the above populations listed, only Refugees, SIVs, and Afghan Humanitarian Parolees are required to have a completed DMS within 30 days of arrival to New Jersey, but no later than 90 days after arrival. Currently the other populations are eligible to receive the screening within their first 90 days of eligibility, but are not required to receive it.

The Refugee Health Program serves the populations outlined above, who often have limited or no English proficiency and have often undergone extreme and/or ongoing trauma. A high proportion of eligible patients require language interpretation and cultural accommodations. Eligible populations come from all ethnic, religious, political, and linguistic backgrounds.

III. Who Can Apply?

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

- *The bidder must be a licensed health care facility or site;*

- The bidder can include but not be limited to: federally qualified health care providers, Local Health Departments, other non-profit community health care centers or clinics;
- The bidder will sustain the provision of physical exams, vaccinations, and laboratory work through Medicaid, child vaccination funding, or other public health funding; providers cannot require self-pay for clients eligible for the Refugee Health program outside of any co-pays that may be related to Health insurance coverage;
- The bidder must have a current license as an ambulatory care facility issued by the Department of Health, and/or be an approved Medicaid provider with a valid Medicaid number issued by the Department of Human Services;
- The bidder must have a strong provider presence in community, providing care in a clinic setting;
- The bidder must have experience providing culturally competent health care services to refugee, immigrants, and limited-to-no English-speaking populations.
- The bidder must have the ability to provide or facilitate access/referral to physical exams, vaccinations, and laboratory testing.
- There is a strong preference for the bidder to have a presence in and/or near the counties listed above.
- The bidder must meet other requirements outlined in the RFP.

IV. Contract Scope of Work

Refugees and other ORR-eligible populations arriving through the resettlement process are required, or recommended, to receive a DMS within 30 and no later than 90 days of arrival in New Jersey or eligibility for the program. DHS, through partnerships with healthcare providers, administers the DMS per CDC guidelines and requirements of the Refugee Health program. In New Jersey, ORR-eligible populations are also Medicaid-eligible and the costs of health services and any follow-up care outside of the DMS may be covered by NJ FamilyCare. DHS/ONA, through this RFP, provides funding for the costs associated with the administration of the DMS.

Providers will be responsible for:

- Providing Comprehensive DMSs to all eligible patients referred to their health care provider within 30-90 days of their arrival to NJ, per the [CDC DMS](#) guidelines, inclusive of the following:
 - Prior Medical History
 - Tuberculosis Screening
 - Vaccination History and Completion
 - Lead screening for children 6 months-16 years of age
 - Comprehensive Blood Test Panel
 - Intestinal Parasitic Screening (stool samples)
 - Brief Mental Health Screening
 - Dental Oral Exam
 - Visual and Auditory Testing

- Initial Referral to ongoing or urgent care
 - Collecting patient history and documentation and entering all DMS data and other patient files into the state data systems timely in specified timeframe
 - Providing DMS Case Coordination including:
 - Supporting first referral appointments and navigations to complete the clinical requirements of the DMS (established patients can stay within the Clinic for ongoing Primary Care funded by Medicaid.)
 - Establishing and ensuring accessible communication methods that are culturally and linguistically appropriate and adequate for patient registration, onboarding, clinical appointments, and any follow-up interactions.
 - When appropriate and as needed evaluate eligibility and applicable patient referrals to other refugee services and supports
 - Establishing Patient communication systems to provide appointment access, reminders and patient supports for individuals served under this program. These types of communications may include text messaging, telephone calls, online portal, etc.
 - When necessary and as available coordinating and providing Transportation to and from the DMS screenings is preferred. Program Funding may also be used to cover transportation costs especially in areas where public transportation may be difficult to access.
 - Submitting monthly reporting on all DMS conducted and completed to ONA in specified time frame
 - Submitting quarterly financial reporting of actual expenses and final expenditure reports after the close of the fiscal year
 - Attending biweekly, quarterly and other meetings as requested
 - Attending ongoing training on refugee populations, cultural competency, and best practices, as needed
 - Ensuring that Refugee Health Program funding and dedicated full-time and part-time staff are only allocated toward the administration of the DMS and required services for Refugee Health Program for ORR-eligible populations
 - Providing adequate and consistent language interpretation for all portions of the exam and services, when necessary
- Providing culturally competent, trauma-informed care to all eligible patients

Budget

Budgets must adhere to allowable cost parameters as set by the federal funders.

Allowable costs include:

- Administration, staff time, and case coordination as outlined in the scope of work, costs for the specific services outlined in the Domestic Medical Screening (DMS), completed in 1-2 visits. This can include:
 - Staff time for eligibility screening, registration, and initial referrals from the DMS
 - Staff time for medical providers for the scope of the DMS only
- Transportation costs to and from the DMS only
- Language interpretation costs during the DMS only
- Indirect costs at the approved or standard rate

Unallowable costs that cannot be included:

- Administration and case management beyond the scope of the DMS
- Lab work and vaccination costs already covered by Medicaid or other programs
- Dental costs beyond a brief routine dental/oral exam as defined in the scope of the DMS
- Transportation beyond the DMS
- Medical supplies already covered by Medicaid or other grants

V. General Contracting Information

Bidders must currently meet or be able to meet the terms and conditions of DHS contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual, and the Contract Policy and Information Manual. These documents are available on the [DHS website](#)¹.

Bidders are required to comply with the Affirmative Action Requirements of Public Law 1975, c. 124 (N.J.A.C. 17:27) and the requirements of the Americans with Disabilities Act of 1991 (P.L. 101-336).

Budgets should accurately reflect the scope of responsibilities in order to accomplish the goals of this project.

All bidders will be notified in writing of the State's intent to award a contract.

The contract awarded as a result of this RFP is anticipated to have an initial term of October 1, 2023 through September 30, 2026, and may be renewable for two additional one-year terms at DHS' sole discretion and with the agreement of the successful bidder. Funds may be used only to support services that are specific to this award; hence, this funding may not be used to supplant or duplicate existing funding streams. Actual funding levels will depend on the availability of funds and satisfactory performance.

¹ <https://www.nj.gov/humanservices/olra/contracting/policy/>

Should the provision of services be delayed through no fault of the provider, funding continuation will be considered on a case-by-case basis dependent upon the circumstances creating the delay. In no case shall the ONA continue funding when service commencement commitments are not met, and in no case shall funding be provided for a period of non-service provision in excess of six (6) months. In the event that the timeframe will be longer than six (6) months, the ONA must be notified so the circumstances resulting in the anticipated delay may be reviewed and addressed. Should services not be rendered, funds provided pursuant to this agreement shall be returned to the ONA.

The bidder must comply with all rules and regulations for any ONA program element of service proposed by the bidder. Additionally, please take note of the Community Mental Health Services Regulations, N.J.A.C. 10:37, which apply to all contracted mental health services. These regulations can be accessed on the [DHS website](#)².

VI. Required Proposal Content

DHS/ONA will accept questions and inquiries directly tied to this RFP from all potential Bidders. Questions should be asked in consecutive order and each question should begin by referencing the RFP page number and section number to which it relates. Written questions must be emailed **no later than** 11:59 ET on April 24, 2023 with the subject line “Refugee Health Program Healthcare Providers RFP Questions”, and must be directed to:

Jenny Wong
New Jersey Department of Human Services
jenny.wong@dhs.nj.gov

Any questions or inquiries made after the above listed deadline will not be considered or answered. Answers to all questions raised and revisions to this RFP as a result of questions will be distributed to all interested Bidders.

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

Funding Proposal Cover Sheet (RFP Attachment A)

All interested providers must submit a written response that addresses each organization’s role in the Refugee Health program; overview of organization’s work, programs, and initiatives; profile of experience providing services to similar

² <http://www.nj.gov/humanservices/providers/rulefees/regs/>

populations; short narrative; and capacity to implement this program in no more than 3-5 pages.

Program Implementation and Administration Experience (35 points)

- Overview of health programs, including primary, dental, behavioral, and specialty services that the organization has implemented previously for specific vulnerable populations, including description of the target population, size of these programs, number of patients served, and type of benefits provided.
- List of medical and other healthcare services offered by the health care provider.
- Providers must outline how they support vulnerable populations, particularly patients with limited English proficiency and with histories of trauma, including any staff training and other resources needed for culturally competent provision of services.
- Providers must outline how they manage federal and state reporting requirements and other compliance requirements for other existing programs.

Capacity and Staffing (35 points)

- Outline what counties and number of individuals are served annually by the organization.
- Demonstrate capacity to serve refugee populations in a dedicated manner, noting an estimate number of eligible patients the clinic can screen during the fiscal year.
- Outline the number of full-time and part-time staff that will be dedicated to this contract and any other additional resources that the provider has available for this contract.
- Demonstrate staff capacity to review program eligibility per Federal (ORR) guidelines with ONA training and support if applicable. This may include reviewing immigration documentation, attending trainings for updated eligibility guidelines and following Federal guidance.
- Summary of resource capacity, including clinical and medical equipment, technological capacity, transportation and other resources available to accomplish the Scope of Work. Outline in detail any existing transportation infrastructure and/or current public transportation to facility.
- Outline of Language accessibility plan and resources to provide accessibility to non-English speakers, including use of in-person, virtual or telephonic translation and interpretation. This includes establishing and ensuring accessible communication methods that are culturally and linguistically appropriate and adequate for the registration, onboarding, clinical appointments, and any follow-up interactions.

- Current or proposed Patient communication systems to provide appointment access, reminders and patient supports for individuals served under this program. These types of communications may include text messaging, telephone calls, online portal, etc. Please indicate if these systems are language accessible.

Costs and Funding (30 points)

- Outline public and external funding, including Medicaid and child vaccination coverage to cover costs such as physical examinations, vaccinations, laboratory service fees, and any other applicable medical services.
- Using the template provided, submit proposed fees expressed as total operating costs (to the nearest whole dollar) to operate the Refugee Health program, which includes all clinical staffing, administrative costs, equipment and supplies, other staffing, support, and service provision costs associated with this contract. Payments under this contract will be based solely on the quarterly expenditure reports of actual allowable costs for the DMS program.

Attachments/Appendices

The enumerated items of Required Attachments (#1 through #9) and Appendices (#1 through #9) must be included with the bidder's proposal.

Please note that if Required Attachments #1 through #5 are not submitted and complete, the proposal will not be considered. Required Attachments #6 through #8 below are also required with the proposal unless the bidder has a current contract with DHS and these documents are current and on file with DHS.

The collective of Required Attachments #1 through #9 and Appendices #1 through #9 is limited to a total of 60 pages. Audits and financial statements (Required Attachments #7 and #8) do not count towards the appendices' 60-page limit. Appendix information exceeding 60 pages will not be reviewed.

Required Attachments

1. Department of Human Services Statement of Assurances (RFP Attachment C);
2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (RFP Attachment D);
3. [Disclosure of Investment in Iran](http://www.nj.gov/treasury/purchase/forms.shtml)³;
4. [Certification of Non-Involvement in Prohibited Activities in Russia or Belarus](http://www.nj.gov/treasury/purchase/forms.shtml)⁴;
5. Statement of [Bidder/Vendor Ownership Disclosure](http://www.nj.gov/treasury/purchase/forms.shtml)⁵;

³ www.nj.gov/treasury/purchase/forms.shtml

⁴ www.nj.gov/treasury/purchase/forms.shtml

⁵ www.nj.gov/treasury/purchase/forms.shtml

6. 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;
7. Audited financial statements and Single Audits (A133), prepared for the two (2) most recent fiscal years;
8. 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
9. Department of Human Services Commitment to Defend and Indemnify Form (Attachment F).

Appendices

1. Copy of documentation of the [bidder's charitable registration status](#)⁶;
2. Bidder mission statement;
3. Organizational chart showing where responsibility for the Refugee Health Program will reside. Insert names of hired staff and indicate to-be-hired staff;
4. Job descriptions of personnel designated to the program;
5. Resumes of proposed designated personnel if on staff, limited to two (2) pages each;
6. List of the board of directors, officers and terms;
7. Original and/or copies of letters of commitment/support;
8. Cultural Competency Plan
9. Documentation verifying that you will be able to legally fulfill the requirements in the *Contract Scope of Work*

VII. Submission of Proposal Requirements

A. Format and Submission Requirements

ONA 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.

Funding Proposal Cover Sheet (Attachment A) All interested providers must submit a written response that addresses organization's role in the Refugee Health program; overview of organization's work, programs, and initiatives; profile of experience providing services to similar populations; short narrative; and capacity to implement this program in no more than 3-5 pages. The narrative portion of the proposal should be single-spaced with one (1") inch margins, normal character spacing that is not condensed, and not be in smaller than twelve (12) point Arial, Courier New or Times New Roman font. ONA 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.

⁶ www.njconsumeraffairs.gov/charities

Proposals must be submitted no later than 11:59 p.m. ET on June 3, 2023. Proposals must be submitted in an electronic format to: Jenny Wong, Jenny.Wong@dhs.nj.gov.

B. CONFIDENTIALITY/COMMITMENT TO DEFEND AND INDEMNIFY

Pursuant to the New Jersey Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., or the common law right to know, proposals can be released to the public in accordance with N.J.A.C. 17:12-1.2(b) and (c).

Bidder should submit a completed and signed Commitment to Defend and Indemnify Form (Attachment F) with the proposal. In the event that Bidder does not submit the Commitment to Defend and Indemnify Form with the proposal, DHS reserves the right to request that the Bidder submit the form after proposal submission.

After the opening of the proposals, all information submitted by a Bidder in response to a Bid Solicitation is considered public information notwithstanding any disclaimers to the contrary submitted by a Bidder. Proprietary, financial, security and confidential information may be exempt from public disclosure by OPRA and/or the common law when the Bidder has a good faith, legal/factual basis for such assertion.

As part of its proposal, a Bidder may request that portions of the proposal be exempt from public disclosure under OPRA and/or the common law. Bidder must provide a detailed statement clearly identifying those sections of the proposal that it claims are exempt from production, and the legal and factual basis that supports said exemption(s) as a matter of law. DHS will not honor any attempts by a Bidder to designate its price sheet, price list/catalog, and/or the entire proposal as proprietary and/or confidential, and/or to claim copyright protection for its entire proposal. If DHS does not agree with a Bidder's designation of proprietary and/or confidential information, DHS will use commercially reasonable efforts to advise the Bidder. Copyright law does not prohibit access to a record which is otherwise available under OPRA.

DHS reserves the right to make the determination as to what to disclose in response to an OPRA request. Any information that DHS determines to be exempt from disclosure under OPRA will be redacted.

In the event of any challenge to the Bidder's assertion of confidentiality that is contrary to the DHS' determination of confidentiality, the Bidder shall be solely responsible for defending its designation, but in doing so, all costs and expenses associated therewith shall be the responsibility of the Bidder. DHS assumes no such responsibility or liability.

In order not to delay consideration of the proposal or DHS' response to a request for documents, DHS requires that Bidder respond to any request regarding confidentiality markings within the timeframe designated in DHS' correspondence regarding confidentiality. If no response is received by the designated date and time, DHS will be

permitted to release a copy of the proposal with DHS making the determination regarding what may be proprietary or confidential.

VIII. Review of Proposals

There will be a review process for responsive proposals. ONA will convene a review committee of public employees to conduct a review of each responsive proposal.

The bidder must obtain a minimum score of 70 points out of 100 points for the proposal narrative and budget sections in order to be considered eligible for funding.

ONA 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 review committee's averaged score for the proposal's narrative and budget sections combined with the fiscal viability score.

In addition, if a bidder is determined, in ONA's sole discretion, to be insolvent or to present insolvency within the twelve (12) months after bid submission, ONA will deem the proposal ineligible for contract award.

Contract award recommendations will be based on such factors as the proposal scope, quality and appropriateness, bidder history and experience, as well as budget reasonableness. The review committee will look for evidence of cultural competence in each section of the narrative. The review committee may choose to visit all bidder finalists to review existing program(s) and/or invite all bidder finalists for interview. The bidder is advised that the contract award may be conditional upon final contract and budget negotiation.

ONA reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. ONA'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 [Policy Circular P1.04](#)⁷.

ONA will notify all bidders of contract awards, contingent upon the satisfactory final negotiation of a contract, by August 1, 2023.

IX. Appeal of Award Decisions

All appeals must be made in writing and be received by ONA at the address below no later than 11:59 p.m. ET on August 15, 2023. The written appeal must clearly set forth the basis for the appeal.

⁷ <https://www.nj.gov/humanservices/olra/contracting/policy/>

Appeal correspondence should be addressed to:

Johanna Calle, Director
Office of New Americans
Department of Human Services
222 S. Warren St
PO Box 0700
Trenton, NJ 08625-0700
Fax: 609-341-5485

Or via email: nj.refugeeprogram@dhs.nj.gov

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

ONA will review all appeals and render a final decision by August 23, 2023. 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 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/ONA.

1. Most recent IRS Form 990/IRS Form 1120, and Pension Form 5500 (if applicable) (submit two [2] copies);
2. Copy of the [Annual Report-Charitable Organization](#)⁸;
3. A list of all current contracts and grants as well as those for which the bidder has applied from any Federal, state, local government or private agency during the contract term proposed herein, including awarding agency name, amount, period of performance, and purpose of the contract/grant, as well as a contact name for each award and the phone number;
4. Proof of insurance naming the State of New Jersey, Department of Human Services, Office of New Americans, PO Box 0700, Trenton, NJ 08625-0700 as an additional insured;
5. Board Resolution identifying the authorized staff and signatories for contract actions on behalf of the bidder;
6. Current Agency By-laws;
7. Current Personnel Manual or Employee Handbook;
8. Copy of Lease or Mortgage;
9. Certificate of Incorporation;
10. Co-occurring policies and procedures;

⁸ <https://www.njportal.com/DOR/annualreports/>

11. Policies regarding the use of medications, if applicable;
12. Policies regarding Recovery Support, specifically peer support services;
13. Conflict of Interest Policy;
14. Affirmative Action Policy;
15. 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);
16. A copy of all applicable licenses;
17. Local Certificates of Occupancy;
18. Current State of New Jersey Business Registration;
19. Procurement Policy;
20. 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 Provider Agency, person(s) assigned to the equipment, etc.);
21. All subcontracts or consultant agreements, related to the DHS contract, signed and dated by both parties;
22. Business Associate Agreement (BAA) for Health Insurance Portability Accountability Act of 1996 compliance, if applicable, signed and dated;
23. Updated single audit report (A133) or certified statements, if differs from one submitted with proposal;
24. Business Registration (online inquiry to obtain copy at [Registration Form](#)⁹; for an entity doing business with the State for the first time, it may register at the [NJ Treasury website](#)¹⁰;
25. Source Disclosure ([EO129](#))¹¹; and
26. Chapter 51 [Pay-to-Play Certification](#)¹².

XI. Attachments

- Attachment A – Proposal Cover Sheet
- Attachment B – Addendum to RFP for Social Service and Training Contracts
- Attachment C – Statement of Assurances
- Attachment D – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
- Attachment E – Mandatory Equal Employment Opportunity Language
- Attachment F – Commitment to Defend and Indemnify Form

¹⁰ <http://www.nj.gov/treasury/revenue>

¹¹ www.nj.gov/treasury/purchase/forms.shtml

¹² www.nj.gov/treasury/purchase/forms.shtml

Attachment A – Proposal Cover Sheet

_____ Date Received

**STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES**
Office of New Americans
Proposal Cover Sheet

Name of RFP: **Refugee Health Program**

Incorporated Name of Bidder: _____

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

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

DUNS Number: _____

Address of Bidder: _____

Chief Executive Officer Name and Title: _____

Phone No.: _____ Email Address: _____

Contact Person Name and Title: _____

Phone No.: _____ Email Address: _____

Total dollar amount requested: _____ Fiscal Year End: _____

Funding Period: From October 1, 2023 to September 30, 2026

Total number of unduplicated people to be served (minimum of 150 annually): _____

County(s) in which services are to be provided: _____

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

NOTE: In order to contract with the State of New Jersey, all providers applying for contracts, or responding to Request for Proposals (RFPs), *MUST* be pre-registered with the online eProcurement system known as NJSTART. You may register your organization by proceeding to the following web site: <https://www.nj.gov/treasury/purchase/vendor.shtml> or via telephone: (609) 341-3500.

Authorization: Chief Executive Officer (printed name): _____

Signature: _____ Date: _____

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

STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES

ADDENDUM TO REQUEST FOR PROPOSAL FOR SOCIAL SERVICE AND TRAINING CONTRACTS

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

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

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

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

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

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

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

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

Attachment C – Statement of Assurances

Department of Human Services Statement of Assurances

As the duly authorized Chief Executive Officer/Administrator, I am aware that submission to the Department of Human Services of the accompanying application constitutes the creation of a public document that may be made available upon request at the completion of the RFP process. This may include the application, budget, and list of applicants (bidder's list). In addition, I certify that the applicant:

- Has legal authority to apply for the funds made available under the requirements of the RFP, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non-Federal/State share of project costs, as appropriate) to ensure proper planning, management and completion of the project described in this application.
- Will give the New Jersey Department of Human Services, or its authorized representatives, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP). Will give proper notice to the independent auditor that DHS will rely upon the fiscal year end audit report to demonstrate compliance with the terms of the contract.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. This means that the applicant did not have any involvement in the preparation of the RFP, including development of specifications, requirements, statement of works, or the evaluation of the RFP applications/bids.
- Will comply with all federal and State statutes and regulations relating to non-discrimination. These include but are not limited to: 1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 C.F.R. Part 100) which prohibits discrimination based on race, color or national origin; 2) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 C.F.R. Part 104), which prohibits discrimination based on handicaps and the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.; 3) Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.; 45 C.F.R. part 90), which prohibits discrimination on the basis of age; 4) P.L. 2975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et. seq.) and associated executive orders pertaining to affirmative action and non-discrimination on public contracts; 5) federal Equal Employment Opportunities Act; and 6) Affirmative Action Requirements of PL 1975 c. 127 (N.J.A.C. 17:27).
- Will comply with all applicable federal and State laws and regulations.
- Will comply with the Davis-Bacon Act, 40 U.S.C. 276a-276a-5 (29 C.F.R. 5.5) and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.27 et seq. and all regulations pertaining thereto.
- Is in compliance, for all contracts in excess of \$100,000, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier subcontracts as well.

- Has included a statement of explanation regarding any and all involvement in any litigation, criminal or civil.
- Has signed the certification in compliance with federal Executive Orders 12549 and 12689 and State Executive Order 34 and is not presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded. The applicant will have signed certifications on file for all subcontracted funds.
- Understands that this provider agency is an independent, private employer with all the rights and obligations of such, and is not a political subdivision of the Department of Human Services.
- Understands that unresolved monies owed the Department and/or the State of New Jersey may preclude the receipt of this award.

Applicant Organization

Signature: CEO or equivalent

Date

Typed Name and Title

6/97

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

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

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

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals 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 E - 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**

Attachment F – Commitment to Defend and Indemnify Form

Department of Human Services Commitment to Defend and Indemnify Form

I, _____, on behalf of _____ (“Company”) agree that the Company will defend, and cooperate in the defense of, any action against the State of New Jersey (“State”) or the New Jersey Department of Human Services (“DHS”) arising from, or related to, the non-disclosure, due to the Company’s request, of documents submitted to the State of New Jersey and DHS, and relating to the Request for Proposals for Healthcare Provider Agencies for the Refugee Health Program (“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