



*John P. Kelly, Director
Virginia E. Haines, Deputy Director
Barbara Jo Crea, Commissioner
Gary Quinn, Commissioner
Joseph H. Vicari, Commissioner*

*Tristin J. Collins, Director, Management & Budget
Jennifer L. Bowens, Purchasing Agent*

*County of Ocean
Administration Building
101 Hooper Avenue
Toms River, NJ 08754*

***REQUEST FOR QUALIFICATIONS
BEHAVIORAL HEALTH SERVICES***

2022

***ADVERTISEMENT DATE: September 29, 2022
OPENING: October 27, 2022, 4:00 pm***

REQUEST FOR QUALIFICATIONS

The Ocean County Board of Commissioners is requesting qualifications for vendors to provide **Behavioral Health Services**.

The Request for Qualifications (RFQ) is available on the [County's OpenGov Electronic Bid Portal](https://procurement.opengov.com/portal/oceancounty/) (<https://procurement.opengov.com/portal/oceancounty/>) or by contacting the Ocean County Purchasing Department at (732) 929-2101.

All proposals must be received prior to 4:00 pm, prevailing time on **Thursday, October 27, 2022**. The County will not be responsible for late submissions and no proposals will be accepted after the time stipulated on this notice.

By order of the Board of Commissioners of the County of Ocean.

Signed:

JOHN P. KELLY, Director

JENNIFER L. BOWENS, County Purchasing Agent

INTRODUCTION TO PROPOSERS

Summary

The Ocean County Board of Commissioners is requesting qualifications for the services for **Behavioral Health Services**.

Contact Information

For further information regarding these specifications, contact

Jennifer Bowens

Purchasing Agent

Email: ocpurchasing@co.ocean.nj.us

Phone: [\(732\) 929-2101](tel:(732)929-2101)

Department:

Human Services

Timeline

Advertising Date	September 29, 2022
RFQ Receipt Date	October 27, 2022, 4:00pm

INSTRUCTIONS TO PROPOSERS

INTRODUCTION

The County of Ocean is a County of Fifth Class as defined in N.J.S.A. 40A:6-1 et seq. Pursuant to N.J.S.A. 19:44A-20.4 et seq., the County of Ocean requests qualifications from vendors capable of providing psychiatric emergency screening and behavioral health services to residents in Ocean County with mental illness, substance use disorder, or co-occurring disorders for Calendar Year 2023 for a one year contract term. Vendors must be licensed pursuant to N.J.A.C. Title 10.

It is estimated that 18.5% of Americans experience a mental health condition and 4% of adults experience a serious mental illness that substantially interferes with or limits major life activities. In Ocean County, mental health conditions affect more than 100,000 children and adults each year.

With the Mental Health Parity and Addiction Equity Act of 2008 (MHPAEA), health insurers and group health plans are required to provide the same level of benefits for behavioral health treatments and services that are offered for medical/surgical care. Medicaid expansion in New Jersey, coupled with the Affordable Care Act (ACA) implementation, increased the number of individuals enrolled in public health insurance plans. Individuals enrolled in government-funded health coverage due to low income and/or disability and those who do not have health insurance typically access specialty healthcare services for these conditions at community mental health centers. Psychiatric emergency hospital services are in place to evaluate and refer individuals experiencing mental health crises and in need of an acute level of care.

The successful vendor(s) must possess the required professional and organizational licenses and certifications for the behavioral health service elements to be provided and have a minimum of two years' experience in providing such services to the residents of Ocean County or New Jersey residents in general.

METHOD OF SUBMISSION

The County of Ocean is accepting **only** electronic proposals for this RFQ. Submitting your proposal manually is cause for rejection.

You may only submit one (1) proposal. ***DO NOT*** submit a hard copy of your electronic submission.

IMPORTANT INSTRUCTIONS FOR ELECTRONIC SUBMITTAL

The County is accepting electronic submissions with ProcureNow by following these instructions:

Sign up for a FREE account at <https://secure.procurenow.com/signup>.

Once you have completed account registration, browse back to this page, [County's OpenGov Electronic Bid Portal](https://procurement.opengov.com/portal/oceancounty/) (<https://procurement.opengov.com/portal/oceancounty/>)

Click on the opportunity of interest, then click "Draft Response".

Follow the instructions to submit the electronic proposal.

It is important to note that this process should be completed well in advance of the proposal deadline / proposal opening. DO NOT WAIT UNTIL THE LAST MINUTE. The County's electronic submission system will not allow electronic proposals to be submitted once the deadline has passed, even if you've already started the process. The deadline is based on the countdown timer found on the ProcureNow submission page.

EVALUATION CRITERIA

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Qualifications Qualifications of the individuals who will perform the tasks and the amounts of their respective participation	Points Based	25 <i>(25% of Total)</i>
2.	Experience Experience in providing the services requested by the County and references related thereto	Points Based	10 <i>(10% of Total)</i>
3.	Ability to Perform The ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the County	Points Based	15 <i>(15% of Total)</i>
4.	Location Location (distance) of primary office in relation to the County administrative offices	Points Based	10 <i>(10% of Total)</i>
5.	Past Performance/ Projected Work Load Past performance and projected work load of the vendor	Points Based	10 <i>(10% of Total)</i>
6.	Responsiveness Thoroughness and completeness of the applicant's submittal	Points Based	10 <i>(10% of Total)</i>
7.	Cost/ Value Cost efficiency, relative cost, and value informed by industry standards	Points Based	20 <i>(20% of Total)</i>

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY

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 Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

AMERICANS WITH DISABILITIES ACT

Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The COUNTY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

SCOPE OF WORK

SCOPE OF WORK

Please refer to the PDF under "Attachments - Project Documents" to view the downloadable RFQ document and Scope of Work.

VENDOR QUESTIONNAIRE

DOCUMENTS TO BE EXECUTED*

Documents include:

- Signature Page
- Non Collusion Certification
- Affirmative Action Questionnaire
- **Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)**
- Disclosure of Investment Activities in Iran

FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE FOR REJECTION OF YOUR PROPOSAL.

All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising.

NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document available in the Attachments.

Please note: The County's preferred method of submission is DocuSign.

[Click here to go to the form](#)

*Response required

Certificate of Employee Information Report

Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:

- (a) An existing federally approved or sanctioned affirmative action program.
- (b) A New Jersey Certificate of Employee Information Report Approval.
- (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employee Information Report (Form AA302). This form will be made available to the Contractor by the County of Ocean.**

QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

If yes, please upload a photocopy of such approval.

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

If yes, please upload a photocopy of such certificate.

Copy of New Jersey Business Registration Certificate

A Valid BRC is required Prior to Award of Contract. Please upload your company's BRC.

Use the following link to check the status of your company's BRC:

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

NOTE: a BRC is not required at the time of submission, only prior to award of the contract.

Mandatory Equal Employment Opportunity Statement*

Does the PROPOSER comply with the [#Mandatory Equal Employment Opportunity Statement?](#)

☐ Yes

☐ No

*Response required

Americans with Disabilities Act Provisions*

Does the PROPOSER comply with the [#Americans with Disabilities Act Provisions?](#)

☐ Yes

☐ No

*Response required

RESPONSE/ QUALIFICATIONS*

Please upload your vendor response including qualifications for Behavioral Health Services.

*Response required

AGENCY BACKGROUND AND EXPERIENCE

Please use this space to upload your agency's background and experience.

STAFFING & LICENSURE INFORMATION

Please use this space to upload your Staffing and Licensure Information.

FUNDING REQUEST*

Please use this space to upload your Cost Proposal or Fee Schedule.

*Response required

CERTIFICATE OF INSURANCE

Please use this space to upload your certificate of insurance

ADDITIONAL VENDOR DOCUMENTATION

Please use this space to upload any additional information you would like to be considered as part of this RFQ.

PROPOSAL SUBMISSION ACKNOWLEDGMENT*

The County of Ocean is accepting **only** electronic proposals for this RFQ. Submitting your proposal manually is cause for rejection.

You may only submit one (1) proposal. ***DO NOT*** submit a hard copy of your proposal.

Please confirm that you understand that the method of submission for Behavioral Health Services is electronic ***ONLY*** and that submitting a proposal manually is automatic cause for rejection.

☐ Please confirm

*Response required

SUBMISSION OF PROPOSAL FORMS*

Proposers shall complete all documents and acknowledge all terms included with this package. All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

☐ Please confirm

*Response required



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**COUNTY OF OCEAN
ADMINISTRATION BUILDING
101 HOOPER AVENUE
TOMS RIVER, NEW JERSEY 08753**

REQUEST

FOR

QUALIFICATIONS

FOR

BEHAVIORAL HEALTH SERVICES CY2023

SCOPE OF WORK

The County of Ocean seeks to support community behavioral health providers that operate within the county and to compliment the Federal, State, and other funding that is invested locally in order to maximize resources and enhance the wellness and recovery of Ocean County residents. Qualifications are sought from Community Mental Health, Psychiatric Emergency Screening centers, and other licensed Behavioral Health Providers that deliver one or more service element(s) described herein in an effort to maintain a robust continuum of care available to the residents of Ocean County. Aligned with the Mental Health Board's Plan, the priority is to fund programmatic and treatment interventions and expand access to care.

The successful vendor(s) is expected to leverage and not supplement or supplant other sources of funding for services for which a consumer may be eligible, such as Medicaid, Medicare, private health insurance, and fee-for-service reimbursement from the State Division of Mental Health and Addiction Services or Children's System of Care. The successful vendor(s) is expected to assist or refer consumers to other organizations that assist with access to health care coverage. This includes pursuing certification to determine presumptive eligibility for Medicaid and acting as or coordinating with Certified Application Counselors and Health Insurance Navigators that assist consumers with Medicaid and Health Insurance Marketplace enrollment. County grant-in-aid may be applicable to direct mental health service costs and infrastructure costs, unless otherwise disallowed by Federal or State law.

The successful vendor(s) is expected to serve residents of Ocean County regardless of an individual's ability to pay and make services accessible to all residents throughout Ocean County. Successful vendor(s) is expected to furnish detailed level of service reports to the Ocean County Mental Health Board and Systems Review Committee.

The successful provider(s) shall supply behavioral health services for residents of Ocean County, as requested by the County of Ocean, including but not limited to, the following elements:

- Outpatient Services: assessments and treatment planning; individual, family, and group therapy; psychiatric evaluation and treatment; medication monitoring; medication subsidies; medication assisted treatment; referral and linkage; addictions treatment; treatment for those with co-occurring mental health and substance use disorders; and consumer case management and advocacy for children, adults, and senior adults with mental illness, licensed pursuant to NJAC 10:37E
- Psychiatric Services and Specialized Behavioral Health Nursing Services: comprehensive psychiatric evaluation/assessment, treatment, medication monitoring, and medication subsidies, for children, adults, and senior adults with behavioral health conditions
- Child and Adolescent Programming, Outpatient, and/or Partial Care Services: appropriately licensed services to stabilize psychiatric symptoms, increase appropriate social skills, improve communication skills within family units, improve activities of daily living, and improve coping skills
- Community Support Services to Residential Programming for Children, Adolescents, and Adults: medication education, referral and linkage, consumer case management, advocacy, and rehabilitative services and supports for eligible children, adults, and senior adults with mental illness, in order for those individuals to achieve and maintain valued life roles in employment, education, housing, and social environments and improve overall success in living independently within the community, licensed pursuant to NJAC 10:37A or 10:37B

- Adult Partial Care Programming Services or Support Services to Adult Partial Care Programming: daytime treatment alternative to hospitalization for eligible adults with mental health conditions and co-occurring substance use disorders, to stabilize psychiatric symptoms, increase appropriate social skills, improve communication skills, improve activities of daily living, and improve coping skills, licensed pursuant to NJAC 10:37F
- Early Detection & Prevention Programming: proactive outreach through outpatient programs or other identified services and the provision of educational and prevention activities for the community with the goals of reducing stigma, assisting in early identification of mental illness and substance abuse, and participating in the planning and development of needed resources
- Prevention, intervention, therapeutic and support services for individuals and families affected or at risk of trauma
- Supportive behavioral health services for critical special populations including veterans, justice-involved individuals, and those enrolled in diversion programs
- Law enforcement and behavioral health partnerships or collaborative efforts to identify individuals with mental health conditions and/or substance use disorders and facilitate linkage to appropriate treatment
- Peer specialist services provided by individuals with lived experience with mental illness, substance use, wellness, and recovery that is coupled with clinical care or compliments treatment planning. Peer or recovery specialists must be appropriately trained and have achieved or is practicing to obtain certification or licensure in the State of New Jersey. Includes peer leadership activities and peer support or mutual aid opportunities.
- Infrastructure for the above services, such as but not limited to: workforce development, materials, and other enhancements to improve the competency of the agency to serve individuals with complex behavioral, social, and medical needs (i.e. medically fragile, dually diagnosed with developmental disability, co-occurring substance use); planning and implementation of evidence-based behavioral health programs and practices; equipment and materials to increase access to psychiatry (i.e. startup costs for telepsychiatry); infrastructure and administration to support a fee-for-service structure and managed care environment; activities to improve consumer engagement and reduce missed appointments; technological enhancements or satellite office start-up costs to improve outreach and service to geographically isolated areas; activities designed to improve/ expedite client linkage to Medicaid, other health insurance, benefits, or entitlements.

The successful screening and outreach provider(s) shall supply certified psychiatric emergency screening and crisis intervention services pursuant to NJAC 10:31, requested by the County of Ocean, including but not limited to, the following elements:

- 24 hour, 7 days a week on-site and off-site certified psychiatric emergency screening evaluations and crisis intervention services to Ocean County children, adults, and senior adults in behavioral health crisis who are at risk of psychiatric hospitalization or involuntary commitment
- Emergency psychiatric assessments on-site or through telepsychiatry for Ocean County children, adults, and senior adults in behavioral health crisis who are at risk of psychiatric hospitalization or involuntary commitment
- 24 hour, 7 days a week crisis telephone services for individuals at risk of suicide or behavioral health emergency
- On-call, off-site mobile outreach screening services to anyone in a behavioral health crisis in Ocean County

- Co-location, co-response, and other collaborative efforts with local law enforcement agencies that improve interventions with individuals experiencing a behavioral health crisis
- Disaster response/ community crisis counseling services to residents in response to traumatic events that affect the community
- Peer specialist services provided by individuals with lived experience with mental illness, suicide, wellness, and recovery as part of crisis interventions and follow up
- Community education and information regarding emergency mental health matters and services and linkages to the behavioral health system of care
- Holding area for stabilization of persons who are a danger to themselves, others, or property
- Supervisory oversight of above services
- Infrastructure for the above services.

ALL SUBMISSIONS MUST INCLUDE THE FOLLOWING MINIMUM INFORMATION:

1. Agency Background & Experience

- Chief Executive Officer or Executive Director's name and contact information.
- Contact information for the person responsible for the application, if different.
- Explain the agency's mission, vision, background, and a summary of services. Highlight evidence-based or evidence-informed programs and practices.
- List service locations, including telehealth if applicable.
- Summarize the results of any program evaluations the agency has undertaken and progress towards achieving performance/ outcome measures.
- Attach a programmatic table of organization.
- List four professional references with addresses and telephone contact numbers. Three must have direct knowledge relating to the vendor's experience in providing the services requested by the County. References from Ocean County Departments, Offices, or entities with a fiduciary interest in the operations of your organization are prohibited. Letters of support are not necessary. Letters of commitment are permitted for collaborative funding requests.

2. Funding Request

- Cost proposal or fee schedule clearly delineating each element for which funding is requested. Show the data used to calculate the funding request (for example: unit cost x projected level of service to be delivered over the course of the year = total request). List the elements in priority order.
- Describe each element of the funding requested, in priority order, as a budget narrative. The narrative should align with the cost proposal or fee schedule.
- For each element of funding requested, explain why County funds are needed and will not supplement or supplant other sources of funding.
- Explain how each element of the funding request relates to or serves the mission and vision of the organization.

3. Staffing & Licensure Information

- List staff with title/position, qualifications (license, certification, and/or degree), license number, years of experience, and department/program within the agency.
- Attach a copy of the organizational license for each service in which County funds would be used (i.e. outpatient mental health services, adult or children's

partial care, Community Support Services, supportive housing or supervised residence, acute care hospital).

- Attach job descriptions for any new or currently vacant positions only.
 - Resumes and copies of individual licenses are not necessary.
4. **A copy of a Certificate of Insurance** should be included, issued by an insurance carrier licensed in the State of New Jersey, for the organization showing the amount of professional liability, general liability, business auto, and workers compensation insurance and all other insurance coverage in place as of the date of the submission of your response. See below for insurance requirements.
 5. A copy of the current **NJ Certificate of Employee Information Report Approval** issued by the NJ Department of Treasury or **AA-302 Initial Employee Information Report** should be included.
 6. All required documents provided in the Vendor Questionnaire must be filled out and included with your submission. *Please note that, where applicable, the County's preferred method of document submission is DocuSign.*

SUBMISSION REQUIREMENTS

All responses to the Request for Qualifications ("RFQ"):

1. Must be submitted electronically and must be received prior to 4:00pm, prevailing time on the date on which they are to be unsealed.
2. The County will not be responsible for late submissions and no responses to this RFQ will be accepted by the County if received after the time stipulated above.

EVALUATION CRITERIA

The Director of Human Services shall designate a committee to review and rank all responses. The Ocean County Mental Health Board's Budget and Program Review Committee, consisting of the Ocean County Department of Human Services Director and Assistant Director, representative of the Ocean County Office of the Prosecutor, Mental Health Board Chairperson, and two (2) or more Mental Health Board Consumer Advocates, will review RFQ responses and make the appropriate recommendations to the County. The selection criteria to be used in awarding a contract for the services described herein, shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation; 25% of total
2. Experience in providing the services requested by the County and references related thereto; 10% of total
3. The ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the County; 15% of total
4. Location (distance) of primary office in relation to the County administrative offices; 10% of total
5. Past performance and projected work load of the vendor; 10% of total

6. Thoroughness and completeness of the applicant's submittal; 10% of total

7. Cost efficiency, relative cost, and value informed by industry standards; 20% of total

AWARD

The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interests of Ocean County. The County reserves the right to negotiate the terms and conditions of a contract with the successful vendor or vendors to obtain the most cost advantageous services for the County.

The County reserves the right to reject any or all proposals in accordance with N.J.S.A. 40A:11-13.2, or to waive any informalities and non-material defects in the proposals and to accept any proposal deemed in the best interest of the County.

It is to be understood by the proposer that their proposal is submitted on the basis of specifications prepared by the County and the fact that any proposer is not familiar with these specifications or conditions will not be accepted as an excuse.

INDEMNITY CLAUSE

The proposer, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

INSURANCE REQUIREMENTS

The contractor shall maintain primary insurance to protect against all claims under Worker's Compensation, Comprehensive General Liability and Automobile. Except for Worker's Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary coverage shall be subject to approval for adequacy of protection as per the following limits:

Worker's Compensation

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

Comprehensive General Liability

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

Comprehensive General Liability shall include the following:

1. Coverage for explosion, collapse or underground hazards.
2. Occurrence basis coverage.
3. Broad form property damage coverage.
4. Coverage for personal injury sustained by any person as a result of an offense directly or indirectly related to the employment of such person by the insured.

Comprehensive Automobile Liability shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- a. Liability arising out of the ownership, maintenance or use of any auto;
- b. Auto non-ownership and hired car coverage.
- c. Contractor's Worker's Compensation, Comprehensive General Liability and Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

Copies of each insurance certificate shall be furnished to the County with Proposal (when requested).

ADDITIONAL INFORMATION

Payments will be made upon the approval of vouchers submitted by the successful proposer in accordance with the requirements of the Board of Commissioners and subject to the Board of Commissioners customary procedures. The County will not pay interest or late fees regardless of language provided.

The County of Ocean is exempt from any State sales tax or Federal excise tax.

Ocean County Board of Commissioners will make award within sixty (60) days after receipt of proposals.

“All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.”

PAY TO PLAY REQUIREMENTS

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN IRAN

Pursuant to N.J.S.A. 52:32-58, the proposer must certify that neither the proposer, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the proposer is unable to so certify, the proposer shall provide a detailed and precise description of such activities. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Non-Involvement in Prohibited Activities in Iran.

TRANSITIONAL PERIOD (excluding Professional Contracts)

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one month, at the County's request.

NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Pursuant to N.J.S.A. 52:32-44, Ocean County (“Contracting Agency”) is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

COMPLETION OF DOCUMENTS

Proposer's shall complete all documents and acknowledge all terms included with this proposal package. All documents should be from this proposal package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

EXHIBIT A

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 Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**