



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

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

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

COMPETITIVE CONTRACT

PROPOSAL

FOR

IN-HOME COUNSELING SERVICES

***FOR THE OCEAN COUNTY DEPARTMENT OF JUVENILE
SERVICES***

YOUTH SERVICES COMMISSION

2024

NOTICE OF COMPETITIVE CONTRACTING PROPOSAL
IN-HOME COUNSELING SERVICES

The Ocean County Department of Juvenile Services; Youth Services Commission is seeking sealed proposals for In-Home Counseling Services.

The Ocean County Youth Services Commission announces the availability of funding for In-Home Counseling Services for youth on probation. Funding is available for this program through an approved state grant proposal. The state grant proposal is available upon request.

A funding allocation of \$115,000.00 is available to provide In-Home Counseling Services for youth on probation in Ocean County, New Jersey. Services are to be billed monthly at fee per service rate, to be included in the budget section of this proposal.

FUNDING GUIDELINES

Contingent upon the adoption of the Youth Services Commission 2024-2026 Comprehensive Plan and Application by the Ocean County Board of Commissioners, the Ocean County Youth Services Commission is soliciting competitive contract proposals for In-Home Counseling Services utilizing Family Court/State Community Partnership Funds for the periods 1/1/2024 through 12/31/2024. Contracts may be renewed on an annual basis based on performance and recommendations of the YSC Monitoring Committee (to the Full Council YSC) for a period not to exceed five (5) years, or as otherwise directed by the New Jersey Juvenile Justice Commission. No legal liability on the part of the County for payment of any money shall arise and until funds are made available each year to the Director of the Department of Finance. The County reserves the right to award this contract in whole or in part to one or more agencies.

PROGRAM GUIDELINES

This program shall provide In-Home Counseling Services for juveniles involved in the Family Court System in Ocean County.

SCOPE OF SERVICES

1. To improve the overall mental health of participating juveniles.
2. To prevent future delinquent behavior and recidivism as a result of mental or behavioral health issues.
3. To support juveniles returning to the community.
4. To foster independent, community living.
5. To maintain an environment encouraging juveniles' positive and constructive behavior.
6. The Proposer shall include Family Engagement activities/events to increase the success of youth involved in program and/or services provided.
7. The Proposer shall include Community Engagement activities/events to strengthen community bonds and increase the success of youth involved in the program.
8. The Proposer shall provide a cost-effective program within budgetary guidelines.
9. The Proposer shall maintain licenses/accreditation and operate within federal, state, and county regulations.
10. The Proposer shall work cooperatively with all members of the system, including but not limited to: Family Court, Probation Supervision, Youth Case Management, Care Management Organization, Division of Youth and Family Services, and the MDT.
11. The Proposer shall submit written reports and communicate verbally or via email to the Court System as needed.
12. The Proposer shall refer and link juveniles to other services, such as, but not limited to, job readiness, GED preparation, and vocational training; and other agencies public and private, such as Private Industry

Council, DVR, Ocean County College, United Way, etc.

13. The Proposer shall submit monthly, quarterly, and yearly reports as requested by the County and required by the state Juvenile Justice Commission, including reporting via the Internet. This includes but is not limited to YSC monthly spreadsheets, Quarterly Program Implementation and Outcome Reports, Sign-In Sheets for all Face-to-Face contacts, Youth Exit Surveys, JAMS Intakes/Completions, and JAMS Quarterly Narratives.
14. Proposer shall submit monthly billing and all required backup documentation as identified by County Youth Services Commission by the 15th of each month.
15. The Proposer shall maintain an appropriate log of the clients' activities and progress.
16. The Proposer shall maintain a "Verification of Services" document, recording date of service, time of service, duration of service, client's printed name, and signature for all workshops.
17. The Proposer shall maintain individual files for each youth referred to the program as well as any collateral documents such as referral form, attendance record, contact/case notes, pre & post test results, program evaluations and completion documentation.
18. Proposer shall participate in Annual Program Monitoring with the Youth Services Commission and will follow all Monitoring guidelines, including but not limited to: fiscal audits, reporting, staff and youth interviews, random site visits, program analysis, etc.
19. The Proposer shall cooperate fully and completely with the Monitoring Committee of the Youth Services Commission and the Youth Services Commission Administrator.
20. Proposer shall collect exit surveys from all participants.
21. The County shall have the right, at any time, to inspect the operations and records of the Proposer with regard to the implementation of the In-Home Counseling services.
22. All goals and objectives as set forth in N.J.S.A. 2A:4A-76 et seq. and the Juvenile/Family Crisis Operations Manual by the New Jersey Judiciary.

ELIGIBLE APPLICANTS

Eligible applicants are to be organizations or agencies with a minimum of two years of experience running these types of programs and providing these types of services to Ocean County youth and families.

Services must be provided by appropriately licensed professionals.

Proposer must meet all licensing requirements of the State of New Jersey.

TECHNICAL ASSISTANCE

A Technical Assistance meeting will be held on Wednesday, October 11th, 2023 at 10:00AM via Webex. All applicants are strongly encouraged to attend although attendance is not mandatory.

Join from the meeting link

<https://oceancounty.webex.com/oceancounty/j.php?MTID=mc20ba640be747306e5dc46fdef211f71>

Join by meeting number

Meeting number (access code): 2337 660 7648

Meeting password: njK8rnm8MC3

Tap to join from a mobile device (attendees only)

[+1-408-418-9388](tel:+1-408-418-9388).,23376607648## United States Toll

[+1-646-992-2010](tel:+1-646-992-2010).,23376607648## United States Toll (New York City)

Join by phone

+1-408-418-9388 United States Toll

+1-646-992-2010 United States Toll (New York City)

Join from a video system or application

Dial [23376607648@oceancounty.webex.com](tel:23376607648)

You can also dial 173.243.2.68 and enter your meeting number.

PROPOSAL GUIDELINES

Applicants are required to include the following in their proposal:

1. Organization mission, history & current activities
2. Detailed description of proposed program
3. Organization capacity-current leadership, staff and operating budget
4. Measurable outcomes and tools to be used.
5. Certificate of Insurance
6. Current List of Board of Directors
7. Budget/Unit Cost Proposal
8. Computed Budget Proposal and Project Description
9. Certified Audit
10. Copy of New Jersey Business Registration Certificate in compliance with N.J.S.A. 52:32-44 OR Copy of IRS letter granting tax exempt status under Sec. 501(c)3
11. Organizational Chart
12. References
13. Project Description
14. Affirmative Action Regulations N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) Compliance Statement
15. Prohibited Russia-Belarus Activities & Iran Investment Activities
16. Statement of Ownership in compliance with N.J.S.A. 52:25-24.2. (Mandatory Document)
17. Non-Collusion Certification
18. Acknowledgement of Receipt of Addenda or Revisions (If Issued)
19. Signature Page

PROPOSAL SUBMISSION REQUIREMENTS

The county of Ocean is accepting **only** electronic proposals for this Competitive Contract proposal. Submitting your proposal manually is cause for rejection.

The Competitive Contract is available on the Ocean County Procurement Portal Website: <https://procurement.opengov.com/portal/oceancounty> or for viewing purposes only at the Ocean County Purchasing Department at 732-929-2101.

You may only provide one (1) final submission which shall consist of one (1) complete Competitive Contract proposal.

DO NOT submit a hard copy of your electronic submission.

Evaluation Criteria

A review committee will review and rank all responses. All proposals will be reviewed to determine if they conform to all the proposal requirements set forth and the following selection criteria will be used in award of a

contract for the services described herein.

40 % - Technical Criteria

30 % - Management Criteria

30 % - Cost Criteria

1. Technical Criteria:

i. Proposed methodology:

- (1) Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?
- (2) Is the vendor's proposal complete and responsive to the specific RFP requirements?
- (3) Has the past performance of the vendor's proposed methodology been documented?
- (4) Does the vendor's proposal use innovative technology and techniques?

ii. Are sound environmental practices such as recycling, energy efficiency, and waste reduction used?

2. Management Criteria:

i. Project management:

- (1) How well does the proposed scheduling timeline meet the contracting unit's needs?
- (2) Is there a project management plan?

ii. History and experience in performing the work:

- (1) Does the vendor document a record of reliability of timely delivery and on-time and on-budget implementation?
- (2) Does the vendor demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?
- (3) Does the vendor document industry or program experience?
- (4) Does the vendor have a record of moral integrity?

iii. Availability of personnel, facilities, equipment and other resources:

- (1) To what extent does the vendor rely on in-house resources vs. contracted resources?
- (2) Are the availability of in-house and contract resources documented?

iv. Qualification and experience of personnel:

- (1) Documentation of experience in performing similar work by employees and when appropriate, sub-contractors?
- (2) Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
- (3) Does the vendor demonstrate cultural sensitivity in hiring and training staff?

3. Cost Criteria:

i. Cost of goods to be provided or services to be performed:

- (1) Relative cost: How does the cost compare to other similarly scored proposals?
- (2) Full explanation: Is the price and its component charges, fees, etc. adequately explained or documented?

ii. Assurances of performance:

- (1) If required, are suitable bonds, warranties, or guarantees provided?

(2) Does the proposal include quality control and assurance programs?

Ranking - All proposals will be reviewed for completeness and qualifications. **All proposals must meet an average score of 80 to be considered for funding.** The proposal receiving the highest number of points will be the proposal(s) recommended to the Full Youth Services Commission for approval. Please see attached Score Sheet to be used. The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interest 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.

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, if applicable, 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).

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.

Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

Pursuant to N.J.S.A. 52:32-60.1, the “person or entity” (as defined in N.J.S.A. 52:32-60.1, et seq) seeking to enter into or renew a contract for the provision of goods or services or the purchase of bonds or other obligations shall certify that it is not “engaging in prohibited activities in Russia or Belarus” (as such term is defined in as defined in N.J.S.A. 52:32-60.1, et seq. If the person or entity is unable to certify, the person or entity shall provide a detailed and precise description of such activities. The N.J.S.A. 52:32-60.1 certification form must be completed prior to contract award and is provided in the specification documents (DocuSign).

Vendors may view the Precluded Entities List Here:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>

Transitional Period - 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 (1) month at the County’s request.

Statement of Ownership - The provisions of N.J.S.A. 52:25-24.2 applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

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 <http://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.

Project Description

In-Home Counseling Services

Please submit the following information:

- I. Basic Agency Data:
 - a. Agency Name
 - b. Agency Address
 - c. Agency Phone Number
 - d. Agency Director/Administrator
 - e. Contact person for this Proposal
 - f. Federal Employer's Identification Number
 - g. Corporation type (profit, non-profit, other) (if other please specify)
 - h. Is the agency exempt under Section 501(c)(3) of the IRS Code of 1954?
 - i. Total Funding requested and fee per service rate.
 - j. Title of service to be provided

- II. Required Attachments
 - a. Statement of Ownership
 - b. Non-Collusion Affidavit
 - c. Affirmative Action Questionnaire
 - d. Copy of New Jersey Business Registration Certificate in compliance with N.J.S.A. 52:32-44 OR Copy of IRS letter granting tax exempt status under Sec. 501(c)3
 - e. Acknowledgement of Receipt of Addenda or Revisions (if issued)
 - f. Computed Budget Proposal and Project Description
 - g. Signature Page
 - h. Certificate of Insurance
 - i. Agency shall provide and pay for Professional Liability and Comprehensive General Liability, each of which shall be in the amount of \$1,000,000.00 per occurrence with an aggregate limit of \$3,000,000.00. Agency shall name the County as an additional insured on the Comprehensive General Liability policy.
 - ii. Agency shall maintain Statutory Workers Compensation Insurance to the extent required by law. Agency shall maintain such insurance in full force until the final completion or termination of all work and services hereunder. Agency shall submit an insurance certificate to the County consistent with the provisions of this paragraph.
 - i. Current List of Board of Directors and Organizational Chart

- III. Background Information
 - a. Mission Statement of Agency
 - b. History of Agency
 - c. Current Services Provided by Agency
 - d. Resumes and biographies for each staff providing direct services to the participants.
 - e. List of trainings required for staff annually
 - f. List of trainings attended/participated by staff in the last year
 - g. Does your agency actively participate on the Youth Services Commission? If Yes, please explain
 - h. What is the agency's funding history with the Youth Services Commission?
 - i. If your agency was funded in the last five years, include monitoring results
 - j. Confirmation that staff providing direct services have passed a criminal background check. Attach a copy of the agency's policy.
 - k. Chain of command for direct service staff.

- IV. Description of Service – Refer to Scope of Services
- a. Define the Target population(s) to be served? Ages, etc.
 - b. Provide a data analysis to support the services you intend to provide.
 - c. How many youth does the program intend to serve?
 - d. Will all Ocean County residents meeting eligibility criteria be considered for this service?
 - e. Provide a logic model to define/describe all of the following:
 - i. The goal(s) of the service.
 - ii. The specific objectives of the service.
 - iii. The specific activities that will be performed to effectively achieve the operational objectives listed above.
 - iv. The measurable outcomes for services as well as measurement tools to be used.
 - f. Describe the qualifications and skills required of staff providing the service and the ratio of staff to prospective program participants.
 - g. Describe the method(s) of internal evaluation regarding the quality of service to be provided.
 - h. Describe how Trauma Informed and Trauma Responsive Care are incorporated into your agency and the services you provide.
 - i. Describe if and how virtual platforms will be used to provide services to youth and families
- V. Accessibility of Service
- a. Describe hours and days when service will be made available to the participants.
 - b. List the location(s) where the service will be provided to participants.
 - c. Describe transportation options for participants to obtain this service.
 - d. Describe the referral process and include any referral form(s) information required
 - e. Describe the methods used to determine participant eligibility.
 - f. Will this service be accessible to those requiring bilingual services? Please explain.
 - g. Will this service be accessible to the handicapped? Please explain.
- VI. Family Engagement
- a. What does Family Engagement mean to your agency?
 - b. How will you include Family Engagement to increase the success of the youth in your program services?
 - c. What has been the agency's history with Family Engagement, and what success has the agency had with implementing family engagement?
- VII. Community Engagement
- a. What does Community Engagement mean to your agency?
 - b. How will you include Community Engagement to increase the success of the youth in your program services?
 - c. What has been the agency's history with Community Engagement, and what success has the agency had with implementing Community Engagement?
- VIII. Restorative Justice
- a. What does Restorative Justice mean to your agency?
 - b. How will you include Restorative Justice activities/events to increase the success of the youth in your program services?
- IX. Computed Budget Proposal
- a. Please provide a fee per service or unit cost for **each** service provided, to be billed monthly by line item fee per service.
 - b. Budget should be comprehensive and include line items for things such as: client specific needs, training, family engagement, community engagement, transportation, etc.
 - c. 5% of the total contract ceiling can be utilized for General and Administrative costs. (Please

- explain how this number was calculated), and any in-kind, if applicable.
- d. The successful vendor(s) is expected to leverage and not supplement or supplant other sources of funding for services for which a youth may be eligible, such as Medicaid, Medicare, private health insurance, and reimbursement from the State Department of Children and Families. The successful vendor(s) is expected to assist or refer youth and families 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. Youth Services Commission grant funds may be applicable to direct service costs, unless otherwise disallowed by Federal or State law.

If you have questions regarding any of the information requested above, please attend the Technical Assistance meeting.

Ocean County
Youth Services Commission Proposal Review

Appeals Process

- Proposal Review Committee makes a recommendation for awarding of funds.
- Recommendations are presented to the Youth Services Commission.
- On the day following the Youth Services Commission meeting, letters are sent to the agencies NOT being considered for funding. The letters will indicate the date written request for appeal must be filed; the date on which the Appeals Committee will meet and the date on which final decisions on appeals will be announced.
- An appeal of the selection process will be heard only if it is alleged that the Youth Services Commission has violated a statutory or Regulatory provision in the awarding of a grant. An appeal will not be heard based on the challenge to the evaluation of a proposal.
- Agencies have three (3) working days to notify the Youth Services Commission Administrator in writing that they wish to appeal the YSC's decision.
- The Appeals Committee of at least (3) YSC members not on the Proposal Review Committee, will hear the appeal. The chair of the Proposal Review Committee will be present but will not vote. The Commission may also choose to hear the appeal as a "Committee of the Whole."
- Those agencies involved in the appeal or potentially affected by the appeal will be notified and permitted ten (10) minutes each to make a presentation.
- The Committee will either uphold the Proposal Review Committee's recommendation or propose an alternate-funding plan specifying agencies to receive funding adjustments. These recommendations will be presented to the Commission for action unless the Commission acted as a "Committee of the Whole."
- A final recommendation is made to the Board of Commissioners.