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

***COMPETITIVE CONTRACT***

***PROPOSAL***

***FOR***

***BEHAVIORAL HEALTH SERVICES***

# **NOTICE OF COMPETITIVE CONTRACTING PROPOSAL** **BEHAVIORAL HEALTH SERVICES**

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 Ocean County Department of Human Services is seeking sealed proposals from vendors capable of providing Behavioral Health Services to residents in Ocean County for a 12-month contract term (January 1, 2024 – December 31, 2024), with a possible option to renew for two (2) additional one-year periods, based on positive monitoring and the availability of funds.

## **Introduction**

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.

## **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. Proposals are sought from Community Mental Health Centers, Certified Community Behavioral Health Centers, Psychiatric Emergency Screening centers, and other Behavioral Health Providers (as outlined further under Eligible Applicants) 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. *More information on the Board and its' mission can be found at <https://www.co.ocean.nj.us/OC/OCDHS/frmMentalHealth.aspx>*

The Board updates a mental health plan which outlines what populations and service gaps need to be addressed. Consistent with the Ocean County Mental Health Plan Update 2023-2026, the following areas have been established as priorities for this funding opportunity:

1. Projects that increase or improve access to outpatient psychiatric services, including psychiatric evaluation and medication management
2. Projects that increase access to outpatient therapy, early detection of mental health conditions, and early intervention
3. Projects that support case or care management for individuals with serious and persistent mental illness
4. Projects that facilitate supportive housing and residential units and programming
5. Projects that cultivate clinical and non-clinical interventions for individuals with co-occurring mental illness and substance use disorder
6. Projects that address the needs of special populations (e.g. individuals dually diagnosed with developmental disabilities and mental health conditions, young adults, older adults, youth, justice involved individuals).
7. Workforce development projects for staff recruitment and retention

Projects in other areas may be submitted and will be considered subject to the availability of funds. All funding recommendations will be contingent upon the adoption of the Calendar Year (CY) 2024 County budget.

### **Definitions**

- Consumer Driven and Community Focused- Services and the processes that create and sustain them will be inclusive and accepting of all people. Consumers and communities are the central focus at the core of our system.
- Equitable Access- Community-based mental health services will be distinguished by the equitable access it offers.
- Evidence-Based Best Practices- Innovative, outcomes driven quality practices based on the most up-to-date research and knowledge. Using the best available evidence for decision-making and providing efficient and effective services on a scientific basis.
- Integrated Systems Approach- A comprehensive continuum of well-coordinated services and supports already exist within the County of Ocean and under the oversight of the Ocean County Mental Health Board. Mental Health is integral to an overall vision of population health. Toward that end, all services will be integrated within the system components that address the determinants of health.

### **Roles and Deliverables**

The successful vendor(s) shall:

- Prepare, maintain and provide records, reports, and perform other administrative responsibilities as required by the County of Ocean.
- Comply with any program and financial monitoring.
- Comply with County, Regional, State and Federal rules and regulations applicable to the service delivery of funded projects.
- Report to the Ocean County Mental Health Board and participate in the Professional Advisory Committee (PAC) and/or Children's InterAgency Coordinating Council (CIACC) meetings as appropriate.
- Collect, analyze, and report utilization and performance data.
- Maintain effective working relationships with partners.

## **Eligible Applicants**

Organizations that are eligible to apply for this funding opportunity include non-profit, for-profit, or community based organizations, located in and serving Ocean County. 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.

***Community Mental Health Centers (CMHCs)*** supply outpatient services for individuals who are chronically mentally ill, children with serious emotional disturbances, the elderly, and consumers who have been discharged from inpatient treatment at a mental health facility. CMHCs also provide prevention, early detection and intervention, peer support, partial care, intensive outpatient, psychosocial rehabilitation services, community support services to residential programming, as well as specialized behavioral health services for veterans, justice-involved individuals, police partnerships, and those enrolled in diversion programs. CMHCs are safety net programs that accept Medicaid and Medicare insurance plans and consumers who are currently uninsured.

***Psychiatric emergency screening centers*** are designated by the NJ Division of Mental Health and Addiction Services (DMHAS) pursuant to NJAC 10:31. Screening centers are public or private ambulatory care services with mobile capacity that provide certified psychiatric emergency evaluations and crisis intervention services 24 hours per day, 365 days a year to children, adults, and senior adults in behavioral health crisis who are at risk of psychiatric hospitalization or involuntary commitment. Assessments are provided on-site, off-site via mobile outreach, or through telehealth technologies. The mode of stabilization will depend on the seriousness of the impairment, degree of potential dangerousness and the availability of appropriate services. Screening centers also operate 24/7 crisis telephone services, crisis counseling supports in response to disaster or other traumatic events that affect the community, and community education and information regarding behavioral health and the system of care. Another important aspect is co-location, co-response, and other collaborative efforts with local law enforcement agencies that improve interventions with individuals experiencing a behavioral health crisis.

***Certified Community Behavioral Health Clinics (CCBHCs)*** are facilities specifically designed to provide a community with an all-inclusive range of substance use and mental health disorder services, especially for individuals who have the most complex needs. CCBHCs must offer or provide through designated collaborating organizations the following services: Crisis services; Screening, assessment, and diagnosis; includes risk assessment; Person-centered treatment planning; Outpatient mental health and substance use services; Primary care screening and monitoring of key indicators/health risk; Targeted case management; Psychiatric rehabilitation services; Peer support and family supports; Community-based mental health care for members of the U.S. Armed Forces and veterans; and comprehensive training for staff in areas such as trauma informed care. The NJ Division of Mental Health and Addiction Services and the U.S. Substance Abuse and Mental Health Services Administration can certify CCBHCs. For-profit organizations and clinics are not eligible to become a CCBHC.

Other Behavioral Health Providers may include organizations licensed to conduct at least one of the above service elements (*e.g. outpatient mental health, partial care, community support services*), acute psychiatric inpatient facilities, prevention focused agencies, peer support and wellness centers, and organizations that provide family support and behavioral health care to children. Practitioners must be licensed or certified in their area of practice in the State of New Jersey.

Preference will be given to applications that are easily accessible to residents throughout the county. Consortium proposals are encouraged.

## **Funding Availability**

Contingent upon the adoption of the CY2024 County budget, funds in the amount of \$2,355,023 are anticipated to be available. Requests for indirect or general and administrative costs may not exceed 10% of the total funding request. Neither funding availability nor allocations are guaranteed in future contract periods. A request for a price escalation may be considered for subsequent years, but must be submitted at least sixty (60) days prior to the end of a current year, and must be approved by both parties prior to the next year effective date. Retroactive price increase adjustments will not be considered.

## **Term**

The Ocean County Department of Human Services is seeking proposals for a 12 month contract term (January 1, 2024 – December 31, 2024), with a possible option to renew for two (2) additional one-year periods, based on positive monitoring and the availability of funds.

## **Proposal Submission Requirements**

Questions about this solicitation must be submitted using the Ocean County Procurement Portal Website no later than 5:00 PM on Friday, October 13, 2023.

All proposals should include the following documents:

1. Agency Background and Experience (2 pages maximum)
  - Include the following for the organization:
    - 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.
    - 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.
    - 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). Attachments excluded from page limit.
    - Attach a copy of the organization's Continuity of Operations Plan (COOP), which documents how your organization will perform essential operations during an emergency situation or long-term disruption, which might last from 2 days to several weeks. The plan will identify functions, departmental communication methods, and alternate personnel, systems and locations. Explain how your organization will plan to continue operations with or without delay under all conditions. Attachments excluded from page limit.
    - Provide your agency's grievance policy and describe in detail what measures are taken administratively within your organization to ensure client satisfaction issues are addressed in a timely and reasonable fashion. Attachments excluded from page limit.
    - If applicable, provide your agency's cultural competence plan. Attachments excluded

from page limit.

2. Computed Budget Proposal and Project Description (2 pages each maximum, *per project*)

➤ Include the following for the organization:

- Describe the services and specific activities that the agency proposes.
- Describe the frequency and duration of services. Indicate type of enrollment cycle (closed cycle, rolling admission, etc.) Indicate times and days that the program will operate per week, and any organization closings (e.g. holidays) on which services will not be conducted. Be sure to distinguish operating hours for in-person services and other service delivery methods.
- List and describe locations where the services will be offered. Clearly delineate the principal location in which the agency will operate the program and outreach locations that will be established for the proposed program through partnerships or affiliation agreements.
- Explain the staffing pattern for the proposed program. This should include the number of paid staff and any volunteers or consultants, as well as describe supervision and shift structure. List staff with title/position, qualifications (license, certification, and/or degree), license number, years of experience, and department/program within the agency. Attach job descriptions for any new or currently vacant positions only. Resumes and copies of individual licenses are not necessary.
- Overview the training each staff will receive, including any relevant certifications, professional development, and resource training. How will staff competence be assessed and monitored?
- Describe the target population to be served including eligibility and exclusionary criteria. Explain how enrollment will be managed, including triage and implementation of a waitlist if needed. Describe the procedure for responding to referrals, including outreach to the participant and to the referral source. Describe the process for referrals to and coordination with partner organizations.
- How many participants would be served in a year? Indicate daily program capacity and participant/staff ratio, as appropriate.
- Describe the process of service assessment and planning and any standardized tools or instruments that will be employed. Indicate specific tool(s) or instrument(s) to be used to measure progress.
- Describe how process indicators such as number of clients served, sessions held, linkages successful, and participant satisfaction will be tracked and reported. Be sure to reflect process indicators for care management, family support, as well as community education.
- Indicate the desired outcomes of the proposed program, target benchmarks for each, and how each will be measured. How and why will the service achieve the results stated?
- Describe your organization's ability to meet the specific needs of other special populations if applicable (i.e. individuals with language barriers, who have experienced homelessness, with mental health and/or substance use conditions).
- Define the criteria for exit from the program. Describe policies regarding causes for termination of services with a participant.
- Explain the methods of community education and public awareness, and marketing of the service that will be employed.
- Provide a detailed implementation plan, including all required activities to roll out the program proposed, responsible parties, and associated timeframes.
- Submit a cost proposal or fee schedule for each Project Description. 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).
- Describe each element of the funding request in a budget narrative. The narrative should align with the cost proposal or fee schedule.

- Explain why County funds are needed and will not supplement or supplant other sources of funding.
3. Certificate of Insurance
  4. Current List of Board of Directors
  5. Certified Audit or Financial Statement
  6. 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
  7. Organizational Chart to illustrate the reporting relationships and chains of command within the organization.
  8. NJ Certificate of Employee Information Report Approval issued by the NJ Department of Treasury or AA-302 Initial Employee Information Report.
  9. 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
  10. Prohibited Russia-Belarus Activities & Iran Investment Activities
  11. Statement of Ownership in compliance with N.J.S.A. 52:25-24.2. (Mandatory Document)
  12. Non-Collusion Certification
  13. Signature Page

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.

<u>40</u> % - <b>Technical Criteria</b>
<u>30</u> % - <b>Management Criteria</b>
<u>30</u> % - <b>Cost Criteria</b>

#### 1. Technical Criteria:

- Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?
- Is the vendor's proposal complete and responsive to the specific requirements?
- Are all aspects of the proposed service described and explained?
- Is the implementation plan viable?
- Is there evidence to support the efficacy of the proposed methodology?
- Does the vendor's proposal use innovative technology and techniques?

## 2. Management Criteria:

- Does the proposal adequately address all response items?
- Does the proposer appear to be a solid organization who has demonstrated the ability to perform the functions described in its project plan?
- Is the staffing plan and organizational chart adequate?
- Does the vendor document experience administering similar programs and services?

## 3. Cost Criteria:

- How does the cost compare to other similarly scored proposals?
- Is the price and its component charges, fees, etc. adequately explained or documented?

**Ranking** - All proposals will be reviewed for completeness and qualifications by a review committee of the Ocean County Mental Health Board, and must receive final approval from the Ocean County Board of Commissioners. Proposals must receive an average score of at least 67% to be considered for funding. Proposals may be awarded funding in whole or in part, based on the recommendation of the review committee. 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.

**Appeals** – Please be advised, based on County policy in implementing the Open Public Contracts Law and Regulation NJSA 40A:11-1, applicants have the right to appeal actions or decisions related to this solicitation pertaining to procedural, statutory, or regulatory violations. Appeals that challenge the evaluation of proposals will not be entertained. If issuing an appeal, provide a detailed summary of any New Jersey Local Public Contracting Law and Regulation (NJSA 40A:11-1 et seq.) violation you believe is related to your application. Appeals must be sent in writing via email to Jamie Busch, [jbusch@co.ocean.nj.us](mailto:jbusch@co.ocean.nj.us) within three (3) business days of receiving a letter of rejection for funding.

**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** - 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 response.

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).

**Certified Audit or Financial Statement** – Pursuant to N.J. P.L. 2021 c. 381, an annual charities registration for a charitable organization with revenue, gains, and other support, but excluding non-monetary in-kind donations, of \$1 million or more must be accompanied by an independent audit. For those nonprofit organizations with gross revenue between \$25,000 and less than \$1 million, the financial statements must be certified by the organization's president or other authorized officer. In accordance with the U.S. Office of Management and Budget (OMB) Uniform Guidance and the State of New Jersey OMB Circular 15-08, entities receiving and expending federal and/or state grant funds must comply with audit requirements. An entity that expends \$750,000 or more in federal or state financial assistance during its fiscal year must have a single or program-specific audit conducted for that year. An entity that expends less than \$750,000 but more than \$100,000 (combined amount) during its fiscal year, must have either a financial statement audit or a program-specific audit conducted for that year.

**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](http://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.