



*Barbara Jo Crea, Director*  
*Gary Quinn, Deputy Director*  
*Virginia E. Haines, Commissioner*  
*John P. Kelly, Commissioner*  
*Frank Sadeghi, Commissioner*

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

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

*CC*

*FOOD INSECURITY SERVICES*

*2024*

*ADVERTISEMENT DATE: October 16, 2024*  
*OPENING: November 7, 2024, 4:00 pm*

## ***NOTICE OF COMPETITIVE CONTRACT***

The Ocean County Board of Commissioners is requesting Competitive Contracting proposals from organizations to provide services for Food Insecurity Services.

All proposals must be received prior to **4:00 pm**, prevailing time on Thursday, November 7, 2024.

Proposals will be received electronically via the County's Online Procurement Portal. Specifications are available on the Procurement Portal or for viewing only, in the Department of Purchase, Room #224, Administration Building, 101 Hooper Avenue, Toms River, New Jersey. Direct all inquiries to Jennifer L. Bowens, Purchasing Agent.

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:

**BARBARA JO CREA**, Director

**JENNIFER L. BOWENS**, Purchasing Agent

## *Introduction to Proposers*

Text

### **Summary**

The Ocean County Board of Commissioners is requesting Competitive Contracting proposals from organizations to provide services for Food Insecurity Services.

### **Contact Information**

For further information regarding these specifications, contact

**Rose Marie Bulbach**

Program Specialist 3

Email: [rbulbach@co.ocean.nj.us](mailto:rbulbach@co.ocean.nj.us)

Phone: (732) 506-5374

**Department:**

Human Services

### **Timeline**

<b>Advertising Date</b>	October 16, 2024
<b>Question Submission Deadline</b>	October 25, 2024, 12:00pm
<b>Competitive Contract Receipt Date</b>	November 7, 2024, 4:00pm Administration Building, 101 Hooper Ave., Room 119, Toms River, NJ, 08753

## ***Instructions to Proposers***

### **INTRODUCTION**

The Ocean County Department of Human Services is seeking sealed proposals for Food Insecurity Services to residents of Ocean County experiencing food insecurity. The successful proposer will provide Food Insecurity Services for a one (1) year contract term, with an option to renew up to four (4) additional one (1) year periods.

The U.S. Department of Agriculture (USDA) defines food insecurity as “a lack of consistent access to enough food for an active, healthy life” and estimates that 86.5% of U.S. households, or 116 million individuals were food secure throughout 2023. Countering the stigma and stereotypes around hunger, it is not just the working poor who are defined as being food insecure. Food insecurity affects a wide population of people consisting of, but not limited to, children, seniors, people of color, and people with disabilities. For Ocean County, in 2022, Feeding America reported the rate of food insecurity was at 10.6 percent, or 67,500 households.

### **METHOD OF SUBMISSION**

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

You may only provide one (1) final submission which includes one (1) complete Competitive Contract proposal. ***DO NOT*** submit a hard copy of your electronic submission.

## ***Important Instructions for Electronic Submittal***

The County is accepting electronic bid submissions with Open Gov by following these instructions:

Sign up for a FREE account at <https://procurement.opengov.com/portal/oceancounty>

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 bid of interest, then click "Draft Response".

Follow the instructions to submit the electronic bid.

It is important to note that this process should be completed well in advance of the bid deadline / bid opening. **DO NOT WAIT UNTIL THE LAST MINUTE.** The County's electronic submission system will not allow electronic bids 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 OpenGov bid submission page.

## ***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](http://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.

## *Evaluation Criteria*

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p><b>Technical Criteria</b></p> <ul style="list-style-type: none"> <li>a. Does the proposal demonstrate a clear understanding of the scope of work and related objectives?</li> <li>b. Is the proposal complete and responsive to the specific requirements?</li> <li>c. Is there evidence to support the efficacy of the proposed methodology?</li> <li>d. Plan of Service – design and approach includes mandated services and measurable outcomes?</li> <li>e. Partnerships and Coordination - understanding of and commitment to an integrated service delivery approach and effective working relationships with partner organizations. Ability to leverage resources with other partners resulting in innovative service approaches will be considered.</li> </ul>	Points Based	30 <i>(30% of Total)</i>
2.	<p><b>Management Criteria</b></p> <ul style="list-style-type: none"> <li>a. Organizational Stability, Background, Qualifications, Performance History – whether proposer adequately addressed all the response items and appears to be a solid organization and extent to which proposer demonstrated evidence of ability to perform the functions described in its project plan.</li> <li>b. If applicable, based on an agency background review, the applicant is considered to be in good standing with public funding agents for other programs of similar purpose.</li> <li>c. Staffing Plan and Organizational Chart– completeness of response to the items in the instructions, quality of response, strength of experience, and demonstrated achievements/results.</li> </ul>	Points Based	30 <i>(30% of Total)</i>

3.	<p><b>Strength of Experience</b></p> <p>a. Does the proposer have experience with Federal, State and/or local grants and reporting systems, or other similar government grants and reporting systems?</p>	Points Based	<p>20 <i>(20% of Total)</i></p>
4.	<p><b>Cost Criteria</b></p> <p>a. How does the cost compare to other similarly scored proposals?</p> <p>b. Is the price and its component charges, fees, etc. adequately explained or documented?</p> <p>c. Reasonableness of pricing consistent with the plan of service proposed and the qualifications of proposer</p> <p>d. Ability to leverage resources with other partners resulting in innovative service approaches will be considered.</p>	Points Based	<p>20 <i>(20% of Total)</i></p>

## *Scope of Work*

### **SCOPE OF WORK**

Please refer to the PDF under "Attachments" to view the downloadable Competitive Contract document and Scope of Work.

## *Vendor Questionnaire*

### **OpenGov Vendor Account Verification\***

**I hereby confirm that I am logged into OpenGov using an account directly associated with the Business Name (and corresponding Tax ID number) as provided in all solicitation documentation.** I fully understand that, if awarded a contract with Ocean County, the company information listed in the Contract Information Field will be used for the preparation of all contract documents. *Failure to adhere to these requirements may result in the rejection of this bid.*

Please confirm

\*Response required

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

### **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

### **COMPETITIVE CONTRACT PROPOSAL \***

Please upload your Competitive Contract proposal for Food Insecurity Services.

This should include your Program Narrative and Computed Budget Proposal and Narrative.

**Please note, the only acceptable file forms are as follows:**

**Documents (doc, docx, rtf, txt, xls, xlsx, pdf)**

**Images (jpg, png, bmp, tif)**

\*Response required

**CERTIFICATE OF INSURANCE**

Please upload your Certificate of Insurance for Food Insecurity Services.

**Please note, the only acceptable file forms are as follows:**

**Documents (doc, docx, rtf, txt, xls, xlsx, pdf)**

**Images (jpg, png, bmp, tif)**

**CURRENT LIST OF BOARD OF DIRECTORS**

Please upload your Current List of Board of Directors.

**ORGANIZATIONAL CHART**

Please upload your Organizational Chart.

**CERTIFIED AUDIT OR FINANCIAL STATEMENT**

Please upload a copy of your Certified Audit or Financial Statement.

**Copy of New Jersey Business Registration Certificate/Copy of IRS letter granting tax exempt status under Sec. 501(c)3**

A Valid BRC or Copy of IRS letter granting tax exempt status under Sec. 501(c)3 is required Prior to Award of Contract. Please upload your company's BRC or Copy of IRS letter granting tax exempt status under Sec. 501(c)3.

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

[https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp)

NOTE: a BRC/copy of IRS letter granting tax exempt status is not required at the time of submission, only prior to award of the contract.

**Please note, the only acceptable file forms are as follows:**

**Documents (doc, docx, rtf, txt, xls, xlsx, pdf)**

**Images (jpg, png, bmp, tif)**

**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.**

**Please note, the only acceptable file forms are as follows:**

**Documents (doc, docx, rtf, txt, xls, xlsx, pdf)**

**Images (jpg, png, bmp, tif)**

**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

**PROPOSAL SUBMISSION ACKNOWLEDGMENT\***

The County of Ocean is accepting only electronic proposals for this Competitive Contract. 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 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

**CONTRACT INFORMATION\***

Should your company be awarded a contract with Ocean County, please provide the contact name and address where the contract documents should be mailed.

\*Response required



*Barbara Jo Crea, Director*  
*Gary Quinn, Deputy Director*  
*Virginia E. Haines, Commissioner*  
*John P. Kelly, Commissioner*  
*Frank Sadeghi, Commissioner*

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

***COMPETITIVE CONTRACT***  
***PROPOSAL***  
***FOR***  
***FOOD INSECURITY SERVICES***

# **NOTICE OF COMPETITIVE CONTRACTING PROPOSAL**

## **FOOD INSECURITY SERVICES**

The Ocean County Department of Human Services is seeking sealed proposals for Food Insecurity Services to residents of Ocean County experiencing food insecurity. The successful proposer will provide Food Insecurity Services for a one (1) year contract term, with an option to renew up to four (4) additional one (1) year periods.

### **Introduction**

The U.S. Department of Agriculture (USDA) defines food insecurity as “a lack of consistent access to enough food for an active, healthy life” and estimates that 86.5% of U.S. households, or 116 million individuals were food secure throughout 2023<sup>1</sup>. Countering the stigma and stereotypes around hunger, it is not just the working poor who are defined as being food insecure. Food insecurity affects a wide population of people consisting of, but not limited to, children, seniors, people of color, and people with disabilities. For Ocean County, in 2022, Feeding America reported the rate of food insecurity was at 10.6 percent, or 67,500 households<sup>2</sup>.

### **Scope of Work**

The County of Ocean seeks proposals for Food Insecurity Services provided by local non-profit agencies committed to delivering strategic services to individuals struggling with a lack of consistent access to an adequate amount of healthy and affordable food that are at risk of being homeless.

Categories of service delivery include, but are not limited to:

- Food bank/pantry supplies
- Mobile food pantries
- Community-based food distribution sites
- Home delivered meals for homebound and at-risk populations
- Expanded and improved participation in federal/state nutrition programs (SNAP)
- Expanding food distribution in underserved areas
- Projects to reduce food waste
- Online grocery ordering and delivery

Regardless of service category(ies) selected, program activities shall include (but are not limited to):

- An intake process that includes a comprehensive assessment of client’s presenting difficulties and eligibility for the program.
- Service delivery plans that detail what assistance is needed and how the program is able to assist the client. Service delivery plans must include timelines, agreed upon outcomes and sustainable goals.
- Linkage to other supportive programs that will help to secure longer term success which includes information and outreach specific to other programs and services for which clients may be eligible.
- Level of service tracking with demographic markers.
- Quality assurance and improvement measures that include, client service satisfaction feedback.

### **Standards of Operation and Policies**

The quality of services delivered through this solicitation should be consistent with the standards and policies of the County of Ocean and shall follow or exceed the following standards:

- Service delivery plans that detail what assistance is needed and how the program is able to assist the client.
- Participants shall be referred to the Ocean County Board of Social Services, to apply for the Supplemental Nutritional Assistance (SNAP) Program, and any other county welfare and other feeding programs that may be applicable (e.g. W.I.C. at the Health Department for pregnant women, infants, and children up to age 5, who meet the income eligibility requirements). Recipients may also be directed to on-line applications for these programs.

- Linkage to other supportive programs that will help to secure longer term success which includes information and outreach specific to other programs and services for which clients may be eligible.
- The provider shall have staff with expertise in human and social services available in the community.
- When clients do not speak English as their principal language, assistance or information pertaining to this service shall be provided in the language spoken by those clients.
- The Provider will collect and aggregate monthly and quarterly utilization and other descriptive data in a format approved by the Ocean County Department of Human Services in collaboration with the Program Coordinator.
- Plans shall be established, as appropriate to the service, for emergencies and/or service cancellation. The provider shall contact the participant and/or provide the service in event of emergency or anticipated service schedule alteration/ cancellation, etc.
- Quality assurance and improvement measures that include, but are not limited to, client service satisfaction feedback, client success self-assessments and staff satisfaction feedback with program operations.
- The provider agency shall be required to comply with relevant federal, state, and local background laws, including environmental laws and federal civil rights and nondiscrimination requirements, which include prohibitions on discrimination on the basis of race, color, national origin, sex, (including sexual orientation and gender identity), religion, disability, age, or familial status.
- The Provider will attend community planning, awareness and education sessions including, but not limited to, the Human Services Advisory Council and the Homeless Prevention and Assistance Coalition held in Ocean County.

All providers shall ensure the following policies are upheld through service provision and service administration.

- As appropriate, participants of this service shall be informed that donations are accepted for services provided and that the nature of such donations shall be anonymous and voluntary and shall further serve to expand services to others in need.
- Participants of this service shall be informed of the grievance policy, and provided a copy of any grievance policy, should they be denied service or dissatisfied with the service. This policy shall be submitted with the agency's application for this solicitation.
- All providers shall comply with HIPAA Requirements.
- All Providers shall ensure the Notice of Nondiscrimination is posted in a conspicuous spot and distributed with the Notice of Privacy Practices to participants at the time of initial contact or application for any programs, services and or supports.
- All providers shall have a continuity of operations plan established and available to submit with their application for this solicitation.

### **Location**

The provider shall have offices and/or outreach sites which are convenient and accessible within the County of Ocean, as well as incorporate virtual service delivery mechanisms on an ongoing basis.

### **Eligible Applicants**

Organizations that are eligible to apply for this funding opportunity include 501(c)(3) non-profit organizations located in and serving Ocean County and possess over five (5) years of experience providing food insecurity and support services to Ocean County residents.

The successful vendor is expected to comply with all fiscal and programmatic reporting required by the Ocean County Department of Human Services.

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

If a proposer is aware of any potential conflict of interest, disclosure must be a part of the Certifications attached to this proposal. A conflict of interest would occur if members of the proposing organization whether as an employee, officer or director receives compensation or business for services rendered to the County of Ocean or

have direct or consulting agreement, including those through family or business ties.

Proposers are prohibited from contacting or discussing this solicitation with members of the Ocean County Human Services Advisory Council, or any other Boards or Commissions organized through the Ocean County Department of Human Services. Such contact and any attempts to sway decision making will result in disqualification of the bid.

### **Funding Availability**

Funding awarded through this process is contingent upon availability of funds and the adoption of the annual County Budget. A total of \$60,000.00 is anticipated to be available for the current contract term.

### **Funding Parameters:**

- Funds may not be used to supplant other sources of funding.
- Neither funding availability nor Ocean County allocations are guaranteed in future contract periods.
- The successful proposer will be paid on a fee-for-service basis.
- No match or in-kind contribution is required, but proposals that leverage other resources will be prioritized.
- Administrative Costs up to 10%

### **Term**

The Ocean County Department of Human Services is seeking proposals for a contract term of January 1, 2025 through December 31, 2025, with a possible option of renewal for up to four (4) additional one (1) year periods, contingent upon the successful delivery of services and funding availability.

### **Proposal Submission Requirements**

Responses to this Request for Competitive Contract Proposals must be received prior to 4:00pm prevailing time on **November 7, 2024**. DO NOT WAIT UNTIL THE LAST MINUTE. The County's electronic submission system will not allow proposals to be submitted once the deadline has passed.

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

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.

Proposers shall complete all documents and acknowledge all terms included in 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.

To ensure an open and transparent process, the Department of Human Services staff cannot respond to questions about this solicitation via phone or email while it is open or in review. **Questions** about this solicitation **must** be submitted using the Ocean County Procurement Portal website, no later than 12:00 PM on **October 25, 2024**. Any inquiries received beyond that date and outside of the Portal cannot be addressed. Ocean County Department of Human Services staff are limited in the method and content of communication regarding proposal applications and the process to reduce conflict, bias and any potential unfair advantage.

All proposals should include the following:

1. OpenGov Vendor Account Verification
2. Documents to be executed:
  - a. Signature Page\*
  - b. Non-Collusion Certification\*
  - c. 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\*
  - d. Statement of Ownership in compliance with N.J.S.A. 52:25-24.2. **(Mandatory Document)\***
  - e. Prohibited Russia-Belarus Activities & Iran Investment Activities\*
3. Competitive Contract Proposal (REQUIRED):
  - a. Program Narrative
  - b. Computed Budget Proposal and Narrative
4. Valid, unexpired Certificate of Insurance
5. Current List of Board of Directors
6. Organizational Chart
7. Certified Audit or Financial Statement
8. 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
9. NJ Certificate of Employee Information Report Approval issued by the NJ Department of Treasury or AA-302 Initial Employee Information Report
10. Mandatory Equal Employment Opportunity Compliance Statement
11. Americans with Disabilities Act Provisions Compliance Statement
12. Proposal Submission Acknowledgement

*\* Note: Failure to properly submit any of the documents listed in #2 may be cause for rejection of your proposal as stated on the Ocean County Procurement Portal website. The forms 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. DocuSign is the preferred method of form submission for the County of Ocean.*

**\*\* ATTENTION\*\* Responses received pursuant to this solicitation are subject to complete disclosure pursuant to the Open Public Records Act.** Please note that disclosure includes any and all attachments and addenda supplementing the solicitation response. Accordingly, please do not include personal identifying information in any supplementary documents submitted with the solicitation response.

By submitting a proposal to the County of Ocean for this solicitation, the applicant(s) acknowledge and consent to an agency background review. This review may include, but is not limited to, inquiries made with public funding agents to assess the applicant's standing with respect to other programs of a similar purpose. The County of Ocean reserves the right to determine whether the applicant is in good standing based on information received during this review, and any findings may impact the evaluation and consideration of the proposal.

1. **OpenGov Vendor Account Verification** must be confirmed.

2. All **required documents** provided in the Vendor Questionnaire must be filled out and included with your submission, including: (a) Signature Page; (b) Non-Collusion Certification; (c) 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; and

d. **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.

e. **Certification of Non-Involvement in Prohibited Activities**

### *Certification of Disclosure of Investment Activities in Iran*

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

The Chapter 25 list must be reviewed prior to completing the certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Disclosure of Investment Activities in Iran.

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

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionsearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. Certification form must be completed prior to contract award and is provided in the specification documents (DocuSign).

*Please note that, where applicable, the County's preferred method of document submission is DocuSign.*

**3. Competitive Contract Proposal** (REQUIRED) must include a Program Narrative and a Computed Budget Proposal and Narrative.

**a. Program Narrative** should be comprised of four sections as follows:

#### ***Basic Agency Information***

1. Include agency name, CEO or Executive Director's name, mailing and physical addresses, and main phone number, as well as the name, phone, and email address of the contact person for this proposal.
2. Provide the corporation type and, if applicable, documentation of Section 501(c) 3 tax exempt status.
3. Overview of the organization's qualifications and alignment with the services sought by the RFCC.

#### ***Agency Background Information***

1. A basic organizational description, including but not limited to year established, governance structure, principal programs and services, executive leadership, annual budget, and number of full-time staff. Include a table of organization.
2. Give the agency's mission statement.
3. Please describe how you have operated a program of similar size and scope to the one proposed and/or past experience in managing quality programs, including but not limited to individuals served, services and activities delivered, contract values, and related performance outcomes achieved.
  - a. *Please give the performance measures outcomes achieved for the two most recent years.*
  - b. *Describe any experience with federal, state or local grants and grant reporting systems.*
4. Describe past success in developing effective working relationships with partner organizations.
5. Address, with specificity, if your agency has had any public or private grants rescinded for noncompliance or inability to administer the grant.

### ***Description of Program***

1. Describe your proposed model for effectively delivering the required services to participants, referencing and aligning program criteria within the description.
2. Describe the behavior, knowledge, and skills that are expected to occur or be gained through the individual's participation in the program. Objectives must be measurable, attributable to the program, and related to the goals of the funding source.
3. How many participants would be served in a year? Indicate daily program capacity and staff ratio.
4. 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.
5. Describe the procedure for responding to referrals, including outreach to the participant and to the referral source.
6. Describe the procedure for re-engaging with those who are not participating appropriately.
7. Describe how the program will ensure eligibility while protecting against duplication of existing services available within the community.
8. Include timeframe for outreach to the participant and for case management alerts.
9. Describe your organization's ability to meet the specific needs of other special populations if applicable (i.e. individuals with language barriers, those living with disabilities and mental health and/or substance use conditions).
10. How will you measure benchmarks set for the program? Submit any forms used for tracking progress and reporting purposes. How and why will the service achieve the results stated?
11. Describe the methods that will be used to ensure those served will meet planned goals within the target time frame. If there is not satisfactory progress, what steps/ procedures will be in place to address the situation?
12. Describe any special strength or features that make your service different from similar offerings available, including any innovative approaches and best practices that will be utilized in providing these services.
13. Describe how your organization envisions its role and relationship within the County's system of care.
14. If your organization is not presently a part of the County's service delivery system, describe how you will work with the current providers to prepare for an efficient transition. Please include a timeline that details the transition steps to be taken (i.e. staff hired, policies developed, etc.) and the anticipated completion date for each transitional activity.

### ***Program Management***

1. Provide resumes and/or job descriptions of all staff and positions relevant to this program. Describe their management authority and responsibilities. Be clear as to currently employed staff to be assigned to this program and new positions to be hired for assignment to this program.
2. Describe the hiring or selection process for employees and volunteers that would be assigned to the program.
3. Provide a Table of Organization that illustrates the structure of the staff to be used in support of the program within the larger agency structure. The organizational chart should list the percentage of dedicated time for all staff positions that are anticipated to work in support of the program, the employee's date of hire, and the employee's annual salary.
4. If applicable, clearly describe and attach any cooperative agreements (i.e. Memorandums of Understanding, Articulation Agreements) with any other entity that will be delivering services described the proposal.
5. Describe the organization's internal controls that will be used for maintaining all records and documents (including participants). Identify how participant records will be kept and what will be included in those records.
6. Describe the systems that will be used to report programmatic and fiscal activities and how they will be used to exercise management control of the services and activities.
7. Describe how the proposed program will be internally monitored by the organization and the organization's process for continuous quality improvement. Attach questionnaires, staff surveys, or other

forms that will be used.

8. Describe the methods that will be used to evaluate participant satisfaction. How will this information be used? Attach questionnaires, client satisfaction surveys, or other forms that will be employed.
9. Describe your plan for new employee orientation and ongoing staff development to ensure that your staff are well-trained in the applicable rules, regulations, and best practices.
10. What evidence suggests that your organization has the capability and commitment to achieve the results stated above?
11. A Continuity of Operations Plan (COOP) 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.

#### **b. Computed Cost Proposal and Narrative Format**

Prepare a line item operating budget using a schedule of fees and expected units of services to be provided within the contract period. Include a budget narrative to clarify and annotate the budget. Explain any in-kind contributions or match funds to be utilized. In-kind or matching funds are not required but will be considered favorably to maximize available resources. The successful bidder will be compensated on a fee-for-service reimbursement schedule.

**4. A copy of a valid, unexpired 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.

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.

5. A list of the **Board of Directors** for the organization should be submitted.

6. A table of organization or **Organizational Chart** should be submitted to illustrate the structure of the staff and volunteers to be used in support of the proposed program within the larger agency structure, the reporting relationships, and chains of command within the organization. The organizational chart should list the percentage of dedicated time for all staff positions that are anticipated to work in support of the program, the employee's date of hire, and the employee's annual salary.

7. **Certified Audit or Financial Statements** should be attached.

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.

8. Submit a copy of the organization's **New Jersey Business Registration Certificate** in compliance with N.J.S.A. 52:32-44 **OR** a copy of IRS letter granting tax exempt status under Sec. 501(c)3.

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

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.

9. 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** or equivalent should be included.

### **Evaluation and Award**

**Ranking** - A review committee will review and rank all responses. All proposals will be reviewed for completeness and qualifications. Upon completion of proposal evaluation and any negotiation required, the review committee will make a recommendation to the Board of Commissioners.

**Evaluation Criteria** - 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. *Proposals must receive an average score of at least 75% to be considered for funding.*

- 30% - Technical Criteria**
- 30% - Management Criteria**
- 20% - Strength of Experience**
- 20% - Cost Criteria**

#### **1. Technical Criteria:**

- a. Does the proposal demonstrate a clear understanding of the scope of work and related objectives?
- b. Is the proposal complete and responsive to the specific requirements?
- c. Is there evidence to support the efficacy of the proposed methodology?
- d. Plan of Service – design and approach includes mandated services and measurable outcomes?
- e. Partnerships and Coordination - understanding of and commitment to an integrated service delivery approach and effective working relationships with partner organizations. Ability to leverage resources with other partners resulting in innovative service approaches will be considered.

#### **2. Management Criteria:**

- a. Organizational Stability, Background, Qualifications, Performance History – whether proposer adequately addressed all the response items and appears to be a solid organization and extent to which proposer demonstrated evidence of ability to perform the functions described in its project plan.
- b. If applicable, based on an agency background review, the applicant is considered to be in good standing with public funding agents for other programs of similar purpose.
- c. Staffing Plan and Organizational Chart– completeness of response to the items in the instructions, quality of response, strength of experience, and demonstrated achievements/results.

#### **3. Strength of Experience:**

- a. Does the proposer have experience with Federal, State and/or local grants and reporting systems, or other similar government grants and reporting systems?

#### **4. Cost Criteria:**

- a. How does the cost compare to other similarly scored proposals?
- b. Is the price and its component charges, fees, etc. adequately explained or documented?
- c. Reasonableness of pricing consistent with the plan of service proposed and the qualifications of proposer.
- d. Ability to leverage resources with other partners resulting in innovative service approaches will be considered.

**Right to Negotiate** - After the County's completion of the evaluation process, the County may elect to initiate contract negotiations. The option of whether or not to initiate contract negotiations rests solely with the County. If the County elects to initiate contract negotiations, these negotiations cannot involve changes in the County's requirements or the proposal(s) submitted, which would, by their nature, affect the basis of the source selection and competition previously conducted.

**Failure to Negotiate-** If the selected proposer(s) fails to provide information required to begin negotiation in a timely manner, if the proposer(s) fails to negotiate in good faith, if the County and proposer(s) cannot mutually agree to an acceptable expenditure, or if the proposer(s) and the County, after a good faith effort, cannot come to terms, the County may terminate negotiations with the proposer(s) initially selected and commence negotiation with the next highest ranked proposer(s).

**Awards** - Final funding decisions rest with the Ocean County Board of Commissioners. 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 Rose Bulbach ([rbulbach@co.ocean.nj.us](mailto:rbulbach@co.ocean.nj.us)) within three (3) business days of receiving a letter of rejection for funding.

#### **Open Public Records and Review Results** -

Records and results may be obtained by submitting an Open Public Records Act (OPRA) request to the Ocean County Clerk of the Board's office. Through this OPRA request, you will have an opportunity to gain insight into the quantitative and qualitative feedback specific to the Proposal Review technical evaluation. For more information, please click on this link: <https://co.ocean.nj.us/frmOpraLaw.aspx>

#### **Other Terms**

**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.

**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).

**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.

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**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** –

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## Appendix A

- 1 [Definitions of Food Security](https://www.ers.usda.gov/publications/pub-details/?pubid=109895): <https://www.ers.usda.gov/publications/pub-details/?pubid=109895>
- 2 [Feeding America](https://map.feedingamerica.org/county/2022/overall/new-jersey/county/ocean): <https://map.feedingamerica.org/county/2022/overall/new-jersey/county/ocean>