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

***COMPETITIVE CONTRACT
REQUEST FOR PROPOSAL***

FOR

2022-2024 Area Plan Contract

Year Three, Older Americans Act

Title III Area Plan Contract

2024

Request for Proposals

The Ocean County Board of Commissioners is requesting qualifications for vendors to provide services for

2022-2024 Area Plan Contract Year Three, Older Americans Act Title III, Area Plan Contract 2024

The Older Americans Act (OAA) was originally signed into law by President Lyndon B. Johnson on July 14, 1965 to meet the diverse needs of the growing numbers of older persons in the United States. The OAA set out specific objectives for maintaining the dignity and welfare of older individuals. It is considered to be the major vehicle for the organization and delivery of social and nutrition services to older individuals and their caregivers, and authorizes a wide array of service programs.

The Ocean County Office on Aging (Ocean County Office of Senior Services) was designated by the State as the Area Agency on Aging (AAA) for Ocean County in 1973. The Office serves the growing population of adults age 60 and over and their caregivers. It develops programs and partnerships to deliver essential services to the population and is the leader relative to all aging issues in the County. As mandated under the Older Americans Act, the Ocean County Office on Aging prepares, develops and carries out an Area Plan Contract (APC), which is approved by the State Division on Aging and Community Services. The goal of this plan is to develop a comprehensive and coordinated system for supportive services, nutrition services and caregiver services for our County residents. These systems are designed to assist older persons in leading independent, meaningful and dignified lives in their own homes and communities for as long as possible.

In an effort to create a comprehensive aging network under the Older Americans Act, the Ocean County Office on Aging distributes federal and state dollars to local agencies to ensure that a wide range of services are available for county Older Adults. In this Request for Proposal process, the Ocean County Office on Aging is looking to fund specific areas such as; access services (Information and Assistance, APC Options Counseling, Outreach, Care Management, Transportation, Assisted Transportation, and Assistive Technology), in-home supportive services (Friendly Visiting, Telephone Reassurance, Residential Maintenance, Housekeeping, Certified Home Health Aide, Emergency, Visiting Nurse and Housing Assistance), community services (Adult Day Services (Social), Adult Protective Services, Legal Assistance, Mental Health, Physical Activity, Education, Socialization/Recreation, Oral Health and Personal Care), nutrition services (Congregate Nutrition, Home Delivered Nutrition, State Weekend Home Delivered Meals, Nutrition Education, and Nutrition Counseling), and caregiver services (NFCSP Information and Assistance, NFCSP Assistive Technology, NFCSP Residential Maintenance, NFCSP Respite Care, NFCSP Support Group, NFCSP Group Education, NFCSP Caregiver Mental Health Counseling, NFCSP Professional In-Home Education and Support, NFCSP Trained Volunteer Assistance NFCSP Visiting Nurse, and NFCSP Housing Assistance).

The Request for Proposal (RFP) is available on the Ocean County Procurement Portal Website: <https://procurement.opengov.com/portal/oceancounty> or available for viewing at the Ocean County Purchasing Department at 732-929-2101.

All proposals must be received prior to **4:00pm**, prevailing time on **Wednesday, June 28, 2023**. The County will not be responsible for late submissions and no proposals will be accepted after the time stipulated in this notice.

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

Signed: **JOSEPH H. VICARI**
Director

JENNIFER BOWENS
County Purchasing Agent



2024 Needs Assessment Survey Results

In April of 2023, Ocean County Office on Aging (Ocean County Office of Senior Services) conducted an online and a paper survey, as well as an in-person public hearing held on April 24, 2023 – polling over 853 constituents that agreed to participate as well as homebound Older Adults that did not have access to a computer. The goal of the Ocean County Office on Aging was to discover the top three factors that contribute to the ability of an Ocean County senior to maintain an independent life, the top three problems that have the greatest impact on the ability of an Ocean County Older Adults to live independently in the community, and the top five choices of necessary services to attain that goal.

Our Needs Assessment survey had three sections with each section containing one question and each question having multiple choices. Our request was for each participant to read each question and then choose those factors they felt most important to their quality of life.

Out of 853 polled respondents:

The Top Three Choices to Maintain an Independent Life:

Access to Healthcare	486
Affordable Services	405
Financial Security	338

The Top Three Concerns that Impact the Ability to Maintain an Independent Life:

Chronic Health Issues	355
Driving (Unable to or Loss of Ability)	246
Preparing Meals	217

The Top Five Services Viewed as a Priority to Maintain an Independent Life:

Transportation	467
Home Delivered Meals	467
Information & Assistance	453
Personal and In-Home Care Services	368
Home Repairs and Maintenance	362

Notice of Competitive Contracting

Notice is hereby given that Ocean County Office on Aging is accepting proposals for the period commencing January 1, 2024 through to December 31, 2024 at the discretion of the county subject to the availability of funds and to the continuing satisfactory performance by the provider of service for Older Americans Act, State Weekend Home Delivered Meals, Safe Housing Transportation, Supplemental Aging Supportive Services, Adult Protective Services, Medicaid Match, Care Management Quality Assurance, Nutrition Services Incentive Programs servicing Ocean County residents 60 years of age and older.

For the 2024 Area Plan Contract (APC), the following services have been established as priorities:

Access: Information and Assistance, APC Options Counseling, Outreach, Care Management, Transportation, Assisted Transportation, and Assistive Technology.

Home Support: Friendly Visiting, Telephone Reassurance, Residential Maintenance, Housekeeping, Certified Home Health Aide, Emergency, Visiting Nurse and Housing Assistance.

Community Support: Adult Day Services (Social), Adult Protective Services, Legal Assistance, Mental Health, Physical Activity, Education, Socialization/Recreation, Oral Health and Personal Care.

Nutrition Support: Congregate Nutrition, Home Delivered Nutrition, State Weekend Home Delivered Meals, Nutrition Education, and Nutrition Counseling.

Caregiver: NFSCP Information and Assistance, NFCSP Assistive Technology, NFCSP Residential Maintenance, NFCSP Respite Care, NFCSP Support Group, NFCSP Group Education, NFCSP Caregiver Mental Health Counseling, NFCSP Professional In-Home Education and Support, NFCSP Trained Volunteer Assistance, NFCSP Visiting Nurse, and NFCSP Housing Assistance.

- See Division of Aging Services Taxonomy attachment for service standards.

Introduction

The County of Ocean is a County of Fifth Class as defined in N.J.S.A. 40A:6-1 et seq. Pursuant to N.J.S.A. 19:44A-20.4 et seq., the County of Ocean requests proposals from firms capable of providing aging services for a one year contract term, commencing January 1, 2024 through December 31, 2024.

The successful vendor(s) must have a minimum of two years experience in providing programs and services to older adults.

Method of Submission

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

You may only provide one (1) final submission which shall consist of one (1) cost proposal and one (1) technical proposal.

DO NOT submit a hard copy of your electronic submission.

Scope of Work

Description of Services Provided within the Program:

1. Provide a detailed description of the services that will be provided. Begin the narrative with the number of units, the number of consumers and the unit cost per taxonomy. Service descriptions must be consistent with the most recent Service Taxonomy of the New Jersey Division of Aging Services.
 - See Division of Aging Services Taxonomy attachment for Taxonomy Standards.
2. If you have applied for a program in the past, provide a detailed explanation on whether this will be the same as the previous program, or something new and different. If different, be sure to elaborate in detail the new concept and new elements of the proposed project below.
3. Needs Assessment: How did you determine this was a needed service, and be specific. Provide a detailed description on how this determination ties to the 2024 Needs Assessment Survey Results.

Methods Utilized to Target Populations:

4. Explain in detail the methods utilized to target the priority population. Target population is defined as minority, poverty, (as defined on the Poverty Income Guidelines), LEP (limited English proficiency), frail/disabled, vulnerable/socially isolated.
 - See Policy Memorandum (PM-90-10, III-6) attachment for Targeting Clients and Services Title III.
 - See Policy memorandum (PM-2023-1, I-1) attachment for Poverty Guidelines.
5. Proposed project staffing and their experiences as it relates to the services to be provided. Is the proposed staffing able to meet the capacity of the proposed project? Provide a detailed Job Descriptions for all personnel budgeted in the proposal.
6. Alternate Plan for unexpected circumstances: If you are faced with an unexpected problem, such as staffing issues, building issues, or environmental issues. Etc. what is your plan to ensure that services will not be interrupted.
7. Provide methods that are utilized to evaluate this project: Provide the multiple methods and feedback used to solicit comments from the target population regarding needs of older adults and caregivers (example: client satisfaction surveys, general surveys). The feedback listed should be independent and self-implemented.

Other Requirements:

8. Plan to allow for consumer donations: Must align with the State of New Jersey Division of Human Services Policy Memorandum 2017-13, I-13.
 - See Policy Memorandum (PM 2017-13, I-13) attachment for Contribution Policy under the Area Plan Contract (APC).
9. Plan to secure additional funding from other sources to sustain the project: Explain the program in place to solicit funding from other sources. List the name of the grant applying or applied for, the expected amount, and how it will expand the program.

Request for Proposal

Include one (1) copy of this page for each program that is being applied for.

Date: _____

Legal Business Name of Applicant: _____

Legal Business Address of Applicant: _____

Telephone #: _____

Fax #: _____

Email Address: _____

Website: _____

Type of Organization: Corporation Non-Profit Governmental

Is Agency exempt under Section 501(c) (3) of the U.S. IRS Code? Yes No

Name of Proposed Project: _____

Project Director: _____

Total Grant Request: \$ _____ Total Project Budget: \$ _____

Proposed Taxonomy Service:

Unit Cost:

Areas to be served: Provide the specific towns. If servicing countywide, please put Ocean County:

Was this program funded in a prior year? Yes No

Agency Personnel:

Project Director: _____ Email: _____

Fiscal Person: _____ Email: _____

Program Contact Person: _____ Email: _____

Request for Proposal Budget Page(s) Instructions

Personnel:

There are three sections that fall under personnel as follows:

- Salaries and Wages- The salaries and wages of all full-time or part-time employees must be entered in this section.
- Fringe Benefits- Include all supplementary compensation and benefits, including FICA, state unemployment, health insurance, disability and life insurance, pension or retirement benefits, and worker's compensation. Fringe benefits cannot exceed 56.8%.

Consultants and Contract Services:

These costs represent service agreements or fees for services rendered by members of a particular profession who are not employees of the provider agency. These costs include medical, educational, psychiatric/psychological fees. Other typical costs included in this category are for legal and accounting services, employment fees, data processing services, payroll preparation, and management services. Charges for brokerage and investment services, commissions, and collection fees are not allowed.

Travel (paid staff only):

Travel costs are allowable for expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business related to the Older Americans Act (OAA) program. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual cost incurred, or a combination of the two, provided the method used is applied to an entire trip, and results in charges consistent with those normally allowed in like circumstances in non-federally sponsored activities.

- Include reimbursement rate per mile as well as total cost. Travel costs are allowable for expenses for transportation, lodging, sustenance, and related items incurred by employees who are in travel status on official business incident to the Older Americans Act (OAA) program.
- Include allowable training and educational expenses and the costs of any in- house or outside meetings and conferences that are for the dissemination of technical information relative to the Agency's program activities.

Food (allowed for nutrition programs only):

Food costs include all raw food costs and consumable products that directly relate to the delivery of meals to an eligible participant of Older Americans Act (OAA) and related funding. Food costs also include food prepared and delivered under a separate meal provider contract. To be eligible, the meal must meet all eligibility criteria:

- The meal must meet one-third of the Recommended Dietary Allowance (RDA),
- Be served to an "eligible individual" (any person age 60 and over) and his/her spouse, and
- Be served by an agency, which is under jurisdiction, control, management, and authority of the Area Agency on Aging or Aging or the NJ State Division of Aging and Community Services.
 - See Policy Memorandum (PM 2020-15, I-15) attachment for New Jersey Standards for the Nutrition Program Serving Older Adults.

Building Space:

The cost of space in privately or publicly owned buildings used for the benefit of the Older Americans Act (OAA) program is allowable subject to the following conditions: the total cost of space, whether in a private or publicly owned building, may not exceed the rental cost of comparable space and facilities in a privately owned building in the same locality; and the cost of space procured for Older Americans Act (OAA) program usage may not be charged to the program for periods of non-occupancy unless approved by the Division.

These costs represent allowable expenses associated with the usage and maintenance of buildings utilized by the agency for the funded program. Facility costs must be allocated on a logical and equitable basis (usually square footage).

- Rental Cost - Include the total allowable rental cost.
- Maintenance and Operation – The cost of utilities, insurance, security, janitorial services, elevator services, upkeep of grounds, normal repairs and alterations and the like, are allowable to the extent they are not otherwise included in rental or other charges for space.

Printing and Office Supplies:

The cost of supplies and material necessary to carry out the Older Americans Act (OAA) programs are allowable. Purchases made specifically for the Older Americans Act (OAA) program should be charged thereto at their actual prices after deducting all cash discounts, trade discounts, rebates, and allowances received by the grantee. Costs for printing and reproduction services necessary for Older Americans Act (OAA) program administration including, but not limited to forms, reports, manuals, and informational literature, are allowable. The cost of data processing services for OAA programs is allowable. This cost may include rental equipment. The acquisition of equipment, whether by outright purchase, rental purchase agreement or other method of purchase is allowable only with prior approval of the Division as required pursuant to the Division's policies and procedures for capital expenditure. Unapproved expenditures in this category may be disallowed. Other, less expensive, equipment (under \$250) that is not specifically defined above is allowable.

Equipment:

The cost of equipment, other capital assets, and repairs that materially increase the value or useful life of capital assets is allowable when the Division specifically approved such procurement. When assets acquired with Older Americans Act (OAA) funds are sold, or are no longer available for purposes authorized by the OAA, the equity in the asset will be refunded to the APC in the same proportion as federally and matching participation in its cost.

Other Costs:

Advertising: Advertising media includes newspapers, magazines, radio and television programs, direct mail, trade papers, and the like. The advertising costs allowable are those which are solely for:

- Recruitment of personnel required for the Older Americans Act (OAA) program, or
- Solicitation of bids and/or proposals for the procurement of goods and services required for Older Americans Act (OAA) programs, or
- Disposal of scrap or surplus materials acquired in the performance of the OAA program agreements, or
- Other purposes specifically provided for the Older Americans Act (OAA) program agreement.

Advisory Councils: Costs incurred by AAA advisory councils or committees established pursuant to Older Americans Act (OAA) requirements to carry out Older Americans Act (OAA) programs are allowable. Expenses for subcommittees to individual service projects are not allowed unless the subcommittee is part of the AAA advisory council. Travel of the advisory council is to be included in the "Travel" section of the approved budget.

Accounting: The cost of establishing and maintaining accounting and other information systems required for the management of OAA programs is allowable.

Communications: Communication costs incurred for telephone calls or service, teletype service, TTY, postage, courier service, fax, cell phone, e-mail, language line, virtual meeting platforms, internet cost and similar expenses are allowable.

Exhibits: Costs of exhibits relating specifically to the OAA programs are allowable.

Maintenance and Repair: Costs incurred for maintenance, repair or upkeep of property that keeps it in an efficient operating condition are allowable.

Meetings and Conferences: Costs are allowable when the primary purpose of the meeting is the dissemination of technical information relating to OAA programs and they are consistent with regular practices followed for other for other activities of OAA programs.

Memberships: The cost of membership in civic, business, technical and professional organizations is allowable provided the benefit from the membership is related to the OAA programs, the expenditure is for AAA not individual membership, the cost of the membership is related to the value of the services or benefits received by the OAA programs, and the expenditure is not for membership in an organization that devotes a substantial part of its activities to influencing legislation.

Publications: The cost of books and subscriptions to civic, business, professional, and technical periodicals is allowable when related to the OAA programs.

Training and Education: The cost of in-service training customarily provided for employee development that directly or indirectly benefits OAA programs is allowable. Out-of-service training involving extended periods of time is allowable only when specifically authorized by the Division.

Indirect Costs:

The Division allows indirect costs to be applied to Title III grants as matching share only. For the purpose of the APC accounting system, indirect costs are to shown as in-kind. All budgets, which have an amount entered on the “Indirect Cost” line, attach the agency’s proof of indirect rate, which specifies and itemizes exactly how indirect costs are calculated. The calculated amount must agree with the amount entered on the “Indirect Costs” line.

Credits:

Participant Income: Section 310 of the OAA provides that all services coming under the OAA and related funds have provisions allowing participants to voluntarily contribute to the cost of the service. Such contributions shall be encouraged for individuals whose self-declared income is greater than 185% of the poverty line, at contribution levels based on the actual cost of services. Contributions are to be used to supplement (not supplant) funds received under the OAA.

Participants must be given the opportunity to contribute. All income that is realized from participant contributions is to be included in this category. The Older Americans Act provides that all services coming under the Older Americans Act and related funds have provisions allowing participants to contribute. All income that is realized from participant contributions is to be included in this category. A minimum of \$10 should be recognized.

- See Policy Memorandum (PM - 2017-13, I-13) attachment for Contribution Policy for Under the APC.

Other Income: This category is to be used when reporting program income other than participant contributions. The source of such income is to be identified whiting the service provider’s grant/contract, inter agency agreement or letter of agreement.

Municipal Funds:

Include local and private funds.

- See Policy Memorandum (PM - 2021-6, I-6) attachment for Policies and Procedures for the Financial Management of APC Programs and Services

Request for Proposal Budget Pages

Include one (1) copy of this page for each program that is being applied for.

Title of Project:	
Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Funded in a Prior Year	
If funded in a prior year, list total amount of funding you received:	
Project Director (Name, Address):	Dates of Project Period:
	From:
	Through:
	Total Amount:
Type of Organization: <input type="checkbox"/> Public Agency <input type="checkbox"/> Private Non-Profit Agency <input type="checkbox"/> For Profit Agency	
Applicant Agency (Name and Address):	Payee (Specify to whom checks should be sent: Name, Title, and Address):
Name, Title, Address of Official authorized to sign for applicant agency:	Office Of Senior Services (AAA) Use Only:
	Funding Source:
	Federal Sources:
	USDA/NSIP:
	COLA Supplemental:
	State:
	County:
	Amount \$
Total Project Cost:	↓ ↓
Estimated Project Income:	
Project Net Cost (Line A Less Line B):	
Local Non-Federal Participation:	
Funds Requested (Line C Less Line D):	

Request for Proposal Budget Pages Continued

Include one (1) copy of this page for each program that is being applied for.

Categories	Total:
Total Personnel (Payroll & Fringe) Cost:	
Total Consultants & Contract Services (Attach consultant contract):	
Total Travel (Staff only-including training mileage):	
Total Food (allowable for Nutrition Program Only):	
Total Building Space:	
Total Printing & Office Supplies:	
Total Equipment:	
Total Other Costs (Attach proof of other costs on letterhead):	
Total Indirect Costs (Attach proof of indirect costs on letterhead):	
Total Budgeted Costs:	
LESS:	
Participant Income Total:	
Other Income Total:	
Municipal Funds:	
Private Funds:	
Net Budgeted Costs:	

Total Budgeted Costs, LESS Participant Income, Other Income, Municipal Funds, and Private Funds to find Net Budgeted Costs. All totals must be in whole dollars.

- See Policy Memorandum (PM - 2021-6, I-6) attachment for Policies and Procedures for the Financial Management of APC Programs and Services

Proposal Submission Required Attachments:

All proposals should include the following documents. Failure to submit any of these documents may be caused for rejection of proposal.

- ✓ Statement of Ownership in compliance with N.J.S.A. 52:25-24.2. (Mandatory Document)
- ✓ Prohibited Russia-Belarus Activities & Iran Investment Activities
- ✓ 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
- ✓ Non-Collusion Certification
- ✓ 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
- ✓ Current Employee Information Report Form
- ✓ Copy of Charities Registration Renewal. The funding contract requires that the Charitable Registration Certificate with the State of New Jersey must be renewed annually, at the end of your fiscal year. The renewal form may be downloaded from the State of New Jersey's Website – www.state.nj.us – under the search tool: CRI, which will bring you to another site: NJ Charitable Registration Form. Scroll to the bottom to select the registration form that applies to your organization.
- ✓ Signature Page
- ✓ Addendum Acknowledgement (If Issued, Mandatory)
- ✓ Organizational Chart
- ✓ Current List of Board of Directors
- ✓ Scope of Work
- ✓ Request for Proposal
- ✓ Specific Measurable Objectives
- ✓ Request For Proposal Budget Pages
- ✓ NAPIS Compliance. Programmatic and Fiscal Reporting Requirements as Revised for all Area Plan Contract (APC) Programs.
- ✓ Area Plan Contract (APC) Process Agreement
- ✓ Area Plan Contract (APC) Logo Compliance
- ✓ Current Certificate of Occupancy regarding building space where services are being offered.
- ✓ Certificate of Insurance. The **Project Grantee** shall provide to the County of Ocean a certificate(s) of insurance as verification of:
 - **Fidelity Bond:** in the amount equal to the total cost of grant, including all sources of funding, which the recipient shall maintain until all financial transactions under this award, are completed.
 - **Comprehensive General Liability:** Limits of liability shall not be less than \$2 million per occurrence for bodily injury liability and property damage liability.
 - **Comprehensive Automobile Liability:** if applicable, to cover owned, non-owned, and hired vehicles with minimum limits of \$2 million per occurrence for bodily injury liability and property damage liability.
 - **Worker's Compensation Insurance:** applicable to the laws of the State of New Jersey and Employer's Liability Insurance with a limit of not less than \$100,000.00
 - **Professional Liability:** if applicable, Policy coverage with a limit of not less than \$2 million.The certificate holder must be the **Ocean County Board of Commissioners** and the certificate holder must be names as additional insured on the certificate. Copies of each insurance certificate shall be furnished to the County with Proposal.
- ✓ Certificate of Incorporation (New Applicants Only)
- ✓ Certified Agency Audit (New Applicants Only)
- ✓ References (New Applicants Only)

Selection Criteria

The Director of Ocean County Office on Aging (Ocean County Office of Senior Services) shall designate a committee to review and rank all responses. The award of a contract is based on the standing of the score obtained on the Rating Sheet and the availability of funds. The Ocean County Office on Aging (Ocean County Office of Senior Services) has established a procedure for proposal review, which assures that each proposal is carefully considered. Of major importance, is the appropriateness of the proposed project in relation to the objectives and priorities of the Ocean County Office on Aging, the ability of the service provider to ensure effective implementation of the proposed project, and the adequacy of the budget, personnel, and the methodology presented in the application. Proposed projects must demonstrate the ability to reach target populations. The selection criteria to be used in awarding a contract for the services described herein shall include:

- 40 % Proposer's Understanding of the Project**
- 25 % Experience and Qualifications**
- 15 % Contractual Conditions**
- 20 % Cost Criteria**

Proposer's Understanding of the Project:

Proposals will be evaluated against the questions set forth below:

- Has the proposer demonstrated a thorough understanding of the purpose and scope of the project?
- How well has the proposer identified pertinent issues and potential problems related to the project?
- Has the proposer demonstrated that they understand the deliverables the County expects them to provide?
- Has the proposer fully responded to all the questions set forth herein?
- Does the proposal depict a logical approach to fulfilling the requirements of the RFP?

Experience and Qualifications:

Proposals will be evaluated against the questions set forth below:

- Do the individuals assigned to the project have experience on similar projects?
- Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in work this project requires?
- How extensive is the applicable education and experience of the personnel designated to work on the project?
- Has the proposer demonstrated experience in completing similar projects?
- How successful is the general history of the proposer regarding timely and successful completion of the projects?
- Has the proposer provided letters of reference from previous clients?

Contractual Conditions:

Proposals will be evaluated against the questions set forth below:

- Has the proposer provided a sample Certificate of Insurance evidencing the required types and levels of insurance coverage?
- If the proposer requested any modifications to the Specifications, are they reasonable and acceptable to the County?

Cost Criteria:

Proposals will be evaluated against the questions set forth below:

- How does the cost compare to other similarly scored proposals?
- Is the price and its component charges, fees, etc. adequately explained or documented?
- Ability to leverage resources with other partners resulting in innovative service approaches will be Considered

The following are application procedures for Title III Area Plan Contract:

- The typed Applicant name is to be consistent within the entire document where asked for Applicant-Provider Name
- The fillable online application must be completed and submitted through the online submission method by the grant application deadline. No paper copies will be accepted.
- All sections of the grant application shall be complete in order to be considered.
- No proposal will be considered after **4:00 pm** on the **June 28, 2023** deadline.
- Service providers must be located and have a designated office in Ocean County.
- Logo **MUST** be visibly displayed on agency website and promotional materials when appropriate.
 - See page 22 for Area Plan Contract (APC) logo requirements.
- The proposal must include the following:

Scope of Work

- Detailed description of services
- Same as previous or new and different
- Needs Assessment
- Methods used to target specific population
- Project staffing
- Alternate Plan
- Methods used to evaluate the proposed project
- Consumer donations
- Plan to secure additional funding.

Request for Proposal

- Agency Information
- Type of Organization
- Name of proposed project
- Grant Request
- Project Budget
- Taxonomy/ Unit Information
- Areas to be served
- Agency Personnel

Specific Measurable Objectives

- Name of service
- Number of units for each service
- Cost specified for each service
- Target groups specified for each service. Target Group Specifications apply to all RFP's.

Request for Proposal Budget Pages

- See Policy Memorandum (PM - 2021-6, I-6) attachment for Policies and Procedures for the Financial Management of APC Programs and Services.

Proposal Submission Requirements:

All responses to the Competitive Contract:

1. Must be submitted electronically via the Ocean County Procurement Portal at <https://procurement.opengov.com/portal/oceancounty> and must be received prior to 4:00pm, prevailing time on **Wednesday, June 28, 2023**.
2. The County will not be responsible for late submissions and no responses to this Competitive Contract RFP will be accepted by the County if received after the time stipulated above.

Award:

The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interests of Ocean County. The County reserves the right to negotiate the terms and conditions of a contract with the successful vendor or vendors to obtain the most cost advantageous services for the County. The County reserves the right to reject any or all proposals in accordance with N.J.S.A. 40A:11-13.2, or to waive any informalities and non-material defects in the proposals and to accept any proposal deemed in the best interest of the County. It is to be understood by the proposer that their proposal is submitted on the basis of specifications prepared by the County and the fact that any proposer is not familiar with these specifications or conditions will not be accepted as an excuse.

Indemnity Clause:

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

Insurance Requirements:

The contractor shall maintain primary insurance to protect against all claims under Worker’s Compensation, Comprehensive General Liability, Automobile, Fidelity Bond, and Professional Liability. 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 limits listed below.

The Project Grantee shall provide to the COUNTY OF OCEAN a certificate(s) of insurance as verification of:

Worker's Compensation

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

Comprehensive General Liability

Limits of liability shall not be less than \$2 million per occurrence for bodily injury liability and property damage liability.

Comprehensive General Liability shall include the following:

- Coverage for explosion, collapse or underground hazards.
- Occurrence basis coverage.
- Broad form property damage coverage.
- 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.

Professional Liability (if applicable):

Policy coverage with a limit of not less than \$2,000,000.

Comprehensive Automobile Liability (if applicable) shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$2,000,000 per accident and including coverage for all of the following:

1. Liability arising out of the ownership, maintenance or use of any auto;
2. Auto non-ownership and hired car coverage.
3. 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.

Fidelity Bond:

In the amount equal to the total cost of the grant, including all sources of funding, which the recipient shall maintain until all financial transactions under this award, are completed. The certificate holder must be the **Ocean County Board of Commissioners** and the certificate holder must be named as additional insured on the certificate. Copies of each insurance certificate shall be furnished to the County with Proposal (when requested)

Additional Information:

It is to be understood by the proposer that their proposal is submitted on the basis of specifications prepared by the County and the fact that any proposer is not familiar with these specifications or conditions will not be accepted as an excuse. Payments will be made upon the approval of vouchers submitted by the successful proposer in accordance with the requirements of the Board of Commissioners and subject to the Board of Commissioners customary procedures. The County will not pay interest or late fees regardless of language provided.

Ocean County Board of Commissioners will make award at the second Commissioners Board meeting in January 2024 for the adoption of the resolution funding.

The County of Ocean is exempt from any State sales tax or Federal excise tax. "All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable."

Pay to Play Requirements:

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

Certification of Non-Involvement in Prohibited Activities in Iran:

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

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: (excluding Professional Contracts)

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

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

New Jersey Business Registration Certificate:

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

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

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

During the course of contract performance:

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

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a

complete and accurate list of all subcontractors used and their addresses.

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

Completion of Documents:

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

Please carefully review your Division of Aging Services Taxonomy and attached Policy Memorandums to ensure that your Request for Proposal complies with service components and standards.

Technical Assistance meeting will be held on **June 13, 2023 at 10:00 am to 12:00 pm** via Microsoft Teams at the link below and is available on the Ocean County Office of Senior Services website:
<https://co.ocean.nj.us/OC/SeniorServices/firmHomeSS.aspx>

Microsoft Teams link for Technical Assistance meeting:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_Mzc0OTA1YzEtMjk0OS00NGY2LTg3MmItZjVhYmFkNjFhYzU3%40thread.v2/0?context=%7b%22Tid%22%3a%22db9cdc8c-6fae-4c51-a7a2-638f7e69aecc%22%2c%22Oid%22%3a%22680fe81f-cf54-4491-93dc-843f3a135248%22%7d

Meeting ID: 218 779 252 463

Passcode: yxcghr

Or call in (audio only)

+1 848-200-0868, United States, Edison

Phone Conference ID: 443 965 891#.

If you are experiencing difficulties entering the Teams Meeting, please contact the Office of Senior Service at (732) 929-2081.

Programmatic and Fiscal Reporting Requirements as Revised for all Area Plan Contract Programs: (NAPIS COMPLIANCE)

The Assistant Secretary for Aging of the Administration on Aging under the Older Americans Act of 1965 must report to the President and to Congress annually on the aging network performance. National Aging Programs Information System (NAPIS) reporting compliance is mandated to meet federal and state program and fiscal requirements. Administration on Aging revised reporting requirements are required for all data collected by State agencies, area agencies on aging and all AAA funded service providers. These OMB approved reporting requirements are a revision of those, which were previously in effect. Therefore, the revised NAPIS reporting requirements are mandated for all Area Plan Contract services and all AAA service providers.

As part of the program year of 2024, project will comply with all NAPIS reporting requirements, and the utilization of Social Assistance Management System (SAMS) web based system.

Signature: _____

Title: _____

Date: _____

Area Plan Contract (APC) Process Agreement

The applicant has reviewed the contracting process and agrees to wait until the second Commissioners Board meeting in January 2024 for the adoption of the resolution funding.

Signature: _____

Title: _____

Date: _____

Area Plan Contract (APC) Logo Compliance

The below images show the minimum size requirements for use of grant logo. All program material must feature the complete logo as provided. Logo must be readable and no smaller than minimum size requirements indicated.

The Ocean County Office on Aging (Ocean County Office of Senior Services) Logo above cannot appear smaller than sizes indicated above. The above version of the logo must be used; any other version will not qualify.

200 px



Funded in part by a grant
from the Ocean County
Board of Commissioners

50 px

Width: 200 px

Height: 50 px

115 px



Funded in part by a grant
from the Ocean County
Board of Commissioners

100 px

Width: 115 px

Height: 100 px

Signature: _____

Title: _____

Date: _____