

**REQUEST FOR PROPOSAL FOR
Parent Management Training for Oppositional and Conduct Problem Children**

RFP # 09-067

COUNTY OF GLOUCESTER

Contract Term

November 5, 2009 through December 31, 2009

**SUBMISSION DEADLINE
AT WHICH TIME PROPOSALS WILL BE OPENED AND READ IN PUBLIC IS**

**October 16 2009
10:00 A.M.**

ADDRESS ALL PROPOSALS TO:

**PETE MERCANTI, DIRECTOR
PURCHASING DEPARTMENT
COUNTY OF GLOUCESTER
ONE N. BROAD STREET
WOODBURY, NJ 08096**

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING PROPOSAL

COUNTY OF GLOUCESTER
ONE N. BROAD STREET
WOODBURY, NJ 08096

CONTACT PERSON

PETE MERCANTI
Director, Purchasing Department
(856) 853-3420

PURPOSE OF REQUEST

1. The Counties of Gloucester, Cumberland, and Salem are requesting proposals from qualified individuals and firms to provide an 8-week training program for the “Kendall Cognitive Behavioral Therapy” model for children (anxiety, depression, anger management ages 5-12). **(See Attachment A1 for specifications)**
2. The Counties of Gloucester, Cumberland, and Salem are requesting proposals from qualified individuals and firms to provide an 8-week training program for Cognitive Behavioral Therapy (CBT) for Child and/or Adolescent Depression **(See Attachment A2 for specifications)**
3. The Counties of Gloucester, Cumberland, and Salem are requesting proposals from qualified individuals and firms to provide an 8-week training program for Parent Management Training for Oppositional and Conduct Problem Children **(See Attachment A3 for specifications)**

PERIOD OF CONTRACT

Upon Date of Award (November 4, 2009) to December 31, 2009.

METHOD OF PAYMENT

Contractor shall be paid in accordance with the Contract document upon receipt of an invoice and a properly executed voucher. After approval by Counties, the payment voucher shall be placed in line for prompt payment.

Each invoice shall contain an itemized, detailed description of all work performed during the billing period. Failure to provide sufficient specificity shall be cause for rejection of the invoice until the necessary details are provided.

PROCEDURE FOR PAYMENT OF BILLS

The Contractor shall bill on a monthly basis for work performed pursuant to this contract, including interim bills, final bills and bills for the release of retainage.

The Contractor shall submit its bill only on the County's periodic billing date.

The periodic billing date for such bills shall be that date which is 20 days prior to the second monthly meeting of the Gloucester County Board of Chosen Freeholders, (the "Bill Approval Meeting"). At each such Bill Approval Meeting, the Board of Freeholders shall approve and certify the submitted bills, and direct that payment be made within 10 days of such meeting date.

The County shall examine the bills submitted on the periodic billing date prior to the Bill Approval Meeting. In the event that the County shall determine that all or some portion of the payment should be withheld, the County shall notify the Contractor in writing of the amount withheld and of their reasons for withholding payment.

The balance of the bill will be presented for payment at the Bill Approval Meeting.

Either party to this Contract may demand that a dispute concerning whether a party has failed to make payments pursuant to the provisions of N.J.S.A. 2A:30A-1 et. seq., be submitted to non-binding mediation.

CONTRACT FORM

The successful proposer shall be required to execute the County's form contract, which includes the indemnification, insurance, termination and licensing provisions set forth in this RFP. A complete copy of a draft Counties form contract is available upon request.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the County arising out of, or by reason of, the work done and materials furnished under this Contract.

DETAILED REQUIREMENTS OF THE

REQUEST FOR PROPOSAL FOR

1. GLOUCESTER COUNTY FACTS AND FIGURES – Gloucester County is a legal, governmental entity. Its governing body consists of seven freeholders, elected at large by eligible voters of Gloucester County.

The County's population is approximately 282,000 and it consists of approximately 329 square miles of area.

It employs approximately 1,550 people in about 40 departments. It owns administration buildings, courthouse buildings and parks and recreation facilities.

It owns correctional services facilities consisting of detention facilities for men, women and juveniles.

Its operating budget is approximately \$207 million. It provides significant and diverse services to its residents, including those in the senior, disabled, veterans, and other communities.

CUMBERLAND COUNTY FACTS AND FIGURES – Cumberland County is a legal, governmental entity. Its governing body consists of seven freeholders, elected at large by eligible voters of Cumberland County.

The County's population is approximately 146,438 and consists of approximately 499 square miles of area.

It employs approximately 1,060 people in about 33 departments. It owns administration buildings, courthouse buildings and park and recreation facilities.

It owns correctional services facilities consisting of detention facilities for men, women and juveniles.

Its operating budget is approximately \$114 million. It provides significant and diverse services to its residents, including those in the senior, disabled, veterans, and other communities.

SALEM COUNTY FACTS AND FIGURES – Salem County is a legal, governmental entity. Its governing body consists of seven freeholders, elected at large by eligible voters of Salem County

The County's population is approximately 64,286 and it consists of approximately 338 square miles of area.

It employs approximately 550 people. It owns administration buildings, courthouse buildings and parks and recreational facilities.

It owns correctional services facilities consisting of detention facilities for men, women and juveniles.

Its operating budget is approximately \$74 million. It provides significant and diverse services to its residents, including those in the senior disabled, veterans, and other communities.

NATURE OF SERVICES –

The Counties of Gloucester, Cumberland, and Salem are requesting proposals from qualified individuals and firms to provide an 8-week training program for the “Kendall Cognitive Behavioral Therapy” model for children (anxiety, depression, anger management ages 5-12). **(See Attachment A1 for specifications)**

The Counties of Gloucester, Cumberland, and Salem are requesting proposals from qualified individuals and firms to provide an 8-week training program for Cognitive Behavioral Therapy (CBT) for Child and/or Adolescent Depression. **(See Attachment A2 for specifications)**

The Counties of Gloucester, Cumberland, and Salem are requesting proposals from qualified individuals and firms to provide an 8-week training program for Parent Management Training for Oppositional and Conduct Problem Children **(See Attachment A3 for specifications)**

2. Proposer's should educate itself further with regard to additional statistical information which it may need to prepare its proposal.

3. **STANDARD REQUIREMENTS OF TECHNICAL PROPOSAL -**

Proposers should submit a technical proposal which contains the following:

- A. The name of the proposer, the principal place of business and, if different, the place where the services will be provided;
- B. The age of the proposer's firm and the average number of employees over the past three years;

- C.** The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles;
- D.** A listing of all other engagements where services of the types being proposed were provided in the past ten years. This should include other Counties governments and other levels of government. Contact information for the recipients of the similar services must be provided. The Counties may obtain references from any of the parties listed;
- E.** A detailed plan for providing the proposed services. **(See Attachment B)** Proposes need a complete a detailed plan for each proposed service submitted.
- F.** Proof of professional liability insurance;
- G.** Proof of any necessary professional license or certification from the State of New Jersey for all professionals assigned to the engagement;
- H.** Statement that the firm has Workers' Compensation and Employer's Liability Insurance in accordance with New Jersey law;
- I.** Statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency;
- J.** A description of the proposer's office location and an explanation of the proposer's availability for meetings, conferences, training and emergency response at the County's facilities;
- K.** An Affirmative Action Statement (copy of form attached);
- L.** A completed Non-Collusion Affidavit (copy of form attached);
- M.** A completed Owner Disclosure Statement (copy of form attached);
- N.** A statement that the proposer will comply with the General Terms and Conditions required by Counties and enter into the Counties standard Professional Services Contract;
- O.** A copy of the proposer's Business Registration Statement.
- P.** A representation that all services will be performed within the United States of America.

4. SPECIALIZED REQUIREMENTS OF TECHNICAL PROPOSAL –

The proposer demonstrate the ability to:

The Counties of Gloucester, Cumberland, and Salem are requesting proposals from qualified individuals and firms to provide an 8-week training program for the “Kendall Cognitive Behavioral Therapy” model for children (anxiety, depression, anger management ages 5-12). **(See Attachment A1 for specifications)**

The Counties of Gloucester, Cumberland, and Salem are requesting proposals from qualified individuals and firms to provide an 8-week training program for Cognitive Behavioral Therapy (CBT) for Child and/or Adolescent Depression **(See Attachment A2 for specifications)**

The Counties of Gloucester, Cumberland, and Salem are requesting proposals from qualified individuals and firms to provide an 8-week training program for Parent Management Training for Oppositional and Conduct Problem Children **(See Attachment A3 for specifications)**

5. PAYMENT SCHEDULE:

The services provided under this agreement shall be paid for monthly by the County of Gloucester, payable after the services are completed and the invoice is submitted and approved by the County of Gloucester. Purchasing will then match the invoice with the voucher, receiving report and purchase order. After all paperwork is reviewed the voucher will be prepared for payment.

6. LICENSING:

If the successful proposer or any of its subcontractors is required to maintain a license in order to perform the services which are the subject of this contract, then prior to the effective date of this contract, and as a condition precedent to its taking effect, the successful proposer shall provide to the County a copy of all current licenses to operate in the State of New Jersey. All licenses shall be current and in good standing and shall not be subject to any current action to revoke or suspend.

Successful proposer shall notify the County immediately in the event of suspension, revocation or any change in status (or in the event of initiation of any action in status) of license or certification held by the successful proposer or its agents and/or subcontractors. The successful proposer shall during the term of the contract, provide County with proof of renewal of any license for any of proposer’s employees, which renewals occur during the term of the contract.

7. INDEMNIFICATION:

The successful proposer shall be responsible for, shall keep, save and hold the Counties of Cumberland, Gloucester and Salem harmless from, and shall indemnify the Counties of Cumberland, Gloucester and Salem against any claim, loss liability, expense (specifically including but not limited to costs, counsel fees, and/or experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of the successful proposer's services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the successful proposer's failure to provide for the safety and protection of its employees, or from the successful proposer's performance or failure to perform pursuant to the terms and provisions of this contract.

The successful proposer's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

8. INSURANCE:

The successful proposer shall maintain general liability, automobile liability, and Worker's Compensation Insurance in amounts and with companies deemed satisfactory by the Counties.

The insurance company must be licensed to do business in the State of New Jersey and be in compliance with any and all applicable requirements of the State of New Jersey.

The successful proposer shall, simultaneously with the execution of a contract, deliver certifications of said insurance to the Counties, naming the Counties as an additional insured.

9. APPLICABLE LAW:

The terms and provisions of this contract shall be construed pursuant to the laws of the State of New Jersey.

10. INDEPENDENT CONTRACTOR STATUS

The parties acknowledge that the successful proposer is an independent contractor and is not an agent of the Counties.

11. TERMINATION:

Any contract entered into by and between the Counties and the successful proposer may be terminated as follows:

- A. If successful proposer and/or any of its employees and/or agents are required to be licensed and/or registered in order to perform the services which are the subject of this or any agreement thereof, then the agreement shall be terminated in the event that the appropriate governmental entity with jurisdiction has instituted an action

to have the contractor's license and/or registration suspended or revoked, or in the event that such entity has revoked or suspended said license or denied such registration. Notice of termination pursuant to this subparagraph shall be effective immediately upon the giving of said notice.

- B.** The Counties shall have the right, in their sole discretion, to declare this agreement terminated in the event of any material breach of this agreement by the successful proposer. Such termination shall be effective upon the expiration of ten (10) calendar days' notice to the successful proposer. However, the Counties shall not have the right to declare the contract terminated in the event the vendor cures said breach within the notice period.

Note: Supplemental information may be requested and an interview may be required.

12. COST PROPOSAL - Proposers should submit a cost proposal which would include all details of any fees to be paid to proposer. The Counties do not provide payment for or reimbursement for travel expenses.

13. DISCUSSIONS WITH PROPOSERS – An oral presentation by a proposer to clarify a proposal may be required at the sole discretion of the Counties. However, the Counties may award a contract based on the initial proposals received without discussion with the proposer. If oral presentations are required, they will be scheduled after the submission of proposals. Proposer will not be compensated for making the presentation.

14. PROPOSAL EVALUATION - Counties will select the most advantageous proposal based on all of the evaluation factors set forth at the end of this RFP. However, cost is important to the Counties. The Counties may, if deemed useful, attempt to negotiate an acceptable fee with the most qualified proposer. The Counties will make the award that is in the best interest of the Counties based on cost and other considerations.

Each proposal must satisfy the objectives and requirements detailed in this RFP. The features of the proposal, considered together with its economic and other benefits, will form the basis for the evaluation process.

The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Counties reserves the right to:

- a.** Not select any of the proposals.
- b.** Select only portions of a particular proposer's proposal for further consideration (however, proposers may specify portions of the proposal that they consider "bundled".)
- c.** Award a contract for the requested services at any time within 60 days of the

selection of the most advantageous proposal. Every proposal should be valid through this time period.

The Counties shall not be obligated to explain the results of the evaluation process to any proposer.

The Counties may require proposers to demonstrate any services described in their proposal prior to award.

15. PROPOSAL LIMITATIONS - This RFP is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Counties by issuance of this RFP. The Counties reserve the right at their sole discretion to refuse any proposal submitted.

16. USE OF INFORMATION - Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like (“Information”) furnished or disclosed by the Counties to the proposer in connection with this RFP shall remain the property of the Counties. When in tangible form, all copies of such information shall be returned to the Counties upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Counties or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

17. PROPRIETARY INFORMATION – Any proposal submitted may become public information. Proprietary information such as client lists and non-public financial statements may be protected under limited circumstances. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Proposers must clearly identify in the proposal any specific proprietary information they request be protected. Proposals may be reviewed and assessed by any person at the discretion of the Counties. All materials submitted become the property of the County of Gloucester and may be returned only at the County’s option.

18. GENERAL TERMS AND CONDITIONS –

- A.** The Counties reserve the right to reject any or all proposals, if necessary, or to waive any informality in the proposals, and unless otherwise specified by the proposer, to accept any item, items or services in the proposals should it be deemed in the best interest of the County to do so.
- B.** In case of failure by the successful proposer, the Counties of Gloucester, Cumberland, and Salem may procure the articles or services from other sources, deduct the cost of the replacement from money due to the proposer under the contract, and hold the proposer responsible for any excess cost occasioned thereby.

- C.** The Proposer or subcontractor, where applicable, shall be responsible for, shall keep, save and hold the Counties of Gloucester, Cumberland, and Salem harmless from, shall indemnify and shall defend the Counties of Gloucester, Cumberland, and Salem against any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of the proposer's services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the proposer's failure to provide for the safety and protection of its employees, or from proposer's performance or failure to perform pursuant to the terms and provisions of this Contract. The proposer's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.
- D.** The proposer shall maintain sufficient insurance to protect against all claims under Workmen's Compensation. General and Automobile Liability and shall be subject to approval for adequacy of protection.
- E.** Each proposal must be signed by the person authorized to do so.
- F.** Where applicable, payments will be made upon the approval of vouchers submitted by the successful proposer in accordance with the requirements of the Board of Chosen Freeholders and subject to the Board of Chosen Freeholder's standard procedures.
- G.** The Counties of Gloucester, Cumberland, and Salem are exempt from any State sales tax or Federal excise tax. In submitting its proposal, the proposer certifies that its total base proposal does not include any NJ State Sales Tax.
- H.** The contract shall be in effect for one (1) year from date of award unless otherwise stated.
- I.** Proposals may be hand delivered or mailed consistent with the provisions of the legal notice to proposers. In the case of mailed proposals, the Counties assumes no responsibility for proposals received after the designated date and time and will return late proposals unopened.
- J.** In accordance with Affirmative Action Law, P.L. 1975, c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful bidder must agree to obtain individual employer certification and number and complete Affirmative Action employee information report (form AA-302). Also, during the performance of this

contract, the contractor agrees as follows: (a) the contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex or handicap. Such action 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 section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause: (b) 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, sex or handicap; (c) the contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time.

- K.** All services shall be performed within the United State of America.
- L.** All proposals submitted shall include in the price any applicable permits or fees required by any other government entity that has jurisdiction to require the same.
- M.** By submission of the proposal, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Counties harmless in any case of any such infringement.
- N.** No proposer shall influence, or attempt to influence or cause to be influenced, any Counties officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- O.** No proposer shall cause or influence, or attempt to cause or influence, any Counties officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.

- P.** Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Counties purchasing agent's decision shall be final and conclusive.
- Q.** The Counties of Gloucester, Cumberland, and Salem shall not be responsible for any expenditure of monies or other expenses incurred by the proposer in making its proposal.
- R.** Any prospective proposer who wishes to challenge a proposal specification shall file such challenges in writing with the County of Gloucester Purchasing Department no fewer than Three (3) business days prior to the opening of the proposals. Challenges filed after that time shall be considered void and have no impact on the contracting unit or the award of the contract.
(See Appeals Process Attachment)
- S.** The checklist, affidavits, notices and the like presented at the end of this Request for Proposal are a part of this Request for Proposal and shall be completed and submitted as part of this proposal.

END OF GENERAL INSTRUCTIONS

REQUEST FOR PROPOSAL CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL:

Please initial below, indicating that your proposal includes the itemized document.
A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL.

INITIAL
BELOW

- A. Ten (10) signed copies of your complete proposal. _____
- B. Non-Collusion Affidavit properly notarized _____
- C. Public Disclosure Statement, properly notarized, listing the names of all persons owning ten (10) percent or more of the proposing entity. _____
- D. Authorized signatures on all forms. _____
- E. Business Registration Certificate(s) _____

Note: N.J.S.A 52:32-44 provides that the Counties shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate for the State of New Jersey, and the business registration certificate of any subcontractors, at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

THE UNDERSIGNED HEREBY ACKNOWLEDGES
THE ABOVE LISTED REQUIREMENTS.

NAME OF PROPOSER:

Person, Firm or Corporation

BY: _____
(NAME) TITLE)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted Counties employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted Counties employment goals determined by the Division, pursuant to 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, labor unions, that it does not discriminate on the basis of age, 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, 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

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF GLOUCESTER

ss:

I AM _____

OF THE FIRM OF

UPON MY OATH, I DEPOSE AND SAY: _____

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE COUNTY OF GLOUCESTER RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDING THE CONTRACT FOR THE SAID ENGAGEMENT; AND
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL OF SELLING AGENCIES OF THE PROPOSER. (N.J.S.A.52: 34-25)

SUBSCRIBED AND SWORN TO

BEFORE ME THIS _____ DAY

OF _____ 20_____.

(TYPE OR PRINT NAME OF
AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF

MY COMISSION EXPIRES: _____

COUNTY OF GLOUCESTER

BASIS OF AWARD
(To be completed by Gloucester-Cumberland-Salem Committee)

**CRITERIA FOR EVALUATING PROPOSAL FOR
OUTSIDE AGENCY FUNDING
DEPARTMENT OF HUMAN SERVICES
COUNTY OF GLOUCESTER**

I. Technical Criteria for Evaluation
Proposed Service(s)

- a) Does the vendor understand the scope of work?
- b) Is the vendor's proposal complete and responsive to the RFP package?

Points: _____

II. Management Criteria

1. Project Management

- a) Does the vendor have the administrative capacity to Perform the project?
- b) Is there a management plan?
- c) Will the proposed project provide specified training?

Points: _____

2. History and Experience

- a) Does the vendor have a record of providing quality services?
- b) Does the vendor have prior experience with county funding?

Points: _____

3. Staff Experience

- a) Does the vendor's staff have documentation showing experience in providing the proposed services?
- b) Does the vendor's staff have knowledge in providing services to the proposed target population?

Points: _____

III. Project Cost

- a) Is the price of the project adequately explained?
- b) Is the price reasonable when compared to other similar services?

Points: _____

TOTAL

Total points possible for each application: 100 points

Total points for possible approval: 85 points

Appeals Process Attachment
County of Gloucester
Department of Human Services

- A) Appeals may be requested for the following reasons:
1. Error or fault in the Request for Proposal (RFP) process.
 2. Relevant information contained in the original proposal was not considered in the award process.
 3. A law was violated.
- B) Appeals Process
1. Appellant must notify principal staff person in writing by the imposed deadline, outlining reasons for appeal.
 2. Principal staff person within two (2) working days of receipt will initially review written information.
 3. Staff will then notify Appeals Committee Chairperson of the appeal within three (3) days.
 4. After evaluation of the written appeal and staff evaluation, the Chairperson will decide if additional information is necessary, whether the appeal is valid or invalid and whether a hearing is necessary. No more than three (3) additional days will be granted to obtain additional written information.
- C) **If an appeal is submitted and meets the definition, a meeting with the Appeals Committee Chairperson and Staff will be arranged within the above-specified period.**
- D) The Appeals Committee will **consist of the representatives of from Gloucester, Cumberland and Salem counties** with the Chairperson of the Committee serving as a non-voting member.
- E) Timeframes can be adjusted according to funding agencies Requests for Proposals (RFP) process, timelines or specifications within Federal, State or County guidelines. Any adjustments to the Appeals process will be specified in the RFP package.
- F) **The findings of the Appeals Committee will be considered final.**

**COUNTY OF GLOUCESTER
STOCKHOLDER DISCLOSURE CERTIFICATION
N.J.S.A. 52:25-24.2 (P.L. 1977 c.33)**

**FAILURE OF THE BIDDER/RESPONDENT TO SUBMIT THE REQUIRED
INFORMATION IS CAUSE FOR AUTOMATIC REJECTION**

CHECK ONE:

- I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
- I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check which business entity applies:

- | | | |
|---|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership
Corporation | <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Limited Liability |
| <input type="checkbox"/> Subchapter S Corporation | <input type="checkbox"/> Other _____ | |

Complete if the bidder/respondent is one of the 3 types of Corporations:

Date Incorporated: _____ Where incorporated: _____

Business Address:

Street Address	City	State	Zip
----------------	------	-------	-----

Telephone #	Fax#	Email
-------------	------	-------

Listed below are the names and addresses of all stockholders, partners or individuals who own 10% or more of its stock of any classes, or who own 10% or greater interest therein.

Name	Home Address
------	--------------

Name	Home Address
------	--------------

Name	Home Address
------	--------------

CONTINUE ON ADDITIONAL SHEETS IF NECESSARY: Yes No

Signature: _____ Date: _____ Printed

Name and Title: _____

ATTACHMENT A1

Specifications for supplying and delivery of:

An 8-week training program for Kendall Cognitive Behavioral Therapy model for children (anxiety, depression, anger management ages 5-12). The intent of this RFP is to train current providers of Intensive In-Community (IIC) for Cognitive Behavioral Therapy (CBT) to utilize Evidence-Based Therapy (EBT). These IIC agencies currently service Children that are registered with New Jersey Division of Child Behavioral Health Services (NJDCBHS) and are monitored by the CMO/FSO of Cumberland, Gloucester, and Salem Counties. On-site training sessions are to be held in Cumberland County.

This training program must attain three objectives:

1. Fully train mental health agencies in the delivery of Coping Cat in accordance with best practice standards.
2. Attain a competency and expertise level among therapists that will enable designated therapists to provide agency supervision for Coping Cat and to independently train future staff in Coping Cat within 8 weeks.
3. Children receiving Coping Cat from the mental health agency are to demonstrate behavioral improvement and symptom reduction after completion of Coping Cat through the utilization of Anxiety Disorder Interview Schedule and/or the Child Behavior Checklist.

Should training materials such as Manuals, DVD's, or Computer Software be required for each participant, the cost for these materials must be itemized in the proposal budget.

Please verify the amount of Continuing Education Units (CEU's) you will issue to attendees upon complete of the training session.

INTENT:

It is the intent and purpose of these specifications to describe the type, quality and quantity of items required to be furnished and meet the demands of the using department for furnishing of said items applicable to the request for proposal or is mutually agreed upon.

The conditions and requirements of this specification are intended to be open and non-restrictive for the purpose of obtaining adequate participation of interested vendors, uniformity in the submission of proposals and selection of the most responsible vendor. The Counties shall be the sole judge concerning merits of all proposals submitted.

Each applicant is asked to provide all information requested in the RFP document.

Contract will be awarded to the vendor based on price and other factors.

Request for Funding will not exceed \$36,225

END OF SPECIFICATION

ATTACHMENT A2

Specifications for supplying and delivery of:

An 8-week training program for Cognitive Behavioral Therapy (CBT) for Child and/or Adolescent Depression. The intent of this RFP is to train current providers of Intensive In-Community (IIC) for Cognitive Behavioral Therapy (CBT) to utilize Evidence-Based Therapy (EBT). These IIC agencies currently service Children that are registered with New Jersey Division of Child Behavioral Health Services (NJDCBHS) and are monitored by the CMO/FSO of Cumberland, Gloucester, and Salem Counties. On-site training sessions are to be held in Salem County.

This training program must attain three objectives:

1. Fully train mental health agencies in the delivery of CBT in accordance with best practice standards.
2. Attain a competency and expertise level among therapists that will enable designated therapists to provide agency supervision for CBT and to independently train future staff in CBT within one year.
3. Children receiving CBT from the mental health agency will demonstrate behavioral improvements and symptom reduction after completion of TF-CBT through the utilization of the Child Behavior Checklist and/or the Beck Depression Inventory.

Should training materials such as Manuals, DVD's, or Computer Software be required for each participant, the cost for these materials must be itemized in the proposal budget.

Please verify the amount of Continuing Education Units (CEU's) you will issue to attendees upon complete of the training session.

INTENT:

It is the intent and purpose of these specifications to describe the type, quality and quantity of items required to be furnished and meet the demands of the using department for furnishing of said items applicable to the request for proposal or is mutually agreed upon.

The conditions and requirements of this specification are intended to be open and non-restrictive for the purpose of obtaining adequate participation of interested vendors, uniformity in the submission of proposals and selection of the most responsible vendor. The Counties shall be the sole judge concerning merits of all proposals submitted.

Each applicant is asked to provide all information requested in the RFP document.

Contract will be awarded to the vendor based on price and other factors.

Request for Funding will not exceed \$36,225.

END OF SPECIFICATION

ATTACHMENT A3

Specifications for supplying and delivery of:

An 8-week training program for Parent Management Training (PMT) for Oppositional and Conduct Problem Children. The intent of this RFP is to train current providers of Intensive In-Community (IIC) for PMT to utilize Evidence-Based Therapy (EBT). These IIC agencies currently service Children that are registered with New Jersey Division of Child Behavioral Health Services (NJDCBHS) and are monitored by the CMO/FSO of Cumberland, Gloucester, and Salem Counties. On-site training sessions are to be held

This training program must attain two objectives:

1. Maladaptive parent-child interactions, particularly in relation to discipline practices.
2. Social learning techniques, relying heavily on principles of operant conditioning.

Utilizing Treatment sessions that include instruction in social learning principles and techniques. The therapist will be taught to provide a brief overview of underlying concepts, models the techniques for the parents, and coach's parents in implementing the procedures. Procedures and interaction patterns practiced in the sessions are then used in the home. There should be an extensive amount of practice and shaping of parent behavior within the sessions to develop skills in carrying out the procedures.

Should training materials such as Manuals, DVD's, or Computer Software be required for each participant, the cost for these materials must be itemized in the proposal budget.

Please verify the amount of Continuing Education Units (CEU's) you will issue to attendees upon complete of the training session.

INTENT:

It is the intent and purpose of these specifications to describe the type, quality and quantity of items required to be furnished and meet the demands of the using department for furnishing of said items applicable to the request for proposal or is mutually agreed upon.

The conditions and requirements of this specification are intended to be open and non-restrictive for the purpose of obtaining adequate participation of interested vendors, uniformity in the submission of proposals and selection of the most responsible vendor. The Counties shall be the sole judge concerning merits of all proposals submitted.

Each applicant is asked to provide all information requested in the RFP document.

Contract will be awarded to the vendor based on price and other factors.

Request for Funding will not exceed \$36,225.

END OF SPECIFICATION

**ATTACHMENT B
GLOUCESTER COUNTY
DEPARTMENT OF HUMAN SERVICES
PROGRAM DESCRIPTION, GOALS
AND OBJECTIVES**

Contractor Summary Sheet

1. Incorporated Name of Applicant _____

2. Agency Type: **Public** () **Profit** () **Non-Profit** ()

3. Federal Tax ID Number _____

4. Contractor Address _____

5. Please indicate if you will provide space for training classes. Yes () **No** ()

6. Will the Requestor be required to provide meeting space? Yes () **No** ()

7. In lieu of on-site training, please indicate if you plan to implement Internet type training and the technical requirements for attendees.

Number of Attendees for Training Session: Minimum _____ **Maximum** _____

Proposal Contact Person _____ **Phone Number** _____

Email Address _____ **Fax Number** _____

Contractor Fiscal Year: From _____ **To** _____

Hourly Rate \$ _____ **or Per Person Fee for Class \$** _____

Authorization:

Chief Executive Officer (Print) _____

Signature _____ **Date** _____

1. Program Description:

2. Program Goals:

3. Schedule for Program Implementation:

4. Describe your plan for Program Evaluation and Monitoring:

5. Provide Description and Qualifications of Key Staff Positions:

**ATTACHMENT C
PROPOSED SERVICE
&
LEVEL OF SERVICE DEFINITIONS**

Proposed Service To Be Provided

Target Population to be served _____

Define unit(s) of service:
(Brief Description)

- A. _____

- B. _____

- C. _____

- D. _____

Number of proposed contract units

Cost per unit

- | | | |
|----|-------|----------|
| A. | _____ | \$ _____ |
| B. | _____ | \$ _____ |
| C. | _____ | \$ _____ |
| D. | _____ | \$ _____ |

**ATTACHMENT D
GLOUCESTER COUNTY DEPARTMENT OF
HUMAN SERVICES**

REQUIRED DOCUMENTATION SECTION

DOCUMENT CHECKLIST

The following documentation is required for this contract package or on file with the Gloucester County Department of Human Services. All documents must be updated as changes occur. Verification will be part of the monitoring review of the Grantee.

Document Status

Permanent Documents	On File	N/A	Pending
Certificate of Incorporation			
Tax Exempt Certificate/Letter			
Organizational Chart			
Certificate of Occupancy			

COMMENTS:

Agency Policy Documents	On File	N/A	Pending
Agency By-Laws			
Board Minutes			
Personnel Policies			
Affirmative Action Policy			
Conflict of Interest			
Code of Ethics Policy			
Federal Affirmative Action Approval Letter			
Drug Free Workplace Policy			
American Disability Act (ADA) Policy			
State of NJ: W-9 Vendor Questionnaire			
Fiscal Policies/Accounting Manual			
Agency Procurement Standards			
Transportation Policy			
Discharge/Termination Policy			

**GLOUCESTER COUNTY
DEPARTMENT OF HUMAN SERVICES**

DOCUMENT CHECKLIST

Document Status:

Annual Documents	On File	N/A	Pending
Annual Report to the Secretary of State			
Annual Board of Directors			
Current Audit			
Current IRS 990 Form (Private non-profit agencies only)			
Annual Report of Charitable Organization			

Other Documents	On File	N/A	Pending
Job Descriptions			
Regular Staff Evaluations			
Certifications and Licenses			
Drivers' License(s)			
Municipal Fire, Health & Building Approvals			
Relevant Agency Handbook(s)			

**GLOUCESTER COUNTY
DEPARTMENT OF HUMAN SERVICES
DOCUMENT CHECKLIST**

Insurance Policies	Document Status:		
	On File	N/A	Pending
General Liability			
Workmen's Compensation (Statutory)			
Auto			
Other (Please Specify)			

COMMENTS :

Affiliation Agreements: List any existing Affiliation Agreements below:

I certify, as an authorized representative of the agency, that the information contained in this section is current, complete and in accordance with the appropriate existing Federal, State or Local regulations or/and policies.

By: _____
(Signature)

(Type name)

Title: _____

Date: _____