

REQUEST FOR PROPOSALS FOR
PROVIDING SUBSTANCE ABUSE TREATMENT SERVICES
TO JUVENILES
AT-RISK OR WITHIN THE JUVENILE JUSTICE SYSTEM
FOR THE COUNTY OF SALEM

PROPOSAL SUBMISSION DATE: November 20, 2018
PREVAILING TIME: 10:00 A.M.

SALEM COUNTY Youth Services Commission
Administered by the Inter Agency Council
2nd Floor
98 MARKET STREET
SALEM, NEW JERSEY 08079

REQUEST FOR PROPOSALS
Salem County Youth Services Commission Program Coordinator

The Salem County Youth Services Commission Program Coordinator requests sealed proposals for Providing Services to At-Risk Youth and Juveniles That Are Involved with the Family Court System. Funding is made through the Juvenile Justice Commission, and the Family Court Services Program.

Request for Proposal packages may be obtained daily between 8:30 AM and 3:30 PM from the Youth Services Commission Salem County, 98 Market Street, Salem, New Jersey, or they will be mailed by telephone request (856) 935-7510 extension 8451. Proposal Packages may be made via email to Frank Carozza at frank.carozza@salemcountynj.gov

A Bidder's Conference will be held October 30th at 10:00AM EST at St. John's Parrish Hall, 76 Market Street, Salem, NJ 08079.

Proposals shall be made and submitted in the manner detailed and prescribed in the Request for Proposal package. They shall be enclosed in sealed envelopes bearing the legend, **"Proposal for Providing Substance Abuse Treatment Services with Transportation to At-risk Juveniles for the Salem County Youth Services Commission"** on the outside. The proposals shall be returned to the **Youth Services Commission by November 20, 2018, 10:00 A.M. prevailing time, when they will be opened and read in public. Late proposal submissions will not be considered.**

Bidders are required to comply with the requirements of P.L. 1975, C. 127 (N.J.A.C. 17:27) Affirmative Action.

Any questions regarding the request for proposals prior to the opening may be addressed to the **Youth Services Commission**, 98 Market Street, Salem, New Jersey, 08079; telephone (856) 935-7510, extension 8451.

Frank Carozza
Salem County Youth Services Program Coordinator

Salem County Youth Services Commission

REQUEST FOR PROPOSALS

PROVIDING SERVICES TO AT-RISK YOUTH AND JUVENILES INVOLVED WITH THE FAMILY COURT SYSTEM FOR THE COUNTY OF SALEM

A. General Information

Juvenile Justice Commission (JJC) Funding Sources

Local Level of Funding Administered by the Salem County Youth Services Commission (YSC)

1. State/Community Partnership Grant Program

State/Community Partnership Grant Program (Partnership Program) was established within the Juvenile Justice Commission. Grants are allocated by a formula to each County Youth Services Commission. These funds are used to provide sanctions and services for juveniles adjudicated or charged as delinquent, and to assist preventing and reducing juvenile delinquency.

The goals of the Partnership Program are to:

- a. Encourage the development of sanctions and services for juveniles adjudicated and charged as delinquent, and the program prevention of juvenile delinquency to protect the public, ensure accountability and foster rehabilitation.
- b. Increase the range of sanctions for juveniles adjudicated delinquent.
- c. Reduce overcrowding in state juvenile institutions and other facilities to ensure adequate bed space for serious, violent, and repetitive offenders.
- d. Reduce overcrowding in County detention facilities.
- e. Provide greater access to community-based sanctions and services for minority and female offenders.
- f. Expand programs designed to prevent juvenile delinquency.
- g. Promote public safety by reducing recidivism.

Partnership funds are awarded to the Counties by the Juvenile Justice Commission upon approval of their County Comprehensive Youth Service Plan. Each YSC administers a Partnership Program on behalf of their County government.

2. Family Court Services Program

Effective December 31, 1983 legislation was passed to establish in each county one or more juvenile-family crisis units. Each unit could operate as part of the court intake service, or where provided for by the county, through any other appropriate office or private service pursuant to an agreement with the Administrative Office of the Courts, provided that all such units were subject to the Rules of the Court.

In 1986, legislation was passed which provided funds to the Department of Human Services for allocation to the counties to support programs and services for juveniles involved with or at risk of involvement with the Family Court. The appropriation was directed to two program areas: Juvenile Family Crisis Intervention Units (JFCIU's) and the development of community-based services and programs to serve Family Court clients. When the Juvenile Justice Commission was established in 1995, the funds which supported the Family Court Services Program were moved to the JJC's budget and are administered in coordination with the guidelines of the State/Community Partnership Program.

On January 1, 2006 Family Crisis Intervention Units that were staffed by the Judiciary were transferred to non Judiciary entities. Allocations for those counties were determined and an agreement was signed between the Judiciary, the JJC and the Department of Human Services. The JJC accepted the agreed upon funding allocation for each in-court Family Crisis Intervention Unit and included this amount in that county's Family Court Services allocation. These funds are administered in coordination with the guidelines of the State Community Partnership Program established pursuant to N.J.S.A 52:17B-179. Entities selected by each county's planning process to serve as the Family Crisis Intervention Unit must execute an agreement with the Administrative Office of the Courts pursuant to N.J.S.A. 2A:4A-76. The entity must agree to provide services consistent with the Family Crisis Intervention Unit manual approved by the New Jersey Judiciary Judicial Council. Program services must be provided in coordination with the Mobile Response and Stabilization Services in each county as contracted by the NJ Department of Human Services, Division of Child Behavioral Health Services, Office of Children's Services.

PLEASE BE GUIDED BY THE FOLLOWING

1. Proposals must be designed to serve youth and juveniles at risk of being involved with the Family Court System.
2. No amendments to the approved funding program design as outlined in the contract may be made without approval by the YSC with amendment request made to the County Youth Services Commission Program Coordinator.
3. As requested, provider agrees to present YSC a copy of completed audit reports concerning this grant contract.
4. On site observations and program monitoring will be attempted to be scheduled during May. As part of program monitoring, juvenile files should contain specific evidence of the effects of the funded YSC program as stated by the contracted provider in their RFP such as intakes/discharges, incoming/graduation tests, case notes individual outcomes, follow-up etc. A copy of the monitoring tool will be provided with the expectation that awarded providers will become familiar with the monitoring process.
5. The Youth Services Commission program monitoring includes review of juvenile files. Although only one physical standard is referenced for files, it is expected that records should be kept private and secure to prevent unauthorized access. Since staff accessibility is mentioned in the standard it is also assumed that the files will be maintained in a space conducive to their care for the life of their retention.
6. YSC values proposal documentation of collaborative efforts (programmatic, logistical, and managerial) with other agencies through instruments such as signed memorandums of agreement/understanding (MOA/MOU). Such effort might result in some agencies agreeing to become a “lead agency” to simplify interaction with the County Youth Services Commission. Other MOA/MOUs might guarantee referral sources, program locales etc. Such documented collaborations show agency forethought to be able to quickly startup services, accurately estimate levels of service after an unforeseen change, and show ongoing stability.
7. If funded, agencies are required to:
 - a. Submit all quarterly levels of service, program narrative and reports required by the YSC within 15 days after the close of the quarter into Juvenile Automated Management System (JAMS). Quarterly payments will be generated when both quarterly programmatic and fiscal reports have been received by the YSC.
 - b. Cooperate and participate in an annual monitoring of the contracted program including the use of a monitoring tool provided by the JJC and/or County. Unannounced site visits may also be employed by YSC. Juvenile participants will also be interviewed about their experience within the program’s setting.
 - c. Participate in the Youth Services Commission and attend meetings that will assist both the YSC and the contracted agency in complying with all program requirements. Lead person

and/or designee will be required to attend a minimum of 80% of the Youth Services Commission Meetings on the first Wednesday of each month. A financial penalty may be imposed if attendance and agency reporting standards are not met.

- d. As a joint effort between the provider and the YSC any press or media contact in relation to this contract must be coordinated in advance.
8. Pending a successful site visit, program monitoring review, and funding availability, the contracts may be renewed for up to (2) years inclusive of the first contract year. The Commission reserves the right to review providers' contract scope of services/funding amounts after the first and second contract year for possible change orders in services and/or funding, based on recommendations from site review, program monitoring, newly completed plans or availability of additional (or loss of) funding.
9. Interested parties are requested to use the established application form. A separate application form is mandatory for each service or program design.
10. It is important that all questions are completely answered. If funded, the proposal will serve as the basis for the contract program specifications as outlined in the Juvenile Justice Commission's State/Community Partnership grant, County Youth Service Commission contracting, program monitoring, and Juvenile Automated Management System content.
11. At the end of each month, a providers report with the number of youth served as well as completed questionnaire will be sent to the Youth Services Commission Program Coordinator. Please reference the attached sample of the requested quarterly performance measure outcome reporting format.
- 12. Agencies requesting funding for Drug and Alcohol Evaluations should attach a sample evaluation that has been completed on a client. Please be sure to delete any references that identify the client.**
13. Please note which documents you need to attach and which you only need to affirm that they are "on file" at your agency. If funded, "on file" verification will be part of the annual monitoring review.

RFP Program Description Specifications

Substance Abuse Program

Juvenile Justice Commission – State /Community Partnership Funds

Category: Drug and Alcohol

Funds Available: \$66,777.00 on an annualized basis

Specific Conditions:

- No match required
- Contract period January 1, 2019 to December 31, 2020
- Must be monitored by the Juvenile Justice Commission (JJC) process
- Must comply with JJC reporting requirements
- Services provide within or for Salem County Residents
- Credentials and resume of personnel must be updated yearly if contract is renewed or if personnel changes.
 - Personnel changes on a timely basis within one month of leaving or new hire.

Per Attorney General's Requirements:

Program / Service must be started up within 3 months of the contract award. Any delay of more than thirty days must be pre-approved in writing from the Grantor (The County).

Specific Project / Program:

Alcohol and Drug Evaluations: Will be provided to youth referred by Family Court. This service will consist of a Comprehensive Adolescent Severity Index (CASI) assessment, diagnosis, and recommendations. To provide on-site (expedited) evaluations as needed.

Urine Drug Screens: to juveniles referred by the Family Court. This will include the collection, recording, storage of specimen and follow-up.

Outpatient (Level One) Treatment Services: for substance abusing adolescents needing ASAM

Outpatient(Level Two) Treatment Services: for substance abusing adolescents needing ASAM

(American Society of Addition Medicine) Criteria for Level One and Two Services. This treatment will consist of individual and group counseling.

Family Education, Support and Treatment Services: Are offered to parents and families of the substance abusing adolescents. The program curriculum is an evidence based program.

Rationale and need for services: There are no contracted outpatient substance abuse services in Salem County.

Cultural Competency: The contractor will not discriminate against any child or family because of gender, age, race creed, color, religion, veteran status, national origin, ancestry, marital status, disability, affectional or sexual orientation, genetic information, sex or atypical hereditary cellular or blood trait.

Goals and Objectives:

The main goal of the program / service is to reduce the involvement of county youth in the juvenile justice system through identifying and addressing substance abuse and to assist families on developing coping skills and methods. These services are provided using the following methods:

- Comprehensive screening and assessment of substance abuse
- Comprehensive bio-psychosocial assessment
- Direct care treatment services by licensed, certified or counselor interns who specialize in substance abuse treatment services
- Individualized treatment plans
- Evidence based curriculum
- Aftercare planning and **access to services (transportation)**

Project Duration:

The Project / Program will last through the contract period January 1, 2019 to December 31, 2020.

Target Population:

All Salem County court-involved youth, who need an evaluation to appropriately identify the need for Substance Abuse treatment. This includes, Salem County juveniles referred by the Family Court (deferred disposition, Juvenile Conference Committee, and Intake Service Conference juveniles – diversion juveniles) and youth adjudicated delinquent and referred through the Probation Department.

Admission Criteria:

Upon receipt of referral, an appointment is scheduled with youth and family member (via letter) to meet with a counselor for an evaluation. When a request for an expedited CASI is received, upon arrival the youth will be seen immediately or when necessary a counselor will be sent to an off-site location to conduct the evaluation.

Scheduled evaluations will be no later than two to three weeks from the date received from the Courts. The following documents must be available with youth presents for evaluation or to sign up for treatment:

- Birth certificate
- School identification card and/or social security card
- Medical insurance card and
- Proof of family income

Treatment youths will be admitted to appropriate level of care. Once a group has received its maximum number of participants, a new client will be accolade in the next available opening. If there is a need to begin a waiting list, a new group will be formed once there is at least five youth waiting for admission.

A release of information for will be executed from the Center to allow for communication between Probation and the JJC.

Levels of Service: A unit of service for this program is equivalent to:

- One urine drug screen
- 2 hour screening and assessment
- 2 hour group session
- 1 hour individual session
- 1 hour family session
- Transportation (round trip cost)
- Indirect service units include case management, case consults and reviews.

Fees / Contributions:

- Urine drug screens
- Substance abuse screening and assessment
- Outpatient (Level I and II) group sessions
- Individual counseling (Level I and II)
- Family education / Counseling Sessions
- Transportation

Data Collection:

Upon receipt of the initial referral, a record is created and maintained in a physical file and clinical database system. All youth records are maintained in (CFR 42) locked area and according to HIPAA Standards. All records are reviewed by clinical supervisor to ensure compliance with record keeping policies. CCADAS will comply with Juvenile Automated Management System (JAMS)

Client Service Planning:

Results of urine drug screens and drug and alcohol evaluations will be sent to referral source for the purpose of further service or treatment planning. If it is determined that a youth is in need of treatment, a referral will be made to a treatment provider, a service plan will be developed beginning with the intake process and updated through the course of treatment. All unlicensed clinical staff will receive one hour weekly of individualized supervision and four hours group supervision monthly to ensure quality of care.

The Medical Director, APN or designee will attend meetings once a month to address youth medical and mental health issues. Service plans for Level One and Two are reviewed at 6th and 12th week of treatment. All progress reports are reviewed by project supervisor. At termination of program, a discharge summary and continuing care plan is presented to youth and/or family. Each youth is assigned to a counselor who will be responsible for completing the service plans and presented to clinical team. All service plans are reviewed and approved by the Clinical Supervisor.

Discharge Planning:

The Discharge Planning Process begins at intake for all youth referred to treatment. Youths who complete the tasks outlined in the service/treatment plan will receive a positive discharge. A negative discharge only occurs when the youth violates the guidelines of the program and all interventions have been exhausted and the youth is not willing to comply or complete the tasks outlined in the

service/treatment plan. All efforts will be made to augment treatment plans to assist youth in successful completion. The assigned primary counselor is responsible for preparing youth for discharge, discharge planning and case consultation.

Aftercare / Tracking / Follow-up:

For youth completing ASAM Level I treatment, an aftercare / continuing care plan is completed with the youth, his family and input from the referral source. The aftercare continuing care plan will specify recommendations for continued maintenance. Youth follow-up is conducted at 3 and 6 months and one year after completion of treatment. This is conducted via a survey, telephone contact and face to face interview. The primary counselor will be responsible for follow-up. The information will be kept in youth file and client database system.

Evaluation:

The goals and objectives are determined based on the number of youth served in the previous year and the need to increase the level of service for this population. A report indicating the number of positive urine drug screens will be conducted at the end of the funding period to assess the need of services for the substance abusing adolescent population.

Outcome Measurement:

The goal of the program is to reduce the risk factors for long term effects of substance abuse among youth of Salem County through assessment and treatment services.

List process Outcomes: During this funding cycle we will serve approximately Min. 30, Max. 75 Salem County Youth and their families.

List Impact Outcomes: by the end of the 16 week program, youth that participated in the program and completed:

- Will demonstrate a reduction in positive urine drug screens
- Will identify the harmful effects of alcohol and drug use (social, legal, family, etc.)
- Will identify at least three solutions when confronted with alcohol and drug use
- Will identify community resources that promote abstinence and healthy lifestyle choices.

By the end of the 16 week program, families that participate in the education/counseling program:

- Will demonstrate increased knowledge of the effects of substance abuse
- Will demonstrate skills in coping with familial substance use
- Will identify community resources that support ongoing recovery for client and family.
- Will demonstrate knowledge and skills on communication within the family system.

Transportation:

Transportation to and from the Center will be provided for youth from Salem County and sending districts.

Request for Proposal Score Sheet

Salem County YSC Planning Committee: This score sheet should be completed for each proposal.

Agency Name: _____

Service Addressed: _____

Form Completed by: _____ Date: _____

Item	Description	Possible	Points
1	Is the proposal logically and clearly stated?	30	
2	Are the services Specific to the needs of the target population?	10	
3	Transportation – Has accessibility of services to clients been addressed adequately?	30	
4	Do the objectives correlate with the proposed outcomes?	30	
5	Are discharge criteria and follow-up / aftercare (if provided) realistic in terms of the target population?	20	
6	Is the Agency Staff qualified?	20	
7	Does the agency have the capability to implement the program in a timely manner?	20	
8	Is the budget reasonable and cost-effective?	30	
9	Attendance at the Bidders Conference?	10	
	TOTAL SCORE	200	

- **A minimum score of 133 points is required to be considered eligible for program funding.**

SALEM COUNTY YOUTH SERVICES COMMISSION
Administered by the Inter Agency Council

**APPLICATION TO PROVIDE SERVICES THROUGH THE
JUVENILE JUSTICE COMMISSION STATE/COMMUNITY PARTNERSHIP GRANT**

PROPOSAL PACKAGE

Application includes: Cover Page, Sections B & C, Budget, and Budget Narrative & Agency Policy Documents, a current list of Board of Directors, Staff Credentials and Agency certifications

COVER PAGE

AGENCY _____

AGENCY ADDRESS _____

PROGRAM NAME _____

SITE ADDRESS _____

AMOUNT OF FUNDING REQUESTED – Please indicate the **amount** of funding you are seeking for your program. Use a separate application form for each service or program request.

2019 FUNDS REQUESTED \$ _____

CONTRACT PERIOD: 1/1/2019 to 12/31/2020

AGENCY DIRECTOR _____ PHONE _____ Fax _____

PROJECT DIRECTOR _____ PHONE _____ Fax _____

CONTACT PERSON _____ PHONE _____ Fax _____

FISCAL OFFICER _____ PHONE _____ Fax _____

1. PROGRAM DESCRIPTION

What is the agency's mission? Describe the Service Component/Project that is being purchased with this funding request. How will this program be provided? Describe capability of this project to meet the cultural needs of clients to be served.

Using the form on the next page, outline the purpose of the project/program design. Identify quantifiable goals, objectives and outcomes and describe the activities to meet these goals and objectives.

YSC Inter Agency Council of Salem County
JUVENILE JUSTICE COMMISSION
STATE/COMMUNITY PARTNERSHIP GRANT

SECTION B – CONTRACTING DOCUMENTS

PROGRAM DESCRIPTION SUMMARY

PROGRAM/PROJECT
GOAL(S):
OBJECTIVE(S):
IMPLEMENTATION ACTIVITIES:
ANTICIPATED OUTCOMES: <i>(Reference attached sample for Outcome Measure Reporting Format and provide at least (3) anticipated outcomes for proposed programming)</i>
METHOD OF MEASURING/EVALUATING ATTAINMENT OF GOAL(S):
NUMBER OF MINIMUM / MAXIMUM AND UNDUPLICATED YOUTH DURING THE SERVICE CYCLE.

2. **PROGRAM DESCRIPTION**

Detail the supervision lines of the project/program in relationship to overall agency operation. Identify staff and their respective functions to implement this program. Identify staff supervision, reporting structure and who is responsible for each program component. Describe policy for staff growth and development. Include organizational chart.

3. **TARGET POPULATION/ELIGIBILITY**

Describe who will be served and the rationale for selecting this population segment. Describe geographic service area for this project/program. List eligibility criteria and age range of the population being served.

4. **FEES/CONTRIBUTIONS**

List fees, contribution, donation policy (if any). If applicable, describe co-payment systems. Describe fee for service assessment.

5. **ADMISSION CRITERIA**

Describe referral/enrollment process. Describe maintenance of a waiting list. Describe method for prioritization of intake requests. What is the length of time from referral to acceptance/admission? Identify reports/forms/documents needed for referral/admission.

6. **HOURS OF SERVICE**

Specify location of program and hours of service provision. Explain accessibility for target population. Describe availability of public transportation routes. Identify barriers to access. Describe handicapped limitation. List program service days/holiday schedule "Calendar of Service Days" on chart.

YSC Inter Agency Council of Salem County
JUVENILE JUSTICE COMMISSION
STATE/COMMUNITY PARTNERSHIP GRANT

SECTION B – CONTRACTING DOCUMENTS
CALENDAR OF SERVICE DAYS

Service will be provided as follows: (fill in times)

Site Location _____

SUNDAY _____

MONDAY _____

TUESDAY _____

WEDNESDAY _____

THURSDAY _____

FRIDAY _____

SATURDAY _____

Emergency Provisions: _____

Holiday Schedule – Service will not be provided on the following:

Occasion

Date

7. **LEVEL OF SERVICE/UNITS**

■ Please explain your program's definition of (1) Unit of Service? (Hours, youth slots, groups, etc.)

■ Describe the activities which reflect the unit of service including the on-site and off-site activities.

■ What is the expected Level of Service (LOS) for each unit.

■ How many clients do you expect to serve?

8. **DATA COLLECTION**

Describe client record keeping system. *Include a statement that agency is willing to participate in the use of the Juvenile Automated Management System (JAMS).*

9. **CLIENT SERVICE PLANNING**

Describe how a plan will be developed to meet the needs of youth from time of admission to discharge. What are the time frames for evaluation of the status of the plan? Specify staff responsible for the plan. Attach a sample of the client planning form which will be used.

10. **DISCHARGE PLANNING**

Describe the process for discharge. Specify the criteria for positive discharge. Specify the criteria for negative discharge. Identify the staff responsible for discharge planning.

11. AFTERCARE/TRACKING/FOLLOW-UP

Describe the project's role in aftercare planning. Describe the system for tracking/collection of follow-up data and time frames.

12. EVALUATION

Describe the methodology for determining the project/program effectiveness. Explain how the project correlates/evaluate outcomes in relation to its goal/objectives.

YSC Inter Agency Council of Salem County
 JUVENILE JUSTICE COMMISSION
 STATE/COMMUNITY PARTNERSHIP GRANT

SECTION C – BUDGET
 CONTRACT INFORMATION FORM
 PAGE ____ OF ____

Agency Name: _____
 Address: _____
 Phone: _____
 Chief Executive Officer: _____
 Prepared by: _____

Agency Federal I.D. # _____
 Charities Registration # _____
 Non-Profit ___ for Profit ___ Public Agency ___
 Budget Period: _____ to _____
 Agency Fiscal Year End _____

Agency Contract Number	Agency Program Name	YSC Program Concept	Contract Total (include requested and in-kind)	YSC Requested Funds	Payment Method	Agency Contact Name	Agency Contact Phone/Email
					YSC Quarterly Purchase Order		

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/>	<p>Budget: I certify that the cost data used to prepare this contract budget is current, complete, and in accordance with the governing principles for determining cost.</p>	<p>Expenditure Report: I certify that the expenditures reported herein are current, accurate, and in accordance with the contract budget and the governing principles for determining cost.</p>
<hr style="border: 0; border-top: 1px solid black;"/> <p>Agency Authorized Signatory</p>	<hr style="border: 0; border-top: 1px solid black;"/> <p>Fiscal Officer</p>	

**YSC Inter Agency
JUVENILE JUSTICE COMMISSION
STATE/COMMUNITY PARTNERSHIP GRANT**

**SECTION C – BUDGET
CONTRACT INFORMATION FORM
PAGE ____ OF ____**

AGENCY NAME: _____

AGENCY CONTRACT NUMBER: _____

Period Covered _____ to _____

BUDGET CATEGORY	TOTAL	YSC FUNDING REQUESTED	AGENCY FUNDING	IN-KIND	
SPECIFIC ASSISTANCE TO CLIENTS					
PERSONNEL					
CONSULTANT/PROFESSIONAL FEES					
MATERIAL/SUPPLIES					
FACILITY COSTS					
OTHER					
TOTAL OPERATING COSTS					
EQUIPMENT					
TOTAL COSTS					
LESS REVENUE					
NET COSTS					

**YSC Inter Agency Council
JUVENILE JUSTICE COUNTY
STATE/COMMUNITY PARTNERSHIP GRANT**

**SECTION C – BUDGET
BUDGET NARRATIVE
(Explain Budget Categories as needed)**

ATTACHMENT A

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**YSC Inter Agency Council
JUVENILE JUSTICE COMMISSION
STATE/COMMUNITY PARTNERSHIP GRANT**

SECTION D – REQUIRED DOCUMENTATION

PERMANENT/AGENCY POLICY DOCUMENTS

The following documentation is required to be in place for this contract package. All documents must be updated as changes occur. Verification will be part of the annual monitoring review of the Grantee.

<u>Document status</u>	<u>On File</u>	<u>N/A</u>	<u>Pending</u>
1. Permanent Documents			
• Certificate of Incorporation	_____	_____	_____
• Tax Exempt Certificate/Letter	_____	_____	_____
• Organization Chart	_____	_____	_____
• Certificate of Occupancy	_____	_____	_____

Comments:

2. Agency Policy Documents			
• Agency By-Laws	_____	_____	_____
• Board Minutes	_____	_____	_____
• Personnel Policies	_____	_____	_____
• Affirmative Action Policy	_____	_____	_____
• Conflict of Interest/Code of Ethics	_____	_____	_____
• Federal Affirmative Action Approval Letter	_____	_____	_____
• American Disability Act (ADA) Policy	_____	_____	_____
• State of NJ: W-9 Vendor Questionnaire	_____	_____	_____
• Fiscal Policies/Accounting Manual	_____	_____	_____
• Agency Procurement Standards	_____	_____	_____
• Transportation Policy	_____	_____	_____
• Discharge/Termination Policy	_____	_____	_____

Comments:

ATTACHMENT A

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YSC Inter Agency Council
JUVENILE JUSTICE COMMISSION
STATE/COMMUNITY PARTNERSHIP GRANT

SECTION D – REQUIRED DOCUMENTATION

PERMANENT/AGENCY POLICY DOCUMENTS

<u>Document status</u>	<u>On File</u>	<u>N/A</u>	<u>Pending</u>
3. Permanent Documents			
• 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	_____	_____	_____

Comments:

4. Other Documents			
• Job Descriptions	_____	_____	_____
• Regular Staff Evaluations	_____	_____	_____
• Certifications and Licenses	_____	_____	_____
• Drivers' License(s)	_____	_____	_____
• Municipal Fire, Health & Building Approvals	_____	_____	_____
• Relevant Agency Handbook(s)	_____	_____	_____

Comments:

ATTACHMENT A

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YSC Inter Agency Council
JUVENILE JUSTICE COMMISSION
STATE/COMMUNITY PARTNERSHIP GRANT

SECTION D – REQUIRED DOCUMENTATION

PERMANENT/AGENCY POLICY DOCUMENTS

<u>Document status</u>	<u>On File</u>	<u>N/A</u>	<u>Pending</u>
5. Permanent Documents			
• General Liability	_____	_____	_____
• Bonding Certificate	_____	_____	_____
• Fire and Theft	_____	_____	_____
• Workmen’s Compensation	_____	_____	_____
• Children’s Accident	_____	_____	_____
• Vehicle	_____	_____	_____
• Other _____	_____	_____	_____

Comments:

6. 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 appropriate existing Federal, State or Local regulations and/or policies.

By: _____
(Signature)

Title: _____
(Type)

(Type Name)

Date: _____

D. Required Forms

Each agency shall be required to complete, sign and return the below listed forms and information with their proposal.

- a. **Chapter 33 – Corporate Disclosure** – No corporation or partnership may be awarded a contract for the performance of work or the furnishing of materials or supplies, unless it lists with its bid, or prior thereto, the names and addresses of all stockholders who own ten (10) percent or more of its stock of any class, or all individual partners who own a ten (10) percent or greater interest therein (N.J.S.A. 52:25-24.2, P.L. 1977, Chapter 33).
- b. **Non-Collusion Affidavit**
- c. **Affirmative Action Compliance** - When required for Procurement, Professional, and Service contracts, bidders are required to comply with the requirements of P.L. 1975, C. 127 (N.J.A.C. 17:27).
- d. **Insurance Documentation** – The successful vendor shall not commence any work in connection with the awarded contract until all of the following types of insurance have been obtained. All insurance policies shall be obtained from an insurance company authorized to conduct business in the State of New Jersey and one that maintains an office in the State of New Jersey.

The vendor shall furnish proof of insurance coverage by Certificate of Insurance accompanying the contract documents and shall name the YSC Inter Agency Council of Salem County as additional insured. Such Certificate of insurance shall provide the YSC Inter Agency Council of Salem County as additional insured. Such certificate of insurance shall provide that the insurance company give the YSC Inter Agency Council of Salem County thirty (30) days prior notice of any changes or cancellation terms of such policies during the period of coverage.

The YSC Inter Agency Council of Salem County shall be exempt from and in no way liable for any sums of money that may represent a deductible in any insurance policy. The payment of any such deductible shall be the sole responsibility of the vendor providing such insurance.

It shall be the responsibility of the successful vendor to maintain in force such insurance policies named herein during the life of this contract.

WORKER'S COMPENSATION INSURANCE, including Occupational Diseases, shall be required of the successful vendor, covering its employees engaged in the work, in accordance with the statutory requirements of the laws of the State of New Jersey. The Worker's Compensation Insurance Policy shall contain an Employee's Liability endorsement providing limits of not less than statutory requirements.

GENERAL PUBLIC LIABILITY INSURANCE shall be required of the successful vendor, which shall also include Products Liability, including losses, injury, or damage resulting from the performance of this agreement, with a limit of not less than \$1,000,000.00 single limit bodily injury and/or property damage combined from damages arising out of bodily injury and/or property damage combined from damages arising out of bodily injuries to or death of all persons in any one occurrence and for damages to, or destruction of property including the loss of use thereof in any one occurrence, and \$2,000,000.00 aggregate property damage per accident. (Resolution 94-226, 6/22/94).

FAILURE TO ATTACH A CERTIFICATE OF INSURANCE OR TO FULLY EXECUTE THE ATTACHED CONSENT OF INSURANCE FORM AND RETURN SAME WITH THIS PROPOSAL WILL BE AUTOMATIC GROUNDS FOR REJECTION OF THIS PROPOSAL.

- e. **Advisory notice: S1778, Signed 6/29/2004**

You are hereby alerted to the above mentioned law that expands the *State Contractor Business Registration Program* to local government contracts, including purchase orders/vouchers, effective September 1, 2004.

The Law provides:

1. A copy of the Business Registration Certificate issued by the New Jersey Department of the Treasury shall be provided at the time any bid or RFP is submitted.
2. A copy of the Business Registration Certificate shall be submitted before any purchase order or other contracting document can be issued.

Please contact the Department of the Treasury for the State of New Jersey at (609) 292-1730 for further information.

E. Pay to Play Requirements: The Vendor/Contractor must file an annual political contribution disclosure statement with the New Jersey Election Law Enforcement Commission ("ELEC") pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3) if the Vendor/Contractor receives contracts from public entities totaling in excess of \$50,000 in a calendar year. It is the Vendor's/Contractor's responsibility to determine if the filing of an ELEC disclosure statement is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us

F. General Requirements

All providing contractors agree to the following requirements for the term of this agreement:

1. Maintain, in accordance with practices acceptable to YSC of Salem, uniform records of services described herein and rendered.
2. Enter quarterly service (programmatic) reports to the Program Coordinator for the Salem County Youth Services Commission via the New Jersey Juvenile Automated Management System (JAMS) no later than the fifteenth working day of the month immediately following the end of the quarter concerned.
3. The provider will ensure that funds will be spent timely. If there is no grant activity within **sixty (60)** days of the original start date of the award period, the provider must report by letter to YSC of the of the steps taking to initiate the project, the reason for the delay and the expected start date. If no grant activity begins within ninety (90) days of the original start date of the award period, the provider must submit a second statement to YSC explaining the implementation delay. Upon expiration of the 90-day period, YSC may cancel the award. YSC may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period.
4. Accept the general supervision and consultation services from the Youth Services Commission in regard to the services being provided.
5. Function as an independent contractor, not an employee of the County of Salem, and not enter into any agreement on behalf of the County of Salem.
6. Make no assignments of this contract or monies due during the term of this contract without prior written approval of the YSC.
7. All services shall be billable on a quarterly basis upon satisfactory completion of program narrative and fiscal information into the Juvenile Automated Management System.
8. Cooperate with the Youth Services Commission regarding reporting and referral procedures.

9. Permit the Youth Services Commission Program Coordinator or designee to attend any and/or all of the contractors Board of Directors and/or Advisory Board meetings. The Coordinator shall conduct site visits on a frequency to be determined by the Coordinator.
10. Contractors shall be required to attend scheduled meetings of the Salem County Youth Services Commission.
11. Maintain accounting and recordkeeping system(s) sufficient for addressing an annual audit by the County of Salem and/or its agent(s), should such audit be required.
12. Submit all invoices on a quarterly basis no later than the fifteenth working day of the month immediately following the end of the month during which the services were provided.
13. Either party may terminate this contract by providing thirty (30) calendar days written notice, via certified mail, of such intention to the other party.
14. Any contract issued by the Youth Services Commission shall be subject to sufficient funds being appropriated by the Juvenile Justice Commission for the specific programs herein listed.

G. Reservations

The YSC reserves the right to terminate the selection process at any time and to reject any or all offers. The YSC shall not be liable for any pre-contract costs incurred by interested agencies participating in the selection process.

The YSC reserves the right to award at their discretion to any one of the tie proposals.

H. Questions

Any questions you may have regarding this RFP should be directed in writing to the Inter Agency Council, 98 Market Street, Salem, New Jersey 08079; or by facsimile at (856) 935-7747.

I. Review

The YSC Inter Agency will review all information submitted including your price proposal. The YSC will evaluate all proposals received and will award points for each of the above listed categories. The YSC will award the contract, if recommended, to the vendor with the highest total score for each program type.

One (1) original and five (5) copies of your proposal document are required to be submitted. The YSC will not assume responsibility for reproduction where an insufficient number of copies have been supplied. Failure to comply with this or other requirements of the Request for Proposal may result in rejection of the proposal.

K. Addenda and Oral Instructions

Each and every request for interpretation of these specifications shall be made in writing, addressed and forwarded to the YSC Program Coordinator, who may send written instructions to the bidders in the form of addenda.

Written questions and requests for interpretation of these specifications may also be faxed to the YSC Program Coordinator at (856) 935-7747.

If addenda are issued, bidders shall acknowledge receipt of such on the form provided within this bid document, entitled "Acknowledgement of Receipt of Addenda", and must return this form with their bid submission.

Failure to acknowledge and return with your bid submission, the receipt of any issued addenda for this bid on the "Acknowledgement of Receipt of Addenda" form provided in this bid document, shall be cause for your bid to be rejected. N.J.S.A. 40A:11-23.2e.

Neither the YSC nor their authorized representatives will be responsible, in any way, for oral answers unconfirmed in writing to any inquiries regarding the intent or meaning of these specifications.

L. Terms related to termination / cancellation

Termination for Default - The contractor's right to perform this contract may be terminated by the YSC in the event services are not performed as called for in the contract. Thereafter, the YSC may have the service performed by others and the Contractor shall be liable for all costs to the YSC in excess of the contract price for the remaining portion of the contract.

Termination for Convenience - If the YSC elects to terminate this contract for any reason, written notice will be given at least thirty (30) days in advance of the effective date. The contractor will be paid for all labor and material provided as of the termination date. No consideration will be given for the loss of anticipated revenue on the cancelled portion of the contract.

Cancellation for Unappropriated Funds – YSC's obligation to make payment under this contract is contingent upon the availability of appropriated funds and receipt of revenues from which payment for contract purposes can be made. No legal liability on the part of the Youth Services Commission for payment of any money shall arise unless and until funds are appropriated each fiscal year to the using agency by the Youth Services Commission and made available through receipt of revenues.

Statement of Authority

By submitting and signing this proposal, we certify that we are familiar with all conditions and requirements of this RFP.

BID SUBMITTED FOR:

Company: _____

Address: _____

Bid Submitted By: _____

(Please Print)

Signature: _____

(Bid must be signed to be valid)

Title: _____ Date: _____

Telephone: _____ Facsimile: _____

Email Address _____

Taxpayer Identification Number: _____

Do you have any exceptions to the specifications? Yes _____ No _____. If yes, list them.

Do you have any conflicts with the Terms and Conditions? Yes _____ No _____. If yes, list them

Do you intend to use subcontractors to perform any aspect of the work described herein?

Yes _____ No _____. If yes, you must complete the Subcontractor List and provide all of the documentation for subcontractors as detailed and required herein.

Subcontractor Disclosure

Pursuant to Article 40A:11-16, there will be set forth in the Bid the name or names of all Subcontractors to whom the Bidder will Subcontract to for this particular Bid. With each sub listed, a copy of their Contractor Registration Certificate must be provided to the Inter Agency Council, Youth Services Commission prior to any Contract being awarded. Youth Services Commission requires that all bidders list all subcontractors (including any and all sub-sub contractors) who will complete work on this project. **After bids are opened, no changes or substitutions to this subcontractor list will be permitted without written permission from the Youth Services Commission. Please include the name, address, and work to be completed by each subcontractor or sub-sub contractor:**

1.) _____

2.) _____

3.) _____

4.) _____

5.) _____

Note:

Do not leave the subcontractor pages blank. If you do not intend to use any subcontractors then you must so state that you will not be using subcontractors in the appropriate place on each page.

Statement of Ownership Disclosure

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I: Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II:

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**
OR
- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III: DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV: Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the County of Salem is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with County Government to notify the County of Salem in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the County of Salem to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

Affirmative Action Requirements

RESPONDENTS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, c. 127 (N.J.S.A. 10:5-31, et seq.). See also N.J.A.C. 17:27 et seq.

REQUIRED AFFIRMATIVE ACTION EVIDENCE

- A. **PROCUREMENT & SERVICE CONTRACTS** (which are not subject to a federally approved or sanctioned affirmative action program). All successful vendors must submit within seven (7) calendar days of the notice of intent to award or the signing of the contract, whichever is sooner, one of the following:
1. A PHOTOCOPY OF THEIR FEDERAL LETTER OF AFFIRMATIVE ACTION PLAN APPROVAL
 2. A PHOTOCOPY OF THEIR CERTIFICATE OF EMPLOYEE INFORMATION REPORT
 3. A COMPLETED AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT AA302
- B. **CONSTRUCTION CONTRACTS** ALL SUCCESSFUL CONTRACTORS MUST SUBMIT WITHIN THREE (3) CALENDAR DAYS OF THE SIGNING OF THE CONTRACT AN INITIAL PROJECT MANNING REPORT AA 201 FOR ANY CONTRACT AWARD THAT MEETS OR EXCEEDS THE PUBLIC AGENCY BIDDING THRESHOLD.

COMPANY NAME: _____

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

TITLE: _____

Americans with Disabilities Act

The Contractor and the Youth Services Commission do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (The "Act") (42 U.S.C. S12.101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made part of this Contract. In providing any aid, benefit, or service on behalf of the YSC pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with this Act. In the event that the Contractor, its agents, servants, or employees, or subcontractors violate or are alleged to have violated this Act during the performance of this contract, the Contractor shall defend the YSC in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless, the YSC, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature, arising out of or claimed to arise out of the alleged violation. The Contractor shall, at his own expense, appear, defend, and pay any and all legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the YSC's grievance procedure, the Contractor agrees to abide by any decision of the YSC which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the YSC or if the YSC incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The YSC shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the YSC or any of its agents, servants, and employees, the YSC shall expeditiously forward or have forwarded to the Contractor, every demand, complaint, notice, summons, pleading, or other process received by the YSC or its representatives.

It is expressly agreed and understood that any approval by the YSC of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the YSC pursuant to this paragraph.

It is further agreed and understood that the YSC assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of the Agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this Agreement, nor shall they be constructed to relieve the Contractor from any liability, nor preclude the YSC from taking other actions available to it under any other provisions of this Agreement or otherwise at law.

Equal Employment Opportunity Language

EXHIBIT A (Revised 04/10)

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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court

decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, 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 or Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.us/treasury/contract_compliance)

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.**

I, the undersigned, do hereby agree to the terms as outlined in EXHIBIT A (Revised 04/10) from the New Jersey Public Law 1975, c. 127 (NJAC 17:27) MANDATORY AFFIRMATIVE ACTION LANGUAGE FOR GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS in the State of New Jersey.

SIGNATURE _____

PRINT NAME _____ TITLE _____

COMPANY _____

ADDRESS _____

Non-Collusion Affidavit

State of _____

County of _____ ss:

I, _____ residing in _____
(Name of Affiant) (Name of Municipality)
in the County of _____ and the State of _____, of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the firm _____
(Title or Position) (Name of Firm)
the bidder making the proposal for the above named project, and that I executed the said proposal with full authority so to do; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the County of Salem in the State of New Jersey relies upon the truth of the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____ (N.J.S.A. 52:34-15).
(Name of Contractor)

Sworn to and subscribed
Before me on this _____
Day of _____,
20_____.

(Signature of Affiant)

(Print Name of Affiant)

NOTARY PUBLIC

My Commission expires: _____

Business Registration Compliance

Revised Contract Language for Business Registration Compliance *Goods and Services Contracts (including purchase orders)*

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1). the contractor shall provide written notice, to its subcontractors to submit proof of Business Registration to the contractor;
- 2). prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;
- 3). during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, 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 this State.

A contractor, subcontractor or supplier who fails to provide proof of Business Registration or provides false Business Registration information shall be liable to a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each Business Registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

SAMPLES BUSINESS REGISTRATION CERTIFICATES



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTOR

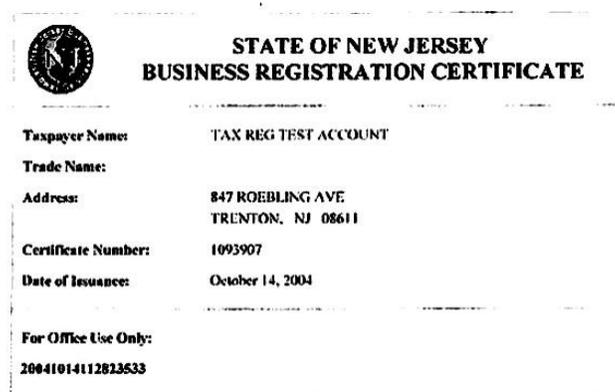
DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 352
TRENTON, N.J. 08646-0352

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT
TAXPAYER IDENTIFICATION#: 970-097-382/500
ADDRESS: 847 ROEBLING AVE
TRENTON NJ 08611
EFFECTIVE DATE: 01/01/01
FORM BRC(08-01)

TRADE NAME: CLIENT REGISTRATION
SEQUENCE NUMBER: 0107330
ISSUANCE DATE: 07/14/04

John S. Trudy
Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT
Trade Name:
Address: 847 ROEBLING AVE
TRENTON, NJ 08611
Certificate Number: 1093907
Date of Issuance: October 14, 2004

For Office Use Only:
20041014112813533

Disclosure of Investment Activity in Iran

OPS Number: _____

Proposer: _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal:

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,
AND

is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the New Jersey Turnpike Authority under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the box below.

Name: _____	Relationship to Proposer: _____
Description of Activities: _____ _____	
Duration of Engagement: _____	Anticipated Cessation Date: _____
Proposer Contact Name: _____	Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

Consent of Insurance Coverage

WHEREAS, _____ as principal, has submitted a bid to provide goods and/or services as specified herein to the County of Salem, and whereas, in order for such bid to be considered, proof of insurance must be submitted therewith;

NOW, THEREFORE BE IT KNOWN THAT, if the County of Salem shall accept the bid of the Principal and the Principal shall enter into a contract with the County of Salem in accordance with the terms of such bid, we the undersigned, do hereby state that we will provide the Principal with insurance coverage as set below:

- A. The insurance to be provided shall be underwritten by a company licensed to conduct business in the State of New Jersey and who also maintains an office in the State of New Jersey.
- B. Comprehensive General Liability insurance in an amount no less than \$1,000,000.00 combined single limit including broad form comprehensive general liability insurance liability endorsement, and \$2,000,000.00 aggregate property damage per accident; and shall include provisions for thirty (30) days prior written notice to the County of Salem of any changes, modifications, or cancellation of such coverage. The County of Salem shall be included as an additional named insured.
- C. Comprehensive General Automobile Liability insurance in an amount no less than \$1,000,000.00 combined single limit covering owned, non-owned, or hired vehicles and shall include provisions for thirty (30) days prior written notice to the County of Salem of any changes, modifications, or cancellation of such coverage. The County of Salem shall be included as an additional named insured.
- D. All policies maintained shall name the County of Salem as an additional named insured and shall provide for thirty (30) days prior written notice to the County of Salem of any changes, modifications, or cancellation terms of such policies and we shall provide the Office of the County Counsel with certificates of insurance evidencing such policies and provisions.
- E. All required insurance coverage must be in effect no later than 12:01 A.M., prevailing time, at the start of the day of the contract and remain in effect for the duration of the contract, including any extensions.

PRINCIPAL:

Sworn to and subscribed
Before me on this _____
Day of _____,
20_____.

(Bidder's Company Name)

(Authorized Signature for the Principal)

NOTARY PUBLIC

INSURER:

My Commission expires: _____

(Insurer's Company Name)

(Authorized Signature for the Insurer)

VENDOR INFORMATION SHEET

In order to assure that all future correspondence is directed to the correct address, assure proper ordering, and to expedite future payments, the following information must be provided with this bid:

Name of Business: _____

Correspondence Address, including zip code:

Purchase Order Address, including zip code:

Payment Address, including zip code:

Telephone Number: _____

Facsimile Number: _____

Sample: Quarterly Performance Outcome Measure Report Format

- **Anticipated Impact #1:** Decrease the number of youth engaging in delinquent activities that may lead to involvement with the Juvenile Justice System.
- **Outcome #1:** 80% of youth enrolled in the program will have no new contact with the Juvenile Justice System while enrolled in the program.
- **Evaluation Method #1:** Compare the number of youth enrolled in the program to the number of youth who have had no new contact with any point of the Juvenile Justice System while enrolled in the program. (Including: Law Enforcement, Juvenile Conference Committee, Family Court, Juvenile Probation)
- **Anticipated Impact #2:** Increase the number of youth participating in positive activities that lead youth away from involvement with the Juvenile Justice System.
- **Outcome #2:** 80% of youth enrolled in the program will successfully complete the program.
- **Evaluation Method #2:** Compare the number of youth who successfully complete the program to the total number of youth who have exited the program.
- **Anticipated Impact #3:** Substance abuse among youth within the program will decrease.
- **Outcome #3:** 80% of youth enrolled in the program will be able to choose alternatives to substance use when making decisions about high risk behaviors.
- **Evaluation Method #3:** Administration and review of pre/post surveys to track the progress of change towards positive decision making skills of youth enrolled in the program.

Anticipated Performance Outcomes – XYZ Substance Abuse Treatment Program	Outcomes as of January-March 2019
80% of youth enrolled in the program will have no new contact with the Juvenile Justice System while enrolled in the program.	As of Quarter 1 of 2019, there has been 10 youth enrolled in the program. Of which, 80% of enrolled youth have not had new contact with the Juvenile Justice System.
80% of youth enrolled in the program will successfully complete the program.	As of Quarter 1 of 2019, there has been 10 youth enrolled in the program. Of which, 70% have successfully completed the program.
80% of youth enrolled in the program will be able to choose alternatives to substance use when making decisions about high risk behaviors.	As of Quarter 1 of 2019, there has been 10 youth enrolled in the program. Of which, 90% have successfully demonstrated the ability to identify high risk behaviors and implement positive decisions on pre and post surveys.

