

**REQUEST FOR PROPOSALS FOR CAMDEN COUNTY:
2017 Juvenile Detention Alternative Innovations Funds (JDAI)**

PART I

INSTRUCTION TO VENDORS

This is a 53-page document. Please be sure to read each and every page, including, without limitation, all attachments.

1.0 PURPOSE

The intent of this Request For Proposals and resulting contract is to obtain the specified services outlined further for youth and their families in Camden County who are involved with or at risk of involvement with the Juvenile Justice System. This RFP is the result of a coordinated process to apply for Juvenile Detention Alternative Innovation Funding. The RFP is based on the 2017 Juvenile Detention Alternative Innovations Plan.

Firms responding to this Request For Proposal should have extensive experience and be able to demonstrate knowledgeable background and ability to provide the services described herein.

Despite any language contained herein to the contrary, this Request For Proposals does not constitute a bid and is intended solely to obtain competitive proposals from which the County may choose a contractor(s) that best meet(s) the County's needs. It is the County's intent that no statutory, regulatory, or common law bidding requirement apply to this Request For Proposals. The County intends to award this contract pursuant to N.J.S.A. 40A:11-5(1)(c). Official County RFP documents are available from the County as described herein at no cost to the vendor. Potential proposers are cautioned that they are proposing at their own risk if a third party supplied the RFP document that may or may not be complete. The County is not responsible for third party supplied RFP documents.

2.0 BACKGROUND INFORMATION

The Camden County Youth Services Commission (YSC) was created by County resolution in 1984 to serve as an advocacy, planning, and coordinating body, addressing the issues and needs of youth involved with or at risk of involvement with the Family Court.

Camden County Covenant for Children, Youth and Families:

The Camden County Board of Freeholders has undertaken a Covenant for Children, Youth and Families (“Covenant”). The **Vision of the Covenant** is that all children, youth and families in Camden County will have the resources, opportunities, and support they need to reach their greatest potential as safe, responsible, productive and caring members of their families and communities. The **Mission of the Covenant** is to mobilize the greater Camden County community to advance child, youth and family well-being through planned and intentional collaboration and concrete actions and outcomes. The **Covenant activities are focused on three areas with specific goals:**

- 1) Early Childhood Success which has the goal that all children will enter school being safe, healthy and ready to learn;
- 2) Positive Youth Development with the goal that all school age children and youth will be at home, in school, on track, and connected to their community; and
- 3) Strong Families, Strong Communities which focuses on the goal that every family and every neighbor will have the skills, resources and motivation to successfully raise their children, our children from birth to adulthood.

This RFP strives to address these three areas which are further detailed under eligible services. The focus areas of this RFP are Positive Youth Development and Strong Families, Strong Communities.

Camden County strongly encourages collaborative efforts among service providers. Favorable consideration will be given to applicants who adhere to this request.

Target population: The target population is Camden County youth and families who are placed on a Detention Alternative Program in need of an in home family support and access to human services intervention/assistance to improve their quality of life.

Anticipated Impact:

- Increase the number of youth successful on an alternative via a reduction in the number of youth who are unsuccessful due to program non-compliance.
- Increase in the number of youth who are successful on probation by reducing the number of VOPs filed for a technical violation of Probation.
- Reduce detention admissions for VOPs and detention alternative violations.
- Reduce Average Length of Stay (ALOS) in detention prior to release to a detention alternative.
- Increase the amount of Family Engagement activities

Spending Guidelines:

The Freeholders firmly believe in the benefits of a competitive process. Any applicant, who meets the eligibility criteria, as outlined within this RFP, is encouraged to apply. The evaluation of proposals will be based on the criteria outlined below and those elements included in the Review Instrument (available for pick up at CPAC).

County funds should be targeted to provide services for customers who have no other resources/funding streams to purchase a service or for a service that categorical funding streams will not fund.

County funds cannot supplant current funding; applications for funding should propose new/unique service approaches, complement existing services/programs to increase service effectiveness, or expand the number of customers who are not served by categorical funding.

County funds should be used as the dollar of last resort. Applicants must clearly document that they have approached appropriate, alternative funding sources and that they have been denied funding, and/or that the service proposed in their request will support critical core services.

Juvenile Detention Alternative Innovation Funds

Through a grant from the Annie E. Casey Foundation, the New Jersey Juvenile Justice Commission is the lead agency responsible for the replication of the national Juvenile Detention Alternatives Initiative (JDAI). The Initiative was created by the Annie E. Casey Foundation over ten years ago, and has as its overall goal to reduce the unnecessary and inappropriate use of detention while maintaining public safety and court appearance rates. In April 2004, New Jersey became an official replication site and was initially piloted in five counties: Atlantic, Camden, Essex, Hudson and Monmouth.

The Juvenile Justice Commission has documented the overall impact of JDAI as a statewide initiative by reporting annual trends in key indicators of detention utilization, including admissions, length of stay, and average daily population, the overrepresentation of minority youth in detention, and detention alternative program utilization.

The goal of the Juvenile Detention Alternative Innovation Funds is to reduce the unnecessary and inappropriate use of detention while maintaining public safety and court appearance rates.

3.0 AVAILABLE FUNDS BY PROGRAM

The Juvenile Detention Alternative Innovations Funding contracts will be for 8 months; June 1st - December 31st, 2017.

PROGRAMS	AVAILABLE FUNDS
JDAI	
Detention Alternative Plus Program (DAPP)	\$50,000.00
Juvenile Justice Family Partnership Project	\$39,143.00
Project Total	\$89,143.00

***Up to 5% of the total of any sub-award from the county to a contracted provider can be used for/allocated to the provider’s administrative costs.**

3.1 ELIGIBLE SERVICES

Detention Alternative Plus Program (DAPP)

A detention alternative program that provides intensive **family support services** for youth placed on a detention alternative program and their families. The intensity of services depends on how many services and agencies are currently involved with youth and family DAPP's main purpose is to help the family and youth understand and comply the court process and link and attach them to supportive services outside of court when necessary. The program will serve between 20 – 25 youth between the ages of 11 -18-years old. DAPP is not treatment or an intervention. For youth who are involved with other systems like Probation, DAPP's purpose would be to serve as a facilitator/connector/overseer to ensure court orders are being followed and youth get necessary referrals or services.

- **Objective #1**
Provide transportation for youth and families who are struggling to get to appointments, court hearings, etc. so they can remain in compliance with court orders.
- **Objective #2**
Refer youth to prosocial activities so they can establish positive ties with their communities and peers and keep them occupied, reducing the likelihood of violating his/her alternative.
- **Objective #3**
To provide the youth and family with skills that will increase their ability to communicate and problem-solve thereby allowing the youth to remain in the community during both pre- and post- disposition.
- **Objective #4**
To assist youth and family with the transition to probation, helping them to obtain an understanding of the rules of probation and expectations of the youth and family to ensure compliance and success.

Provider **MUST** include provisions for:

- In home support management services will be provided to five youth and families while on a detention alternative program and during the first 45 days on probation, if adjudicated delinquent, at any given time.
- Home based family friendly services – services are provided in the home, school, or environment which is appropriate to the family.
- Flexible Schedule – A flexible schedule adhering to the needs of the youth and family will be implemented.
- Intensive Family Engagement – youth and families will receive face to face and telephone contact services for the duration of the program.

- Concrete services – may include transportation, job search, and advocating for the youth and family at court disposition. Reports will be provided to Family Court and/or Probation upon release.
- Cognitive-Behavioral Skill building – program participants will receive skill building in a wide assortment of areas including anger management, problem solving skills, parenting education, communication skills, and appropriate decision making skills.
- Case Management – Linkages and referrals to appropriate agencies for community based services and resources will be provided prior to termination.
- Youth and family’s involvement with outside agencies will determine level of intensity and types of services available through DAPP. For youth who are involved with other systems, DAPP’s purpose would be to serve as a facilitator/connector/overseer to ensure court orders are being followed and youth get any referrals or services.
- Referrals will be based on presenting needs of the family and whether other agencies are currently providing in home/case management services (i.e. Care Management Organization).
- Intake Process-contact and the initial intake with the family required within 24 hours.
- Referrals to DAPP can be made only through Family Court or Detention Alternative Staff.
- Development of criteria to identify youth and families appropriate for DAPP.

Juvenile Justice Family Partnership Project

Applicants are encouraged to develop this program around the employment and training of Peer Parent/ Family staff that understands and can relate to families of the target population involved in the Juvenile Justice System. Agencies applying for these funds **MUST** have a solid history of offering Peer/Parent Engagement services to this population. Outcomes from prior family engagement practices and clear framework **MUST** be outlined.

Camden County is interested in using this philosophy of family engagement to begin building toward a comprehensive approach to collaborating with families of juvenile justice system-involved youth. Towards this end, Camden County will contract with a single provider agency to provide Family Engagement supports in the form of advocacy, education, telephone line, and support group networks. At a minimum this agency will facilitate and/or encourage families to participate in a family-support network, will link families to both court and community based resources and develop orientation and training programs for involved families and court staff. The family-support network will consist of parents/guardians whose youth have been involved in the juvenile justice system or are currently involved. The participating families that receive training will become a resource for other families.

These efforts will ultimately lead to greater involvement and collaboration of all key participants in the Juvenile Justice System. Clearly by focusing on the need for mutual respect among key actors as well as the empowering of family members will lead to an increased presence of these families in both the courtroom and throughout the entire process. This newfound involvement will in turn, help to create safe, well-supervised environments for youth. This, in turn will ultimately increase the viability of detention alternatives for juveniles who under the core principles of JDAI, do not belong in secure detention facilities.

The agency would also work with families of juveniles placed in the detention center in an effort to strengthen their involvement in their child's life during the period of incarceration. Lastly, the agency will serve as a point of coordination for families in the development of a family - support network where families can share information regarding the juvenile justice system.

- Objective #1: To develop trainings for families and peer parent leaders whose youth are involved in the Juvenile Justice System.
- Objective # 2: To develop a family-support network group for families whose youth are involved in the Juvenile Justice System.
- Objective #3: To promote stronger connections and communication between youth, family members and staff at the Juvenile Detention Center.
- Objective #4: To increase the success rate of youth who are in detention or who are on a detention alternative program.
- Objective # 5: To engage families, the Family Engagement Coordinator will meet with parents/guardians before or after court events.

The agency will work with the County Council on Juvenile Justice Systems Improvement to Develop and Coordinate the program.

4.0 MANAGEMENT ASSISTANCE PROGRAM (MAP) REQUIREMENT

To be eligible for consideration, agencies must have received a compliance rating of 80% or above from the Management Assistance Program (MAP) administered by CPAC. Agencies wishing to apply for 2017 Camden County Youth Service Commission Grants Funds who have not participated in MAP should submit a Notice of Intent to Apply for 2017 Camden County Youth Service Commission Grants form (Attachment G – page 44) no later than **Monday, April 10th, 2017 at 5 p.m. and schedule a MAP evaluation in time for the Review Committee to be able to consider the results of the evaluation as part of the review process. All MAP documentation must be submitted to CPAC by **Tuesday, April 18th, 2017**. The results of the MAP review will be considered by the Review Committee as one factor among many in recommending allocations to the **Board of Freeholders**.**

Any agency receiving less than a 80% compliance rating under the Management Assistance Program will NOT be considered for funding.

5.0 COMPLIANCE WITH LAWS

The successful firm(s) shall comply with all applicable federal, state and local statutes, rules and regulations.

6.0 PROCEDURE FOR RESPONDING TO REQUEST FOR PROPOSALS

6.1 SUBMISSION OF PROPOSALS

An original plus eight (total of 9) copies of the Proposal, **INCLUSIVE OF ALL INFORMATION** required in Part II, Proposal Requirements should be provided. Proposals must be provided to the Community Planning and Advocacy Council (CPAC) at 2500 McClellan Avenue, Suite 110, Pennsauken, NJ 08109. Proposals are scheduled to be opened on **Wednesday, April 26th, 2017 at 3:00 p.m.** Any proposals received after said opening whether by mail or otherwise, will be returned unopened. Proposals should be provided in a sealed envelope with the title of the RFP clearly marked on the outside. It is recommended that each proposal package be hand delivered. Neither CPAC nor the County assumes any responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone, or e-mail is **NOT PERMITTED**.

Final selection of firm(s) shall be made by the Camden County Board of Freeholders by formal resolution. Contract(s) for services will be provided by the Office of County Counsel.

6.2 QUESTIONS REGARDING REQUEST FOR PROPOSALS

Any questions regarding this Request For Proposals must be made in writing to Hilary Dugger Colbert, Director of Grants Management at CPAC, 2500 McClellan Avenue, Suite 110, Pennsauken, NJ 08109 or hcolbert@cpachvi.org by close of business day on Thursday, April 13th, 2017

6.3 ADDENDA/REVISIONS TO REQUEST FOR PROPOSALS

Addenda/revisions to this Request for Proposals shall be provided to all firms who have received this Request for Proposals.

6.4 ACCEPTANCE OF OFFER

The signed proposal shall be considered an offer on the part of the offeror. Such offer shall be deemed accepted upon execution of a signed contract.

7.0 INSURANCE

Prior to commencing work under contract, the successful firm(s) shall furnish the County with a certificate of insurance as evidence that it has procured the insurance coverage

required herein. This coverage must be provided by a carrier approved by the County and rated appropriately through A.M. Best. Firms must give the County a sixty day notice of cancellation, non-renewal or change in insurance coverage.

The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Proposals:

7.1 PROFESSIONAL LIABILITY

\$1,000,000.00 errors and omissions/malpractice for occurrence.

7.2 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY

Statutory coverage for New Jersey;
\$500,000.00 Employer's Liability;
Broad Form All-States Endorsement.

7.3 GENERAL LIABILITY

\$1,000,000.00 per occurrence/ \$3,000,000.00 aggregate for bodily injury and property damage. The County shall be named as additional insured with respect to general liability.

7.4 AUTO LIABILITY

\$1,000,000.00 per occurrence. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

8.0 INDEMNIFICATION

The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the County of Camden and its officials and employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement. (See **Attachment F.**)

9.0 MISCELLANEOUS REQUIREMENTS

9.1 Camden County will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this Request for Proposals. Emphasis should be on completeness and clarity of content.

9.2 The contents of the proposal submitted by the successful firm(s) and this Request for Proposals may become part of the contract for these services. The successful firm(s) will be expected to execute said contract with the County of Camden.

9.3 Proposals shall be signed in ink by the individual or authorized principal of the responding party. Proposals submitted shall be valid for a minimum of 60 days from the date of opening.

9.4 The County of Camden reserves the right to reject any and all proposals received by reason of this Request for Proposals, or to negotiate separately in any manner necessary to serve the best interests of Camden County. Firms whose proposals are not accepted will be notified in writing.

9.5 Any selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of the Camden County Administrator.

9.6 The selected firm(s) shall be required to comply with the requirements of P.L. 1975, c. 127 (see attached affirmative action language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of agreement. (See Attachment C)

9.7 The selected firm(s) shall be required to complete the Certification Regarding the Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (see attached certification) prior to the commencement of services. This requirement will be addressed upon execution of agreement. (See Attachment K)

9.8 All responses to this Request for Proposals shall be subject to public scrutiny in accordance with New Jersey statutes, rules, and regulations.

9.9 Any contract for services shall be subject to the availability and appropriation of sufficient funds for this purpose.

9.10 Contracts awarded pursuant to this Request for Proposals may be amended to provide for closely related services, the need for which may arise or become apparent after the original contract award. Any contract amendment for closely related services must be approved by resolution of the Board of Freeholders.

9.11 The selected firm(s) shall be prohibited during the term of its contract from representing any individual or entity in any matter in which an adverse party is the County of Camden, the County Board of Freeholders, the County Prosecutor, the County Sheriff, any County Row Officer or any officers, employees, departments or subdivisions of any of the aforementioned or in any matter which, in the sole discretion of the County, shall constitute a conflict of interest or shall have the appearance of impropriety.

9.12 All Firms are advised that, pursuant to N.J.S.A. 19:44A-20.13, it is their responsibility to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission (“ELEC”) if, during the calendar year, they receive a contract(s)

in excess of \$50,000 from public entities, including Camden County. It is the firm's responsibility to determine if such filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532.

9.13 All Firms are further advised that effective September 1, 2004, c. 7 expands the State Contractor Business Registration Program to contracting units as defined in the Local Public Contracts Law. Effective January 18, 2010, P.L. 2009, c.315 revises the State Contractor Business Registration requirement and permits filing a BRC prior to award of contracts if not filed with bid or RFP. **ALL BIDDERS (AND THEIR SUBCONTRACTORS) COMPETING FOR COUNTY CONTRACTS MUST PROVIDE A COPY OF THEIR BUSINESS REGISTRATION CERTIFICATE BY THE DATE THE BID OR RFP IS AWARDED. FAILURE TO DO SO WILL RESULT IN A REJECTION OF YOUR BID OR PROPOSAL. (See also Section XI, herein).** (See Page 23)

9.14 APPROVAL AND CERTIFICATION OF BILLING STATEMENT: Authorization for payment of periodic billing, final payments or retained monies requires approval and certification by formal resolution of the Camden County Board of Freeholders. Pursuant to P.L. 2006, c. 96, all billing amounts due under a contract with the successful bidder and all required purchasing documents must be received at least ten (10) days in advance of the next scheduled public meeting of Board of Freeholders for the month in which payment is requested. Approved and certified amounts due will be paid during the County's subsequent payment cycle.

9.15 Regardless of any language to the contrary, the County of Camden shall not be responsible for the payment of any interest or late fees.

10.0 CRITERIA FOR EVALUATION OF PROPOSALS

The Proposal Review Process is outlined at Attachment E and details the process being used to evaluate proposals submitted for Juvenile Justice System Grant funding.

Proposals will be reviewed in accordance with the Criteria for Agencies Receiving County funding as outlined at Attachment L.

The RFP Committee will independently evaluate each submission and selection will be made upon the basis of the criteria listed below:

- 10.1** Proven record of experience, including referrals, in providing the type of services detailed herein.
- 10.2** Ability to provide services in a timely manner.
- 10.3** Personnel qualifications (i.e., resumes of key personnel who will be responsible for and assigned to the work).
- 10.4** Location of office and availability of personnel.

- 10.5** Understanding of the services requested (including completeness and clarity of submission), and qualitative nature of the services proposed.
- 10.6** Cost of services (budget)

PART II

PROPOSAL REQUIREMENTS

Vendors are requested to propose use of Juvenile Justice Grant funds for the County of Camden, New Jersey.

Proposals which do not conform to the proposal format or are incomplete may not be submitted to the review committee for consideration.

Proposals MUST be submitted in the following format and should contain the information requested.

PREPARATION OF PROPOSAL:

Use the Application Summary (**Attachment A**) to ensure that proposal is complete. When submitting proposal please attach this completed summary, followed by the Funding Proposal Cover Sheet (**Attachment A-1**) to the front of each copy of proposal.

- Typewritten pages; pages must be numbered sequentially.
- Size of typewritten font/print must be 12.
- **A total of 9 hard copies (1 original and 8 copies) along with 1 electronic version saved on a USB. (If you are submitting separate proposals each submission must include its own USB.)**
- **One original and eight (8) copies of the Program Profile must be included with your proposal. (Do not staple the Program Profile to your proposal.)**

PROPOSALS, WHICH DO NOT CONFORM TO THE PROPOSAL FORMAT OR ARE INCOMPLETE, MAY NOT BE SUBMITTED TO THE REVIEW COMMITTEE. NO CHANGES, ADDITIONS OR OMISSIONS CAN BE MADE AFTER PROPOSAL DEADLINE DATE.

Vendors are requested to propose Juvenile Justice Services for the County of Camden, New Jersey.

Proposals **must** be submitted in the following format and should contain only the information requested:

PROPOSAL SECTIONS

- Attachment A- Application Summary
- Attachment A-1 Funding Proposal Cover Sheet
- Attachment A-2 Program Profile (separate attachment)
- Attachment A-3 Logic Model (separate attachment)
- Abstract /Executive Summary
- Statement of the Problem
- Structure of Services
- Program Administration and Staffing / Resume
- Facilities (use / refer to Attachment A-1)
- Monitoring and Evaluation
- Budget Fees
- Conflict of Interest
- Form of Contract
- Other Information
- MBE/WBE Tracking Information
- State Contractor Business Registration Program
- Certification of Debarment

All sections are to be addressed and specifically referenced.

ALL ATTACHMENTS (page 28) MUST BE INCLUDED AS PART OF YOUR PROPOSAL FOR IT TO BE COMPLETE.

The following explains what we expect in each of the major sections and the scoring values for each section, where appropriate.

ABSTRACT/EXECUTIVE SUMMARY *Limit: 1 page (no point value)*

Provide a summary of application that includes the following:

- A. Agency Overview:** Briefly describe the philosophy/mission of the agency itself. Include information on its incorporation date and status. Attach a copy of the agency's mission statement and a brief statement of the agency's history (can be placed in attachment section).
1. Problem area to be addressed.
 2. Target population and geographic area to be served.
 3. Brief overview of the service.
 4. Intended effect of service on the problem and customer.
 5. Total program cost and amounts being requested by this funding source.
 6. Definition of a unit of service, including cost per unit of service, and how many units of service will be provided with these resources.
 7. Any limitations, restrictions or priorities on the services delivered with these resources.
 8. Any unique capabilities (multi-lingual, special reading programs, etc.).

SECTION I – STATEMENT OF THE PROBLEM *Limit: 3 pages (Value of 5 points)*

A. Statement of the Problem

A statement of the problem describes the condition of the people that require improvement.

1. Describe the specific nature of the problem.
2. Describe who is experiencing the problem.
3. Describe the locale of the people who are experiencing the problem?
4. Provide relevant information/data, which indicates that there is a problem. (NOTE: The source of any documentation, data or statistics MUST be documented).

SECTION II – STRUCTURE OF SERVICES *Limit: 8 pages (Value of 30 points)*

A. Program Components

Describe the service components to be provided through this program. Include a clear delineated plan for direct family involvement and aftercare, as these are key factors in the success of local programming.

1. Describe the nature of services and sanctions that will be provided (e.g. mentoring, tutorial, counseling and personal development, etc.
2. Describe the service in detail. Include who will be served; number of customers served daily/weekly/annually, intake criteria, length of stay requirements, termination criteria, program participation requirements etc.

3. Treatment Modality: Describe the treatment modality to be used in the program and how this addresses the identified population. Include what empirical data was used to determine choosing this modality.
4. Program Components must be demonstrated and match the Logic Model submitted.

B. Target Population/Eligibility

1. List eligibility criteria. Include who will be served, (a description of the target population to be served including offense history, age, gender, etc.); and number of customers served daily/weekly/annually.
2. Explain rationale for selecting this population segment.
3. Identify geographic service area for this program.
4. Provide a description of transportation options for clients in obtaining service. (Accessibility of the program for participants and their families, including availability of public transportation routes, barriers to access and strategies to address those barriers).
5. Describe handicapped limitations. Provide a description of handicapped accessibility accommodations. Location should meet basic safety standards and ADA guidelines.

C. Outreach

1. Describe how the applicant will recruit people for the program (publication, referral resources, etc.).
2. Describe how the affiliation agreements are developed and/or established with other community agencies, or if subcontracts will be utilized using identified vendors (if applicable.)
3. Attach affiliation agreements, subcontracts, and/or memorandum of understanding. (If agreements are pending award of application, attach letter requesting an agreement. Once an agency is confirmed documentation approving agreement must be submitted within 15 days of the award letter.) (If applicable)

D. Admission Criteria

1. Describe referral/intake process, (*i.e., review paperwork-reports, forms, documents needed for admission, interview the juvenile, etc.*). Include the length of time from referral to acceptance/admission. Discuss allowable parameters for the length of time from court order to program admission.
2. Describe limitations, if any of program to accept referrals.
3. Describe maintenance of a waiting list, should this become necessary.
4. Describe method for prioritization of intake requests.

E. Hours of Service

Complete attached **2017 Calendar of Service Days** form (**Attachment H**). List program service days/holiday schedule.

1. Where will the service be provided? Specify location of program.
2. When will the service be provided, the hours and days that each service will be available to clients, including how emergencies are handled; for example, closure policies, crisis, after-hour contacts, etc.

F. Level of Service (How do you deliver the service?)

1. What is the definition of Unit of Service? (i.e. Beds, Classes, Days, Evaluations, Other, Position, Group Sessions, Hours, Individual Sessions, Youth Slots)
2. What is the expected level of service (LOS) for each unit for this contract period? (This must specify the number of youth to be served and the duration of the program/services per youth).
3. What is the total level of service anticipated throughout the contract period?
4. Describe the process and timeframe you will utilize to operate this program.
5. Indicate those services that will require a subcontract and what organization will provide these sources (if known).
6. Describe how the affiliation agreements are developed and/or established with other community vendors. (If applicable).
7. The timeline of youth served and description of the level of service must be demonstrated and match the Logic Model and Program Profile submitted.

G. Program Duration

1. Identify program funding period
2. Attach an **Implementation Timeline** Chart.
3. Implementation Chart must be clear and provide information of intensity of services that are not demonstrated in the Logic Model.

SECTION III – PROGRAM ADMINISTRATION AND STAFFING *Limit: 3 pages (Value of 20 points)*

A. Statement of Organizational Capability

1. Describe the organization's experience in serving the targeted population group.
2. Provide list of current programs managed by your organization and the funding sources (may be included as an attachment).
3. State whether the proposed service has been previously provided by the agency and the agency's experience in providing the service.
4. In order to be considered for funding, an applicant must be an existing provider of services and a non-profit 501 (c) (3) agency or a public agency (municipal, county, or state). A copy of the IRS letter, or a statement that the applicant is a public agency, must be attached to the proposal.
5. If a non-profit organization, the applicant must have a volunteer governing body such as a Board of Trustees or Directors. A copy of governing body roster must be attached to proposal, listing members and their affiliations.
6. Provide a copy of the Applicant's code of ethics and/or conflict of interest policy (may be included as an attachment).

7. Provide a statement that your firm will comply with the insurance coverage requirement as set forth in Part I, Section 5 of this RFP. (may be included as an attachment).
8. Provide a statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations. (may be included as an attachment).
9. Applicants must practice non-discrimination and applicants must comply with all requirements of New Jersey Law 1975, Chapter 127 regarding affirmative action. (refer to Part II, Section XI, below). When submitting your proposal please complete and sign the attached Affirmative Action Questionnaire (**Attachment C**).

B. Cultural Needs

Describe the capability of this program to meet the cultural needs of the clients to be served.

C. Rationale/Mission of Program

Describe the need that is being addressed and the methods/modalities to implement the program design.

1. Describe the philosophical theory on which the program is based. (Describe why the program should work.)

D. Staff Organization (limit: 2 pages)

Describe the staffing configuration of the program, the number of staff needed, and the necessary qualifications to perform their duties. Attach a copy of an organizational chart and job descriptions for the program (can be placed in attachment section).

1. Detail the supervision lines of the program in relationship to overall agency operation.
2. Include organizational chart.
3. Detail who will be providing the service and the staffing requirements. Identify staff and their respective functions to implement this program. Identify staff supervision, reporting structure, and who is responsible for each program component.
4. Identify specific clinical staff titles, with qualifications and licenses to be included in the program and their respective functions.
5. List all other staff titles, qualifications, and functions.

E. Data Collection

1. Describe client record keeping system.
2. Include a written statement that the agency will comply with all requirements pertaining to the timely collection and submission of data for the Juvenile Automated Management System and any other data requirements as outlined by the local County Youth Services Commission and the Juvenile Justice Commission.

SECTION IV – MONITORING, EVALUATION, GOALS & OBJECTIVES *Limit: 3 pages*
(Value of 20 Points)

A. Monitoring and Evaluation

The purpose of evaluation is to document measurable achievements in meeting desired client impact, showing that a program is doing what it said it would be doing.

1. Describe the expected outcomes of the proposed program and services.
2. Describe the methodology for determining the program effectiveness.
3. Explain how the program correlates/evaluates outcomes in relation to its goals and objectives.
4. List the indicators that will be measured to determine if outcome objectives are being met and rationale for selecting these indicators.
5. Describe the tools and internal processes to measure and monitor client change as a result of having received services.
6. Describe prior evaluation results.
7. Describe how evaluation information is used to improve program services and customer success.
8. Describe prior monitoring and evaluation for services if agency has served under Camden County Youth Service Commission
9. Describe prior outcomes of services
10. Include a written statement that the agency will be cooperatively involved with the monitoring of the contracted program conducted by the County Youth Services Commission and Juvenile Justice Commission.
11. Include a written statement that the provided agency will comply with all requirements pertaining to the timely collection and submission of data as outlined by the County Youth Services Commission and the Juvenile Justice Commission.

B. Goals and Objectives (Services/activities, Indicators)

Outline the purpose of the program design. Identify quantifiable goals, objectives, and outcomes and describe activities and resources to meet these goals and objectives.

Among these goals should be a strong emphasis upon reducing subsequent offending by youth served.

1. Identify the specific goals of the program/services.
2. Describe the measurable effects that the program will have on the problem.
3. Describe the effect the program that will have on clients. (State the outcome objectives Page 5-7).
4. How much and when change is expected?
5. Explain how/why program design is expected to result in stated outcomes.
6. If your program was funded last year, what were the outcomes achieved through funding? (Identify funding source)

7. All goals and objectives must be demonstrated and match the Logic Model and Program Profile submitted. (In Logic model Objectives, outcomes and indicators are listed)

Definitions

Goals: are general statements of ultimate ends. The Program Goals summarize the ultimate impact on the problem. Goals should clearly relate to the problem and lend themselves to objective measurements.

Example: The goal of the Juvenile Detention Alternative Innovation Funds is to reduce the unnecessary and inappropriate use of detention while maintaining public safety and court appearance rates.

Specific Objectives: Objectives for the Juvenile Detention Alternative Initiatives have been outlined on pages 5-9. In addition to the objectives provided by the JDAI please provide short term objective which describes your LOS.

Example: Total of 25 youth and their families (5 youth and their families at any point of time) provided with intensive family support services at least 3-4 hour week.)

Outcomes: are changes in attitudes, beliefs, or behaviors that take place as a result of your services. Outcomes can be short-term (participant engagement and learning), intermediate (participant behavior change) or long term (sustainable implementation/impact)

Example: Parents assume an active role in ensuring compliance and success pre- and post-disposition.

Please limit the number of outcomes to 3 or 4 for each specific objective.

Indicators: answer the question, "What would I see or hear that would tell me that a desired outcome was being achieved?"

Example: Parents participate 85% of/during court hearings, in creating service plan and activities.

Please limit the number of indicators to 2 or 3 for each outcome

Evaluation Methods/Measurement Tools: are the process utilized to obtain information that the program has achieved its outcomes. *Example: The names of youth within the program will be cross-references with complaints filed with Family Court for the time period between the juveniles release from detention to the adjudicatory hearing.*

Services/Activities: Briefly describe the services your participants will receive and detailed activities or action steps that will assist the program in reach its goal. You may include the numbers of participants to receive services, the service "dose" and any specific model or curriculum. (Service details, especially the core components of your services, should be spelled out elsewhere, such as in your program's operations manual or work plan.)

Example: "25 families will receive 10, 2-hour Families Together parent education classes."

Resources (sometimes called Inputs or Investments): List the tangibles needed to provide services.

Example: This could include staff, parent-group facilitator, transportation, phone line, supplies, and equipment etc.

C. Logic Model (See attachment A-3)

1. A logic model is a map of your program. It is a simple, logical illustration of what you do, why you do it and how you will know if you are successful.
2. The logic model is a beneficial tool to demonstrate program progress and evaluate program effectiveness. The logic model should be clear and include fully detailed short, intermediate, and long term implementation strategies and outcomes.

SECTION V – BUDGET (Value of 25 points)

A. Budget Narrative

Please provide a budget for each of the following:

1. A total operational budget request for program funding for contract period. (A line item budget must be included)
2. Briefly describe each budget line item listed on attachment D-2 Contract Expense Summary.
3. State what percent of the agency's total budget the proposed program represents.
4. Detail personnel cost. List job titles with number of positions, a brief summary of job responsibilities, the salary and fringe benefits for each position, number of positions and number of full-time equivalents for each. Total of detailed salaries should equal the total for this item on the budget form.
5. Define a unit of service and the cost of a unit of service.
6. Indicate sources of income and specify whether they are projected or confirmed. Note assumptions upon which you have based any client-generated income and for third party reimbursement.
7. The budget section must also provide a rationale describing how these budget figures were calculated (Use Budget Narrative Forms Attached)
8. Include a written statement that the agency will comply with the timely submission of quarterly narrative and fiscal reports to be submitted by the provider agency through the County Youth Services Commission to the Juvenile Justice Commission.
9. ***In the event that less money is available than your original request from this funding source, indicate at what level of funding would you be unable to implement this program.***

B. Fees/Contributions

1. Describe fees for service (if any), sliding fee schedules, donation policy and process to waiver fees, as necessary.
2. If applicable, describe co-payment systems.
3. Describe fee for service assessment.

C. Budget Worksheets

Please complete and submit the following worksheets:

- Attachment D-1. Program Budget Summary
- Attachment D-2. Contract Expense Summary
- Attachment D-3. Personnel
- Attachment D-4. Other than Personnel
- Attachment D-5. Revenue

SECTION VI - CONFLICT OF INTEREST

This section should disclose any potential conflicts of interest that the firm may have in performing these services for Camden County.

SECTION VII - FORM OF CONTRACT

The Office of County Counsel will supply the form of contract. If your firm has a proposed form of contract, please supply a copy with your proposal.

SECTION VIII - OTHER INFORMATION

This section is for any further pertinent data and information not included elsewhere in the RFP and found necessary by your firm.

SECTION IX - MBE/WBE TRACKING INFORMATION

Please complete **Attachment J** and return it along with your response to this Request For Proposals.

SECTION X - CERTIFICATION OF DEBARMENT

Please complete **Attachment K** and return it along with your response to this Request For Proposals.

SECTION XI – STATE CONTRACTOR BUSINESS REGISTRATION PROGRAM

Effective September 1, 2004, P.L. 2004, c. 57 expands the State Contractor Business Registration Program to contracting units as defined in the Local Public Contracts Law. (see attached sample Business Registration Certificate). Effective January 18, 2010, P.L. 2009, c.315 revises the State Contractor Business Registration requirement and permits filing a BRC prior to award of contracts if not filed with bid or RFP. **ALL BIDDERS (AND THEIR SUBCONTRACTORS) COMPETING FOR COUNTY CONTRACTS MUST PROVIDE A COPY OF THEIR BUSINESS REGISTRATION CERTIFICATE BY THE DATE THE BID OR RFP IS AWARDED. FAILURE TO DO SO WILL RESULT IN A REJECTION OF YOUR BID OR RFP.** Questions regarding this law may be directed to the New Jersey Department of Taxation. To obtain a Business Registration Certificate go to: www.state.nj.us/treasury/revenue Click on: Business Registration & Formation. Click on: Obtain a certificate of registration. Click on: Obtain a certificate online.

The County strongly recommends that all vendors provide their BRC (and BRC's for each subcontractor) with submission of bids or RFP's.

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

DEPARTMENT OF TREASURY
 DIVISION OF REVENUE
 PO BOX 252
 TRENTON, N.J. 08646-0252

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. Tully
 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:

20041014112823533

SECTION XII- EHIBIT OF ALLOVABLE & UNALLOWABLE EXPENSES

Camden County follows OMB Circular A-122 for determining allowable and unallowable costs. Certain allowable costs covered under OMB A-122 are allowable with conditions as specified below. All Costs deemed unallowable in OMB A-122 are unallowable by the County. The Following is an example of allowable and unallowable costs.

Item of Costs	Allowable	Unallowable	With Conditions
Advertising	x		
Alcoholic Beverages		x	
Bad Debts		x	
Banking Fees	x		Note 1
Car Allowance		x	
Communications	x		Note 2
Donations		x	
Employee Morale	x		Note 3
Entertainment Costs		x	
Fines/Penalties		x	
Good or Services for personal use		x	
Meetings & Conferences (In House)	x		Note 4
Membership	x		Note 5
Participant Incentives	x		Note 6
Participant support costs.	x		Note 7
Staff Meals		x	
Taxes	x		Note 8
Transportation	x		
Travel	x		Note 9

Note 1 – The following banking fees are not allowable: ATM usage fees, late charges, overage fees.

Note 2 - Proper documentation must be kept to determine program usage.

Note 3 - Example of employee morale are in house publications, health clinics & recreational activities. Costs are allowable if incurred with established practice, reasonable, equitably distributed to all activities and offset by income earned.

Note 4 – Cost associated with meeting and conferences hosted by the Sub recipient are allowable with the following condition: Costs for meals must receive pre approval as well as facility costs. Attendance to out of state conferences must have pre approval.

Note 5 – Business Memberships and subscriptions are allowable. Costs of membership in any country club, social or dinning club or organization are unallowable.

Note 6 – An example of participant incentives would include gift cards or lunches/dinner for positive behavior or reaching program goals. Participant incentives are allowable if the agency has set policy and procedures identifying the reward system which must be pre-approved by the county. Please refer to the county’s gift card policy.

Note 7 – These costs include stipends or subsistence allowances, travel allowances and registrations fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia, or training projects and are allowable as direct costs with the prior approval of the awarding agency. Costs associated with participant support require proper documentation detailing the participants along with itemized receipts.

Note 8 - Taxes from which exemptions are available are unallowable for example sales tax for nonprofit organizations.

Note 9 – Local travel will be reimbursed at the agency mileage rate not to exceed the federal mileage rate. Out of state travel costs must be pre-approved by the granting agency. Lodging, meals and incidental costs must not exceed the rates outlined in the Federal Per Diem guidelines.

Gift Card Policy & Procedure

1. Purchase gift cards as needed
2. Maintain a log which includes date purchased, type of gift card (store/visa), amount, bar code ID number, issued to, issued by.
3. Receipt of gift card signature form which will include – Participants name, reason for giving gift card, date received, type of gift card, amount, the bar code number, signature and print of received by and issued by.
4. Copy front/back of gift card
5. Attach copy of the gift card to the receipt
6. Originals should be maintained and copies sent with reimbursement request

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 the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

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

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

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

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. Letter of Federal Affirmative Action Plan Approval; or
2. Certificate of Employee Information Report; or
3. Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

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.**

AMERICANS WITH DISABILITIES ACT

Mandatory Language

Equal Opportunity for Individuals with Disabilities.

The Contractor and the County do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. s12101 *et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the County pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the County in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the County, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the County's grievance procedure, the Contractor agrees to abide by any decision of the County, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the County or if the County incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

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

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

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

ATTACHMENTS

A	Application Summary
A-1	Funding Proposal Cover Sheet
A-2	Program Profile
A-3	Logic Model
B	Audit Requirements
C	Affirmative Action Questionnaire
D-1	Program Budget Summary
D-2	Contract Expense Summary
D-3	Personnel
D-4	Other than Personnel
D-5	Revenue
E	Proposal Review Process – Flowchart
E-1	Proposal Review Process – Appeals
E-2	Appeals Application and Instructions
F	Agreement to Indemnification
G	Notice of Intent to Apply for 2017 JDAI Innovations Funds
H	Calendar of Service Days
I	Evaluation Instrument Worksheet
J	MBE/WBE Tracking Information
K	Certification of Debarment
L	Criteria for Agencies Receiving County Funding
M	Disclosure of Investments Activities in Iran

**2017 Youth Services Commission JDAI Funds
(Agency Use Only)
Application Summary**

The following items are required and must be returned with your submittal to comply with this Request for Proposal (RFP):

One Original + 8 Copies of your Program Proposal Narrative and 1 electronic version saved on a USB:

1. Attachment A- Application Summary
2. Attachment A-1 – Funding Proposal Cover Sheet
3. Attachment A-2 Program Profile
4. Attachment A-3 Logic Model
5. Structure of Services
6. Program Administration and Staffing / Resume
7. Facilities (use/refer to Attachment A-1)
8. Monitoring and Evaluation
9. Budget / Fees
10. Conflict of Interest
11. Form of Contract (if applicable)
12. Other information
13. MBE/WBE Tracking Information
14. State Contractor Business Registration Program
15. Certification of Debarment

One original application and one (1) copy to include the following information

UNLESS you have submitted your Annual “*RFP Completeness Package*” to CPAC:

_____ Copy of most recent Annual Audit (**Audit cannot be dated back no later than (2) years previous**).

Juvenile Justice Commission
2017 Youth Services Commission JDAI Funds
Funding Proposal
Cover Sheet

Proposal Summary Information

Incorporate Name of Applicant: _____

Type: Public _____ Profit _____ Non-Profit _____ Hospital-Based _____

Federal ID Number: _____ Charities Reg. Number: _____

Address of Applicant: _____

Address of Service(s) _____
(Attach list if necessary)

Contact Person: _____ Phone No.: _____ Email: _____ FAX _____

Total dollar amount requested: _____ Total match required: _____
(if applicable)

Funding period: From _____ to _____

Services: _____
(for which funding is requested)

Total number of (check one) _____ duplicated _____ unduplicated clients to be served: _____

Brief description of services by Program Name and Level of Service to be provided: _____

Brief Description of a Unit of Service: _____

Cost per Unit of Service _____ Level of Service: _____

Authorization:

Chief Executive Officer (Print) _____

Signature: _____ Date _____

PLEASE CIRCLE ONE PER PROPOSAL SERVICES APPLIED FOR

Detention Alternative Plus
Program (DAPP)

Juvenile Justive Family
Partnership Project

AUDIT REQUIREMENTS

The Applicant shall permit the *Juvenile Justice Commission and the Camden County Board of Freeholders* and/or its independent auditors to have access, at a reasonable time and place, to the records and financial statements necessary to comply with the following audit requirements as applicable:

TYPE OF CONTRACTOR

AUDIT REQUIREMENTS

Non-Profits and Institutions of Higher Education

State Funds N.J.O.M.B. Circular Letter 98-07

Federal Funds - OMB Circular A-133

State and Local Governments

State Funds - N.J.O.M.B. Circular Letter 98-07

Federal Funds - OMB Circular A-133

For Profit

Camden County requirement of access as detailed above

Copies of the above-referenced circulars are available upon request, from the Camden County Internal Auditor.

All non-profits, institutions of higher education, and state and local government agencies shall annually forward a copy of their Single Audit Report to the County of Camden Internal Auditor, Court House - 16th Floor, 520 Market Street, Camden, New Jersey 08102.

AFFIRMATIVE ACTION QUESTIONNAIRE

Kindly complete this questionnaire in the event that your firm is awarded this contract. The necessary forms will be sent by our office, upon award. This questionnaire should be submitted with your bid.

1. Our Company has a Federal Affirmative Action Plan Approval.

YES _____ NO _____

- a) if yes, submit a photo static copy of said approval.
- b) if no, submit a photo static copy of the New Jersey Certificate of Employee Information Report.

NONE OF THE ABOVE _____

2. We have neither State nor Federal Affirmative Action evidence, therefore please send us Form AA-302 (Affirmative Action Employee Information Report application).
(Check if applicable) _____

I certified that the above information is correct to the best of my knowledge.

NAME: _____

SIGNATURE: _____

TITLE: _____

CHIEF EXECUTIVE OFFICER: _____

AGENCY: _____

DATE: _____

AN EQUAL OPPORTUNITY EMPLOYER

**2017 Youth Services Commission JDAI Funds
 Program Budget Summary Form
 Page 1 of 5**

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

Agency Federal I. D. #: ____ - ____ - ____ - ____
 Charities Registration #: ____ - ____ - ____
 Non-Profit Agency____ For-Profit Agency____ Public Agency____
 Budget Period: From ____ To ____ Agency Fiscal Year Ends: ____

Program Name	Reimbursable Ceiling	Type of Service	Payment Method	Provider Agency, Contact Person & Telephone #

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 costs.

X _____ (Print & Sign)

2017 Youth Services Commission JDAI Funds
Contract Expense Summary
Page 2 of 5

	1	2	3	4	5	6	7	8	9
BUDGET CATEGORY	TOTAL	<u> </u>	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS					
A. PERSONNEL									
B. CONSULTANTS & PROFESSIONAL FEES									
C. MATERIALS & SUPPLIES									
D. FACILITY COSTS									
E. SPECIFIC ASSISTANCE TO CLIENTS									
F. OTHER									
G. GENERAL & ADMINISTRATIVE COST ALLOCATION	>>>>>>>>>>								
H. TOTAL OPERATING COSTS									
I. EQUIPMENT									
J. TOTAL COST									
K. LESS: REVENUE									
L. NET COST									
M. PROFIT									
N. REIMBURSABLE CEILING									
O. UNITS OF SERVICE									
P. UNIT COST									

2017 Youth Services Commission JDAI Funds
Revenue
Page 5 of 5

	1	2	3	4	5	6	7	8	9
DESCRIPTON	TOTAL	=====	=====	=====	=====	=====	=====	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
SUPPORTING DOCUMENTATION IS REQUIRED TO SUBSTANTIATE THE ALLOCATIONS									

Camden County Youth Services Commission Proposal Review Process Flowchart

MANDATE:

- Designated by Freeholder Resolution as the Camden County Youth Services Commission/Juvenile Crime Enforcement Coalition, CPAC makes recommendations to various funding sources on how resources should be utilized to 1) prevent the duplication of services and 2) ensure the effective and efficient use of public funds.

HOW IT WORKS:

- Community Providers Interested In Responding To RFP's Will Annually Submit:
 - ◆ Annual Audit (**Audit cannot be dated back no later than (2) years previous**).
 - ◆ Documentation of Incorporation and/or IRS 501(C)(3)
 - ◆ Affirmative Action Questionnaire
 - ◆ Debarment Certification
 - ◆ Agreement to Indemnification
 - ◆ Roster of Board Members Listing
 - ◆ Current Agency Consolidated Budget

This information will be submitted on an annual basis, during the month of July, and will be effective through June 30, of the next calendar year. This will be an open enrollment process. However, all materials will be voided on June 30 of each year.

- CPAC receives notification of available funding with a request for the Camden County Youth Services Commission to convene a Review Committee to make funding recommendations.
- The Planning Committee of the Camden County Youth Services Commission, constituted of non-conflicted members, prepares an annual spending plan based on expertise and information as provided by the YSC three-year plan. The YSC develops a service priority list and drafts the criteria for reviewing proposals based on the plan, availability of existing services and other relevant data.
- CPAC through the Camden County Youth Services Commission issues the RFP, and as a courtesy, may send notification to prospective applicants informing them of the availability of the RFP. A legal notice will be printed in the classified section of *the Courier Post*. In compliance with state regulations notices will be sent to the designated repositories, where applicable.
- A pre-bid meeting is held to allow prospective applicants the opportunity to ask questions and receive technical assistance. This is the only time when technical assistance is provided. Minutes from the pre-bid meeting are sent to all prospective applicants who picked up a copy of the RFP and/or attend the pre-bid meeting. In the event of a mandatory pre-bid meeting, minutes are sent **ONLY** to applicants who attended.

- A Review Committee composed of consumers, providers, and advocates who are not "in-conflict" are convened to review the applications. Review Committee members must sign a "conflict of interest" form which states that they have no fiduciary responsibility for funding.
- The decision of the Review Committee is shared with the applicants. There is an appeals process available if an applicant can demonstrate that there was an error or fault in the RFP or Review Process.
- The Review Committee makes service and allocation recommendations to the *YSC*, and then the **Board of Freeholders**. The final recommendation is then forwarded to the appropriate funding source.

Upon approval by the funding source, the appropriate contracting agency contacts the approved applicants to initiate the contracting process.

1. *CPAC* notified of availability of funds by:
 - a) **Board of Freeholders**
 - b) Juvenile Justice Commission
 - c) Other
2. Notice goes to *YSC* where:
 - a) The *YSC* Planning Committee determines gaps, needs, and priorities based on community priorities, funding guidelines and other relevant planning documents (Three-Year Youth Services Plan).
 - b) Sets criteria for RFP.
 - c) Sets date and agenda for bidder's conference.
3. Appropriate staff drafts and issues RFP and legal notice, and community notification document:
 - a) Based on the criteria set by the Planning committee and voted on by the full Commission, staff person drafts RFP. The Planning committee reviews the RFP prior to issuance, as necessary.
 - b) Designated staff person manages and controls distribution of RFP, issuing legal notice and notification to RFP mail list.
 - c) Designated staff person plans and conducts bidders' conference and prepares minutes, which are distributed to any person who has signed out an RFP or attended the pre-bid meeting. In the event of a mandatory pre-bid meeting, minutes are sent **ONLY** to applicants who attended.
4. Agencies submit proposals in proper format no later than time/date specified in RFP:
 - a) Proposals clocked in at reception desk and time/date stamped receipt is given to agency representative. Designated staff reviews proposals for annual completeness package; those applications missing elements of their completeness package as outlined in Attachment A of the RFP are given a deadline with which to comply. Proposals, which are not complete by the deadline, are presented to the Review Committee as incomplete and are not required to be reviewed.

- b) Staff person sets up Review Committee from non-conflicted members of *YSC* sub-committees, community service providers, etc.
 - 1) Potential conflict of interests is asked.
 - 2) Broad-based composition is maintained to eliminate any potential bias, including experts and citizens at large.
 - 3) At least four (4) people are available to review each proposal.
5. Review Committee Meets:
- a) Staff member provides orientation to Review process and to the specifications of the RFP.
 - b) Proposals are assigned to Review Committee members. Members will have a minimum of 2 working days to read the proposals and individually evaluate each using the evaluation instrument as a guide. Each review committee member will be required to sign a code of ethics to ensure confidentiality.
 - c) The Review Committee discusses each proposal, using the evaluation instrument as a guide.
 - d) The Review Committee reaches consensus on a score for each proposal and provides supporting documentation and rationale for decisions. Rankings and allocation plans are recommended based on the score sheet plus the consensus discussion.
 - e) The Review Committee Chair puts consensus decisions in writing with the reasons for decisions made. The Chair is responsible for seeing that comments, rationale, limitations on funding or contracting requirements are in writing.
 - f) If the Chair determines that the Review Committee cannot arrive at a consensus, a new Review Committee will be convened.
 - g) At the conclusion of the Review Committee meeting, the Chair of the Committee signs a statement that indicates that the Review process conformed to the standards set within the guidelines.
6. Notice:
- a) Designated staff person notifies each applicant of the Review Committee's recommendations either via telephone or in writing. General comments of the Review Committee will be made available to applicants. Exact dollar amounts will not be available until the appeals process has been completed.
(If there are no appeals, go directly to #8).
7. Appeals:
- a) An appeal of the Review Committee's recommendations is justified in that the applicant can demonstrate that there was an error or fault in the Request for Proposal (RFP) or Review Process as outlined in the RFP.
 - b) In the event that an applicant believes that there was an error or fault in the Request for Proposal or Review Process, an applicant can submit, within the timeframes outlined in the RFP, a written request for an appeal. This request must be received by the person designated in the RFP within the designated time frame and state the applicant's grounds for an appeal. Appeals received after the designated timeframe will not be heard.
 - c) An Appeals Committee is established, consisting of at least three individuals who are members of the Youth Services Commission and/ or Human Service Advisory Council and the Review Chair as a non-voting resource person.
 - d) Appeals Committee members review the appeal request and determine if the request for appeal is based on the criteria outlined above.

- e) If the request for appeal was not based on the criteria outlined above, then the Appeal Committee must inform the applicant that there is no ground for an appeal and the Review Committee's recommendations stand.
 - f) If the request for an appeal was based on the criteria outlined above, and the Appeals Committee believes that there was an infraction in the RFP or Review Process, then the Appeals Committee may call for a new review.
 - g) Written notice is then sent to the applicant to inform them of the decision of the Appeals Committee.
 - h) Upon conclusion of the Appeals Process, staff notifies each applicant in writing of the Review Committee's allocation recommendations.
8. Recommendations of the Review Committee are forwarded to the Youth Services Commission, CPAC Board, when applicable and to the Camden County Board of Chosen Freeholders for approval:
- a) Designated staff, in conjunction with the Review Chair, prepares a written presentation for the YSC.
 - b) The Commission vote to accept or reject recommendations of the Review Committee.
 - c) Staff notifies the Camden County Board of Freeholders and the funding source, in writing, of YSC recommendations.
 - d) Results of the Review Process are presented to the Planning Committee for their information.

**PROPOSAL REVIEW PROCESS:
APPEALS**

- a) An appeal of the Review Committee's recommendations is justified in that the applicant can demonstrate that there was an error or fault in the Request for Proposal (RFP) or Review Process as outlined in the RFP.
- b) In the event that an applicant believes that there was an error or fault in the Request for Proposal or Review Process, an applicant can submit, within the time frames outlined in the RFP, a written request for an appeal. This request must be received by the person designated in the RFP within the designated timeframe and state the applicant's grounds for an appeal. Appeals received after the designated time frame will not be heard.
- c) An Appeals Committee is established, consisting of at least three individuals who are members of the Youth Services Commission and/or Human Service Advisory Council and the Review Chair as a non-voting resource person.
- d) Appeals Committee members review the appeal request and determine if the request for appeal is based on the criteria outlined above.
- e) If the request for appeal was not based on the criteria outlined above, then the Appeal Committee must inform the applicant that there is no ground for an appeal and the Review Committee's recommendations stand.
- f) If the request for an appeal was based on the criteria outlined above, and the Appeals Committee believes that there was an infraction in the RFP or Review Process, then the Appeals Committee may call for a new review.
- g) Written notice is then sent to the applicant to inform them of the Appeals Committee decision.
- h) Upon conclusion of the Appeals Process, staff notifies each applicant in writing of the Review Committee's allocation recommendations.

**CPAC: THE COMMUNITY PLANNING & ADVOCACY COUNCIL
APPEALS APPLICATION AND INSTRUCTIONS**

Complete this form and submit to CPAC within **three (3)** days of receiving notification of the Review Committee's decision.

Agency Name: _____

Address: _____

Chief Executive Officer: _____ **Date:** _____

Title of Proposal: _____ **Date Submitted:** _____

Amount Requested: _____

Clearly state the specific reason(s) for your appeal:

AGREEMENT TO INDEMNIFICATION

By submission of a proposal, the applicant agency acknowledges a Community Review Process administered by CPAC: The Community Planning & Advocacy Council through the YSC will evaluate proposals and make recommendations through CPAC's Board of Trustees, where applicable to the *Camden County Board of Freeholders*. The Applicant hereby releases and relieves the *Camden County Board of Freeholders* and the Community Planning and Advocacy Council, their respective officers, agents and/or employees from any liability arising out of, and the Applicant shall indemnify the *Camden County Board of Freeholders* and the Community Planning and Advocacy Council against any expenses, losses or liabilities which the *Camden County Board of Freeholders* and/or CPAC may incur in, the exercise and performance of its review and recommendation functions there under.

Agency (please print)

Authorized Agency Representative (please print)

Authorized Agency Representative (signature)

Title

Chief Executive Officer

Date

**NOTICE OF INTENT TO APPLY FOR
2017 Youth Services Commission JDAI Funds**

Name of Agency: _____
Contact Person: _____
Chief Executive Officer: _____
Address: _____

Telephone: _____

I wish to apply for the 2017 Youth Services Commission and have not completed the self-evaluation process and Team Evaluation under the Management Assistance Program (MAP). Please arrange for me to receive necessary materials in order to complete the MAP evaluation.

Return this form no later than 5pm on *Monday, April 10th, 2017* to:

Hilary Colbert, Director of Grant Management
CPAC: The Community Planning & Advocacy Council
2500 McClellan Avenue, Suite 110
Pennsauken, New Jersey 08109

Deadline to submit MAP documentation is, *Thursday, April 18, 2017*.

**County of Camden
Juvenile Justice Commission**

**2017 Calendar of Service Days
(Include one calendar for each program component)**

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

Program name/component _____

Site Location _____

Sunday _____

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Emergency Provisions: _____

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

Occasion Dates

ATTACHMENT I
EVALUATION INSTRUMENT

(SEPARATE ATTACHMENT)

MBE/WBE TRACKING INFORMATION

Definitions:

A **Minority Business Enterprise (MBE)** is defined in the Camden County Affirmative Action Plan as "a business which is independently owned and operated and is at least 51% owned and controlled by minority group members". Minority group members are defined in the Camden County Affirmative Action Plan as "persons who are Black, Hispanic, Portuguese, Asian-American, American Indian or Alaskan Natives"

A **Women Business Enterprise (WBE)** is defined in the Camden County Affirmative Action Plan as "a business which is independently owned and operated and is at least 51% owned and controlled by women".

Using the definitions above, please check the following space which best describes your firm:

___ **Minority Business Enterprise (MBE)**

___ **Women Business Enterprise (WBE)**

___ **Neither**

NAME OF FIRM: _____

ADDRESS: _____

DATE:

CERTIFICATION OF DEBARMENT

**CERTIFICATION REGARDING THE DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, titled Participants' Responsibilities. The Regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211)

I am _____ of the firm _____
(Your Title) (Name of Your Organization)

(Address of Your Organization)

CHOOSE THE FOLLOWING

- () A. I hereby certify on behalf of _____ that
(Name of Your Organization)
neither it nor its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- () B. I am unable to certify to any of the statements set forth in this certification.
I have attached an explanation to this form.

(Signature)

Type Name & Title

Date: _____

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (USDOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal” “proposal”, and “voluntary excluded”, as used in this clause, have the meanings as set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction unless authorized by the USDOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may, but is not required to check the List of Parties Excluded from Procurement or Non procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the USDOL may pursue available remedies, including suspension and/or debarment.

CRITERIA FOR AGENCIES RECEIVING COUNTY FUNDING

To be eligible for consideration for social services county funding, agencies must:

- Support the Vision of the Camden County Covenant for Children, Youth and Families that all children, youth, and families in Camden County will have the resources, opportunities, and support that they need to reach their greatest potential as safe, responsible, productive and caring members of their families and communities.
- Have received a **compliance rating of 80% or above from the Management Assistance Program (MAP)** administered by CPAC. The results of the MAP review will be considered by the Review Committee as one factor among many in recommending allocations to the County. Any agency wishing to apply for county funding that have not participated in MAP should schedule a MAP evaluation in time for the Review Committee to be able to consider the results of the evaluation as part of the review process. Map documentation must be kept current.
- Submit an Annual Completeness Package to CPAC.
- Have an accounting system in place and conduct an annual audit. The most recent agency audit must be attached with the agency's proposal submittal or be on file at CPAC: The Community Planning and Advocacy Council.
- Applicants must practice non-discrimination and applicants must comply with all requirements of New Jersey Law 1975, Chapter 127 regarding affirmative action and when submitting proposal please complete and sign the attached Affirmative Action Questionnaire included as part of the RFP package.
- If a non-profit organization, the applicant must have a volunteer governing body such as a Board of Trustees or Directors. A copy of governing body roster must be attached to proposal, listing members and their affiliations.
- Include the Certification Regarding the Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction form as part of their proposal that states that they are not debarred, suspended, are ineligible or excluded from doing business in the State of New Jersey.
- Provide proof of appropriate insurance with the County and CPAC named as additional named insured on the policy.
- **For any agency receiving funding specifically for homelessness or housing related services, the agency must participate in the Homeless Management Information System (HMIS). These agencies must also participate in mandatory and recommended training updates at least twice per year. These agencies must also attend monthly Systems Evaluation Committee meetings at CPAC.**
- Designate a staff member to participate in the community review process at least once per year.
- Complete annual monitoring reviews that may consist of a site visit and/or review of random files.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX. FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

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 neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at: <http://www.state.nj.us.treasury/purchase/pdf/Chapter25List.pdf>

Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification and return it with the RFP will render a bidder's proposal non-responsive and the RFP will be rejected.** If the Director finds a person or entity to be in violation of 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 party.

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012 c. 25, ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. 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 - add additional sheets if necessary.

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing below:

Name of Entity: _____; Relationship to Bidder: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Bidder/Offeror Contact Name: _____; Contact Phone: _____

Sign Certification - next page

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

BIDDER: _____

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 County of Camden 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 County to notify the County 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 County of Camden and that the County at its sole option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Title: _____

Date: _____