

REQUEST FOR QUALIFICATIONS ("RFQ")
FOR EMERGENCY HOUSING PROVIDERS AT BURLINGTON COUNTY
DEPARTMENT OF HUMAN SERVICES

PART I

Instructions to Vendors

1.0 PURPOSE

The intent of this Request for Qualifications ("RFQ") is to allow the County to create a pool of pre-qualified Emergency Housing providers from which the County may select vendors for Emergency Housing for Burlington County Department of Human Services for January 1, 2015 through December 31, 2017 from the solicitation of proposals submitted. Vendors responding to this RFQ should have experience and a knowledgeable background and qualifications in the field of Emergency Housing. Additional information is contained within the "CONSULTANT RFQ RESPONSE FORM" attached which must be completed and returned with Statement of Qualifications.

Despite any language contained herein to the contrary, this RFQ does not constitute a bid and is intended solely to obtain competitive Responses from which the County may choose a vendor that best meets the County's needs. It is the County's intent that no statutory, regulatory, or common law bidding requirement apply to this RFQ. The County intends to award contracts, for Rapid Rehousing pursuant to N.J.S.A. 40A:11-5(1)(a)(i). This RFQ is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

The specific extent and character of the Emergency Housing Services to be performed shall be subject to the general control and approval of the Administrator of Burlington County Department of Human Services and/or the Burlington County Solicitor's Office.

2.0 COMPLIANCE WITH LAWS

The successful vendor shall comply will all applicable federal, state and local statutes, rules and regulations. If awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

3.0 PROCEDURE FOR RESPONDING TO REQUEST FOR QUALIFICATIONS

3.1 SUBMISSION OF RESPONSES TO RFQ

Five (5) copies of the Response, INCLUSIVE OF ALL INFORMATION required in Part II, "Response Requirements" should be provided. Responses must be provided to Burlington County Department of Human Services. Responses sent regular mail should

be addressed to Burlington County Department of Human Services, 795 Woodlane Road, RFQ - EMERGENCY HOUSING SERVICES, P.O. Box 6000, Mount Holly, New Jersey 08060. Responses sent UPS, Federal Express or Hand Delivery should be addressed to Burlington County Department of Human Services, RFQ – EMERGENCY HOUSING SERVICES at Burlington County Department of Human Services, 795 Woodlane Road, Westampton, NJ 08060. Responses are scheduled to be opened on **January 6, 2015 at 10:00 AM**. Any Responses received after said opening whether by mail or otherwise, will be returned unopened. Responses should be provided in a sealed envelope with the title of the "RFQ EMERGENCY HOUSING SERVICES" clearly marked on the outside. It is recommended that each Response package be hand delivered. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the Response to be received after the above-referenced due date and time. Submission by fax, telephone, or e-mail is NOT PERMITTED.

The Burlington County Board of Chosen Freeholders shall make final selection of vendor by formal resolution.

3.2 QUESTIONS REGARDING REQUEST FOR QUALIFICATIONS

Any questions regarding this RFQ must be made in writing to: Jeff Rabin, Assistant Solicitor, 49 Rancocas Road, P.O. Box 6000, Mount Holly, New Jersey 08060.

3.3 ADDENDA/REVISIONS TO REQUEST FOR QUALIFICATIONS

Addenda/revisions to this RFQ shall be provided to all vendors who have received this RFQ.

4.0 INSURANCE

Prior to commencing work under any agreement awarded to a duly qualified vendor to be created by virtue of this RFQ, the successful vendor 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. Vendors will provide the County a sixty day notice of cancellation, non-renewal or change in insurance coverage. Proof of this level of insurance is part of proper response to RFQ.

The successful vendor shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this RFQ:

Insurance shall be provided in the name of the entity and/or person providing the requested services.

- a. Commercial General Liability including Products Completed Operations coverage for Personal Injury and Property Damage of not less than one million dollars (\$1,000,000) for each occurrence/two million dollars (\$2,000,000) annual aggregate.
- b. All Statutory Workers' Compensation and Employer's Liability insurance coverage required to be held by law.
- c. Professional Liability insurance in the amount \$1,000,000 each wrongful act/\$2,000,000 aggregate.

Prior to the effective date of this agreement, and as a condition precedent to its taking effect, the vendor shall provide a Certificate of Insurance as verification of said policies. Approval of the coverage and the certificate by the Insurance and Risk Management Division is a precedent to the taking effect of this Agreement. This certificate should be issued to:

Burlington County Board of Chosen Freeholders
49 Rancocas Road, PO Box 6000
Mt. Holly, NJ 08060-6000
Attention: Insurance & Risk Management

STATEMENT FROM INSURANCE BROKER: Each responder must include with submission a statement from the responder's insurance broker stating that the responder will, upon successful award any contract to their client, supply the responder with insurance in the types and amounts required by the specifications contained in this section.

5.0 INDEMNIFICATION

The selected vendor shall defend, indemnify and hold harmless the County, its officers, agents and employees from any and all claims and costs of any nature whether for personal injury, property damage or other liability arising out of or in any way connected with the vendor's acts or omissions under any agreement entered into with the County as a result of being selected for award of a contract from by virtue of this RFQ.

6.0 STATEMENT OF OWNERSHIP

In accordance with N.J.S.A. 52:25-24.2, every corporation and/or partnership submitting a Statement of Qualifications (SOQ) shall, prior to the receipt of the SOQ by the Purchasing Agent for the Board of Chosen Freeholders of the County of Burlington, or

accompanying said SOQ, submit a statement setting forth the names and addresses of all stockholders in the corporation or partners in the partnership, who own ten (10%) percent or more of its stock, of any class, or of all individual partners in the partnership who own a ten (10%) percent or greater interest therein, as the case may be. See section 4.01. If one or more such stockholder or partner is, itself a corporation or partnership, the stockholders holding 10% or more of that corporations' stock, or the individual partners owning ten percent 10% or greater interest in that partnership, as the case may be, shall also be listed. This disclosure shall be continued until the names and addresses of every non-corporate stockholder, and individual partner exceeding the 10% ownership criteria established by this notice have been listed. **If no stockholder owns more than ten (10%) percent, note by stating "None".**

Each responder must include with submission a signed statement of ownership.

7.0 MISCELLANEOUS REQUIREMENTS

7.1 Burlington County will not be responsible for any expenses incurred by any vendor in preparing or submitting a Response. All Responses shall provide a straightforward, concise delineation of the vendor's capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content.

7.2 The contents of the Response submitted by the successful vendor and this RFQ may become part of any agreement for the performance of any services as awarded to any vendor created by virtue of this RFQ. The successful vendor will be expected to execute said contract with the County of Burlington.

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

7.4 The County of Burlington reserves the right to reject any and all Responses received by reason of this RFQ, or to negotiate separately in any manner necessary to serve the best interests of Burlington County. Vendors whose Responses are not accepted will be notified in writing.

7.5 The selected vendor 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.

7.6 All responses to this RFQ, with the exception of proprietary information, shall be subject to public scrutiny, subsequent to the selection of the vendor by resolution. Each vendor must clearly designate in its RFQ response any information which it deems to be proprietary. It is the County's experience that the vast majority of RFQ responses

contain no proprietary information. Therefore, any such designation must be limited in scope and reasonably based.

7.7 Any contract for services awarded to any vendor shall be subject to the availability and appropriation of sufficient funds for this purpose annually.

7.8 Contracts awarded to any vendor created by virtue of this RFQ 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 Chosen Freeholders.

8.0 CRITERIA FOR EVALUATION OF RESPONSES

A Review Committee has been established to independently evaluate each submission and make a recommendation to the Burlington County Board of Chosen Freeholders as to the vendor to be awarded the contract. Applicants are required to achieve a minimum average score of fifty (50) to be qualified for selection. The selection criteria to be used in awarding the contract shall include:

8.1 Experience in providing the type of Emergency Housing Services detailed herein and reputation in the field.

8.2 Qualifications.

8.3 Availability to provide services at Burlington County on a 24/hour basis and as indicated in Part II, Scope of Services.

8.4 Location of Office.

The County of Burlington reserves the right to award a contract to the vendor that best meets the needs and interests of the County, cost and other factors considered.

SEE NEXT PAGE FOR PART II, RESPONSE REQUIREMENTS

PART II
RFQ RESPONSE REQUIREMENTS

FORMAT

To assure consistency, responses must conform to the following format:

- A. Scope of Services
- B. Facilities
- C. Conflict of Interest
- D. Fees
- E. Form of Contract
- F. Statement of Ownership
- G. Insurance
- H. RFQ Response Form

All sections are to be addressed and specifically referenced.

The following explains what we expect in each of the major sections.

SECTION A - SCOPE OF SERVICES

Burlington County Department of Human Services is requesting qualification statements in order to select vendors to provide Emergency Housing services. Your response should detail your qualifications to provide one or more of the following services set forth herein.

The Burlington County Department of Human Services is seeking a community partner for Emergency Housing services to achieve our mutual goal of reducing the use of hotels/motels for short term housing placement, enhancing access to short term placement and screening, and quickly transitioning individuals into permanent affordable housing. Services will be available 24 hours per day to resolve imminent or actual homelessness by enabling families to meet shelter cost.

Providers of Emergency Services will be expected to work closely with the Rapid Rehousing Case Management team to transition individuals to permanent lease-based housing in no more than 90 days.

Responses should indicate **the number of beds that will be made available**, and the **specific target population to be served**. We anticipate entering into agreements with providers for at least one location for each of the following populations: families, single men, single women.

Responses should indicate what strategies will be used to accomplish the following objectives:

1. Provide immediate response to accept referrals into housing that is safe and accessible within 24 hours of referral.
2. Identify and secure access to permanent lease-based rental housing within 90 days of placement.
3. Provide linkage to existing community supports for long-term self-sufficiency.
4. Participate in data monitoring to track system-wide decreases in the length of stay in Emergency Housing placements.
5. Demonstrate capacity and accuracy in the use of HMIS software for tracking services and outcomes.
6. Outline evidenced based models and practices to be implemented in the County. This could include, but not be limited to collaborating with existing services.
7. Clearly articulate the population to be served, the number of beds available, and the strategies to be employed to ensure successful transition to permanent housing within 90 days.

It is expected that the contracted provider will assist in identifying programs in the county, and participate actively in the Continuum of Care and system monitoring, including the annual Point in Time count and the HMIS data monitoring process. It is also expected that selected agencies will work closely with the Continuum of Care in developing and utilizing a uniform assessment for all individuals who are referred into emergency housing services.

SECTION B - FACILITIES

This section should address areas as outlined:

1. **OFFICE LOCATIONS**

- a. For your facilities which are located closest to Burlington County, New Jersey, provide:
 1. The location.
 2. Personnel assigned to this location.
 3. The activities performed at this location.
- b. For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Vendors where all activities are performed at one location should leave this paragraph blank.

SECTION C - CONFLICT OF INTEREST

See attached conflict of interest certification to be executed and returned with submission package.

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

SECTION D - FEES

Vendors will be required to bill the Burlington County Board of Social Services at an Emergency Assistance nightly rate, to be set per client. This rate will be negotiated separately with qualified vendors.

Note: The County reserves the right to negotiate with any or all vendors meeting the evaluation criteria set forth herein.

SECTION E - FORM OF CONTRACT

The Office of the Burlington County Solicitor will supply the form of contract.

SECTION F - STATEMENT OF OWNERSHIP

Complete this form only if the Firm is a partnership, corporation or limited liability company.

Check here if not applicable.

Name of Firm: _____

Address: _____

City/State/Zip: _____

Form of business: corporation partnership
 limited liability company

List the names and addresses of all persons (including business entities) who have 10% or more interest in the Firm's firm. If an interest holder is a corporation name the stockholders holding more than a ten percent interest.

Complete the certification at the bottom of this page.

<i>NAME</i>	<i>ADDRESS</i>	<i>SS #</i>

I certify that (check one):

the list of persons named above is current and correct to the best of my knowledge.

or

There are no persons having a 10% or greater interest in the Firm's firm to the best of my knowledge.

Authorized signature

Date

typed/printed name

Title

SECTION G - INSURANCE

Provide a statement of your insurance coverage as set forth in Part I, Section 4 of this RFQ. Vendors need not provide an Insurance Certificate specific to Burlington County in responding to this RFQ. An Insurance Certificate will be required prior to commencing work after selection of a vendor to provide services.

Copy of current license and certifications for each professional that would be assigned to hospice service at Burlington County Department of Human Services (if applicable).

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

SECTION G - RFQ RESPONSE FORM

See attached.

RFQ RESPONSE FORM

Your submission will not be considered complete unless the following has been submitted:

Statement of Qualifications, Part II, Section A (MANDATORY)

Office Location, Part II, Section B

Executed Conflict of Interest Certification, Part II, Section C

Executed Statement of Ownership, Part II, Section F (MANDATORY)

Statement from Broker of Your Insurance Coverage, Part II, Section G (MANDATORY)

CONFLICT OF INTEREST CERTIFICATION

The undersigned certifies to the Board of Chosen Freeholders of the County of Burlington ("Board") that in performing services to Burlington County he knows of no circumstance that would constitute a conflict of interest, financial or otherwise, between himself or his firm and the Board, its members or with the interest of the County of Burlington in general. The undersigned further certifies that he knows of no circumstances or relationships between himself or his firm and third parties that would cause the actual or appearance of a conflict of interest or a compromise of judgment and independence in the performance of the designated services.

The undersigned acknowledges this is a continuing certification, and shall remain in effect for the term of the consulting services.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

By: _____

DATED:

(REVISED 10/08)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

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

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

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

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

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

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

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.