



**ROWAN UNIVERSITY/RUTGERS CAMDEN BOARD  
OF GOVERNORS**

**REQUEST FOR PROPOSALS  
#2019-08**

**GRANT WRITER  
For the  
Rowan University/Rutgers – Camden Board of Governors**

**RFP Issued: November 21, 2019  
Vendor Questions Due: November 28, 2019  
Proposals Due: December 12, 2019**

**ISSUED BY:  
Rowan University/Rutgers-Camden Board of Governors**

# ROWAN UNIVERSITY / RUTGERS CAMDEN BOARD OF GOVERNORS

## NOTICE TO PROPOSERS RFP # 2019-08

### GRANT WRITER

The Rowan University/Rutgers-Camden Board of Governors (“Board”) is soliciting proposals from qualified individuals and firms with demonstrable experience in writing grant proposals and pursuing and securing local, state, federal and foundation funding to support the development and implementation of programs sponsored by the Board, including, but not limited to, the Alzheimer’s Journey Coordinator Program.

This Request for Proposals is available at the Board’s website ([www.rurcbog.com](http://www.rurcbog.com)) in the Procurement section, under the Solicitation tab and at the Board’s Administrative Office located at 201 South Broadway, Suite 440, Camden, New Jersey 08103. Office hours are Monday through Friday from 8:30 am to 4:30 pm. The office may also be reached via phone at (856) 203-6757, or by emailing Sandy McAndrew, Senior Executive Assistant, at [smcandrew@rurcbog.com](mailto:smcandrew@rurcbog.com).

All replies to the RFP must be received on or before **Thursday, December 12, 2019 by 4:30 PM (Eastern Time)**. All replies must be sealed with the name of the RFP clearly marked on the outside of the envelope. Any proposals received after said date, whether by mail or otherwise, will be returned unopened. No proposals will be accepted after the above-referenced date. One (1) original and four (4) copies of the proposal response must be submitted. Proposals may be hand-delivered, or mailed either U.S.P.S., FedEx or UPS. Proposals may not be emailed, faxed or transmitted over the telephone.

All vendor questions regarding this RFP shall be submitted no later than **Thursday, November 28, 2019 by 4:30 PM (Eastern Time)** to Sandy McAndrew. No telephonic questions or contacts are permitted. All questions must be submitted in writing either via facsimile to Sandy McAndrew at (856) 365-8642, or emailed to [smcandrew@rurcbog.com](mailto:smcandrew@rurcbog.com).

Proposals are being solicited by the Board through a fair and open process in accordance with N.J.S.A. 19:44A-20.4, et seq. The contract will be awarded by the Board at a public meeting, in accordance with the criteria set forth in the Request for Proposals and in

accordance with applicable laws. Respondents are required to comply with the requirements of N.J.S.A. 10:5-31, et seq. and N.J.A.C. 17:27, et seq.

## **Request for Proposal (RFP) for Grant Writer**

### **1.0 Purpose**

The Rowan University/Rutgers-Camden Board of Governors (the “Board”) is soliciting proposals from qualified grant writing individuals and firms with demonstrable experience in pursuing and securing local, state, federal and foundation funding to support the development and implementation of the Alzheimer’s Journey Coordinator Program and other programs sponsored by the Board.

### **2.0 Background**

#### **2.1 General**

The Board has determined that in order to effectively pursue grant funding for the Alzheimer’s Journey Coordinator Program, a consultant should be engaged to identify local, state, federal and foundation funding opportunities. The Board recognizes that there may be opportunities to obtain grant funding for other programs sponsored by the Board. Therefore, the Board is seeking to engage a Grant Writer to pursue such funding opportunities.

#### **2.2 The Rowan University/Rutgers-Camden Board of Governors**

The Board is an instrumentality of the State, having been constituted under the New Jersey Medical and Health Sciences Education Restructuring Act (hereinafter “Restructuring Act”) P.L. 2012, c.45, s.34. On August 22, 2012, Governor Chris Christie

signed into law the Restructuring Act. Specifically, Sections 33 and 34 of the law created the Board and gave it broad powers. The primary purpose of the Board is to facilitate joint development of curricular offerings, produce significant positive economic development outcomes, and engage the Camden community on health-related issues. The seven (7) member board consists of two members appointed by the Rowan University Board of Trustees, two members appointed by the Rutgers-Camden Board of Directors, and three members appointed by the Governor with the advice and consent of the Senate. The fulfillment of the Board's mission will be achieved through the development of health sciences programming and the creation of a vibrant health sciences corridor anchored by and in partnership with Rowan University, Rutgers-Camden, Cooper University Hospital, MD Anderson Cancer Center at Cooper, Coriell Institute for Medical Research, Camden County College and the Cooper Medical School of Rowan University. The Legislature created the Board with the vision that it would leverage existing education, research, and medical assets in Camden to create and sustain economic growth and civic engagement in the city and the broader South Jersey region. The Board's mission translates into three overarching themes: (1) education; (2) economic development; and (3) civic engagement.

### **2.3 Alzheimer's Journey Coordinator Program**

New Jersey is currently home to 170,000 residents age 65 and older with Alzheimer's disease; by 2025, that number is expected to increase to 210,000 residents. Medicare and Medicaid are expected to cover 67% of the total health care and long-term care payments for people with Alzheimer's and other dementias. Additionally, 83% of the help provided to older adults in the United States comes from family members and is unpaid. According to the Alzheimer's Association, the value of unpaid care hours provided to people

with Alzheimer's in New Jersey is estimated at \$6,465,000,000. The Board believes that is it important to address this care coordination gap. The Board entered into a dialogue with Otsuka America Pharmaceutical, Inc. ("Otsuka") to determine what opportunities may exist for education and training programs to bridge the care coordination gap in the Alzheimer's Space. The Board and Otsuka conducted a comprehensive literature review of patient navigation programs in order to identify best practices and benefits to people with Alzheimer's, families, and caregivers, as well as healthcare providers and health systems. Based on the literature review, the Board and Otsuka concluded that Alzheimer's Journey Coordinators would, with the correct training, not only improve lives, but also save systems costs and reduce health disparities, particularly for low-income and/or minority populations. On May 2, 2017, the Board authorized the establishment of the Alzheimer's Journey Coordinator Program (the "Program"), and determined that Camden County College is the appropriate institution to offer the Program. The Board also determined that is it appropriate to provide tuition assistance to students who will eventually become Alzheimer's Journey Coordinators.

The purpose of the Alzheimer's Journey Coordinator curriculum is to provide students with the educational and clinical skills necessary to assist caregivers in recognizing and understanding the symptoms, treatment, and guidance of Alzheimer's disease (AD) and related dementias (RDs). The Program builds a student's communication skills with respect to cultural sensitivity and person-centered plans. The Program provides skills to help differentiate between multiple systems and strategies to effectively navigate through various institutions including federal (including the VA), state, county and local health and social agencies. This certificate curriculum assists students who are presently working for agencies that provide services to individuals with ADRD, as well as students who are new to the field of healthcare

Students who successfully complete the Program are certificated as Alzheimer's Journey Coordinators.

The ultimate goal of the Board in securing funding for the Program is to promote job training and workforce development. Once each student completes the Program and is certificated, the student is placed in various care settings, such as hospitals and assisted living facilities, in Camden and in surrounding communities. The Board will carefully evaluate the results of the educational and service components of this initiative, and are hopeful that the assessment results yield the same successes as other navigation programs in chronic diseases. Additionally, the Board intends to publicize the nature and results of the Program in relevant, juried professional journals, such as the Gerontological Society of America and the Journal of Applied Gerontology. The Board also intends to develop lectures for presentation at regional and national meetings of professional associations, such as the Alzheimer's Association, Delaware Valley Chapter Annual Conference and the American Hospital Association. Spurring replication will leverage the program to the benefit of a greater number of individuals living with Alzheimer's disease and their caregivers. By obtaining grant funding from local, state, federal, and foundation sources, the Board will be able to multiply the impact of the Program both regionally and nationally.

### **3.0 Scope of Services**

The Scope of Services for this position consists of the following:

- a. The Grant Writer will work closely with the Chief Executive Officer and Program & Policy Analyst to develop a proposal seeking local, state, federal, and foundation funding for the implementation of the Alzheimer's Journey

Coordinator Program and establishment of the AJC navigators as an in-demand profession.

- b. The Grant Writer will participate in an initial planning meeting with the Chief Executive Officer and Program & Policy Analyst to determine the scope and focus of the funding that will be pursued.
- c. The Grant Writer will develop a plan identifying specific grants, the justification for pursuing said grants, the source and type of funding for each grant (local, state, federal, or foundation), and the entity providing the funding.
- d. The Grant Writer will establish a schedule for proposal submission based on the respective requirements and deadlines of funding sources.
- e. The Grant Writer will draft grant proposals, submit said proposals to the Chief Executive Officer and Program & Policy Analyst for feedback, and return the revised final proposals to the Chief Executive Officer and Program & Policy Analyst.
- f. The Grant Writer will maintain communication with the Chief Executive Officer and Program & Policy Analyst to ensure that information required for proposal submission is obtained in a timely manner. The Grant Writer will inform the Chief Executive Officer and Program & Policy Analyst of the progress and status of each submitted proposal.
- g. The Grant Writer may be engaged to pursue funding opportunities for other programs sponsored by the Board. The same Scope of Services will apply to any such engagements.

#### **4.0 Statement of Qualifications**

A Statement of Qualification shall be submitted. The Statement of Qualification shall include the following information:

- a. Experience relevant to the Scope of Services.
- b. Similar engagements for government or higher education entities.
- c. Availability to complete assignments on a timely basis.
- d. Grant proposals prepared by the bidder that resulted in successful outcomes for the sponsoring organization.

#### **5.0 Pricing**

The bidder must submit a fee proposal applicable to the Scope of Services.

#### **6.0 Proposal Evaluation Criteria**

Pursuant to the Board's Procurement Policy, an Evaluation Committee will review the proposals submitted in response to the RFP, any supplemental information provided by bidders and information gathered during interviews with bidders, if conducted. The Evaluation Committee will consider the following factors in ranking the proposals:

- 1.) Compliance with the requirements stated in the RFP.
- 2.) Experience performing comparable engagements for public entities and non-profit educational and research institutions.
- 3.) Pricing.

#### **7.0 Contract Award**

The contract award shall be made with reasonable promptness by written notice to the successful bidder. Any or all bid proposals may be rejected when the Board determines that it is in the public interest to do so.

#### **8.0 Indemnification**

The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the Board 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 obligation contained in this agreement.

#### **9.0 Term of Engagement**

The anticipated contractual period will be for one (1) year, subject to up to two (2) possible renewals of one year each at the discretion of the Board. The Board reserves the right to alter this time period upon review of all proposals. The Board reserves the right to terminate the contractor's services for cause or convenience at any time during the terms of the contract. In the event the Board terminates services, written notice will be provided at least thirty (30) days in advance of the termination date.

#### **10.0 Conflicts of Interest**

The bidder shall disclose any potential conflicts of interest that the bidder may have in performing the Scope of Services.

#### **11.0 Form of Contract**

The Board will provide the form of contract that will incorporate the terms and conditions of the contract award. Acceptance of the Board's contract is a condition of the award.

#### **12.0 Other Bid Requirements**

The successful bidder must provide the following certifications and disclosures:

- 1.) Disclosure of Investment Activities in Iran
- 2.) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- 3.) Equal Employment Opportunity/Affirmative Action Evidence
- 4.) MacBride Principles Form
- 5.) Request for Taxpayer Identification Number and Certification (IRS Form W-9)

### **13.0 Miscellaneous Requirements**

**13.1** The Board will not be responsible for any expenses incurred by any bidder 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.

**13.2** The contents of the proposal submitted by the successful firm and this Request for Proposals may become part of the contract for services. The successful firm will be expected to execute a vendor contract with the Board.

**13.3** Proposals submitted shall be valid for a minimum of 60 days from the date of opening.

**13.4** The Board 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 the Board.

**13.5** Any selected bidder is prohibited from assigning, transferring, conveying, subcontracting or otherwise disposing of the bidders rights or responsibilities without the prior written consent of the Chief Executive Officer of the Board.

**13.6** The selected bidder shall be required to comply with the provisions of Title II of the Americans with Disabilities Act of 1990 (the “Act”) (42 U.S.C.§ 12101 et seq.)

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

**13.8** Any contract for services shall be subject to the availability and appropriation of sufficient funds.

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

**13.10** The selected bidder shall be prohibited during the term of its contract from representing any individual or entity in any manner in which an adverse party is the Board, or any officers or employees of the Board, in any manner which, in the sole discretion of the Board, shall constitute a conflict of interest or shall have the appearance of impropriety.

**13.11** All bidders 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 the Rowan University/Rutgers-Camden Board of Governors. It is the bidder’s responsibility to determine if such filing is necessary. Failure to file can result in the imposition of financial penalties by ELEC. Additional information on this requirement is available from ELEC at 888-313-3532 or at <http://www.elec.state.nj.us/>.

**13.12** All New Jersey and out of state corporations must obtain a Business Registration Certificate (BRC) from the New Jersey Department of the Treasury, Division of Revenue prior to conducting business in the State of New Jersey. The firm must provide proof

of valid and current Business Registration Certificate with the Division of Revenue to the Board before starting work under the contract. Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at [www.state.nj.us/njbgs/services/html](http://www.state.nj.us/njbgs/services/html).

**13.13** No contract can be issued by the Board unless the firm has completed an Ownership Disclosure Form disclosing the names and addresses of all its owners holding 10% or more of the corporation or partnership's stock or interest. Refer to N.J.S.A. 52:25-24.2.

**13.14** All bidders are advised, pursuant to P.L. 2005, Chapter 271, of the Vendor Certification and Political Contribution Disclosure Form filing requirement. See language and attachment included in the Vendor Forms section. If the contract is in excess of \$17,500, the contractor must comply with P.L. 2005, Chapter 271, by completing and submitting to the Board the required Chapter 271 Political Contribution Disclosure Forms, before the effective date of the contract. The successful firm is responsible for filing the Vendor Certification and Political Contribution Disclosure Form with the appropriate state agency. Failure to comply with the political contribution disclosure requirement may result in the cancellation of the contract award or the imposition of penalties by the New Jersey Election Law Enforcement Commission ("ELEC"). Additional information about this requirement is available from ELEC at 888-313-3532 or <http://www.elec.state.nj.us/>.

**13.15** All bidders are advised that relevant records of vendors entering into contracts with the Board are subject to audit or review by the New Jersey Office of the State Comptroller, pursuant to N.J.S.A. 52:15C-14(d).

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**To assist bidders, the Board has provided Vendor Forms on its website for use by bidders in complying with all required certifications and disclosures described in this RFP. All such certifications and disclosures must be submitted as a part of the bidder's response to this RFP. A bidder's failure to submit the required certifications and disclosures may result in the rejection of the proposal as non-responsive and preclude the award of a contract to the bidder.**